



رابطة الدوري السعودي للمحترفين
Saudi Pro League

Club Licensing Regulations

2026 – 2027

Content

Definitions	3
Article 1: Introduction and Scope of Application	7
Article 2: Objectives	7
Article 3: Club Licensing Criteria	7
Article 4: Exceptions Policy	8
Article 5: Licensor	8
Article 6: The Club Licensing Administration (CLA)	9
Article 7: The Decision-Making Bodies	9
Article 8: Catalogue of Sanctions	11
Article 9: The Core Process	12
Article 10: Assessment Procedures	12
Article 11: Equal Treatment and Confidentiality	12
Article 12: Licence Applicant and Two-Year Rule	12
Article 13: Responsibilities of the Licence Applicant	13
Article 14: Licence	13
Article 15: Extraordinary Application	13
Article 16: Sporting Criteria	14
Article 17: Infrastructure Criteria	17
Article 18: Personnel and Administrative Criteria	21
Article 19: Legal Criteria	40
Article 20: Financial Criteria	44
Subsequent Information	49
Article 21: Development and Sustainability Criteria	51
Article 22: Marketing Criteria	55
Article 23: Final Provisions	58
Annex 1: Integration of the AFC Club Licensing Regulations into National Club Licensing Regulations	60
Annex 2: Core process and Core process Timeline	61
Annex 3: Exceptions Policy	65
Annex 4: Extraordinary Application of the Club Licensing System to enter AFC club competitions:	66
Annex 5: Forms	67

Definitions

ACL Elite	The AFC Champions League Elite.
ACL Two	The AFC Champions League Two.
ACGL	The AFC Challenge League.
AWCL	The AFC Women's Champions League.
Accounting Policies	The specific principles, bases, conventions, rules and practices adopted by an entity in preparing and presenting its financial statements.
AFC Club Licensing Financial Handbook	The handbook issued by the AFC which provides operational and technical guidance in relation to the financial criteria in these Regulations. It is a compilation of explanations and templates to support the Licence Applicant in complying with the financial criteria.
AFC Club Licensing Quality Standard	The document issued by the AFC which defines the minimum requirements that a Licensor must comply with in order to operate the club licensing system.
AFC Club Licensing Regulations	The handbook issued by AFC which provides the minimum sporting, infrastructure, personnel and administrative, legal, financial, Development and Sustainability, and Marketing criteria to be fulfilled by a club in order to be granted a Licence by a Licensor as part of the admission procedure to enter the relevant AFC club competition(s).
AFC Stadium Regulations	These regulations set out the minimum requirements for a Stadium to be eligible to host matches in AFC competitions.
Annual Financial Statements	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.
Associate	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.
Audit	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 respects, 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. 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. The term "Audited" shall be interpreted accordingly.
Budget	The schedules containing an entity's Future Financial Information, based on management's assumptions about events that may occur in the future and possible actions by an entity.
Consolidated Financial Statement(s)	Financial statements of a Group presented as those of a single economic entity.
CLAS or Club Licensing Administration System	The IT system developed by the AFC for the purpose of gathering information from Licence Applicants/Licensees and for sharing information with Licensors concerning their affiliated clubs, within the scope of the implementation, assessment and enforcement of these Regulations.
Control	The power to conduct the activities of an entity and to direct its financial, operating and/or sporting policies in any manner which may affect the outcomes of such activities, whether by means of share ownership, voting power, constitutional documents (e.g. statutes) agreement and/or otherwise. The terms "Controlled" and "Controlling" shall be interpreted accordingly.
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 Licence to Licence Applicant.
Club Licensing Criteria	The requirements applicable to the grant of Licences to Licence Applicants, as set out in these Regulations, which are divided into seven categories (sporting, infrastructure, personnel and administrative, legal, financial, Development and Sustainability, and Marketing).

Decision-Making Bodies	First Instance Body (FIB) and the Appeals Body (AB)
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 or Interim Period.
Financial Year	The financial reporting period ending on the Statutory Closing Date, whether this is a year or not, and which is not an Interim Period.
Future Financial Information	Information about the prospective financial effects of future events and possible actions on the entity concerned.
Going Concern	The 'going concern' concept, or assumption, is an accountancy term that describes an entity which can continue operating without the significant threat of liquidation, and which can therefore continue in operation for the foreseeable future. A Reporting Entity is normally viewed as a Going Concern. It is assumed that the Reporting Entity has neither the intention nor the necessity of liquidation, ceasing trading nor seeking protection from creditors pursuant to laws or regulations.
Group	A Parent and all its subsidiaries.
Historic Financial Information	Information about the financial effects of past events on the entity concerned. Historic Financial Information is in respect of the financial performance and position prior to the licensing decision.
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 Financial Year.
Joint Venture	A contractual arrangement whereby two or more parties undertake an economic activity that is subject to joint control.
Licence	Certificate granted by the Licensor confirming fulfilment of all minimum Club Licensing Criteria by the Licence Applicant as part of the admission procedure for entering AFC/SPL club competitions.
Licence Applicant	Legal entity fully and solely responsible for the football team participating in national and international club competitions which applies for a Licence.
Licensee	Licence Applicant that has been granted a Licence by its Licensor.
Licensing Administration	The staff within the Licensor that deals with club licensing matters.
Licence Season	AFC/SPL season for which a Licence applies. It starts the day following the deadline for submission of the List of Licensing Decisions by the Licensor to the AFC and lasts until the relevant deadline the following year.
Licensor	The Body that operates the club licensing system and grants the Licences in accordance with these Regulations.
List of Licensing Decisions	The list submitted by the Licensor to the AFC containing, among other things, information about the Licence Applicants that have undergone the Core Process and been granted or refused a Licence by the Licensor in the format established and communicated by the AFC General Secretariat.
Material or Materiality	Omissions or misstatements of items or information are Material if they could, individually or collectively, influence the decisions of users taken on the basis of the financial information submitted by the Licence Applicant/Licensee. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances or context. The size or nature of the item or information, or a combination of both, could be the determining factor.
Parent	An entity that has one or more subsidiaries.
Registered Member	Any legal entity according to national law and/or AFC Member Association statutes, which is a member of the relevant AFC Member Association and/or its affiliated league.
Reporting Entity/ Entities	A Registered Member and/or football company or Group of entities or some other combination of entities which is included in the reporting perimeter and which must provide the Licensor with information for club licensing purposes.
Reporting perimeter	The entity or combination of entities in respect of which financial information (e.g., single entity, consolidated or combined financial statements) has to be provided.

Review	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. A review, in contrast to an Audit, is not designed to obtain reasonable assurance that the financial information is free from Material misstatement. A Review consists of making inquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A Review may bring significant matters affecting the financial information to the auditor's attention but it does not provide the evidence that would be required for an audit.
Season to be licensed	The season which the Licence is issued for.
Significant Change	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, operating and/or sporting policies of an entity whether by means of share ownership, voting power, constitutional documents (e.g. statutes), agreement and/or otherwise, but without having Control over that entity either on its own or as part of a Joint Venture. Examples include a party: - holding, directly or indirectly, between 20% and 50% of the shareholders' or members' voting rights in an entity; - having the ability to influence the appointment or removal of members charged with the governance of an entity (e.g. any administrative, management or supervisory bodies of an entity); - being a minority shareholder or a member of the entity and alone, pursuant to an agreement entered into with other shareholders or members of the entity or by any other means, being able to exercise any Significant Influence; and/or - providing in one reporting period - either alone or in aggregate with parties under the same ultimate controlling party or government (excluding the AFC, its own AFC Member Association and any affiliated league) - 30% or more of the entity's total revenue for that reporting period.
SPL Competition	The Saudi Pro League competition
Stadium	Any stadium at which a match is played. For the avoidance of doubt, this includes: - the entire premises (to the extent that a valid accreditation card or ticket is required in order to gain access) of a stadium facility inside the outer stadium perimeter fence and (on matchdays and any day on which any official training takes place within the stadium) the aerial space above such stadium premises; - parking facilities; - VIP and hospitality areas (including any hospitality village); - concession areas; - commercial display areas; - buildings; - the field of play; - the media tribune; - any broadcast compound; - the stadium media centre; - the press conference room; - the mixed zone; - any stands; and - any areas beneath the stands.
Statutory Closing Date	The annual accounting reference date of the Reporting Entity.
Subsequent Events	Events or conditions occurring after the licensing decision.

Subsidiary	An entity, including an unincorporated entity such as a partnership that is Controlled by another entity (known as the Parent).
Supplementary Information	Financial information to be submitted to the Licensor in addition to the financial statements if the minimum requirements for disclosure and accounting are not met. The supplementary information must be prepared on the basis of accounting, and Accounting Policies, consistent with the financial statements. Financial information must be extracted from sources consistent with those used for the preparation of the Annual Financial Statements. Where appropriate, disclosures in the supplementary information must agree with, or be reconciled to, the relevant disclosures in the financial statements.
Training Facilities	The venue(s) at which a club's registered players undertake football training and/or youth development activities on a regular basis.
FIFA	Fédération Internationale de Football Association
AFC	Asian Football Confederation
SAFF	Saudi Arabian Football Federation
SPL	The Saudi Pro League
SSAC	Saudi Sport Arbitration Centre, is the final sporting appellate authority in Saudi Arabia

Article 1: Introduction and Scope of Application

1. These Regulations apply to the AFC & SPL Licence for the sporting season 2027-2028.
2. These Regulations apply whenever expressly referred to in specific regulations and other rules governing club competitions to be played under the auspices of the AFC or / and SAFF or / and SPL.
3. These Regulations govern the rights, duties and responsibilities of all parties involved in the club licensing system and define in particular:
 - a. the minimum requirements to be fulfilled by an AFC Member Association in order to act as a Licensor for its clubs, as well as the minimum procedures to be followed by the Licensor in the assessment of the Club Licensing Criteria;
 - b. the Licence Applicant and the Licence required to enter the relevant AFC / SPL club competition(s); and
 - c. the minimum criteria to be fulfilled by a club in order to be granted a Licence by a Licensor as part of the admission procedure to enter the relevant AFC / SPL club competition(s).

Article 2: Objectives

These Regulations aim to:

- a. safeguard the credibility and integrity of all AFC / SPL club competitions
- b. allow the development of benchmarking of clubs across different criteria;
- c. continuously improve the standard of all aspects of football and to give priority to the training and care of young players in every club;
- d. ensure that clubs have an adequate level of management;
- e. improve the financial capability of the clubs, increasing their transparency and credibility, and place the necessary importance on the protection of creditors and to ensure that clubs settle their liabilities with players, employees, social/tax authorities and other clubs punctually; and
- f. improve clubs' sporting infrastructure to provide the various stakeholders with well-equipped and safe Stadiums and facilities.
- g. encourage the clubs to develop a commercial outlook.

Article 3: Club Licensing Criteria

1. Subject to Article 3.2, the criteria defined in Articles 16 to 22 must be fulfilled by clubs in order for them to be granted a Licence to enter the AFC/ SPL Competitions.
2. The criteria described in Articles 16 to 22 are graded into 3 categories "Grade A", "Grade B" and "Grade C"

a. Club Licensing Criteria Grade A

These are mandatory criteria to be fulfilled by the Licence Applicant. If the Licence Applicant does not fulfill any of the Grade A - Club Licensing Criteria, then it shall not be granted with a Licence. Additionally, sanctions provided forth in Article (8) of these regulations shall apply.

b. Club Licensing Criteria Grade B

These are mandatory criteria to be fulfilled by the Licence Applicant. If the Licence Applicant does not fulfill any of the Grade B – Club Licensing Criteria, the Licensor, according to the criteria completion and/or the number of non-fulfilled criteria might either not grant the Licence or grant the Licence with imposing sanctions. In such cases, sanctions provided forth in Article (8) of these regulations shall apply.

c. **Club Licensing Criteria Grade C**

These Club Licensing Criteria are best practice recommendations. Non-fulfillment of any Grade C criteria does not lead to any sanction or to the refusal of the Licence. Grade C criteria may become Grade A or Grade B criteria at a later stage.

Article 4: Exceptions Policy

The AFC General Secretariat may grant an exception to any provisions in these Regulations upon the Licensor's request within the limit as set out in Annex 3.

Article 5: Licensor

1. The Licensor is Saudi Pro League and it governs the club licensing system in accordance with SAFF's delegation of the Club Licensing responsibility. However, SAFF remains committed and responsible for the proper implementation of the club licensing system regardless of any delegation provided. The Licensor is obliged to use CLAS to govern the club licensing system.
2. Each AFC Member Association must comply with Article 10.1(n) of the AFC Statutes.
3. Under certain conditions as set out in Annex 2 of the AFC Club Licensing Regulations, an AFC Member Association (SAFF) may delegate the club licensing system to its affiliated league(s). The AFC Member Association (SAFF) shall remain liable and responsible for the proper implementation of the club licensing system regardless of any delegation.
4. The Licensor governs the licensing system, appoints the Licensing Bodies (as defined in Article 7), and determines the necessary processes.
5. The Licensor shall ensure that all applicable provisions defined in the AFC Club Licensing Regulations are integrated into its national Club Licensing Regulations which must be submitted in English to the AFC General Secretariat on CLAS for accreditation according to procedures defined in Annex 1.
6. In particular, the Licensor must:
 - a. establish an appropriate Club Licensing Administration as defined in Article 6;
 - b. establish at least two Decision-Making Bodies as defined in Article 7;
 - c. set up a catalogue of sanctions as defined in Article 8;
 - d. define the Core Process as defined in Annex 2;
 - e. assess the documentation submitted by the Licence Applicants, consider whether this is appropriate and define the assessment procedures as defined in Article 10;
 - f. ensure equal treatment of all clubs applying for a Licence and guarantee the clubs full confidentiality with regard to all information provided during the Core Process as defined in Article 11;
 - g. strictly follow the Core Process and the deadlines;
 - h. prepare the necessary reports that determine whether each criterion has been met and what further information, if any, is needed for a Licence to be granted.
 - i. comply with the AFC Club Licensing Quality Standard
 - j. comply with all the requirements set out in Annex 5 of the AFC Club Licensing Regulations.

Article 6: The Club Licensing Administration (CLA)

1. The Licensor must appoint a Club Licensing Manager who is responsible for managing the Licensing Administration.
2. The Licensor must notify the AFC in writing of the appointment of the Club Licensing Manager, and of any changes to such appointment.
3. The tasks of the Club Licensing Administration include:
 - a. preparing, implementing and further developing the club licensing system;
 - b. accessing and administering the CLAS;
 - c. providing training and support for the Licence Applicants in using CLAS;
 - d. providing administrative support to the Decision-Making Bodies;
 - e. assisting, advising, supporting and monitoring the License Applicant and Licensees during and after the Licence Season;
 - f. informing the AFC of any event occurring after the licensing decision that constitutes a Significant Change to the information previously submitted to the Licensor;
 - g. serving as the contact point for and sharing expertise with the licensing departments of other AFC Member Associations and with AFC.
4. Within the Club Licensing Administration, at least one staff member or an external financial adviser must have a financial background and a diploma in accountancy/auditing recognized by the appropriate national body (e.g., national trade association) or must have several years' experience in the above matters.

