



Football Association of Wales
Men's Tier 1 Club Licensing and Financial Sustainability Regulations
Edition 2022

Accredited FAW National Leagues Board on 2nd August 2022

CONTENTS

Definition of terms	2
Introduction	12
Procedure	13
Licensor	15
Licence Applicant & FAW Tier 1 Licence	21
Sporting	23
Football Social Responsibility	26
Infrastructure	27
Personnel	37
Legal	46
Financial	51

Annex

A - Core Process	62
B – Emergency Medical Room Equipment	65
C – Doping Control Room (A)	67
D – Doping Control Room (B)	68
E – Camera Requirements & Positions	69
F - Determination of the auditor and auditor's assessment procedures	73
G - Disclosure requirements for the financial statements	75
H - Accounting requirements for the preparation of financial statements	85
I - Notion of 'overdue payables'	93
J - Licensor's assessment procedures	95

DEFINITION OF TERMS

1. For the purpose of these regulations, the following definitions apply:

Administration procedures	A voluntary or mandatory process that may be used as an alternative to the liquidation of an entity, is often known as going into administration. The day-to-day management of the activities of an entity in administration may be operated by the administrator on behalf of the creditors.
Agent/Intermediary	A natural or legal person who, for a fee, or free of charge, represents players and/or clubs in negotiations with a view to concluding an employment contract or represents clubs in negotiations with a view to concluding a transfer agreement.
Agreed-upon procedures	Procedures that have been agreed to by the auditor and the engaging party and, if relevant, other parties..
Appeals Body	The Appeals Body decides on appeals submitted and makes a final decision on whether or not a Licence is granted.
Associate	An entity, including an un-incorporated entity such as a partnership, which is neither a subsidiary nor an interest in a joint venture and over which the investor has significant influence.
Auditor	An independent audit firm acting in compliance with the International Code of Ethics for Professional Accountants (including International Independence Standards).
Club licensing criteria	Requirements, divided into six categories (sporting, football social responsibility, infrastructure, personnel and administrative,

legal and financial), to be fulfilled by a licence applicant for it to be granted the Licence.

Control

The power to conduct the activities of an entity and to direct its financial, operating or sporting policies which affect returns, by means of share ownership, voting power, constitutional documents (statutes), agreement, or otherwise. Examples of control include a party:

- a. holding a majority of the shareholders' or members' voting rights;
- b. having the right to appoint or remove a majority of the members charged with the governance of an entity (e.g. any administrative, management or supervisory bodies of an entity);
- c. 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 control (including as defined under (a) or (b)).

Costs of acquiring a player's registration

Amounts paid or payable directly attributable to a player's registration, comprising:

- a. fixed transfer compensation;
- b. realised conditional transfer compensation for amounts which have become payable during the period;
- c. any other directly attributable amounts paid and/or payable to another party such as another football club, agent/intermediary, or national football association/league.

Depreciation

The systematic allocation of the depreciable amount of tangible asset over its usual life, i.e. the period over which an asset is expected to be available for use by an entity.

Directly attributable

Directly attributable means, in relation to a particular activity, that:

	<p>a. the expense would have been avoided if that particular activity had not been undertaken; and</p> <p>b. the expense is separately identifiable without apportionment.</p>
Dividends	Distributions paid to holders of equity instruments.
Employee benefit expenses	All forms of consideration given by an entity in exchange for services rendered by employees or for the termination of employment, including in respect of directors, management and those charged with governance.
Event or condition of major economic importance	An event or condition that is considered material to the financial statements of the reporting entity/entities and would require a different (adverse) presentation of the results of the operations, financial position and net assets of the reporting entity/entities if it occurred during the preceding reporting period.
FAW	Football Association of Wales Limited.
First Instance Body	The First Instance Body is responsible for the granting of a Licence.
Government	Any form of government, including government agencies, government departments and similar bodies, whether local or national.
Group	A parent and all its subsidiaries. A parent is an entity that has one or more subsidiaries. A subsidiary is an entity, including an unincorporated entity such as a partnership, that is controlled by another entity (known as the parent).

Impairment of tangible fixed assets	An impairment loss, being the amount by which the carrying amount of a tangible asset exceeds its recoverable amount, i.e. the higher of an asset's fair value less costs to sell and value in use.
International Financial Reporting Standards (IFRS)	Standards and Interpretations issued by the International Accounting Standards Board (IASB). They comprise: <ul style="list-style-type: none"> a. International Financial Reporting Standards; b. International Accounting Standards; and c. Interpretations originated by the International Financial Reporting Interpretations Committee (IFRIC) or the former Standing Interpretations Committee (SIC).
ISRS 4400	International Standard on Related Services 4400 (Revised), Agreed-Upon Procedures Engagements.
Joint control	The contractually agreed sharing of control over an economic activity, which exists only when the strategic financial and operating decisions relating to the activity require the unanimous consent of the parties sharing control (the venturers).
Joint venture	A contractual arrangement whereby two or more parties undertake an economic activity that is subject to joint control.
Key management personnel	Persons having authority over and responsibility for planning, directing and controlling the activities of an entity, directly or

	indirectly, including but not limited to any director (executive or otherwise) of the entity.
Licence	Certificate granted by the FAW confirming fulfilment of all minimum criteria by the Licence Applicant as part of its FAW Tier 1 Licence application.
Licensee	Licence Applicant that has been granted the Licence by FAW.
Licence season	FAW season for which a Licence Applicant has applied for/been granted the Licence. It starts the day following the deadline for submission of the list of licensing decisions to the FAW and lasts until the same deadline the following year.
Licensor	Body that operates the club licensing system and grants Licences. In Wales, FAW is the Licensor.
List of licensing decisions	List submitted to the FAW containing, among other things, information about the Licence Applicants that have undergone the club licensing process, and been granted the FAW Tier 1 Licence by the decision-making bodies.
Material / 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 information submitted by the club. 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.
Minimum criteria	Criteria to be fulfilled by a Licence Applicant in order to be granted the Licence. Known as A criteria.

National accounting practice	The accounting and reporting practices and disclosures required of entities in the UK.
Net debt	The aggregate of the following balances; Bank overdrafts, bank and other loans, , accounts payable to group entities and other related parties less cash and cash equivalents; net player transfers balance (i.e. the net of accounts receivable from players' transfers and accounts payable from players' transfers) accounts payable to social/tax authorities (non-current).
Net result	The total of all items of income less expenses in a period, in profit or loss
Party	A natural or legal person, a legal entity or a government.
Player registration(s)	Player registration(s) has the meaning set out in the FIFA Regulations on the Status and Transfer of Players.
Profit / loss on disposal of tangible fixed assets	The profit or loss calculated as the difference between the net disposal proceeds, if any, and the carrying value (as per the balance sheet) of the tangible asset at the date of disposal.
Protection from creditors	Procedures pursuant to laws or regulations whose objectives are to protect and entity from creditors, rescue insolvent entities and allow them to carry on running their business as a going concern. This process encompasses (voluntary) liquidation or administration procedures and other insolvency proceedings (that might result in a compromise with creditors, bankruptcy or liquidation).
Related party	A related party is a person or entity or government that is related to the entity that is

preparing its financial statements (the reporting entity). In considering each possible related party relationship, attention is directed to the substance of the relationship and not the merely legal form.

a. A person or a close member of that person's family is related to a reporting entity if that person:

i. has control or joint control of the reporting entity;

ii. has significant influence over the reporting entity; or

iii. is a member of the key management personnel of the reporting entity or of a parent of the reporting entity.

b. An entity is related to a reporting entity if any of the following conditions applies:

i. The entity and the reporting entity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).

ii. The entity and the reporting entity are controlled, jointly controlled, or significantly influenced by the same party.

iii. One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).

iv. A party has significant influence over the other entity.

v. Both entities are joint ventures of the same third party.

vi. One entity is a joint venture of a third entity and the other entity is an associate of the third entity.

vii. The entity is a post-employment benefit plan for the benefit of employees of either the reporting entity or an entity related to the reporting entity. If the reporting entity is itself such a plan, the sponsoring employers are also related to the reporting entity.

viii. The entity is controlled or jointly controlled by a person identified in a).

ix. A person identified in (a)(i) has significant influence over the entity or is a member of the

key management personnel of the entity (or of a parent of the entity).

x. The entity, or any member of a group of which it is a part, provides key management personnel services to the reporting entity or to the parent of the reporting entity.

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 both club licensing and club monitoring purposes.

Reporting period

A financial reporting period ending on a statutory closing date, whether this is a year or not.

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 occurred prior to submission of the documentation.

Significant influence

The power to participate in the financial, operating or sporting policies of an entity, but not in control or joint control of that entity, by means of share ownership, voting power, constitutional documents (statutes), agreement, or otherwise.
Examples of significant influence include a party:

- a. holding, directly or indirectly, between 20% and 50% of the shareholders' or members' voting rights;
- b. having the ability to influence the appointment or removal of a majority of the members charged with the governance of an entity (e.g. any administrative, management or supervisory bodies of an entity);
- c. 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 (including as defined under a) and b);
d. providing in one reporting period either alone or in aggregate with parties under the same ultimate controlling party or government (excluding UEFA, a UEFA member association and an affiliated league) an amount equivalent to at least 30% of the entity's total revenue for the same period.

STM 1	Lubas Sports Trauma Management 1 is a professional, sports-specific course delivered by Lubas Medical. The course is designed for medical professionals and teaches core assessment, treatment and leadership skills relating to traumatic sports injuries.
Stadium	The venue for a competition match including, but not limited to, all surrounding properties and facilities (for example offices, hospitality areas, press centre and accreditation centre).
Statutory closing date	The annual accounting reference date of a reporting entity.
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 a 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.
Tangible assets	Assets that have physical substance and are held for use in the production or supply of goods or services, for rental to others, or for

administrative purposes on a continuing basis in the entity's activities.

Training facilities

The venue(s) at which a club's registered players undertake football training and/or youth development activities on a regular basis.

Ultimate controlling party

A natural or legal person who/which has directly or indirectly, ultimate control of an entity.

In these regulations, the use of the masculine form refers equally to the feminine.

INTRODUCTION

1. TIER 1 CLUB LICENSING REGULATIONS

The Tier 1 Club Licensing Regulations sets out quality standards and procedures by which clubs will be assessed as a basis for continuous improvement of many aspects of football. It is a modern form of regulation.

The Football Association of Wales (FAW) approved the Tier 1 system on 6th December 2005 and the FAW Council has agreed the same Criteria subjects as UEFA Licensing, which made its decision following a consultation exercise with a variety of bodies.

Licensing requires that those clubs in membership of the Cymru Premier meet specific standards. The standards are presented in the form of Criteria under six headings;

Sporting: Youth & Coaching
Football & Social Responsibility
Infrastructure
Legal
Personnel and Administration
Financial

The Criteria are predominantly transparent and consistent with UEFA standards where necessary and a great deal of care and attention has been given to the drafting of these Regulations. The focus has been on establishing a set of quality standards for Welsh Football, which is attainable for all clubs currently in the League and also for those who have aspirations to join the League.

Licensing will have all the characteristics of a quality management system. The FAW's management of the system will be coherent with UEFA Licensing, which is annually subject to third party scrutiny by UEFA and assessed by two Independent Bodies (First Instance Body and Appeals Body), in order to guarantee the transparency and integrity of the system.

1.1 Benefits of Tier 1 Club Licensing Regulations

The governing body sets standards for Licensing. By meeting these standards, football as a whole is acknowledging its responsibility to the community at large. Licensing is a transparent process that enables clubs in particular to demonstrate to all their stakeholders that they meet quality standards.

Licensing will help to establish benchmarking information. Clubs will be able to use this information to establish their position and to plan future quality improvement.

FAW resources will be focused on assisting clubs to meet their standards. Football will benefit from the adoption of quality management practices by the FAW.

2. PRODEDURE

2.1 The Management of the System

The Tier 1 Club Licensing Regulations will be managed by the FAW for its members. The system will comprise of audits conducted by the FAW and assessment by the Decision Making Bodies.

In order to demonstrate that it meets the Criteria, clubs must upload all necessary supporting documents to the FAW COMET system.

In considering a non-Cymru Premier club's application, any required planning applications for infrastructure developments must be submitted by 31st December. A non-Cymru Premier club will be permitted to make changes or further developments to their infrastructure criteria if they can evidence by the 31st March deadline that quotes, planning permission approval and the necessary finance are in place in order to complete the required upgrades by a date to be agreed by the FAW Licensing staff.

Those clubs that meet the standards will be issued with a Licence. Those clubs that have not fulfilled the minimum 'A' criteria will not be granted a Licence.

The Deadline for the submission of the list of Licensed Clubs is set by the FAW Board and must be strictly adhered to annually. It must also be before the Cymru Premier AGM.

2.2 Licence Refusal

If the club is refused a Licence by the First Instance Body, the following procedure will apply:

Clubs refused a Licence, must submit any appeal to the Licensing Manager within 10 days of being informed of the First Instance Bodies decision. Appeals must be forwarded in writing for attention of the Licensing Manager together with the appropriate Appeal's Fee. The Appeals Board is notified and a meeting date agreed.

The Licensing Manager prepares a report and dispatches this to the Appeals Body.

The Appeals Body considers the Licence applicants appeal by the 31st May each year. The decision is made whether to grant a Licence or not. If the Licence is

granted, area for future attention may be detailed. If the Licence is refused, areas to be addressed must be detailed and the relevant sanction is applied.

The Licensing Manager submits the list of licensed clubs to the FAW Board, the Cymru Premier and the Leagues at Level 2 of the Pyramid before its Annual General Meeting, which is usually held on the first Saturday in June.

2.3 Criteria Graduation

The Criteria described in these Tier 1 Club Licensing Regulations are graded into two separate categories. This arrangement corresponds with previous versions of the Regulations. It should guide both clubs and the National Association through the whole process.

The different grades have been defined as follows:

“A” Criteria – If the Licence Applicant does not fulfil any A-criteria, then it cannot be granted a ‘Tier 1 Licence’.

“B” Criteria – If the Licence Applicant does not fulfil any B-criteria then it may be sanctioned as specified by the Decision-Making Bodies in accordance with 3.4, but can still receive a ‘Tier 1 Licence’.

2.4 Development

Licensing is a progressive system designed to deliver continuous improvement. Improvements will be introduced as the system develops. The relevant FAW committee has the authority to review Criteria and these recommendations will be referred to the FAW Board for approval following a consultation process with various bodies including the FAW National Leagues Board and the Cymru Premier clubs. The development process will incorporate reasonable timescales, and the Regulations will be reviewed on an annual basis.

3. LICENSOR

3.1 Responsibilities of the licensor

The Licensor is the Football Association of Wales (FAW). It governs the club licensing system.

The Licensor must:

- a) establish an appropriate licensing administration as defined in 3.2;
- b) establish at least two decision-making bodies as defined in Article 3.3;
- c) set up a catalogue of sanctions as defined in Article 3.4;
- d) defines the core process in accordance with Article 3.6;
- e) assesses the documentation submitted by the Licence Applicants, considers whether this is appropriate and defines the assessment procedures in accordance with Article 3.7;
- f) ensure equal treatment of all Licence Applicants and guarantees them full confidentiality with regard to all information provided during the licensing process as defined in Article 3.8;
- g) determine to its comfortable satisfaction whether each criterion has been met and what further information, if any, is needed for a Licence to be granted.

3.2 Licensing administration

The Licensor must appoint a Licensing Manager who is responsible for the licensing administration. The Licensing Manager should be educated as a minimum to degree level.

The tasks of the licensing administration include:

- a) preparing, implementing and further developing the club licensing system,
- b) providing administrative support to the decision-making bodies,
- c) assisting, advising and monitoring the licensees during the Licence season;
- d) informing the FAW and UEFA of any event occurring after the licensing decision that constitutes a Significant Change to the information previously submitted to the

licensor, including a change of legal form, legal group structure (including change of ownership) or identity;

e) serving as the contact point for and sharing expertise with the licensing departments of other UEFA member associations and with UEFA itself.

At least one member of the licensing administration or an external financial expert must have a financial background and a diploma in accountancy/auditing recognised by the ACCA (or a recognised equivalent) or must have several years' experience in the above matters (a "recognition of competence").

3.3. Decision-making bodies

1. The decision-making bodies are the First Instance Body and the Appeals Body and they must be independent of each other.

2. The First Instance Body decides on whether the Licence should be granted to an applicant on the basis of the documents provided by the submission deadline set by the licensor and on whether the Licence should be withdrawn.

3. The Appeals Body decides on appeals submitted in writing and makes a final decision on whether the Licence should be granted or withdrawn. Should the Licence be granted, the Licence Applicants appeal fee must be returned.

