



FA THAILAND



THAI
LEAGUE

CLUB LICENSING REGULATIONS 2021-2022

ระเบียบข้อบังคับว่าด้วยการขอใบอนุญาต
เข้าร่วมแข่งขัน พ.ศ. 2564 – พ.ศ. 2565

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DEFINITIONS

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

Agreed-upon procedures (AUP)	In an engagement to perform agreed-upon procedures, an auditor is engaged to carry out those procedures of an audit nature to which the auditor and the entity and any appropriate third parties have agreed and to report on factual findings. The recipients of the report must form their own conclusions from the report by the auditor. The report is restricted to those parties that have agreed to the procedures to be performed since others, unaware of the reasons for the procedures, may misinterpret the results.
Amortisation	The systematic allocation of the depreciable amount of an intangible asset over its useful life. For example, for the capitalized direct costs of acquiring a player's registration, the useful life is the contract life.
Annual financial statements	A complete set of financial statements prepared as at the statutory closing date, normally including a balance sheet, profit and loss account, a statement of cash flows and those notes, other statements and explanatory material that are an integral part of the financial statements.
Assessment process	See Core Process
Audit	The objective of an audit of financial statements is to enable the auditor to express an opinion whether the financial statements are prepared, in all material respect, in accordance with an identified financial reporting framework. The phrases used to express the auditor's opinion are "give a true and fair view" or "present fairly, in all material respects", which are equivalent terms. A similar objective applies to the audit of financial or other information prepared in accordance with appropriate criteria. In an audit engagement, the auditor provides a high but not absolute, level of assurance that the information subject to audit is free of material misstatement. This is expressed positively in the audit report as reasonable assurance.
Budget	The schedules containing an entity's future financial information, based on management's assumptions about events that may occur in the future and possible actions by an entity.
CAS	The independent arbitration tribunal known as the Court of Arbitration for Sport and which is established in Lausanne, Switzerland.

Cash and cash equivalents	Cash comprises cash on hand and demand deposits. Cash equivalents are short term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.
Club Administrator	An account created for the exclusive use of the Licence Applicant's legal representative, namely the CEO, to access the CLAS.
Consolidated financial Statement	Financial statements of a group presented as those of a single economic company.
Control	The power to govern the financial and operating policies of an entity so as to obtain benefits from its activities.
Core Process	Minimum requirements that the Licensor has to put in place for verification of compliance with the criteria described in the regulations as basis for the issuance of a licence to an applicant.
Criteria / Criterion	Requirements to be fulfilled by the Licence Applicant divided into six categories (sporting; infrastructure; personnel and administrative; legal, financial and business), with each category being split into three grades: A, B, C (mandatory and best practice recommendation).
Deadline for submission of the list of licensed applicants to AFC	The date by which each Licensor must submit to AFC the list of applicants that were granted with a licence by the national decision-making bodies. This date is defined by AFC each year and announced to the Licensors.
Deadline for submission of the application to the Licensor	The dates by which each Licensor requires Licence Applicants to have submitted all relevant information for each of the relevant Criteria's according to the key dates listed in Article 5.3.2 of these Regulations.
Depreciable amount	The cost of an asset, or other amount substituted for cost, less its residual value. Residual value is the estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful economic life.

Direct costs of acquiring a player's registration	Those payments to third parties for the acquisition of a player's registration, excluding any internal development or other costs. Costs to include:- a) Transfer fee payable for securing the registration; b) Transfer fee levy (if applicable); and c) Other direct costs of obtaining the player's registration (eg. payments to intermediaries for services to the club, legal fees, compensation payments for training and development of young players in accordance with FIFA and/or domestic transfer regulations and other direct costs in connection with the transfer).
Document Received Checklist	An excel sheet form sent by the Licensing Administration to the Licence Applicant. This form list down documents which had been received by the Licence Administration from the Licence Applicant within the deadline stipulated.
Employee benefits	All forms of consideration given by an entity in exchange for service rendered by employees.
Event or condition of major economic importance	An event or condition is of major economic importance if it is considered material to the financial statements of the reporting entity and would require a different (adverse) presentation of the results of the operations, financial position and net assets of the reporting entity if it had occurred during the preceding financial year of interim period.
FA Thailand	Football Association of Thailand
Financial year	1 Jan to 31 December
Future financial information	Information about the prospective financial effects of future events and possible actions on the entity concerned.
Going concern	A reporting entity is normally viewed as a going concern, that is, as continuing in operation for the foreseeable future. It is assumed that the entity has neither the intention nor the necessity of liquidation, ceasing trading nor seeking protection from creditors pursuant to laws or regulations.
Group	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).
Historic financial information	Information about the financial effects of past events on the entity concerned. Historic financial information is in respect of the financial performance and position prior to the licensing decision.

Independent auditor	An auditor who is independent of the entity, in compliance with the IFAC Code of Ethics for Professional Accountants. For additional information, visit www.ifac.org . The term 'auditor' may also be used when describing related services or assurance engagements other than audits.
Intangible asset	An identifiable non-monetary asset without physical substance, such as the registration of a player.
Interim financial statements	A financial report containing either a complete set of financial statements or a set of condensed financial statements for an interim period.
Intermediary	A natural or legal person who, for a fee or free of charge, represents players and/or clubs in negotiations with a view to concluding an employment contract or represents clubs in negotiations with a view to concluding a transfer agreement.
International Financial Reporting Standards ("IFRS")	Standards and Interpretations adopted by the Accounting Standards Board (IASB). They comprise:- a) International Financial Reporting Standards; b) International Accounting Standards; and c) Interpretations originated by the International Financial Reporting Interpretations Committee (IFRIC) or the former Standing Interpretations Committee (SIC).
International Standards on Auditing ("ISA")	The International Auditing and Assurance Standards Board ("IAASB") issues International Standards on Auditing as the standards to be applied by auditors in reporting on historical financial information. According to the IAASB, one of its objectives is 'establishing high quality auditing standards and guidance for financial statement audits that are generally accepted and recognized by investors, auditors, governments, banking regulators, securities regulators and other key stakeholders across the world'. For additional information about the IAASB and ISA, visit www.ifac.org
International Standards on Review Engagements (ISRE)	The IAASB issues standards applicable to a review of historic financial information. Current ISREs are available from www.ifac.org
International Standards on Related Services (ISRS)	The IAASB issues engagement standard that include the application of agreed-upon procedures to information. Current ISRSs are available from www.ifac.org .

Joint venture	A contractual arrangement whereby two or more parties (the venturers) undertake an economic activity that is subject to joint control. Where an entity included in the consolidation manages jointly with another entity not included in the consolidation an economic activity that other entity (Joint Venture) may be dealt with in the Group accounts.
Licence	Certificate confirming fulfillment of all mandatory minimum requirements by the licensee in order to start the admission procedure for Thai League and/or AFC Champions League.
Licence applicant	Legal entity fully and solely responsible for the football team participating in national and international club competitions which applies for a licence.
Licensee	Licence applicant which has been granted with a licence by the Licensor.
Licensing administration	Body or staff within the Licensor that deals with club licensing matters.
Licensing cycle	See Core Process
Licensing season	Season for which a licence has been granted (cf. also Season to be licensed)
Licensor	Body that operates the national licensing system and grants the licence (i.e. FA Thailand)
Management (personnel)	Describes those responsible for the preparation and fair representation of the financial statements and other financial information.
Material or Materiality	Omissions or misstatements of items or information are material if they could, individually or collectively, influence the economic decisions of users taken on the basis of the financial information. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances or context. The size or nature of the item, or a combination of both, could be the determining factor.
May	Indicates a party's discretion to do something (ie. optional, rather than mandatory).
Must or shall	Indicates an obligation to do something.
National accounting practice	The accounting and reporting practices and disclosures required of entities in a particular country.
Parent	An entity that has one or more subsidiaries.

Recoverable amount	The higher of an asset's fair value less costs to sell and its value in use. 'Fair value less costs to sell' is the amount obtainable from the sale of an asset in an arm's length transaction between knowledgeable, willing parties, less the costs of disposal. 'Value in use' is the present value of future cash flows expected to be derived from the asset.
Registered member	Any legal entity according to national law and/or national association statutes, which is member of the national association and/or its affiliated league.
Related party	A party is related to an entity if:- a) Directly, or indirectly through one or more intermediaries, the party:- i) controls, is controlled by, or is under common control with the entity (this includes parents, subsidiaries and fellow subsidiaries); ii) has an interest in the entity that gives it significant influence over the entity; or iii) has joint control over the entity; b) the party is an associate of the entity; c) the party is a joint venture in which the entity is a venturer; d) the party is a member of the key management personnel of the entity or its parent; e) the party is a close member of the family of any individual referred to in (a) or (d); f) the party is an entity that is controlled, jointly controlled or significantly influenced by, or for which significant voting power in such entity resides with, directly or indirectly, any individual referred to in (d) or (e); or g) the party is a post-employment benefit plan for the benefit of employees of the entity, or of any entity that is a related party of the entity.
Reporting entity / entities	The registered member and/or company or group which, according to the rules of these regulations, must provide the Licensor with respectively statutory or consolidated financial statements. Please see Article 4.2.2 in this Regulations for further information.

Review	The objective of an engagement to review financial information is to enable an auditor to express a conclusion whether, on the basis of the review, anything has come to the auditor's attention that causes the auditor to believe that the financial information is not prepared, in all material respects, in accordance with an identified financial reporting framework. A review, in contrast to an audit, is not designed to obtain reasonable assurance that the financial information is free from material misstatement. A review consists of making inquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A review may bring significant matters affecting the financial information to the auditor's, but it does not provide the evidence that would be required for an audit.
Season to be licensed	Means the Thailand League season for which the Licence Applicant has applied for the licence; ie. 1 st Jan to 31 st Dec.
Significant change	Means an event that is considered material to the documentation previously submitted to the Licensor and that would require a different presentation if it had occurred prior to the submission of the licensing documentation.
Significant influence	The power to participate in the financial and operating policy decisions of the investee but is not control or joint control over those policies.
Stadium	Means the venue for a competition match including, but not limited to, all properties and facilities near to such stadium (for example, offices, hospitality areas, press centres and accreditation centres).
Statutory closing date	The annual accounting reference date of the reporting entity.
Subsequent events	Events or conditions occurring after the licensing decision.
Subsidiary	An entity, including an unincorporated entity such as a partnership that is controlled by another entity (known as the parent).
Supplementary information	If the minimum requirements of criterion F.01 for content and accounting are not met in the audited annual financial statements, additional information must be prepared and submitted by the Licence Applicant. The content and presentation of the supplementary information, if required at all, will vary between Licence Applicants depending on the amount of information already disclosed in the separate audited annual financial statements.