Article 7: The Decision-Making Bodies

1. The Decision-Making Bodies are the First Instance Body (FIB) and the Appeals Body (AB). These Bodies must be independent of each other and the Licensor. Both Decision-Making Bodies shall receive administrative and financial support from the SPL in collaboration with SAFF.
2. The First Instance Body decides on whether a Licence should be granted to an Applicant on the basis of the documents submitted by the submission deadlines according to the core process set by the Licensor and on whether a Licence should be withdrawn upon the application of the Licensing Manager in the cases specified in Article 14.
3. The Appeals Body decides on appeals and makes a final decision on whether a Licence should be granted/not granted or withdrawn.
4. Appeals may only be lodged by:
 - a. a Licence Applicant who received a refusal of the Licence or a Licence with sanction from the First Instance Body;
 - b. a Licensee whose Licence has been withdrawn by the First Instance Body; or
 - c. Club Licensing Manager.
5. The Appeals Body shall make its decision based only on the case file and evidence provided by the Licence Applicant and Licensor before the First Instance Body. A request for appeal shall be made by the set deadline.
6. The Saudi Sport Arbitration Center (SSAC) specified in SAFF's Statutes is the final appellate authority to decide against the Appeals Body decisions, in this respect, particular attention must be paid to the

relevant deadlines for entering the relevant AFC / SPL club competitions. The Appeal lodged to (SSAC) doesn't suspend the effects of the AB decision.

7. Members of the Decision-Making Bodies shall be elected or appointed in accordance with the relevant SAFF/ SPL statutes, subject to approval by SAFF Board, and must:
 - a. act impartially in the discharge of their duties;
 - b. abstain if there is any doubt as to their independence from the Licence Applicant or if there is a conflict of interest. In this regard the independence of a member may not be guaranteed if he/she or any member of his/her family (spouse, child, parent or sibling) is a member, shareholder, business partner, sponsor or consultant of the Licence Applicant;
 - c. not act simultaneously as Licensing Manager;
 - d. not belong simultaneously to a judicial statutory body of the Licensor;
 - e. not belong simultaneously to an executive body or Board of Directors of SAFF/SPL or permanent committees of SAFF/SPL;
 - f. not belong simultaneously to the management personnel of an affiliated club;
 - g. include at least one qualified lawyer and one qualified financial expert holding a qualification recognized by the appropriate national professional body.
8. The quorum of the Decision-Making Bodies must be at least three (3) members including the qualified lawyer and qualified financial expert. Each member has one vote and in case of a tie, the chairperson has the casting vote.
9. The Decision-Making Bodies must operate according to the principles of natural justice and must as a minimum regulate the following standards:
 - a. deadlines (e.g., submission deadline, etc.);
 - b. safeguards of the principle of equal treatment;
 - c. representation (e.g., legal representation, etc.);
 - d. the right to be heard (e.g., convocation, hearing);
 - e. official language (if applicable);
 - f. time limit for requests (e.g., calculation, notification, compliance, interruption, extension);
 - g. time limit for appeal;
 - h. effects of appeal (e.g., no delaying effect);
 - i. type of evidence requested;
 - j. burden of proof (e.g., Licence Applicant has burden of proof);
 - k. decision (e.g., in writing with reasoning, etc.);
 - l. grounds for complaints;
 - m. content and form of pleading;
 - n. deliberation/hearings;
 - o. cost of procedure/administrative fee/deposit.

Article 8: Catalogue of Sanctions

1. Without prejudice to the provisions of Paragraphs (2), (3), and (4) of this Article, the First Instance Body (FIB) and/or the Appeals Body (AB) may impose one or more of the following sanctions on the Licence Applicant:
 - a. Caution
 - b. Fine
 - c. Ban on registering new players / transfer ban
 - d. Deduction of points
 - e. Stadium ban
 - f. Licence withdrawal
 - g. Relegation to a lower division
 - h. Any other sanctions as set out in SAFF/SPL regulations
2. The Decision-Making bodies shall impose financial penalties in the event of non-compliance of the club licensing criteria for the first time as follows
 - Grade A criteria: SAR 400,000 fine per criterion
 - Grade B criteria: SAR 200,000 fine per criterion

In cases of repeated non-compliance of a Licence Applicant across SPL evaluation cycles, sanctions will escalate as follows:

- Grade A criteria:
 - i. Second consecutive failure of any criterion: SAR 800,000 fine per criterion
 - ii. Third consecutive failure of any criterion: Relegation of the Licence Applicant
- Grade B criteria:
 - i. Second (or more) consecutive failure of any criterion: SAR 400,000 fine per criterion

	First failure of any criterion	Second consecutive failure of any criterion	Third consecutive failure of any criterion
Grade A criterion	<i>SAR 400,000 fine</i>	<i>SAR 800,000 fine</i>	<i>Relegation</i>
Grade B criterion	<i>SAR 200,000 fine</i>	<i>SAR 400,000 fine</i>	<i>SAR 400,000 fine</i>

3. If a Licence Applicant/Licensee fails to notify the CLA of changes to their submissions, the Decision-Making Bodies may impose on the Licence Applicant/Licensee a fine up to SAR 50,000 per failure or apply one or more of the sanctions outlined in Paragraph (1).
4. If a Licence Applicant fails to submit required documentation by the specified assigned submission deadline, the Decision-Making Bodies may impose a fine of up to SAR 50,000 per missed submission deadline or apply one or more of the sanctions outlined in Paragraph (1).
5. The Decision-Making Bodies have the right to adjust the fines listed above exclusively related to Grade B criteria according to the criteria completion.

Article 9: The Core Process

1. The Core Process must define the essential elements for the verification of the applicable criteria for issuing Licences, as set out in Annex 2.
2. The Core Process starts at a time defined by the Licensor and ends on submission of the List of Licensing Decisions to the AFC General Secretariat by **no later than 31 May preceding the start of the relevant AFC/SPL club competitions sporting season**.
3. The Core Process consists of the following minimum key steps:
 - a. distribution of the licensing documentation to the Licence Applicants.
 - b. return of the licensing documentation to the Licensor.
 - c. assessment of the documentation by the Licensing Administration.
 - d. assessment and decision by the Decision-Making Bodies.
 - e. submission of the List of Licensing Decisions to the AFC General Secretariat.
4. The deadlines for the above key process steps must be clearly defined and communicated to the clubs concerned in a timely manner by the Licensor.

Article 10: Assessment Procedures

The Licensor defines the assessment procedures, except those defined under these Regulations for which specific assessment processes must be followed as set out therein.

Article 11: Equal Treatment and Confidentiality

1. The Licensor shall ensure equal treatment of all Licence Applicants **at all times**.
2. The Licensor shall guarantee the Licence Applicant's full confidentiality with regard to all information submitted during the licensing process. Anyone involved in licensing process appointed by the Licensor shall sign a confidentiality agreement before assuming their tasks.

Article 12: Licence Applicant and Two-Year Rule

1. A Licence Applicant shall only be a football club, i.e., a legal entity fully responsible for a football team participating in national and international competitions which either:
 - a. is a Registered Member of SAFF or/and SPL; or
 - b. is a football company which has a contractual relationship with a Registered Member.
2. At the start of the Licence Season, the membership and/or the contractual relationship must have lasted for at least two (2) consecutive years. Furthermore, the Licence Applicant must have participated in the official national competitions for at least two (2) consecutive seasons.
3. Any change to the legal form, legal Group structure (including a merger with another entity or transfer of football activities to another entity) or identity (including headquarters, name or colors) of a Licence Applicant during this period to the detriment of the integrity of a competition or to facilitate the Licence Applicant qualification for a competition on sporting merit or its receipt of a Licence is deemed as an interruption of membership or contractual relationship (if any) within the meaning of this provision.

Article 13: Responsibilities of the Licence Applicant

1. The Licence Applicant must provide the Licensor with:
 - a. all necessary information and/or relevant documents to fully demonstrate that the licensing obligations are fulfilled; and
 - b. any other document relevant for decision-making by the Licensor.
2. This includes information on the Reporting Entity/Entities in respect of which Club Licensing Criteria information is required to be provided.
3. Any event occurring after the submission of the licensing documentation to the Licensor representing a Significant Change to the information previously submitted must be promptly notified to the Licensor, especially a change of legal form, legal Group structure or identity.

Article 14: Licence

1. Clubs which qualify for an AFC club competition(s) on sporting merit must obtain a Licence issued by Licensor according to the rules and provisions of these regulations in order to be eligible to participate in the aforesaid competition(s) except where Article 15 applies. Furthermore, clubs which qualify for the Saudi Pro League competition on sporting merit must obtain a Licence issued by Licensor according to the rules and provisions of these regulations.
2. A Licence granted for ACL Elite shall also be valid for ACL Two and ACGL.
3. A Licence granted for ACL Two shall also be valid for ACGL.
4. A Licence expires without prior notice at the end of the season for which it was issued.
5. A Licence cannot be transferred.
6. A Licence may be withdrawn by the AFC or the Licensor's Decision-Making Bodies if:
 - a. any of the conditions for the issuing of a Licence are not satisfied; or
 - b. The Licensee violates any of its obligations under these regulations.
7. The AFC Entry Control Body shall make all final decisions in this regard. Such decisions shall be made in accordance with the Procedural Rules Governing the AFC Entry Control Body.
8. As soon as a Licence withdrawal is envisaged, the AFC Member Association or the Licensor must inform the AFC General Secretariat accordingly.
9. The provision of the previous paragraphs (1) of this article does not preclude the implementation of Article (8) of these regulations.

Article 15: Extraordinary Application

1. If a club qualifies for an AFC club competition(s) on sporting merit but has not undergone any Core Process at all or has undergone a Core Process which is lesser/not equivalent to the Licence required for the competition it became eligible for, the Licensor of the club concerned or SAFF or SPL may on behalf of such a club request an extraordinary application of the club licensing system in accordance with Annex 4.
2. Based on such an extraordinary application, AFC may grant special permission to the club to enter the corresponding AFC club competition(s) subject to the relevant AFC club competition regulations. Such an extraordinary application applies only to the specific club and for the season in question.
3. The AFC Entry Control Body shall make all final AFC decisions in this regard. Such decisions shall be made in accordance with the Procedural Rules Governing the AFC Entry Control Body.

Article 16: Sporting Criteria

S.01	Grade
Registration of Players	A
1. All the Licence Applicant's players, including youth players aged 10 and above, must be registered in accordance with the relevant provisions of the FIFA Regulations on the Status and Transfer of Players.	
Criteria Requirements	
1. Registration documents for all age groups with SAFF	

S.02	Grade
Medical Care of First Team Players	A
1. The Licence Applicant shall conduct yearly medical examinations (PCMA) including cardiovascular screening for all players eligible to play for its first team (excluding the youth players that are included under S.04).	
Criteria Requirements	
1. Number of Registered Players - First Team 2. Medical Examination (including cardiovascular) Reports - First Team Players	

S.03	Grade
Youth Teams	A
1. The Licence 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: - At least five youth teams of different age groups within the age range of 10 to 21; and - At least one Under 10 (U10) team.	
2. Each youth team, except the under 10s, must take part in official competitions or programmes played at national, regional or local level and recognized by SAFF.	
Criteria Requirements	
1. Age range of Youth team 1 (within 10 to 21) 2. Youth team 1 - List of Registered Players / Form (1) 3. Youth team 1 - Registration documents with MA or League 4. Proof of participation in competitions/events (images) 5. Age range of Youth team 2 (within 10 to 21) 6. Youth team 2 - List of Registered Players / Form (1) 7. Youth team 2 - Registration documents with MA or League 8. Proof of participation in competitions/events (images) 9. Age range of Youth team 3 (within 10 to 21) 10. Youth team 3 - List of Registered Players / Form (1) 11. Youth team 3 - Registration documents with MA or League 12. Proof of participation in competitions/events (images) 13. Age range of Youth team 4 (within 10 to 21) 14. Youth team 4 - List of Registered Players / Form (1) 15. Youth team 4 - Registration documents with MA or League 16. Proof of participation in competitions/events (images) 17. Age range of Youth team 5 (within 10 to 21)	

18. Youth team 5 - List of Registered Players / Form (1)
19. Youth team 5 - Registration documents with MA or League
20. Proof of participation in competitions/events (images)
21. Age range of Youth team 6 (under 10)
22. Youth team 6 - List of Registered Players / Form (1)
23. Proof of participation in competitions/events (images)

S.04	Grade
Medical Care of Youth Players	A
1. The Licence Applicant shall conduct yearly medical examinations (PCMA) for all its youth players above the age of 12.	
Criteria Requirements	
1. Number of Registered Players - Above Age 12 2. Medical Examination Reports - Above Age 12	

S.05	Grade
Medical Insurance of First Team Players	A
1. The Licence Applicant shall provide comprehensive medical insurance for all players eligible to play for its first team (excluding the youth players that are included in S.04).	
Criteria Requirements	
1. Medical Insurance Policy Notes - First Team Players	

S.06	Grade
GPS Usage	B
1. The Licence Applicant must implement GPS tracking system to monitor and record First Team and 3 Youth Teams (at least teams in age groups between U17 and U21) physical movements during all outdoor training sessions. 2. The GPS tracking system must collect and record data in at least the following areas: a. Player movement metrics, including distance covered, speed, and acceleration; b. Injury prevention metrics to identify overexertion and reduce injury risks; c. Recovery and conditioning data for developing tailored rehabilitation and fitness programs; d. Performance benchmarks to track and evaluate improvements over time; and e. Pre-match preparation metrics to optimize player readiness for games. 3. The Licence Applicant must: a. Record activity for every player during each outdoor training session; b. Label the recorded data, specifying: i. Player name; ii. Start and end time of training/drill; iii. Drills conducted; iv. Name of drill as listed in the SPL Regulations related to GPS Usage; and v. Number of participants and position of each participant. c. Upload data into the SPL-designated system immediately after each training session.	

4. The GPS tracking system used by the Licence Applicant must be pre-approved by the SPL.
Criteria Requirements
- Contract with GPS provider - Sample of GPS data records for each team

S.07	Grade
Additional Youth Teams	C
In addition to meeting the requirements stated in criterion S.03:	
- The Licence 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 with its legal entity: - A minimum additional four (4) youth teams of different age groups within the age range of 10 to 21. - Each youth team must take part in official competitions or programs played at national, regional or local level and recognized by SAFF.	
Criteria Requirements	
- Age range of Youth Team 7 (within 10 to 21) - Youth team 7 - List of Registered Players / Form (1) - Youth team 7 - Registration documents with MA or League - Proof of participation in competitions/events (images) - Age range of Youth Team 8 (within 10 to 21) - Youth team 8 - List of Registered Players / Form (1) - Youth team 8 - Registration documents with MA or League - Proof of participation in competitions/events (images) - Age range of Youth Team 9 (within 10 to 21) - Youth team 9 - List of Registered Players / Form (1) - Youth team 9 - Registration documents with MA or League - Proof of participation in competitions/events (images) - Age range of Youth Team 10 (within 10 to 21) - Youth team 10 - List of Registered Players / Form (1) - Youth team 10 - Registration documents with MA or League - Proof of participation in competitions/events (images)	

S.08	Grade
Additional Medical Care of Players	C
In addition to meeting the requirements stated in criteria S.02 & S.04:	
- The Licence Applicant shall provide the following additional services: - Regular injury reports for both youth and first team players, detailing injury and timeline	
Criteria Requirements	
Evidence/examples of injury reporting	

Article 17: Infrastructure Criteria

I.01	Grade
Stadium	A
- The Licence Applicant must have a Stadium available to play the relevant AFC/SPL club competitions. The Licence Applicant either: - owns the Stadium; or - can provide a written contract with the owner of the Stadium it will use. This contract must guarantee the use of the Stadium for the AFC/SPL matches for the coming season, for which the Licence Applicant qualifies in sporting terms. - The Stadium must meet the requirements expressly referred to in the: - AFC Stadium Regulations; - respective AFC club competition regulations/AFC Competition Operations Manual; - SPL Stadia minimum technical requirements. - The Stadium must be approved by the Licensor. and be located in the same city where the Licence Applicant is based. If the Stadium is not located in the Licence Applicant's base city, a justifiable reason should be provided. The Licensor must conduct inspections and ensure that the Stadium meets the relevant requirements before approving it.	
Criteria Requirements	
- Name of the stadium - Ownership document or contract with owner - AFC Stadium Information Form	