4. Appeals may only be lodged by:

- a) a Licence Applicant who received a refusal from the First Instance Body;
- b) a licensee whose Licence has been withdrawn by the First Instance Body; or;
- c) the licensing manager on behalf of the licensor.

5. The Appeals Body makes its decision based on the decision of the First Instance Body and all the evidence provided by the appellant with its written request for appeal and by the set deadline.

6. Members of the decision-making bodies are selected by the Chief Executive of the Football Association of Wales for a term of three years 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 connection, the independence of a member may not be guaranteed if he or any member of his family (spouse, child, parent or sibling)

is a member, shareholder, business partner, sponsor or consultant of the Licence Applicant;

c) not act simultaneously as Club Licensing Manager or a member of the licensing administration

d) not belong simultaneously to a judicial statutory body of the Licensor;

e) not belong simultaneously to the FAW Council of the FAW or its affiliated leagues or area associations;

f) not belong simultaneously to the personnel of an affiliated club;

g) include at least one qualified lawyer and one qualified financial expert holding a qualification recognised by the ACCA (or a recognised equivalent).

7. Members of the decision-making bodies must not belong simultaneously either to the administrative staff or to any statutory decision-making body or committee of the Football Association of Wales or the Cymru Premier.

8. The quorum of the decision-making bodies is three members. In case of a tie, the chair has the casting vote.

9. The decision-making bodies must operate according to procedural rules – to be defined by the licensor - which are as follows;

a) The submission deadline for all documents in the first instance is 31st March.

b) The Licensor, licensing experts and the decision-making body members must all guarantee the principle of equal treatment by annually signing forms of independence and confidentiality.

c) Licence Applicants may have legal representation at the First Instance Body or the Appeals Body meeting, if seven days' notice is provided in writing to the Licensor.

d) The Licence Applicant has the right to be heard at a decision-making body meeting, by either legal representation as described in 9 c) or by the Club Chairman or his nominated deputy, if seven days' notice must be provided in writing. The decision-making bodies also have the right to request that their meeting is attended by a club representative.

e) The official language for all correspondence and meetings is English.

- f) The Licensor is permitted to set time limits within the Core Process which guarantees feedback from the licensing experts before the final submission deadline. (e.g. calculation, compliance, interruption, extension).
- g) A club has the right to submit an appeal in writing to the Licensing Manager within ten days as of the date of the corresponded decision of the First Instance Body.
- h) All deadlines are clearly defined within the Core Process in order to ensure that there are no delaying effects to Competitions or to process.
- i) The Licence Applicant may submit supplementary evidence to the Appeals Body.
- j) The Licence Applicant has the burden of proof to the comfortable satisfaction of the decision-making bodies.
- k) All decisions made by the First Instance Body and the Appeals Body must be confirmed in writing to the relevant Licence Applicant on the same day as the decision was made.
- l) Any complaint must be submitted in writing to the Chief Executive Officer.
- m) Content and form of pleading
- n) Deliberation / hearings – The decision-making bodies must consider all written and verbal evidence provided by the Licence Applicants and the licensing experts. The decision-making bodies must deliberate this evidence before providing the findings of the hearing.
- o) Cost of procedure – The cost of the Appeal shall be in accordance with the relevant FAW Rules.

3.4 Catalogue of sanctions

1. To guarantee an appropriate assessment process, the FAW has set up a catalogue of sanctions for the club licensing system for the non-respect of B criteria referred to in these Regulations. It falls to the competent national bodies to impose these sanctions on the Licence Applicants/Licensees. The catalogue of sanctions are as follows;

- a) A warning can be issued
- b) For a second offence of the same criteria, the financial incentive for achieving the Licence can be withheld
- c) A suspended fine can be imposed

- d) A fine of up to £10,000 can be imposed
 - e) The Licence can be withdrawn
 - f) A suspension from achieving a Licence can be imposed for the following Licence season.
2. To guarantee an appropriate assessment process, the FAW must refer to the national disciplinary regulations in respect of violations of other licensing regulations (e.g. submission of falsified documents, non-respect of deadlines, sanctions against individuals, etc.).

3.5 Licensor's certification

1. The licensor must be certified against the UEFA Club Licensing Quality Standard on an annual basis by an independent body appointed by UEFA.

3.6 The core process

1. The Licensor has defined the core process for the verification of the Club Licensing Criteria and thus manage the issuing of licences.
2. The core process starts on 1st September and ends on the submission of the list of licensing decisions to the FAW administration by the deadline communicated by the latter.
3. The core process consists of the following minimum key steps:
- a) Submission 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) Submission of the written representation letter to the Licensor;
 - e) Assessment and decision by the decision-making bodies;
 - f) Submission of the List of Licensing Decisions to the FAW within seven days of each decision being final.
4. The deadlines for the above key process steps must be clearly defined and communicated to the clubs concerned before the start of the core process by the licensor.

3.7 Assessment procedures

The Licensor defines the assessment procedures, except those used to verify compliance with the defined criteria for which specific assessment processes must be followed as set out in Annex J.

3.8 Equal treatment and confidentiality

1. The Licensor ensures equal treatment of all Licence Applicants during the core process.
2. The Licensor guarantees the Licence Applicants' full confidentiality regarding all information submitted during the licensing process. Anyone involved in the licensing process or selected/appointed by the Licensor must sign a confidentiality agreement before assuming his tasks.

4. LICENCE APPLICANT AND TIER 1 FAW LICENCE

4.1 Definition of licence applicant

1. A Licence Applicant may only be a football club, i.e., a legal entity fully and solely responsible for a football team participating in national and international club competitions which either:

a) is a registered member of the Football Association of Wales (hereinafter: registered member) or

b) has a contractual relationship with a registered member (hereinafter: football company).

4.2 General 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 sporting, football social responsibility, infrastructure, personnel and administrative, legal and financial information is required to be provided.

3. Any event occurring after the submission of the licensing documentation to the licensor and represents a Significant Change to the information previously submitted must be promptly notified to the Licensor (including a change of the Licence Applicant's legal form, legal group structure including ownership, or identity).

4.3 Licence

1. Clubs which qualify for the Cymru Premier on sporting merit must obtain the Tier 1 Licence, issued by the FAW according to the present regulations.

2. A Licence expires without prior notice at the end of the Licence season for which it was issued.

3. A Licence cannot be transferred.

4. A Licence may be withdrawn by the licensor's decision-making bodies if:

a) any of the conditions for the issuing of the Licence are no longer satisfied; or

b) the Licensee violates any of its obligations under the present regulations.

5. As soon as a Licence withdrawal is envisaged, the Licensing Administration must inform the FAW accordingly.

5. CLUB LICENSING CRITERIA

5.1 General

Clubs must note that failure to fulfil any B criteria, as detailed throughout these regulations, does not necessarily lead to a licence refusal but to a sanction defined by the licensor according to its catalogue of sanctions, as per criteria 3.4.

SPORTING CRITERIA

S.01 Youth development programme

1. The Licence Applicant must have a written youth development programme approved by the Licensor. The FAW will verify the implementation of the approved youth development programme and evaluate its quality.
2. The programme must cover at least the following areas:
 - a) Youth Development objectives and philosophy;
 - b) Youth sector organisation (organisational chart, bodies involved, relation to licence applicant, youth teams, etc.);
 - c) Personnel (technical, medical, administrative, etc.) and minimum qualifications required;
 - d) Infrastructure (training and match facilities, other);
 - e) Financial resources budget, contribution from Licence Applicant, players or local community, etc.);
 - f) Football education programme for the different age groups (playing skills, technical, tactical and physical);
 - g) Education initiatives such as; Laws of the Game, anti-doping, integrity, anti-racism;
 - h) Medical support for youth players (including maintaining medical records);
 - i) Review and feedback process to evaluate the results and the achievements of the set objectives;
 - j) Duration 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 can follow mandatory school education in accordance with UK law; and
- b) no youth player involved in its youth development programme is prevented from continuing his non-football education.

S.02 - Youth teams

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

- a) At least four youth teams within the age range of 10 to 21;
- b) At least one under 10 team or organized football activities for under 10s.

Each youth team, except of the under-10s, must take part in official competitions or programmes played at national, regional or local level and recognised by the FAW.

S.03 - Medical care of players (A / B criteria)

- 1. The Licence Applicant must establish and apply a policy to ensure that all players eligible to play for its first squad undergo a yearly medical.
- 2. Cymru Premier clubs must submit this data using the computer systems and procedures as approved by the FAW from time to time. For Tier 2 clubs, a medical examination questionnaire can be requested from the FAW.
- 3. The Licence Applicant must establish and apply a policy to ensure that all youth players above the age of 12 undergo a yearly medical examination, in accordance with the relevant provisions defined by its Licensor in line with its domestic legislation.
(B criteria)

S.04 - Registration of players

1. All the Licence Applicant's players, including youth players above the age of 10, must be registered with the FAW or its Area Association in accordance with the relevant provisions of the FIFA Regulations on the Status and Transfer of Players.

S.05 - Written contract with professional players (A / B criteria)

1. Each of the Licence Applicants' professional players must have a written contract with the licence applicant in accordance with the relevant provisions of the FIFA Regulations on the Status and Transfer of Players.

2. The licence applicant must ensure that its professional players' contracts are in line with the relevant provisions of the Agreement regarding the minimum requirements for standard players contracts in the professional football sector in the European Union and the rest of the UEFA territory. (B criteria)

S.06 - Refereeing matters and Laws of the Game (B criteria)

The licence applicant must ensure that all members of its first squad (players, coaches and other technical staff) attend a session or an event on refereeing organised by or in collaboration with the FAW during the 12 months prior to the licence season.

S.07 – Women's football activities (B criteria)

1. The licence applicant must support women's football by implementing measures and activities aimed to further develop, professionalise and popularise women's football such as:

- a. entering a first and/or youth team in official competitions;
- b. providing support to an affiliated women's football club; or
- c. organising other women's football initiatives as defined by the licensor.

S.08 – Loan of professional players (B criteria)

The licence applicant must respect the provisions of the FIFA Regulations on the Status and Transfer of Players with regard to loans of professional players.

FOOTBALL SOCIAL RESPONSIBILITY CRITERIA

FSR 01 – Equality and inclusion

1. The licence applicant must establish and implement a policy to ensure equal rights and opportunities for all people following and contributing to football activities organised by the licence applicant.

FSR 02 – Anti-racism

1. The licence applicant must establish and implement a policy to tackle racism and to guarantee that all the licence applicant's policies, programmes and practices are exercised without discrimination of any kind.

FSR 03 – Safeguarding / Child and youth protection and welfare

1. The licence applicant must establish and implement a policy to protect, safeguard and ensure the welfare of youth players and ensure they are in a safe environment when participating in activities organised by the licence applicant.

FSR 04 – Football social responsibility strategy (B criteria)

1. The licence applicant must establish and implement a football social responsibility strategy in line with the FAW and / or UEFA Football Sustainability Strategy 2030 and relevant FAW and / or UEFA guidelines, for at least the areas of equality and inclusion, anti-racism, child and youth protection and welfare, football for all abilities, and environmental protection.

FSR 05 – Football for all abilities (B criteria)

1. The licence applicant must establish and implement a policy to make following and contributing to football activities organised by the licence applicant accessible and enjoyable for everyone, irrespective of disability or disabling factors.

FSR 06 – Environmental protection (B criteria)

1. The licence applicant must establish and implement a policy to improve its environmental footprint and sustainability in relation to the organisation of events, infrastructure construction and management.

INFRASTRUCTURE CRITERIA

1.01 Stadium Safety Assessment

The Licence Applicant must provide a satisfactory stadium safety assessment in accordance with one of the following:

1. Stadium shall have been assessed by the Sports Grounds Safety Authority (SGSA) and the Licence Applicant must comply with all non-conformities as detailed in the SGSA report.
2. Stadium shall have been issued with a general safety certificate in accordance with the Safety of Sports Ground Act 1975 (as amended). The certifying authority on an annual basis shall review the certificate.
3. Stadium shall have been issued with one or more general safety certificates to cover one or more regulated stands in accordance with the Fire Safety and Safety of Places of Sports Act 1987 (as amended). The certifying authority on an annual basis shall review the certificate(s).

Safety assessments must not be older than one year at the date of the deadline for submission of documents.

1.02 Event Safety Policy

The Licence Applicant must provide an Event Safety Policy which addresses both the wider definition of safety (to include counter-terrorism and crowd disorder/anti-social behaviour) and the responsibility for ALL persons present at the sports ground. A template policy is available from the FAW.

1.03 Stadium Contingency and Evacuation Plan

The Licence Applicant must provide a plan to evacuate the ground in response to any contingencies which arise.

1.04 Approved Capacity Level

1. The Licence Applicant must have in place capacity calculations showing the final safe capacities of each part of the ground and of the ground as a whole. Clubs are reminded that the final safe capacity is the lowest of the entry capacity, holding capacity, exit capacity and evacuation capacity.

2. Clubs are reminded that their own performance in terms of the physical condition of the ground, the (P) factor, and its safety management, the (S) factor, have a direct effect on the capacity level of the ground.

3. The minimum capacity for Cymru Premier and League Cup matches will be 1,500 spectators with at least 500 covered seats.

1.05 Public Access and Egress

The Licence Applicant should ensure the following is provided in the stadium and the relevant documents provided for the audit.

1. At least two turnstiles which must be designed in such a way as to avoid congestion and ensure the smooth flow of the crowd, and the ability to increase the number of entry points in order to achieve maximum capacity, as per the clubs latest SGSA report.

2. All public passageways and stairways in the spectator areas must be painted in a bright colour, as must all gates leading from the spectator areas into the playing area and all exit doors and gates leading out of the stadium.

3. All exit doors and gates in the stadium, and all gates leading from the spectator areas into the playing area, must:

- a) Be fitted with a locking device which may be operated simply and quickly by anyone from the inside in the case of exit doors and gates or from either side in the case of gates leading into the playing area;
- b) Be designed to remain unlocked while spectators are in the stadium;
- c) Open outwards.

4. Approaches to the Stadium must be adequately signposted to guide spectators to their sectors, and all turnstiles, entry and exit gates and doors must be operational and similarly clearly indicated by signs which are universally understood. Commercial signage and signage within dressing rooms must also be on display.

5. The boundary wall/fence must be of sound solid construction, secure on all sides and designed to obscure viewing from outside the Stadium (recommended height of boundary structure is 2 metres).

6. The club must submit a layout plan detailing all facilities within the Stadium (1:1000) and a Site Plan showing the Access Routes into the Stadium (1:1500)

1.06 Public Address System

1. The Stadium must be equipped with a public-address system.

2. The public-address system must cover both the inside and outside of the Stadium and be secured against failures of the main power supply.

1.07 Control Room (B criteria)

The Stadium must have a control room that provides a good overview of the inside of the Stadium and is equipped with communication facilities.

1.08 Field of Play

The field of play must be smooth and level.

1. The Stadium must be equipped with either a natural playing surface or football turf.

2. Football turf must be in accordance with the “FAW Regulations for Synthetic Turf Pitches”:

a) It must have been granted the required FIFA licence, which can only be delivered after the turf in question has been tested by a FIFA-accredited laboratory as meeting the FIFA quality standards for football turf;

b) It must meet all the requirements of the national legislation in force;

c) Its surface must be green and marked with white.

3. The field of play must be equipped with a drainage system so that it cannot become unplayable due to flooding.

4. The field of play must be 105m long and 68m wide. If this is not possible due to stadium constraints, the minimum allowable is 100m long and 64 metres wide.

5. There must be a grass verge or alternatively artificial turf of the minimum width of 1.5 metres between the touch line and the perimeter barrier. It is recommended that this distance is 3 metres.

6. There must be a permanent fixed barrier of at least 1.1m high as measured from the spectator side, of sound construction (e.g. concrete and steel) and free from all sharp edges, surrounding the pitch on all sides that may be occupied by spectators. The barrier, if other than solid wall type of construction must be infilled for example, by advertising boards.

7. If the Licensor believes that the quality of the field of play falls below an acceptable standard, an industry expert must assess the quality of the field of play. The expert will make recommendations to enhance the quality of the field of play which clubs must carry out within reasonable timescales. The groundsman responsible for the maintenance of the field of play must subsequently attend any relevant courses as instructed by the FAW.

1.09 Warm-Up Area for substitutes

A warm-up area for substitutes must be available along the touchlines or behind the advertising boards behind the goal.

1.09(b) Flagpoles

Stadiums must be equipped with a minimum of three flagpoles or another adequate structure allowing three flags to be flown.

1.10 Goals and Spare Goals

1. Goals and Spare Goals must be in compliance with the Laws of the Game as promulgated by the International Football Association Board (IFAB), which means, in particular, that:

- a) the distance between the posts must be 7.32m;
- b) the distance from the lower edge of the crossbar to the ground must be 2.44m;
- c) the goalposts and crossbars must be white;
- d) they must not pose any danger to players.

