



دوري الدرجة الأولى
FIRST DIVISION LEAGUE

UAEFA LICENSING REGULATIONS

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DEFINITIONS

Term	Definition
Accounting policies	The specific principles, bases, conventions, rules and practices adopted by an entity in preparing and presenting its financial statements.
Administration procedures	Procedures pursuant to laws or regulations whose objectives are to rescue insolvent entities and allow them to carry on running their business. This process, which is an alternative to the liquidation of the entity, is often known as going into administration. The day-to-day management of the activities of an entity in administration may be operated by the administrator on behalf of the creditors.
AFC	Asian Football Confederation
AFC Club Licensing Administration System or “CLAS”	An online system (https://clas.afc-line.com) created by the AFC for the Licensor and the License Applicant to complete the processes stipulated in the UAE Club Licensing Manual and UAE Club Licensing Regulations.
1st Division Clubs Licensing Manual (Manual)	Working document which describes the 1 st Division Clubs Licensing Regulations. The guidelines of the 1 st Division Clubs Licensing Regulations provide the Licensor and License Applicants further understanding into the reasons behind the criteria as well as a standard interpretation of the criteria and assessment process. In relation to the financial criteria in the Regulations, the Manual also provides details on mandatory and minimum requirements.
AFC Club Licensing Regulations (Regulations)	The regulations consist of five (5) categories of criteria and a Core Process. The requirements of the AFC club licensing regulations must be transferred into a “National Club Licensing Regulations”.
AFC Season	See Season to be licensed
AFC Stadium Regulation	Working document which describes the requirements to be fulfilled by the License Applicant with regard to the Stadium to be used for AFC Club Competition matches and UAEFA First Division League Club Competition matches.

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

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

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

Independent auditor	An auditor who is independent of the entity, in compliance with the IFAC Code of Ethics for Professional Accountants. For additional information, visit www.ifac.org . The term ‘auditor’ may also be used when describing related services or assurance engagements other than audits.
Intangible asset	An identifiable non-monetary asset without physical substance, such as the registration of a player.
Interim financial statements	A financial report containing either a complete set of financial statements or a set of condensed financial statements for an interim period.
Interim period	A financial reporting period shorter than a full financial year.
Intermediary	A natural or legal person who, for a fee or free of charge, represents players and/or clubs in negotiations with a view to concluding an employment contract or represents clubs in negotiations with a view to concluding a transfer agreement.
International Financial Reporting Standards (“IFRS”)	Standards and Interpretations adopted by the International Accounting Standards Board (IASB). They comprise: - <ul style="list-style-type: none"> a) International Financial Reporting Standards. b) International Accounting Standards; and c) Interpretations originated by the International Financial Reporting Interpretations Committee (IFRIC) or the former Standing Interpretations Committee (SIC).
International Standards on Auditing (“ISA”)	The International Auditing and Assurance Standards Board (“IAASB”) issues International Standards on Auditing as the standards to be applied by auditors in reporting on historical financial information. According to the IAASB, one of its objectives is ‘establishing high quality auditing standards and guidance for financial statement audits that are generally accepted and recognized by investors, auditors, governments, banking regulators, securities regulators and other key stakeholders across the world’. For additional information about the IAASB and ISA, visit www.ifac.org
International Standards on Review Engagements (ISRE)	The IAASB issues standards applicable to a review of historic financial information. Current ISREs are available from www.ifac.org
International Standards on Related Services (ISRS)	The IAASB issues engagement standard that includes the application of agreed-upon procedures to information. Current ISRSs are available from www.ifac.org .

Joint venture	<p>A contractual arrangement whereby two or more parties (the ventures) 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>
License	Certificate confirming fulfillment of all mandatory minimum requirements by the licensee in order to start the admission procedure for AFC Champions League.
License applicant	Legal entity fully and solely responsible for the football team participating in national and international club competitions which applies for a License.
Licensee	License applicant which has been granted with a License by the Licensor.
Licensing administration	Body or staff within the Licensor that deals with club licensing matters.
1st Division Clubs Licensing Officials	The officials in charge of the core process of 1st Division Clubs Licensing System and who are appointed by UAE FA General Secretary.
Licensing cycle	See Core Process
Licensing season	Season for which a License has been granted (cf. also Season to be licensed)
Licensing process	Process in which a License is granted
Licensor	Body that operates the national licensing system and grants the License (UAE Football Association)
Management (personnel)	Describes those responsible for the preparation and fair representation of the financial statements and other financial information.
Material or Materiality	Omissions or misstatements of items or information are material if they could, individually or collectively, influence the economic decisions of users taken on the basis of the financial information. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances or context. The size or nature of the item, or a combination of both, could be the determining factor.
May	Indicates a party's discretion to do something (ie. optional, rather than mandatory)
Must or shall	Indicates an obligation to do something
National accounting practice	The accounting and reporting practices and disclosures required of entities in a particular country.

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

Reporting entity/entities	The registered member and/or company or group which, according to the rules of these regulations, must provide the Licensor with respectively statutory or consolidated financial statements.
Review	<p>The objective of an engagement to review financial information is to enable an auditor to express a conclusion whether, on the basis of the review, anything has come to the auditor's attention that causes the auditor to believe that the financial information is not prepared, in all material respects, in accordance with an identified financial reporting framework.</p> <p>A review, in contrast to an audit, is not designed to obtain reasonable assurance that the financial information is free from material misstatement. A review consists of making inquiries, primarily of people 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 auditors, but it does not provide the evidence that would be required for an audit.</p>
Season to be licensed	Means the UAE season for which the License Applicant has applied for the License, i.e. 1 st August to 31 st May.
Significant change	Means an event that is considered material to the documentation previously submitted to the Licensor and that would require a different presentation if it had occurred prior to the submission of the licensing documentation.
Significant influence	The power to participate in the financial and operating policy decisions of the investee but is not controlled or joint control over those policies.
Stadium	Means the venue for a competition match including, but not limited to, all properties and facilities near to such stadium (for example, offices, hospitality areas, press centers and accreditation centers).
Statutory closing date	The annual accounting reference date of the reporting entity.
Subsequent events	Events or conditions occurring after the licensing decision.
Subsidiary	An entity, including an unincorporated entity such as a partnership that is controlled by another entity (known as the parent).
Supplementary information	If the minimum requirements of criterion F.01 for content and accounting are not met in the audited annual financial statements, additional information must be prepared and submitted by the License Applicant. The content and presentation of the supplementary information, if required at all, will vary between License Applicants depending on the amount of information already disclosed in the separate audited annual financial statements.

Training facilities	The venue(s) at which a License Applicant's registered players undertake football training and/or youth development activities on a regular basis.
UAE Club Licensing Manual (Manual)	Working document which describes the UAE Club Licensing Regulations. The guidelines of the UAE Club Licensing Regulations provide the Licensor and License Applicants with 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.
1st Division Clubs Licensing Regulations (Regulations)	The working document which describes 1 st Division clubs licensing system in the UAE. It includes all minimum requirements of 1 st Division clubs licensing system as well as any specific national particularities and objectives.
UAE FA	United Arab Emirates Football Association
Season	1 st August to 30 th June
UAE Season to Be Licensed	It is season following the current sports season

ARTICLE 1: INTRODUCTION AND SCOPE OF APPLICATION

1.1 This “First Division Clubs Licensing Regulations” is the basic working document for Licensees which incorporates UAE FA minimum requirements. The licensee should fulfill a minimum requirement in order to obtain a license and be eligible for promotion to UAE Professional league.

First implemented for the season 2019/2020, First Division Clubs Licensing Regulations comes into force on its approval by the UAE FA Board of Directors and was implemented for the main purpose of developing first division clubs and thus bridging the gap between first division league and UAE Professional league.

The licensing bodies and the License Applicant, explaining their tasks as well as the Core Process to be applied

The criteria are divided into different subjects: sporting criteria, infrastructure criteria, Personnel and Administrative criteria, Legal criteria, financial criteria and Marketing criteria. The criteria are then divided into three different grades (“A”, “B” and “C”).

ARTICLE 2: LICENSE APPLICANT

2.1 The License Applicants are obliged to:

- 2.1.1 Read and understand the UAE Club Licensing Regulations in conjunction with the UAE Club Licensing Manual.
- 2.1.2 Adapt its own structure and relevant organization according to the minimum requirements regarding the Core Process and further procedures.
- 2.1.3 Set-up a working plan for the application of the License for the UAE Season and the Season to be Licensed considering the UAE Professional League and AFC deadlines for exceptions and accreditation as well as the decision-making process.

ARTICLE 3: OBJECTIVES FOR THE 1st DIVISION CLUBS LICENSING SYSTEM

3.1 The 1st Division Club Licensing System has the following objectives:

- 3.1.1 Adding market value to 1st Division League.
- 3.1.2 Bridging the gap between UAE Professional league and 1st division league.
- 3.1.3 Increasing the level of administrative and financial organization.
- 3.1.4 Safeguarding the credibility and integrity of 1st division clubs' competitions.
- 3.1.5 Improving the economic and financial capability and monitoring financial fair play in competitions.
- 3.1.6 Increasing the level of management and organization within the License Applicants.
- 3.1.7 Upgrading the License Applicants' sporting infrastructure to provide spectators and media with well-appointed, well-equipped and safe stadiums.

ARTICLE 4: LEGAL BASIS

4.1 The Licensor has jurisdiction to govern the Licensing system by virtue of the UAE FA regulations

ARTICLE 5: SCOPE OF APPLICATION

5.1 All clubs wishing to participate in 1st Division League Competitions must apply for license

ARTICLE 6: CRITERIA

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

- 6.1.1 Sporting criteria.
- 6.1.2 Infrastructure criteria
- 6.1.3 Personnel and Administrative criteria.
- 6.1.4 Legal criteria.
- 6.1.5 Financial criteria.
- 6.1.6 Marketing and Promotion criteria.

ARTICLE 7: CRITERIA GRADES

7.1 The criteria described in these First Division Clubs' Licensing Regulations constitute the minimum requirements. License Applicants may report attainment of higher quality standards for any criteria if they so wish.

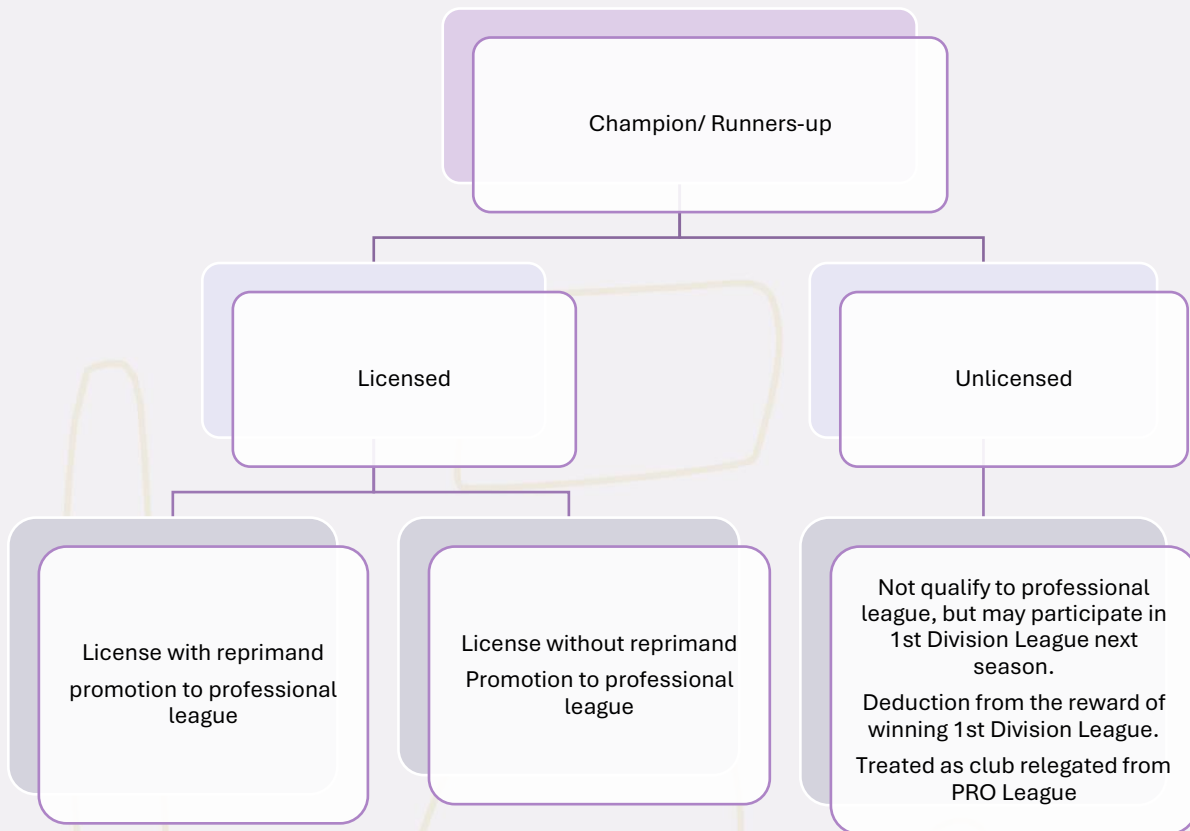
The criteria are graded into three separate categories defined as follows:

- 7.1.1 **“A”- criteria – “MANDATORY”**: If the License Applicant does not fulfill any A-criteria, then it cannot be granted a License to enter the UAE PL Competitions and shall be deprived from the reward system approved by UAE FA Board of Directors.
- 7.1.2 **“B” – criteria – “MANDATORY”**: It is important for the License Applicant to fulfill “B” criteria to improve the club’s performance, however, fail to fulfil “B” Criteria will not affect obtaining the license.
- 7.1.3 **“C”- criteria – “BEST PRACTICE”**: C-Best Practices “Standards are the recommended best practices and if they are not adhered to No Obligations apply to them, and the license application will not be rejected. Certain C-criteria may become “MANDATORY” criteria at a later stage.

ARTICLE 8: RULES REGARDING SANCTIONS SYSTEM

8.1 The First Instance Body (FIB) and / or Appeals Body (AB) are competent to issue the license or withdraw it during the season.

- 8.1.1 UAE FA Board of Directors shall approve the Decision as per regulations.
- 8.1.2 Table of Eligibility according to club’s status



ARTICLE 9 | SPOT-CHECKS

9.1 AFC and/or UAE FA reserve the right, at any time, to conduct spot-checks with the help of licensing officers to verify that the minimum requirements defined in the Core Process are respected.

9.2 The UAE FA Licensing Officers will have the power to carry out spot checks on License Applicants by attending at the club or ground without prior notice and shall be entitled to examine all documentation related to licensing and verify all licensing requirements.

ARTICLE 10 | BODIES OF 1ST DIVISION CLUBS LICENSING SYSTEM

10.1 The bodies through which the UAE FA will act regarding the club licensing system shall be:

10.1.1 UAE FA Board Members for the approval of these Regulations, the exception policy and the delegation requests and any other matter which is not regulated by these regulations.

- 10.1.2 The First Instance Body (FIB) and Appeals Body (AB) constitute the decision-making body
- 10.1.3 Specific working groups (e.g. legal working group, financial working group, etc.) composed of specialists and experts delegated by the Licensor, to assist the UAE FA in the development of the 1st division club licensing system.

ARTICLE 11: LICENSOR DEFINITION

- 11.1 UAE FA is the Licensor.
- 11.2 The Licensor governs the licensing system, appoints the corresponding licensing bodies and fixes the necessary processes.
- 11.3 The Licensor guarantees the licensee full confidentiality with regard to all information given by the License Applicant during the licensing process. Anyone involved in the licensing process or appointed by the Licensor must sign a confidentiality clause before assuming any tasks.
 - 11.3.1 establish at least two decision-making bodies.
 - 11.3.2 establish an appropriate licensing administration.
 - 11.3.3 set up a catalogue of rewards.
 - 11.3.4 define the Core Process.
 - 11.3.5 determine whether a License can be granted.

ARTICLE 12: LICENSOR'S OBLIGATIONS

- 12.1 Establishing two decision-making bodies
- 12.2 Establishing an appropriate administration and appoint qualified staff members to administer the licensing process on its behalf.
- 12.3 Defining the main process.
- 12.4 Making the decision to grant licenses or not.

ARTICLE 13: DECISION-MAKING BODIES

- 13.1 The Licensor shall establish two decision-making bodies:
 - 13.1.1 First Instance Body (FIB)
 - 13.1.2 Appeals Body (AB)
- 13.2 The decision-making bodies shall be independent from each other. They shall receive administrative support from the administration of the Licensor.

ARTICLE 14: LICENSING ADMINISTRATION (LA)

- 14.1 The tasks of the Licensing administration (LA) will include:
- 14.1.1 preparing, implementing and further developing the club licensing system.
 - 14.1.2 setting the deadlines as required in the Core Process.
 - 14.1.3 providing administrative support to the decision-making bodies
 - 14.1.4 assisting, advising and monitoring the Licensees during the season.
 - 14.1.5 serving as the contact point for and sharing expertise with the License Applicants, the licensing departments of other AFC member associations and with AFC itself.
 - 14.1.6 The LA will report to the FIB any cases where a Licensee fails to maintain the conditions for the issuance of a License. The LA may delegate responsibility for aspects of monitoring licenses to other departments affiliated to UAE FA.
 - 14.1.7 The LA will have the power to seek clarification, further documentation and information from the License Applicant and can invite the License Applicant to provide any further evidence or explanations. Any such requests are at the discretion of the LA.

ARTICLE 15: FIRST DIVISION CLUBS LICENSING OFFICERS

- 15.1 The First Division Clubs' Licensing Officers will determine the timetable for the Club Licensing Core Process on an annual basis, taking into consideration the start date of the first division clubs' competitions and the deadline set by licensor.
- 15.2 The First Division Clubs' Licensing Officers will have the power to make recommendations to the Licensing Manager on any matter pertaining to the issuance of a License, rewards, withdrawal of License and / or other related licensing matters.
- 15.3 The First Division Clubs Licensing Officers, and any other advisors requested by the LA, will have the right to attend meetings of the FIB and the AB. The role of the officer or advisor in these meetings will be to facilitate and this person will have no voting rights.
- 15.4 All persons involved in the licensing process must comply with strict confidentiality rules regarding information received during the licensing process. UAE PL shall set up the necessary confidentiality clauses in this respect.