Training facilities	The venue(s) at which a Licence Applicant's registered players undertake football training and/or youth development activities on a regular basis.
Thailand Club Licensing Manual (Manual)	Working document which describes the Thailand Club Licensing Regulations. The guidelines of the Thailand Club Licensing Regulations provide the Licensor and Licence Applicants further understanding into the reasons behind the criteria as well as a standard interpretation of the criteria and assessment process. In relation to the financial criteria in the Regulations, the Manual also provides details on mandatory and minimum
Thailand Club Licensing Regulations (Regulations)	The working document which describes the national club licensing system in Thailand. It includes all minimum requirements of the AFC club licensing system as well as any specific national particularities and objectives.
Thai League	The league governing body of Thailand
Thai League 1 / T1	Name of top premier division
Thai League 2 / T2	Name of 2 nd division
Thai League Club Competitions or Thai League Competitions	Toyota Thai League (T1), Thai League 2 (T2) Thai League 3 (T3), Thai League 4 (T4)
Thailand Season	See Thailand Season to be licensed
Thailand Season to be Licensed	July to April

1. INTRODUCTION – CLUB LICENSING SYSTEM

The “Club Licensing Regulations 2021-2022” (CLR2021-2022) is a National Club Licensing Regulations for Thai League (T1) and Thai League 2 (T2) competitions.

1. These regulations apply whenever expressly referred to by specific regulations governing club competitions to be played under the auspices of the Thai League 1 and Thai League 2.
2. These regulations govern the rights, duties and responsibilities of all parties involved in the Football Association of Thailand (FAT) Club Licensing System and define in particular
 - a) The minimum requirements to be fulfilled by Clubs
 - b) The license applicant and the license required to enter the Thai League 1 and Thai League 2 Competitions;
 - c) The minimum sporting, infrastructure, personnel and administrative, legal, financial and business criteria to be fulfilled by a club in order to be granted license by the FAT.

2. OBJECTIVES OF THE CLUB LICENSING SYSTEM

The Club Licensing System has the following objectives:

- a) Safeguarding the credibility and integrity of continental and national club competitions;
- b) Allowing the development of benchmarking of Licence Applicants in sporting, infrastructure, personnel, administrative, legal and financial related criteria throughout Thailand;
- c) Further promotion and continuous improvement of the standard of all aspects of football in Thailand and continue priority given to the training and care of young players in each Licence Applicants;
- d) Increasing the level and quality of management and organization within the Licence Applicants;
- e) Improvement of the financial capability of the Licence Applicants, increasing their transparency and credibility, and placing the necessary importance on the protection of creditors;
- f) Improvement of clubs sporting infrastructure to provide the various stakeholders with well-equipped and safe stadiums.

3. CRITERIA GRADATION

1. The criteria which the Licence Applicant must comply with in order to obtain the licence are divided into six (6) categories:
 - a) Sporting criteria;
 - b) Infrastructure criteria;
 - c) Personnel and Administrative criteria;
 - d) Legal criteria;
 - e) Financial criteria;
 - f) Business criteria;
2. The criteria described in this AFC Club Licensing Regulations are graded into A, B and C.
 - a) **"A" – criteria – "MANDATORY":**

If the licence applicant does not fulfill any A-criteria, then it shall not be granted with a licence to enter the Thai Premier League or Division One competitions.
 - b) **"B" – criteria – "MANDATORY":**

If the licence applicant does not fulfill any B-criteria, then it shall be sanctioned as specified by the licensor but may still receive a licence to enter the Thai Premier League or Division One Competitions.
 - c) **"C" – criteria – "BEST PRACTICE":**

C-criteria are best practice recommendations. Non-fulfillment of any C-criteria does not lead to any sanction or to the refusal of the licence. Certain C-criteria may become "MANDATORY" criteria at a later stage.
3. The licensor is free to increase the minimum requirements or to upgrade the criteria established by AFC for the purposes of entering the AFC and/or the National Club Competitions. The licensor may also introduce additional criteria not included in the AFC Club Licensing Regulations.

4. LICENSOR

1. The bodies through which the Thai League will act with regard to the club licensing system shall be:
 - a) the Board for the approval of this Regulations, the exception policy and the delegation requests and any other matter which is not regulated by this regulations;
 - b) the First Instance Body (FIB) and Appeals Body (AB) who acts as the decision making body;

- c) the Licensing Administration (LA) for the implementation of the FAT club licensing system;
- d) specific working groups (e.g. legal working group, financial working group, etc.) composed by specialists delegated by the Licensors, may be set up, to assist the Thai League Administration in the development of the club licensing system;
- e) the AFC Judicial Bodies for the penalisation of breaches of duties relating to the "AFC Club Licensing Regulations" and certain decisions on the spot check result. The AFC Disciplinary Code and the corresponding AFC competition regulations apply.

2. The FAT is the Licensor.

- a) The Licensor governs the licensing system, appoints the corresponding licensing bodies and fixes the necessary processes.
- b) The Licensor guarantees the licensee full confidentiality with regard to all information given by the Licence Applicant during the licensing process. Anyone involved in the licensing process or appointed by the Licensor must sign a confidentiality clause before starting its tasks.
- c) In particular, the Licensor shall:-
 - (i) establish at least two decision-making bodies;
 - (ii) establish an appropriate licensing administration;
 - (iii) set up a catalogue of sanctions;
 - (iv) define the Core Process;
 - (v) determine whether a licence can be granted.

5. LICENSING ADMINISTRATION

- 1. The Licensor establishes an appropriate administration and appoint qualified staff members to administer the licensing process on its behalf.
- 2. The tasks of the Licensing Administration (LA) include:
 - a) preparing, implementing and further developing the Club Licensing System;
 - b) access and administer the AFC CLAS;
 - c) setting the deadlines as required in the Core Process;

- d) providing administrative support to the decision-making bodies;
 - e) assisting, advising and monitoring the licensees during the season;
 - f) serving as the contact point for and sharing expertise with the licensing applicants, the licensing departments of other AFC Member Associations and with AFC itself.
3. At least one staff member or an external financial adviser must have a financial background and a diploma in accountancy/auditing recognised by the appropriate national body (e.g. national trade association), or must have several years' experience in the above matters (a "recognition of competence").
 4. The LA will report to the FIB any cases where a Licensee fails to maintain the conditions for the issuance of a licence. The LA may delegate responsibility for aspects of monitoring licenses to other departments with the FAT or the Thai League.
 5. The LA will have the power to seek clarification, further documentation and information from the Licence Applicant and can invite the Licence Applicant to provide any further evidence or explanations on behalf of the Licence Applicant. Any such requests are at the discretion of the LA.
 6. The LA will determine the timetable for the Club Licensing Core Process on an annual basis, taking into consideration the start date of the Thai League Club Competitions and the deadline set by AFC.
 7. The LA will have the power to make recommendations to the FIB on any matter pertaining to the issuance of a Licence, sanctions, withdrawal of licence and / or other related licensing matters.
 8. The LA, and any other advisors requested by the LA, will have the right to attend meetings of the FIB and the AB. The role of the LA in these meetings will be to facilitate and this person will have no voting rights.
 9. All persons involved in the licensing process must comply with strict confidentiality rules regarding information received during the licensing procedure.

6. DECISION-MAKING BODIES

1. The Licensor shall establish two decision-making bodies:-
 - a) First Instance Body (FIB)
 - b) Appeals Body (AB)
2. The decision-making bodies shall be independent from each other. They shall receive administrative support from the administration of the Licensor.

6.1 First Instance Body (FIB)

- a) The FIB will consist of up to five (5) members, with each member having a single vote. The quorum must be of minimum three members. The chairman has the casting vote.
- b) The FIB decides on whether a licence should be granted to an applicant on the basis of the documents provided and in accordance with the provisions of the FAT Club Licensing Regulations at the submission deadline set by the Licensor and on whether a licence shall be withdrawn.

6.2 Appeals Body (AB)

- a) The AB will consist of up to five (5) members, with each member having a single vote. The quorum must be of minimum three members. The chairman has the casting vote.
- b) The AB decides on appeals submitted in writing and makes a final and binding decision on whether a licence should be granted.
- c) Appeals may only be lodged by:-
 - a) The Licence Applicant, who received the refusal of the FIB;
 - b) The licensee, whose licence has been withdrawn by the FIB;
 - or c) The licensing manager of the Licensor.
- d) The AB makes its decision based on the decision of the FIB and all the evidence provided by the Licence Applicant or Licensor to the FIB with its written request for appeal within the deadline determined in the appeal procedure.
- e) No further evidence or documents can be submitted to the AB.
- f) In the case of a licence refusal, the decision must be put in writing and include the reasoning.

- g) The decision of the AB, in cases of licences related to entry into Thai League Club Competitions, is final and is not subject to appeal.

6.3 Requirements of Members of the Decision Making Bodies

- a) The FAT Board appoints the members of the FIB and AB for a period of 4 years. Members are eligible for a re-appointment.
- b) The decision making bodies must have at least one qualified lawyer and an auditor holding a qualification recognised by the appropriate national professional body among their members.
- c) Members of the FIB may not belong simultaneously to a statutory judicial body of the Licensor and must act impartially in the discharge of their duties.
- d) The Licensor may nominate administrative staff of the national association and its affiliated league as members of the FIB, with the exception of the Licensing Manager who cannot be member of the FIB.
- e) Members of the AB must not simultaneously be an administrative staff or be members of any other statutory decision making body of the Licensor.
- f) Members of the decision making bodies must follow the strict confidentiality rules in the same way as members of the LA (cf. 5.9). The Licensor defines these rules and the members have to accept them in writing.
- g) A member must in all cases automatically abstain if there is any doubt as to his/her independence towards the Licence Applicant or if there is a conflict of interest.
- h) In this connection, the independence of a member may not be guaranteed if he/she or any member of his/her family (spouse, children, parents, siblings) is a:
 - a) member
 - b) shareholder
 - c) business partner
 - d) sponsor or
 - e) consultant, etc.of the Licence Applicant. The foregoing list is illustrative and not exhaustive.
- i) Members of the decision-making bodies must act impartially in the discharge of their duties. The separation of powers between the FIB and AB must be guaranteed.