I.02	Grade
Stadium Safety Certification	A
- 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.) - The certificate shall comply with the requirements in the AFC Safety and Security Regulations and must provide at least the following information: - safety status of the Stadium structure and building fitness; - compliance statement regarding the safety/security regulations of the competent civil authority; - approval of the entire Stadium capacity (individual seats, terraces and total number); - 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.	
Criteria Requirements	
- Stadium Safety Certificate - Issuing Authority Name - Issuance Date - Expiry Date	

I.03	Grade
Match Security Plan	A
- The Licence Applicant must provide an approved match security plan covering the organisational measures intended to ensure safety and security, and covering all aspects of the organisation of a football match (including an evacuation plan and all other relevant information 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, and other emergencies). - The evacuation plan shall provide at least a colour-coded floor plan diagram showing the possible evacuation routes and evacuation time for the whole Stadium to be emptied in case of an emergency according to the applicable national law. - In the absence of any applicable national law, the Licensor must establish the content of the evacuation plan in close cooperation with the appropriate civil body (e.g. local safety and security authorities, the local hospital, fire brigade, police, etc.).	
Criteria Requirements	
- Match Security Plan - Approving Authority Name - Approval Date	

I.04	Grade
Training Facilities Availability	A
- The Licence Applicant must have Training Facilities available throughout the Licence Season. The Licence Applicant either: - owns the Training Facilities; or - shall provide a written contract with the owner of the Training Facilities. - It must be guaranteed that the Training Facilities can be used by all teams of the Licence Applicant during the Licence Season. - The Licence Applicant must have the following training facilities available throughout the Licence Season for the First Team - A natural grass or hybrid turf pitch available at all times; - Medical room(s) which must have two (2) massage tables, bed, stretcher, refrigerator and ice machine; - Training gym that is adequate to accommodate for a First Team training sessions; - A working space for the technical staff; - Training equipment (e.g., hurdles, cone sets, etc.); - An indoor training facility that is suitable to conduct first team training sessions (e.g., multi-sport hall); and - A dressing room for the First Team (must have sufficient number of lockers, showers and toilets, etc.)	
Criteria Requirements	
- Documents confirming ownership or contract with owner - Name of training facilities - Address of training facilities - Images of a natural grass or hybrid turf pitch - Images of medical room(s) with two (2) massage tables, bed, stretcher, refrigerator and ice machine - Images of training gym that is adequate to accommodate for a First Team training sessions - Images of a working space for the technical staff - Images of training equipment - Images of an indoor training facility for the First Team - Images of a dressing room for the First Team	

I.05	Grade
Stadium – Ground Rules	B
- Ground rules must be made available to spectators by at least one (1) of the following means: - visibly affixed at the Stadium; - printed on tickets; or - published online. - These rules must provide information on at least the following: - admission rights; - abandonment or postponement of events; - description of prohibitions and penalties, such as entering the field of play, throwing objects, use of foul or abusive language, racist behavior, etc; - restrictions with regard to smoking, alcohol, fireworks, banners, etc; - seating rules; and - causes for ejection from the ground.	
Criteria Requirements	
- Stadium ground rules - Availability to Spectators - Evidence	

I.06	Grade
Training Facilities for Player Development - Minimum infrastructure	B
- As a minimum, the infrastructure of the Training Facilities for Player Development must include: - Outdoor training facilities (including at least two full-size natural grass or hybrid turf pitches available at all times, according to FIFA standards); - Indoor training facilities (suitable to conduct youth team training sessions - can utilize the First Team indoor facility); - Dressing rooms (within/or adjacent to one of the training facilities); - Medical room(s) (at least one equipped medical room containing a defibrillator, two (2) massage tables, bed, stretcher, refrigerator, and ice machine). - The Licence Applicant either: - owns the Training Facilities; or - shall provide a written contract with the owner of the Training Facilities. - The Licence Applicant must have the facilities stated above separate from the facilities dedicated to the First Team, unless stated otherwise.	
Criteria Requirements	
- Ownership documents or contract with owner - Address of outdoor training fields - Images of outdoor training fields - Address of indoor training facilities - Images of indoor training facilities - Images of dressing rooms - Images of the medical room(s) or first aid box	

I.07	Grade
Additional Training Facilities - Availability	C
In addition to meeting the requirements stated in criterion I.04: 1. The Licence Applicant must have the following training facilities available throughout the year: a. A pool and a rehab area (e.g., jacuzzi, etc.); b. A meeting room that can host all players, coaches, staff members of the First Team; c. A training equipment room; d. A players' lounge for the First team; e. A dining area with kitchen for the First team; f. Additional equipment for medical purposes (e.g. portable ultrasound machines)	
Criteria Requirements	
1. Documents confirming ownership or contract with owner 2. Name of (additional) training facilities 3. Address of (additional) training facilities 4. Images of a pool and a rehab area (e.g., jacuzzi, etc.) 5. Images of meeting room that can host all players, coaches, staff members of the First Team 6. Images of training equipment room 7. Images of players' lounge for the First team 8. Images of dining area with kitchen for the First Team 9. Images of (additional) medical equipment	

Article 18: Personnel and Administrative Criteria

P.01	Grade
General Manager / CEO	A
1. The Licence Applicant must have a General Manager/CEO responsible for running its daily business (operational matters). 2. The appointment must have been done by the appropriate body (e.g., Executive Board) of the Licence Applicant. 3. The General Manager must: a. Be a full time employee in the club b. Holds a bachelor degree or/and at least 3 years' experience in top positions. c. Perform his duties in the same area where the other administrative employees' offices located in the club. d. Be Responsible of all executive and operational football matters.	
Criteria Requirements	
1. Name of the General Manager 2. Photo 3. CV 4. Appointment letter or contract 5. Job descriptions of General Manager (signed) – Form (2) 6. Qualification documents 7. Appointment letter by board of directors	

P.02	Grade
Club Licensing Officer	A
1. The Licence Applicant must appoint a Club Licensing Officer, who must be a full time or part time employee. 2. The Club Licensing Officer must confirm that he has sufficient time to execute the tasks and possesses computer literacy and proficiency in English language to manage the CLAS system. 3. The Club may decide to combine responsibility for this position with another role within the club – except the positions specified in the personnel criteria of these regulations. 4. The Club Licensing Officer must hold at least a bachelor's degree or relevant experience in sports management 5. The Club Licensing Officer's job description shall include the following tasks (but not limited to): • Ensure club's compliance with all licensing requirements, including documentation and reporting; • Act as the primary point of contact between the club and SPL for all licensing matters; • Oversee the submission of all required documentation to fulfill the licensing requirements; • Monitor the club's adherence to all AFC and SPL licensing criteria after obtaining the Licence as well. • Participate in all SPL-organised workshops and apply updated methodologies, key learnings and best practices within the club.	
Criteria Requirements	

1. Name of the Club Licensing Officer
2. Photo
3. CV
4. Qualification documents
5. Appointment letter or contract
6. Job descriptions of Club Licensing Officer (signed) – Form (3)

P.03	Grade
Head Coach of First Team	A
1. The Licence Applicant must have a Head Coach with a valid coaching diploma/Licence responsible for all football matters of the first team. 2. The Head Coach must: a. hold at least AFC (PRO Licence) Coaching Certificate or an equivalent foreign training diploma recognized and approved by AFC; or b. hold a Recognition of Experience and Current Competence (RECC) issued by AFC in compliance with the AFC Regulations Governing the RECC regulations for cases where the Head Coach of the first team does not have the required certification as defined under (a) above; or c. already have started the required education course, recognized by AFC, to achieve the required diploma as defined under (a) above. 3. The Head Coach must be duly registered with SAFF or/and SPL.	
Criteria Requirements	
1. Details of the First Team Head Coach 2. Photo 3. CV 4. Qualification documents (at least AFC 'PRO Coaching Diploma' Coaching Certificate/ RECC) 5. Appointment letter or contract 6. Job descriptions of Head Coach of First Team (signed) – Form (4) 7. Proof of registration with the SAFF or/and SPL	

P.04	Grade
Media Officer	A
- The Licence Applicant must have a Media Officer responsible for media matters and to be fully supervising all match day media arrangements, including attending press conferences and other media activities - The Media Officer must hold as a minimum one of the following qualifications: - Bachelor's degree in journalism - Concluded a media officer education course provided by SAFF or SPL or an organization recognized by SAFF or SPL; or - Recognition of competence approved by SAFF or SPL, which requires at least two (2) years' experience in such matters. - The Media Officer must be duly registered with SAFF or/and SPL. - The Media Officer shall be present and performs his tasks and undertakes his duties effectively in all Licence applicants matches within the AFC and SPL competitions. - The Media Officer's job description should include the following tasks (but not limited to): - Act as the primary liaison between the club and SPL, ensuring compliance with SPL media regulations - Ensure players and coaches attend all mandatory media obligations, including pre-match press conferences and post-match flash interviews - Escort players and coaches to media areas and mixed zones to fulfill obligations - Oversee all media-related activities on matchday, ensuring photographers and videographers comply with SPL guidelines - Respond to media inquiries promptly and professionally - Write press releases, articles, and reports aligned with SPL and club messaging - Manage media coverage of matches, ensuring proper representation of the club.	
Criteria Requirements	
- Name of the Media Officer - Photo - CV - Qualification documents - Appointment letter or contract - Job descriptions of Media Officer (signed) – Form (5) - Proof of registration with the SAFF or/and SPL	

P.06	Grade
Finance Officer	A
- The Licence Applicant must have a full-time Finance Officer responsible for its financial matters. - The Finance Officer must hold as a minimum one of the following qualifications: - A bachelor's degree in accountancy, finance and/or related field; or - A recognition of competence issued by an organization recognized by the Licensor; or - Certified public accountant or qualified auditor - The Finance Officer must attend workshops / training courses delivered by SPL. - The Financial Officer's job description shall include (but not limited to): - Ensure the Licence applicant's financial compliance with SPL regulations, including the preparation and submission of financial reports;	

- Manage budgeting, forecasting, and financial planning for all club activities to ensure financial stability and sustainability;
- Oversee and audit financial transactions to ensure accuracy and adherence to accounting standards;
- Coordinate with SPL for financial workshops or training sessions and ensure implementation of best practices within the club; and
- Provide financial advice to the club's board to support decision-making on investments, expenditures, and other financial matters.

Criteria Requirements

1. Name of the Finance Officer
2. Photo
3. CV
4. Qualification documents
5. Appointment letter or contract
6. Job descriptions of Finance Officer (signed) – Form (7)

P.07

Grade

Team Doctor

A

1. The Licence Applicant must have at least one (1) doctor who is responsible for medical support during matches and training as well as for doping prevention.
2. The qualification of the Team Doctor must be recognized by the appropriate national health authorities.
3. The Team Doctor must be duly registered with SAFF or/and SPL.
4. The Team Doctor must hold as minimum qualification of a bachelor's degree in human medicine or orthopedics medicine or surgery medicine or sport medicine or other equivalent degree.
5. The Team Doctor shall be present and perform his tasks and undertakes his duties effectively in all Licence applicants' matches within the AFC and SPL competitions.
6. The Team Doctor's job description shall include the following tasks (but not limited to):
 - Provide medical care and treatment to players;
 - Oversee and implement the club's anti-doping programmes in accordance with Saudi Anti-Doping Regulations in Sports, and the relevant SPL / SAFF regulations;
 - Conduct medical screenings and health evaluations to ensure player fitness and welfare;
 - Maintain detailed medical records for all players, ensuring compliance with SPL's medical requirements;
 - Develop emergency action plans covering medical readiness during training, while traveling and on matchday
 - Coordinate with entire Licence Applicant's medical team to ensure best practices are applied, and players welfare is considered continuously.

Criteria Requirements

1. Name of the Team Doctor
2. Photo
3. CV
4. Qualification documents
5. Appointment letter or contract
6. Job descriptions of Team Doctor (signed) – Form (8)
7. Proof of registration with the SAFF or/and SPL

P.08	Grade
Physiotherapist	A
1. The Licence Applicant must have at least one (1) Physiotherapist responsible for physiotherapy treatment for the first squad during training sessions and matches. 2. The qualification of the Physiotherapist must be recognized by the appropriate national health authorities. 3. The Physiotherapist must be duly registered with SAFF or/and SPL. 4. The Physiotherapist must hold as minimum qualification of a bachelor's degree in Physiotherapy (the education programme duration must not be less than three years). 5. The Physiotherapist shall be present and performs his tasks and undertakes his duties effectively in all Licence applicants matches within the AFC and SPL competitions. 6. The Physiotherapist's job description shall include the following tasks (but not limited to): • Provide medical care and treatment to players; • Provide physical therapy and rehabilitation services to players, addressing injuries sustained during training and matches; • Work with entire medical staff to design and implement injury prevention programmes; • Maintain detailed records of all treatment and rehabilitation plans to ensure compliance with SPL regulations; and • Attend all SPL/SAFF-organized workshops and integrate any key learnings and best practices.	
Criteria Requirements	
1. Name of the Physiotherapist 2. Photo 3. CV 4. Qualification documents 5. Appointment letter or contract 6. Job descriptions of Physiotherapist (signed) – Form (9) 7. Proof of registration with the SAFF or/and SPL	

P.09	Grade
Youth Coaches	A
1. For each mandatory youth team, the Licence Applicant must have at least one (1) qualified coach who is responsible for all football matters related to that team. 2. All Youth Coaches must have the following qualifications: a. hold at least AFC (B Licence) coaching diploma/Licence or its equivalence recognized and approved by AFC; or b. hold a Recognition of Experience and Current Competence (RECC) issued by AFC in compliance with the AFC Regulations Governing the RECC regulations for cases where the Youth Coach does not have the required certification as defined under (a) above; or c. already have started the required education course, recognized by AFC, to achieve the required diploma as defined under (a) above; and d. have specific youth coaching experience and/or supplementary certification/qualification related to coaching and managing young players; and	

- e. have strong competencies to ensure the efficient implementation of the technical programme to develop elite youth players in collaboration with other relevant personnel.
3. The Youth Coaches must be duly registered with SAFF or/and SPL.
 4. The Youth Coaches' job description shall include the following tasks (but not limited to):
 - Develop and implement structured training programmes tailored to the specific developmental needs of youth players;
 - Foster technical, tactical, and physical development while promoting mental strength and mental health for players;
 - Conduct regular evaluations of player performance and provide detailed progress reports to the Head of Youth Development;
 - Collaborate with other coaching staff to ensure consistency between youth and First Team playing philosophies.

Criteria Requirements

1. No. of Youth Coaches
2. Details of the Youth Coaches
3. Photos
4. Curriculum Vitae (CV)
5. Qualification Documents
6. Appointment Letters / Contracts
7. Job descriptions of Youth Coaches (signed) – Form (10)
8. Proof of registration with SAFF or/and SPL

P.10	Grade
Safety and Security Officer	A
1. The Licence Applicant must have a full-time Safety & Security Officer responsible for safety and security matters and to be fully supervising all security and safety arrangements, including attending match coordination meetings. 2. The Safety & Security Officer must hold as a minimum one of the following qualifications: a. Certificate as policeman or security person according to national law; b. a safety and security diploma based on a specific course issued by SAFF / SPL or by a state recognized organization; or c. Recognition of competence approved by SAFF or SPL, which is based on the participation in specific safety and security courses of SAFF or SPL and at least one (1) year experience in such matters 3. The Safety & Security Officer must be duly registered with SAFF or/and SPL. 4. The Safety and Security Officer shall be present and perform his tasks and undertake his duties effectively in all Licence Applicant home matches within the AFC and SPL competitions. 5. The Safety & Security Officer's job description should include (but not limited to): • Develop and implement the club's safety and security policies, in accordance with local and SPL requirements; • Coordinate security measures for matchday operations, training sessions, and any other club events; • Ensure compliance with SPL regulations regarding matchday safety; • Oversee matchday safety operations, such as ensuring crowd control measures are in place and monitored during matches; • Conduct periodic safety audits of the club's Stadium to ensure compliance with local and SPL requirements; • Act as the primary point of contact for safety and security issues during matches and club events, liaising with SPL and local authorities as needed; and	

- Attend all SPL-organized safety and security training sessions and apply any updates and best practices within the club.