ARTICLE 16: FIRST INSTANCE BODY (FIB)

- 16.1 The FIB will consist of up to Five (5) members, with each member having a single vote. The quorum must have a minimum of three (3) members. The chairman has the casting vote.
- 16.2 It is required that one qualified lawyer member and an auditor holding a qualification Members be present at the FIB Committee Meeting.
- 16.3 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 1st Division Clubs Licensing Regulations at the submission deadline set by the Licensor and on whether a License shall be withdrawn.
- 16.4 In the case of a License refusal, the decision must be put in writing and include the reasoning.
- 16.5 The decision must:
- 16.5.1 be in writing.
 - 16.5.2 state the reasoning.
 - 16.5.3 include a deadline/time limit.
 - 16.5.4 provide transparency for the involved parties subject to respect of confidentiality (e.g. financial aspects);
 - 16.5.5 include a statement of the rights to appeal.
- 16.6 In case(s) where License is refused due to submission of documents after the deadline determined by the Licensor and/or due to non-submission of documents required as indicated in 1st Division Clubs Licensing Regulations and/or UAE Club Licensing Manual, the decision of the FIB is final and binding and not subject to appeal.

ARTICLE 17: APPEALS BODY (AB)

- 17.1 The AB will consist of up to Five (5) members, with each member having a single vote. The quorum must be of minimum Three members. The chairman has the casting vote.
- 17.2 It is required that one qualified lawyer and an auditor holding a qualification member be present at the AB Committee Meeting.
- 17.3 The AB decides on appeals submitted in writing and makes a final and binding decision on whether a License should be granted
- 17.4 Appeals may only be lodged by:
- 17.4.1 The License Applicant, who received the refusal of the FIB.
 - 17.4.2 The licensee, whose License has been withdrawn by the FIB.
 - 17.4.3 The licensing manager of the Licensor.
- 17.5 The AB makes its decision based on the decision of the FIB and all the evidence provided by the License Applicant or Licensor to the FIB with its written request for appeal within the deadline determined in the appeal procedure.

- 17.6 No further evidence or documents can be submitted to the AB.
- 17.7 In the case of a License refusal, the decision must be put in writing and include the reasoning.
- 17.8 The decision of the AB, in cases of Licenses related to entry into UAE PL Competitions or UAEFA's First Division League, is final and is not subject to appeal.

*ARTICLE 18: REQUIREMENTS OF MEMBERS OF THE DECISION-
MAKING BODIES*

- 18.1 UAE FA appoints the members of the FIB and AB for a period of four years. Members are eligible for a re-appointment.
- 18.2 The decision-making bodies must have at least one qualified lawyer and an auditor holding a qualification recognized by the appropriate national professional body among their members
- 18.3 Members of the FIB may not belong simultaneously to any judicial body of the Licensor and must act impartially in the discharge of their duties.
- 18.4 The Licensor may nominate administrative staff of UAE FA as members of the FIB, except for the Licensing Manager who cannot be member of the FIB.
- 18.5 Members of the decision-making bodies must follow the strict confidentiality rules in the same way as members of the LA. The Licensor defines these rules, and the members must accept them in writing.
- 18.6 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.
- 18.7 In this connection, the independence of a member may not be guaranteed if he/she or any member of his/her family (spouse, children, parents, siblings) is a:
- 18.7.1 Member
 - 18.7.2 Shareholder
 - 18.7.3 business partner
 - 18.7.4 Sponsor or
 - 18.7.5 Consultant, etc. of the License Applicant. The foregoing list is illustrative and not exhaustive.
- 18.8 Members of the decision-making bodies must act impartially in the discharge of their duties. The segregation of powers between the FIB and AB must be guaranteed.

ARTICLE 19: LICENSE APPLICANT AND LICENSE

- 19.1 This chapter defines the legal entity that must apply for the License to enter UAEFA First division league and to qualify to UAE PL competitions.
- 19.2 The legal entity applying for a License is called the License Applicant. Once the License Applicant has been granted a License by the Licensor it becomes a licensee. For the purposes of this chapter, only the term License Applicant is used.
- 19.3 The License Applicant is defined as being the club that is a member in UAE FA and participates in the first team competitions organized by UAE FA Competitions Committee:
- 19.3.1 any commercial entity according to national law and/or national association statutes, which is member of UAE FA, or
 - 19.3.2 any commercial entity according to national law and/or national association statutes, which has a contractual relationship to a registered member (hereafter, company).
- 19.4 Only a registered member or a company can apply for /receive a License. Natural persons may not apply for / receive a License.
- 19.5 License Applicant is fully responsible for the participation in national and international football competitions as well as for the fulfillment of the club licensing criteria.
- 19.6 The License Applicant is, in particular, responsible for ensuring the following:
- 19.6.1 that all players are registered with the UAE FA and, if professional players, that they have a written labor contract with either the registered member or the company.
 - 19.6.2 that all the compensation paid to the players and/or other football clubs arising from contractual or legal obligations and all the revenues arising from gate receipts are accounted for in the books of either the registered member or the company.
 - 19.6.3 that the License Applicant is fully responsible for the football team composed of registered players participating in national and/or international competitions.
 - 19.6.4 that 1st division clubs licensing officers are provided with all necessary information and/or documents to prove that the licensing obligations are fulfilled, as these obligations relate to the sporting, infrastructure, personnel and administrative, legal, financial and Marketing and Promotion criteria.
 - 19.6.5 that 1st division clubs licensing officers are provided with information on the reporting entity/entities in respect of which sporting, infrastructure, personnel and administrative, legal financial and Marketing & Promotion information are required to be provided. In turn, the Licensor must assess whether, in respect of each License Applicant, the selected reporting entity/entities is appropriate for club licensing purposes.

- 19.6.6 that all documents and/or evidence that are provided to the Licensor must be submitted via the AFC Club Licensing Administration System (<https://clas.afc-link.com>) by the submission deadline announced in the Core Process.
- 19.6.7 that, in using the AFC Club Licensing Administration System (CLAS), only those legally authorized by the License Applicant to submit documents to the UAE FA are given access to the Club Administrator's account.
- 19.6.8 The License Applicant should:
- 19.6.9 be based legally in the territory of the UAE and play its home matches only in the UAE.
- 19.6.10 have the right to use the name and the brands of the License Applicant and not change the name of the License Applicant for advertising/promotional purposes.
- 19.6.11 accept no clauses in contracts with television, sponsors or other commercial partners which could restrict the License Applicant in its freedom of decision or affect its management.
- 19.7 If the License Applicant is a company, it must provide the Licensor with the financial information of the company and the registered member (consolidated financial statements as if they were a single company).
- 19.8 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.
- 19.9 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.
- 19.10 The License Applicant must provide together with the financial (consolidated) accounts the overall legal group structure (presented in a chart) duly approved by the management, this chart must include information: on any subsidiary, any controlling entity up to the ultimate controlling parent company, any associated company and subsidiary of such parent.
- 19.11 The legal group structure shall clearly identify the entity which is the member of the Licensor and mention for each License Applicant's subsidiary: name of the legal entity, information on main activity and any football activity, % of ownership interest (if different, % of voting power held), (share capital, total assets, total revenues, total equity)
- 19.12 It is best practice that the above key information is provided for each entity of the group and that any change to this legal group structure is promptly communicated to the Licensor.
- 19.13 If any License Applicant / Licensee wishes to change its legal entity, which is the recognized member of the UAEFA during participation in UAE First Division league (for example, if a Licensee that is an incorporated company wishes to dissolve itself at the end of the season, then reincorporate itself as a new incorporated company and apply for a License for the following season), it

must submit full details of the proposed change to the FIB. Notwithstanding the rules stated below, such new company, provided that its membership has not lasted for a period of three years may not apply for a License unless a specific exception in this sense has been requested to and approved by UAEFA, the following rules apply in order to change a legal entity:

- 19.13.1 Licensee's applications to transfer its membership of UAE FA to a new entity must be submitted in writing and by registered post to 1st division clubs licensing officers before the Deadline for Submission of the Application to the Licensor in order for any transfer of membership to be effective.
- 19.13.2 A licensee will not be permitted to transfer its membership of UAE FA to a new entity during the Competition Season.
- 19.13.3 Licensee will only be permitted to transfer its membership of UAE FA if all the liabilities of the old entity are fully taken over by the new entity or if all the liabilities of the old entity are resolved (e.g. By payment in full or via a creditors' voluntary arrangement) to the satisfaction of all creditors.

ARTICLE 20: REPORTING ENTITY AND REPORTING PERIMETER

- 20.1 The License Applicant determines the reporting perimeter, i.e. the entity or combination of entities in respect of which financial information (e.g. single entity or consolidated financial statements) has to be provided in accordance with the consolidation requirements.
- 20.2 The reporting perimeter must include all entities in whose financial statements the following is accounted for:
 - 20.2.1 compensation paid to employees (as defined by criteria F.03) arising from contractual or legal obligations.
 - 20.2.2 costs / proceeds of acquiring / selling a player's registration.
- 20.3 The reporting perimeter should include all entities included in the legal group structure and in particular, all entities which generate revenues and/or perform services and/or incur costs in respect of the following activities of the License Applicant in relation to the sport of football.
 - 20.3.1 ticketing.
 - 20.3.2 sponsorship and advertising.
 - 20.3.3 broadcasting.
 - 20.3.4 merchandising and hospitality.
 - 20.3.5 club operations (e.g. administration, match day activities, and travel).
 - 20.3.6 financing (including financing secured or pledged against the assets of the License Applicant).
 - 20.3.7 use and management of stadium and training facilities.
 - 20.3.8 youth academy.
- 20.4 An entity may be excluded from the reporting perimeter only if its main activity is not related to the activities, locations, assets or brand of football companies.

For the avoidance of doubt, an entity cannot be excluded if it is involved in activities mentioned in article 20.2 to 20.3

20.5 The License Applicant must:

20.5.1 Declare whether the activities indicated in article 20.2 to 20.3 have been accounted for in the financial statements of one of the entities included in the reporting perimeter and provide a detailed explanation should this not be the case.

20.5.2 justify in detail the exclusion from the reporting perimeter of an entity included in the legal group structure.

ARTICLE 21: LICENSE

21.1 Licenses must be issued according to the provisions of these Regulations.

21.2 The 1st division clubs licensing officers must invite the License Applicants concerned to apply for a License in writing and within the deadline.

21.3 The licensor shall grant License to applicants which fulfill the criteria set out in the Regulations at the deadlines defined by UAE FA clubs licensing officers.

21.4 A License expires without prior notice:

21.4.1 at the end of the season for which it was issued for.

21.4.2 on the cancellation of the competition in question.

21.5 A License may be withdrawn during a season by UAE FA decision making bodies if:

21.5.1 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 and enters receivership during the season, for so long as the purpose of the receivership is to rescue the License Applicant and its business, the License should not be withdrawn).

21.5.2 any of the conditions for the issuing of a License are no longer satisfied.

21.5.3 the licensee violates any of its obligations under the Regulations.

21.6 A License cannot be transferred.

21.7 As soon as a License withdrawal is envisaged, the Licensor must inform AFC.

ARTICLE 22: EXTRAORDINARY APPLICATION OF THE CLUB LICENSING SYSTEM FOR ENTERING AFC CLUB COMPETITIONS

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

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

- 22.3 The AFC General Secretary shall define the minimum criteria and circulate them to national associations at the latest by 28 February of the year preceding the season to be licensed for.
- 22.4 The UAE FA must notify AFC of the possibility of such extraordinary application in writing, by 30 September at the latest, stating the name(s) of the License Applicant (s) concerned.
- 22.5 The AFC Administration may then decide the minimum criteria for the License Applicant (s) concerned by considering the requirements of the applicable national club licensing regulations, as well as the status of the License Applicant (s) in question. The AFC Administration defines the necessary deadlines and forwards as well these to the concerned national association.
- 22.6 The UAE FA is responsible for submitting the criteria, as soon as these are communicated by the AFC Administration, to the License Applicant (s) concerned for the assessment for the extraordinary procedure at national level. It also has to take immediate action with the License Applicant (s) for the preparation of that procedure.
- 22.7 The License Applicant (s) concerned must provide the necessary documentary proof to the UAEFA. The Licensor will assess the License Applicant (s) against the fixed minimum standards and forward the following documentation in English to AFC within the given deadline:
- 22.7.1 a written request to apply for special permission to enter the corresponding AFC club competition.
 - 22.7.2 a recommendation by the Licensor based on its executed assessment (incl. the dates and names of the persons having assessed the License Applicant (s))
 - 22.7.3 all documentary evidence provided by the License Applicant (s) and the Licensor.
 - 22.7.4 any further document requested by AFC during the extraordinary procedure.
- 22.8 The AFC Administration bases its decision on the received documentation and grants special permission to enter AFC club competitions if all the set criteria are fulfilled and if the License Applicant (s) ultimately qualifies based on its sporting results. The decision will be communicated to the national association, which has to forward it to its concerned License Applicant (s).
- 22.9 If a concerned License Applicant is sportingly eliminated during this extraordinary procedure, the UAE FA has to notify the AFC administration immediately and has to decide if this procedure shall immediately be terminated, without further decision. Such a terminated procedure cannot be restarted at a later stage.
- 22.10 Appeals can be lodged against decisions made by the AFC administration, or, if applicable, the AFC Executive Committee in writing before the Court of Arbitration of Sport (CAS) in accordance with the relevant provisions laid down in the AFC Statutes.
- 22.11 The Court of Arbitration for Sport (hereafter CAS) in Lausanne is appointed as an independent appeals body for the club licensing system. Decisions of the CAS are final and binding. The relevant articles of the CAS and AFC Statutes, Rules and Regulations shall apply.
- 22.12 AFC reserve the right to execute spot-checks

Article 23 : ADMISSION TO UAE PL COMPETITIONS

- 23.1 Clubs / football companies that have qualified to UAE PL Competition by virtue of being the champion or runner-up of the UAE FA first division league must undergo 1st Division Clubs Licensing system and obtain licenses.
- 23.2 If the champion or the runner-up does not obtain a license, the next club in the final ranking of 1st Division League shall qualify, provided that it fulfilled the condition and obtained a license.
- 23.3 The UAEFA and in coordination with UAE Pro League may allow champions/ runners-up to participate in the UAE Pro-League in case of failure; on a condition to fulfill the Terms and conditions set by the UAEFA and UAE Pro League by the next year.

ARTICLE 24: CORE PROCESS

- 24.1 This chapter defines the assessment process (hereafter Core Process) of 1st division club licensing system.
- 24.1.1 The Core Process describes the procedures to be followed by 1st division clubs licensing officers in order to control the issuance of a License to a License Applicant. The Core Process is also for License Applicants to perform self-assessment and for the Licensor and the AFC to verify that quality standards have been fulfilled according to the criteria described in these Regulations
- 24.1.2 The Core Process defines the procedures for the verification of the criteria described in these regulations (sporting, infrastructure, personnel and administrative, legal and financial, Marketing and Promotion criteria's) and thus to control the issuance of a License to a License Applicant.
- 24.1.3 The Core Process shall start at the deadline defined by the Licensor and shall end with the submission of the list of licensing decisions to the AFC Administration within the deadline communicated by AFC.
- 24.1.4 The Core Process is aimed at:
- 24.1.4.1 Helping the Licensor in establishing an appropriate and efficient licensing process according to its needs and organization.
- 24.1.4.2 Agreeing on the main requirements that 1st division clubs licensing officers have to comply with to issue the License.
- 24.1.4.3 Ensuring that the decision on the granting of a club License is made by an independent body.
- 24.1.4.4 Ensuring that the decision-making bodies receive adequate support from 1st division licensing officers and licensing administration of the Licensor.
- 24.2 The Licensor shall ensure equal treatment to all License Applicants during the Core Process.
- 24.3 The deadline and submission date must be strictly adhered to. 1st Division Clubs Licensing Officers are responsible for determining all deadlines and submission dates. It is

the responsibility of the License Applicant to ensure that all original forms, supporting documents and necessary evidence are sent in good time. Should 1st division clubs licensing officers not receive the forms, documents and evidence by the deadline, the License Applicant shall be considered to have not submitted these documents.

24.3.1 The Core Process has been set in three (3) different phases for clarity purposes:

24.3.1.1 Application phase: covers the procedures for the License application stage and lead up to the decision-making process.

24.3.1.2 Decision-making phase: details the decision-making process including any possible appeals.

24.3.1.3 Compliance phase: highlights how compliance will be monitored throughout the period of the License.

ARTICLE 25: TIMELINE

Date	Action
30 September 2024	1 st Division Clubs Licensing Officers arrange a workshop to commence the new Club Licensing cycle and explain the changes in the regulation.
10 October 2024	DEADLINE: License Applicant to notify their intention to apply for a License (Form A)
31 October 2024	DEADLINE: Submission of documents for legal criteria
30 November 2024	DEADLINE: Submission of documents for all Infrastructure Criteria
31 December 2024	DEADLINE: Submission of documents for all Personnel/Admin Criteria (refer to note 1 in next page).
31 January 2025	DEADLINE: Submission of documents for all Sporting Criteria
28 February 2025	DEADLINE: Submission of documents for Financial Criteria (F.01, F.03, F.04 and F.05) for the fiscal year ended on 30 June 2023.
25 March 2025	UAE FA Clubs Licensing Officers to coordinate with LA to submit the final report to FIB
01 April 2025	FIB to make decision on awarding the License-to-License Applicant
06 April 2025	Applicants which were not granted a License in the first instance to submit an appeal within five (5) working days of communication of FIB decision.
11 April 2025	Appeals Body to make decisions on appeal cases
31 May 2025	UAE FA and UAE PL inform AFC as to which applicants have been granted a license

Note 1:

For criteria that require coaching or specialized qualifications, and in case coaches have not acquired the necessary AFC qualification or recognition by 1 November 2024, the License Applicant may submit an official letter from the UAE FA confirming that the coach have enrolled in the required coaching course to be conducted before 20 April 2025.

For such cases, the License Applicant must ensure that by 19 April 2025, the said coaches would have acquired the relevant AFC coaching qualification. This qualification must be submitted via the AFC CLAS by 19 April 2025.

In case the coach fails to obtain the required AFC coaching qualification by 19 April 2025, the License Applicant will fail this criterion, regardless of the fact that the coach has attended the coaching course.