2. A spare goal, which can be easily installed if the circumstances so require, must be available within the stadium for Cymru Premier clubs.

1.11 Substitutes' benches

1. The Stadium must be equipped with two covered benches at pitch level, each with seating room for at least 13 people and positioned either side of the Halfway Line. The two benches must be on the same side as each other.

2. A position with a desk must be provided for the fourth official, ideally covered and between the substitutes' benches.

1.12 Dressing Rooms

The Stadium must be equipped with:

- a) A dressing-room for each team with a minimum of five showers, one individual seated toilet, seating room for at least 20 people, one massage table and one tactical board;
- b) A Referees' dressing-room with a minimum of one shower, one individual seated toilet, five seats and a desk. Any new developments to the referees' dressing rooms should provide a provision for female match officials.

c) All rooms must be well lit, ventilated and/or heated, clearly signposted and equipped with Wi-Fi.

2 A Stadium must guarantee direct, private and secure access for both teams and the referees from their dressing-rooms to the playing area and ensure their safe arrival at/departure from the Stadium.

N.B. Any new developments must have Seating Room for at least 25 persons in the Players Dressing Rooms and three seated toilets. Any new developments to the referees' dressing rooms should provide a provision for female match officials.

1.13 Match Day Office / Delegate's Room

1. The Stadium must be equipped with a room that is exclusively reserved for a match day office, with an easy access to the team's and referee's dressing rooms.

2. It must be well lit, ventilated and/or heated, clearly signposted and equipped with Wi-Fi.

1.14 Emergency Medical Room for Players & Officials

1. The Stadium must be equipped with an emergency medical room.

2. Emergency vehicles must be able to drive into the Stadium. The access and egress point(s) must not be blocked. A parking space must be identified for an emergency vehicle to park, which must not be occupied by any other vehicle or used for any other purpose.

3. Unobstructed access leading from a spectator area in the Stadium to the playing area must be provided to allow access and egress for a stretcher. It is recommended that this access is located as close as possible to the area designated for the access/egress of the emergency vehicle(s).

4. A list of the minimum medical facilities and equipment can be found in Annex B.

1.15 – Doping Control Room (A / B criteria)

1. The Stadium must be equipped with a dedicated doping control station (A Criteria)

2. The station must meet the requirements set out in Annex C of these regulations. (A Criteria)

3. It is recommended that the station meets the requirements set out in Annex D of these regulations, which is the UEFA criteria. (B Criteria)

1.16 Floodlighting

1. The Stadium must be equipped with floodlight installations to the value of 500 lux (or 500 lux adjusted) for Cymru Premier and League Cup matches.
2. Clubs will have to provide a report stating the lux value, which must be no more than two years old.

1.17 Parking Areas

1. Parking space for a minimum of two buses and ten cars must be made available for the teams and officials.
2. This parking space must be located in a safe and secure area in the immediate vicinity of the players' and officials' area.
3. In addition, there should be a minimum of 20 parking spaces available for VIPs in a safe and secure area.

1.18 Refreshment Facilities (A / B criteria)

1. Clubs must provide Players and Match Officials with food and drink after the game.
2. Players should also be allocated an area where the two teams, match officials and family members may congregate at the end of a match, which is segregated from general supporters (*B criteria*).

1.19 Stands and Spectator Facilities

1. Seats for spectators must be individual, fixed (e.g. to the floor), separated from one another, shaped, made of an unbreakable and non-flammable material and have a backrest of a minimum height of 30 cm when measured from the seat.
2. The use of temporary stands is prohibited.
3. The Stadium must be equipped with refreshment and catering facilities for all spectators in every sector of the Stadium.
4. Bench seating of any description is prohibited.

1.20 Stands and Spectator Facilities

1. It must be possible for spectators to be accommodated, either standing or seated, for the full length of all four sides of the playing area, except where permission has

been granted by the Cymru Premier for one of the sides or part thereof, to be closed by spectators.

2. There must be hardstanding surrounding the whole of the field of play, comprising of concrete, paving stones or tarmac. Hardstanding of a temporary nature will not be approved under any circumstances. Where the Stadium is part of a larger sports complex, the football area must be totally enclosed from all other activities.

3. It should be possible, if whenever, necessary to prevent spectators from moving from one sector or sub-sector to another, except as part of the Stadiums evacuation process.

1.21 Visiting Supporters

1. At least 5% of the total Stadium capacity must be available exclusively for visiting supporters, and where necessary, in a segregated area of the stadium.

2. Segregation requirements at specific matches shall be decided by the FAW in liaison with the local authorities concerned.

1.22 Emergency Lighting

1. For the purpose of ensuring safety and guiding spectators and staff, the Stadium must be equipped with an emergency lighting system approved by a competent person / local authority for use in the event of a general lighting failure in any part of the stadium to which the public or staff have access, including all egress and evacuation routes.

1.23 Sanitary Facilities (A / B criteria)

1. Sufficient clean and hygienic sanitary facilities must be distributed evenly throughout all sectors of the Stadium for male and female spectators. Toilets and urinals must be equipped with flushers. Toilets designated for females, or unisex facilities must have a sanitary bin. Sinks and amenities such as toilet paper and soap must be available.

2. The recommended requirement for sanitary facilities are the following, based on an 80:20 ratio of male and female: *(B Criteria)*

Based on 1,500 Capacity as per Regulation 1.04

- a) 1 seated toilet per 250 males (5)
- b) 1 urinal per 125 males; (10)
- c) 1 seated toilet per 125 females (3)

1.24 First Aid Facilities for Spectators

1. Fully equipped first-aid facilities approved by the competent local authorities must be made available for spectators. This can be the same facility as 1.14.
2. These facilities must be clearly identified and access to them must be clearly signposted.
3. Clubs must have the Services of at least one fully qualified First Aider for every 500 supporters.

1.25 Facilities for spectators with disabilities

1. The Stadium must have dedicated access and seats for spectators with disabilities and their helpers.
2. In addition, persons with disabilities must have dedicated sanitary facilities as well as refreshment and catering facilities nearby.
3. One disabled toilet must be available for every 15 wheelchair users.
4. Clubs, in consultation with a local disability group (e.g. Level Playing Field) or an appropriate self-assessment shall have undertaken a review of its own procedures with regard to the level of service it provides for spectators with disabilities.

1.26 Ground Regulations

1. The club should arrange to have its Ground Regulations fixed in suitable areas of the ground in such a way that the spectators can read them.
2. Ground rules should at least provide information on; Admission rights, Abandonment and postponement of events, a description of prohibitions and penalties such as entering the field of play, throwing objects, use of foul and abusive language, racist behaviour etc., Restrictions with regard to alcohol, fireworks, banners etc., Seating rules, Causes for ejection from ground, Risk analysis specific to the stadium.
3. Where tickets are issued, the Ground Regulations should be clearly detailed on the ticket.
4. Clubs should also give consideration to the presentation within the ground of various Codes of Practice at the club.

1.27 – VIP and Hospitality Areas

1. A Stadium must be equipped with at least 50 VIP seats, which includes 20 for the Visiting Team Officials.
2. The Seats must be situated in the Grandstand and as close to the halfway line as possible, between the two Penalty Areas.
3. A Stadium must be equipped with a hospitality area for VIP's and Club Directors for refreshments both pre and post-match as well as at half time.

1.28 Media Working Area

1. At least one room equipped with desks, power supply and internet connections must be provided for media representatives.

1.29 Camera Requirements and Positions

1. The Stadium must accommodate a multi camera TV unit – with specific and general requirements that must be met by each club, as set out in Annex E.
2. One permanent main camera platform must be provided by existing Cymru Premier clubs, which meets the host broadcasters' requirements.
3. Clubs seeking promotion to the Cymru Premier must have these in place before the start of the season.

1.30 Press Box

1. The press box must be covered, signposted and centrally located in the main grandstand. They must have an unobstructed view of the entire playing area and easy access to the other media areas.
2. In the press box, all seats with desks must be equipped with a power supply and phone or internet connections.
3. The desks must be fixed and big enough to accommodate a laptop computer and a notepad.
4. There must be 20 covered seats, 5 of which must be equipped with desks.

1.31 TV and radio commentary positions

1. The main camera platform must provide covered area for a minimum of 1 x TV commentary position (including technical equipment).

2. The Stadium must also identify a secondary TV commentary position, with a clear view of the pitch and all principal boundaries and as close to the halfway line as possible. It is recommended that this is also situated on the camera platform.
3. One covered radio position must also be identified.
4. Each commentary position must have at least three seats.

1.32 Presentation and Post Match Interview Area

1. The Stadium must provide a pitch-side presentation area for the Host Broadcaster if requested. This area must also accommodate the technical infrastructure involved.
2. The Stadium must provide a dedicated post-match interview area for the host broadcaster, with relevant backboard. The location must be as close as possible to the dressing room area and the facility must be approved by the host broadcaster.

1.33 OB Van Parking Area

1. The Stadium must have hardstanding parking facilities to accommodate the Host Broadcaster OB Unit in the immediate vicinity. The surface dimension of the area must be at least 100m².

1.34 Training Facilities – Availability

1. The Licence Applicant must have training facilities available throughout the year.
2. If the Licence Applicant is not the owner of the training facilities, it must provide a written contract with the owner(s) of the training facilities.
3. It must be guaranteed that the training facilities can be used by all teams of the Licence Applicant during the Licence Season, taking into account its youth development programme.

1.35 Training Facilities – Minimum Infrastructure (B criteria)

1. As a minimum, the infrastructure of the training facilities must include a full size outdoor pitch, and/or indoor facilities if the main pitch is not synthetic turf, dressing rooms and a medical room.

PERSONNEL & ADMINISTRATIVE CRITERIA

P.01 – Club Secretary or General manager

The Licence Applicant must have appointed a club secretary or general manager who is responsible for running its operative matters.

P.02 - Finance officer

1. The Licence Applicant must have appointed a finance officer who is responsible for its financial matters.
2. The finance officer must hold as a minimum one of the following:
 - a) Institute of chartered accountant in England and Wales;
 - b) Certified accountant (ACCA);
 - c) Finance officer qualification, issued by the licensor or an organisation recognized by the licensor.
 - d) A Recognition of Competence, based on relevant practical experience, reviewed by the FAW Financial Expert and issued by the FAW.

P.03 - Media Officer

1. The Licence Applicant must have appointed a qualified media officer who is responsible for media matters.
2. The media officer must hold as a minimum one of the following qualifications:
 - a) Nationally recognised qualification in journalism and / or media / marketing.
 - b) Media officer certificate issued by the FAW or an organisation recognised by the FAW;
 - c) "Recognition of competence" issued by the FAW, based on practical experience in such matters of at least three years.

P.04 - Medical Doctor

1. The Licence Applicant must have appointed at least one doctor who is responsible for medical support during matches and training as well as for all doping prevention.

2. The medical doctor's qualification must be recognised by the General Medical Council.

3. He must be duly registered with the General Medical Council.

4. He must be duly registered with the FAW and hold a valid FAW DBS certificate.

P.05 – Chartered Physiotherapist or Sports Therapist

1. The Licence Applicant must have appointed at least one chartered physiotherapist or sports therapist, who is responsible for the treatment and rehabilitation for the first squad during training and matches. This person should liaise with the medical doctor regarding all medical matters.

2. The chartered physiotherapist must hold all of the following minimum qualifications:

a) Must be CSP and HCPC registered with a degree in physiotherapy

b) Must possess the appropriate professional indemnity insurance

c) Must possess a valid Lubas Sports Trauma Management qualification or has completed the UEFA Pitchside Trauma course

3. The sports therapist must hold all of the following minimum qualifications:

a) A graduate sports therapist with an accredited degree

b) A member of a recognised professional body

c) Must possess a valid Lubas Sports Trauma Management qualification or has completed the UEFA Pitchside Trauma course

4. He must be responsible for submitting the medical data of players, using the computer systems and procedures as approved by the FAW from time to time.

5. They must be duly registered with the FAW and hold a valid FAW DBS certificate.

P.06 – Match organisation officer

The licence applicant must have appointed a match organisation officer who is responsible for the overall organisation of the first squad home matches.

P.07 – Safety & security officer (A / B criteria)

1. The Licence Applicant must have appointed a qualified safety & security officer with the following responsibilities:

- a. Developing, implementing and reviewing safety and security policy and procedures, including risk management and planning;
- b. Being the main point of contact between the public authorities and the licence applicant on all safety and security matters;
- c. Managing match-related safety and security operations.

2. The safety and security officer must be qualified in accordance with the relevant national legal framework, in this case, *NVQ Level 4 Spectator Safety Management*, and should be trained and experienced in matters of crowd control and safety and security at football venues (*B criteria*).

P.08 - Supporter liaison officer

1. The Licence Applicant must have appointed a supporter liaison officer to act as the key contact point for supporters.

2. The supporter liaison officer will regularly meet and collaborate with the relevant club personnel on all related matters.

P.09 – Head coach of the of first team squad

1. The licence applicant must have appointed a qualified head coach who is confirmed as the head coach by the FAW and who is responsible for the following matters of the first squad:

- a. Players' selection;
- b. Tactics and training;
- c. Management of the players and technical staff in the dressing room and the technical area before, during and after matches; and
- d. Duties regarding media matters (press conferences, interviews, etc.).

2. The head coach must hold one of the following minimum coaching qualifications, issued by a UEFA member association in accordance with the UEFA Coaching Convention:

a. Valid UEFA 'A' coaching licence;

b. Valid UEFA recognition of competence equivalent to the licence required under a) above as applicable.

3.The Head coach of the first team squad must attend at least 70% of Cymru Premier matches per season, since their appointment.

4.If the decision-making body is of the view that the Head coach of the first team squad has been appointed solely to meet the criteria stated within P.09, the Decision-Making Body has the right to refuse the licence.

5.Should the Licence Applicant appoint Joint Managers, both individuals must meet the P.09 criteria.

P.10 - Assistant coach of the first team squad

1. The licence applicant must have appointed a qualified coach who assists the head coach in all football matters of the first team squad.

2. The assistant coach of the first squad must hold one of the following minimum coaching qualifications, issued by the FAW in accordance with the UEFA Coaching Convention:

a. Valid UEFA 'A' coaching licence;

b. Valid UEFA recognition of competence equivalent to the licence required under a) above.

3.The assistant coach of the first team squad must attend at least 70% of Cymru Premier matches per season since their appointment.

4.If the Decision-Making Body is of the view that the assistant coach of the first team squad has been appointed only to meet the criteria stated within P.10, the decision-making Body has the right to refuse the licence.

P.11 - Head of the youth development programme

1. The Licence Applicant must have appointed a head of the youth development programme who is responsible for running the daily business and the technical aspects of the youth sector.

2. The head of the youth development programme must hold one of the following minimum coaching qualifications issued by the FAW in accordance with the UEFA Coaching Convention:

- a) Valid UEFA Elite Youth 'A' coaching licence;
 - b) Valid UEFA 'A' coaching licence;
 - c) Valid UEFA recognition of competence equivalent to the licence required under a) or b) above as applicable.
3. If the Decision-Making Body is of the view that the Head of Youth has been appointed only to meet the criteria stated within P.11, the Decision-Making Body has the right to refuse the Licence.
4. The Head of Youth must attend all of its Club's Academy Audits.
5. They must be duly registered with the FAW and hold a valid FAW DBS certificate.

P.12 - Youth coaches

1. For each mandatory youth team, the Licence Applicant must have appointed at least one qualified coach who is responsible for all football matters related to that team.
2. At least one youth team head coach must hold one of the following minimum coaching qualifications issued by the FAW in accordance with the UEFA Coaching Convention:
- a. Valid UEFA Elite Youth 'A' coaching licence;
 - b. Valid UEFA 'A' coaching licence;
 - c. Valid UEFA recognition of competence equivalent to the licence required under a), and b) above as applicable.
3. The Head Coach of two mandatory youth teams, must hold the UEFA 'B' licence.
4. All other Head Coaches of the mandatory youth teams, must hold the FAW 'C' Certificate.
5. They must be duly registered with the FAW and hold a valid FAW DBS certificate.