Criteria Requirements

1. Name of the Safety & Security Officer
2. Photo
3. CV
4. Qualification documents
5. Appointment letter or contract
6. Job descriptions of Safety & Security Officer (signed) – Form (11)
7. Proof of registration with the SAFF or/and SPL

P.11

Grade

Safety and Security Organization - Stewarding

A

1. The Licence Applicant must have engaged qualified stewards to ensure safety and security at home matches. For this purpose, it must:
 - a. employ the stewards; or
 - b. conclude a written contract with the Stadium owner or an external security company that will provide the stewards.

Criteria Requirements

1. Appointment letter or contract
2. Photo(s)

P.12

Grade

Head of Youth Development

A

1. The Licence Applicant must have a qualified full-time Head of Youth Development, with a distinct role within the organization, with a valid coaching diploma/Licence responsible for managing and implementing all aspects of youth development matters including the Youth Development Programme
2. The Head of Youth Development must:
 - a. hold at least AFC (**PRO Licence**) Coaching Certificate or an equivalent foreign training diploma recognized and approved by AFC; or
 - b. hold a Recognition of Experience and Current Competence (RECC) issued by AFC in compliance with the AFC Regulations Governing the RECC regulations for cases where the Head of Youth Development does not have the required certification as defined under (a) above; or
 - c. already have started the required education course, recognized by AFC, to achieve the required diploma as defined under (a) above; and
 - d. have specific youth coaching experience and/or supplementary certification/ qualifications related to coaching and managing young players; and
 - e. have strong management and administration skills to ensure the efficient implementation of the programme, activities, roles and duties in collaboration with other relevant personnel.
3. The Head of Youth Development must be registered with SAFF and/or SPL.
4. The Head of Youth Development must attend workshops / training courses delivered by SAFF/SPL.
5. The Head of Youth Development cannot hold any other position for the Licence Applicant.
6. The Head of Youth Development's job description shall include the following tasks (but not limited to):

- Oversee the implementation and development of the club's Youth Development Programme as stipulated in these regulations;
- Administrate and manage youth coaches, ensuring system in place to foster talent development;
- Ensure all youth teams register and participate in official competitions; and
- Evaluate the performance and outcomes of the Youth Development Programme, incorporating feedback for continuous improvement

Criteria Requirements

1. Details of the Head of Youth Development
2. Photo
3. CV
4. Qualification documents (at least AFC PRO Licence/RECC)
5. Appointment letter or contract
6. Job descriptions of Head of Youth Development (signed) – Form (12)
7. Proof of registration with the SAFF or/and SPL

P.13

Grade

Assistant Coach of First Team

A

1. The Licence Applicant must have an Assistant Coach with a valid coaching diploma/Licence assisting the Head Coach in all football technical matters of the first team.
2. The Assistant Coach must:
 - a. hold at least AFC (**A Licence**) Coaching Certificate or an equivalent foreign training diploma recognized and approved by AFC; or
 - b. hold a Recognition of Experience and Current Competence (RECC) issued by AFC in compliance with the AFC Regulations Governing the RECC regulations for cases where the Assistant Coach of the first team does not have the required certification as defined under (a) above; or
 - c. already have started the required education course, recognized by AFC, to achieve the required diploma as defined under (a) above.
3. The Assistant Coach must be duly registered with SAFF or/and SPL.

Criteria Requirements

1. Details of the Assistant Coach of First Team
2. Photo
3. CV
4. Qualification documents (at least AFC A Licence/RECC)
5. Appointment letter or contract
6. Job descriptions of Assistant Coach of First Team (signed) – Form (13)
7. Proof of registration with the SAFF or/and SPL

P.05	Grade
Match Organisation Officer	B
1. The Licence Applicant must have a Match Organisation Officer who is responsible for overall match operations of its first team's home matches. 2. The Match Organisation Officer must: a. be well-versed with the home Stadium layout; b. have the contact details of people in charge from different functional areas; c. have a good understanding of the respective AFC /SPL club competition regulations and AFC/ SPL Competition Operations Manual; and d. act as a counterpart for the Match Commissioner and any other officials appointed by the AFC/SPL to ensure the successful delivery of matches in accordance with the relevant regulations. 3. The Match Organisation Officer may also hold another position within the club, provided the person has sufficient time, adequate competencies and the necessary qualifications for each function.	
Criteria Requirements	
1. Name 2. Photo 3. CV's 4. Qualification Documents 5. Appointment Letter / Contract 6. Job descriptions of Match Organisation Officer (signed) – Form (6)	

P.14	Grade
Legal Advisor	B
1. The Licence Applicant must have a qualified full-time legal advisor who is responsible for handling all legal matters in the Licence Applicant's activities. 2. The Legal Advisor must hold at least a bachelor's degree in law. 3. The Legal Advisor's job description shall include the following tasks (but not limited to): • Provide legal advice and support on all matters related to the club's operations, including (but not limited to), contracts, sporting disputes, and compliance with SPL regulations; • Draft and review legal documents, including contracts for players, staff and vendors; • Represent the club in any legal matters, liaising with SPL, clubs and other stakeholders where applicable; • Ensure compliance with national and international laws, where applicable; in addition to FIFA and AFC regulations and decisions that may be issued by the competent judicial committees according to FIFA, AFC and SAFF regulations • Represent the club in any contractual, disciplinary, labor, or sports disputes before local courts, local judicial committees, dispute resolution chambers, FIFA, or the Court of Arbitration for Sport (CAS), or assist external consultants assigned to represent the club in such disputes. • Monitor any changes in the rules, regulations and law and update any policies and procedures accordingly.	
Criteria Requirements	

1. Name of the Legal Advisor
2. Photo
3. CV
4. Qualification documents
5. Appointment letter or contract
6. Job description of the Legal Advisor (signed) – Form (14)

P.15	Grade
Club Technical Director	B
1. The Licence Applicant must have a full-time Club Technical Director. 2. The Technical Director must: a. hold at least AFC (PRO Licence') Coaching Certificate or an equivalent foreign training diploma recognized and approved by AFC; or b. hold a Recognition of Experience and Current Competence (RECC) issued by the AFC in compliance with the AFC Regulations Governing the RECC for cases where the Club Technical Director does not have the required certification as defined under (a) above; or c. already have started the relevant education course, recognised by the AFC, to achieve the required diploma as defined under (a) above. 3. The Club Technical Director must: a. have extensive playing and work experience at the professional club level or have been a long-serving dedicated member of a club as a player, coach, manager or advisor; and b. have strong management skills, be a visionary and lead the technical development of the club. 4. The Club Technical Director's job description shall include the following tasks (but not limited to): • Establish and/or implement club philosophy; • Establish Youth and Player Development Structures and Programmes; • Ensure technical standards are maintained and enhanced; • Monitor and evaluate all technical and developmental programmes; • Talent scouting; • Management of Club's Youth Academies; • Recruitment and management of coaches and talent scouts; • Management of match analysis processes; and • Liaison between the coaching staff, the club's board, and the SPL. 5. The Club Technical Director must be duly registered with SAFF or/and SPL. 6. The Club Technical Director must attend workshops / training courses delivered by SPL.	
Criteria Requirements	
1. Name of the Club Technical Director 2. Photo 3. CV 4. Qualification documents (at least AFC PRO Licence/RECC) 5. Appointment letter or contract 6. Job descriptions of the Club Technical Director (signed) – Form (15) 7. Proof of registration with the SAFF or/and SPL	

P.16	Grade
Team Analyst	B
- The Licence Applicant must have a qualified full-time Team Analyst responsible for supporting the first team to enhance team and player performance through the use of football technology systems such as video analysis, performance data and player tracking tools. - The Team Analyst must hold as a minimum one (1) of the following: - a recognised qualification or certification in sports science, sports performance analysis, data analytics or a related field; or - at least two (2) years of experience in sports performance analysis or match analysis. - The Team Analyst's job description shall include the following tasks (but not limited to): - Collect and analyze video footage of matches, training sessions, and opposition games to provide actionable insights for coaches and players; - Use data analysis tools to track player and team performance metrics, including physical, technical, and tactical elements; - Prepare pre-match, in-match, and post-match reports, including detailed breakdowns of tactical patterns and player movement; and - Collaborate with the coaching staff, scouts, and technical director to integrate video and data insights into training plans and matches.	
Criteria Requirements	
- Name - Photo - CV's - Qualification Documents - Appointment Letter / Contract - Job descriptions of the Team Analyst (signed) – Form (16)	

P.17	Grade
Goalkeeper Coach of First Team	B
- The Licence Applicant must have a qualified Goalkeeper Coach with a valid coaching diploma/Licence for the first team. - The Goalkeeper Coach must: - hold at least AFC Goalkeeping Certificate (A) as stipulated by the AFC Competition Operations Manual or its equivalence recognized and approved by AFC; or - hold a Recognition of Experience and Current Competence (RECC) issued by AFC in compliance with the AFC Regulations Governing the RECC regulations for cases where the Goalkeeper Coach does not have the required certification as defined under (a) above; or - already have started the required education course, recognized by AFC, to achieve the required diploma as defined under (a) above. - The Goalkeeper Coach must be duly registered with SAFF or/and SPL.	
Criteria Requirements	

1. Details of the First Team Goalkeeper Coach
2. Photo
3. CV
4. Qualification documents (at least AFC A Goalkeeping Certificate / RECC)
5. Appointment letter or contract
6. Job descriptions of the First Team Goalkeeper Coach (signed) – Form (17)
7. Proof of registration with the SAFF or/and SPL

P.18	Grade
Fitness Coach of First Team	B
1. The Licence Applicant must have appointed a qualified Fitness Coach with a valid coaching diploma/Licence for the first team. 2. The Fitness Coach must: a. hold at least AFC Fitness Certificate (Level 2) as stipulated by the AFC Competitions Operations Manual; or b. hold a Recognition of Experience and Current Competence (RECC) issued by AFC in compliance with the AFC Regulations Governing the RECC regulations for cases where the Fitness Coach does not have the required certification as defined under (a) above; or c. already have started the required education course, recognized by AFC, to achieve the required diploma as defined under (a) above. 3. The Fitness Coach must be duly registered with SAFF or/and SPL.	
Criteria Requirements	
1. Details of the First Team Fitness Coach 2. Photo 3. CV 4. Qualification documents (at least AFC Fitness Certificate Level 2 / RECC) 5. Appointment letter or contract 6. Job descriptions of the Fitness Coach (signed) – Form (18) 7. Proof of registration with the SAFF or/and SPL	

P.19	Grade
Duty of Replacement During the Licensing Season	B
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.	
Criteria Requirements	
1. Form (19) - Signed undertaking that any vacancy shall be notified within seven (7) working days and replacement of such roles shall be made within sixty (60) days	

P.20	Grade
Fan Engagement Officer	B
- The Licence Applicant must appoint a full-time Fan Engagement Officer responsible for fostering collaboration between fans, fan groups, and the Licence Applicant. The Fan Engagement Officer shall enhance fan engagement and coordinate fan-related activities on matchdays and throughout the season. - The Fan Engagement Officer must hold as a minimum one of the following qualifications: - An educational qualification in Marketing, Communications, or a related field; or - At least two years of experience (within the last five years) in the area of sports marketing, fan engagement, or events management. - The Fan Engagement Officer shall be present and perform his tasks and undertake his duties effectively in all Licence Applicant home matches within the AFC and SPL competitions (if necessary). - The Fan Engagement Officer must attend workshops / training courses delivered by SPL when requested to do so. - The Fan Engagement Officer must be familiar with the local community and football ecosystem, and utilize knowledge in all fan engagement activities. - The Fan Engagement Officer's job description shall include the following tasks (but not limited to): - Organize and promote community outreach programs, including school visits, charity events, and other local engagements; - Develop and manage forums and opportunities for fans to provide feedback on club activities, matchday experiences, and competition-related matters; - Collaborate with the marketing team to develop fan-targeted campaigns and activities; - Be present and responsible for all matchday fan events, ensuring smooth coordination and alignment with SPL's fan engagement initiatives; - Work in coordination with SPL and ensure participation in SPL-mandated community initiatives; - Act as the primary liaison between the club and fan groups, ensuring fan opinions and concerns are communicated to the club management and SPL; - Oversee matchday fan logistics, including transport, and fan group arrangements; - Conduct an annual report of fan matchday journey, seeking to improve the overall match day experience; - The Fan Engagement Officer cannot hold any other position for the Licence Applicant.	
Criteria Requirements	
- Name of the Fan Engagement Officer - Photo - CV - Qualification document - Appointment letter or contract - Job descriptions of the Fan Engagement Officer (signed) – Form (20)	

P.21	Grade
Child Safeguarding Officer	B
The Licence Applicant must appoint a full-time Child Safeguarding Officer responsible for developing and implementing child protection plans, managing abuse concerns, providing guidance and training to stakeholders, and ensuring compliance with safeguarding policies within the club.	

2. The Child Safeguarding Officer must hold as a minimum one of the following qualifications:
 - a. Bachelor's degree in Social Work, Education or Psychology or an equivalent certificate, or
 - b. A recognition of competence issued by an organization recognized by the Licensor.
3. The Child Safeguarding Officer must attend workshops / training courses delivered by SPL.
4. The Child Safeguarding Officer's job description shall include the following tasks (but not limited to):
 - Create, implement, and maintain a club-wide safeguarding policy, ensuring the policy is clearly communicated and accessible to all club's personnel and other stakeholders;
 - Ensure that children are aware of their rights and are guided on what to do if they have concerns or need assistance;
 - Monitor compliance with safeguarding practices across the club and conduct periodic reviews to ensure the safeguarding policy is adhered to by all stakeholders;
 - Develop welfare assessment reports for all youth players registered at the club (e.g., school name and grades, family situation);
 - Manage and report safeguarding concerns and incidents with a clear mechanism for addressing complaints or violations; and
 - Provide annual safeguarding training to staff, players, and coaches, conducted internally by the officer, ensuring all individuals are aware of safeguarding protocols and procedures.