ARTICLE 26: DEADLINE IN AFC CLAS

- 26.1 In the AFC CLAS, the Licensor have defined two deadlines for each criterion as below:
- 26.1.1 Submission deadline: this will appear in the AFC CLAS as “Submit by the clubs by...”.
 - Fulfilment deadline: this will appear in the AFC CLAS as “Fulfill by the clubs by ...”.
- 26.2 The dates indicated in the Timetable are defined as submission deadlines. These are dates by which License Applicants must submit all their documents.
- 26.3 In case a License Applicant has not submitted any document(s) for a criterion by the submission deadline, the License Applicant will automatically fail the criteria. In such cases, the License Applicant may not submit any documents even if this is before the fulfilment deadline.

A large, faint, light-colored outline of a soccer player in a dynamic pose is centered on the page. The player is wearing a jersey and shorts, and is captured in a kicking or running motion. The outline is composed of simple, continuous lines.

SPORTING CRITERIA

6.1 INTRODUCTION

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

6.2 OBJECTIVES

The objectives of the sporting criteria are that License Applicants:

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

6.3 BENEFITS FOR LICENSE APPLICANTS

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

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

S.01	GOLD	SILVER	BRONZE
YOUTH DEVELOPMENT PROGRAMS	A	A	C

1-The License Applicant must have a written youth development program approved by the CEO of the Club. The UAE FA and cover all of the youth teams as submitted in criteria S.01 and must include at least the following: -

- a) Club objectives.
- b) Clear outlines of club player development philosophy and playing style (overall and each team); Objectives and youth development philosophy, Club Code of Conduct.
- c) Validity of four (4) years starting from the 2023-24 season, updated annually so that it continually illustrates a plan for the four years ahead.
- d) Specific Key Performance Indicators (KPIs) for the four-year term of the plan, a review of the previous season with the achievements recorded against the plan (KPIs) that was in place, and summary of learnings from the previous season that have resulted in any adjustments to the updated plan (for the upcoming four-year period)
- e) Organization of youth sector (organizational chart, bodies involved, relation to License Applicant, youth teams etc).
- f) Personnel for each age group submitted (head coach, assistant coach, medical doctor and/or physiotherapist and administrative etc.) and their qualifications (Form 1)
- g) Infrastructure available for the youth sector (training and match facilities, others) (Form 2).
- h) financial resources (available budget to maintain the youth program, its teams and structures, financial resources to be consistent with planned programs (Form 3).
- i) Training program for the season for the different age groups (playing skills, technical, tactical and physical) (To submit training program details and Form 4).
- j) Football education program for the different age groups (psychological, technical, tactical and physical).
- k) Education program on the “Laws of the game”, anti-doping, integrity and anti-racism (e.g. how and when are these taught/introduced).
- l) Medical support for youth players (incl. medical checks, infrastructure, health education, medical personnel at training sessions and matches, etc.).

m) Individual performance evaluation of players in the program.

n) Review and feedback process to evaluate the results and the achievements of the set objectives.

o) Personnel involved in YDP should be made aware of clubs' Code of Conduct and existing national policies on child protection, labor laws and youth players protection laws as promulgated by the government, Football Federation, AFC and FIFA to protect young players (Form 10).

2-The youth development program must further show the commitment and support of the License Applicant for mandatory and complementary school education of youth players through the introduction of the following mandatory provisions:

a) the License Applicant ensures that every youth player involved in its youth development program has the possibility to follow the mandatory school education according to national law.

b) the License Applicant ensures that every youth player involved in this youth development program is not prevented from continuing his non-football education (complimentary school education or profession) (i.e. training program not held during school hours).

Document to be submitted:

- i. Written youth development program.
 - ii. Form 1: Personnel for age-group teams.
 - iii. Form 2: Infrastructure for age-group teams.
 - iv. Form 3: Youth teams training program.
- Form 10: Declaration signed by each employee working in youth program (child protection).

Assessment process: The Licensor will approve such a program based on the defined minimum standards above. The youth program must cover at least all the youth teams that are listed in criteria S.01. This body should also monitor the implementation and application of the program during the year.

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

Unless one of the following cases comes into effect, the License applicant does not need to submit the previously approved youth development program to the licensor for a subsequent licensing cycle:

- a) Withdrawal of the approval due to the License Applicant's non respect of its program.
- b) Expiry of the validity of the program.
- c) Change in the required minimum content of the program.

The Licensor shall also assess that all documents are submitted according to deadline and completed with information consistent with teams listed in criteria S.02.

S.02	GOLD	SILVER	BRONZE
YOUTH TEAMS	A	A	A

The License Applicant must at least have the following youth teams within its legal entity, another legal entity included in the reporting perimeter, or a club affiliated to its legal entity:

A) Gold At least should have (4) Youth teams in different age group and (1) Grassroots team (School Football Club)

B) Silver At least should have (3) Youth teams in different age group and (1) Grassroots team (School Football Club)

C) Bronze At least should have (1) Youth team in any age

Each youth team, must take part in official competitions or programs played at the national, regional or local level and recognized by the UAEFA

Document(s) to be submitted:

- i. Player's list for each youth team (Form 5)
- ii. List of competition participated by each youth team, including any publication (Form 7)
- iii. The standard report related to the academy (Form 7A).

Assessment process:

The Licensing officers verify with the registration department of the UAE FA if the LA complies with the following:

- a) required minimum number of teams within the given age groups (e.g. admission request to competition).
- b) teams playing in recognized competitions (e.g. list of competitions organized by national association and its affiliated members).
- c) youth players being registered (e.g. players' lists with registration numbers; date of birth).
- d) This information should be corroborated with information submitted by the License Applicant (players' list, website etc.).

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

S.03	GOLD	SILVER	BRONZE
MEDICAL CARE OF PLAYERS	A	A	A
<p>The License Applicant must provide all players registered in the club with full access to medical support services. These shall include, but not be limited to the following:</p> <p>A) comprehensive medical insurance coverage for all its players registered as first squad players (professional and amateur) to undergo a yearly medical examination, including a cardiovascular screening.</p> <p>This examination must include as a minimum.</p> <ol style="list-style-type: none"> 1.a cardiac screening questionnaire. 2.a cardiovascular examination. 3.an electrocardiogram (Only necessary for players who do not already have an electrocardiogram in their medical records). 4.an echocardiography (Only necessary for players who do not already have an echocardiography in their medical records). <p>B) annual medical examination for all youth/academy players who participate in UAEFA competition</p> <p>The medical examinations must be carried out by a doctor who is registered with a recognized body in the UAE. The medical examination shall include, at the minimum.</p> <p>Club doctors are responsible for ensuring that the Medical Passport is completed and maintained for each first team player.</p> <p>Further, License Applicant must ensure that all of its players registered as first team players must have comprehensive medical coverage.</p>			
<p>Documents to be submitted:</p> <ol style="list-style-type: none"> i. Form 38: Completed Pre-Competition Medical Examination (PCMA) form for each and all first team player registered with the club either at any stage of the season prior to the submission deadline. ii. Form 49: complete medical test for all youth players/academy players who are Participated in UAEFA Competitions iii. Form 41: List of the players of the first team and their medical insurance policy number, certified by insurance company. 			
<p>Assessment process:</p> <p>The Licensing Officers verify if each of the first team players of the License Applicant have undergone a medical examination including all cardiovascular screening and all other tests</p>			

listed within Medical Passport prior to the commencement of the season by a medical doctor who is a specialist in that field through verification of the PCMA forms submitted.

The Licensing Officers must ensure that PCMA form for all first team players registered in 1st Division League must be submitted. In case the License Applicant has 23 players registered in the competition but has submitted only 22 PCMA forms, the License Applicant will fail in this criterion.

The Licensing Officers may conduct a random inspection of the medical passports and medical insurance policy at a date to be confirmed following the submission deadline for Sporting Criteria documents.

S.04	GOLD	SILVER	BRONZE
EDUCATIONAL PROGRAMS	A	A	A

The License Applicant must ensure that players and all technical coaching staff at least the first squad have attended a session event related to :

- A) Sport Integrity Matters
- B) IFAB Laws of the Game
- C) Doping Control
- D) Other topics as required by the UAEFA or AFC

These sessions or events must be provided either by the license Applicant, AFC Member Association or a third party in collaboration with the License applicant Association during the year prior to the season to be licensed.

The criteria are fulfilled when the License applicant meets all its responsibilities as above.

Document(s) to be submitted:

Attendance forms signed by each first team player and team coaches present at each of the workshops. (Add Pictures for the Events as well)

Assessment process:

The licensing administration verifies if all registered first team players and team coaches took part in the workshops.

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S.05	GOLD	SILVER	BRONZE
REGISTRATION OF PLAYERS	A	A	A
<p>1. All the License Applicant’s players, must be registered in accordance with the relevant provisions of the FIFA Regulations on the Status and Transfer of Players.</p>			
<p>Document(s) to be submitted:</p> <p>a) Form with all registered players for first team b) Form with all registered players for Youth teams</p>			
<p>Assessment process:</p> <p>The licensing administration verifies if all registered first team players and youth teams plyers to be match with FA Net.</p>			

S.06	GOLD	SILVER	BRONZE
RACIAL EQUALITY PRACTICE	A	A	A
<p>The License Applicant must ensure that all players registered at UAE FA to play with the first team, and registered team officials sign “Racial Equality Practice” forms prior to the start of the licensing season</p>			
<p>Document(s) to be submitted:</p> <p><i>i.</i> Form 42: Signed “Integrity and Racial Equality Declaration” by every player registered at UAE FA to play with the first team, and all registered team officials. <i>ii.</i> Forms may be submitted in either Arabic or English</p>			
<p>Assessment process:</p> <p>The licensing administration verifies that Integrity and Racial Equality Declarations have been received for all first team players and officials by the deadline indicated by the League.</p>			

S.07	GOLD	SILVER	BRONZE
GRASSROOTS PROGRAMS	A	A	B
<p>The License Applicant must at least establish a grassroots program for children, youths, amateurs, veterans, those with learning or physical disabilities and the socially disadvantaged. The main objectives of the License Applicant’s grassroots football program shall be to encourage mass participation, stimulating greater interest in the game, providing more opportunities for social inclusion, supporting healthy lifestyles and the development of young people, both the sporting and educational aspects.</p> <p>The License Applicant shall organize at least:</p> <ul style="list-style-type: none"> • Gold: Participation of teams with players registered with the club in at least four (4) festivals or events including the UAE FA private academies festival to provide equal playing opportunities for these players. The activity must involve at least forty (40) children playing on a regulation-sized football pitch divided into four (4) mini-pitches playing a 5 versus 5 games. The License applicant must participate in the UAE FA Private academies festivals organized by the UAE FA. • Silver: Participation of teams with players registered with the club in at least Two (2) festivals or events including the UAE FA private academies festival to provide equal playing opportunities for these players. The activity must involve at least forty (20) children playing on a regulation-sized football pitch divided into four (4) mini-pitches playing a 5 versus 5 games. The License applicant must participate in the UAE FA Private academies festivals organized by the UAE FA. • Bronze: Participation of teams with players registered with the club in at least one (1) festivals or events including the UAE FA private academies festival to provide equal playing opportunities for these players. The activity must involve at least forty (20) children playing on a regulation-sized football pitch divided into four (4) mini-pitches playing a 5 versus 5 games. The License applicant must participate in the UAE FA Private academies festivals organized by the UAE FA. <p>Creation of -branded Grassroots Festivals to promote football and the club in the local community for children, and families, that are not currently integrated into the club’s football structure, i.e. these are promotional events. For these events, the UAE FA Grassroots Festival layout and plan must be used. It is recommended that the grassroots Festivals are scheduled</p>			

around major national and international events such as UAE National Day, UAE Sports Day, AFC Grassroots Day, International Children’s Day or International Women’s Day.

The grassroots Festivals must be promoted by the License Applicant at least one month before the event.

Document(s) to be submitted:

- i. Player’s list for registered with the UAE FA (players under U9 years old) (Form 6)
- ii. List of festivals/events organized by the License Applicant (Form 8)

Assessment process:

The Licensing Officers verify the following:

- a) Number of Players based in your Category for U9 years are registered with the UAE FA.
- b) The License Applicant shall organize competition for those players during the licensing cycle based on your Category.
- c) players must participate in competitions/festivals per licensing cycle based on your category.

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

S.08	GOLD	SILVER	BRONZE
CHILD PROTECTION AND WELFARE	C	C	C

The License Applicant must establish and apply measures, in line with any relevant AFC policies and guidelines, to protect and safeguard children from potential abuses and to promote their wellbeing within football when participating in activities organized by the License Applicant.

The License Applicant should work with locally based child protection experts and have a child safeguarding officer within its administration to develop and implement such measures, including having a child safeguarding policy.

Document(s) to be submitted:

- i. Child Safeguarding Policy
- ii. Certification of completion of the UAEFA Child Safeguarding workshop

Assessment process:

The licensing administration verifies that Child Safeguarding Policy is attached and list of all Coaches and Officials who in direct contact with Child attend the workshop.

S.09	GOLD	SILVER	BRONZE
WOMEN'S FOOTBALL TEAM	C	C	C
<p>The License Applicant must support women’s football by implementing measures and activities aimed at further developing, professionalizing and popularizing women’s football, such as:</p> <p>A) having the women’s team within its legal entity or another legal entity included in the reporting perimeter which takes part in official competitions played at local, national and/or regional level, as recognized by the relevant AFC Member Association.</p> <p>B) providing support to an affiliated women’s football club; and/or</p> <p>C)organizing other women's football initiatives.</p>			
<p>Document to be submitted:</p> <ul style="list-style-type: none"> i. List of women team’s players (form: 50). ii. List of competitions in which the teams participate, including any relevant publication (Form 51). 			
<p>Assessment process:</p> <p>LA verify with UAE FA Registration Department that the License Applicant has women teams; and that the teams participated in UAE FA competitions.</p>			

S.10	GOLD	SILVER	BRONZE
CORPORATE SOCIAL RESPONSIBILITY (CSR) PROGRAMS	B	C	C
<p>The License Applicant should establish strategies and implement programs 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 programs as promulgated by either the License Applicant, UAEFA & AFC and FIFA.</p> <p>Such programs connect and create links with the community which will facilitate the following:</p> <ul style="list-style-type: none"> A) Establishment and enlargement of their fan base. B) Creation of a pool of volunteers. C) Creation of strong links with the community. D) Creation of a market base for branding, merchandising, sponsors and commercial partners. E) Organization of grassroots football activities, initiatives and events for and within the community. <p>Assessment process: In order to verify if the License Applicant follows the criterion, the Licensor assesses whether the club has consistently implemented a range of CSR activities that have been attended by a cross-section of the local community during the year.</p>			
<p>Document(s) to be submitted:</p> <p>CSR Annual Report highlighting all CSR activities of the License Applicant for the previous calendar year (i.e. January to December). This report should include a written summary, photographs and any media coverage of each event.</p>			
<p>Assessment process:</p> <p>In order to verify if the License Applicant follows the criterion, the Licensor assesses whether the club has consistently implemented a range of CSR activities that have been attended by a cross-section of the local community during the year.</p>			

S.12	GOLD	SILVER	BRONZE
INTEGRITY AND ANTI-DOPING WORKSHOP	A	A	A
<p>The License Applicant must ensure that all players registered at UAE FA to play with the first team, and registered team officials sign “Integrity and Doping Declaration” forms prior to the start of the licensing season.</p>			
<p>Document(s) to be submitted:</p> <ul style="list-style-type: none"> iii. Form: Signed “Integrity and Anti-Doping Declaration” by every player registered at UAE FA to play with the first team, and all registered team officials. iv. Forms may be submitted in either Arabic or English. 			
<p>Assessment process:</p> <p>The licensing administration verifies that Integrity and Anti-Doping Declaration have been received for all first team players and officials by the deadline indicated by the League.</p>			

INFRASTRUCTURE CRITERIA

7.1 INTRODUCTION

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

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

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

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

7.2 OBJECTIVES

The objectives of the following infrastructure criteria are that:

- License Applicants have an “approved” stadium available for playing UAEFA club competitions matches which provides spectators and media and press representatives with well equipped, well-appointed and safe and comfortable stadium.
- License Applicants shall have suitable training facilities for their players to help them improve their technical skills.

7.3 BENEFITS FOR LICENSE APPLICANTS

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

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

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

I.01	GOLD	SILVER	BRONZE
APPROVED STADIUM	A	A	C

1)The License Applicant must have a Stadium available to play the relevant UAEFA club competitions. The License Applicant either:

- a) owns the Stadium; or
- b) can provide a written contract with the owner of the Stadium it will use. This contract must guarantee the use of the Stadium for UAEFA matches for the coming season, for which the License Applicant qualifies in sporting terms.

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

- a) UAEFA Stadium Regulations.
- b) respective UAEFA club competition regulations/UAEFA Competition Operations Manual. (A Checklist is provided in Form 40)

3. The Stadium must be approved by the Licensor and located in the same city where the License Applicant is based. If the Stadium is not located in the License Applicant’s base city, a justifiable reason should be provided.

4.The nominated stadium(s)must not have been nominated by more than two (2) Clubs participating in UAE First Division League Competitions. In case where a stadium has been nominated by more than two (2) License Applicants a “First come first serve “policy is applied and the date of the written contract between the owner of the stadium will be used to determine which License Applicant has first priority in use of the stadium.