P.13 - Common provisions applicable to UEFA coaching qualifications

1. A holder of the required UEFA coaching licence within the meaning of criteria P.09 to P.12 is considered a coach who, in accordance with the implementation provisions of the UEFA Coaching Convention, has:

- a) been issued a UEFA coaching licence by a UEFA member association; or
 - b) at least started the required UEFA coaching licence course. Simple registration for the required licence course is not sufficient to meet this criterion.
2. If the UEFA Coaching Convention membership status of a UEFA member association is upgraded (e.g. from A to Pro level), the following apply:
- a. With regard to paragraph 1(a) above, the new highest or second-highest available UEFA coaching licence (as applicable) will become mandatory for the licence applicant as soon as the licensor has run its second course at this higher level. After this transitional period, only a holder of the newly required UEFA coaching diploma will be deemed in compliance with the criterion;
 - b. With regard to paragraph 1(b) above, only participation in an education course for the newly available highest or second-highest UEFA coaching diploma (as applicable) will be deemed in compliance with the criterion.
3. In case of a partnership agreement under the UEFA Coaching Convention, the UEFA coaching qualifications offered by the UEFA member association with limited UEFA Coaching Convention membership status apply.
4. UEFA reserves the right to review the consequences of any downgrade in UEFA Coaching Convention membership status (e.g. from Pro to A level) as well as those of partnership agreements with the UEFA member association in question, and to take decisions on a case-by-case basis in this respect.
5. All qualified coaches must be duly registered with the FAW.

P.14 – Safeguarding Officer

1. The Licence Applicant must ensure that they have an individual at the club who is responsible for Safeguarding.
2. The Safeguarding Officer must have undertaken the necessary vetting checks and hold a valid DBS certificate.
3. The Safeguarding Officer must hold a valid FAW Safeguarding Award.
4. The Safeguarding Officer must ensure that the club adopts, implements and applies the FAW Safeguarding Policy, Procedures and Practices.
5. The Safeguarding Officer must develop and promote best practice; ensuring club personnel understand and fulfil their responsibilities.

6. The Safeguarding Officer is responsible for recording and reporting any concerns that may arise

P.15 – Stewards and Stewarding

1. The Licence Applicant must have engaged stewards to ensure safety and security at home matches.

2. The Licence Applicant must have established a Stewarding Policy applicable to their Stadium and needs.

P.16 – Rights and Duties / Written contracts (A / B criteria)

1. The rights and duties of the personnel defined in criteria P.01 to P.12 must be defined in writing (A criteria).

2. All administrative, technical, medical and security staff or service providers performing any of the functions referred to in criteria P.01 to P.12 must have written contracts with the licence applicant (or another entity within the legal group structure of the licence applicant) in accordance with the national legal framework (B criteria).

2. The licence applicant must ensure that each coach's contract is in line with the relevant provisions of the FIFA Regulations on the Status and Transfer of Players (B criteria).

P.17 – Duty to Notify Significant Changes (B criteria)

1. Any event occurring after the submission of the licensing documentation to the Licensor representing a Significant Change compared to the information previously submitted and related to all Personnel 'A' criteria, must be notified to the Licensor, in writing, within the fixed deadline of ten working days.

P.18 - Duty of replacement during the season (B criteria)

1. If a function defined in criteria P.01 to P.12 becomes vacant during the Licence Season, the Licensee must ensure that, within a period of a maximum of 60 days, the function is taken over by someone who holds the required qualification. For the avoidance of doubt, consideration will be given solely to the club's first appointment, when determining whether or not the club satisfies this criterion.

2. In the event that a function becomes vacant due to illness or accident, the Licensor may grant an extension to the 60-day period only if reasonably satisfied that the person concerned is still medically unfit to resume their duties.

3. The Licensee must promptly notify the Licensor, in writing, of any such replacement.

P.19 – Youth teams medic (B criteria)

1. The Licence Applicant must have appointed at least one doctor, physiotherapist or sports therapist (qualifications as stated in P.04 & P.05) and recognised as such by the appropriate national health authorities who is responsible for overseeing the medical care of the youth teams.

2. They must be duly registered with the FAW and hold an FAW DBS certificate.

P.20 – Football social responsibility officer (B criteria)

1. The licence applicant must have appointed a football social responsibility officer who is responsible for the implementation of football social responsibility policies and measures in accordance with the FAW Football Sustainability Strategy and guidelines.

P.21 – Disability access officer (B criteria)

1. The Licence Applicant must have appointed a disability access officer to support the provision of inclusive, accessible facilities and services.

2. The Disability access officer will regularly meet and collaborate with the relevant club personnel on all related matters.

P.22 – Goalkeeper coach of the first squad (B criteria)

1. The licence applicant must have appointed a qualified goalkeeper coach who assists the head coach in goalkeeping matters of the first squad.

2. The goalkeeper coach must hold one of the following minimum coaching qualifications, issued by the FAW in accordance with the UEFA Coaching Convention:

a. UEFA 'A' Goalkeepers Licence;

b. Valid UEFA recognition of competence equivalent to the licence required under a) above.

P.23 – Goalkeeper coach of the youth teams (B criteria)

1. The licence applicant must have appointed at least one qualified goalkeeper coach who assists the youth coaches in goalkeeping matters of the youth sector.

2. The goalkeeper coach must hold one of the following minimum coaching qualifications, issued by the FAW:

a. UEFA 'B' Goalkeeping licence;

b. Valid domestic goalkeeper licence;

c. Valid UEFA recognition of competence issued in accordance with the UEFA Coaching Convention and equivalent to the licence required under a) above.

5. They must be duly registered with the FAW and hold a valid FAW DBS certificate.

P.24 – Service providers (B criteria)

1. If a given function is entrusted to a service provider in accordance with the national legal framework, the licence applicant must sign a written contract with the service provider. It must contain the following information as a minimum:

a. Defined tasks and responsibilities;

b. Information on the person(s) responsible for the function, including their relevant qualifications.

P.25 – Occupation of functions (B criteria)

1. The mandatory functions defined in criteria P.01 to P.12 represent the minimum organisational structure required of the licence applicant.

2. One person could occupy more than one function, provided the person has sufficient time, adequate competencies and the necessary qualifications for each function, and no conflict of interest.

P.26 – Organisational structure (B criteria)

1. The licence applicant must provide the licensor with an organisational chart clearly identifying the relevant personnel and their hierarchical and functional responsibilities in its organisational structure.

2. As a minimum, the organisational chart should provide information on the key personnel defined in criteria P.01 to P.12.

LEGAL CRITERIA

L.01 - Declaration in respect of participation in the Cymru Premier

1. The Licence Applicant must submit a legally valid declaration confirming the following:

- a) It recognises as legally binding the statutes, regulations, directives and decisions of FIFA, UEFA, the FAW and the Cymru Premier as well as the jurisdiction of the Court of Arbitration for Sport (CAS) in Lausanne as provided in the relevant articles of the UEFA Statutes;
- b) At national level it will play in competitions recognised and endorsed by the FAW;
- c) At international level it will participate in competitions recognised by UEFA (to avoid any doubt, this provision does not relate to friendly matches);
- d) It will promptly inform the FAW about any Significant Change, Event Or Condition of Major Economic Importance;
- e) It will abide by and observe the FAW Tier 1 Club Licensing & Financial Sustainability Regulations;
- f) All submitted documents are complete and correct;
- g) It authorises the Licensing Administration and club licensing bodies of the FAW, to examine any relevant document and seek information from any relevant public authority or private body in accordance with UK law;
- h) It acknowledges that UEFA reserves the right to execute compliance audits at national level in accordance with the present regulations.

2. The declaration must be executed by an authorised signatory of the licence applicant no more than three months prior to the deadline for its submission to the licensor.

L.02 - Minimum legal information

1. The Licence Applicant must submit at least the following minimum legal information about the licence applicant and if different, the registered member:

- a. Complete legal name;
- b. Legal form;
- c. Copy of current, valid statutes (e.g. company act);
- d. Extract from a public register (e.g. trade register);

- e. List of authorised signatories;
- f. Type of signature required (e.g. individual, collective).

2. The licence applicant must also provide the following contact information:

- a. Address of its official headquarters;
- b. Official contact details (such as phone/fax number and email addresses);
- c. Address of its official public website;
- d. Name and direct contact details of its main official contact person for club licensing matters.

L.03 - Legal group structure

1. The Licence Applicant must provide the Licensor with a document that presents its legal group structure at the annual accounting reference date prior to its licence application to the Licensor.

2. This document must clearly identify and include information on;

- a. the licence applicant and, if different, the registered member;
 - b. any subsidiary of the licence applicant and, if different, the registered member;
 - c. any associate entity of the licence applicant and, if different, the registered member;
 - d. any party that has 10% or greater direct or indirect ownership of the licence applicant, or 10% or greater voting rights;
 - e. any direct or indirect controlling entity of the licence applicant;
 - f. any other football club, in respect of which any of the parties identified in a) to e), or any of their key management personnel, have any ownership interest or voting rights or membership or any other involvement or influence whatsoever in its management, administration or sporting performance; and
 - g. the key management personnel of the licence applicant and, if different, the registered member.
3. The reporting perimeter as defined in F.01 (b) must also be clearly identified.
4. The following information must be provided in relation to each of the parties included in the legal group structure;
- a) Name and if applicable, legal form,

- b) Main activity;
- c) Percentage of ownership interest (and, if different, percentage of voting rights).

For any subsidiary of the Licence Applicant and, if different, the registered member, the following information must also be provided:

- d) Share capital;
- e) Total assets;
- f) Total revenues;
- g) Total equity.

5. The licensor must be informed of any changes there may have been to the legal group structure during the period between the annual accounting reference date and the submission of this information to the licensor.

6. If deemed relevant the licensor may request the licence applicant/licensee to provide other information in addition to that listed above.

7. The licence applicant must confirm that the information about the legal group structure is complete, accurate and in compliance with these regulations. This must be evidenced by way of a brief statement and signature by the executive body/ authorised signatories of the licence applicant.

L.04 – Ultimate controlling party, ultimate beneficiary and party with significant influence

1. The licence applicant must provide the licensor with a document which contains information on:

- a. the ultimate controlling party of the licence applicant;
- b. the ultimate beneficiary of the licence applicant, i.e. a natural person on whose behalf an entity or arrangement is owned or controlled or a transaction is conducted;
- c. any party with significant influence over the licence applicant.

2. The following information must be provided in relation to each of the parties identified in paragraph 1 above as at the date of submission of this information to the licensor:

- a. Name and, if applicable, legal form;
- b. Main activity;

- c. Percentage of ownership interest and, if different, percentage of voting rights in respect of the licence applicant;
 - d. If applicable, key management personnel; and
 - e. Any other football club in respect of which the party, or any of its key management personnel, has any ownership interest, voting rights or membership or any other involvement or influence whatsoever.
3. The licence applicant must confirm whether any change has occurred in relation to the information indicated in the paragraphs 1 and 2 above during the period covered by the annual financial statements up to the submission of the information to the licensor.
4. If a change has occurred as indicated in paragraph 3 above, it must be described in detail by the licence applicant in the information to the licensor. As a minimum the following information must be provided:
- a. The date on which the change occurred;
 - b. A description of the purpose of and reasons for the change;
 - c. Implications for the licence applicant's financial, operating and sporting policies;
 - d. A description of any impact on the licence applicant's equity or debt situation.
5. If deemed relevant the licensor may request the licence applicant to provide additional information other than that listed above.
6. The licence applicant must confirm that the declaration on the ultimate controlling party, ultimate beneficiary and party with significant influence is complete, accurate and in compliance with these regulations. This must be evidenced by way of a brief statement and signature by the executive body/authorised signatories of both the licence applicant and the licence applicant's ultimate controlling party.

L.05 - Written representation prior to the licensing decision

1. The licence applicant must submit written representation to the licensor within the seven days prior to the start of the First Instance Body meeting, as defined in the Core Process.

The licence applicant must confirm:

- a. that all documents submitted to the licensor are complete, accurate and in compliance with these regulations;

b. whether or not any significant change or similar event has occurred in relation to its licensing application or any of the club licensing criteria;

c. whether or not any event or condition of major economic importance has 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 and reviewed interim financial statements (if so, 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);

d. whether or not the licence applicant and, if different, the registered member 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 the licence applicant's management must be evidenced by way of a signature on behalf of the executive body of the licence applicant.

L.06 – Stadium for FAW Competitions

1. The Licence Applicant must have a Stadium available for FAW club competitions which must be within the territory of the FAW and approved by the FAW. Pre-existing agreements between clubs and the FAW regarding the territory are also acceptable.

2. If the Licence Applicant is not the owner of the Stadium, it must confirm the name of the owner and provide a written contract with the owner(s) of the stadium(s) it will use.

3. It must be guaranteed that the Stadium(s) can be used for the Licence Applicant's home matches during the Licence Season. The Licence Applicant must confirm there are no other agreements which may affect its ability to use any part of the Stadium(s) for the Licence Applicant's home matches during the Licence Season. Any agreements which may affect its use must be provided.

4. The Stadium(s) must fulfil the minimum 'A' requirements defined in Infrastructure section of these Regulations.

FINANCIAL CRITERIA

F.01 – Annual financial statements

1. The licence applicant must prepare and submit, by the date communicated by the licensor, annual financial statements for the reporting period ending in the year preceding the deadline for submission of the application to the licensor and preceding the deadline for submission of the list of licensing decisions to the FAW.
2. Annual financial statements, including comparative amounts for the prior period, must be prepared in accordance with International Financial Reporting Standards or national accounting standards (as applicable) and must include:
 - a. a balance sheet as at the end of the reporting period;
 - b. a profit and loss account/income statement for the reporting period;
 - c. a cash flow statement for the reporting period;
 - d. a statement of changes in equity over the reporting period;
 - e. notes, comprising a summary of significant accounting policies and other explanatory notes; and
 - f. a financial review by management.
3. The annual financial statements must be audited by an independent auditor as defined in Annex F.
4. If the annual financial statements do not meet the minimum disclosure requirements set out in Annex G, then the licence applicant must also submit to the licensor:
 - a. supplementary information to meet the minimum disclosure requirements set out in Annex G; and
 - b. an assessment report provided by the same auditor that signs the annual financial statements by way of agreed-upon procedures prescribed by the licensor to confirm the completeness and accuracy of the supplementary information.
5. If the annual financial statements do not comply with the accounting requirements set out in Annex H, then the licence applicant must also submit to the licensor:
 - a. restated financial statements that meet the accounting requirements set out in Annex H, covering the same reporting period and including comparative amounts for the previous comparative reporting period;

- b. a declaration by the licence applicant's management that the restated financial statements are complete, accurate, and in compliance with the regulations; and
- c. an assessment report provided by the same auditor that signs the annual financial statements by way of agreed-upon procedures prescribed by the licensor in respect of the completeness and accuracy of the restated financial statements.

F.01 (b) - Reporting entity/entities and reporting perimeter

1. The Licence Applicant determines and provides to the Licensor the reporting perimeter, i.e. the entity or combination of entities in respect of which financial information (e.g. single entity, consolidated or combined financial statements) has to be provided in accordance with Annex H and assessed in accordance with Annex J.
2. The reporting perimeter must include:
 - a) The Licence Applicant and, if different, the registered member of the FAW;
 - b) Any subsidiary of the Licence Applicant and, if different, the registered member of the FAW;
 - c) 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 any of the the football activities defined in paragraph 3 a) and b) below;
3. Football activities include:
 - a) Employing/recruiting employees including payment of all forms of consideration to employees arising from contractual or legal obligations;
 - b) Acquiring/selling players' registrations (including loans);
 - c) ticketing;
 - d) sponsorship and advertising;
 - e) broadcasting;
 - f) merchandising and hospitality;
 - g) club operations (e.g. administration, matchday activities, travel, scouting, etc.);
 - h) use and management of stadium and training facilities;

- i) women's football
 - j) youth development and;
 - k). financing, including equity that results in obligations on the licence applicant, or debt directly or indirectly secured or pledged against the licence applicant's assets or revenues.
4. An entity may be excluded from the reporting perimeter only if the football activities it performs are already entirely reflected in the financial statements of one of the entities included in the reporting perimeter, and
- a) Its activities are entirely unrelated to the football activities defined in paragraph 3 above and/or the locations, assets or brand of the football club; or
 - b) it is immaterial compared with all the entities that form the reporting perimeter or it does not perform any of the football activities defined in paragraph 3 a) and b) above.
5. The Licence Applicant must submit a declaration by an authorised signatory which confirms:
- a) That all revenues and costs related to each of the football activities indicated in paragraph 3 have been included in the reporting perimeter, providing a detailed explanation should this not be the case; and
 - b) Whether any entity included in the legal group structure has been excluded from the reporting perimeter justifying any such exclusion with reference to paragraph 4.

F.02 – Interim financial statements

1. If the licence applicant's annual financial statements under F.01 are for a reporting period ending more than six months before the deadline for submission of the list of licensing decisions to the FAW, then additional financial statements covering the interim period must be prepared and submitted.
2. The interim period starts the day immediately after the annual accounting reference date and ends on the 31 December preceding the deadline for submission of the list of licensing decisions to the FAW.
3. Exceptionally, if a licence applicant has an annual accounting reference date of 31 May, then it may prepare and submit interim financial statements for a six-month period ending 30 November.
4. The interim financial statements, including comparative amounts for the prior interim period, must be prepared in accordance with the same accounting policies as

the annual financial statements with the exception of accounting policy changes made after the date of the previous annual financial statements that are to be reflected in the next annual financial statements.