Criteria Requirements

1. Name of the Child Safeguarding Officer
2. Photo
3. CV
4. Qualification document
5. Appointment letter or contract
6. Job descriptions of the Child Safeguarding Officer (signed) – Form (21)

P.22	Grade
Player Care Officer	B
1. The Licence Applicant must appoint a full-time qualified Player Care Officer responsible for overseeing players/coaching staff and family well-being and integration. 2. The Player Care Officer must hold relevant experience in administrative duties, care, and with athletes. 3. The Player Care Officer must attend workshops / training courses delivered by SPL when requested to do so. 4. The Player Care Officer must be proficient in English. 5. The Player Care Officer's job description shall include the following tasks, but not be limited to: • Facilitate player/coaching staff and family integration by managing relocation, housing, transportation, residency permit process, schooling and other essential services and logistics; • Organize social and cultural programs and activities to ensure smooth integration into team and local community; • Serve as main point-of-contact for any welfare-related concerns; • Coordinate with club and other relevant stakeholders to ensure comprehensive and timely care; • Ensure compliance with all SPL Regulations. 6. The Player Care Officer must provide regular updates on duties' progress based on timelines communicated by SPL.	
Criteria Requirements	

1. Name of the Player Care Officer
2. Photo
3. CV
4. Qualification document
5. Appointment letter or contract
6. Job descriptions of the Player Care Officer (signed) – Form (22)

P.23	Grade
Sporting Performance Director	B
1. The Licence Applicant must appoint a full-time Sporting Performance Director responsible for overseeing all aspects of physical development within the football club across first team and youth teams, and ensuring players achieve their highest physical potential through effective development programs, injury prevention strategies, and performance analysis. 2. The Sporting Performance Director must hold as a minimum one of the following qualifications: a. A recognized qualification in Sports Science, Exercise Physiology, Kinesiology, or a related field b. At least five years of relevant experience in related field 3. The Sporting Performance Director must attend workshops / training courses delivered by SAFF/SPL. 4. The Sporting Performance Director's job description shall include the following tasks (but not limited to): • Design and implement comprehensive physical development programs to optimize player performance and availability • Oversee daily physical training, injury prevention, and rehabilitation strategies in collaboration with coaching and medical teams • Use performance data and analytics to guide individual and team training loads, match preparation, and recovery • Support the Head Coach in optimizing training plans, player rotation, and match-day readiness • Contribute to player development pathways by aligning physical goals with technical and tactical growth plans • Ensure up-to-date methods and technologies are used to assess and enhance physical and mental performance • Act as a key link to the Technical Director, advising on injury trends, player development, and overall performance sustainability • Act as the point of contact with relevant entities for any performance-related matters.	
Criteria Requirements	
1. Name of the Sporting Performance Director 2. Photo 3. CV 4. Qualification document 5. Appointment letter or contract 6. Job descriptions of the Sporting Performance Director (signed) – Form (23)	

P.24	Grade
Digital Media Officer	B
- The Licence Applicant must appoint a full-time Digital Media Officer responsible for managing the club's online presence, creating engaging digital content, and ensuring compliance with SPL's digital branding and communication guidelines. - The Digital Media Officer must hold as a minimum one of the following qualifications: - An educational qualification in Digital Media, Marketing, or a related field; or - At least two years of experience (within the last five years) in digital marketing, social media management, or content creation for a sports organization. - The Digital Media Officer shall be present and perform his tasks and undertake his duties effectively in all Licence Applicant matches within the AFC and SPL competitions (if necessary). - The Digital Media Officer must attend workshops / training courses delivered by SPL. - The Digital Media Officer's job description shall include the following tasks (but not limited to): - Oversee the production and publication of content across the club's digital platforms, including social media channels, the club website, and email newsletters; - Create engaging multimedia content (e.g., videos, photos, graphics) to promote the club, SPL campaigns, and matchday experiences; - Ensure that the digital content aligns with the club's and SPL branding standards and objectives; - Maintain and update the club's website, ensuring content is accurate, up-to-date, and published in both Arabic and English; - Actively manage and grow the club's presence on social media platforms; - Track and report on digital platform performance, including website traffic, social media engagement, and campaign effectiveness; - Provide periodic reports to the club's Marketing & Commercial Officer, highlighting key insights and recommendations for improving digital performance; - Ensure compliance with SPL guidelines regarding digital content and branding; and - Collaborate with the SPL and other clubs to promote league-wide digital initiatives, including joint content creation.	
Criteria Requirements	
- Name of the Digital Media Officer - Photo - CV - Qualification document - Appointment letter or contract - Job descriptions of Digital Media Officer (signed) – Form (24)	

P.25	Grade
Scout	B
- The Licence Applicant must appoint a full-time Scout responsible for identifying, evaluating, and recommending potential players for recruitment across all levels of the club, and provide the adequate resources to enable scouting duties (such as platforms' subscriptions) - The Scout must hold as a minimum one of the following qualifications: - A recognized qualification in scouting / coaching, or	

- b. Significant experience in talent scouting, coaching or player evaluation
- 3. The Scout must attend workshops / training courses delivered by SPL.
- 4. The Scout's job description shall include the following tasks (but not limited to):
 - Conduct regular scouting activities, including attending matches, tournaments, and training sessions, to identify talented players for the first team, or youth teams;
 - Provide detailed scouting reports, including player assessments, performance metrics, and potential fit within the club's playing philosophy;
 - Collaborate with the Club Technical Director, and coaching staff to align scouting activities with the club's talent acquisition strategy; and
 - Maintain compliance with SPL regulations regarding player scouting and recruitment practices

Criteria Requirements

1. Name of the Scout
2. Photo
3. CV
4. Qualification document
5. Appointment letter or contract
6. Job descriptions of the Scout (signed) – Form (25)

P.26	Grade
IT Officer	C
1. The Licence Applicant must appoint a full-time IT Officer responsible for all IT matters within the club. 2. The IT Officer must be registered with the Saudi Council of Engineers 3. The IT Officer's job description shall include the following tasks (but not limited to): • Resolve IT support tickets for desktops, laptops, printers, peripherals, and software applications; assist with operating systems and network connectivity; • Diagnose and resolve hardware/software issues; escalate complex problems to appropriate teams when needed; • Install, configure, and update software, operating systems, and security tools; perform routine maintenance to ensure optimal performance; • Support employees with technical setups such as user accounts, email configurations, and IT onboarding; • Set up and deploy IT equipment, maintain inventory, coordinate hardware repairs/replacements, and troubleshoot basic network connectivity issues; • Manage and enforce data protection protocols, ensuring the club complies with data handling regulations such as PDPL, and implement secure storage solutions for sensitive data. • Oversee database management, including regular audits to ensure data integrity, security, and accessibility, while preventing unauthorized access and breaches. 4. The Licence Applicant can collaborate with a third-party IT support company with relevant credentials recognized by the appropriate bodies.	
Criteria Requirements	

1. Name of the IT Officer
2. Photo
3. CV
4. Saudi Council of Engineers membership certificate
5. Appointment letter or contract
6. Job descriptions of the IT Officer (signed) – Form (26)

P.27	Grade
Ticketing Officer	C
1. The Licence Applicant must appoint a qualified Ticketing Officer responsible for the Licence Applicant's ticketing operations. 2. The Ticketing Officer must hold as a minimum one of the following qualifications: a. A qualification in Marketing, Business Administration, or a related field, or b. At least two years of experience in ticketing operations or events management 3. The Ticketing Officer shall be present and perform his tasks and undertake his duties effectively in all Licence Applicant matches within the AFC and SPL competitions (if necessary). 4. The Ticketing Officer must attend workshops / training courses delivered by SPL. 5. The Ticketing Officer's job description shall include the following tasks (but not limited to): • Develop and implement ticket pricing strategies, cooperating with SPL for pricing structures; • Manage requests for complimentary tickets from sponsors, SPL and other key stakeholders, adhering to SPL guidelines on distribution and allocation; • Manage fan experience on matchday on matters related to ticketing (e.g., entry points, gates, seats, etc.); and • Produce periodic ticket sales reports for senior management.	
Criteria Requirements	
1. Name of the Ticketing Officer 2. Photo 3. CV 4. Qualification document 5. Appointment letter or contract 6. Job descriptions of the Ticketing Officer (signed) – Form (27)	

P.28	Grade
Additional Youth Coaches	C
In addition to meeting the requirements stated in criterion P.09: 1. All youth coaches must have the following qualifications: a. hold at least AFC (A Licence) Coaching Certificate or an equivalent foreign training diploma recognized and approved by AFC; or b. Have already started the required education course recognition by AFC to achieve the required diploma as defined under (a) above. 2. The coaches must be registered with SAFF and/or SPL. 3. The Licence Applicant must appoint a dedicated youth head coach for U21 youth team	

Criteria Requirements

1. No. of (Additional) Youth Coaches
2. Details of the (Additional) Youth Coaches
3. Photos
4. CVs
5. Qualification Documents
6. Appointment Letters / Contracts
7. Job descriptions of Youth Coaches (signed) – Form (10)
8. Proof of registration with SAFF or/and SPL

Article 19: Legal Criteria

L.01	Grade
Declaration in Respect of the Participation in AFC/SPL Club Competitions	A
1. The Licence Applicant must submit a legally valid declaration confirming that: - it recognizes as legally-binding the statutes, rules and regulations and decisions of FIFA, the AFC, SAFF and SPL 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 (domiciled in Lausanne, Switzerland) for any dispute of international dimension and in particular involving FIFA and/or the AFC; - it recognizes the prohibition on recourse to ordinary courts under the FIFA, AFC, SAFF and SPL Statutes; - at the national level, it will play in competitions that are recognized and endorsed by SAFF or SPL (e.g., national league, national cup); - at the international level, it will participate in competitions recognized and endorsed by the AFC and/or FIFA. To avoid any doubt, this provision does not relate to friendly matches; - it will abide by and observe the provisions and conditions of these regulations; - its reporting perimeter is defined in accordance with Article 20.1 of these Regulations and it will be accountable for any consequences of an entity included in the reporting perimeter not abiding by and observing this declaration. - all submitted documents and information are complete and correct; - 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; and - it acknowledges that the AFC and the licensor reserve the right to execute compliance audits at the national level in accordance with article 23.3. - Inform the licensor about any significant change, event or condition of major economic importance and subsequent event occurred after the submission of the licensing documentation. - Provide the licensor with the supporting documents in regard of the signed settlement agreements with Creditors which were submitted to fulfil Criteria F.03, F.04 and F.05 of these regulations. - Submit all supporting documents to fulfill the club licensing criteria requirements exclusively throughout 'CLAS' except the clubs subject to extraordinary application per article (15) of these Regulations. - Provide the licensor in a regular manner with the supporting documents in regard of the cases and claims listed on the "Overdue Payables" section in CLAS, as well as adding any new claim/case lodged by other clubs, players, technical and medical staff, employees in case that the claim was not added by the licensor or AFC. 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.	
Criteria Requirements	
- Signed declaration - Form (28) - Name of the authorized signatory - Title of the authorized signatory - Date of signature	

L.02	Grade
Legal Documents	A
1. The Licence Applicant must submit the following documents: a. a copy of its current company articles, constitution, statutes or similar governing document; b. an extract from a public register (e.g., trade register) which demonstrates that the Licence Applicant is a legal entity which contains the following minimum information; i. registered name; ii. popular name; iii. address of headquarters; iv. legal form; and v. list of authorized signatories. c. (if applicable) the agreement between the Licence Applicant and the relevant member which has the right to participate in affiliated competitions SAFF or/and SPL.	
Criteria Requirements	
1. Copy of Statutes or Company Articles 2. Certificate of registration or extract from public register 3. Registered name of the Licence Applicant 4. Popular name of the Licence Applicant in English (to be used in AFC Club Competitions) 5. Club logo 6. Date of registration 7. Club Founded In 8. Name of Club Founder 9. Is the legal entity registered as an Association? 10. Is the legal entity registered as a Company? 11. Was there any change in the Legal Form, Legal Group Structure or Identity of the Club in the last two years? 12. Chairman / President - Name 13. List of Executive Members / Board of Directors 14. List of authorized signatories 15. List of Members / Shareholders 16. Registered address of the Licence Applicant 17. Club Organisation Chart	

L.03	Grade
Legal Group Structure and Ultimate Controlling Party	A
1. The Licence Applicant must provide the Licensor with information on the legal Group structure at the Statutory Closing Date prior to the deadline for the submission of the application to the Licensor. It must be presented in a chart and duly approved by management. The Licensor must be informed of any changes there may have been to the legal Group structure during the period between the Statutory Closing Date and the submission of the chart to the Licensor. 2. This document must clearly identify and include information on: a. the Licence Applicant and, if different, the Registered Member of SAFF or/and SPL; b. any Subsidiary of the Licence Applicant and, if different, the Registered Member of SAFF or/and SPL; c. any Joint Venture entity, including other parties with an interest in the Joint Venture, in which the Licence Applicant (or, if different, the Registered Member of the AFC Member Association) has an interest; d. any Associate entity of the Licence Applicant and, if different, the Registered Member of SAFF or/and SPL; e. any direct or indirect Controlling entity of the Licence Applicant, up to and including the ultimate Controlling party; f. any party that has 10% or greater direct or indirect ownership of the Licence Applicant, or 10% or greater voting rights; g. any party with a Significant Influence over the Licence Applicant; h. any other football club, in respect of which any of the parties identified in (a) to (g) or any of their key management personnel have any ownership interest, voting rights, and/or any involvement or influence whatsoever in its management, administration and/or sporting performance; and i. The reporting perimeter as defined in Article 20.1 must also be clearly identified in the document. 3. If deemed relevant the Licensor may request the Licence Applicant/Licensee to provide additional information other than that listed above (e.g., information about any subsidiaries and/or Associates of the ultimate Controlling entity and/or direct Controlling entity). 4. The following information must be provided in relation to all entities included in the legal Group structure: a. Name of legal entity; b. Type of legal entity; c. Main activity of legal entity; and d. Percentage of ownership interest (and, if different, percentage of voting power held). 5. For any Subsidiary of the Licence Applicant/Licensee and, if different, the Registered Member of SAFF or/and SPL, the following information must also be provided: a. Share capital; b. Total assets; c. Total revenues; and d. Total equity.	
Criteria Requirements	
1. Is the Club part of a Group Structure? 2. Form (29) - Chart of the Licence Applicant's group structure	

L.04	Grade
Written Contract with Professional Players	A
1. The professional players of the Licence Applicant must have a written contract with the Licence Applicant in accordance with the relevant provisions of the FIFA Regulations for the Status and Transfer of Players and (or for amateur players, a valid memorandum of understanding with the Licence Applicant) shall incorporate all key provisions required by the relevant national law and of FIFA, the AFC, and SAFF.	
Criteria Requirements	
1. Professional Player Contract – Sample 2. Amateur Player MoU - Sample	

L.05	Grade
Disciplinary Procedure and Code of Conduct for Players and Officials	B
1. The Licence 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 SAFF.	
2. The code of conduct should be supplemented by a legally binding disciplinary Regulations under which the infringement of the code of conduct, club rules, club regulations, and club decisions shall be prosecuted and sanctions may be applied.	
Criteria Requirements	
1. Proof of communicating the code of conduct and disciplinary regulations to players and employees 2. Code of Conduct and Disciplinary Regulations	

Article 20: Financial Criteria

1. Reporting Entity/Entities and reporting perimeter
 - a. The Licence Applicant determines and provides to the Licensor the reporting perimeter, i.e., the entity or combination of entities in respect of which financial information (e.g., single entity, consolidated or combined financial statements) has to be provided.
 - b. The reporting perimeter must include:
 - i. the Licence Applicant and, if different, the Registered Member of-SAFF or/and SPL;
 - ii. any Subsidiary of the Licence Applicant and, if different, the Registered Member of SAFF or/and SPL
 - iii. any other entity included in the legal Group structure which generates revenues and/or performs services and/or incurs costs in respect of the football activities defined in paragraph c) iii. to x. below; and
 - iv. any entity, irrespective of whether it is included in the legal Group structure, which generates revenues and/or performs services and/or incurs costs in respect of football activities as defined in paragraph c) i. and ii. below.
 - c. Football activities include:
 - i. employing/engaging personnel (as defined in criterion F.04) including payment of all forms of consideration to employees arising from contractual or legal obligations;
 - ii. acquiring/selling players' registrations (including loans);
 - iii. ticketing;
 - iv. sponsorship and advertising;
 - v. broadcasting;
 - vi. merchandising and hospitality;
 - vii. club operations (e.g., administration, matchday activities, travel, scouting, etc.);
 - viii. financing (including financing secured or pledged against the assets of the Licence Applicant);
 - ix. use and management of Stadium and Training Facilities; and
 - x. youth sector.
 - d. An entity may be excluded from the reporting perimeter only if:
 - i. its activities are entirely unrelated to the football activities defined in paragraph c) above and/or the locations, assets or brand of the football club; or
 - ii. it is immaterial compared with all the entities that form the reporting perimeter and it does not perform any of the football activities defined in paragraph c) i. and ii. above; or
 - iii. the football activities it performs are already entirely reflected in the financial statements of one of the entities included in the reporting perimeter; or
 - iv. its activities are solely related to a women's football team, and the Licence Applicant is only applying for a Licence for its men's football team; or
 - v. its activities are solely related to a men's football team, and the Licence Applicant is only applying for a Licence for its women's football team.
 - e. The Licence Applicant must submit a declaration by an authorized signatory which confirms:
 - i. that all revenues and costs related to each of the football activities indicated in paragraph c). have been included in the reporting perimeter and provide a detailed explanation should this not be the case; and
 - ii. whether any entity included in the legal Group structure has been excluded from the reporting perimeter, justifying any such exclusion with reference to paragraph d).
2. For further information on the mandatory reporting period and the minimum requirements on the format of reporting and accounting, as well as a detailed explanation of each of the criteria below, please refer to the AFC Club Licensing Financial Handbook.