6.4 Rules Regarding Sanctions for the FAT Club Licensing System

The following sanctions (list is not exhaustive) may be set up by the First Instance Body (FIB) and / or Appeals Body (AB) for breaches of FAT Club Licensing Regulations (such as submission of falsified documents, non-respect of deadlines, sanctions against deadlines, failure to cooperate with the FIB or the Club Licensing Administration in any way), non-fulfillment of "A" Criteria, or non-fulfillment of "B" Criteria.

- a) Warning
- b) Reprimand
- c) Fine
- d) Match suspension
- e) Ban on taking part in any football-related activity
- f) Extended deadline to fulfill criteria
- g) Obligation to fulfill criteria by certain deadline
- h) Deduction of points
- i) Suspension of personnel
- j) Reports of issues to appropriate bodies within the PLC
- k) Obligation to submit guarantees and undertakings
- l) Exclusion from competitions
- m) Relegation to a lower division
- n) Withhold grants / prize money
- o) Seek more financial details
- p) Playing a match without spectators
- q) Playing a match on neutral territory
- r) Ban on playing in a particular stadium
- s) Licence review
- t) Licence withdrawal
- u) Transfer ban

7. LICENCE APPLICANT AND LICENSEE

1. Definition

1.1 A licence applicant shall only be a football club i.e. a legal entity fully responsible for a football team participating in national and international competitions which either:

- a) is a registered member of an AFC Member Association and/or participates in its affiliated league (hereinafter: registered member): or
- b) has a contractual relationship with a registered member (hereinafter: football company).

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

2. General Responsibilities

2.1 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:
- b) any other document relevant for decision-making by the licensor.

2.2 This includes information on the reporting entity/entities in respect of which sporting, infrastructure, personnel and administrative, legal and financial information is required to be provided.

2.3 Any event occurring after the submission of the licensing documentation to the licensor representing a significant change to the information previously submitted must be promptly notified to the licensor.

2.4 All documents and/or evidences that are provided to the Licensor must be submitted via the AFC Club Licensing Administration System (<https://clas.afc-link.com>) by the submission deadline announced in the Core Process.

2.5 In using the AFC Club Licensing Administration System (CLAS), only those legally authorised by the Licence Applicant submit documents to the Thai League is given access to the Club Administrator's account.

3. Licence

- 3.1 Licences must be issued according to the provision of the FAT Club Licensing Regulations.
- 3.2 Only Licence Applicants which fulfill the criteria set out in the FAT Club Licensing Regulations at the deadlines defined by the Licensor and the AFC and which have qualified on the basis of their sporting results, may be granted with a licence by the Licensor to enter and participate in Thai League Competitions and AFC Club Competitions of the coming season, provided all other requirements in the relevant competition regulations have been met.
- 3.3 A licence expires without prior notice at the end of the season for which it was issued.
- 3.4 A licence cannot be transferred.
- 3.5 A licence may be withdrawn by the AFC or the licensor's decision making bodies if:
 - a) any of the conditions for the issuing of a licence are not satisfied; or
 - b) the licensee violates any of its obligation under the FAT Club Licensing Regulations.
- 3.6 As soon as a licence withdrawal is envisaged, the FAT must inform the AFC Administration accordingly.
- 3.7 If a Licence Applicant has its licence withdrawn, a decision concerning the elimination of the Licence Applicant from the current AFC competition in question must be made by the AFC Judicial Bodies.
- 3.8 AFC reserves the right to sanction a Licence Applicant or eliminate a Licence Applicant from the future AFC club competitions based on the applicable AFC club competition regulations and AFC Disciplinary Code.

4. Admission to AFC Club Competitions

- 4.1 The Licence Applicant must further fulfill all the requirements according to the relevant AFC club competition regulations to be admitted to the AFC club competition.
- 4.2 The admission process falls under the sole jurisdiction of AFC and its competent bodies (Competitions Committee, etc.).

- 4.3 The competent bodies of AFC make the final decision regarding the admission of a Licence Applicant to participate in any AFC club competition.
 - 4.4 Such decisions are subject to all the statutes-based jurisdiction of AFC including the Court of Arbitration for Sport in Lausanne as ordinary court of arbitration (Art 61 of AFC Statutes).
5. Extraordinary Application of the Club Licensing System for Entering AFC Club Competitions
 - 5.1 If a Licence Applicant qualifies for an AFC competition based on its sporting results, but has not undergone at all a national licensing process or has undergone a licensing process which is lower/not equivalent to the one applicable for top division clubs because it belongs to a division other than the top division, the FAT and/or the Thai League, may - on behalf of such a club - request the extraordinary application of the club licensing system.
 - 5.2 In practice, such a club could for example be the winner or the runner-up of the main domestic cup or league cup playing in a division other than the top division.
 - 5.3 Based on such an extraordinary application, AFC may grant special permission to enter the corresponding AFC club competition, which only applies to that specific applicant and for the season in question.
6. Admission to Thai League Competitions
 - 6.1 In principle, all clubs / football companies must obtain a Licence before they can be admitted to the Thai League Competitions. In addition, the Licence Applicant must further fulfill all the requirements according to the relevant FAT and/or Thai League Competition regulations.
 - 6.2 Notwithstanding Article 7.1, the Thai League may allow clubs / football companies to participate in case of failure to obtain a Licence. However, clubs will be subjected to further sanctions including fines and/or deduction of points.
7. Admission to Thai League Competitions: Club Licensing to newly promoted clubs
 - 7.1 Clubs / football companies who have qualified to the Thai League 1 Competition by virtue of being the champion, runner-up and/or third place of the Thai League 2 must undergo the FAT Club Licensing system for Newly Promoted clubs and obtain the licence in order to participate in the Thai League 1 competition.

8. CORE PROCESS

8.1 Introduction

- a) This chapter defines the assessment process (hereafter Core Process) of the club licensing system.

8.2 Principle

- a) The Core Process describes the procedures to be followed by the Licensor in order to control the issuance of a licence to a Licence Applicant. The Core Process is also for Licence Applicants to perform self-assessment and for the Licensor and the AFC to verify that quality standards have been fulfilled according to the criteria described in this Regulations.
 - b) The Core Process defines the procedures for the verification of the criteria described in this regulations (sporting criteria, infrastructure criteria, personnel and administrative criteria, legal criteria, financial criteria and business criteria,) and thus to control the issuance of a licence to a Licence Applicant.
 - c) The Core Process shall start at the deadline defined by the Licensor and shall end with the submission of the list of licensing decisions to the AFC Administration within the deadline communicated by AFC.
 - d) The Core Process is aimed at:-
 - a) helping the Licensor in establishing an appropriate and efficient licensing process according to its needs and organisation;
 - b) agreeing on the main requirements that the Licensor has to comply with to issue the licence, necessary for entering AFC club competitions;
 - c) ensuring that the decision on the granting of a club licence is made by an independent body (FIB and/or AB);
 - d) ensuring that the decision-making bodies receive adequate support from the licensing administration of the Licensor.
- 8.3 The Licensor must submit to AFC the list of licensed applicants within the deadline communicated by AFC. Communication of this deadline to the national association is done by October 31 of the year preceding the season to be licensed at the latest. The submission of licensed clubs for national licence could be communicated earlier to the AFC.
- 8.4 The Licensor shall ensure equal treatment between all Licence Applicants during the Core Process.

8.5 In the event of contention by the licensing bodies, it is the duty of the clubs / Licence Applicant to prove the fulfillment of the criteria necessary for the granting of the Licence and the truthfulness of the declarations made and the documentation produced. The burden of proof lies with the Licence Applicant.

8.6 The deadline and submission date must be strictly adhered to. The Licensing Administration is responsible to determine all deadlines and submission dates. It is the responsibility of the Licence Applicant to ensure that all original forms, supporting documents and necessary evidences are sent in good time and reach the LA on or before the set deadline. Proof of submission is not proof of receipt. Should the LA not receive the forms, documents and evidences by the deadline, the Licence Applicant shall be considered to have not submitted these documents.

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

- a) Application phase: covers the procedures for the licence application stage and lead up to the decision making process;
- b) Decision making phase: details the decision-making process including any possible appeals;
- c) Compliance phase: highlights how compliance will be monitored throughout the period of the licence.

8.8 Process and Procedure

- a) The LA will determine the timetable for the Core Process taking into consideration the deadline set by AFC for admission to AFC Club Competitions.
- b) Key dates in the annual timetable are shown below:

Core Process for License Applicants (Clubs) – National Cycle



CRITERIA

Deadline for Submission

Sporting	31 March 2021
Personnel and Administrative	31 March 2021
Business	31 March 2021
Legal	30 April 2021
Infrastructure	30 April 2021
Finance	30 April 2021
Finance (F.03 and F.04 settle by)	14 May 2021

All Criteria Final Submission by 14 May 2021 unless otherwise stated.

ACTIVITIES / EVENT

Date

CLA submission to FIB	15 May 2021
Final FIB Decision Date	24 May 2021
Final Appeal Date	30 May 2021
Final AB Decision Date	31 May 2021
MA inform AFC on licence	4 June 2021



SPORTING CRITERIA

Sporting Criteria

7.9 OBJECTIVES

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

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

7.10 CRITERIA

	AFC Criteria	T1	T2	Detail	Due Date (National)
S.01	A	A	A	PLAYER DEVELOPMENT STRUCTURES	31 March 2021

1. The license applicant must establish clear player development structures with:
 - a) Clear outlines on club philosophy, playing style and implementable programmes;
 - b) Establishment of age group squads;
 - c) Clear and progressive player pathways;
 - d) Full allocation of resources to establish, maintain and enhance such structures.
2. This structures shall include:
 - a) At least three (3) age group squads below the first team;
 - b) At least two (2) of the above squads must be Under 15 (U-15) and Under 18 (U-18);
 - c) Each squad must have a minimum of eighteen (18) players to prepare a team ready for participation in an age-group or open competition;

- d) All squads and the players must be within the licensee’s legal entity or affiliated to its legal entity;
 - e) Within each squad, specific tailor-made programmes must be drawn up and managed by the relevant experts (coaches, trainers, physiotherapist, nutritionist etc.).
3. The relevant age group competitions should be organized by the Member Association or the Sport Authority of Thailand. This shall include youth leagues, reserve leagues or domestic/local senior leagues.
 4. Clubs should plan and organize youth competitions at both the National and Regional levels to ensure that players, coaches, referees and administrators receive the required experiences and platform for their development.
 5. An extended youth league competition will ensure that there is a continuous, progressive pathway for all the above personnel through a structured, age group competition tier that provides the minimum required number of high level matches.
 6. Domestic age group competitions should be organized in alignment with Regional Youth Championships, AFC Under 16 & Under 19 (U-16 & U-19) Qualifiers & Finals as well as FIFA under 17 & under 20 (U-17 & U-20 World Cups). Detailed references should be made to the FIFA and AFC competition calendars.
 7. Strategic approach in terms of deciding on the appropriate age group competitions to be organized is highly recommended for all MAs to fully optimize the developmental aspects inherent in competitions. Each player must be registered at the national and/or regional level.