I.02	GOLD	SILVER	BRONZE
STADIUM -SAFETY CERTIFICATION	A	A	C
<p>1. 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 safety and security authorities, the local hospital, fire brigade, police, etc.).</p> <p>2. The certificate shall comply with the requirements in the UAEFA Safety and Security Regulations and must provide at least the following information:</p> <p>a) safety status of the Stadium structure and building fitness.</p> <p>b) compliance statement regarding the safety/security regulations of the competent civil authority.</p> <p>c) approval of the entire Stadium capacity (individual seats, terraces total number).</p> <p>d) an approved match security plan covering the organizational measures intended to ensure safety and security strategy covering all aspects of the organization of a football match such as ticket distribution system, screening of spectators, segregation strategy, crowd dispersal strategy, medical service, measures taken in case of fire, loss of power supply, or other emergencies.</p> <p>3. The certificate issued by the appropriate body shall be valid for a maximum of two (2) years and shall be valid throughout the licensing season.</p>			
<p>Document(s) to be submitted:</p> <p><i>i.</i> Security and Safety Certificate issued by the official authorities.</p> <p><i>ii.</i> Documents of Stadium capacity & individual seats & terraces total number.</p> <p><i>iii.</i> Security Plan strategy.</p>			
<p>Assessment process:</p> <ul style="list-style-type: none"> • The Licensing Officers verify if Security and Safety Certificate is attached. • Documents of stadium Capacity and Terraces total number. • Check the Security Plan Strategy 			

I.03	GOLD	SILVER	BRONZE
STADIUM -APPROVED EVACUATION PLAN	A	A	C
<p>1. The appropriate body (e.g. safety and security authority, competent civil authority or other qualified and approved firms) approves the evacuation plan which ensures that the whole Stadium can be emptied in case of an emergency according to the applicable national law.</p> <p>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 cooperation with the appropriate civil body (e.g. local safety and security authorities, the local hospital, fire brigade, police, etc.).</p> <p>3. A color-coded floor plan diagram showing the possible evacuation routes should be prominently displayed in the Stadium.</p> <p>4. Risk analysis specific to the Stadium.</p> <p>5. The Safety and Security Officer, stewards and club and Stadium employees all be briefed on the evacuation plan.</p>			
<p>Document(s) to be submitted:</p> <ul style="list-style-type: none"> <i>i.</i> Approved evacuation plan issued by the official authorities. <i>ii.</i> A color-coded floor plan diagram with Evacuation routes for the stadium. 			
<p>Assessment process:</p> <p>The Licensing Officers verify if an Evacuation plan is attached, and it's approved by official authorities.</p>			

I.04	GOLD	SILVER	BRONZE
TRAINING FACILITIES-AVAILABILITY	A	A	C

1. The License Applicant must have Training Facilities available throughout the year. The License Applicant either:

- a) owns the Training Facilities; or
- b) shall provide a written contract with the owner of the Training Facilities.

2. It must be guaranteed that the Training Facilities can be used by all teams of the License Applicant during the License Season, considering its youth development program.

Gold

- A) must have 2 full- size pitches.
- B) (1) Small size pitch.

Silver

- A) Must have 1 full-size pitch.
- B) (1) Small size pitch.

Bronze

- A) Must have (1) Small Size pitch.

Document(s) to be submitted:

- i. Document showing ownership of training facilities; or written contract guaranteeing use of training facilities.

Assessment process:

The Licensor verifies by on-site inspection if the License applicant provides the minimum number and size of the requested facilities. The Licensor checks that:

- a) the License Applicant legally owns the training facilities for usage during the entire UAE FA League competition season (e.g. check land register); and/or;
- b) the License Applicant has concluded a written contract with the owner of training facilities for their usage during the entire UAE FA League competition season. The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.

I.05	GOLD	SILVER	BRONZE
TRAINING FACILITIES FOR PLAYER DEVELOPMENT-MINIMUM INFRASTRUCTURE	B	B	C
<p>1. As a minimum, the infrastructure of the Training Facilities for Player Development must include:</p> <ul style="list-style-type: none"> a) outdoor Training Facilities. b) indoor Training Facilities. c) dressing rooms; and d) medical room(s) or direct access to first aid at the training site 			
<p>Document(s) to be submitted:</p> <ul style="list-style-type: none"> i. Document showing ownership of training facilities; or written contract guaranteeing use of training facilities. 			
<p>Assessment process:</p> <p>The Licensor verifies by on-site inspection if the License applicant provides the minimum number and size of the requested facilities. The Licensor checks that:</p> <ul style="list-style-type: none"> a) the License Applicant legally owns the training facilities for usage during the entire UAE FA League competition season (e.g. check land register); and/or. b) the License Applicant has concluded a written contract with the owner of training facilities for their usage during the entire UAE FA League competition season. The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information. 			

I.06	GOLD	SILVER	BRONZE
STADIUM -GROUND RULES	A	A	C
<p>1. Ground rules must be visibly affixed at each stadium and made available online to spectators. These rules must provide information on at least the following:</p> <ul style="list-style-type: none"> a) admission rights. b) abandonment or postponement of events. c) description of prohibitions and penalties, such as entering the field of play, throwing objects, use of foul or abusive language, racist behavior, etc. d) restrictions with regard to smoking, alcohol, fireworks, banners, etc. e) seating rules. f) causes ejection from the ground. 			
<p>Document(s) to be submitted:</p> <ul style="list-style-type: none"> ii. Picture of the ground rules with Arabic & English Language. 			
<p>Assessment process: The Licensing Officers verify the Picture for the Ground Rules</p>			

I.07	GOLD	SILVER	BRONZE
YOUTH TRAINING FACILITIES	B	B	C

1. The License Applicant must have Training Facilities available throughout the year. The License Applicant either:

- a) owns the Training Facilities; or
- b) shall provide a written contract with the owner of the Training Facilities.

2. It must be guaranteed that the Training Facilities can be used by all teams of the License Applicant during the License Season, considering its youth development program.

Gold

- C) must have 2 full- size pitches.
- D) (1) Small size pitch.

Silver

- C) Must have 1 full-size pitch.
- D) (1) Small size pitch .

Bronze

Must have (1) Small Size pitch .

Document(s) to be submitted:

- i. Document showing ownership of training facilities; or written contract guaranteeing use of training facilities.

Assessment process:

The Licensor verifies by on-site inspection if the License applicant provides the minimum number and size of the requested facilities. The Licensor checks that:

- a) the License Applicant legally owns the training facilities for usage during the entire UAE FA League competition season (e.g. check land register); and/or.
- b) the License Applicant has concluded a written contract with the owner of training facilities for their usage during the entire UAE FA League competition season. The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.

***PERSONNEL &
ADMINISTRATIVE
CRITERIA***

P.01	GOLD	SILVER	BRONZE
CLUB SECRETARIAT	A	A	A
<p>1) The License Applicant must have office space sufficiently spacious to run its administration with the required infrastructure.</p> <p>2) The License Applicant must have appointed an adequate number of skilled secretarial staff according to their needs to run its daily business.</p> <p>3) It must ensure that its office is open to communicate with the Licensor and the public and that it is equipped, at a minimum, with phone and email facilities and a website.</p> <ul style="list-style-type: none"> a) Telephone (1) b) Desktop / Laptop (2) c) Club official email (Official email account of the club e.g. info@clubname.com) d) CEO official email (CEO Office Email account) e) Website 			
<p>Document(s) to be submitted:</p> <ul style="list-style-type: none"> i. Information regarding office space (Form 12 – information entered directly into CLAS). ii. Document showing ownership of office space; or written contract showing rental of office space. 			
<p>Assessment process:</p> <p>In order to verify if the License Applicant follows the criterion, the Licensor:</p> <ul style="list-style-type: none"> a) reviews legal documents with regard to use of the License Applicant’s office owned or rented b) compares defined minimum standard with available office space. c) compares defined minimum technical infrastructure with available equipment (phone, fax and email); d) verifies if the License Applicant’s secretariat is reachable during the announced office hours. 			

P.02	GOLD	SILVER	BRONZE
CHIEF EXECUTIVE OFFICER (CEO)/GENERAL MANGER	A	A	A
<p>1. The License Applicant must have appointed a full-time CEO, the highest-ranking person in the football club company, ultimately responsible for making managerial decisions and include running of its daily business. The appointment must have been done by the appropriate body (e.g. Executive Board) of the License Applicant.</p> <p>The License Applicant must fulfill the following:</p> <p>A) The CEO must be full-time with no other responsibility and/or role with any other entity.</p> <p>B) The CEO must have a full-time employment contract in-line with national laws. Any “service agreement” will not be accepted as the CEO must be a full-time, dedicated employee of the football club.</p> <p>C) The CEO position must be a paid position.</p> <p>D) The CEO’s working hours must be in line with the License Applicant’s office hours, as declared in criteria P.01.</p> <p>E) The CEO to attend any workshop/seminar if requested and organized by Licensor For all new CEO appointments, the License Applicant must provide the UAEFA League with the candidates’ credentials to make sure that the candidate will meet the requirements of these Club Licensing Regulations before engaging in a contract with the candidate.</p> <p>2. The CEO must:</p> <p>a) Have a qualification of minimum bachelor’s degree.</p> <p>b) Have a minimum of 5 years’ Leadership experience.</p> <p>c) Have a minimum of 5 years’ working experience in Sport Administration.</p>			
<p>Document(s) to be submitted:</p> <p><i>i.</i> CV of CEO (Form 13).</p> <p><i>ii.</i> Job description signed by both CEO and License Applicant.</p> <p><i>iii.</i> The contract of CEO clearly indicates the payment of a monthly salary. The written contract must be provided in bilingual (Arabic and English, or English only or legally translated in English).</p> <p><i>iv.</i> A declaration from the CEO that his only job is with the License Applicant.</p> <p><i>v.</i> Copy of highest academic education qualification or work experience certificate</p>			
<p>Assessment process:</p> <p>Assessment process: In order to verify if the License Applicant follows the criterion, the Licensor assesses whether:</p> <p>a) a CEO with a full-time contract has been appointed by the competent body of the License Applicant.</p> <p>b) CEO is paid on a monthly basis.</p>			

c) CEO's working hours are in line with the License Applicant's office hours (compliance audits can be made) The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.

P.03	GOLD	SILVER	BRONZE
FINANCE OFFICER	A	A	A
<p>The License Applicant must have appointed a full-time qualified Finance Officer being responsible for its financial matters who can be either a person working in the License Applicant’s administration, or an external partner mandated by the License Applicant through a written contract.</p> <p>1. The Finance Officer must hold the following qualifications: -</p> <ol style="list-style-type: none"> a) Certified public accountant or qualified auditor. b) Bachelor’s degree with major in accounting or finance. c) A “Recognition of competence” issued by the Licensor based on an assessment to be conducted by the Licensing Administration at the start of the Licensing Cycle. d) The appointment must have been made by the appropriate body of the License Applicant. e) The Finance Officer must attend any workshop/seminar as requested and organized by the Licensor. Further, the nominated Finance Officer must have passed the “Recognition of competence” assessment conducted by the Licensor. If he/she did not pass this assessment at the first attempt, he/she will be afforded another opportunity to sit the assessment. A second failure of the assessment will result in the License Applicant needing to nominate a new candidate for this role. <p>Note: If the club is relegated to a lower division for more than 3 (three) seasons, the Club Finance Officer must repeat the “Recognition of competence” assessment.</p>			
<p>Document(s) to be submitted:</p> <ol style="list-style-type: none"> <i>i.</i> CV of Finance Officer (Form 14). <i>ii.</i> Job Description signed by Finance Officer and License Applicant. <i>iii.</i> Copy of qualification. <i>iv.</i> Copy of certificate from the UAEFA Club Licensing Assessment. <i>v.</i> Copy of attendance in any Club Licensing workshop. <i>vi.</i> Contract of employment and/or letter of appointment of an external partner. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English. 			
<p>Assessment process:</p> <p>In order to verify if the License Applicant follows the criterion, the Licensor assesses whether:</p> <ol style="list-style-type: none"> a) “Finance Officer” has been appointed by the competent body of the License Applicant. b) This person has sufficient time available to execute the tasks of the Finance Officer. c) This person fulfills the required minimum qualification and has passed the assessment conducted by the Licensor. <p>The Licensor shall assess whether the Finance Officer has attended the workshop conducted by the Licensor. The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information</p>			

P.04	GOLD	SILVER	BRONZE
SECURITY OFFICER	B	B	C
<p>The License Applicant must have appointed a qualified Safety and Security Officer to be responsible for safety and security matters.</p> <p>It is obligatory for the Security Officer to be present and be overall responsible for all safety & security arrangements at every home match of UAE First Division League Competitions hosted by the License Applicant</p> <p>Attending the pre- and post-match meetings.</p> <p>The Club Safety and Security Officer is responsible for all duties and responsibilities stipulated in Articles No. (15-21) of the Executive Regulation of the Federal Law No.(8) of the year 2014.</p> <p>The Safety and Security Officer must hold, as a minimum, a safety and security certificate/diploma based on a specific course as per national law or issued by the UAE FA by a state recognized organization.</p> <p>The Safety and Security Officer must be duly registered with the UAEFA Member Association and/or its affiliated league.</p> <p>The appointment must have been made by the appropriate body of the License Applicant.</p> <p>The Safety and Security Officer must attend at least one of UAEFA League’s Match Officials’ Pre-Season workshops conducted for the season before they can pass the criteria.</p> <p>The Safety and Security Officer is permitted to be absent from a maximum of FOUR (4) matches in one season. The UAEFA League reserves the right to ask for a replacement if the registered employee exceeds a maximum of FOUR absent days during the season.</p>			
<p>Document(s) to be submitted:</p> <ul style="list-style-type: none"> i. CV of Safety and Security Officer (Form 17) ii. Job description signed by Safety and Security Officer and License Applicant iii. Security License from a competent authority after completion of the security course. iv. Copy of attendance of the UAEFA League Pre-season workshop. v. Contract of employment and/or letter of appointment. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English. 			
<p>Assessment process:</p> <p>In order to verify if the License Applicant follows the criterion, the Licensor assesses whether:</p> <ul style="list-style-type: none"> a) A Safety and Security Officer has been appointed by the competent body of the License Applicant, 			

- b) This person has sufficient time available to execute the function of the Safety and Security Officer and is present at all of the License Applicant's home matches in UAEFA First Division League competitions.
- c) During any compliance audits conducted by the Licensor, the Club Safety and Security Officer must be present at the match in his capacity as the Club Safety and Security Officer
- d) This person holds the required minimum qualification.
- e) Confirmation of attendance for at least one of UAEFA First Division League's Match Officials' Pre-Season workshops conducted for the season
- f) He/she attends every home match of the License Applicant and attends the pre- and post-match meetings. The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.

P.05	GOLD	SILVER	BRONZE
MEDIA OFFICER	A	B	B
<p>The License Applicant must have appointed a qualified Media Officer to be responsible for media matters.</p> <ol style="list-style-type: none"> 1. It is obligatory for the Media Officer to be present and be overall responsible for all media and broadcast arrangements at every match of UAE First Division League Competitions that is participated in by the License Applicant, including attending the pre- and post-match meetings. 2. The Media Officer must hold, as a minimum, one of the following qualifications: <ol style="list-style-type: none"> a) Diploma in journalism b) have worked at least two (2) years as a journalist, website editor, media / communication officer. 3. The Media Officer must be duly registered with the UAEFA. 4. The Media Officer should not be assigned to any other jobs listed from (P.03 to P.28) 5. The appointment must have been made by the appropriate body of the License Applicant. 6. The Media Officer must be responsible for delivering the requirements stated in M05. 7. Attendance in at least one of UAEFA League’s Match Officials’ Pre-season workshops which is conducted prior to the season is compulsory. <p>If the Media Officer is unable to attend the workshop due to business trip assigned by Club outside UAE, then his/her representative (should be one of the club staff and having delegation letter from the club) must attend UAEFA League ’s Match Officials’ workshops conducted for the season before they can pass the criteria.</p> <p>The Media Officer is permitted to be absent from a maximum of FOUR matches in one season. The UAEFA First Division League reserves the right to ask for a replacement if the registered employee exceeds a maximum of FOUR absent days during the season.</p>			
<p>Document(s) to be submitted:</p> <ol style="list-style-type: none"> i. CV of Media Officer (Form 18). ii. Job description signed by Media Officer and License Applicant. iii. Copy of highest academic qualification. iv. Copy of attendance in UAEFA Competition Pre-season workshop. v. Contract of employment and/or letter of appointment. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English. 			
<p>Assessment process:</p> <p>In order to verify if the License Applicant follows the criterion, the Licensor assesses whether:</p> <ol style="list-style-type: none"> a) A Media Officer has been appointed by the competent body of the License Applicant. b) This person has sufficient time to execute the tasks of the Media Officer. c) During any compliance audits conducted by the Licensor, the Club Media Officer must be present at the match in his capacity as the Club Media Officer. d) This person fulfills one of the given alternatives in respect of the required minimum qualification. 			

- e) Confirmation of attendance for at least one of UAEFA League's Match Officials' Pre-Season workshops conducted for the season; and
- f) He/she attends home and away matches of the License Applicant and is in attendance at the pre- and post-match meetings.

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

P.06	GOLD	SILVER	BRONZE
TEAM DOCTOR	A	A	A
<p>The License Applicant must have appointed at least one doctor being responsible for the medical support and advice for the first squad as well as for doping prevention policy.</p> <p>He must ensure medical support during matches and training.</p> <p>He must attend all of the first team’s matches in UAEFA First Division League Competitions.</p> <p>The Team Doctor must possess medical qualifications (MD/ MBBS degree from Medical University/ Medical College (minimum 5-year program)) and must be duly registered and licensed by the relevant government authority of the UAE as well as with the UAE FA</p> <p>The appointment must have been made by the appropriate body of the License Applicant.</p> <p>In the event that one medical doctor is not able to attend all of the team’s matches in UAEFA League Competitions, the License Applicant may appoint another medical doctor. In this case, all documents must also be submitted by the deadline.</p>			
<p>Document(s) to be submitted:</p> <ul style="list-style-type: none"> i. CV of Medical Doctor (Form 21). ii. Job Description signed by Medical Doctor and License Applicant. iii. Copy of highest academic qualifications. iv. Contract of employment and/or letter of appointment. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English. v. Registration card issued by the UAE FA. vi. Advanced Cardiac Life Support certificate. vii. Basic Life Support certificate 			
<p>Assessment process:</p> <p>In order to verify if the License Applicant follows the criterion, the Licensor assesses whether:</p> <ul style="list-style-type: none"> a. The doctor has been appointed by the competent body of the License Applicant. b. This person is indeed executing the function of the doctor. c. This person has the appropriate qualification and is recognized and certified by the national health authorities and/or the national medical board/council. d. this person is duly registered with the UAE FA e. this person has attended all first team matches in the UAEFA First Division League Competitions (name of team doctor must appear in the list of officials seated on the team bench for the match). The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information. 			