F.01	Grade
Annual Financial Statements - Audited	A
- Regardless of the legal structure of the Licence Applicant, Annual Financial Statements based on the local legislation for incorporated companies shall be prepared and Audited by an independent auditor. - The Audited Annual Financial Statement shall be in respect of the Statutory Closing Date immediately prior to 1 March preceding the deadline for submission of the List of Licensing Decisions to the AFC and must consist of: - a balance sheet; - a profit and loss account; - a cash flow statement; - notes, comprising a summary of significant Accounting Policies and other explanatory notes; and - a financial Review by management. - The Audited Annual Financial Statements shall meet the minimum disclosure requirements and accounting principles set out in the AFC Club Licensing Financial Handbook. - 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, then Supplementary Information must be prepared by the Licence Applicant and assessed by the auditor. - If the men's and women's football teams are part of the same legal entity/reporting perimeter, the Licence Applicant must prepare at least a separate profit and loss account to identify the revenues and expenses linked to each football team.	
Criteria Requirements	
- Audited Financial Statement - Period of Audited Financial Statement - Are the player registration costs capitalized or expensed under the National Accounting Practice? - Player identification table (Financial Template 7) - Exchange Rate (Local Currency to USD) 6-45. Income/Expenses/Balance sheet amounts fill out in CLAS. 46. Sponsorship income details (Financial Template 40)	

F.02	Grade
Financial Statements for the Interim Period - Reviewed	A
- The Licence applicant must prepare and submit additional financial statements covering the six (6) months interim period preceding the deadline for submission of the List of Licensing Decisions to the AFC after the official statutory closing date (i.e., from 1 July to 31 December). - The Interim Financial Statements shall meet the minimum disclosure requirements and accounting principles set out in the AFC Club Licensing Financial Handbook. - If the men's and women's football teams are part of the same legal entity/reporting perimeter, the Licence Applicant must prepare at least a separate profit and loss account to identify the revenues and expenses linked to each football team.	
Criteria Requirements	
- Statutory closing date of the Licence applicant - Interim financial statements reviewed by external auditor - Period covered in interim financial statements	

F.03	Grade
No Overdue Payables Towards Football Clubs Arising from Transfer Activities	A
- The Licence Applicant must prove that it has no overdue payables 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, or - deferred by mutual agreement with the creditor, or - are subject to a not obviously unfounded dispute submitted to a competent authority, e.g. (the FIFA Players' Status Committee, the FIFA Dispute Resolution Chamber, the Court of Arbitration for Sport "CAS", local "Saudi" Dispute Resolution Chamber, and local "Saudi" the Court of Arbitration for Sport). - Payables to Clubs include those amounts due to football clubs as a result of transfer activities, including official training compensation and solidarity contributions as defined in the FIFA Regulations on the Status and Transfer of Players. - The Licence Applicant shall comply with the obligations stipulated in the signed settlement agreements with creditors- if any- and shall provide the licensor with the related supporting documents.	
Criteria Requirements	
- Declaration of No overdue payables towards other clubs as a result of transfer activities (Financial Template 10) - Transfers Payable Table (Financial Template 11) - Transfers Receivable Table (Financial Template 13) - List of final decisions and ongoing cases with supporting documents (Financial Template 14)	

F.04	Grade
No Overdue Payables Towards Employees and Social / Tax Authorities	A
- The Licence Applicant must prove that, in respect of contractual and legal obligations with its current/former employees and social/tax authorities it has no overdue payables as at 31 December preceding the Licence Season, unless by the following 31 March they have been: - fully settled, or - deferred by mutual agreement with the creditor, or - are subject to a not obviously unfounded dispute submitted to a competent authority, e.g. (the FIFA Players' Status Committee, the FIFA Dispute Resolution Chamber, the Court of Arbitration for Sport "CAS", local "Saudi" Dispute Resolution Chamber, and local "Saudi" the Court of Arbitration for Sport). - The term "employees" shall include but not limited to: - all professional players according to the applicable FIFA Regulations on the Status and Transfer of Players; and - the administrative, technical, medical and security staff within the football activity sector including the Staff specified in Personnel criteria of these regulations. - Payables to employees include all forms of consideration, wages, salaries, image rights payments, bonuses and other benefits including to former employees. - The Licence Applicant shall comply with the obligations stipulated in the signed settlement agreements with creditors-if any- and shall provide the licensor with the related supporting documents.	
Criteria Requirements	

1. Declaration that there are no dues payable towards Players, Employees and social / tax authorities (Financial Template 15)
2. Employee Schedule with supporting documents (Financial Template 15a)
3. Confirmation letters from its current and former Players/Employees (Financial Template 17)
4. Players Schedule with supporting documents (Financial Template 15b)
5. Statements of compliance issued by social / tax authorities.
6. List of final decisions and ongoing cases with supporting documents (Financial Template 18)

F.06	Grade
Written Representations Prior to the Licensing Decision	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 Licence 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 Licence 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 representations letter must include a description of the nature of the event or condition and an estimate of its financial effect, or a statement that such an estimate cannot be made; and d. Whether or not the Licence Applicant (or the Registered Member of SAFF or/and SPL which has a contractual relationship with the Licence Applicant within the meaning of Article 12) or any Parent company of the Licence Applicant included in the reporting perimeter is seeking or has received protection from its creditors pursuant to laws or regulations within the 12 months preceding the Licence Season. 3. Approval by management must be evidenced by way of a signature on behalf of the executive body of the Licence Applicant.	
Criteria Requirements	
1. Management representation letter (Financial Template 18) 2. Date of signature	

F.07	Grade
Future Financial Information	A
1. The Licence Applicant must prepare and submit Future Financial Information in order to demonstrate to the Licensor its ability to continue as a Going Concern until the end of the Licence Season if it has breached any of the indicators defined in paragraph 2 below. 2. If a Licence Applicant exhibits any of the conditions described by indicator 1 or 2, it is considered in breach of the indicator: a. Indicator 1: Going Concern The 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	

b. Indicator 2: Negative equity

The Annual Financial Statements (including, where required, the Supplementary Information) submitted in accordance with F.01 disclose a net liabilities position that has deteriorated relative to the comparative figure contained in the previous year's Annual Financial Statements, or the Interim Financial Statements submitted in accordance with F.02 (including, where required, the Supplementary Information) disclose a net liabilities position that has deteriorated relative to the comparative figure at the preceding Statutory Closing Date.

3. If neither of the indicators mentioned above are breached, the Licence Applicant is not required to submit Future Financial Information, unless it is requested by the Licensor. In case it is requested by the Licensor, the Licensor must provide the Licence Applicant at least fifteen (15) days to submit the Future Financial Information.
4. Future Financial Information must cover the period commencing immediately after the later of the Statutory Closing Date of the Annual Financial Statements or, if applicable, the balance sheet date of The Interim Financial Statements, and it must cover at least the entire Licence Season.
5. Future Financial Information consists of:
 - a. a budgeted profit and loss account, with comparative figures for the immediately preceding Financial Year and Interim Period (if applicable);
 - b. a budgeted cash flow, with comparative figures for the immediately preceding Financial Year and Interim Period (if applicable); and
 - c. explanatory notes, including a brief description of each of the significant assumptions (with reference to the relevant aspects of Historic Financial Information) that have been used to prepare the budgeted profit and loss account and cash flow statement, as well as of the key risks that may affect the future financial results.
6. Future Financial Information must be prepared, on a quarterly basis.
7. Future Financial Information must be prepared on a consistent basis with the Audited Annual Financial Statements and follow the same Accounting Policies as those applied for the preparation of the Annual Financial Statements, except for accounting policy changes made after the date of the most recent Annual Financial Statements that are to be reflected in the next Annual Financial Statements, in which case details must be disclosed.
8. Future Financial Information must meet the minimum disclosure requirements as set out in the AFC Club Licensing Financial Handbook. Additional line items or notes must be included if they provide clarification or if their omission would make the Future Financial Information misleading.
9. Future Financial Information with the assumptions upon which they are based must be approved by management and this must be evidenced by way of a brief statement and signature on behalf of the executive body of the Reporting Entity.
10. If the men's and women's football teams are part of the same legal entity/reporting perimeter, the Licence Applicant must prepare at least a separate profit and loss account to identify the revenues and expenses linked to each football team.

Criteria Requirements

1. Budgeted Profit and loss statement (Financial Template ٢٠)
2. Budgeted cash flow statement (Financial Template ٢١)
3. Explanatory notes on assumptions and risk (Financial Template ٢٣)
4. Period covered in the Future Financial Information

Subsequent Information

Criteria F.08 and F.09 apply to Licensees after the Licensing Decision. Criterion F.08 (duty to notify Subsequent Events) applies to all Licensees. Criterion F.09 (duty to update Future Financial Information) only applies to those Licensees who exhibited a breach of one or more of the indicators.

F.08	Grade
Duty to Notify Subsequent Events	A
- Following the licensing decision by the decision-making body, the Licensee must promptly notify the Licensor in writing about any Subsequent Events that may cast significant doubt upon the Licensee's ability to continue as a Going Concern until at least the end of the season for which the Licence has been granted. - Compliance with this criterion shall be assessed by the Licensor in respect of the following licensing cycle.	
Criteria Requirements	
Description of Subsequent event (Financial Template 44)	

F.09	Grade
Duty to Update Future Financial Information	A
- 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.07). In addition, the prepared information shall include a comparison of Budget to actual figures including explanations of variances. The updated version of the Future Financial Information must be prepared, as a minimum, on a six (6) month basis. <u>Indicator 1: Going concern</u> 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. <u>Indicator 2: Negative equity</u> The Annual Financial Statements (including, where required, the Supplementary Information) submitted in accordance with F.01 disclose a net liabilities position that has deteriorated relative to the comparative figure contained in the previous year's Annual Financial Statements, or the Interim Financial Statements submitted in accordance with F.02 (including, where required, the Supplementary Information) disclose a net liabilities position that has deteriorated relative to the comparative figure at the preceding Statutory Closing Date. - The updated Future Financial Information shall meet the minimum disclosure requirements set out in the AFC Club Licensing Financial Handbook. - Compliance with this criterion shall be assessed by the Licensor in respect of the following licensing cycle.	
Criteria Requirements	
- Original budgeted profit and loss account and cash flow figures in respect of 6 months before the interval date (Financial Template 45) - Actual profit and loss account and cash flow figures for six months before the interval date (Financial Template 45) - Brief explanation of significant differences between the budgeted and actual result (Financial Template 45)	

F.10	Grade
Appointment of an Auditor	A
1. The Licence applicant must submit and provide the Licensor with a copy of the auditor appointment contract 2. The auditor appointment contract must cover at least the following periods: a. The Licence applicant's financial year starting from 1 July until 30 June (Audited) b. The interim period following the Licence applicant's official statutory closing date until 31 December (Audited or reviewed)	
Criteria Requirements	
1. The auditor's appointment contract	

F.05	Grade
No Overdue Payables Towards SPL, SAFF, and AFC	B
1. The Licence Applicant must prove that it has no overdue payables towards its Licensor, Member Association and/or the AFC as at 31 December preceding the Licence Season, unless by the following 31 March they have been: a. fully settled, or b. deferred by mutual agreement with the creditor, or c. are subject to a not obviously unfounded dispute submitted to a competent authority.	
Criteria Requirements	
1. Declaration of No Overdue Payables Towards SPL, SAFF, and AFC (Template 17a) 2. List of Payables towards SPL, SAFF, and AFC (Template 17b)	

Article 21: Development and Sustainability Criteria

D.01	Grade
Youth Development Programmes (YDP)	A
1. The Licence Applicant must have a written youth development programme, as prescribed in the AFC Elite Youth Scheme, approved by the Licensor or the SAFF's competent body. The approving authority must evaluate the quality of the youth development programme before approving it and verify the implementation by periodic visits to the training and games. 2. The programme must cover at least the following areas: a. Objectives (e.g. specific Key Performance Indicators (KPIs) for a minimum of three-year term of the programme), youth playing philosophy and youth development philosophy; b. Organisation of youth sector (organisational chart, bodies involved, relation to Licence Applicant, youth teams, etc.); c. Personnel (technical, medical, administrative, etc.) and minimum qualifications required; d. Infrastructure available for youth sector (training and match facilities, etc); e. Financial resources (available Budget, contribution by Licence Applicant, players or local community, etc.); f. Football education programme tailored for different age groups categorized into various types of training, including psychological, technical, tactical, and physical. Each category is further divided into specific topics such as speed, agility, stress management, passing, possession, defensive transition, and attacking; g. Education programmes (Laws of the Game, anti-doping, integrity, anti-racism); h. Medical support for youth players (including medical checks); i. Individual performance evaluation of players in the programme; j. Review and feedback process to evaluate the results and the achievements of the set objectives; and k. Validity of the programme (at least three years but maximum seven). 3. The Licence Applicant must further ensure that: a. every youth player involved in its youth development programme has the possibility to follow mandatory school education in accordance with national law; and b. no youth player involved in its youth development programme is prevented from continuing their non-football education.	
Criteria Requirements	
1. Proof of approval of the Youth Development Programme approved by the Licensor or the SAFF's competent body; 2. Objectives (e.g., KPIs for a minimum of three-year term of the programme), youth playing philosophy and youth development philosophy; 3. Organisation of youth sector (organisational chart, bodies involved, relation to Licence Applicant, youth teams, etc.); 4. Form (30) - Personnel (technical, medical, administrative, etc.) and minimum qualifications required; 5. Infrastructure available for youth sector (training and match facilities, etc); 6. Form (31) - Financial resources (available Budget, contribution by Licence Applicant, players or local community, etc.); 7. A football education programme shall be established for various age groups, categorized by the type of training, which includes psychological, technical, tactical and physical training. 8. Form (32) - Education programmes (Laws of the Game, anti-doping, integrity, anti-racism); 9. Form (33) - Medical support for youth players (including medical checks); 10. Form (34) - Individual performance evaluation of all registered youth players in the programme; 11. Form (35) - Review and feedback process to evaluate the results and the achievements of the set objectives; and 12. Validity of the programme (at least three years but maximum seven).	

D.02	Grade
Educational Programmes	A
- The Licence Applicant must ensure that players and all technical coaching staff of at least the first team have attended a session or an event in the year prior to the Licence Season related to: - sports integrity matters; - refereeing matters/IFAB Laws of the Game; or - anti-doping. - These sessions or events must be provided either by the Licence Applicant, SAFF or/and SPL or a third party in collaboration with the Licence Applicant or Licensor, during the year prior to the season to be licensed.	
Criteria Requirements	
- Educational Programme - Topic and Event Date - List of participants – Form (36) - Photos of event - Event details	

D.03	Grade
Racial Equality Practice	B
The Licence Applicant must establish a policy to tackle racism in football. All players and staff of the Licence Applicant shall acknowledge the policy by signing the policy document.	
Criteria Requirements	
- Racial Equality Policy - Form (37) - the signatures of all players and employees, confirming receipt and acknowledgment of the policy.	