Criteria Requirement Details

Youth team 1 (age range 15 to 19) List of players	Document uploads
Participation in competitions/events (photos/images)	Document uploads
Youth team 1 Registration documents with MA or League	Document uploads
Youth team 2 (age range 15 to 19) List of players	Document uploads
Participation in competitions/events (photos/images)	Document uploads
Youth team 2 Registration documents with MA or League	Document uploads
Youth team 3 (age range 10 to 14) List of players	Document uploads
Participation in mini tournaments/gatherings (photos/images)	Document uploads
Youth team 3 Registration documents with MA or League	Document uploads
Youth Teams (3 Age Groups) For example: U19, U16, U14	Text field

	AFC Criteria	T1	T2	Detail	Due Date (National)
S.02	A	A	A	YOUTH DEVELOPMENT PROGRAMMES (YDP)	31 March 2021

1. The license applicant must:

- a) Design and implement club-specific, quality-driven youth development programmes which include 4 areas of tactical technical, physical and mental;
- b) Provide qualified coaching staff for talented players;
- c) Provide supporting football related education;
- d) Provide supplementary academic education support for youth players.

2. The YDP shall include but not limited to the following:

- a) Clubs objectives;
- b) Clubs player development philosophy;
- c) Football education programmed for the different age groups with specific contents managed, delivered and reviewed by the relevant personnel to develop talented players in these areas:
- d) Non-football educational programme;
- e) Review and feedback processes to evaluate player's performance.

3. The YDP contents shall:

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

4. Personnel involved in the YDP should be made aware of existing Thailand policies on Child Protection, Labor Laws and youth player's protection laws as promulgated by the Government, Member Association, AFC and FIFA to protect young players.
5. The license applicant must show its commitment and support for mandatory and complementary total education of their players in the YDP through the introduction of the following provisions:
 - a) Ensure that every youth player registered in its YDP have to attend and complete the mandatory school education pathways according to national laws and;
 - b) Is not prevented from continuing his non-football education (further academic and/or professional education);
 - c) Full medical support services for all players are provided at no or minimal cost (preventive, diagnosis, treatment, rehabilitation, full recovery and any other relevant services to ensure players can undertake and/or continue their role as high performance athletes).
6. The license applicant shall provide:
 - a) Organization chart for player development structures and pathways;
 - b) Annual training plans and technical development scheme for the specific youth teams prepared by their Head of Youth Development and/or Technical Director;
 - c) List of qualified personnel involved in the player development structures (technical, medical, administrative etc.) with the required minimum qualifications;
 - d) Infrastructure and facilities for player development (training and match facilities, gymnasium, recreation hall, classrooms, dormitory, etc.);
 - e) Financial resources (budget allocation, contribution by license applicant).

Criteria Requirement Details

Objectives and all teams development philosophy	Document uploads
Validity of the programme (should be between 3-7 years)	Date from and to Field
Organisational Chart showing bodies involved, youth teams, etc.	Document uploads
Details of personnel involved including name, qualification, etc.	Document uploads
Infrastructure available for youth development (training facilities)	Document uploads
Report on the results of the programme for last year	Document uploads
Financial resources (budget allocation, external support)	Document uploads

Football education programme (technical, tactical, physical & mental)	Document uploads
Non-Football (school for Youth) education programmes	Document uploads
Medical support for youth players (including medical examination)	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
S.03	A	A	A	A MEDICAL SUPPORT SERVICES FOR CONTRACTED PLAYERS	31 March 2021

1. The license applicants shall provide all players registered in the club with full access to medical support services. These shall include, but not limited to the following:
 - a) Yearly medical examination including cardio vascular screening for all its players eligible to play for its first squad;
 - b) Comprehensive medical insurance coverage for contracted players.

Criteria Requirement Details

Medical Insurance Coverage	Document uploads
Player identification documents	Document uploads
Passport size photo	Document uploads
Medical report for each player	Document uploads
Number of Players with written contract	Numeric field

	AFC Criteria	T1	T2	Detail	Due Date (National)
S.04	B	B	B	GRASSROOTS PROGRAMMES	31 March 2021

1. Children below 13 shall be included in the Grassroots and/or Corporate Social Responsibilities programmes.
2. The license applicant shall engage children from within the community and organizes regular Festivals/events to provide equal playing opportunities.
3. The activity must involve at least 40 children playing in a regulation-sized football pitch divided into 4 mini pitches playing a 5 versus 5 games.

4. Grassroots football activities shall be in line with the AFC philosophy for children aged 6 to 12 years old.
5. These can be done in collaboration with the FAT relevant department, Sport Authority of Thailand, Ministry of Education, partners or such other stakeholders. Reference can be made to the AFC Grassroots Framework Policy document.

Criteria Requirement Details

Detail of Club Grassroots programmes	Document uploads
Five (5) images of the event	Document uploads
List of players with address, parents name and date of birth	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
S.05	B	B	B	EDUCATIONAL PROGRAMMES	31 March 2021

1. The license applicant must ensure that players and all technical coaching staff of at least the first squad have attended a session or an event related to:
 - a) Sports Integrity matters;
 - b) FIFA Laws of the Game;
 - c) Doping control;
 - d) Other topics as required by the AFC or organised by FAT.
2. These sessions or events must be provided either by the license applicant, Member Association or a third party in collaboration with the license applicant / Member Association, during the year prior to the season to be licensed.

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

Criteria Requirement Details

Objective of Event	Document uploads
Photo of Event	Document uploads
Date of Event	Date from and to field
Agenda of Event	Document uploads
List of participants	Document uploads
List of Speakers	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
S.06	C	C	C	CORPORATE SOCIAL RESPONSIBILITY PROGRAMMES	31 March 2021

1. The license applicant to establish strategies and implementation programmed to promote the Club, the game and to address current issues in football and society.
2. Support should be provided for initiatives and campaigns to implement strategies and programmes as promulgated by either the license applicant, the FA or League, the AFC and FIFA.
3. Such programmes connect and create links with the community which will facilitate the following:
 - a) Establishment and enlargement of their fan base;
 - b) Creation of a pool of volunteers;
 - c) Organization of grassroots football activities, initiatives and events for and within the community;
 - d) Creation of strong links with the community;
 - e) Creation of a market base for branding, merchandising, sponsors and commercial partners.

Criteria Requirement Details

Program to promote the Club	Document uploads
A brief description of the event	Text Field
Date of event	Date from and to field
List of participants	Document uploads
Photos of the event	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
S.07	C	C	C	CLUB YOUTH ACADEMY	31 March 2021

The license applicant to establish a Club Youth Academy with the required infrastructure and facilities for the implementation of their YDP.

Criteria Requirement Details

Photos of Academy Facilities	Document uploads
Ownership documents of the academy	Document uploads
Organisational Structure	Document uploads
List of Coaches and their qualification	Document uploads
Address of the Youth Academy	text field
Detail of the facilities	Document uploads
List of Students and/or Players	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
S.08	C	C	C	RACIAL EQUALITY PRACTICE	31 March 2021

The license applicant to establish a policy to tackle racism in football.

Criteria Requirement Details

Policy document to tackle racism	Document uploads
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INFRASTRUCTURE CRITERIA

Infrastructure Criteria

10.1 OBJECTIVES

The objectives of the infrastructure criteria are that:

1. License applicants have a stadium for playing AFC Club Competition and domestic competition matches with adequate facilities for teams & officials, spectators, VIPs, media representatives and broadcasting and commercial partners.
2. License applicants have suitable training facilities for their players to help them improve their technical skills

10.2 CRITERIA

	AFC Criteria	T1	T2	Detail	Due Date (National)
I.01	A	A	A	APPROVED STADIUMS FOR COMPETITIONS	30 April 2021

1. The license applicant must have a stadium available to play AFC, Thai League 1 and 2 Competitions. The license applicant either:
 - a) Owns the stadium; or
 - b) Can provide a written contract with the owner of the stadium it will use. This contract must guarantee the use of the stadium for all AFC club competitions and Thai League matches in 2021-2022 for which the license applicant qualifies in sporting terms.
2. The stadia must meet the requirements expressly referred to by the:
 - a) AFC, Thai League Stadia Regulations;
 - b) AFC, Thai League Club Competition Regulations/Manual; and respective
 - c) AFC Stadium Lighting Guide, if needed
3. The stadium must be approved by the FAT or Thai League and located in the same city where the licensee is based. If the stadia is not located in the licensee's city, a justifiable reason should be provided.

Criteria Requirement Details

Stadium Checklist	Document upload
Photos / images of various parts of the stadium	Document upload
Ownership document or Contract with owner	Document uploads
Club stadium book or reserved for 2021-2022 competitions	Document uploads
Address of Stadium	Text field
Capacity of Stadium	Text field
Floodlight report or certificate (not more than 2 years old at the submission deadline) from a reputable company to confirm if the floodlight meets the requirement stated in the Thai League Stadia Regulations as well as AFC Stadium Lighting Guide (in particular for the clubs applying for a license to participate in all AFC club competitions).	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
I.02	A	A	A	STADIUM – SAFETY CERTIFICATION	30 April 2021

The stadium must be certified for safety. The certification is defined according to national/local law and must include provisions related to safety. If such law does not exist, the Licensor shall establish the content of the stadium certificate and the procedure in close cooperation with the appropriate body/bodies (e.g. local security authorities, the local hospital, fire brigade, police, etc.).

The certificate must provide at least the following information:

- a) Safety status of the stadium structure and building fitness;
- b) Compliance statement regarding the safety/security regulations of the competent civil authority;
- c) Approval of the entire stadium capacity (individual seats, terraces and total number).

The certificate issued by the appropriate body must not be older than two (2) years at the beginning of the relevant TL Competition season.