5. The interim financial statements must include:

- a. a balance sheet as at the end of the interim period;
- b. a profit and loss account/income statement for the interim period;
- c. a cash flow statement for the interim period;
- d. a statement of changes in equity for the interim period; and
- e. explanatory notes.

6. If the licence applicant did not have to prepare interim financial statements for the prior interim period, then the comparative figures may instead be from the annual financial statements for the immediately preceding reporting period.

7. Interim financial statements must be reviewed or audited by an independent auditor as defined in Annex F.

8. If the interim financial statements do not meet the minimum disclosure requirements as set out in Annex G, then the licence applicant must also submit to the licensor:

- a. supplementary information to meet the minimum disclosure requirements set out in Annex G; and
- b. an assessment report provided by the same auditor that signs the annual financial statements by way of agreed-upon procedures prescribed by the licensor in respect of the completeness and accuracy of the supplementary information.

9. If the interim financial statements do not comply with the accounting requirements set out in Annex H, then the licence applicant must also submit to the licensor:

- a. restated financial statements that meet the accounting requirements set out in Annex H, covering the same period and including comparative amounts for the previous comparative period;
- b. a declaration by the licence applicant's management that the restated financial statements are complete, accurate, and in compliance with the regulations; and
- c. an assessment report provided by the same auditor that signs the annual financial statements by way of agreed-upon procedures prescribed by the licensor in respect of the completeness and accuracy of the restated financial statements.

F.03 – No overdue payables to football clubs

1. The Licence Applicant must prove that as at 31 March preceding the Licence Season it has no overdue payables as defined in Annex I) to other football clubs as a result of obligations arising from transfers due to be paid by the 28 February preceding the licence season.

2. Payables are those amounts due to football clubs as a result of;

a. transfers of professional players (as defined in the FIFA Regulations on the Status and Transfer of Players), including any amount payable upon fulfilment of certain conditions;

b. players registered for the first time as professionals, including any amount payable upon fulfilment of certain conditions;

c. training compensation and solidarity contributions as defined in the FIFA Regulations on the Status and Transfer of Players; and

d. any joint and several liability decided by a competent authority for the termination of a contract by a player.

3. The Licence Applicant must prepare and submit to the Licensor a transfers table, unless the transfers information has already been disclosed to the licensor under existing national transfer requirements and the licensor is able to extract and assess all the required information as described in paragraphs 4 and 5 below. A transfers table must be prepared even if there have been no transfers/loans during the relevant period.

4. The Licence Applicant must disclose:

a. all new player registrations (including loans) as a result of transfer agreements concluded in the 12-month period up to 28 February, irrespective of whether there is an amount outstanding as at 28 February;

b. all transfers for which a payable is outstanding as at 28 February (whether they relate to the release or registrations of players and irrespective of when the transfers were undertaken); and

c. all transfers subject to any amounts disputed as at 28 February (as defined in Annex I).

5. The transfers table must contain the following information as a minimum (in respect of each player transfer):

- a) Players name and date of birth;
 - b) Date of the transfer agreement;
 - c) Name of the football club that is the creditor;
 - d) Transfer (or loan) fee paid and/or payable (including training compensation and solidarity contribution) even if payment has not been requested by the creditor;
 - e) Other direct costs of acquiring the registration paid and/or payable;
 - f. Any other compensation paid or payable in the scope of a transfer agreement;
 - g. Amounts settled (as defined in Annex I) before 28 February and payment date(s);
 - h. Balance payable as at 28 February, including the due date(s) for each unpaid element;
 - i) Amounts overdue as at 28 February, including the due date(s) for each unpaid element and, if applicable, amounts settled between 28 February and 31 March together with the settlement dates as well as any remaining overdue payable as at 31 March (rolled forward from 28 February), together with explanatory comment;
 - j. Amounts deferred as at 28 February (as defined in Annex I), including the original and new due date(s) for each deferred element, and the date when a written agreement between the parties was concluded;
 - k. Amounts disputed as at 28 February (as defined in Annex I), including the case references and a brief description of the positions of all involved parties; and
 - l. Conditional amounts (contingent liabilities) not yet recognised in the balance sheet as at 28 February.
6. The licence applicant must reconcile its liabilities as per the transfers table to its underlying accounting records.
7. The licence applicant must confirm that the transfers table is complete, accurate and in compliance with these regulations. This must be evidenced by way of a brief statement and signature by the executive body/authorised signatories of the licence applicant.

F.04 – No overdue payables in respect of employees

- 1. The licence applicant must prove that as at the 31 March preceding the licence season, it has no overdue payables (as defined in Annex I) in respect of its

employees as a result of contractual or legal obligations due to be paid by the 28 February preceding the licence season.

2. Payables are all forms of consideration due in respect of employees as a result of contractual or legal obligations towards employees. Amounts payable to people who, for various reasons, are no longer employed by the applicant fall within the scope of this criterion and must be settled within the period stipulated in the contract and/or defined by law, regardless of how such payables are accounted for in the financial statements.

3. The term “employees” includes the following persons:

a. All professional players according to the FIFA Regulations on the Status and Transfer of Players;

b. All administrative, technical, medical and security staff performing any of the functions referred to in the Personnel section of these regulations and

c. Service providers performing any of the functions referred to in the Personnel section of these regulations.

4. If any of the “employees” is employed by, contracted to, a consultant of or otherwise provides services to an entity within the legal group structure or the reporting perimeter other than the licence applicant, these payables must be also included in the scope of paragraph 1 above.

5. Amounts payable to persons who, for various reasons, are no longer employed or engaged by the licence applicant or an entity within the legal group structure of the licence applicant fall within the scope of this criterion and must be settled within the period stipulated in the contract or defined by law, regardless of how such payables are accounted for in the financial statements.

6. The licence applicant must prepare and submit to the licensor an employees table showing the following total balances in respect of the employees as at the 28 February preceding the licence season:

a) Total balance payable;

b) Total amount overdue as well as any remaining overdue amount as at 31 March (rolled forward from 28 February);

c. Total amount deferred (as defined in Annex I); and

d. Total amount disputed (as defined in Annex I).

7. The following information must be given, as a minimum, in respect of each overdue, deferred or disputed amount as at 28 February, together with an explanatory comment:

a. Name and position/function of the employee (irrespective of whether the person was employed or engaged during the year up to 28 February);

b. Start date and end date (if applicable);

c. Amounts overdue, including the due date(s) for each unpaid element and, if applicable, amounts settled between 28 February and 31 March together with the settlement dates as well as any remaining overdue payable as at 31 March (rolled forward from 28 February);

d. Amounts deferred, including the original and new due date(s) for each deferred element, and the date when a written agreement between the parties was concluded; and

e. Amounts disputed, including the case references and a brief description of the positions of all involved parties.

8. The licence applicant must reconcile its liabilities as per the employees table to its underlying accounting records.

9. The licence applicant must confirm that the employees table is complete, accurate and in compliance with these regulations. This must be evidenced by way of a brief statement and signature by the executive body/authorised signatories of the licence applicant.

F.05 – No overdue payables to social/tax authorities

1. The licence applicant must prove that as at the 31 March preceding the licence season, it has no overdue payables (as defined in Annex I) to social/tax authorities as a result of contractual or legal obligations in respect of all employed individuals due to be paid by the 28 February preceding the licence season.

2. Payables are those amounts due to social/tax authorities as a result of contractual or legal obligations in respect of all employed individuals. Payables include, but are not limited to, personal income tax, pension fund payments, social security and similar payments.

3. The licence applicant must submit to the licensor a social/tax table as at the 28 February preceding the licence season showing:

a. total balance payable to the social/tax authorities; total amount overdue as well as any remaining overdue amount as at 31 March (rolled forward from 28 February); a. total amount deferred (as defined in Annex I);

b. total amount disputed (as defined in Annex I); and

c. total amount subject to a pending decision by the competent authority (as defined in Annex I).

4. The following information must be given, as a minimum, in respect of each overdue, deferred, disputed or pending amount as at 28 February, together with explanatory comment:

a. Name of the creditor;

b. Amounts overdue, including the due date(s) for each unpaid element and, if applicable, amounts settled between 28 February and 31 March together with the settlement dates as well as any remaining overdue payable as at 31 March (rolled forward from 28 February);

c. Amounts deferred, including the original and new due date(s) for each deferred element, and the date when a written agreement between the parties was concluded;

d. Amounts subject to a pending decision by the competent authority and a brief description of the licence applicant's request; and

e. Amounts disputed, including the case references and a brief description of the positions of all involved parties.

5. The licence applicant must reconcile its liabilities as per the social/tax table to its underlying accounting records.

The licence applicant must confirm that the social/tax table is complete, accurate and in compliance with these regulations. This must be evidenced by way of a brief statement and signature by the executive body/authorised signatories of the licence applicant.

F.06 – No overdue payables in respect of UEFA and the licensor

1. The licence applicant must prove that as at the 31 March preceding the licence season, it has no overdue payables (as defined in Annex I) in respect of UEFA, additional entities designated by UEFA or the FAW as a result of obligations due to be paid by the 28 February preceding the licence season.

2. By the deadline and in the form communicated by the licensor, the licence applicant must prepare and submit a declaration confirming total payables to UEFA, additional entities designated by UEFA and the licensor and the absence or existence of overdue payables.

F.07 – Future financial information

1. The licence applicant must prepare and submit future financial information to demonstrate to the licensor its ability to continue as a going concern until the end of the licence season if the auditor's report in respect of the annual financial statements or interim financial statements submitted in accordance with F.01 and F.02 includes, regarding the going concern, an emphasis of matter, a key audit matter or a qualified opinion/conclusion.

2. Future financial information must cover the period commencing immediately after the later of the annual accounting reference 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.

Future financial information consists of:

a budgeted balance sheet, with comparative figures for the immediately preceding reporting period and interim period (if applicable);

b. a budgeted profit and loss account/income statement, with comparative figures for the immediately preceding reporting period and interim period (if applicable);

c. a budgeted cash flow statement, with comparative figures for the immediately preceding reporting period and interim period (if applicable);

d. explanatory notes, including a brief description of each of the significant assumptions (with reference to the relevant aspects of historic financial and other information) that have been used to prepare the future financial information, as well as of the key risks that may affect the future financial results.

4. Future financial information must be prepared, as a minimum, on a quarterly basis.

5. Future financial information must be prepared in a way that is consistent with the audited annual financial statements and follows 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 of must be disclosed.

6. Future financial information must meet the minimum disclosure requirements as set out in Annex G and the accounting principles as set out in Annex H. Additional line items or notes must be included if they provide clarification or if their omission would make the future financial information incomplete and/or inaccurate.

7. Future financial information with the assumptions upon which they are based must be approved by the licence applicant's management. This must be evidenced by way of a declaration by the licence applicant's management that the future financial information submitted is complete, accurate and in compliance with the regulations.

ANNEX A: Core Process 2022 / 23

Thursday, 1 September 2022	<p>Core Process begins.</p> <p>Updated Regulations sent to all FAW Tier 1 & 2 clubs.</p> <p>FAW Tier 1 & 2 clubs invited to apply for Tier 1 Licence, via COMET.</p> <p>Tier 1 Licence application costs £350.00.</p>
Friday, 30 September 2022	<p>Deadline to apply for a Tier 1 Licence.</p>
October, November & December 2022	<p>Site visits for Stadium Audit and / or online meetings to take place with all Applicant Clubs.</p>
Saturday, 31st December 2022	<p>Deadline for non-Cymru Premier clubs to apply for any necessary planning permission in relation to infrastructure developments.</p>
Tuesday, 28 February 2023	<p>Clubs to inform Licensor of any Overdue Payables due to clubs, employees, and social / tax authorities.</p> <p>Deadline for submission of audited accounts if feedback from expert is required.</p>

Wednesday, 1st March 2023	Deadline for submission of groundsharing agreements, in accordance with the FAW Pyramid Regulations.
Monday, 27 March to Friday, 31 March 2023	Final assessment of stadiums to ensure that it meets the Infrastructure Criteria (if required). There will be no further opportunity for Tier 1 clubs to carry out infrastructure work after this date.
Friday, 31 March 2023	Deadline for submission of all documents.
Thursday, 6 April 2023	First Instance Body meeting.
Sunday, 16 April 2023	Deadline to submit appeal.
Tuesday, 18 April 2023	Deadline to submit all appeal documents.
Thursday 20 April 2023	Appeals Body meeting.
Wednesday, 31 May 2023	FAW Licensing Manager submits the list of FAW Tier 1 Licensed clubs to the FAW Board.

ANNEX B: Emergency Medical Room – Equipment

An Emergency Medical Room must be provided for all FAW competitions. This room should be located close to the changing rooms and large enough to allow stretcher access and should include the following equipment:

- 1 examination/treatment table or couch.
- 2 chairs
- 1 washbasin with clean running water
- Paper towels
- Suitable waste bin
- Sharps box
- Hand gel
- Alcohol swabs/wound cleaning solution
- Medical gloves (sterile and non-sterile)
- Tooth transport container
- Foil blankets
- Emergency Action Plan-mounted on the wall

Pitchside Medical Equipment

The following equipment should be provided in an emergency bag and made available at pitchside for the appropriate member of staff who has completed the qualifications as set out in Criteria P.05. This should be available for all FAW and UEFA competitions:

- Handheld suction device
- Respiratory resuscitators with masks and airways
- Lubricant
- Stethoscope
- Pulse oximeter
- Portable oxygen cylinder
- Oxygen masks
- Pocket mask
- Bag valve mask
- Spacer device for bronchodilators
- Infusion equipment with administration sets and solutions
- Blood Pressure monitor with cuff sizes
- Blood sugar gauge
- Tourniquet
- Triangular bandage
- Adhesive fixing materials
- Pupil lamp
- IV cannula of various gauges
- Strong heavy duty scissors

Disinfection equipment
Disposable gloves
Sterile gloves
Sharps box
Protective goggles

The following equipment must be also available pitchside for all FAW & UEFA competitions:

Defibrillator (AED)
Spinal board, scoop stretcher or vacuum mattress with compatible fixing equipment (side head supports and straps) to permit adequate and safe evacuation from the field of play.
Cervical collars
Box splints and/or vacuum splints
Sam splint
Basket stretcher

ANNEX C: Doping Control Room (A)

There must be a Doping Control station for all Cymru Premier matches, for UKAD (UK Anti-Doping) to test players.

The facility must provide the following;

Private toilet area

Sample Taking Area for the UKAD representatives

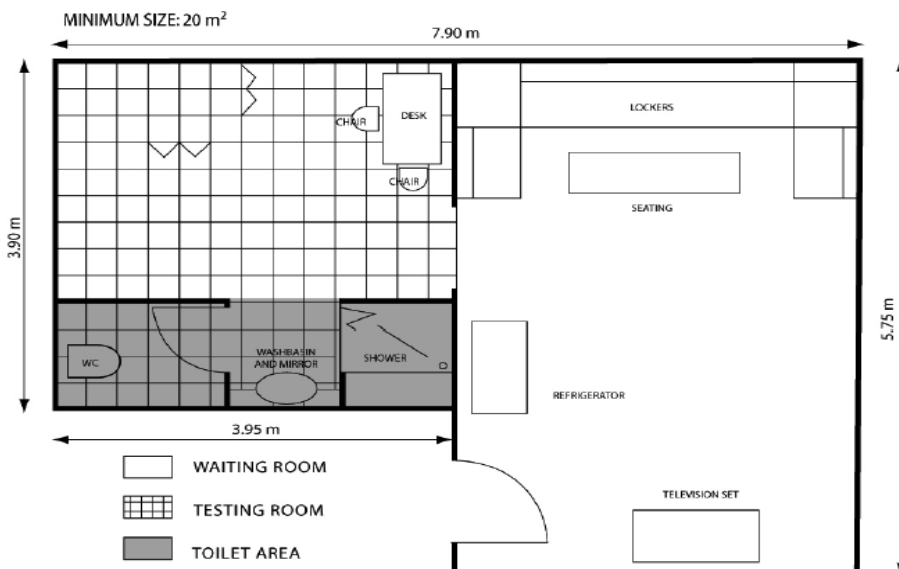
Waiting Area with chairs for 4 people.

NB: A screen, which cannot be seen through, is permitted to provide privacy between the three areas.