D.04	Grade
Grassroots Programmes	B
- Children, youths, amateurs, veterans, those with learning or physical disabilities and the socially disadvantaged shall be included in the grassroots programmes. - The main objectives of the Licence Applicant's grassroots football programme shall be to encourage mass participation, stimulating greater interest in the game, providing more opportunities for social inclusion, supporting healthy lifestyles and the development of young people, both the sporting and educational aspects.	
Criteria Requirements	
- A brief description of the event - Date of event - Five (5) images of the event	

D.05	Grade
Child Protection and Welfare	B
1. The Licence 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 Licence Applicant. The Licence 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.	
Criteria Requirements	
1. Written child safeguarding policy 2. CV of Child Safeguarding Officer	

D.06	Grade
Women's Football	C
1. The Licence Applicant must support women's football by implementing measures and activities aimed at developing, professionalising and popularising women's football, such as: - having a women's team within its legal entity or another legal entity included in the reporting perimeter which takes part in official competitions played at the local, national and/or regional level, as recognised by SAFF and/or SPL; and/or - providing support to an affiliated women's football club.	
Criteria Requirements	
1. Proof of support given to women's football	

D.07	Grade
Corporate Social Responsibility (CSR) Programmes	C
1. The Licence Applicant must establish strategies and implementation programmes to promote the club, the game and address current issues in football and society. 2. Support should be provided for initiatives and campaigns to implement strategies and programmes as promulgated by either the Licence Applicant, SAFF, SPL, AFC or FIFA. 3. Such programmes connect and create links with the community which will facilitate the following: - establishment and enlargement of their fan base; - creation of a pool of volunteers; - organisation of grassroots football activities, initiatives and events for and within the community; - creation of strong links with the community; and - creation of a market base for branding, merchandising, sponsors and commercial partners.	
Criteria Requirements	
1. A brief description of the event 2. Photos of the event (at least 5 photos)	

D.08	Grade
Additional Educational Programmes	C
In addition to meeting the requirements stated in criterion D.02: 1. The Licence Applicant must ensure that all 1st team players are enrolled in at least two (2) additional sessions related to football matters (e.g., nutrition, media, career transition). 2. These sessions or events must be provided either by the Licence Applicant, SAFF or/and SPL or a third party in collaboration with the Licence Applicant or Licensor, during the year prior to the season to be licensed.	
Criteria Requirements	
1. Additional Session 1 – Event Date 2. Additional Session 1 – Event Details 3. List of participants – Form (36) 4. Additional Session 2 – Event Date 5. Additional Session 2 – Event Details 6. List of participants – Form (36) 7. Photos of events	

Article 22: Marketing Criteria

M.01	Grade
Marketing Officer	B
- The Licence Applicant must appoint a full-time Marketing Officer, responsible for the club's marketing strategy, as well as other marketing matters. - The Marketing Officer must hold as a minimum one of the following qualifications: - A Bachelor's degree in Marketing, Business Administration, or a related field, or - At least two (2) years of experience (within the last five years) in sports marketing. - The Marketing Officer shall be present and perform his tasks and undertake his duties effectively in all Licence Applicant home matches within the AFC and SPL competitions (if necessary). - The Marketing Officer must attend workshops / training courses delivered by SPL when requested to do so. - The Marketing Officer's job description shall include the following tasks (but not limited to): - In collaboration with the Commercial Officer, develop and implement the club's Marketing & Commercial Strategy; - Act as the point of contact between SPL and the club for any marketing-related matters; and - Provide progress reports on Key Performance Indicators (KPIs) related to the club's marketing initiatives within the Marketing and Commercial Strategy - Maintain and refine the team's brand identity and tone, ensuring consistency across visuals, messaging, merchandise, sponsorships, and in-stadium branding - Develop and manage the club's marketing calendar, aligning activations and campaigns with major events - Lead the development of marketing campaigns, ensuring alignment with key events and synergy across digital and fan engagement efforts - Work closely with other departments to ensure a unified brand voice across social media, in-stadium experiences, and promotional activities - The Marketing Officer cannot hold any other position for the Licence Applicant.	
Criteria Requirements	
- Name of the Marketing Officer - Photo - CV - Appointment letter or contract - Job descriptions of the Marketing Officer (signed) – Form (38) - Qualification document	

M.02	Grade
Marketing & Commercial Strategy	B
1. The Licence Applicant must produce a comprehensive Marketing & Commercial Strategy. It should include the following (but not limited to): - Establish and promote a unified branding strategy aligned with SPL goals - Create initiatives to increase fan engagement and match attendance - Establish suitable communications strategy - Identify and enhance commercial opportunities, including sponsorships and partnerships - Develop annual plans for revenue generation through marketing and commercial activities	
Criteria Requirements	
1. Strategy approval of the board and/or senior management 2. Full Marketing & Commercial strategy	

M.03	Grade
Club Website and Social Media	B
1. The Licence Applicant must develop and maintain an official club website and actively engage on social media platforms to enhance communication with fans, foster broader fan engagement and other SPL initiatives. 2. The Licence Applicant shall have accounts on at least three (3) social media platforms, with at least one (1) designated account in English. 3. The Club Website should include both English and Arabic content. 4. The Licence Applicant's official website shall contain (but not limited to) the following and be updated regularly as indicated: - Update club news at least once before each first-team match and once after each match; - Publish fixtures at least one week before the start of the season; - Update results within two (2) hours of the match conclusion; - Update first-team player and coach profiles before the start of the season; - Reflect any changes to player and coach profiles within three (3) days of a public announcement; - Include player and coach profiles for youth teams and youth competition fixtures; - Update stadium location, map, and contact details at least two weeks before the season; - Update club's information and history at least two weeks before the start of each season; - Update ticketing information at least one (1) week before each First Team match, including ticket purchase links; - Update weekly the community initiatives and activities to highlight the club's community involvement; - Display sponsor logos with links to their official websites; and - Provide links to SPL and other relevant football organization, such as SAFF	
Criteria Requirements	
1. URL link to club website/Social Media Link 2. URL link to social media account 1 3. URL link to social media account 2 4. URL link to social media account 3 5. URL link to other social media accounts	

M.04	Grade
Commercial Officer	B
- The Licence Applicant must appoint a full-time Commercial Officer, responsible for the club's commercial strategy, as well as other commercial matters. - The Commercial Officer must hold as a minimum one of the following qualifications: - A Bachelor's degree in Marketing, Business Administration, or a related field, or - At least two years of experience (within the last five years) in commercial/sponsorships. - The Commercial Officer shall be present and perform his tasks and undertake his duties effectively in all Licence Applicant home matches within the AFC and SPL competitions (if necessary). - The Commercial Officer must attend workshops / training courses delivered by SPL. - The Commercial Officer's job description shall include the following tasks (but not limited to): - In collaboration with the Marketing Officer, develop and implement the club's Marketing and Commercial Strategy; - Act as the point of contact between SPL and the club for any commercial-related matters; - Provide progress reports on Key Performance Indicators (KPIs) related to the club's commercial initiatives within the Marketing and Commercial Strategy; and - Identify new revenue streams and develop tailored sponsorship packages to maximize commercial potential. - Manage partnerships and sponsorships, ensuring contractual obligations are met and maximizing activation opportunities. - Oversee merchandise activities, including product development, sales channels, and branding to enhance revenue and fan engagement. - Coordinate third-party engagements, managing relationships with vendors, agencies, and external stakeholders to optimize commercial operations - The Commercial Officer cannot hold any other position for the Licence Applicant.	
Criteria Requirements	
- Name of the Commercial Officer - Photo - CV - Qualification document - Appointment letter or contract - Job descriptions of the Commercial Officer (signed) – Form (39)	

Article 23: Final Provisions

1. AUTHORITATIVE TEXT AND LANGUAGE OF CORRESPONDENCE

- a. All correspondence between the AFC and the Licensor and/or the Licence Applicant/Licensee must be in English and the AFC may ask the Licensor and/or Licence Applicant/Licensee for a certified translation of documents at their expense.
- b. In the event of a discrepancy between these Regulations and the AFC Club Licensing Regulations the latter shall be authoritative.
- c. These Regulations shall be implemented according to the SAFF/SPL Statutes ,AFC Statutes, AFC Disciplinary and Ethics Code and other AFC regulations. In case of any discrepancy between these Regulations and any applicable AFC regulations, the latter shall be authoritative.
- d. The headings used for the various Parts, Sections, and Articles of these Regulations are for convenience only and shall not be deemed part of the substance of these Regulations or to affect in any way the language of the provisions to which they refer.
- e. If the AFC Club Licensing Regulations are translated into another language, the English version issued by the AFC shall prevail in the event of a conflict between the versions.

2. ANNEXES

All annexes to the present Regulations form an integral part thereof.

3. COMPLIANCE AUDITS

- a. The AFC and/or the Licensor or their nominated bodies/agencies reserve the right to, at any time, conduct compliance audits of the Licence Applicant/Licensee.
- b. Compliance audits aim to ensure that the Licensor, as well as the Licence Applicant/Licensee, have fulfilled their obligations as defined in these Regulations and that the Licence was correctly awarded at the time of the final decision of the Licensor. Non-cooperation of the Licensor or the Licence Applicant/ Licensee to execute a compliance audit shall be referred to the AFC judicial bodies for its appropriate action.
- c. In the event of a discrepancy between the AFC Club Licensing Regulations and these Club Licensing Regulations, The AFC Club Licensing Regulations shall be authoritative.

4. DISCIPLINARY PROCEDURES

Should the AFC discover that any licensing decision has been made in violation of the AFC Club Licensing Regulations, the AFC may refer the Licensor to the AFC judicial bodies for their further action in accordance with the relevant regulations.

5. IMPLEMENTING PROVISIONS

The AFC General Secretariat shall take the decisions and adopt, in the form of directives, the detailed provisions necessary for implementing these Regulations. The AFC reserves the right to make amendments to any part of these Regulations for any reason whatsoever. Such amendments shall be duly communicated in due course.

6. MATTERS NOT PROVIDED FOR

Matters not provided for in these Regulations shall be decided by the AFC Executive Committee. Such decisions are final and binding and not appealable.

7. ENFORCEMENT

- a. These Regulations were ratified by the AFC Executive Committee on **03/09/2026** and came into force immediately.
- b. These Regulations shall be applicable for the granting of Licences to participate in all AFC or/and SPL club competitions from the sporting season **2027-2028** onwards.
- c. For avoidance of the doubt, the SPL Club Licensing Regulations Edition **2025-2026** approved by the board of SAFF shall remain in force for the purposes of and be applicable for the granting of Licences to participate in the AFC / SPL Competitions from the sporting season **2026-2027**.
- d. These Regulations have been adopted by the SAFF Board of Directors on **03/09/2026** pursuant to the SAFF Statutes.

Annex 1: Integration of the AFC Club Licensing Regulations into National Club Licensing Regulations

a. PRINCIPLE

The Licensor must define in its national Club Licensing Regulations the parties involved, their rights and duties, the criteria and the necessary processes in these regulations for entering the relevant AFC / SPL club competitions.

b. THE PROCESS

1. The licensor must finalize the wording of the national Club Licensing Regulations in English and submit it in CLAS (unless exempted by the AFC), to the AFC General Secretariat for review.
2. The Licensor is responsible for ensuring, and must demonstrate to the AFC General Secretariat, that all applicable provisions of AFC Club Licensing Regulations have been integrated in its national Club Licensing Regulations. Exceptions may be granted by the AFC General Secretariat according to Article 4 of these regulations.
3. The Licensor is free to increase or to introduce additional minimum criteria in its national Club Licensing Regulations for the purpose of entering the relevant AFC club competitions.
4. Where introduced by the Licensor in its national Club Licensing Regulations, any increased or additional minimum criteria shall apply to entry in the relevant AFC club competitions.
5. The licensor must confirm to the AFC General Secretariat that all provisions contained in the national Club Licensing Regulations are in compliance with the applicable national law.
6. The AFC General Secretariat reviews the final version of the national Club Licensing Regulations and accredits it by approving it on CLAS which confirms that:
 - a) the applicable provisions of AFC Club Licensing Regulations for the purpose of entering the relevant AFC club competitions are integrated in the national Club Licensing Regulations;
 - b) the Licence issued by the competent national bodies according to the national Club Licensing Regulations is based on the minimum criteria set out in Articles (16) to (22) of these regulations.
7. The national Club Licensing Regulations must be approved by SAFF and shall be communicated to the Licence Applicants before the start of the Core Process and they cannot be amended during the latter process, unless duly ratified by the AFC.
8. The Licensor is required to apply a club licensing system and monitoring requirements to govern participation in its domestic competitions. For this purpose, the licensor is free to increase, decrease, or introduce additional minimum criteria in its national Club Licensing Regulations for the purpose of entering the domestic competitions.

Annex 2: Core process and Core process Timeline

a. CORE PROCESS:

1. The Club Licensing Manager shall prepare the regulations and the supporting forms for each criterion and upload them on Club Licensing Administration System (CLAS) for AFC's Approval.
2. A written invitation letter along with the application pack shall be sent via e-mail to the Licence Applicants. The Licence Applicant is requested to acknowledge receipt of these items.
3. The Licence Applicant completes the application forms and must return these required forms to the official email of the Club licensing administration within the assigned deadlines.
4. The Club Licensing Administration (CLA) shall create a "Club Administrator" account for each Licence Applicant on CLAS. The Licence Applicant can and must only submit documents to the Licensor via the "Club Administrator's" account.
5. The Club Licensing Administration (CLA) sends a copy of the Club Licensing Regulations, forms and necessary explanations related to club licensing procedures.
6. The Club Licensing Administration (CLA) shall hold one-on-one meetings with newly promoted clubs to discuss and clarify the licensing criteria.
7. The Club Licensing Administration (CLA) shall conduct an annual workshop for all clubs to initiate the Club Licensing cycle and to elucidate any new rules and amendments to the licensing system.
8. The Licence Applicant completes the required documents by providing the compulsory evidence for each criterion on the assigned deadlines via the Club Licensing Administration system CLAS.
9. The Club Licensing Administration (CLA) shall review the submitted documents and information and issue a report to the Licence applicants outlining the missing requirements and information that need to be added or amended. Subsequently, one-on-one feedback meetings with the Licence Applicants shall be held regarding the reports for each club.
10. The Licence Applicants shall then amend their submissions and submit them via "CLAS" on the set deadlines to the Club Licensing Administration as per the CLA criteria reports.
11. If the documents are complete and submitted within the assigned deadline, the Club Licensing Administration (CLA) sorts the information received, records it and forwards it to the appointed experts (if necessary). Each expert will have responsibilities for specific types of criteria.
12. Experts receive the Licence Applicant's documents from the Club Licensing Administration (CLA), review the documents, check the fulfillment of the criteria and then report back to the Club Licensing Administration (CLA) within the agreed deadline and according to prepared forms. The checks must be justified by supporting documents supported by the required evidence that the criterion has been fulfilled.
13. If experts identify areas that require further information (e.g. non-compliance with certain criteria, errors, lack of information, etc.), the Licence Applicant is contacted through the Club Licensing Administration (CLA) to discuss related matters to obtain clarifications and reaches a mutual agreement on the actions to be taken. The Club Licensing Administration (CLA) may require further explanation or supporting documents or may decide to conduct an on-site audit for the purpose of further investigation.