P.07	GOLD	SILVER	BRONZE
PHYSIOTHERAPIST	A	A	B
<p>The License Applicant must have appointed at least one physiotherapist to be responsible for medical treatment and massages for the first squad during training and matches.</p> <p>The physiotherapist must possess a Degree in Physiotherapy from a University / College (minimum 3 years degree program).</p> <p>The physiotherapist must be duly registered and licensed by the relevant government authority of the UAE as well as with the UAE FA.</p> <p>The appointment is made by the appropriate body of the License Applicant.</p> <p>In the event that one physiotherapist is not able to attend all of the team’s matches in UAEFA First Division League Competitions, the License Applicant may appoint another physiotherapist. In this case, all documents must also be submitted by the deadline.</p>			
<p>Document(s) to be submitted:</p> <ul style="list-style-type: none"> <i>i.</i> CV of Physiotherapist (Form 22). <i>ii.</i> Job Description signed by Physiotherapist and License Applicant. <i>iii.</i> Copy of highest academic qualifications. <i>iv.</i> Contract of employment and/or letter of appointment. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English. <i>v.</i> Registration card issued by the UAE FA. <i>vi.</i> Basic Life Support License. 			
<p>Assessment process:</p> <p>In order to verify if the License Applicant follows the criterion, the Licensor assesses whether:</p> <ul style="list-style-type: none"> a. The physiotherapist has been appointed by the competent body of the License Applicant. b. This person is indeed executing the function of the physiotherapist. c. This person has the appropriate qualification and duly registered and licensed by the relevant government authority of the UAE as well as with the UAE FA League. d. this person has attended all first team matches in UAEFA First Division League Competitions (name of physiotherapist must appear in the list of officials seated on the team bench for the match). <p>The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p>			

P.08	GOLD	SILVER	BRONZE
HEAD COACH OF FIRST TEAM	A	A	A

The License Applicant must have appointed a Head Coach with a valid coaching diploma/license being responsible for football matters of the first squad.

The Head Coach must: -

- a. hold the Minimum Coach Education Requirement (MCER) as stipulated by the AFC Competition Operations Manual. The current MCER is an **AFC 'PRO'** Certificate or any valid foreign coaching diploma which is equivalent to this one and recognized by AFC as such; or
- b. already have started the required education course, recognized by the AFC, allowing him to achieve the required diploma as defined under a) above. The simple inscription to such an education course is not deemed to follow the criterion; or
- c. hold a valid "Recognition of Experience and Current competence (RECC)" issued by AFC. A "Recognition of Experience and Current competence (RECC)" is provided by AFC in cases where the Head Coach of the first squad does not meet the required certificate as defined under a) and b) above but has been a Head Coach at professional level or national team in the last five years preceding his application/appointment as head coach. It is important to note that the AFC "Recognition of Experience and Current competence (RECC)" is valid for two years from the date on the letter issued.

The Head Coach must be duly registered with the UAE FA. The appointment of the Head Coach must have been made by the appropriate body of the License Applicant.

If the Head Coach does not meet the requirements of a) and b) above, then the License Applicant must ensure that the Head Coach must have already obtained a valid AFC "Recognition of Experience and Current competence (RECC)" prior to signing an employment contract with and / or being appointed by the License Applicant.

Document(s) to be submitted:

- i.* Copy of employment contract. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English.
- ii.* Job description signed by the Head Coach and License Applicant
- iii.* Copy of AFC or AFC-recognized Coaching qualification, or In the event that they do not possess a valid AFC PRO Certificate or any equivalent foreign coaching diploma which is equivalent to this one and recognized by AFC, an official letter from the UAE FA confirming that the Head Coach has already started the required education course; or a valid copy of the AFC "Recognition of Experience and Current competence (RECC)".

iv. Registration card issued by the UAE FA.

Assessment process:

In order to verify if the License Applicant follows the criterion, the Licensor assesses whether:

- a. the Head Coach has been appointed by the competent body of the License Applicant.
- b. this person is indeed executing the function of the Head Coach.
- c. This person fulfills one of the given alternatives in respect of the required minimum qualification.
- d. This person is duly registered with the UAE FA. The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.

P.09	GOLD	SILVER	BRONZE
ASSISTANT COACH FIRST TEAM	A	A	B

The License Applicant must have appointed at least one assistant coach with a valid coaching diploma/license assisting the Head Coach in all football matters of the first squad.

The Assistant Coach must: -

- a. hold at least the Minimum Coach Education Requirements (MCER) as stipulated by the AFC Competitions Manual. The current MCER is a **AFC ‘A’** Certificate or any valid foreign coaching diploma which is equivalent to this one and recognized by AFC as such; or
- b. already have started the required education course, recognized by the AFC, allowing him to achieve the required diploma as defined under a) above. The simple inscription to such an education course is not deemed to follow the criterion; or
- d. hold a valid “Recognition of Experience and Current competence (RECC)” issued by AFC. A “Recognition of Experience and Current competence (RECC)” is provided by AFC in cases where the Head Coach of the first squad does not meet the required certificate as defined under a) and b) above but has been a Head Coach at professional level or national team in the last five years preceding his application/appointment as head coach. It is important to note that the AFC “Recognition of Experience and Current competence (RECC)” is valid for two years from the date on the letter issued.

The Assistant Coach must be duly registered with the UAE FA. The appointment must have been done by the appropriate body of the License Applicant.

If the assistant coach does not meet the requirements of a) and b) above, then the License Applicant must ensure that the assistant coach must have already obtained a valid AFC “Recognition of Experience and Current competence (RECC)” prior to signing an employment contract with and / or being appointed by the License Applicant.

Document(s) to be submitted:

- i.* Copy of employment contract; The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English.
- ii.* Job description signed by the Assistant Coach and License Applicant.
- iii.* Copy of AFC or AFC-recognized Coaching qualification, or , in the event that they do not possess a valid AFC ‘A’ Certificate or any equivalent foreign coaching diploma which is equivalent to this one and recognized by AFC, an official letter from the UAE FA

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

iv. Registration card issued by the UAE FA

Assessment process:

In order to verify if the License Applicant follows the criterion, the Licensor assesses whether:

- a. The Assistant Coach has been appointed by the competent body of the License Applicant.
- b. This person is indeed executing the function of the Assistant Coach.
- c. This person fulfills one of the given alternatives in respect of the required minimum qualification.
- d. this person is duly registered with the UAE FA. The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.

P.10	GOLD	SILVER	BRONZE
HEAD OF YOUTH DEVELOPMENT	A	A	C
<p>The License Applicant must have appointed a Head of the Youth Development being responsible for running the daily business and the technical aspects of the youth teams.</p> <p>The Head of the Youth Development must: -</p> <ol style="list-style-type: none"> a. hold at least a valid AFC ‘Pro’ Certificate or any valid foreign coaching diploma which is equivalent to this one and recognized by AFC as such. b. have specific youth coaching experience and/or supplementary certification/ qualification related to coaching and managing young players. c. have strong management and administration skills to ensure the efficient implementation of the program, activities, roles and duties in collaboration with other relevant personnel. d. ensure the Player Development Structure and Programs align with the first team. <p>The Head of Youth Development must be responsible for preparation of the License Applicant’s Youth Development Program (Criteria S.02).</p> <p>The Head of Youth Development must be duly registered with the UAE FA. The appointment of the Head of Youth Development must have been done by the appropriate body of the License Applicant.</p> <p>The appointed person may coach one of the License Applicant’s youth teams, however, this must be in addition to the minimum number of coaches as prescribed in criteria P.17.</p>			
<p>Document(s) to be submitted:</p> <ol style="list-style-type: none"> <i>i.</i> CV of Head of Youth Development (Form 23) <i>ii.</i> Copy of employment contract. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English. <i>iii.</i> Job Description signed by the Head of Youth Development and License Applicant. <i>iv.</i> Copy of AFC or AFC-recognized Coaching qualification. <i>v.</i> Registration card issued by the UAE FA. 			
<p>Assessment process:</p>			

In order to verify if the License Applicant follows the criterion, the Licensor assesses whether:

- a. The Head of Youth Development has been appointed by the competent body of the License Applicant.
- b. this person is indeed executing the function of the Head of the Youth Development; this person is responsible for the preparation of the License Applicant's youth development program (Criteria S.02) and demonstrates awareness of the content of the Youth Development Program) this person fulfills one of the given alternatives in respect of the required minimum qualification.
- c. This person is duly registered with the UAE FA.

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

P.11	GOLD	SILVER	BRONZE
YOUTH COACHES	A	A	B
<p>The License Applicant must have appointed at least one coach responsible for all football matters for each mandatory youth team (S.01).</p> <p>All coaches of all youth teams must hold the minimum qualification as below:</p> <ol style="list-style-type: none"> Coach for youth teams for U-23 AFC ‘Pro’ certificate. Coach for youth teams for U-21 AFC ‘A’ certificate. Coach for youth teams U-18 & 16 & 15 & 14 years old: AFC ‘A’ certificate. Coach for youth teams U-13 & 12 & 11 & 10 years old: AFC ‘B’ certificate. <p>Each youth coach must: -</p> <ol style="list-style-type: none"> hold at least a valid AFC ‘A’, ‘B’ or ‘C’ Certificate (depending on the level they are coaching as indicated above) or any valid foreign coaching diploma which is equivalent to this one and recognized by AFC as such. have specific youth coaching experience and/or supplementary certification / qualification related to coaching and managing youth players. have strong competencies to ensure the efficient implementation of the technical program to develop elite youth players in collaboration with other relevant personnel. <p>The coach must be duly registered with the UAE FA.</p> <p>The appointment must have been made by the appropriate body of the license Applicant.</p> <p>If any Youth Coach does not meet the requirements of a) above, then the License Applicant must ensure that the youth coach must have already obtained a valid AFC “Recognition of Experience and Current competence (RECC)” prior to signing an employment contract with and / or being appointed by the License Applicant.</p> <p>The Head of Youth Development may coach one of the License Applicant’s youth teams, however this should be considered separate from the minimum number of coaches as listed above.</p>			
<p>Document(s) to be submitted:</p> <ol style="list-style-type: none"> Form 24: List of Youth Coaches. Copy of employment contract for each coach. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English Copy of AFC or AFC-recognized Coaching qualification for each coach Job description for each coach signed by coach and License Applicant Registration card issued by the UAE FA. 			
<p>Assessment process:</p>			

In order to verify if the License Applicant follows the criterion, the Licensor assesses whether:

- a. The youth coaches have been appointed by the competent body of the License Applicant.
- b. These people are indeed executing the function of a youth coach.
- c. These people fulfill one of the given alternatives in respect of the required minimum qualification.
- d. These people are duly registered with the UAE FA.

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

P.12	GOLD	SILVER	BRONZE
SAFETY AND SECURITY ORGANIZATION - STEWARDING	A	A	A
<p>The License Applicant must have engaged qualified stewards to ensure safety and security for home matches of UAEFA First Division League Competitions. For this purpose, it must:-</p> <ol style="list-style-type: none"> 1. employ the stewards <ol style="list-style-type: none"> a. conclude a written contract with the stadium owner providing the stewards; or b. conclude a written contract with an external security company providing stewards. c. ensure attendance by a senior operational representative from the License Applicant or nominated security company at the pre-season Security Workshop to be conducted by the UAE FA First Division League <p>The License Applicant must provide appropriately qualified stewards (internal or external) on a ratio of 1 steward for every 250 spectators.</p>			
<p>Document(s) to be submitted:</p> <ol style="list-style-type: none"> <i>i.</i> Letter of appointment and/or written contract showing the engagement of stewards at all of the License Applicant’s home matches. The written contract must include a detailed indication of the duties and responsibilities for the stewards during a match. If written contract does not include the duties and responsibilities of the stewards, then a separate job description / roles and responsibilities must be submitted with signatures of the CEO of License Applicant and the representative from the stewarding company. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English. <i>ii.</i> Details of appointed company (Form 25) <i>iii.</i> Attendance of senior operational representative in the UAEFA Pre-Season Workshop. 			
<p>Assessment process:</p> <p>In order to verify if the License Applicant follows the criterion, the Licensor assesses whether:</p> <ol style="list-style-type: none"> a. the stewards have been engaged by the License Applicant, contracted by the stadium owner or by a security company. b. The stewards fulfill the minimum qualification requirements. c. a senior operational representative from the License Applicant or nominated security company attended the Pre-season Security Workshop to be conducted by the UAEFA. <p>The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p>			

P.13	GOLD	SILVER	BRONZE
RIGHTS, RESPONSIBILITIES AND DUTIES	A	A	A
<p>The rights, responsibilities and duties of the License Applicant’s personnel mentioned in these Regulations must be defined in writing.</p>			
<p>Document(s) to be submitted: Rights and responsibilities and Duties form sign by all officials</p>			
<p>Assessment process: The licensing administration verifies that all officials staff sign the Right-Responsibilities and Duties form.</p>			

P.14	GOLD	SILVER	BRONZE
DUTY OF REPLACEMENT DURING THE LICENSING SEASON	A	A	A
<ol style="list-style-type: none"> 1. If a function defined in these Regulations becomes vacant during the season, the Licensee must ensure that, within a period of a maximum of sixty (60) days, the function is taken over by someone who holds the required qualification. 2. In the event that a function becomes vacant due to illness or accident, the Licensor may grant an extension to the sixty (60) day period only if reasonably satisfied that the person concerned is still medically unfit to resume duties. 3. The occurrence of vacancy and replacement must be notified to the Licensor within seven (7) working days of the respective event. 			
<p>Document(s) to be submitted:</p> <ol style="list-style-type: none"> <i>i.</i> Form 35: Duty of replacement. <i>ii.</i> In cases where the vacancy is due to a reason of the License Applicant, the License Applicant should submit documents to such effect (i.e. termination letter) <i>iii.</i> In cases where the vacancy is due to a reason beyond the control of the License Applicant, the License Applicant should submit documents to such effect (i.e. resignation letter of the employee, sick leave or unfit certificate, etc.). <i>iv.</i> Contract for new employee with relevant qualification, CV and job description. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English. <i>v.</i> If a replacement for a position does not hold the necessary qualification, then a letter of temporary replacement and CV of the employee must be provided. <i>vi.</i> A letter of replacement notification must be sent to the UAEFA by email or. Cover letters may be in Arabic. 			
<p>Assessment process:</p>			

The Licensor verifies whether the License Applicant:

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

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

This may be done during the season or in respect of the following licensing cycle.

P.15	GOLD	SILVER	BRONZE
LEGAL OFFICER	A	A	B

The License Applicant appoints a qualified legal person full-time who is responsible to handle all legal matters in the License Applicant activities.

Or A company may be appointed in place of an individual person.

The legal officer / advisor shall have the minimum bachelor's degree in law

Document(s) to be submitted:

- i.* CV of Legal Officer (Form 28)
- ii.* Copy of highest academic qualification
- iii.* Contract of employment and/or letter of appointment. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English.
- iv.* Job description signed by employee and License Applicant; or in case of a company, job scope signed by License Applicant and appointed company.

Assessment process:

In order to verify if the License Applicant follows the criterion, the Licensor assesses whether:

- a. a "Legal Officer" has been appointed by the competent body of the License Applicant.
- b. this person has sufficient time to execute the tasks of the Legal Officer; In the event that the License Applicant has hired an external company / consultant, the Licensor shall assess the contract between the License Applicant and determine whether the company has been appointed by the competent body of the License Applicant.
- c.

P.16	GOLD	SILVER	BRONZE
CLUB TECHNICAL DIRECTOR	B	B	C
<ol style="list-style-type: none"> 1. The License Applicant must have appointed a Club Technical Director. 2. hold at least a valid AFC ‘Pro’ Certificate or any valid foreign coaching diploma which is equivalent to this one and recognized by AFC such as: 3. already have started the required education course, recognized by the national association, allowing him to achieve the required diploma as defined under a) above. The simple inscription to such an education course is not deemed to follow the criterion; or 4. hold a valid “Recognition of Experience and Current competence (RECC)” issued by AFC. A “Recognition of Experience and Current competence (RECC)” is provided by AFC in cases where the Club Technical Director does not meet the required certificate as defined under a) and b) above but has been a Club Technical Director at professional level in the last five years preceding his application/appointment as Club Technical Director. It is important to note that the AFC “Recognition of Experience and Current competence (RECC)” is valid for two years from the date on the letter issued. 5. The Club Technical Director must lead the technical development of the club, being responsible for, as a minimum: <ol style="list-style-type: none"> a. Establishing and/or implementing the Club Technical Philosophy b. Defining the operational structure of the Club Technical Department, including organizational chart, functions and job descriptions. c. Establishing youth and senior player development structures and programs. d. Ensuring technical standards are maintained and enhanced, including defining the technical quality control system for the training programs per age category. e. Monitoring and evaluating all technical and developmental programs, including, but not limited to, goalkeeping, fitness, testing, mental training and individual training f. Defining talent detection programs, and scouting policy and program. g. Management of the License Applicant’s Youth Academies. h. Recruitment and management of coaches and talent scouts. i. Define the procedure and planning for evaluation of coaches and players. j. Management of match analysis processes. 			
<p>Document(s) to be submitted:</p> <ol style="list-style-type: none"> <i>i.</i> Copy of employment contract. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English <i>ii.</i> Job description signed by Technical Director and License Applicant. <i>iii.</i> Copy of AFC or AFC-recognized Coaching qualification, or in the event that they do not possess a valid AFC ‘Pro’ Certificate or any equivalent foreign coaching diploma which is equivalent to this one and recognized by AFC. <i>iv.</i> official letter from the UAE FA confirming that the Club Technical Director has already started the required education course; or a valid copy of the AFC “Recognition of Experience and Current competence (RECC)”. <i>v.</i> Registration card issued by the UAE FA. 			

Assessment process:

In order to verify if the License Applicant follows the criterion, the Licensor assesses whether:

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

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

P.17	GOLD	SILVER	BRONZE
GOALKEEPERS COACH (FIRST TEAM)	A	A	B

The License Applicant must have appointed a Goalkeeper’s Coach with a valid coaching diploma/license assisting the Head Coach in training of goalkeepers of the first squad.

The goalkeepers Coach must: -

- hold at least the Minimum Coach Education Requirements (MCER) as stipulated by the AFC Competition Operations Manual. The current MCER is a **AFC “Level 2”** Certificate or any valid foreign coaching diploma which is equivalent to this one and recognized by AFC as such; or
- already have started the required education course, recognized by the AFC, allowing him to achieve the required diploma as defined under a) above. The simple inscription to such an education course is not deemed to follow the criterion; or
- hold a valid “Recognition of Experience and Current competence (RECC)” issued by AFC. A “Recognition of Experience and Current competence (RECC)” is provided by AFC in cases where the Goalkeepers Coach of the first squad does not meet the required certificate as defined under a) and b) above but has been a goalkeepers coach at professional level or national team in the last five years preceding his application/appointment as goalkeepers coach. It is important to note that the AFC “Recognition of Experience and Current competence (RECC)” is valid for two years from the date on the letter issued.