ANNEX D: Doping Control Room (B)

1. The Stadium must be equipped with a dedicated doping control station which meets the requirements set out in the diagram below.
2. The doping control station must be near the team dressing rooms and inaccessible to the public and the media.
3. It must be at least 20m² and comprise a waiting room, testing room and toilet area, all adjoining.
4. The waiting room must form part of or be immediately adjacent to the testing room (a partition dividing the two areas is also acceptable). It must contain sufficient seating for eight people, clothes-hanging facilities or lockers, and a refrigerator.
5. The testing room must contain one table, four chairs, a sink with running water, a lockable cabinet and a toilet area (adjacent to the room or in the room itself).

The toilet area must be within the testing room, or immediately adjacent and with direct private access to the testing room. It must contain a seated toilet, a sink with running water and, if possible, a shower.



ANNEX E: Camera Requirements and Positions

The Stadium's main camera platform must be a permanent structure. Any scaffold type permanent construction must be approved by an independent expert. A temporary structure will not be considered as an alternative option.

It is recommended that the gantry is a minimum of 7m in length and 2.2m in depth, which satisfies the broadcasters requirements. If the gantry is less than these dimensions, the broadcaster will confirm to the Licensor whether it is deemed acceptable or otherwise.

The main camera platform must clearly be able to see all areas of the pitch, including near touchlines without the broadcast cameras having to operate at extreme angles and both near side corner flags. (Please note the reference diagrams for angles and further explanation).

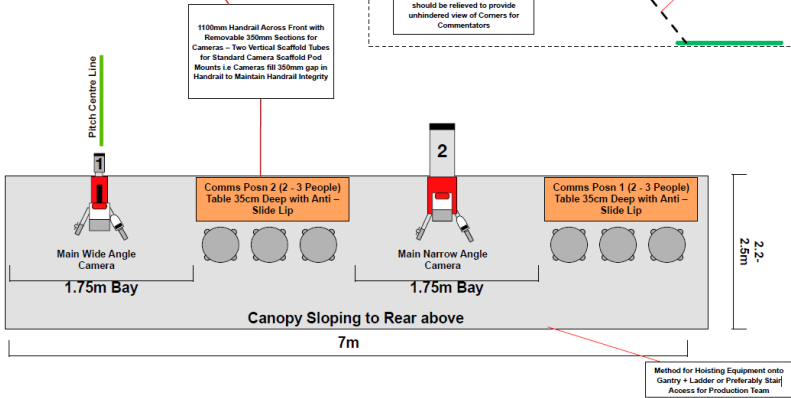
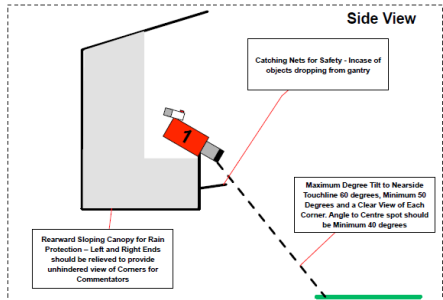
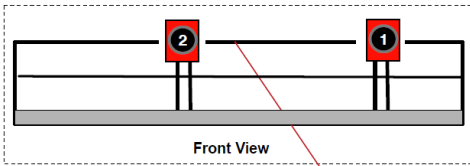
The main camera platform must have appropriate access from ground level as approved by the host broadcaster. Any new build must have stairs as access/egress for TV personnel and equipment as approved by the host broadcaster. Cat-Arm for equipment's access will be acceptable in some cases after consultation with the broadcaster. (Minimum weight on Cat Arm).

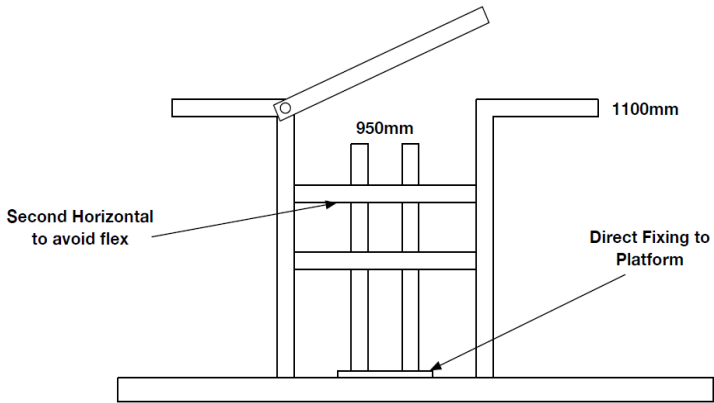
The gantry is recommended to be positioned 1.5m to the left or the right of the centre line, with the remaining length running in the opposite direction. This would be large enough to accommodate 2 x Cameras (one on the centreline and 2 x Commentary positions).

It is recommended that the camera platform must be a minimum of 4.5m to walkway level, but more importantly are the camera angles to good coverage, as per the plan below.

Below the gantry and as close to the centre line as possible a 2m square area would be required for the ground level personality / player camera. If possible, a small raised platform to achieve clear views over touchline staff is recommended.

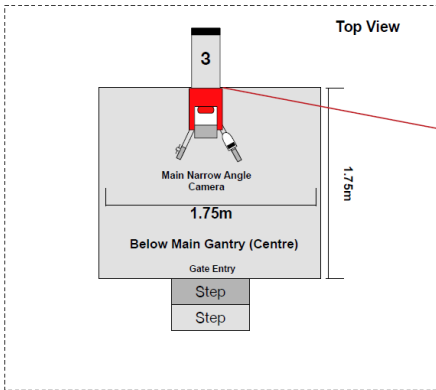
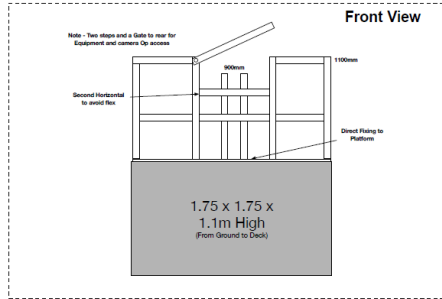
Example Camera Gantry - FAW Spec





Example of Gantry Pods on Permanent Installation

Example of Personality Camera Platform Below main Camera Gantry – Football/Rugby



1100mm Handrail Across Front with Removable 350mm Sections for Camera - Two Vertical Scaffold Tubes for Standard Camera Scaffold Pod Mounts i.e. Cameras fit 350mm gap in Handrail to Maintain Handrail Integrity

ANNEX F: Determination of the auditor and auditor's assessment procedures

Principle

1. The auditor must be independent and in compliance with the International Federation of Accountants (IFAC) Code of Ethics for Professional Accountants.
2. The auditor must be a member of one of the relevant IFAC member bodies. If there is no member of the IFAC within a Licence Applicant's territory, the Licence Applicant is required to use an independent auditor who is permitted by national law to carry out audit work.

Assessment procedures

1. The auditor must audit the annual financial statements The auditor's report must:
 - a) include a statement confirming that the audit was conducted in accordance with the International Standards on Auditing or relevant UK auditing standards or practices where these comply with, as a minimum, the requirements of the International Standards on Auditing; and
 - b) be submitted to the Licensor together with the annual financial statements to form a basis for the licensing decision.
2. The auditor must assess Supplementary Information, if any. The auditor's report of factual findings must:
 - a) include a statement confirming that the assessment was conducted by way of agreed-upon procedures according to the International Standard on Related Services (ISRS) 4400 or relevant UK standards or practices where these comply with, as a minimum, the requirements of ISRS 4400 and
 - b) be submitted to the Licensor together with the Supplementary Information to form a basis for the licensing decision.
3. The auditor must assess Supplementary Information and / or restated financial statements, if any. The auditor's report of factual findings must:
 - a. describe the procedures prescribed by the licensor and the findings in respect of each;
 - b) include a statement confirming that the assessment was conducted by way of agreed-upon procedures according to the International Standard on Related Services (ISRS) 4400 or relevant national standards or practices where these comply with, as a minimum, the requirements of ISRS 4400; and
 - c) be submitted to the Licensor together with the Supplementary Information to form a basis for his licensing decision.

4. Financial information other than that defined in paragraphs 1 to 3 above may be assessed by an auditor. In this case, the auditor's report must:

- a) include a statement confirming that the assessment was conducted either:
 - i) by way of agreed-upon procedures according to the International Standard on Related Services (ISRS) 4400 or relevant national standards or practices where these comply with, as a minimum, the requirements of ISRS 4400; or
 - ii) for the assessment of future financial information (if applicable), according to the International Standards for Assurance Engagements (ISAE) 3400 or relevant national standards or practices where these comply with, as a minimum, the requirements of ISAE 3400; and
- b) be submitted to the Licensor together with the relevant documentation to form a basis for his licensing decision.

ANNEX G: Disclosure requirements for the financial statements

Principle

1. Notwithstanding the requirements of UK accounting practice, the International Financial Reporting Standards or the International Financial Reporting Standard for Small and Medium-sized Entities, the financial criteria of these regulations require Licence Applicants to present a specific minimum level of financial information to the Licensor, as set out in the Financial criteria.

2. Each component of the financial statements must be identified clearly. The following information must be displayed prominently, and repeated where necessary within the financial statements, for a proper understanding of the information presented:

- a) The name (and legal form), domicile and business address of the Reporting Entity/Entities and any change in that information since the previous annual accounting reference;
- b) Whether the financial information covers the individual Licence Applicant / Licensee or a group of entities or some other combination of entities, and a description of the structure and composition of any such group or combination;
- c) The Annual Accounting Reference and the period covered by the financial information (for both current and comparative information); and
- d) The presentation currency.

3 If the annual financial statements and/or interim financial statements are not in compliance with the disclosure requirements set out in Annex G, then the licence applicant must also submit to the licensor:

- a. supplementary information to meet the disclosure requirements set out in Annex G;
- b. an assessment report provided by the same auditor that signs the annual financial statements and/or interim financial statements by way of agreed-upon procedures prescribed by the licensor in respect of the completeness and accuracy of the restated financial statements.

Balance sheet

1. The minimum disclosure requirements for balance sheet items are stated below.

Assets

- i) cash and cash equivalents
- ii) accounts receivable from player transfers (current and non-current)
- iii) accounts receivable from group entities and other related parties (current and non-current)

- iv) other current accounts receivable
- v) tax assets (current and non-current)
- vi) inventories
- vii) other assets (current and non-current)
- viii) tangible assets
- ix) intangible assets – player registrations
- x) intangible assets – other
- xi) investments

Liabilities

- xii) bank overdrafts
- xiii) bank and other loans (current and non-current)
- xiv) accounts payable to group entities and other related parties (current and non-current)
- xv) accounts payable relating to player transfers (current and non-current)
- xvi) accounts payable to employees (current and non-current)
- xvii) accounts payable to social/tax authorities (current and non-current)
- xviii) accruals and deferred income (current and non-current)
- xix) other tax liabilities (current and non-current)
- xx) other current accounts payable
- xxi) provisions (short term and long term)
- xxii) other liabilities (current and non-current)

Net assets/liabilities

- xxiii) net assets/liabilities

Equity

- xxiv) share/fund capital
- xxv. revaluation reserve
- xxv) retained earnings
- xxvi) other reserves

2. Management may consider that line items (i) to (xxvi) are best presented on the face of the balance sheet or in the notes.

Profit and loss account

1. The minimum disclosure requirements for the profit and loss account are stated below:

- a) revenue
- b) gate receipts

- c) sponsorship and advertising
- d) broadcasting rights
- e) commercial activities
- f) UEFA solidarity and prize money
- g) grants / subsidies from national football body or government
- h) other operating income
- i) total revenue (sum of items i to vii)

Expenses

costs of sales/materials
 employee benefit expenses (players and other employees)
 depreciation and impairment of tangible assets
 amortisation and impairment of intangible assets (excluding player registrations)
 other operating expenses
 total operating expenses (sum of items ix to xiii)

Player registrations

xv. Amortisation of player registrations and impairment of player registrations
 xvi. Profit/loss on disposal of player registrations
 xvii. Other transfer income/expenses
 xviii. Total net result of accounting for player registrations (sum of items xv and xvii)

Other

xix. Profit/loss on disposal of tangible assets
 xx. Finance income and expense
 xxi. Non-operating income/expense
 xxii. Tax income/expense
 xxiii. Net result (sum of items viii, xiv, xviii and xix to xxii)

Management may consider that line items (i) to (xxiii) are best presented on the face of the profit and loss account or in the notes.

Cash flow statement

1. The cash flow statement must report cash flows for the financial period, classified separately as stated below.

Cash flow from operating activities

Operating activities are the principal revenue-producing activities of the entity and other activities that are not investing or financing activities. Therefore, they generally

result from the transactions and other events that enter into the determination of net result. The minimum disclosure requirements are stated below:

Net cash inflow/outflow from operating activities

Cash flows from investing activities

Investing activities are the acquisition and disposal of long-term assets (including player registrations) and other investments not included in cash equivalents. The entity must report separately major classes of gross cash receipts and gross cash payments arising from investing activities. The minimum disclosure requirements are stated below:

Cash inflow/outflows from acquisition/disposal of player registrations

Cash inflow/outflows from acquisition/disposal of tangible assets

Other cash inflow/outflows from investing activities

Cash flows from financing activities

Financing activities are activities that result in changes in the size and composition of the contributed equity share capital and borrowings of the entity. The entity must report separately major classes of gross cash receipts and gross cash payments arising from financing activities. The minimum disclosure requirements are stated below.

Cash inflow/outflows from borrowings – shareholders and related party

Cash inflow/outflows from borrowings – financial institutions

Cash inflow from increase of capital/equity

Cash outflows from dividends paid to owners/shareholders

Other cash inflow/outflows from financing activities

Other cash flows

Cash flows from interest and dividends received and paid must each be disclosed separately. Each must be disclosed in a consistent manner from period to period as either operating, investing or financing activities.

Cash flows arising from taxes on income must be disclosed separately and classified as cash flows from operating activities unless they can be appropriately and specifically identified as financing and investing activities.

2. The components of cash and cash equivalents must be disclosed and a reconciliation of the amounts in the cash flow statement presented, with the equivalent items reported in the balance sheet.

Notes to the financial statements

1. Notes to the annual financial statements must be presented in a systematic manner. Each item on the face of the balance sheet, profit and loss account and cash flow statement must be cross-referenced to any related information in the notes. The minimum requirements for disclosure in notes are as follows:

a) Accounting policies

The basis of preparation of the financial statements and a summary of the significant accounting policies used.

b) Tangible assets

Each class of tangible asset must be disclosed separately (e.g. property, stadium and equipment, right-of-use assets)

The following information must be disclosed for each class of tangible asset:

- i) the gross carrying amount and the accumulated depreciation (aggregated with accumulated impairment losses) at the beginning and end of the period; and
- ii) a reconciliation of the carrying amount at the beginning and the end of the period, showing additions, disposals, increases or decreases during the period resulting from revaluations, impairment losses recognised in the profit and loss account during the period (if any), impairment losses reversed in the profit and loss account during the period (if any) and depreciation.

The depreciation methods and useful lives (or depreciation rates) used must be disclosed in the accounting policy notes.

c) Intangible assets

Each class of intangible asset must be disclosed separately (e.g. player registrations, goodwill, other intangible assets).

The following information must be disclosed for each class of intangible asset:

- i) the gross carrying amount and the accumulated amortisation (aggregated with accumulated impairment losses) at the beginning and end of the period; and
- ii) a reconciliation of the carrying amount at the beginning and the end of the period, showing additions, disposals, decreases during the period resulting from impairment losses recognised in the profit and loss account during the period (if any) and amortisation. See Annex G for further information on accounting requirements for player registrations.

d) Pledged assets and assets under reservation of title

i. The reporting entity must disclose:

The existence and amounts of restrictions on title, and property, plant and equipment (such as the stadium and training facilities) pledged as security for liabilities or contingent liabilities;

- ii. The existence and carrying amounts of intangible assets whose title is restricted and the carrying amount of intangible assets (such as player registrations) pledged as security for liabilities or contingent liabilities; and
- iii. The existence and carrying amount of financial assets and/or amount of future income (such as receivables and future income in respect of disposal of a player's registration, competition distributions/prize money, season ticket and other gate receipts, broadcasting rights and sponsorship arrangements) pledged as security for liabilities or contingent liabilities.

e) Investments

Investments must include investments in subsidiaries, jointly controlled entities and associates. In respect of investments in subsidiaries, jointly controlled entities and associates, the following information must be disclosed as a minimum for each investment:

- i) name;
- ii) country of incorporation or residence;
- iii) type of business/operations of the entity;
- iv) proportion of ownership interest;
- v) if different, proportion of voting power held; and
- vi) description of the method used to account for the investments

f) Bank overdrafts and loans

For each class of financial liability the following must be disclosed:

- i) information about the extent and nature of the financial instruments, including amounts and duration and any significant terms and conditions that may affect the amount, timing and certainty of future cash flows; and ii) the accounting policies and methods adopted, including the criteria for recognition and the basis of measurement applied.

g) Provisions

Provisions must be disclosed in separate classes. In determining which provisions may be aggregated to form a class, it is necessary to consider whether the nature of the items is sufficiently similar to be combined in a statement of a single amount. For each class of provision, the carrying amount at the beginning and end of the period, the amount utilised and any amount released, or credited, in the period must be disclosed.

h) Issued capital and reserves

Share capital, revaluation reserves and other reserves and retained earnings must be disclosed separately.

i) Share/fund capital in relation to share capital issued during the reporting period, the following must be disclosed:
number and type of shares issued;
share premium (if applicable) arising on the shares issued;
total amount raised as a result of the issuing of shares;
reason for the issuing of new shares.