14. On-site audits may be conducted at any time during the season by the Club Licensing Administration (CLA) and/or experts and/or members of the Club Licensing Committee, which requires the presence of the Club Licensing Officer, and any relevant staff required to attend during the visit. On-site audits may be carried out without prior notice at the club's premises. The Club Licensing Administration (CLA) and/or experts and/or members of the Club Licensing Committee have the right to examine any documents submitted by the club for the purpose of fulfilling the licensing criteria.
15. The Club Licensing Administration (CLA) reviews and verifies that the reports of the experts are complete and received within the agreed deadline.
16. The Club Licensing Administration (CLA) assesses the Licence Applicant documentation on the basis of the expert's reports; he may identify areas of concern that require further investigation (if required).
17. The Club Licensing Administration (CLA) conducts meetings with Licence Applicants that require major changes or provision of further requirements and clarifications.
18. Those Licence Applicants shall then amend their submissions and submit them to the Club Licensing Administration as per set deadlines.
19. The Club Licensing Manager prepares a report for the consideration of the First Instance Body (FIB). This report contains an analysis of the Licence Applicant's supporting documentation, an analysis of the expert's reports, and any supplementary forms. It will also include a recommendation by the Club Licensing Manager on whether to grant a Licence, grant a Licence with sanctions, refuse a Licence, apply other sanctions as laid down in Article (8). The Club Licensing Manager will send a copy of the report and a meeting notice to each member of the (FIB).
20. The Licence Applicant submits a written representation letter as per criterion F.06 of these regulations which must state whether any significant and/or material events or conditions of major economic importance have occurred. This letter shall be included to the report. According to the results of the review.
21. The (FIB) receives the report of the Club Licensing Manager, reviews it and, if necessary, asks the Club Licensing Manager to contact the Club Licensing Officer in the club for further clarifications, the burden of proof rests with the Licence Applicant. The (FIB) meets to decide on the Licence applications and then makes its decision on whether to grant the Licence, grant the Licence with sanctions, refuse the Licence, apply any other sanctions as laid down in Article (8). If necessary, The Club Licensing Officer in the club or other specified club's officers may also be invited to represent the Licence Applicant to provide any final evidence or explanations requested by the (FIB).
22. After a careful review of the Licence Applicant's documents and the Club Licensing Manager's reports, the (FIB) takes its final decisions for granting/not granting the Licences. Granting a Licence is subject to the condition that the Licence Applicant fulfills all mandatory criteria defined in these regulations. The Licence may also be granted with providing comments and remarks on the development areas that need to be improved by the Licence Applicant. In case of the Licence is not granted, the (FIB) decision shall contain the refusal details as well as the appeal right to lodge an appeal to the Appeals Body (AB).
23. The Club Licensing Manager receives the decisions from the (FIB) and officially communicates the decisions to the Licence Applicants by email.
24. After granting the Licence and up until its expiry date, the Licensee must promptly notify the Licensor in writing of any subsequent event, that it is aware of at any time, that may cast significant doubt upon the Licensee's ability to continue as a going concern.

25. If a Licensee breaches one or more of the indicators specified in criterion F.07 of these regulations, the Licensee must prepare and submit an updated version of the future financial information, which must be prepared, at a minimum, on a six-month basis.
26. If the Licence Applicant wishes to lodge an appeal against the (FIB) decision, the appeal must be sent to the Club Licensing Administration's official email, cld@spl.com.sa, within five days after the notification of the FIB decision. The appeal fees are 50,000 Saudi Riyals and shall be deposited in the Saudi Pro League (SPL) bank account. The Club Licensing Manager notifies the (AB) with the meeting date. The licensor's Club Licensing Manager can also lodge appeals against (FIB) before (AB).
27. The Club Licensing Manager prepares a report to the (AB) which shall contain the Licence Applicant request of appeal and the (FIB) refusal reasons and any other necessary information to be presented.
28. The (AB) meets and reviews the Licence Applicant's appeal. The (AB) will only review the decision of the (FIB) and will base its decision upon the documents provided to the FIB. For the avoidance of doubt, no additional documents, information and/or evidence can be submitted to the (AB) by the Licence Applicant and/or the licensing administrator for review.
29. After careful review of the Licence Application and the report of the Licensing Manager, the (AB) refuses/accepts to grant a Licence to the club. The (AB) decision must detail all the reasons for granting/not granting the Licence and make specific reference to particular conditions and/or criteria that have not been fulfilled (in case of refusal). The Club Licensing Manager notifies the decision to the Licence Applicant. If the decision was in the Licence Applicant's favor the appeal fees will be refunded to the club.
30. The Club Licensing Manager prepares a list of licensed/unlicensed clubs for AFC/SPL club competitions and sends it to AFC within the respective deadline.

b. CORE PROCESS TIMELINE:

1. The club licensing administration will determine the timeline for the Club Licensing Core Process. This considers the start date of club licensing season and the deadline to inform AFC with the licensed/unlicensed clubs for the participation in AFC/SPL club competitions.
2. The Core Process timeline contains the assigned deadlines that the Licence Applicant must comply with when submitting the documents in order to fulfill the different club licensing criteria specified in these regulations and that through the club licensing administration system "CLAS". It is highly recommended for the Licence applicant to submit the documentation before the assigned deadline shown below to allow Licence applicants to have more time to amend the licensor's notes and remarks before the assigned deadline
3. In case that the Licence Applicant did not submit any documents or evidence for a particular criterion, then the Licence Applicant will be automatically failed to fulfill the criteria.

Activity	By	Deadline
Prepare regulations and upload them on CLAS for AFC's approval	CLA	August 2026
Send invitation letter and application forms to Clubs	CLA	16 August 2026
Complete application forms and return to CLA by email	Club	19 August 2026
Send a copy of the Club Licensing Regulations and forms to all clubs	CLA	September 2026
Hold one-on-one meetings with newly promoted clubs	CLA	September 2026
Conduct annual workshop for all clubs	CLA	September 2026
Clubs to submit all Sporting, Infrastructure, Personnel, Legal, Financial (F.01, F.07, F.10), Development and Sustainability, Marketing criteria documents via CLAS	Club	30 November 2026
Review and report by CLA / experts	CLA/Experts	December 2026
1:1 feedback meetings to discuss CLA report with regards to the missing requirements	CLA	January 2027
Clubs to submit the Financial criterion F.02 documents, via CLAS	Club	1 March 2027
Clubs to submit the templates of the Financial criteria F.03, F.04, F.05 via CLAS	Club	1 March 2027
Clubs to submit the Financial criteria F.03, F.04, F.05 documents for the period ending at 31 December 2026, via CLAS	Club	31 March 2027
Clubs to submit the Financial criterion F.06 documents via CLAS	Club	8 May 2027
Prepare a report for the First Instance Body (FIB)	CLA	13 May 2027
Decision of the First Instance Body (FIB) and communicate decisions to clubs	FIB	15 May 2027
Clubs to lodge an appeal request against the FIB decision	Club	20 May 2027
Prepare a report for the Appeals Body (AB)	CLA	23 May 2027
Appeals Body decision and communicate decisions to clubs	AB	25 May 2027
Submission of List of Licensing Decisions to the AFC	CLA	31 May 2027

Annex 3: Exceptions Policy

a. PRINCIPLE

1. The AFC General Secretariat may, in accordance with Article 4, grant exceptions on the following matters:
 - a. non-applicability of a minimum requirement concerning the Decision-Making Bodies or process defined in Article 7 due to national law or any other reason;
 - b. non-applicability of a minimum requirement concerning the Core Process defined in Article 9 due to national law or any other reason;
 - c. non-applicability of a minimum assessment procedure defined in Article 10 due to national law or any other reason;
 - d. non-applicability of a certain criterion defined in Articles 16 to 22, due to national law or any other reason;
 - e. extension of the introduction period for the implementation of a criterion or a category of criterion defined in Articles 16 to 22;
 - f. non-applicability of the two-year rule defined in Article 12.2 in case of change of legal form or company structure of the Licence Applicant on a case-by-case basis.
2. Exceptions related to items a) to e) are granted to an AFC Member Association or/and the Licensor and may apply to all clubs which are registered with SAFF/SPL and which submit a licensing application to enter the relevant AFC/SPL club competitions. Exceptions related to item f) are granted to the individual club that applies for a Licence.
3. In principle an exception is granted for a period of one Licence Season. Under specific circumstances this period may be extended and the AFC Member Association or/and the Licensor may be placed on an improvement plan.
4. A renewal of the exception is possible upon a new request.

b. THE PROCESS

1. The AFC General Secretariat acts as the first instance decision making body on exception requests.
2. An exception request must be in writing, clear and well-founded.
3. Exceptions related to items defined under A (1) a) to e) must be submitted by the AFC Member Association or the licensor to the AFC General Secretariat thirty (30) days prior to the start of the Core Process.
4. Exceptions related to the item defined under A (1) f) can be submitted at any time. A Licensor notified of the reorganization or restructuring of an affiliated club (e.g., change of legal form, merger of clubs, split of club, liquidation or bankruptcy) is responsible for notifying the AFC General Secretariat accordingly as soon as it becomes aware of it.
5. The AFC General Secretariat shall exercise necessary discretion to grant any exception within the limits of these Regulations.
6. The status and situation of football within the territory of the AFC Member Association will be taken into account when granting an exception. This encompasses, for example:
 - a. size of the territory, population, geography, economic background, force majeure;
 - b. size of AFC Member Association (number of clubs, number of registered players and teams, size and quality of the administration of the association, etc.);
 - c. the level of football (professional, semi-professional or amateur clubs);

- d. status of football as a sport within the territory and its market potential (average attendance, TV market, sponsorship, revenue potential, etc.);
 - e. the AFC and FIFA ranking;
 - f. stadium ownership situation (club, city/community, etc.) within the association;
 - g. support (financial and other) from the national, regional and local authorities, including the national sports ministry;
 - h. protection of creditors;
 - i. legal Group structure and reporting perimeter;
 - j. club identity.
7. The decision will be communicated to the SAFF or/and SPL. The decision shall be in writing and state the reasoning. The Licensor shall then communicate it to all Licence Applicants concerned.
8. Appeals can be lodged against decisions made by the AFC General Secretariat in writing before the Court of Arbitration for Sport (CAS) in accordance with the relevant provisions laid down in the AFC Statutes.

Annex 4: Extraordinary Application of the Club Licensing System to enter AFC club competitions:

1. The minimum licensing criteria applicable to a Licence Applicant filing an extraordinary application shall be the same as in Articles 16 to 22 of these regulations.
2. The Licensor must notify the AFC of any potential extraordinary applications in writing latest by 31 January preceding the season to be licensed.
3. The licensor must provide the criteria for the extraordinary application to the club(s) concerned. They must prepare the club(s) concerned for the extraordinary application procedure.
4. The club(s) concerned must provide the necessary documentary proof to the Licensor. The Licensor will assess the club(s) against the minimum criteria in Articles 16 to 22 of these regulations.
5. The Licensor shall forward the following documents (in English) to the AFC by the 30 April preceding the season to be licensed:
 - a. a written petition to the AFC Entry Control Body duly signed and dated by the club requesting it to grant a Licence to participate in the corresponding AFC club competition (s). Such request must provide:
 - i. the name and address of the club;
 - ii. the identity of any club(s) directly affected by its petition;
 - iii. its full written argument with reference to the relevant Regulations;
 - iv. all documentary evidence provided to the Licensor;
 - b. a recommendation by the Licensor (including the dates and names of the persons that assessed the club);
 - c. any other documents requested by the AFC.
6. If during this extraordinary application procedure any such club is eliminated on sporting merit, the Licensor or SAFF or SPL shall notify the AFC General Secretariat immediately, and the procedure will be immediately terminated, without further decision. Any such terminated procedure cannot be resumed or restarted at a later stage.

Annex 5: Forms

Criteria No.	Criteria	Form
S.02	Medical Care of First Team Players	PCMA
S.03	Youth Teams - List of Registered Players	Form 1
S.04	Medical Care of Youth Players	PCMA
S.07	Additional Youth Teams - List of Registered Players	Form 1
I.01	Stadium	<u>Stadium Information Form</u>
P.01	General Manager / CEO	Form 2
P.02	Club Licensing Officer	Form 3
P.03	Head Coach of the First Team	Form 4
P.04	Media Officer	Form 5
P.05	Match Organisation Officer	Form 6
P.06	Finance Officer	Form 7
P.07	Team Doctor	Form 8
P.08	Physiotherapist	Form 9
P.09	Youth Coaches	Form 10
P.10	Safety & Security Officer	Form 11
P.12	Head of Youth Development	Form 12
P.13	Assistant Coach of the First Team	Form 13
P.14	Legal Advisor	Form 14
P.15	Club Technical Director	Form 15
P.16	Team Analyst	Form 16
P.17	Goalkeeper Coach of First Team	Form 17
P.18	Fitness Coach of the First Team	Form 18
P.19	Duty of Replacement During the Licensing Season - Declaration	Form 19
P.20	Fan Engagement Officer	Form 20
P.21	Child Safeguarding Officer	Form 21
P.22	Player Care Officer	Form 22
P.23	Sporting Performance Director	Form 23
P.24	Digital Media Officer	Form 24
P.25	Scout	Form 25
P.26	IT Officer	Form 26
P.27	Ticketing Officer	Form 27
P.28	Additional Youth Coaches	Form 10
L.01	Declaration in Respect of the Participation in AFC/SPL Club Competitions	Form 28
L.03	Legal Group Structure and Ultimate Controlling Party - Chart of the group structure	Form 29
D.01	Youth Development Programmes (YDP) - Personnel and Minimum Qualifications	Form 30
D.01	Youth Development Programmes (YDP) - Financial Budget	Form 31
D.01	Youth Development Programmes (YDP) - Education Programmes	Form 32
D.01	Youth Development Programmes (YDP) - Medical Care Declaration	Form 33
D.01	Youth Development Programmes (YDP) - Individual Performance Evaluation	Form 34
D.01	Youth Development Programmes (YDP) - Review and Feedback Process	Form 35
D.02	Educational Programmes - List of Participants	Form 36
D.03	Racial Equality Practice - Declaration	Form 37
D.08	Additional Educational Programmes - List of Participants	Form 36
M.01	Marketing Officer	Form 38
M.04	Commercial Officer	Form 39

Criteria No.	Financial Criteria	Form
F.01	Sponsorship income details	Financial Template 40
F.01	Player identification table	Financial Template 7
F.03	Declaration of No Overdue Payables Towards Football Clubs	Financial Template 10
F.03	Transfers Payable Table	Financial Template 11
F.03	Transfers Receivable Table	Financial Template 13
F.03	List of final decisions and ongoing cases towards Football clubs	Financial Template 41
F.04	Declaration of No Overdue Payables Towards Employees and Social / Tax Authorities	Financial Template 15
F.04	Employee Schedule	Financial Template 15a
F.04	Confirmation letters from current and former Players/Employees	Financial Template 17

F.04	Players Schedule	Financial Template 15b
F.04	List of final decisions and ongoing cases towards Players, Employees and Social / Tax Authorities	Financial Template 42
F.05	Declaration of No Overdue Payables Towards SPL, SAFF, and AFC	Template 17a
F.05	List of Payables towards SPL, SAFF, and AFC	Template 17b
F.06	Written Representations Prior to the Licensing Decision	Financial Template 18
F.07	Budgeted Profit and loss statement	Financial Template 20
F.07	Budgeted cash flow statement	Financial Template 21
F.07	Explanatory notes on assumptions and risk	Financial Template 43
F.08	Duty to Update Subsequent Events	Financial Template 44
F.09	Duty to Update Future Financial Information	Financial Template 45

- These forms and Templates are considered an essential part of the requirements and must be completed and signed by the authorized individuals, and uploaded to CLAS in the sections for each form.