The Goalkeeper’s Coach must be duly registered with the UAE FA. The appointment must have been done by the appropriate body of the License Applicant.

If the Goalkeeper’s Coach does not meet the requirements of a) and b) above, then the License Applicant must ensure that the Goalkeeper’s Coach must have already obtained a

valid AFC “Recognition of Experience and Current competence (RECC)” prior to signing an employment contract with and / or being appointed by the License Applicant.

Document(s) to be submitted:

- i.** Copy of employment contract; The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English.
- ii.** Job description signed by Goalkeeper Coach and License Applicant
- iii.** Copy of AFC or AFC-recognized Coaching qualification, or In the event that they do not possess a valid AFC **AFC “Level 2”** Certificate or any equivalent foreign coaching diploma which is equivalent to this one and recognized by AFC, an official letter from the UAE FA confirming that the goalkeeper’s coach has already started the required education course; or a copy of the AFC “Recognition of Experience and Current competence (RECC)”.
- iv.** Registration card issued by the UAE FA.

Assessment process:

In order to verify if the License Applicant follows the criterion, the Licensor assesses whether:

- a. the Goalkeepers Coach has been appointed by the competent body of the License Applicant.
- b. This person is indeed executing the function of the Goalkeepers Coach.
- c. This person fulfills one of the given alternatives in respect of the required minimum qualification.
- d. This person is duly registered with the UAE FA.

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

P.18	GOLD	SILVER	BRONZE
FITNESS COACH (FIRST SQUAD)	A	B	B

The License Applicant must have appointed a Fitness Coach with a valid coaching diploma/license assisting the Head Coach in training of fitness conditions of players of the first squad.

The fitness coach must: -

- a. hold at least the Minimum Coach Education Requirements (MCER) as stipulated by the AFC Competitions Operations Manual. The current MCER is an AFC ‘Level 2’ Fitness Coach Certificate or any valid foreign coaching diploma which is equivalent to this one and recognized by AFC as such; or
- b. already have started the required education course, recognized by the AFC, allowing him to achieve the required diploma as defined under a) above. The simple inscription to such an education course is not deemed to follow the criterion; or
- c. hold a valid “Recognition of Experience and Current competence (RECC)” issued by AFC. A “Recognition of Experience and Current competence (RECC)” is provided by AFC in cases where the Fitness Coach of the first squad does not meet the required certificate as defined under a) and b) above but has been a fitness coach at professional level or national team in the last five years preceding his application/appointment as fitness coach. It is important to note that the AFC “Recognition of Experience and Current competence (RECC)” is valid for two years from the date on the letter issued.

The Fitness Coach must be duly registered with the UAE FA. The appointment must have been done by the appropriate body of the License Applicant.

If the Fitness Coach does not meet the requirements of a) and b) above, then the License Applicant must ensure that the fitness coach must have already obtained a valid AFC “Recognition of Experience and Current competence (RECC)” prior to signing an employment contract with and / or being appointed by the License Applicant.

Document(s) to be submitted:

- i.* Copy of employment contract; The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English.
- ii.* Job description signed by the Fitness Coach and License Applicant.
- iii.* Copy of AFC or AFC-recognized Coaching qualification, or In the event that they do not possess a valid AFC ‘Level 2’ Fitness Coach Certificate or any equivalent foreign coaching diploma which is equivalent to this one and recognized by AFC, an official letter from the UAE FA confirming that the fitness coach has already started the required education course; or a copy of the AFC “Recognition of Experience and Current competence (RECC)”. Registration card issued by the UAE FA.

Assessment process:

In order to verify if the License Applicant follows the criterion, the Licensor assesses whether:

- a. The Fitness Coach has been appointed by the competent body of the License Applicant.
- b. This person is indeed executing the function of the Fitness Coach.
- c. This person fulfills one of the given alternatives in respect of the required minimum qualification.
- d. This person is duly registered with the UAE FA.

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

P.19	GOLD	SILVER	BRONZE
CLUB LICENSING OFFICER	A	A	A
<p>1. The License Applicant must have appointed a full-time Club Licensing Officer responsible for the preparation and application of a License for the UAEFA League Club Competitions.</p> <p>2. The Club Licensing Officer shall be the contact point for the Licensing Administration and must have attend any workshop/seminar as requested and organized by the Licensor.</p> <p>3. The Club Licensing Officer shall be responsible for following:</p> <ol style="list-style-type: none"> Prepare a plan to submit the documents as per the Core Process Timeline. Review all documents and verify them before submission. Provide administrative support to the relevant department of the License Applicant on the Club Licensing System. Assist and advise the relevant department in of the License Applicant implementing the objectives of Club Licensing System. Coordinate with the Licensor on a regular basis for UAEFA League Club Development Projects. The Club Licensing Officer must be able to communicate fluently in English, both in writing and spoken English. The Club Licensing Officer must have a minimum bachelor’s degree or experience of 3 (three) years in sports administration. All Club Licensing Officers must pass an assessment conducted by the Licensing Administration. The appointment must have been made by the appropriate body of the License Applicant. <p>Note: If the club relegated is to a lower division for more than 3 (three) seasons, the Club Licensing Officer must repeat the assessment.</p>			
<p>Document(s) to be submitted:</p> <ol style="list-style-type: none"> CV of Club Licensing Officer (Form 15) Job Description signed by Club Licensing Officer and the License Applicant Copy of academic qualification Copy of certificate from the UAEFA Club Licensing Assessment Copy of attendance at any Club Licensing workshop Contract of employment. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English. 			
<p>Assessment process:</p> <p>In order to verify if the License Applicant follows the criterion, the Licensor assesses whether:</p> <ol style="list-style-type: none"> a “Club Licensing Officer” has been appointed by the competent body of the License Applicant. This person fulfills the minimum requirement as stated above and must have passed the assessment conducted by the Licensor as well as attended any workshop conducted by the Licensor. The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information. 			

P.20	GOLD	SILVER	BRONZE
CLUB GENERAL COORDINATOR	A	A	B

The License Applicant must have appointed a full-time General Coordinator whose sole responsibility is to prepare for the License Applicant’s home matches in UAE First Division League Club Competitions.

For clarity, the General Coordinator must not have any duties with the first team.

It is obligatory for the General Coordinator to be present at every match of UAE First Division League Competitions hosted by the License Applicant.

This position must be a paid position, and the General Coordinator’s working hours must be in line with the License Applicant’s office hours, as declared in criteria P.01.

The General Coordinator or his/her representative (who must be an employee of the License Applicant and hold a delegation letter from the club) must attend at least one of UAE First Division League Match Officials’ Pre-Season workshops conducted for the season before they can pass the criteria.

The General Coordinator must be duly registered with the UAEFA. The appointment must have been made by the appropriate body of the License Applicant.

The General Coordinator is permitted to be absent from a maximum of FOUR (4) matches in one season. The UAE First Division League reserves the right to ask for a replacement if the registered employee exceeds the maximum FOUR absent days during the season.

Document(s) to be submitted:

- i.** CV of General Coordinator (Form 16)
- ii.** Job description signed by General Coordinator and License Applicant
- iii.** Copy of highest academic qualification
- iv.** Copy of attendance in UAEFA pre-season workshop.
- v.** Contract of employment, clearly indicating that he/she is paid a monthly salary. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English.

Assessment process:

In order to verify if the License Applicant follows the criterion, the Licensor assesses whether the General Coordinator has been appointed by the competent body of the License Applicant, and.

- a) Confirmation of attendance for at least one of UAEFA League’s Match Officials’ workshops conducted for the season.
- b) The Club General Coordinator is not doing any other job, and in particular no tasks related to the License Applicant’s first team.
- c) The Club General Coordinator is paid on a monthly basis.

- d) The Club General Coordinator's working hours are in line with the License Applicant's office hours (compliance audits can be made to verify).
- e) During any compliance audits conducted by the Licensor, the Club General Coordinator is present at the match in his capacity as the Club General Coordinator.
- f) He/she attends every home match of the License Applicant and attends the pre- and post-match meetings. The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information. The licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.

P.21	GOLD	SILVER	BRONZE
MARKETING MANAGER	C	C	C

The License Applicant must have appointed a Marketing Manager who is responsible for the License Applicant’s Marketing Strategy (cf. Criteria M.01) as well as all other marketing and commercial matters.

It is obligatory for the appointed person to ensure that at least he / she or one of his/her staff members is present and be overall responsible for all marketing and commercial arrangements at every single match of the UAE FA First Division League Competitions hosted by the License Applicant, including attending the pre- and post-match meetings.

Key Areas of responsibility will be for:

- a. The club marketing strategy and related activities with the aim of increasing commercial revenue and fan base.
- b. Corporate Social Responsibility, Fan & Community Development, Sponsorship, and Communications.
- c. The Marketing Manager must be a full-time employee of the License Applicant working exclusively as a Marketing Manager; The Marketing Manager must possess either of the following qualification:
- d. A bachelor’s degree in marketing, Business or equivalent; or
- e. Worked two years (within the last five years) in the area of Sports Marketing.

The Marketing Manager must be duly registered with the UAEFA.

The appointment must have been made by the appropriate body of the License Applicant.

The Marketing Manager must provide monthly updates to the UAEFA First Division League Marketing Panel on implementation of the License Applicant’s Marketing Strategy. This must include a review of progress towards the Key Performance Indicators that have been set for the ongoing season.

Additionally, the Marketing Manager must attend at least one of UAEFA First Division League Pre-season workshops conducted for the season before they can pass the criteria.

Document(s) to be submitted:

- i.** CV of Marketing Manager (Form 26), or details of appointed company (Form 27)
- ii.** Job description signed by employee and License Applicant.
- iii.** Copy of highest academic qualification
- iv.** Attendance in UAEFA League Pre-Season Workshop

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

Assessment process:

In order to verify if the License Applicant follows the criterion, the Licensor assesses whether:

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

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

P.22	GOLD	SILVER	BRONZE
WEBSITE AND SOCIAL MEDIA EDITOR	C	C	C
<ol style="list-style-type: none"> 1. The License Applicant must have appointed: <ol style="list-style-type: none"> a. one Arabic website and social media content editor, and b. one English website and social media content editor. 2. The two editors are responsible for content updates of the License Applicant’s website and social media (cf. Criteria M.02). The License Applicant may employ one person for both roles, if the person has sufficient time and language skills to perform both tasks efficiently. 3. It is obligatory for the Website and social media Officer(s) to be present at every match of UAEFA Competition that is participated in by the License Applicant. 4. The Website and social media Officers are permitted to be absent from a maximum of FOUR matches in one season. The UAEFA reserves the right to ask for a replacement if the registered employee exceeds a maximum of FOUR absent days during the season. 5. The Content Editors must hold the following qualifications: - <ol style="list-style-type: none"> a. bachelor’s in journalism; or b. have worked at least three (3) years as a reporter, website content editor, social media content editor etc. Shall provide work experience certificate to support the qualification requirement. c. For English Editor, he/she must be native English speaker OR hold a certificate in English competency (IELTS with a minimum score of 6 or TOEFL with a minimum score of 65) issued by a recognized organization such as the British Council or shall have completed all his/her academic studies in a School or University that teaches fully in English. d. The Content Editors must be duly registered with the UAEFA. The appointment must have been done by the appropriate body of the License Applicant. Attendance in at least one of UAEFA League’s Match Officials’ Pre-Season workshops which is conducted prior to or during the season is compulsory. <p>Note: The License Applicant may appoint a company or an agency to fulfill the role of the Content Editors. In such cases, the overall strategy for content must still be compiled by the License Applicant with the outsourced service provider being responsible for delivery of the content strategy only.</p>			
<p>Document(s) to be submitted:</p> <ol style="list-style-type: none"> <i>i.</i> CV of Content Editors (Form 19) , or details of appointed company (Form 20) <i>ii.</i> Job description signed by employee and License Applicant; or in case of a company, job scope signed by License Applicant and appointed company. <i>iii.</i> Copy of highest academic qualification <i>iv.</i> Copy of attendance in UAEFA Pre-season workshop <i>v.</i> Copy of certificate for English competency (only for English editor) <i>vi.</i> Contract of employment and/or letter of appointment. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English. 			

Assessment process:

In order to verify if the License Applicant follows the criterion, the Licensor assesses whether:

- a. An Arabic and an English Content Editor have been appointed by the competent body of the License Applicant.
- b. These people work full-time and exclusively as Content Editors.
- c. These people fulfill one of the given alternatives in respect of the required minimum qualification.
- d. These persons have attended at least one of UAEFA Match Officials' Pre-Season workshops conducted for the season; The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.

P.23	GOLD	SILVER	BRONZE
TICKETING OFFICER	C	C	C

The License Applicant shall appoint a Ticketing Officer as part of the Marketing Department, and reporting to the Marketing Manager in P.19, to implement the following:

- a. Manage all ticketing operations and sales at stadium (pre-match day and on match-day).
- b. Work with Club marketing team to promote online ticket sales.
- c. Actively work to maximize club ticketing revenue.
- d. To support the marketing team as and when required

The Ticketing Officer must be an employee of the License Applicant; or

b) An external company / consultant appointed by the License Applicant by virtue of a written contract.

It is obligatory for the Ticketing Officer to be present and be overall responsible for all ticketing arrangements at every match of UAEFA First Division League Competitions that is participated in by the License Applicant, including attending the pre- and post-match meetings.

The Ticketing Officer is permitted to be absent from a maximum of FOUR(4) matches in one season. The UAEFA First Division League reserves the right to ask for a replacement if the registered employee exceeds a maximum of (4)FOUR absent days during the season.

The Ticketing Officer must possess either of the following qualification:

- a. An educational qualification in Marketing; or

- b. Worked two years (within the last five years) in the area of Sports Marketing or Events.

The Ticketing Officer must be duly registered with the UAEFA.

Additionally, attendance at least one of UAEFA League Pre-season workshops conducted for the season before they can pass the criteria.

Further, the nominated Ticketing and Community Engagement Officer must have passed the assessment done by the Licensor. If he/she did not pass this assessment on his first try, he/she will be afforded another opportunity to sit the assessment. A second failure of the assessment will result in the License Applicant needing to nominate a new candidate for this role.

It is important to note that the position and responsibilities of the Ticketing Officer cannot be delegated to the Marketing Manager, and vice versa.

Document(s) to be submitted:

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

Assessment process:

In order to verify if the License applicant follows the criterion, the licensor assesses whether:

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

P.24	GOLD	SILVER	BRONZE
COMMUNITY ENGAGEMENT OFFICER	C	C	C

The License Applicant shall appoint Community Engagement Officer as part of the Marketing Department, and reporting to the Marketing Manager in P.19, to implement the following:

1. Greater collaboration between fan groups and the license applicant.
2. Developing a forum and opportunity for fans and club fan groups to have a voice within the club and the league.
3. Coordination between fans and fan groups with regards to match logistics, ticketing, transport etc.
4. To work with the Fans Association of License applicant.
5. To support the marketing team as and when required

The Community Engagement Officer must be

- a. an employee of the License Applicant; or
- b. An external company / consultant appointed by the License Applicant by virtue of a written contract.

It is obligatory for the Community Engagement Officer to be present and be overall responsible for all match-day fan events arrangements at every match of UAEFA League Competitions that is participated in by the License Applicant, including attending the pre- and post-match meetings.

The Community Engagement Officer is permitted to be absent from a maximum of FOUR (4) matches in one season. The UAEFA League reserves the right to ask for a replacement if the registered employee exceeds a maximum of FOUR (4) absent days during the season.

The Community Engagement Officer must possess either of the following qualification:

- a. An educational qualification in Marketing; or
- b. Worked two years (within the last five years) in the area of Sports Marketing or Events.

The Community Engagement Officer must be duly registered with the UAEFA.

Additionally, attendance at least one of UAEFA League Pre-season workshops conducted for the season before they can pass the criteria.

It is important to note that the position and responsibilities of the Community Engagement Officer cannot be delegated to the Marketing Manager, and vice versa.

Document(s) to be submitted:

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

Assessment process:

In order to verify if the License applicant follows the criterion, the licensor assesses whether:

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

P.25	GOLD	SILVER	BRONZE
CHILD SAFEGUARDING OFFICER	B	B	C
<ol style="list-style-type: none"> 1. Aligned with the UAEFA League collaboration with the Ministry of Interior and in line with Federal Laws, the License Applicant must have appointed a Child Safeguarding Officer 2. The Child Safeguarding Officer must be an Emirati National and responsible for: <ol style="list-style-type: none"> a. Forming a written Child Safeguarding Policy in the club. b. Maintaining a record of all club staff in direct contact with Children, including part time, project, volunteers and 3rd party companies. c. Ensuring all staff members with direct contact with children are aware and comply with the Federal Rights of Children. d. Being the main point of contact for all child-related reports and concerns e. Maintaining a record of all children related concerns raised to attention or reported to the club. f. Reporting any and all any concerns directly to the UAE Ministry of Interior Child Protection Centre. 3. The Child Safeguarding Officer must possess the following qualifications: <ol style="list-style-type: none"> a. Certification of completion of the UAEFA Child Safeguarding workshop b. First Aid Qualification 			
<p>Document(s) to be submitted:</p> <ol style="list-style-type: none"> <i>i.</i> CV of the Child Safeguarding Officer (Form 48). <i>ii.</i> Contract of the employment and/or Letter of appointment. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English. <i>iii.</i> Job description signed by employee and License Applicant. <i>iv.</i> Certification of completion of the UAEFA Child Safeguarding workshop <i>v.</i> First Aid Qualification vi. Form 10: Declaration Form <i>vi.</i> Background check for the Child Safeguarding Officer issued by the Ministry of Interior <i>vii.</i> Child Safeguarding Policy 			
<p>Assessment process:</p> <p>In order to verify if the License Applicant follows the criterion, the Licensor assesses whether</p> <ol style="list-style-type: none"> a. The Child Safeguarding Officer has been appointed by the competent body of the License Applicant. b. This person is executing the function of the Child Safeguarding Officer. c. this person fulfills the required minimum qualification; The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information. 			