Criteria Requirement Details

Name of the safety certificate issuing authority	Text Field
Stadium Safety Certificate	Document uploads
Date of issuance	Date Field
Date of expiry	Date Field

	AFC Criteria	T1	T2	Detail	Due Date (National)
I.03	A	A	A	STADIUM - APPROVED EVACUATION PLAN	30 April 2021

1. The appropriate body (e.g. safety and security authority, competent civil authority or other qualified and approved firms, etc.) approves the evacuation plan which ensures that the whole stadium can be emptied in a case of emergency according to the applicable national law. Plan should include the timing of evacuation.
2. If such law does not exist, the licensor establishes the content of the evacuation plan, including an evacuation time and the approval body, in close co-operation with the appropriate civil body (e.g. local security authorities, the local hospital, fire brigade, police, etc.).
3. A colour coded floor plan diagram showing the possible evacuation routes should be prominently displayed in the stadium.
4. The Security Officer, stewards and club stadium employees shall be briefed on the evacuation plan.

Criteria Requirement Details

Evacuation plan	Document uploads
Colour coded floor plan diagram	Document uploads
Name of approving authority	Text Field
Date of approval	Date Field
Date of validity	Date from and to Field

	AFC Criteria	T1	T2	Detail	Due Date (National)
I.04	A	A	A	TRAINING FACILITIES - AVAILABILITY	30 April 2021

The license applicant must have training facilities available throughout the year. The license applicant either:

- a) Owns the training facilities; or
- b) Can provide a written contract with the owner of the training facilities.

This contract must guarantee the use of the training facilities for the license season, by all teams of the license applicant.

Criteria Requirement Details

Documents confirming ownership or contract with owner	Document uploads
Training facilities location address	Text field
Images of training field	Document uploads
Images of team training at the training field	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
I.05	B	A	A	A STADIUM - SAFETY	30 April 2021

In accordance with the national law, provisions for safety shall be made. If no such law exists, the licensor shall define and implement at least the following provisions:

- a) All parts of the stadium and its stands, including entrances, exits, stairways, doors, passages, and roofs, all public and private areas and rooms, etc. must comply with the safety standards;
- b) All public passages and stairways in the spectator areas must be painted in a bright color (e.g. yellow), as must all gates leading from the spectator areas into the playing area, and all exit doors and gates leading out of the stadium;
- c) All public passages, corridors, stairs, doors, gates, etc. Shall be kept free of any obstructions that could impede the free flow of spectators during an event;

- d) All exit doors and gates in the stadium, and all gates leading from the spectator areas into the playing area, must open outwards away from the spectators, and must remain unlocked while spectators are in the stadium. Each and every such door and gate must be attended at all times by a specially appointed steward, to guard against abuse and ensure immediate escape routes in the event of any emergency evacuation. In order to prevent illegal entry or intrusion, these doors and gates may be fitted with a locking device, which may be operated simply and quickly by anyone from within. Under no circumstances must they be locked with a key during the time that spectators are in the stadium;
- e) In order to protect those on the field or in other parts of the stadium from lightning strikes, the stadium should be equipped with the appropriate safety devices;
- f) It is essential that event holders and stadium safety/security authorities are capable of communicating with spectators inside and outside the stadium by means of a sufficiently powerful and reliable public address system (loudspeakers) and/or by a scoreboard and/or a video screen;
- g) A safety and security strategy covering all aspects of the organization of a football match, such as ticket distribution system, screening of spectators, segregation strategy, crowd dispersal strategy, medical service, measures taken in case of fire, loss of power supply, or other emergency.

Criteria Requirement Details

Safety and Security Plan covering all aspects of football match organization (including measure taken in case of fire, loss of power supply, or other emergency)	Document uploads
Date of Safety Plan	Date field
Safety Plan Core Process	Document uploads
10 – 15 images or photos of the relevant criteria clarified in the description	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
I.06	B	B	C	TRAINING FACILITIES FOR PLAYER DEVELOPMENT	30 April 2021

As a minimum, the infrastructure of the training facilities for player development must include:

- a) Outdoor training facilities;
- b) Indoor training facilities;
- c) Dressing rooms;
- d) Medical room(s) or direct access to first aid at the training site.

Criteria Requirement Details

Ownership documents or contract with owner	Document uploads
Photos / images of medical room(s) or first aid box	Document uploads
Location address of training field	Text field
Photos / images of training field	Document uploads
Location address of indoor training facilities	Text field
Photos / images of indoor training facilities	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
I.07	B	B	B	STADIUM - GROUND RULES	30 April 2021

Each stadium must have stadium ground rules and affix them to the stadium visible to the spectators. These rules must provide information on at least the following:

- a) Admission rights;
- b) Abandonment or postponement of events;
- c) Description of prohibitions and penalties, such as entering the field of play, throwing objects, use of foul or abusive language, racist behavior, etc.;
- d) Restrictions with regard to smoking, alcohol, fireworks, banners, etc.;
- e) Seating rules;
- f) Causes for ejection from the ground;
- g) Risk analysis specific to the stadium.

Criteria Requirement Details

Stadium Ground Rules	Document uploads
Photos or images showing stadium ground rules in display (maximum 10 photos)	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
I.08	B	B	C	STADIUM - SPECTATOR WITH DISABILITIES	30 April 2021

The licensor shall set up requirements to accommodate disabled spectators and accompanying persons safely and comfortably.

Criteria Requirement Details

3 to 5 photos or images of area allocated to accommodate disable spectators	Document uploads
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	AFC Criteria	T1	T2	Detail	Due Date (National)
I.09	C	C	C	STADIUM - SIGNPOSTING AND DIRECTIONS	30 April 2021

1. All public direction signs inside and outside the stadium must be presented in internationally understandable pictographic language.
2. Clear, comprehensive signposting must be provided at the stadium approaches and around, and throughout the stadium to point the way to the different sectors.
3. Information on the tickets must correlate with the signpost information provided, both inside and outside the stadium. Tickets must clearly identify the location of the seats for which they have been issued.
4. Colour coding of tickets will assist the entry process, and retained ticket stubs must contain information which will guide spectators once they are inside. Large-scale wall maps must be provided for the guidance of spectators.

Criteria Requirement Details

5 to 10 photos or images of signages inside and outside stadium	Document uploads
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PERSONNEL CRITERIA

Personnel & Administrative Criteria

11.1 OBJECTIVES

The objectives of the personnel and administrative criteria are that:

- a) License applicants are managed in a professional manner;
- b) License applicants have well-educated, qualified and skilled specialists with know-how and experience;
- c) The players of the first and other teams are trained by qualified coaches and supported by the necessary staff.

11.2 CRITERIA

	AFC Criteria	T1	T2	Detail	Due Date (National)
P.01	A	A	A	CLUB SECRETARIAT	31 March 2021

1. The license applicant must have available office space to run its administration.
2. The office(s) shall be sufficiently spacious with the required minimum infrastructure including phone, fax and email.
3. The license applicant must have appointed sufficient number of skilled secretarial staff according to its needs to run its daily business. It must also ensure that its office is open to communicate with the licensor and the public.

Criteria Requirement Details

Document of ownership or tenancy	Document uploads
Address of Club Secretariat	Text Field
List of equipment	Document uploads
Photos / images of premise with allocated infrastructure	Document uploads
Official email address of club	Text Field
Official website of club	Text Field
Official phone number of club	Text Field

	AFC Criteria	T1	T2	Detail	Due Date (National)
P.02	A	A	A	GENERAL MANAGER	31 March 2021

1. The license applicant must have appointed a General Manager being responsible for running its daily business (operative matters).
2. The appointment must have been done by the appropriate body (e.g. Executive Board) of the licence applicant.

Criteria Requirement Details

Full Name of General Manager	Text Field
Letter of appointment or contract	Document uploads
Duration of contract	Date from and to field
CV of the General Manager	Document uploads
Passport size photo	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
P.03	A	A	A	FINANCE OFFICER	31 March 2021

1. The license applicant must have appointed a Finance Officer being responsible for its financial matters.
2. The Finance Officer must hold as a minimum of one of the following qualifications:
 - a) A diploma of certified public accountant; or b) A diploma of qualified auditor; or
 - c) A recognition of competence issued by the licensor based on practical experience in financial matters of at least 3 years.

Criteria Requirement Detail

Full Name of Finance Officer	Text Field
Letter of appointment or contract	Document uploads
Duration of contract	Date from and to field
Qualification documents	Document uploads
CV	Document uploads
Passport size photo	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
P.04	A	A	A	SECURITY OFFICER	31 March 2021

1. The license applicant must have appointed a Security Officer being responsible for safety and security matters.
2. The Security Officer must hold as a minimum of one of the following qualifications:
 - a) A certificate as policeman or security person according to national law, or;
 - b) A safety and security diploma based on a specific course issued by the Member Association or by a state recognized organization, or;
 - c) A recognition of competence approved by the Member Association, which is based on the participation in specific safety and security course of the Member Association and at least one (1) year experience in such matters.

Criteria Requirement Details

Full Name of Security Officer	Text Field
CV	Document uploads
Appointment letter or contract	Document uploads
Duration of contract	Date from and to field
Qualification documents	Document uploads
Passport size photo	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
P.05	A	A	A	MEDIA OFFICER	31 March 2021

1. The license applicant must have appointed a Media Officer being responsible for media matters.
2. The Media Officer must hold as a minimum one of the following qualifications:
 - a) Diploma in journalism;
 - b) Concluded a media officer education course provided by the Member Association or an organization recognized by the Member Association;
 - c) A recognition of competence approved by the Member Association, which requires at least one (1) year experience in such matters.

Criteria Requirement Details

Full Name of Media Officer	Text Field
Appointment letter or contract	Document uploads
Duration of Contract	Date from and to field
CV	Document uploads
Qualification Documents	Document uploads
Passport size photo	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
P.06	A	A	A	MEDICAL DOCTOR	31 March 2021

1. The license applicant must have appointed at least one doctor who is responsible for medical support during matches and training as well as for doping prevention.
2. The qualification of the medical doctor must be recognized by the appropriate national health authorities.
3. The medical doctor must be duly registered with the AFC Member Association and/or the affiliated league.