Revaluation reserves Where items of property, stadium, equipment and/or intangible assets are stated at revalued amounts, the revaluation surplus, indicating the change for the reporting period and any restrictions on the distribution of the balance to shareholders, must be disclosed.

iii). Other reserves Any other form of reserves that is not contained in revaluation reserves, including any changes for the reporting period and any restrictions on the distribution of the balance to shareholders, must be disclosed.

iv) Retained earnings

The balance of retained earnings (i.e. accumulated profit or loss) at the beginning of the reporting period and at the balance sheet date, and the changes during the reporting period, must be disclosed.

Controlling party and ultimate controlling party

When the reporting entity is controlled by another party, the related party relationship and the name of that party must be disclosed and, if different, that of the ultimate controlling party. This information must be disclosed irrespective of whether any transactions have taken place between the controlling parties and the reporting entity.

j) Related party transactions

A related-party transaction means a transfer of resources, services or obligations between related parties, regardless of whether a price has been charged. A related-party transaction may or may not have taken place at fair value.

If there has been one or more related party transactions during the reporting period, the reporting entity must disclose the nature of the related party relationship, as well as information about the transaction(s) and outstanding balances, including commitments, necessary for an understanding of the potential effect of the relationship on the financial statements. Items of a similar nature may be disclosed in aggregate except when separate disclosure is necessary to understand the effects of related-party transactions on the financial statements of the reporting entity. As a minimum, disclosures must include for each related party:

- i) the amount and the nature of the transactions;
- ii) the amount of outstanding balances, including commitments, and:

their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement; and details of any guarantees given or received;

iii) provisions for doubtful debts related to the amount of outstanding balances; and
iv) the expense recognised during the period in respect of bad or doubtful debts due from related parties.

The disclosures required must be made separately for each of the following categories:

the parent
entities with joint control or Significant Influence over the reporting entity;
subsidiaries;
Associates;
joint ventures in which the reporting entity is a venturer;
key management personnel of the entity or its parent; and
other related parties

Confirmation that related party transactions were made on terms equivalent to those that prevail in arm's length transactions must be made if such terms can be substantiated.

k.) Contingent liabilities

Unless the possibility of any outflow in settlement is remote, for each class of contingent liability the reporting entity must disclose a brief description of the nature of the contingent liability at the annual accounting reference date and, where practicable:

an estimate of its financial effect;
an indication of the uncertainties relating to the amount or timing of any outflow; and
the possibility of any reimbursement.

l) Events after the balance sheet date

Material non-adjusting events after the balance sheet date must be disclosed (the nature of the event and an estimate of its financial effect, or a statement that such an estimate cannot be made). Examples of such events are:

fixed-term borrowing approaching maturity without realistic prospects of renewal or repayment;
substantial operating losses;
discovery of material fraud or errors that show the financial statements are incorrect;
management determining that it intends to liquidate the entity or to cease trading, or that it has no realistic alternative but to so do;
player transactions where the amounts paid or received are material;

transactions relating to property – for example, in relation to the club's Stadium.

m) Other disclosures

Agents/Intermediaries' fees

The total amount paid in the reporting period to or for the benefit of Agents/Intermediaries must be disclosed.

Tax expense

The components of tax expense must be disclosed separately. That is, the aggregate amount included in the determination of net profit or loss for the reporting period in respect of current and/or deferred tax.

Miscellaneous

Any additional information or disclosure that is not presented on the face of the balance sheet, profit and loss account or cash flow statement, but is relevant to an understanding of any of those statements and/or is required to meet the minimum financial information requirements, must be disclosed.

2. Notes to the interim financial statements consist as a minimum, of:

- a.) statement that the same accounting policies and methods of computation are followed in the interim financial statements as in the most recent annual financial statements or, if those policies or methods have been changed, a description of the nature and effect of the change; and
- b. notes equivalent to those in the annual financial statements as defined in paragraph F.5.1; and
- c. disclosure of any events or transactions that are material to an understanding of the interim period.

Player identification table

1. All Licence Applicants must prepare and submit to the Licensor a player identification table.

2. The player identification table must be provided to the auditor, who must reconcile the aggregate figures in the player identification table to the relevant figures in the balance sheet and profit and loss account in the audited annual financial statements and interim financial statements. However, the player identification table does not need to be disclosed within the annual financial statements or interim financial statements.

3. The minimum information to be included in the player identification table in respect of each relevant player is as follows:

- a) Name and date of birth;
- b) Start date of original player contract and end date of current contract;

- c) Costs Of Acquiring The Player's Registration,.
- d) Accumulated amortisation brought forward and as at the end of the period;
- e. Amortisation of the player's registration in the period;
- f. Impairment of the player's registration in the period;
- g. Disposal of the player's registration (cost and accumulated amortisation);
- h) Net book value (carrying amount);
- i) Profit/(loss) from disposal of player's registration and
- j) Sell-on rights (or similar), i.e description and (if possible) quantification of any sell-on rights to a football club that formerly held the players' registration excluding training compensation and/or solidarity contributions.

4. Relevant players, about whom details are required in the table, are:

- a) all players whose registration is held by the Licence Applicant at any time during the period and in respect of whom some direct acquisition cost has been incurred (at some point in time in the reporting period or prior periods); and
- b) all players in respect of whom some income/profit (or loss) has been recognised (at some point in time in the reporting period).

5. For Licence Applicants who have restated player accounting figures to meet the accounting requirements of these regulations, these aggregate figures from the player identification table must agree with/be reconciled to the restated figures in the supplementary information.

Financial review by management

The annual financial statements must include a financial review or commentary by management (sometimes referred to as a directors' report) that describes and explains the main features of the reporting entity's financial performance and financial position and the principal risks and uncertainties it faces.

The annual financial statements must also include the names of persons who were members of the executive body, or board of directors, and of the supervisory bodies of the reporting entity at any time during the year.

ANNEX H: Accounting requirements for the preparation of financial statements

G.1 Principles

1. Financial statements must be based on the accounting standards required by UK legislation for incorporated companies – either the applicable financial reporting framework of the UK, the International Financial Reporting Standards for the International Financial Reporting Standard for Small and Medium-sized Entities– regardless of the legal structure of the Licence Applicant.
2. Financial statements must be prepared on the assumption that the Licence Applicant is a going concern meaning it will continue in operation for the foreseeable future. It is assumed that the Licence Applicant has neither the intention nor the necessity to go into liquidation, cease trading or seek protection from creditors pursuant to laws or regulations.
3. The financial reporting framework suitable as a basis for the preparation of financial statements, must contain certain underlying principles including:
 - a) fair presentation;
 - b) consistency of presentation;
 - c) accrual basis for accounting;
 - d) separate presentation of each material class of items;
 - e) no offsetting of assets and liabilities or income and expenses.
4. Notwithstanding that each Licence Applicant has to prepare audited annual financial statements and interim financial statements under its own National Accounting Practice for incorporated companies, the International Financial Reporting Standards or the International Financial Reporting Standard for Small and Medium-sized Entities, these regulations include specific accounting requirements to be complied with.
5. If the annual financial statements and/or interim financial statements are not in compliance with the accounting requirements set out in Annex H, then the licence applicant must also submit to the licensor:
 - a. restated financial statements to meet the accounting requirements set out in Annex G, covering the same period and including comparative amounts for the previous comparative period;
 - b. a declaration by the licence applicant's management that the restated financial statements are complete, accurate and in compliance with the regulations; and
 - c. an assessment report provided by the same auditor that signs the annual financial statements and/or interim financial statements by way of agreed-upon procedures prescribed by the licensor in respect of the completeness and accuracy of the restated financial statements.

6. Restated financial statements must include:

- a. a restated balance sheet as at the end of the period;
- b. a restated profit and loss account/income statement for the period;
- c. a restated statement of changes in equity for the period; and
- d. notes, comprising a summary of significant accounting policies, other explanatory notes, and a note (or notes) reconciling the balance sheet and profit and loss account/income statement between the restated financial statements and the relevant annual financial statements or interim financial statements.

2. Consolidation/combination requirements

- 1. The financial information of all entities must be either combined or consolidated as if they were a single company.
- 2. Consolidated financial statements are the financial statements of a group in which the assets, liabilities, equity, income, expenses and cashflows of the parent and its subsidiaries as those of a single company.
- 3. Combined financial statements are those that include information about two or more commonly controlled entities without information about the controlling entity.

3. Accounting requirements for the permanent transfer of a player's registration

1 The acquisition of a player's registration must be recognised in the financial statements when all significant conditions for the transfer to take place have been satisfied, i.e. it is effectively unconditional, which means that there must be a legally binding agreement between the two clubs and between the acquiring club and the player.

2 The disposal of a player's registration must be recognised in the licence applicant's financial statements when all significant conditions for the transfer to take place have been satisfied, i.e. it is effectively unconditional and the risks and rewards have been transferred to the new club.

3 Licence applicants that capitalise the costs of a player's registration as an intangible asset must apply certain minimum accounting requirements as described in paragraphs 4, 5 and 6 of this part G.3. A licence applicant can expense the costs of a player's registration rather than capitalise them as an intangible asset if this is permitted under national accounting practice.

The minimum accounting requirements for Licence Applicants that capitalise the costs of acquiring a player's registration as an intangible asset, are as follows:

- a. Only the directly attributable costs of a player's registration can be capitalised as an intangible asset. For accounting purposes, the carrying value of an individual player must not be revalued upwards, even though a licence applicant's management may believe market value is higher than carrying value. In addition, whilst it is acknowledged that a licence applicant may be able to generate some value from the

use and/or transfer of locally trained players, for accounting purposes costs relating to a licence applicant's own youth sector must not be included in the balance sheet – as only the costs of a player's registration are to be capitalised. All forms of consideration to and/or benefit of players (such as sign-on fees) must be treated as employee benefit expenses and not costs of a player's registration. Finance costs arising in respect of borrowings are treated as finance costs and are not costs of a player's registration even if the borrowings were obtained to help finance the acquisition of player registrations.

Amortisation costs of player registrations must begin when the player's registration is acquired. Amortisation ceases when the asset is fully amortised or derecognised (i.e. the registration is considered as being permanently transferred to another club), whichever comes first.

In respect of each individual player's registration, the depreciable amount must be allocated on a systematic basis over its useful life. This is achieved by the systematic allocation of the cost of the asset as an expense from the date the player's registration is acquired and over the period of the player's contract. If the period of a player's contract with the club is extended, then the intangible asset carrying value of the player's registration plus any additional directly attributable contract negotiation costs (e.g. agent/intermediary fees) are to be amortised over the extended period of the player's contract or over the remaining period of the original contract.

All capitalised player values must be reviewed for impairment each year by the licence applicant's management. If the recoverable amount for an individual player is lower than the carrying amount on the balance sheet, the carrying amount must be adjusted to the recoverable amount and the adjustment charged to the profit and loss account as an impairment cost. It is recommended that each Licensor requires each of its Licence Applicants to apply consistent accounting policies in respect of player registration costs.

In exceptional circumstances when it becomes clear by the annual accounting reference date that:

a player will not be able to play again with the club, for example if he suffers a career-threatening injury or he is permanently unable to play professional football, then the net book value of the player's registration on the balance sheet must be fully impaired in that reporting period. The following events do not represent a cause for recognising impairment loss:

A player suffers an injury in a reporting period and is temporarily unable to play professional football with the club, or;

A player suffers a decline in fitness or ability and is not selected for participation in first-team matches.

In this regard, future wages of players suffering from a career-threatening injury or he is permanently unable to play professional football must continue to be recognised as employee benefits expenses throughout the duration of the player's contract.

The management of the club is committed to permanently transfer the registration of a player and the transfer occurs just after the annual accounting reference, then the net book value of the player's registration on the balance sheet can be impaired if the disposal proceeds for the permanent transfer of the player's registration to the new club is lower than his net book value. The accounting principle must be disclosed in the financial statements and must be applied consistently from one accounting period to another.

The profit/(loss) on the disposal of a player's registration to another club to be recognised in the profit and loss account is the difference between the disposal proceeds (net of any sales costs) and the residual carrying value of the player's registration in the balance sheet as at the date of the transfer.

Profit/loss on disposal of a player's registration must be calculated net of any amounts paid and/or payable that are directly attributable to the disposal of the player's registration, comprising:

- a. realised conditional transfer compensation for amounts which have become payable on the disposal of the player's registration (e.g. sell-on fee payable to another club);
- b. any other directly attributable amounts paid and/or payable to another party such as another football club, agent/intermediary, or national football association/league.

The licence applicant must apply the following adjustments in respect of the permanent transfer of a player's registration between clubs that are related parties:

- a. The club that has transferred in the player's registration must calculate the cost of acquiring the player's registration – for the calculation of an amortisation charge for the reporting period (for clubs using the capitalisation and amortisation method of accounting for player registrations) or for the costs of the player's registration (for clubs using the income and expense method of accounting for player registrations) – using the greater of the following amounts: i. The actual transaction cost of acquiring the player's registration; ii. The historical costs of the player's registration in the financial statements of the club that has transferred out the player. If the calculated amortisation charge is greater than the recorded amortisation charge or the calculated costs of the player's registration are greater than the recorded costs of the player's registration, then an appropriate adjustment must be made so that the difference is recognised in the restated financial statements.
- b. The club that has transferred out the player's registration must calculate the disposal proceeds of the player's registration – for the calculation of the profit on disposal of the player's registration (for clubs using the capitalisation and amortisation

method of accounting for player registrations) or for the income from the player's registration (for clubs using the income and expense method of accounting for player registrations) – using the lower of the following amounts: i. The actual transaction proceeds on disposal; ii. The net book value in respect of the costs of the player's registration in its financial statements. If the calculated profit on disposal is lower than the recorded profit on disposal or the calculated income from the player's registration is lower than the recorded income from the player's registration, then an appropriate adjustment must be made so that the difference is recognised in the restated financial statements.

The above accounting requirements apply by analogy to any other personnel, e.g. head coach, and release income/costs or similar paid to another club.

4. Accounting requirements for the temporary transfer of a player's Registration

1. The minimum accounting requirements for Licence Applicants that have transactions in respect of the temporary transfer of a player's registration (loan) are as follows:

2. Loan fees received/paid must be reported as player transfer income/expense.

3. Loan of a player from the lender club to the new club with no obligation/option to Buy

The loan fees received/receivable by the lender club, if any, must be recognised as income over the period of the loan arrangement. The lender club will continue to recognise the original Costs Of Acquiring The Player's Registration as an intangible asset on its balance sheet and to allocate systematically the cost of the asset as an amortisation expense over the period

The loan fees paid/payable by the new club, if any, must be recognised as an expense over the period of the loan arrangement. If the player's salary is taken over by the new club, it must be recognised as an employee benefits expense over the player's loan term.

4. Loan of a player from the lender club to the new club with an unconditional obligation to buy

The loan must be reflected by the lender club as a permanent transfer and the player's registration rights must be derecognised from its intangible assets. The proceeds from the loan and from the future permanent transfer must be recognised from the inception of the loan agreement.

The direct costs of the loan and the future permanent transfer for the new club must be recognised by the new club in accordance with the accounting requirements for permanent acquisition of a player's registration.

5. Loan of a player from the lender club to the new club with an option to buy

The transaction must be recorded as a loan by the lender club until the option is exercised by the new club. When the option is exercised, any remaining proceeds of the loan and proceeds of the future permanent transfer must be recognised in accordance with the accounting requirements for the permanent disposal of player's registration.

When the option is exercised by the new club, any remaining costs of the loan and the costs of the future permanent transfer must be recognised by the new club in accordance with the accounting requirements for the permanent acquisition of a player's registration.

6. Loan of a player from the lender club to the new club with a conditional obligation to buy

If a condition is considered to be virtually certain, then the player's registration must be recognised by both clubs as a permanent transfer from the inception of the loan agreement.

If the fulfilment of a condition cannot be assessed with sufficient certainty to trigger the permanent transfer from the inception of the loan, then the player's registration must be recognised first as a loan and then as a permanent transfer once the condition is met.