P.26	GOLD	SILVER	BRONZE
CLUB STRUCTURE (ORGANIZATION CHART)	A	A	A
<p>The License Applicant must have an organizational structure reflecting all the necessary employments in the UAEFA League Club Licensing Regulations.</p> <p>The organizational chart must provide for clear assignment of hierarchical and functional responsibility in its organizational set-up.</p>			
<p>Document(s) to be submitted: Approved and stamped organization Chart of License Applicant containing all the departments within the License Applicant including the names of the Directors/Head of Departments</p>			
<p>Assessment process: The Licensor verifies that the organization chart is functional and up to date.</p>			

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LEGAL CRITERIA

L.01	GOLD	SILVER	BRONZE
DECLARATION IN RESPECT TO PARTICIPATION	A	A	A
<p>1. The License Applicant must submit a legally valid declaration confirming that:</p> <ol style="list-style-type: none"> a. it recognizes as legally binding the statutes, rules and regulations and decisions of FIFA, the AFC, its AFC Member Association and, if it exists as a separate legal entity, of its national league as well as the jurisdiction of the Court of Arbitration for Sport (CAS) in Lausanne as provided in the relevant articles of the AFC Statutes; it recognizes the exclusive jurisdiction of the Court of Arbitration for Sport b. (domiciled in Lausanne, Switzerland) for any dispute of international dimension and in particular involving FIFA and/or the AFC. c. it recognizes the prohibition on recourse to ordinary courts under FIFA and AFC Statutes d. At the national level, it will play in competitions that are recognized and endorsed by its AFC Member Association (e.g. national championship, national cup, etc.) e. at the international level, it will participate in competitions recognized and f. endorsed by the AFC and/or FIFA. To avoid any doubt, this provision does not relate to friendly matches. g. It will abide by and observe the provisions and conditions of the national club licensing regulations. h. its reporting perimeter is defined in accordance with Article 20.1 of these i. Regulations and it will be accountable for any consequences of an entity included in the reporting perimeter not abiding by and observing this declaration. j. All submitted documents are complete and correct. k. It authorizes the competent Licensor and the AFC to examine documents and seek information and, in the event of any appeal procedure, to seek information from any relevant public authority or private body according to national law. l. It acknowledges that the AFC reserves the right to execute compliance audits at the national level in accordance with Article 21.3. <p>2. This declaration must be executed by an authorized signatory no more than three (3) months prior to the corresponding deadline for its submission to the Licensor.</p>			
<p>Document(s) to be submitted:</p> <ol style="list-style-type: none"> i. Declaration Form (Form 30) 			
<p>Assessment process:</p> <p>In order to verify if the License Applicant follows the criterion, the Licensor assesses whether:</p> <ol style="list-style-type: none"> a. The declaration is signed by an authorized person of the License Applicant. b. the declaration is signed not more than one (1) month prior to its submission deadline. 			

L.02	GOLD	SILVER	BRONZE
LEGAL DOCUMENTS	A	A	A
<p>Document(s) to be submitted:</p> <p>1-The License Applicant must submit the following documents: -</p> <ul style="list-style-type: none"> a. Copy of the License Applicant’s current company articles (e.g. company act). b. An extract from a public register (e.g. trade registration) containing the following minimum information on the license applicant such as registered name, popular name, address of headquarters, legal form, list of authorized signatories and type of signature (e.g. individual, collective) c. Form 31: List of authorized signatories for the License Applicant (and sample of their signature), including all those whose signature appears on any document submitted as part of the Club Licensing Process, and a minimum the CEO, Finance Officer and at least one board member. d. Club brand registration document from the Ministry of Economy <p>These documents must be executed by an authorized signatory no more than one (1) month prior to the corresponding deadline for their submission to the Licensor.</p>			
<p>Assessment process:</p> <p>In order to verify if the License Applicant follows the criterion, the Licensor assesses whether:</p> <ul style="list-style-type: none"> a. the Licensor has a copy of the statutes or the company articles of the License Applicant. b. these documents have been declared as being valid by the License Applicant. c. The declaration is signed by an authorized person of the License Applicant. d. the declaration is signed not more than one (1) month prior to its submission deadline. 			

L.03	GOLD	SILVER	BRONZE
OWNERSHIP AND CONTROL OF CLUBS	A	A	A
<p>1. To safeguard the integrity of national matches and competitions, License Applicants must be committed to ensuring that they conform to the highest ethical and sporting standards regarding matters of ownership and Control.</p> <p>In this regard, the License Applicant must comply with the following criteria:</p> <p>a. the License Applicant shall not, either directly or indirectly:</p> <ul style="list-style-type: none"> • hold or deal in the securities or shares of any other participating club(s) in the same national competition. • be a member of any other participating club(s) in the same national competition. • be involved in any capacity whatsoever in the management, administration and/or sporting performance of any other participating club(s) in the same national competition; and/or • have any power whatsoever in the management, administration and/or sporting performance of any other participating club(s) in the same national competition, <p>if there is a material risk that this would actually or potentially jeopardize the integrity of the national competition.</p> <p>b. No one connected to the License Applicant shall simultaneously be involved, either directly or indirectly, in any capacity whatsoever in the management, administration and/or sporting performance of the License Applicant and any other participating club(s) in the same national competition, if there is a material risk that this would actually or potentially jeopardize the integrity of the national competition.</p> <p>c. No individual or legal entity connected to the License Applicant shall have Control or influence over any other participating club(s) in the same national competition, if there is a material risk that this would actually or potentially jeopardize the integrity of the national competition. In assessing whether or not Control or influence exists in this context, the following factors shall be considered:</p> <ul style="list-style-type: none"> • holding a majority of the shareholders’ voting rights in the relevant clubs. • having the right to appoint or remove a majority of the members of the administrative, management, or supervisory body of the relevant clubs. 			

- being a shareholder and alone controlling a majority of the shareholders' voting rights pursuant to an agreement entered into with other shareholders of the relevant clubs and/or
- being able to exercise by any means is a decisive influence in the decision-making of the relevant clubs.

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

Document(s) to be submitted:

- i.* FORM 33: Ownership Declaration.
- ii.* Overall legal group structure and control mechanism of the License Applicant
- iii.* List of shareholders, including percentage of each shareholder (if not explicitly outlined in the Commercial License).

Assessment process:

In order to verify if the License Applicant follows the criterion, the Licensor assesses the list of shareholders of the License Applicant and ensures that the declaration as well as ownership structure has been submitted.

L.05	GOLD	SILVER	BRONZE
WRITTEN CONTRACTS WITH PLAYERS	A	A	A
<p>The professional players of the License Applicant 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 (or for amateur players, a valid memorandum of understanding with the License Applicant) and shall incorporate all key provisions required by the relevant national law and of FIFA, the AFC, and the AFC Member Association</p>			
<p>Document(s) to be submitted:</p> <ul style="list-style-type: none"> <i>i.</i> Forms (9A and 9B): Name list of players registered with the UAE FA as first team players participating in the UAEFA First Division League Competitions with professional contract and amateur contract/MOU. <i>ii.</i> Copy of written contract for each player with a professional contract. The written contract must be provided in bilingual (Arabic and English) or English only or legally translated in English. 			
<p>Assessment process:</p> <p>The licensing administration verifies if a copy of contracts has been submitted for all professional and amateur players and if the contracts contain the minimum provisions. The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p>			

L.06	GOLD	SILVER	BRONZE
DISCIPLINARY PROCEDURE AND /CODE OF CONDUCT PLAYERS AND OFFICIALS	A	A	A
<p>1. The License Applicant shall establish a legally binding code of conduct for players and officials in compliance with the relevant national law, and the Statutes of FIFA, the AFC and the AFC Member Association.</p> <p>2. The code of conduct should be supplemented by a legally binding disciplinary regulation under which the infringement of the code of conduct, club rules, club regulations, and club decisions shall be prosecuted, and sanctions may be applied.</p>			
<p>Document(s) to be submitted:</p> <ul style="list-style-type: none"> <i>i.</i> Code of Conduct of the Club (bilingual – Arabic & English or in English only) <i>ii.</i> Code of Conduct Declaration form signed by players and official of the First team (FORM 32). 			
<p>Assessment process:</p> <p>The Licensor will verify the Code of Conduct submitted by the License Applicant and signed by players and officials of the first team and assess whether it follows the relevant Statutes, Rules and Regulations.</p> <p>Declaration Form signed by the registered players and officials and submitted by the deadline.</p>			

L.07	GOLD	SILVER	BRONZE
HR MANUAL	A	A	A
<p>The License Applicant must submit a legally valid human resource handbook which shall comply with national law and FIFA, AFC, and UAE FA League statutes, rules and regulations. The HR handbook shall contain at least the following sections / chapters:</p> <ol style="list-style-type: none"> a. Introduction (Vision/Mission, Objectives, Core values) b. Employment Policy and Hiring process c. Work schedule & Overtime d. Organization hierarchy e. Remuneration / Salary f. Allowances and benefits g. Travel policy h. Leave and holidays i. Dress Code j. Training and Development k. Job evaluation l. Safety and Health m. Disciplinary Action (for general employees and players/officials) n. Dispute resolution o. Termination of employment <p>The HR handbook must have been approved by the License Applicant’s board.</p>			
<p>Document(s) to be submitted:</p> <ol style="list-style-type: none"> <i>i.</i> License Applicant’s approved human resource handbook in English and/or bilingual (English/Arabic) <i>ii.</i> Cover letter confirming approval of the HR handbook by the Board and signed by the Chairman and 50% + 1 members of the Board 			
<p>Assessment process:</p> <p>In order to verify if the License Applicant follows the criterion the Licensor assesses whether:</p> <ol style="list-style-type: none"> a. The Disciplinary Regulations comply with national law and FIFA, AFC, And UAE FA League statutes rules and regulations. b. the HR handbook contains all the minimum sections as indicated above the HR handbook has been approved by the Chairman and Board of the License Applicant. 			

L.08	GOLD	SILVER	BRONZE
BOARD MEMBERS	A	A	A
<p>The License Applicant must continually update the Licensor with regards to changes to their Board. This criterion works in parallel with Criteria P.02, L.10 and F.05. Changes to any board members (either resignation, removal or replacement) must be notified to the Licensor within seven (7) working days</p>			
<p>Document(s) to be submitted:</p> <ul style="list-style-type: none"> <i>i.</i> FORM 34: Board Members. <i>ii.</i> Latest Passport size photograph (in electronic .JPEG format) for each board member. <i>iii.</i> Emirates ID for each Board Member 			
<p>Assessment process:</p> <p>Assessment process: In order to verify if the License Applicant follows the criterion, the Licensor:</p> <ul style="list-style-type: none"> <i>a.</i> assesses if FORM 34 and accompanying photographs were received by the assigned deadline. <i>b.</i> assesses if any changes to Board Members were duly notified to the Licensor within seven (7) working days. 			

L.09	GOLD	SILVER	BRONZE
FOOTBALL CLUB STRATEGIC PLAN	B	B	C
<p>A Strategic Plan defines what direction the football club wants to go in as a business and how it will get there. It is a document that provides focus for all staff and other key stakeholders of the football club.</p>			
<p>The License Applicant must submit the Strategic Plan of the Football Club, approved and signed off by the Chairman and Board.</p>			
<p>The Strategic Plan must be accompanied by the Football Club's Action Plan for the 2023-2024 season, approved and signed off by the Chairman and Board.</p>			
<p>The Strategic Plan must include as minimum:</p> <ul style="list-style-type: none"> • Vision Statement • Mission Statement • Core values 			
<p>- Situation analysis: including SWOT Analysis and PESTEL created via engagement of key football club stakeholders</p>			

- Long term goals: these must be Specific, Measurable, Achievable, Realistic and Timebound (i.e. SMART).

- Annual objectives: illustrating how the club will achieve its long term goals and is the plan for HR within the club to drive successful implementation of the Strategic Plan.

- Illustrate alignment with other key strategic documents, including those required under S.02

Youth Development Programs, P.19 Marketing Manager (Marketing Plan) and M.01 Fan Development Strategy

The Strategic Plan must be a minimum of four years and updated annually in order to:

- Measure the implementation of the previous season's Action Plan
- Illustrate how the previous season's implementation has contributed towards the overall goals of the Football Club Strategic Plan
- Highlight any revisions to the overall Football Club Strategic Plan based on learnings or new direction of the Football Club

Document(s) to be submitted:

- i.* Football Club Strategy (bilingual – Arabic and English or English only).
- ii.* Cover letter confirming approval of the Football Club Strategy by the Board and signed by the Chairman and 50% + 1 members of the Board.
- iii.* Football Club Action Plan for the 2025-2026 season (bilingual – Arabic and English or English only).
- iv.* Cover letter confirming approval of the Football Club Action Plan for the 2025-2026 season by the Board and signed by the Chairman and 50% + 1 members of the Board

Assessment process:

In order to fulfill this criterion, the Licensor will assess whether:

- a. The Fan Development Strategy is submitted within the indicated deadline and signed by Chairman and 50% +1 members of the Board. In addition, the strategy must contain the defined minimum contents above.
- b. The Football Club Action Plan for the 2025-2026 season is submitted within the indicated deadline and signed by Chairman and 50% +1 members of the Board.

L.10	GOLD	SILVER	BRONZE
DUTY TO NOTIFY SIGNIFICANT CHANGES	A	A	A
<p>Any event or changes relating to any of the criteria in the UAE Club Licensing Regulations, occurring after the submission of the licensing documentation to the Licensor must be notified to the Licensor within seven (7) working days.</p> <p>The License Applicant must also submit to the Licensor all the updated documents required to fulfil the criteria.</p> <p>For any change or replacement occurring from P.03 to P.28, the required documents are to be submitted in Personnel and Administrative criteria P.29. In addition, Form 36 must be submitted in criteria L.10</p> <p>Compliance with this criterion shall be assessed by the Licensor in respect of the next licensing cycle.</p>			
<p>Document(s) to be submitted:</p> <ul style="list-style-type: none"> <i>i.</i> Form 36: Significant changes <i>ii.</i> Official documents to support/explain the changes <i>iii.</i> In case of change of personnel, all documents and information of the new candidate must be submitted <i>iv.</i> Clearance letter or Settlement agreement regarding the financial liabilities related to contract termination of employees and professional players 			
<p>Assessment process:</p> <p>In order to verify if the License Applicant follows the criterion, the Licensor assesses whether:</p> <ul style="list-style-type: none"> a. the Licensor has received a copy of Form 35 and other related documents (including supporting evidence of resignation if applicable) for the event, which is related to criteria P.01 to P.28 and which represents a change of the previously submitted information. b. the Licensor has received a copy of Form 36 and other related documents for the event, and which represents a significant change of the previously submitted information. c. The information has been provided within the given deadline. The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information. If the criterion is not fulfilled, the Licensor shall sanction the License Applicant according to its catalogue of sanctions (cf. Article 2.3). This may be done during the season or in respect of the following licensing cycle. 			

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FINANCIAL CRITERIA

F.01	GOLD	SILVER	BRONZE
AUDITED ANNUAL FINANCIAL STATEMENTS	A	A	A

1. Regardless of the legal structure of the License Applicant, Annual Financial Statements based on the local legislation for incorporated companies shall be prepared and Audited by an independent auditor.
2. The Audited Annual Financial Statement shall be in respect of the Statutory Closing Date immediately prior to the deadline for submission of the List of Licensing Decisions to the AFC and must consist of:
 - a. a balance sheet.
 - b. a profit and loss account.
 - c. a cash flow statement.
 - d. notes, comprising a summary of significant Accounting Policies and other
 - e. explanatory notes; and
 - f. a financial Review by management.
 - g. Declaration for reporting entity/entities and reporting perimeter
3. The Audited Annual Financial Statements shall meet the minimum disclosure requirements and accounting principles set out in the AFC Club Licensing Financial Handbook.
4. If the Audited Annual Financial Statements do not meet the minimum disclosure requirements and accounting principles set out in the AFC Club Licensing Financial Handbook, (Handbook) then Supplementary Information must be prepared by the License Applicant and assessed by the auditor.
5. The Below input instructions must be followed when entering the data for the breakdown of income and expenses in USD in CLAS
 - a. Input all amounts in USD only, converted at the financial year end exchange rate
 - b. Do not input amounts in local currency
 - c. Input Numeric only, except for Breakdown of “Other Income” and “Other Expenses”
 - d. Input whole numbers only, no decimals (.); No Separator(,)except for Exchange Rate field
 - e. Do not input any cents, round off to put whole numbers
 - f. All inputs must agree with the Audited Accounts

Reporting period starts from 1 July 2023 to 30 June 2024

F.02	GOLD	SILVER	BRONZE
FINANCIAL STATEMENT FOR THE INTERIM PERIOD-REVIEWED	A	A	A
<ol style="list-style-type: none"> 1. If the Statutory Closing Date of the License Applicant is more than six (6) months before the deadline for submission of the List of Licensing Decisions to the AFC, then the License Applicant shall prepare and submit additional financial statements covering the Interim Period. 2. If the Financial Statements for the Interim Period are prepared and submitted, they should cover the Interim Period up to a date within six (6) months preceding the deadline for submission of the List of Licensing Decisions to the AFC and must be Reviewed or Audited by an independent auditor. 3. The Interim Financial Statements shall meet the minimum disclosure requirements and accounting principles set out in the AFC Club Licensing Financial Handbook. <p>Reporting period starts from 1 July 2024 to 31 December 2024</p>			

F.03	GOLD	SILVER	BRONZE
No Overdue Payables towards Employees and Football Clubs	A	A	A
<p>The License Applicant must prove that it has no overdue payables (e.g. final and binding decisions of the FIFA/UAEFA Players’ Status Committee, the FIFA/UAEFA Dispute Resolution Chamber, the Court of Arbitration for Sport “CAS” or UAE Sports Arbitration Center) towards football clubs arising from transfer activities as at 31 December preceding the season to be licensed, unless by the following 31 March they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute between the creditor and the debtor with regards to proof of the debt, submitted to a competent authority.</p>			

F.04	GOLD	SILVER	BRONZE
NO ODP EMPLOYEES AND SOCIAL /TAX AUTHORITIES	A	A	A

1. The License Applicant must prove that, in respect of contractual and legal obligations with its current and former “employees” and social/tax authorities, it has no overdue payables (e.g. final and binding decisions of the FIFA/UAEFA Players’ Status Committee, the FIFA/UAEFA Dispute Resolution Chamber, the Court of Arbitration for Sport “CAS” or UAE Sports Arbitration Center) as at 31 December preceding the season to be licensed, unless by the following 31 March they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute between the creditor and the debtor with regards to proof of the debt, submitted to a competent authority.
2. the term “employees” shall include but not limited to the following:
 - a. all professional players according to the applicable FIFA Regulations on the Status and Transfer of Players; and
 - b. the administrative, technical, medical, and security staff specified in the UAE FA league Club Licensing Regulations and AFC Club Licensing Regulations, i.e. the employees as per Personnel & Administrative Criteria from P.03 to P.28

F.05	GOLD	SILVER	BRONZE
WRITTEN REPRESENTATIONS PRIOR TO LICENSING DECISION	A	A	A

1. Within seven (7) days prior to the date on which the licensing decision is to be made by the First Instance Body, the License Applicant must make written representations to the Licensor.
2. The written representations shall confirm:
 - a. That all documents submitted to the Licensor are complete and correct.
 - b. Whether or not any Significant Change in relation to all the licensing criteria has occurred.
 - c. Whether or not any Events or Conditions of Major Economic importance have occurred that may have an adverse impact on the License Applicant's financial position since the balance sheet date of the preceding Audited Annual Financial Statements or Reviewed Interim Financial Statements (if applicable). If Any Events or Conditions of Major Economic Importance have occurred, the management representation's letter must include a description of the nature of the event or condition and an estimate of its financial effect, or a statement that such an estimate cannot be made: and
 - d. Whether or not the License Applicant (or the Registered Member of the AFC Member Association which has a contractual relationship with the License Applicant within the meaning of Article 12) or any Parent company of the License Applicant included in the reporting perimeter is seeking or has received protection from its creditors pursuant to laws or regulations within the twelve (12) months preceding the License Season.
3. Approval by management must be evidenced by way of a signature on behalf of the executive body of the License Applicant.