Criteria Requirement Details

Full Name of Medical Doctor	Text Field
Appointment letter or contract	Document uploads
Duration of Contract	Date from and to field
Qualification documents	Document uploads
CV	Document uploads
Passport size photo	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
P.07	A	A	A	PHYSIOTHERAPIST	31 March 2021

1. The license applicant must have appointed at least one (1) physiotherapist being responsible for medical treatment and massages for the first squad during trainings and matches.
2. The qualification of the physiotherapist must be recognized by the appropriate national health authorities.
3. The physiotherapist must be duly registered with AFC Member Association or affiliated league.

Criteria Requirement Details

Full Name of Physiotherapist	Text Field
Appointment letter or contract	Document uploads
Duration of Contract	Date from and to field
Qualification documents	Document uploads
CV	Document uploads
Passport size photo	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
P.08	A	A	A	FIRST TEAM HEAD COACH	31 March 2021

1. The license applicant must appoint a Head Coach responsible for all football technical matters of the first squad. Additionally he may be involved with the reserve/developmental squads in the club.
2. The Head Coach must:
 - a) Hold at least the Minimum Coaching Requirements (MCR) as stipulated by the AFC for AFC club competitions. For national licensing, please refer to the requirement as stipulated in the Appendix 2 of this Regulations.
 - b) Hold a Recognition of Coaching Competence (RECC) issued by AFC in compliance with the RECC regulations for cases where the Head Coach of the first team does not have the required certification as defined under (a) above or;
 - c) Already have started the required education course, recognized by AFC, to achieve the required diploma as defined under a) above.
3. The Head Coach must be duly registered with the Member Association and undertaken by the appropriate body of the license applicant.

Criteria Requirement Details

Details of First Team Head Coach	Team Officials Detail
Appointment letter or contract	Document uploads
Duration of Contract	Date from and to field
CV	Document uploads
Qualification documents (at least AFC PRO Diploma for AFC Champions League; at least AFC PRO Diploma / RECC for Thai League 1; at least AFC A for Thai League 2)	Document uploads
Passport size photo	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
P.09	A	A	A	ASSISTANT COACH OF FIRST TEAM	31 March 2021

1. The license applicant must appoint an Assistant Coach assisting the Head Coach in all football technical matters of the first squad and additionally he may coach the reserve/developmental squads in the club.
2. The Assistant Coach of First Squad must:
 - a) Hold at least the Minimum Coaching Requirements (MCR) as stipulated by the AFC for AFC club competitions. For national licensing, please refer to the requirement as stipulated in the Appendix 2 of this Regulations.
 - b) hold a Recognition of Coaching Competence (RECC) issued by AFC in compliance with the RECC regulations for cases where the Assistant Coach of the first team does not have the required certification as defined under (a) above or;
 - c) Already have started the required education course, recognized by AFC, to achieve the required diploma as defined under a) above.
3. The Assistant Coach must be duly registered with the Member Association and undertaken by the appropriate body of the license applicant.

Criteria Requirement Details

Details of Assistant Coach of the first team	Team Officials Detail
Appointment letter or contract	Document uploads
Qualification documents (at least AFC A Licence for AFC Champions League; at least AFC A Licence / RECC for Thai League 1 and AFC B/ RECC for Thai League 2	Document uploads
CV	Document uploads
Passport size photo	Document uploads
Passport size photo	Date from and to field

	AFC Criteria	T1	T2	Detail	Due Date (National)
P.10	A	A	A	HEAD OF YOUTH DEVELOPMENT PROGRAMME	31 March 2021

1. The license applicant must appoint a Head of Youth Development (HYD) responsible for managing and implementing all aspects of youth development matters including the Youth Development Programmed (YDP).
2. The Head of the Youth Development must:
 - a) Hold at least the AFC A Coaching Certificate or its equivalence recognized and approved by AFC. For national licensing, please refer to the requirement as stipulated in the Appendix 2 of this Regulations.
 - b) Already have started the required education course, recognized by AFC, to achieve the required diplomas defined under a) above.
 - c) Have specific youth coaching experience and/or supplementary certification/qualification related to coaching and managing young players;
 - d) Have strong management and administration skills to ensure the efficient implementation of the programmed, activities, roles and duties in collaboration with other relevant personnel.
3. The HYD must be duly registered with the Member Association and undertaken by the appropriate body of the license applicant.

Criteria Requirement Details

Details of Head of Youth Development Programme	Team Officials Detail
Appointment letter or contract	Document uploads
Duration of Contract	Date from and to field
Qualification documents (at least AFC A Licence / RECC)	Document uploads
CV	Document uploads
Passport size photo	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
P.11	A	A	A	YOUTH COACHES	31 March 2021

1. The License applicant must have appointed a Youth Coach responsible for all football matters for each youth squad.
2. Both Youth Coaches must:
 - a) hold at least AFC B Coaching certificate or its equivalence recognised and approved by AFC. For national licensing, please refer to the requirement as stipulated in the Appendix 2 of this Regulations;
 - b) Have specific youth coaching experience and/or supplementary certification/qualification related to coaching and managing young players;
 - c) Have strong competencies to ensure the efficient implementation of the technical programmed to develop elite youth players in collaboration with other relevant personnel.
3. The Youth Coaches must be duly registered with the Member Association and undertaken by the appropriate body of the Licence Applicant.

Criteria Requirement Details

Number of Youth Coaches	Numeric Field
Details of First Youth Coach	Team Officials Detail
First youth coach appointment letter or contract	Document uploads
Duration of Contract	Date from and to field
CV	Document uploads
Qualification documents (at least AFC B Licence / RECC)	Document uploads
Passport size photo	Document uploads
Details of Second Youth Coach	Team Officials Detail
Second youth coach appointment letter or contract	Document uploads
Duration of Contract	Date from and to field

CV	Document uploads
Qualification documents (at least AFC B Licence / RECC)	Document uploads
Passport size photo	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
P.12	A	A	A	SAFETY AND SECURITY ORGANISATION - STEWARDING	31 March 2021

1. The license applicant must have engaged qualified stewards to ensure safety and security at home matches. For this purpose, it must:
 - a) Employ the stewards; or
 - b) Conclude a written contract with the stadium owner providing the stewards; or an external security company providing stewards.

Criteria Requirement Details

Appointment letter or contract	Document uploads
Duration of appointment	Date from and to field
Qualification/experience documents	Document uploads
Photos of security or stewards at home stadium	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
P.13	A	A	A	RIGHTS, RESPONSIBILITIES AND DUTIES	31 March 2021

The rights, responsibilities and duties of the license applicants staff members described in P.01 to P.12 and P.16 must be defined in writing.

Criteria Requirement Details

Job description of General Manager (signed)	Document uploads
Job description of Finance Officer (signed)	Document uploads
Job description of Security Manager (signed)	Document uploads
Job description of Media Officer (signed)	Document uploads
Job description of Medical Doctor (signed)	Document uploads
Job description of Physiotherapist (signed)	Document uploads
Job description of First Team Head Coach (signed)	Document uploads
Job description of Assistant Coach of First Team (signed)	Document uploads
Job description of Head of Youth Development (signed)	Document uploads
Job description of Youth Coaches (signed)	Document uploads
Job description of Club Licensing Officer (signed)	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
P.14	A	A	A	DUTY OF REPLACEMENT DURING THE LICENSING SEASON	31 March 2021

1. If a function defined in criteria P.01 to P.12 and P.16 becomes vacant during the licensing season, the licensee must ensure that, within a period of a maximum of sixty (60) days, the function is taken over by someone who holds the required qualification.
2. In the event that a function becomes vacant due to illness or accident, the licensor may grant an extension to the sixty (60) day period only if reasonably satisfied that the person concerned is still medically unfit to resume duties.
3. The occurrence of vacancy and replacement must be notified to the licensor within seven (7) working days of the respective event.

Criteria Requirement Details

Signed undertaking that any vacancy shall be notified within seven (7) days and replacement of such roles within sixty (60) days	Document uploads
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	AFC Criteria	T1	T2	Detail	Due Date (National)
P.15	A	A	A	DUTY TO NOTIFY SIGNIFICANT CHANGES	31 March 2021

Any event occurring after the submission of the licensing documentation to the licensor representing a significant change compared to the information previously submitted and related to criteria P.01 to P.13, must be notified to the licensor within seven (7) working days of the event.

Criteria Requirement Details

Signed undertaking that all significant changes shall be notified within seven (7) working days	Document uploads
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	AFC Criteria	T1	T2	Detail	Due Date (National)
P.16	A	A	A	CLUB LICENSING OFFICER	31 March 2021

1. The license applicant must have appointed a Club Licensing Officer responsible for preparation and application of a Licence for the Thai League Competitions and the AFC Club Competitions.
2. The Club Licensing Officer shall be the contact point for the Licensing Administration and must have attended the club licensing workshop organized by the Licensor. The Club Licensing Officer must be able to communicate fluently in English, both in writing and spoken English. The club licensing officer must attend at least one (1) workshop by the Licensor. All Club Licensing Officers must be duly registered with the Thai League. The appointment must have been done by the appropriate body of the Licence Applicant.

Criteria Requirement Details

Details of Club Licensing Officer
Letter of appointment or contract
Duration of contract
Qualification documents
CV
Passport size photo

	AFC Criteria	T1	T2	Detail	Due Date (National)
P.17	C	C	C	LEGAL ADVISOR	31 March 2021

1. It is recommended that the license applicant appoint a legal advisor (full time or part time) who is responsible to handle all legal matters in the license applicant's activities.
2. The legal advisor shall have the necessary legal qualifications.

Criteria Requirement Details

Full Name of Legal Advisor	Text Field
Job description of legal advisor	Document uploads
Appointment letter or contract	Document uploads
Duration of Contract	Date from and to field
Qualification documents	Document uploads
CV	Document uploads
Passport size photo	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
P.18	C	C	C	CLUB TECHNICAL DIRECTOR	31 March 2021

1. It is recommended that the License applicant employ a full time or part time Club Technical Director.
2. He should have a relevant technical qualification/certification (recommended minimum AFC A Coaching certificate) and/or supplementary qualities like an extensive playing and work experience at the professional club level, or have been a long serving dedicated member of the club as a player, coach, manager or advisor.
3. He must have strong management skills, visionary and lead the technical development of the club.

4. He shall be responsible for but not limited to the following:
- a) Establish and/or implement Club Philosophy;
 - b) Establish Youth and Player Development Structures and Programmes;
 - c) Ensure technical standards are maintained and enhanced;
 - d) Monitor and evaluate all technical and developmental programmed;
 - e) Talent scouting;
 - f) Management of Clubs Youth Academies;
 - g) Recruitment and management of coaches and talent scouts;
 - h) Management of match analysis processes.