7. The licence applicant must apply the following adjustments in respect of the temporary transfer of a player's registration between clubs that are related parties:

- a. The club that has temporarily transferred in the player's registration must calculate an expense amount in respect of the player for the reporting period using the greater of the following amounts: i. The actual transaction cost in the reporting period; ii. The aggregate amount of the amortisation charge in respect of the player's registration and the employee benefit expenses in respect of the player for the period of the loan as recorded in the financial statements of the club that has temporarily transferred out the player. If the calculated expense is greater than the recorded expense, then an appropriate adjustment must be made so that the difference is recognised in the restated financial statements.
- b. The club that has temporarily transferred out the player's registration must calculate an income amount in respect of the player for the reporting period using the lower of the following amounts: i. The actual transaction income in the reporting period; ii. The aggregate amount of the amortisation charge in respect of the player's

registration and the employee benefit expenses in respect of the player for the period of the loan as recorded in the financial statements of the club that has temporarily transferred out the player.

If the calculated income amount is lower than the recorded income, then an appropriate adjustment must be made so that the difference is recognised in the restated financial statements.

5. Accounting requirements for specific expense items

1. Incentive/bonus expenses for employees

All forms of consideration given by an entity in exchange for service rendered by an employee, including any bonuses and incentives such as performance related consideration, contract signing fees, and loyalty incentives, must be reported as employee benefits expenses.

Bonus and/or incentive payments that are payable in full by the club to a person with no further condition or service obligation (i.e. the club has no choice but to make the payments) must be recognised as employee benefits expenses when triggered.

Bonus and/or incentive payments that are dependent on a certain future condition being satisfied by the player and/or the club, such as a player's participation in matches and/or the club's competition performance, must be recognised as employee benefits expenses at the point in time when the condition has been satisfied or its fulfilment becomes highly probable.

Incentive and/or bonus to players when entering and/or extending an employment agreement with any condition or service obligation must be recognised on a systematic basis over the relevant period.

2. Termination benefits to employees

A club must recognise in full the expense of termination benefits to an employee when the club can no longer withdraw the offer of those benefits.

6. Accounting requirements for specific revenue items

Season tickets and similar revenues

Revenue in respect of season ticket sales or similar match-related sales must be recognised on a proportionate basis at the point in time when the relevant matches take place during the period.

2. Broadcasting rights and/or prize money revenues

Revenue in respect of broadcasting rights and/or other consideration for participation in a competition which are fixed considerations must be recognised on a proportionate basis at the point in time when the relevant matches take place during this period.

Revenue in respect of broadcasting rights and/or consideration for participation in a competition which are variable considerations dependent on certain conditions being satisfied by the club (such as competition performance bonuses) must be recognised at the point in time when the performance obligations are satisfied.

3. Sponsorship and commercial revenues

Revenue in respect of sponsorship rights and advertising which are fixed considerations must be recognised on a proportionate basis over the period covered by the sponsorship rights and / or advertising arrangements.

Revenue in respect of sponsorship rights and advertising which are variable considerations dependent on certain conditions being satisfied by the club (such as competition performance bonuses) must be recognised at the point in time when the performance obligations are satisfied.

Any non-cash consideration as part of a sponsorship contract and / or advertising must be measured at fair value.

4. Donations and grants / subsidies

A donation is an unconditional gift of consideration that must be recognised as other operating income when received.

Grants / subsidies must not be recognised in the accounts of the club until there is reasonable assurance that the club will comply with the conditions to receive the grant and the grant will be received. Then, a grant / subsidy must be recognised in profit and loss on a systematic basis over the reporting periods in which the club recognises as expenses the related costs for which the grants / subsidies were intended to compensate. Therefore, grants / subsidies in respect of specific expenses are recognised in profit and loss in the same reporting period(s) as the relevant expenses. Similarly, grants / subsidies related to depreciable assets are recognised in profit and loss over the reporting periods and in the proportions in which depreciation expenses on those assets is recognised. A grant / subsidy that becomes receivable as compensation for expenses or losses already incurred or for the purpose of giving immediate financial support with no future related costs must be recognised in profit or loss in the period in which it becomes receivable.

ANNEX I: Notion of 'overdue payables'

Payables are considered as overdue if they are not paid according to the contractual or legal terms.

Payables are not considered as overdue, within the meaning of these regulations, if the licence applicant/licensee (i.e. debtor) is able to prove by the applicable deadline, that:

- a. the relevant amount has been settled, i.e. either paid in full or offset against the creditor's obligations towards the debtor; or
- b. the deadline for payment of the relevant amount has been deferred (referred to as "amounts deferred" in these regulations), i.e. an agreement has been concluded in writing with the creditor to extend the deadline for payment (a creditor not requesting payment of an amount does not constitute an extension of the deadline); or
- c. the relevant amount is subject to a legal claim or open proceedings (referred to as "amounts disputed" in these regulations), meaning: i. the debtor has brought a legal claim which has been deemed admissible by the competent authority under national law or has opened proceedings with the national or international football authorities or relevant arbitration tribunal contesting liability in relation to the overdue payable, knowing that if the decision-making bodies (licensor or CFCB) consider that such claim has been brought or such proceedings have been opened for the sole purpose of avoiding the applicable deadlines set out in these regulations (i.e. in order to buy time), the amount will still be considered as an overdue payable; or ii. the debtor has contested to the competent authority under national law, the national or international football authorities or the relevant arbitration tribunal, a claim which has been brought or proceedings which have been opened against it by a creditor in respect of overdue payables and is able to demonstrate to the comfortable satisfaction of the relevant decision-making bodies (licensor or CFCB) that it has established reasons for contesting the claim or proceedings which have been opened, knowing that if the decision-making bodies (licensor or CFCB) consider the reasons for contesting the claim or proceedings as manifestly unfounded the amount will still be considered as an overdue payable; or
- d. the settlement of the relevant amount is pending (referred to as "amounts pending" in these regulations), meaning: the debtor has requested a competent authority, in writing and in accordance with the applicable law, to extend the deadline for payment of payables to social/tax authorities and the competent authority has confirmed in writing that this request has been deemed admissible and still pending by 31 March or by 15 July, 15 October and 15 January respectively or i. the debtor is able to demonstrate to the comfortable satisfaction of the relevant decision-making bodies (licensor or CFCB) that it has taken all reasonable measures to identify and pay the

creditor(s) in respect of training compensation and solidarity contributions (as defined in the FIFA Regulations on the Status and Transfer of Players).

ANNEX J: Licensor's assessment procedures

Principle

The Licensor defines the assessment procedures, ensuring equal treatment of all clubs applying for a Licence. It assesses the documentation submitted by the clubs, considers whether this is appropriate and determines to its reasonable satisfaction whether each criterion has been met and what further information, if any, is needed for each licence to be granted.

Assessment of the auditor's report on the financial statements

1. In respect of the annual financial statements and interim financial statements the Licensor must perform the following minimum assessment procedures;
 - a) Assess whether the reporting perimeter is appropriate for club licensing purposes.
 - b) Assess the information (annual financial statements that may also include supplementary information) submitted to form a basis for its licensing decision.
 - c) Read and consider the annual financial statements and interim financial statements and the auditor's report thereon.
 - d) Address the consequences of any modifications to the auditor's report (compared to the normal form of unqualified report) and/or deficiencies compared to the minimum disclosure and accounting requirements according to paragraph 2 below.
2. Having assessed the reporting perimeter and the auditor's report on the annual financial statements and interim financial statements, the licensor must assess these according to the items below:
 - a) If the reporting perimeter does not meet the requirements of F.01 (b), the licence must be refused.
 - b) If the auditor's report has an unqualified opinion, without any modification, this provides a satisfactory basis for granting the Licence.
 - c) If the auditor's report has a disclaimer of opinion or an adverse opinion, the Licence must be refused, unless a subsequent audit opinion without disclaimer of opinion or adverse opinion is provided (in relation to another set of financial statements for the same financial year that meet the minimum requirements) and the Licensor is satisfied with the subsequent audit opinion.
 - d) If the auditor's report has, in respect of going concern, an emphasis of matter or a qualified 'except for' opinion, the Licence must be refused, unless either:
 - i) a subsequent audit opinion without going concern, an emphasis of matter, a key audit matters or qualification is provided, in relation to the same financial year; or
 - ii) additional documentary evidence demonstrating the Licence Applicant's ability to continue as a going concern until at least the end of the Licence Season has been provided to, and assessed by, the Licensor to its satisfaction. The additional documentary evidence must include, but is not necessarily limited to, the information described in the Future financial information criteria.

- e) If the auditor's report has, in respect of a matter other than going concern, an emphasis of matter or a qualified 'except for' opinion, then the Licensor must consider the implications of the modification for club licensing purposes. The Licence may be refused unless additional documentary evidence is provided and assessed to the satisfaction of the Licensor. The additional evidence that may be requested by the Licensor will be dependent on the reason for the modification to the audit report.
- f) If the auditor's report makes a reference to any situation defined in L.05 the licence must be refused.

If the Licence Applicant provides supplementary information, and / or restated financial statements, the Licensor must additionally assess the auditor's report on the agreed-upon procedures in respect of the supplementary information and/or restated financial statements. The licence may be refused if the auditor's report is not to the satisfaction of the licensor and/or includes reference to errors and/or exceptions found.

Assessment of licensing documentation for the net equity rule

In respect of the net equity rule, the licensor must perform the following minimum assessment procedures:

- a. Determine the net equity position as at the 31 December preceding the deadline for submission of the application to the licensor based on the annual financial statements or interim financial statements;
- b. Assess, if applicable, whether the subordinated loans meet the required conditions;
- c. If the net equity position as at the 31 December preceding the deadline for submission of the application to the licensor is negative, assess whether it has improved by at least 10% compared with the net equity position that enabled the licence applicant to satisfy the net equity rule in the previous year;
- d. If the equity rule is not fulfilled as at the 31 December preceding the deadline for submission of the application to the licensor, assess if the licence applicant has submitted by 31 March at the latest a new audited balance sheet, including any contributions made since 31 December, demonstrating that the net equity position has improved by at least 10% compared with the net equity position that enabled the licence applicant to satisfy the net equity rule in the previous year.

Assessment of licensing documentation for no overdue payables

In respect of the "no overdue payables" criteria to football clubs, employees, and social/tax authorities, the licensor may decide:

- a. to assess itself the information submitted by the licence applicant, in which case it must perform the assessment as set out in paragraph I.4.2; or
- b. to have independent auditors carry out the assessment procedures in accordance with ISRS 4400, in which case the licensor must assess the information submitted by the licence applicant (in particular the payables tables and corresponding supporting documents) and review the auditor's report.

The licensor may carry out any additional assessment it believes necessary, including by extending the sample or requesting additional documentary evidence from the licence applicant.

1.4.2 Notwithstanding whether the assessment is carried out by the licensor or an independent auditor in respect of the “no overdue payables” criteria to football clubs, employees and social/tax authorities, the following minimum procedures must be performed and described in the licensor’s or auditor’s report:

- a. Obtain the payables tables as at 31 March submitted by the licence applicant in respect of obligations due to be paid by 28 February (i.e. the transfers table, the employee table, the social/tax table and corresponding supporting documents);
- b. Perform the necessary steps (including determination of the sample size) to assess the completeness and accuracy of the reported balances and issue a conclusion with regard to each of the procedures performed;
- c. Check the completeness of any overdue balance reported by the licence applicant as at 28 February;
- d. Check the settlement of any overdue payables between 28 February and 31 March; and
- e. Identify any overdue balance as at 31 March.

1.4.3 In respect of the “no overdue payables” criterion in respect of UEFA and the licensor, the licensor must perform, as a minimum, the following assessment procedures:

- a. Review any information received from UEFA with regard to pending overdue amounts owed by the licensor’s affiliated clubs and check the settlement of any overdue balance between 28 February and 31 March; and
- b. Carry out any additional assessment and request any additional documentary evidence from the licence applicant it believes necessary.

Assessment of the written representation prior to the licensing decision

In respect of the written representation, the Licensor must read and consider the impact of any Significant Change that has occurred in relation to the club licensing criteria.

The Licensor must also read and consider the information in respect of any event or condition of major economic importance, in combination with the financial statements, future financial information and any additional documentary evidence provided by the Licence Applicant.

The Licensor must assess the club’s ability to continue as a going concern until at least the end of the Licence Season. The Licence must be refused if, based on the financial information that the Licensor has assessed, in the Licensor’s judgement, the Licence Applicant may not be able to continue as a going concern until at least the end of the Licence Season.

If the Licence Applicant (or the registered member of the UEFA member association which has a contractual relationship with the Licence Applicant) or any parent company of the Licence Applicant included in the reporting perimeter is/was seeking protection or has received/is still receiving protection from its creditors pursuant to laws or regulations within the 12 months preceding the Licence Season then the Licence must be refused. For the avoidance of doubt the Licence must also be refused even if the concerned entity is no longer receiving protection from its creditors at the moment the licensing decision is taken.

Assessment of the future financial information

In respect of future financial information, the licensor must assess whether or not the licence applicant exhibits the condition as defined in the Future Financial Information criteria. If the licence applicant is required to submit future financial information, the licensor may decide: a. to assess the information submitted by the licence applicant, in which case the licensor must perform the assessment according to paragraph I.6.2 below; or

b. to have independent auditors carry out the assessment procedures in accordance with ISRS 4400, in which case the licensor must review the auditor's report to ensure they performed the assessment procedures as described in paragraph I.6.2 below.

I.6.2 The assessment of future financial information must include, as a minimum, the following procedures: a) Check whether the future financial information is arithmetically accurate;

b. Determine, through discussion with the licence applicant's management and review of the future financial information, whether the future financial information has been prepared using the disclosed assumptions and risks; c) Check that the opening balances contained within the future financial information are consistent with the balance sheet shown in the immediately preceding audited annual financial statements;

d. Check that the future financial information has been formally approved by the executive body of the licence applicant by way of a declaration by the licence applicant's management that the documents submitted are complete, accurate and in compliance with these regulations;

e. If applicable, examine corresponding supporting documents, including agreements with sponsors, banking facilities, share capital increase, bank guarantees and minutes of board meetings.

The Licensor must assess the liquidity of the Licence Applicant (i.e. the availability of cash after taking account of financial commitments) and its ability to continue as a going concern until at least the end of the Licence Season. The Licence must be refused if, based on the financial information that the licensor has assessed, in the Licensor's judgement, the Licence Applicant may not be able to meet its financial commitments as they fall due and continue as a going concern until at least the end of the Licence Season.

Assessment of monitoring documentation for the solvency requirements

1.7.1 In respect of the monitoring documentation for the “no overdue payables” requirements (towards football clubs, employees and social/tax authorities), the licensor must perform, as a minimum, the following assessment procedures:

- a. Read the licensee’s completed payables information and make enquiries to the licensee if there is any information with regard to amounts payable to other clubs, employees and social/tax authorities that may be incomplete and/or inaccurate based on the licensor’s existing knowledge of the licensee from club licensing and/or other reasonable sources;
- b. Confirm that all requested supporting documents have been attached to the licensee’s submission.

The licensor must confirm to the CFCB and/or the UEFA administration the results of the above assessment procedures.

Assessment of monitoring documentation for the stability requirements

In respect of the monitoring documentation for the stability requirements, the licensor must assess whether or not the financial information submitted by the licensee corresponds to the information in respect of the same reporting entity/ entities submitted for club licensing purposes.

1.8.2 In addition, the licensor’s assessment must include, as a minimum, the following procedures: a. Check that the amounts in the monitoring documentation for the stability requirements and that the key balances identified by UEFA are consistent with the amounts contained in the annual financial statements and underlying accounting records; b. Check that the monitoring documentation for the stability requirements has been formally approved by the executive body of the licensee by way of a declaration by the licensee’s management that the documents submitted are complete, accurate and in compliance with these regulations.

1.8.3 The licensor must confirm to the CFCB and/or UEFA administration the results of the above assessment procedures.

Assessment of monitoring documentation for the cost control requirements

In respect of the monitoring documentation for the cost control requirements, the licensor must assess whether or not the financial information submitted by the licensee corresponds to the information in respect of the same reporting entity/ entities submitted for club licensing purposes.

In addition, the licensor’s assessment must include, as a minimum, the following procedures: a. Check that the amounts in the monitoring documentation for the cost control requirements and those identified by UEFA are consistent with the amounts contained in the annual financial statements and/or interim financial statements, and/or in the supplementary information if applicable, and in the underlying accounting records; b. Check that the monitoring documentation for the cost control requirements has been formally approved by the executive body of the licensee by

way of a declaration by the licensee's management that the documents submitted are complete, accurate and in compliance with these regulations.

I.9.3 The licensor must confirm to the CFCB and/or the UEFA administration the results of the above assessment procedures.