F.06	GOLD	SILVER	BRONZE
FUTURE FINANCIAL INFORMATION	A	B	C
<ol style="list-style-type: none"> 1. The License 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 License Season. 2. If a License Applicant exhibits any of the conditions described by indicator 1 to 4, it is considered in breach of the indicator: <ol style="list-style-type: none"> a. Indicator 1: Going Concern for Annual period The auditor’s report in respect of the Audited Annual Financial Statements submitted in accordance with Finance Criterion F.01 includes an emphasis of matter or a qualified opinion/conclusion in respect of Going Concern. b. Indicator 2: Going Concern for Interim period The auditor’s report in respect of the Reviewed or Audited Interim Financial Statements submitted in accordance with Finance Criterion F.02 includes an emphasis of matter or a qualified opinion/conclusion in respect of Going Concern. c. Indicator 3: Negative equity for Annual period The Audited Annual Financial Statements (including, where required, the Supplementary Information) submitted in accordance with Finance Criterion F.01 disclose a net liabilities position that has deteriorated relative to the comparative figure contained in the previous year’s Annual Financial Statements. d. Indicator 4: Negative equity for Interim period The Reviewed or Audited Interim Financial Statements submitted in accordance with Finance Criterion F.02 (including, where required, the Supplementary Information) disclose a net liabilities position that has deteriorated relative to the comparative figure at the preceding Statutory Closing Date. 3. Future Financial Information must cover the period commencing immediately after the later of the Statutory Closing Date of the Audited Annual Financial Statements or, if applicable, the balance sheet date of the Reviewed or Audited Interim Financial Statements, and it must cover at least the entire License Season. 4. Future financial information consists of: <ol style="list-style-type: none"> i. budgeted profit and loss account, with comparative figures for the immediately preceding Financial Year and Interim Period (if applicable). 			

- ii. budgeted cash flow, with comparative figures for the immediately preceding Financial Year and Interim Period (if applicable); and
 - iii. explanatory notes, including a brief description of each of the significant assumptions (with reference to the relevant aspects of Historic Financial Information) that have been used to prepare the budgeted profit and loss account and cash flow statement, as well as of the key risks that may affect the future financial results.
5. Future Financial Information must be prepared, on a quarterly basis.
 6. Future Financial Information must be prepared on a consistent basis with the Audited Annual Financial Statements and follow the same Accounting Policies as those applied for the preparation of the Audited Annual Financial Statements, except for accounting policy changes made after the date of the most recent Audited Annual Financial Statements that are to be reflected in the next Audited Annual Financial Statements, in which case details must be disclosed.
 7. The future financial information shall be based on assumptions that are not unreasonable and meet the minimum disclosure requirements as set out in the UAE First Division League Club Licensing Financial Handbook and AFC Club Licensing Financial Handbook (“Handbook”). Additional line items or notes must be included if they provide clarification or if their omission would make Future Financial Information misleading.
 8. Future Financial Information with the assumptions upon which it is 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.

10.6.3 SUBSEQUENT INFORMATION

Criteria F.07 and F.08 apply to License 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 the possibility to better assist the License Applicants during the whole season.

F.07	GOLD	SILVER	BRONZE
DUTY TO NOTIFY SUBSEQUENT EVENTS	A	A	A
<p>1. Following the licensing decision by the decision-making body, the licensee must promptly notify the Licensor in writing about any Subsequent Events that may cast significant doubt upon the licensee’s ability to continue as a Going Concern until at least the end of the season for which the License has been granted, within seven (7) working days of becoming aware of such an event.</p> <p>2. Compliance with this criterion shall be assessed by the Licensor in respect of the following licensing cycle.</p>			

F.08	GOLD	SILVER	BRONZE
DUTY TO UPDATE FUTURE FINANCIAL INFORMATION	A	B	C
<p>1. If the Licensee is in breach of one or more of the indicators below, 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 Future Financial Information must be prepared, as a minimum, on a six (6) month basis.</p> <p>Indicator 1: Going Concern for Annual period</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>Indicator 2: Going Concern for Interim period</p> <p>The auditor’s report in respect of the Reviewed or Audited Interim Financial Statements submitted in accordance with Finance Criterion F.02 includes an emphasis of matter or a qualified opinion/conclusion in respect of Going Concern.</p> <p>Indicator 3: Negative equity for Annual period</p> <p>The Audited Annual Financial Statements (including, where required, the Supplementary Information) submitted in accordance with Finance Criteria F.01 disclose a net liabilities position that has deteriorated relative to the comparative figure contained in the previous year’s Annual Financial Statements.</p> <p>Indicator 4: Negative equity for Interim period</p> <p>The Reviewed or Audited Interim Financial Statements submitted in accordance with Finance Criteria F.02 (including, where required, the Supplementary Information) disclose a net liabilities position that has deteriorated relative to the comparative figure at the preceding Statutory Closing Date.</p> <p>2. The updated Future Financial Information shall meet the minimum disclosure requirements set out in the AFC Club Licensing Financial Handbook.</p> <p>3. Compliance with this criterion shall be assessed by the Licensor in respect of the following licensing cycle.</p>			

F.09	GOLD	SILVER	BRONZE
APPOINTMENT OF AN AUDITOR	A	A	B
<ol style="list-style-type: none"> 1. The License applicant must submit to the Licensing Administration a copy of their auditor appointment letter and eligibility & consent letter by auditor and/or signed engagement contract with the auditor, in addition to the documentary evidence of qualification and eligibility (required only if the auditor is not an internationally recognized company). 2. The auditor appointment letters and/or signed engagement contract with the auditor must contain the following minimum information: <ul style="list-style-type: none"> • Legal entity/entities covered by the engagement • The period(s) covered by the engagement • Agreed upon fees 3. In the event that multiple auditors are required to audit separate entities of the License Applicant or its parent entity, then copies of all auditor appointment letters and/or all signed engagement contracts should be submitted. 4. The auditor must have his name entered in the list of auditors in compliance with the provisions of 5. UAE Federal Law No. (12) for the year 2014 Concerning Auditing Profession which repealing the old UAE Federal Law No. (22) for the year 1995 (as amended). 6. Auditor appointment letters and/or signed engagement contract with the auditor should cover the 7. following periods: <ul style="list-style-type: none"> • Financial year starting on 1 July 2023 and ending 30 June 2024 and. • Interim period from 1 July 2024 to 31 December 2024. 			

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MARKETING CRITERIA

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 License Applicants are able to compete off the field.

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

M.01	GOLD	SILVER	BRONZE
MARKETING STRATEGY	C	C	C
<p>The License Applicant must produce a marketing strategy. The plan must include at least the following: -</p> <ol style="list-style-type: none"> a) The vision, mission and target of the License Applicant in relation to all marketing activities of the club. b) General research analysis (i.e. SWOT analysis, PESTEL analysis, etc.). c) Specific fan research analysis (i.e. analysis of fan attendance over last 5 seasons, study because fans attend / do not attend matches of License Applicant, etc.). d) Commercial asset list illustrating all assets of the License Applicant that can be exploited as commercial opportunities. e) Strategy and plans to increase the number and value of commercial partnerships and how to manage those partnerships, including details of partnership categories/gradings. f) Communications strategy, including plans around digital marketing g) Strategy and plans to increase income from merchandising, including details on what merchandise the club sells. Sale of merchandise can be at the License Applicant’s headquarters, within the stadium perimeter on match days or at public locations, or additionally in dedicated club shops in malls or certain products made available for sale with third party retails or flagship stores belonging to their kit suppliers. h) Strategy and plans to develop / increase fan base, including short term and long-term plans on marketing and promotion. This excludes plans that are done in partnership with License Applicant’s commercial partners. This section must include details of community outreach program; Strategy and plans to increase fan attendance, including short- and long-term plans detailing i) Strategy and plans to increase fan attendance, including short- and long-term plans detailing any promotional activities. This excludes plans that are done in partnership with License Applicant’s commercial partners. The activities conducted must be more than just conducting raffle draws and/or free prizes at matches; Strategy and plans to increase fan base or fan attendance in cooperation with License Applicant’s commercial partners (include short- and long-term plans). <ul style="list-style-type: none"> • -”WHAT” the License Applicant wishes to achieve. 			

- “HOW” the License Applicant intends to achieve the items indicated above.
- ”WHO” is responsible for each of the activities identified above.
- “HOW MUCH” financial resources are allocated to the activities identified above.
- “WHEN” will these activities be conducted, including a timeline to complete and/or achieve the activities identified in above.

Specific Key Performance Indicators (KPIs) for the term of the plan to “MEASURE” the success of each activities / objectives identified in (i) and (ii) above.

evaluation of previous plans and activities, including if they were successful or not and reasons for the success and/or failure (applicable in the next licensing cycle)

The Marketing strategy must have been approved by the Chairman and Board of the License Applicant.

The Marketing Strategy shall be valid for a minimum period of one (1) year, up to a maximum period of two (2) years. The License Applicant does not need to resubmit a previously approved Marketing Strategy to the Licensor except for the following cases:

- a. Withdrawal of the approval due to the License Applicant’s non respect of its plan.
- b. Expiry of the validity of the plan.
- c. Change in the required minimum content of the plan.
- d. Section on evaluation of previous plans and activities must be submitted for each licensing cycle.

The evaluation must include:

- Whether an activity which was planned was carried out or not.
- If the activity was not carried out, to indicate the reasons.
- Where an activity was carried out, did it meet the KPI and/or anticipated success.
- Where an activity was carried out, to submit documents, including but not limited to media clippings, photographs, videos, etc. to prove that activities and plans were conducted as per strategy.

Document(s) to be submitted:

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

Assessment process:

In order to fulfill this criterion, the Licensor will assess whether:

- a. The Marketing Strategy is submitted within the indicated deadline and signed by Chairman and 50% +1 members of the Board. In addition, the strategy must contain the defined minimum contents above.
- b. At least 75% of the planned activities are conducted and implemented by the Licensee / License Applicant. This assessment shall be based on documents, including but not limited to media clippings, photographs, videos, etc. that are submitted by the License Applicant by the deadline, to prove that activities and plans were conducted as per strategy.

M.02	GOLD	SILVER	BRONZE
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CLUB WEBSITE AND SOCIAL MEDIA	B	B	C
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1. The License Applicant must develop a website (in English and Arabic) to promote the football and social activities of the Club to its fan base and to prospective fans.

At a minimum, the Club website must contain the following and must be updated as indicated below:

- a. Club news and features (updated at least once before each first team match and once after each first team match)
 - b. Fixtures (updated at least two weeks before the start of the season) and results (updated within 2 hours after the match).
 - c. Player and coach profiles of the First team (updated at least two weeks before the season starts and any changes to be reflected within 24 hours of public announcement).
 - d. Player and coach profiles of youth teams and the fixtures of youth team competitions.
 - e. Club information (map, stadium location, contact details) (updated at least two weeks before start of season and within 24 hours of change).
 - f. Club history (updated at least two weeks before the start of the season).
 - g. Ticketing information (or online portals) (updated at least one week before each match of the first team).
 - h. Community initiatives and activities (updated at least once a week).
 - i. Sponsor logos and links.
 - j. Links to UAE football stakeholder websites (UAEFA First Division League etc).
2. Other information on the website could include (but not limited to):
 - a. Merchandising.
 - b. Club Membership (how to become a member of the club)
 3. The License Applicant must engage in at least two (2) Social Media platforms (Facebook, Twitter, Instagram, YouTube, snapchat, etc.) as below;
 - a. Social media official pages must be in English and Arabic.
 - b. Club must create engagement with fans through the social media pages including providing information, Interacting with fans, competitions, photos, videos etc.

The English and Arabic content on the License Applicant’s website and social media shall be up to date and not be translated via an automated computer software such as Google translate.

Document(s) to be submitted:

- i. Website URLs of the License Applicants/club website Internet URLs of various social media platforms.

Assessment process:

The Licensor will check if the website URLs and Internet URLs submitted by the License Applicant is in working order and contains the minimum content as defined above. The Licensor will check throughout the season that the updates on the License Applicant’s website and social media platform occur as defined above. These checks shall take place, as a minimum, on a

monthly basis. In case the License Applicant failed to update its contents , the License Applicant shall fail the criteria. The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.

M.03	GOLD	SILVER	BRONZE
MEDIA TRAINING WORKSHOP FOR PLAYERS	A	A	A
<p>The Licensing Administration will support the implementation of one workshop on media training for (1) first team and U21 players and (2) youth teams players with each License applicant during season.</p> <p>The workshop shall take place by January 31.</p> <p>License applicants will be circulated information with regards to this workshop, and will be responsible for:</p> <ol style="list-style-type: none"> a. Delivery of the workshop within the deadline. The content and speakers must be approved by the licensor prior to the workshop taking place. b. Attendance of all first team and U 21 teams for the workshop. c. Nominating a minimum fifteen (5) players from the U-16 and U-18 for the workshop. d. Nominating proposed date and time for the workshop within the specified calendar. e. Nominating a location for the workshop on club premises that will comfortably accommodate at least Seventy (20) players with audio/visual presentation and interpretation facilities available. f. Attendance for the full workshop is mandatory for the players. g. Ensuring the attendance of required youth team players, properly attired in sports uniform. <p>The criteria are fulfilled when the License applicant meets all its responsibilities as above.</p>			
<p>Document(s) to be submitted:</p> <ol style="list-style-type: none"> <i>i.</i> Attendance form signed by the players in attendance at workshop <i>ii.</i> Photographs of the workshop, including photographs of each guest speaker conducting their section of the workshop 			
<p>Assessment process:</p> <p>The licensing administration verifies if the required persons took part in the Media Training Workshop.</p>			

M.04	GOLD	SILVER	BRONZE
PRIVATE FOOTBALL ACADEMY (FOOTBALL SCHOOL)	A	B	B
<p>1. License Applicant shall establish a Private Football Academy (Football School) under the name of the football company.</p> <p>2. The key objective of this academy is to provide grassroots development to foreign children. There are no limitations on the location of the Private Football Academy (Football School) and the License Applicant is permitted to partner with existing Private Football Schools to deliver a Private Football Academy under the brand name of the License Applicant.</p> <p>3. The License Applicant must organize at least 1 training program in one sporting season. The maximum duration of the training program for each group shall be 10 weeks. The License Applicant shall organize a minimum 2 training sessions in a week for the following age groups.</p> <ul style="list-style-type: none"> • Group one between the age of 5 years to 7 years (maximum 15 registered players) • Group two between the age of 8 years to 9 years (maximum 15 registered players) <p>If the above-mentioned group exceeded the maximum registered players, then the License Applicant can split the number of players into more groups of the same age group.</p> <p>The License Applicant must have appointed a minimum of two qualified coaches that hold at least AFC “C” certificate responsible for the training program.</p> <p>4. The License Applicant must promote the private academy to attract the foreign children at minimum three of the following platforms (in English and Arabic).</p> <ul style="list-style-type: none"> • at schools & Malls • during official matches of the club (LED advertisement, flyers, etc.) • club’s official social media (website, Twitter, Facebook, Snapchat, Instagram, etc.) <p>The License Applicant shall apply a registration fee for each training program, considering the average market fee of the private academies.</p>			
<p>Document(s) to be submitted:</p> <ul style="list-style-type: none"> <i>ii.</i> Approved License from the UAE FA Academy <i>iii.</i> Proof of promotional activities for the Private Football Academy (photos, videos, press release, media clipping etc.) <i>iv.</i> Copy of AFC recognized coaching qualification for each coach <i>v.</i> Player’s list for each group (FORM 43) <i>vi.</i> Training schedule for each training program (FORM 44) Documents, including but not limited to media clippings, photographs, videos, etc. to prove that activities and plans were conducted. 			
<p>Assessment process:</p> <p>In order to fulfill these criteria, the Licensor will assess whether: The Private Football Academy complies with the requirements of FA academy requirements and have acquired the approved license. The Private Football Academy has the required number of age groups and a registration fee structure. The Licensor shall also assess that all required documents are submitted with in the deadline and completed with all required information</p>			

ARTICLE 27: FINAL PROVISIONS

27.1 The Licensor shall take the decisions and set the directives on all the detailed provisions necessary for implementing these regulations.

27.2 **MATTERS NOT PROVIDED FOR** Matters not provided for in these regulations shall be referred by The Licensor, whose decisions are final, taking into consideration that decisions made should not be in contradiction with AFC Statutes and Regulations as well as the AFC Club Licensing System.

27.3 **ENFORCEMENT**

These regulations were approved by UAE FA Board of Directors on 22 September 2021 and come into force immediately.

For UAE FA Board of Directors:

President of Board of Directors

General Secretary