Criteria Requirement Details

Name of Club Technical Director	Text Field
Appointment letter or contract	Document uploads
Duration of contract	Date from and to field
Qualification documents	Document uploads
CV	Document uploads
Passport size photo	Document uploads
Job description of Club Technical Director	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
P.19	C	C	C	FIRST TEAM GOALKEEPER COACH	31 March 2021

1. It is recommended that the license applicant employ a full time or part time qualified Goalkeeper Coach for the first team.
2. He should have a relevant qualification (recommended minimum AFC Goalkeeper Level 1 Coaching Certificate) and goalkeeper coaching experience at the professional club level.

3. For the registration for AFC Champions League, the Goalkeeper Coach of First Squad must:
 - a) hold at least the Minimum Coaching Requirements (MCR) as stipulated by AFC for AFC club competitions. For national licensing, please refer to the requirement as stipulated in the Appendix 2 of this Regulations.
 - b) hold a Recognition of Coaching Competence (RECC) issued by AFC in compliance with the RECC regulations for cases where the Goalkeeper Coach of the first team does not have the required certification as defined under (a) above or;
 - c) Already have started the required education course, recognized by AFC, to achieve the required diploma as defined under a) above.

Criteria Requirement Details

Details of the First Team Goalkeeper Coach	Team Officials Detail
Appointment letter or contract	Document uploads
Qualification documents (AFC GK Level 2 for AFC Champions League)	Document uploads
Duration of Contract	Date from and to field
CV	Document uploads
Passport size photo	Document uploads
Job description of First Team Goalkeeper Coach	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
P.20	C	C	C	FIRST TEAM FITNESS COACH	31 March 2021

1. It is recommended that the license applicant employ a full time or part time qualified Fitness Coach for the first team.
2. He should have a relevant qualification (recommended minimum AFC Level 1 Fitness Coaching Certificate) and fitness coaching experience at the professional club level.

3. For the registration for AFC Champions League, the First Team Fitness Coach must:
- a) hold at least the Minimum Coaching Requirements (MCR) as stipulated by AFC for AFC club competitions. For national licensing, please refer to the requirement as stipulated in the Appendix 2 of this Regulations.
 - b) hold a Recognition of Coaching Competence (RECC) issued by AFC in compliance with the RECC regulations for cases where the Fitness Coach of the first team does not have the required certification as defined under (a) above or;
 - c) already have started the required education course, recognized by AFC, to achieve the required diploma as defined under a) above.

Criteria Requirement Details

Details of the First Team Fitness Coach	Team Officials Detail
Appointment letter or contract	Document uploads
Duration of Contract	Date from and to field
Qualification documents (AFC Level 2 for AFC Champions League)	Document uploads
CV	Document uploads
Passport size photo	Document uploads
Job description of First Team Fitness Coach	Document uploads



LEGAL CRITERIA

Legal Criteria

12.1 INTRODUCTION

This chapter defines the minimum legal criteria for license applicants.

12.2 CRITERIA

The contents are the minimum legal criteria to be fulfilled by license applicants.

	AFC Criteria	T1	T2	Detail	Due Date (National)
L.01	A	A	A	DECLARATION IN RESPECT OF THE PARTICIPATION IN CLUB COMPETITIONS	30 April 2021

1. The license applicant must submit a legally-valid declaration which confirms that:
 - a) It recognizes as legally-binding the statutes, rules and regulations and decisions of FIFA, the AFC, FAT and TL, if it exists as a separate legal entity, of its national league;
 - b) It recognizes the exclusive jurisdiction of the Court of Arbitration for Sport (domiciled in Lausanne, Switzerland) for any dispute of international dimension and in particular involving FIFA and/or the AFC;
 - c) It recognizes the prohibition on recourse to ordinary courts under the FIFA and AFC Statutes;
 - d) At national level, it will play in competitions that are recognized and endorsed by its Member Association (e.g. national championship, national cup);
 - e) At international level, it will participate in competitions recognized and endorsed by the AFC and/or FIFA. To avoid any doubt, this provision does not relate to friendly matches;
 - f) It undertakes to abide by and observe the provisions and conditions of the National Club Licensing Regulations;
 - g) All submitted documents are complete and correct;
 - h) It authorizes the competent licensor to examine documents and seek information and, in the event of any appeal procedure, to seek information from any relevant public authority or private body according to national law;
 - i) It acknowledges that the AFC reserves the right to execute compliance audit at national level reviewing the assessment process and the decision making; and

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

Criteria Requirement Details

Full Name of Authorised Person	Text Field
Designation or Title of Authorised Person	Text Field
Declaration signed by the authorized person	Document uploads
Date of signature	Date Field

	AFC Criteria	T1	T2	Detail	Due Date (National)
L.02	A	A	A	LEGAL DOCUMENTS	30 April 2021

1. The license applicant must submit the following documents:
 - a) A copy of its current company articles, constitution, statutes or similar-type governing document;
 - b) An extract from public register (e.g. trade register) which demonstrates that the license applicant is a legal entity which contains the following information:
 - i) Name;
 - iv) List of authorized signatories;
 - v) Type of signature (e.g. individual, collective).
 - c) (if applicable) the agreement between the license applicant and the relevant member which has the right to participate in affiliated competitions of the Member Association.

Criteria Requirement Details

Date of Declaration	Date Field
Registered name of the license applicant	Text Field
Date of registration	Date Field
Is there any changes in the license applicant's legal form or company structure, including its headquarter, name, club colours, ownership structure or shareholders in the last two years?	Yes or no selection
Copy of Statues or Company Articles	Document uploads
Certificate of registration or extract from public register	Document uploads
Declaration by the authorized person that the documents are valid	Document upload
Popular name of the license applicant	Text Field
Registered Address of the license applicant	Text Field
Is the Legal Entity registered as an Association?	Yes or No Selection
Is the Legal Entity registered as a Company?	Yes or No Selection
List of authorized signatories	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
L.03	A	A	A	OWNERSHIP AND CONTROL OF CLUBS	30 April 2021

- The license applicant must submit a legally-valid declaration outlining the ownership structure and control mechanism of the Club. Such declaration should ensure conformity with the conditions set out below.

No natural or legal person involved in the management, administration and/or sporting performance of the club, either directly or indirectly:

- Holds or deals in the securities or shares that allow such person to exercise decisive influence in the activities of any other club participating in the same competition;
- Holds a majority of the shareholders voting rights of any other club participating in the same competition;

- c) has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of any other club participating in the same competition;
- d) is a shareholder and alone controls a majority of the shareholders voting rights of any other club participating in the same competition pursuant to an agreement entered into with other shareholders of the club in question;
- e) Is a member of any other club participating in the same competition;
- f) Is involved in any capacity whatsoever in the management, administration and/or sporting performance of any other club participating in the same competition;
- g) Has any power whatsoever over the management, administration and/or sporting performance of any other club participating in the same club competition.

2. These declarations must be executed by an authorized signatory no more than three (3) months prior to the corresponding deadline for its submission to the licensor.

Criteria Requirement Details

Is the license applicant part of a group structure?	Yes or No selection
List of members & shareholders	Document uploads
List of Executive Members & Board of Directors	Document uploads
Name of Chairman / President of Club	Text field
Declaration signed by the authorized signatory with the date stated	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
L.04	A	A	A	WRITTEN CONTRACT WITH PROFESSIONAL PLAYERS	30 April 2021

The professional players of all license applicants must have written contract with the license applicant in accordance with the relevant provisions of the FIFA Regulations for the Status and Transfer of Players and shall incorporate all key provisions required by the national law and of FIFA, the AFC, and the Member Association

Criteria Requirement Details

List of the professional players
Contract of each professional player

	AFC Criteria	T1	T2	Detail	Due Date (National)
L.05	C	A	A	DISCIPLINARY PROCEDURE AND CODE OF CONDUCT FOR PLAYERS AND OFFICIALS	30 April 2021

1. It is recommended that the license applicant establishes a legally valid code of conduct for players and officials in compliance with the national law, and the Statutes of FIFA, the AFC and the Member Association.
2. The code of conduct should be supplemented by a legally-valid disciplinary regulation under which the infringement of the code of conduct, club rules, club regulations, and club decisions shall be prosecuted and sanctions may be applied.

Criteria Requirement Details

Code of conducts for players & officials	Document uploads
Code of disciplinary regulations	Document uploads
Disciplinary core process	Document uploads
Signed undertaking that the disciplinary regulations are in compliance with the national law, FIFA, AFC, MA's rules & regulations	Document uploads



FINANCIAL CRITERIA

Financial Criteria

13.1 INTRODUCTION

The financial criteria relate to:

- a) Historic financial information about a clubs financial performance and position; and
- b) future financial information about clubs future prospects.

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

13.2 REPORTING PERIOD & FORMAT

License applicant must input the information in the AFC CLAS as follows:

- Input all amounts in USD only, converted at the financial year end exchange rate.
- Do not input amounts in local currency.
- Input Numerics only, except for Breakdown of "Other Income" and "Other Expenses".
- Input whole numbers only, no decimals (.); no separator (,) except for Exchange Rate field.
- Do not input any cents, round off to put whole numbers
- All inputs must agree with the Audited Accounts.

	AFC Criteria	T1	T2	Detail	Due Date (National)
F.01	A	A	A	ANNUAL FINANCIAL STATEMENTS – AUDITED	30 April 2021

1. Regardless of the legal structure of the license applicant, annual financial statements based on the local legislation for incorporated companies shall be prepared and audited by independent auditor.
2. The annual financial statement must consist of:
 - a) A balance sheet;
 - b) A profit and loss account;
 - c) A cash flow statement;
 - d) Notes, comprising a summary of significant accounting policies;
 - e) Other explanatory notes; and
 - f) A financial review by management.

3. The annual financial statements shall meet the minimum disclosure requirements and accounting principles defined by the AFC Club Licensing Manual.
4. If the audited annual financial statements meet the minimum disclosure requirements and accounting principles defined by the AFC Club Licensing Manual, then no further supplementary information has to be provided.
5. In order to achieve more consistency in the financial data reporting formats , licence applicant should refer to Appendix 1 of this Regulations for more explanation on income and expenses.
6. If the audited annual financial statements do not meet the minimum disclosure requirements and accounting principles defined by the AFC Club Licensing Manual, then supplementary information must be prepared by the license applicant and assessed by the auditor.

Criteria Requirement Details

Exchange Rate (Local Currency to USD)	Text Field
Audited Financial Statement	Document uploads
Period of Audited Financial Statement	Date from and to field
Date of Audit Report	Date from and to field
Total Income (Amount in USD)	Text field
Income from media (TV) rights (Amount in USD)	Text field
Income from sponsorship (Amount in USD)	Text field
Income from merchandising (Amount in USD)	Text field
Gate receipts / ticketing (Amount in USD)	Text field
Transfer fee income (Amount in USD)	Text field
Income from the MA/League (Amount in USD)	Text field
Income from the Government (Amount in USD)	Text field
Membership Fees [i.e. season tickets] (Amount in USD)	Text field
Rental income of stadium / facilities (Amount in USD)	Text field
Other income: Donations / Contributions [Be specific – Please indicate (Amount in USD)]	Text field
Breakdown of "Other Income" (Amount in USD)	Large text field
Player Transfer Expenses (Amount in USD)	Text field

Salaries for Player (Amount in USD)	Text field
Salaries for Coaches (Amount in USD)	Text field
Salaries for club staff (Amount in USD)	Text field
Operational expenses of teams [trip / training camps etc.] (Amount in USD)	Text field
Advertisement expenses (Amount in USD)	Text field
Rental / maintenance fees of the stadium / training centre (Amount in USD)	Text field
Administrative costs (Amount in USD)	Text field
Finance costs (Amount in USD)	Text field
Other Expenses (Amount in USD)	Text field
Breakdown of "Other Expenditure" (Amount in USD)	Large text field

	AFC Criteria	T1	T2	Detail	Due Date (National)
F.02	A	A	A	FINANCIAL STATEMENTS FOR THE INTERIM PERIOD – REVIEWED	30 April 2021

1. If the statutory closing date of the license applicant is more than six (6) months before the deadline for submission of the list of licensed clubs to AFC, then the license applicant shall prepare and submit additional financial statements covering the interim period.
2. If the financial statements for the interim period are prepared and submitted, they should cover the interim period up to a date within six (6) months preceding the deadline for submission of the list of licensed clubs to AFC and must be reviewed or audited by an independent auditor.
3. The interim financial statement shall meet the minimum disclosure requirements and accounting principles defined by the AFC Club Licensing Manual.

Criteria Requirement Details

Statutory closing date of License Applicant
Interim financial statements reviewed by the external auditor
Period covered in interim financial statements
Date of interim financial statement signed by the auditor

	AFC Criteria	T1	T2	Detail	Due Date (National)
F.03	A	A	A	NO PAYABLES OVERDUE TOWARDS FOOTBALL CLUBS - ARISING FROM TRANSFER ACTIVITIES	30 April 2021

The license applicant must prove that it has no payables towards football clubs arising from transfer activities as at 30 April preceding the season to be licensed, unless by the following 14 May they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute submitted to a competent authority (i.e. case still being discussed).

Criteria Requirement Details

Declaration of No overdue payables on transfer activity	Document uploads
Player identification table (Appendix 4 of Club Licensing Manual)	Document uploads
Case 1: Other supporting evidence to explain overdue payables (written agreements, legal cases, etc)	Document uploads
Case 2: Other supporting evidence to explain overdue payables (written agreements, legal cases, etc)	Document uploads
Case 3: Other supporting evidence to explain overdue payables (written agreements, legal cases, etc)	Document uploads
Case 4: Other supporting evidence to explain overdue payables (written agreements, legal cases, etc)	Document uploads
Case 5: Other supporting evidence to explain overdue payables (written agreements, legal cases, etc)	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
F.04	A	A	A	NO PAYABLES OVERDUE TOWARDS EMPLOYEES AND SOCIAL / TAX AUTHORITIES	30 April 2021

1. The license applicant must prove that, in respect of contractual and legal obligations with its current and former employees it has no payables overdue towards employees and social/tax authorities as at 30 April preceding the season to be licensed, unless by the following 14 May they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute submitted to a competent authority.
2. The term employees shall include but not limited to:
 - a) All professional players according to the applicable FIFA Regulations on the Status and Transfer of Players; and
 - b) The administrative, technical, medical and security staff specified in the AFC Club Licensing Regulations.

Criteria Requirement Details

List of employees employed anytime during the year	Document uploads
Declaration that there are no dues payable to employees	Document uploads
Declaration that there are no dues towards social / tax authorities	Document uploads
Confirmation Letter from staff P.02 – P.16 (signature list)	Document uploads
Case 1: Other supporting evidence to explain overdue payables (written agreements, legal cases, etc.)	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
F.05	A	A	A	WRITTEN REPRESENTATION PRIOR TO THE LICENSING DECISION	30 April 2021

1. Within seven (7) days prior to the start of the period in which the licensing decision is to be made by the First Instance Body, the license applicant must make written representations to the licensor.
2. The written representations shall state whether or not any events or conditions of major economic importance have occurred, that may have an adverse impact on the license applicants financial position since the balance sheet date of the preceding audited annual financial statements or reviewed interim financial statements (if applicable).

Criteria Requirement Details

Management representation letter	Document uploads
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	AFC Criteria	T1	T2	Detail	Due Date (National)
F.06	A	A	A	FUTURE FINANCIAL INFORMATION	30 April 2021

1. The license applicant must prepare and submit future financial information in order to demonstrate to the licensor its ability to continue as a going concern until the end of the license season if it has breached any of the indicators defined in paragraph 2 below.
2. If a license applicant exhibits any of the conditions described by indicator 1 or 2, it is considered in breach of the indicator:

a) Indicator 1: Going concern

The auditor's report in respect of the annual or interim financial statements submitted in accordance with F.01 and F.02 includes an emphasis of matter or a qualified opinion/conclusion in respect of going concern.

b) Indicator 2: Negative equity

The annual financial statements (including, where required, the supplementary information) submitted in accordance with F.01 disclose a net liabilities position that has deteriorated relative to the comparative figure contained in the previous year's annual financial statements or the interim financial statements submitted in accordance with F.02 (Including, where required, the supplementary information) disclose a net liabilities position that has deteriorated relative to the comparative figure at the preceding statutory closing date.

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

Criteria Requirement Details

Budget profit and loss account
Budget cash flow
Explanatory notes on assumptions and risk

	AFC Criteria	T1	T2	Detail	Due Date (National)
F.07	B	B	B	DUTY TO NOTIFY SUBSEQUENT EVENTS	30 April 2021

1. Following the licensing decision by the decision-making body, the licensee must promptly notify the licensor in writing about any subsequent events that may cast significant doubt upon the licensee's ability to continue as a going concern until at least the end of the season for which the license has been granted.
2. Compliance with this criterion shall be assessed by the licensor in respect of the following licensing cycle.

Criteria F.07 apply to licensees after the licensing decision. Criterion F.07 (duty to notify subsequent events) applies to all licensees.

Criteria Requirement Details

Description of the event with an estimate of financial effect	Document uploads
Statement regarding estimate	Document uploads

	AFC Criteria	T1	T2	Detail	Due Date (National)
F.08	B	B	B	DUTY TO UPDATE FUTURE FINANCIAL INFORMATION	30 April 2021

1. If the licensee is in breach of one or more of the indicators, then the licensee must prepare and submit an updated version of the future financial information (prepared according to F.06). In addition, the prepared information shall include a comparison of budget to actual figures including explanations of variances. The updated version of the future financial information must be prepared, as a minimum, on a six (6) month basis.
2. The updated future financial information shall meet the minimum disclosure requirements defined by the AFC Club Licensing Manual.
3. Compliance with this criterion shall be assessed by the licensor in respect of the following licensing cycle.

Criteria Requirement Details

Original budgeted profit and loss account and cash flow figures in respect of six-month before the interval date	Document uploads
Actual profit and loss account and cash flow figures for six month before the interval date	Document uploads
Brief explanation of significant differences between the budgeted and actual result	Document uploads

Annual Sales



Bar Chart

Line Graph

BUSINESS CRITERIA

14. Business Criteria

14.1 INTRODUCTION

Football has evolved massively and changed over the years, from being a sport to a multi-million sporting industry. Football has become a business with the huge amount of interest from fans and sponsors. The significant economic impact and situation of football have become significant and to remain competitive on the field, it is vital that Licence Applicants are able to compete not just on the field, but off the field as well.

With a club vision and business plan, football clubs should look for new and different sources of revenue in addition to the existing ones (TV, gate receipts, sponsors) in order to be more independent of the income from the sporting success of the Licence Applicant and to have greater possibilities of functioning as a financially sound and successful entity.

14.2 OBJECTIVES

The objectives of the business criteria are, among others, that:

- Licence Applicants have a set of vision, objectives, targets and strategies so that business performances can be monitored; and
- Commercial or marketing activities are given a priority with a focus on revenue diversification and increasing fan attendance as well as match-day experience.

14.3 CRITERIA

	AFC Criteria	T1	T2	Detail	Due Date (National)
B.01	-	A	B	CLUB BUSINESS PLAN	30 March 2021

The Licence Applicant must have a written business plan approved by the Licensor. The business plan may cover a period between one (1) to four (4) years.

The business plan must include at least the following:

- a) Vision, mission and target;
- b) Marketing research analysis;
- c) Technical plans (short term & long term plans for on the pitch performances), including strategies and activities to achieve the plans;
- d) Commercial plans (short term & long term plans on marketing and promotion) including strategies and activities to achieve the plans;

- e) Human Resource plan and management;
- f) Facility management and operation;
- g) Budget and financial planning;
- h) Community development plan

The business plan must have been approved by the highest decision making body of the Licence Applicant.

The business plan should be in English for review by Licensor and/or AFC.

Criteria Requirement Details

Club Business Plan including club’s vision and objectives	Document uploads
Photos / Images of Club Marketing and Promotion Activities (Pre- Match)	Document uploads
Photos / Images of Club Marketing and Promotion Activities (Match Day)	Document uploads
Photos / Images of Merchandising or club promotional products	Document uploads
Brief explanation of budget set for Club Business Plan	Document uploads

Final Provisions

14.1 Appendices

- a) All appendices to the present regulations form an integral part of these regulations.

14.2 Compliance Audits

- a) The AFC, FAT and/or Thai League reserve the right to, at any time, conduct audits of the licensor and licence applicant/licensee.
- b) Compliance audits aim to ensure that the licensor, as well as the license applicant/licensee, have fulfilled their obligations as defined in these regulations and that the licence was correctly awarded at the time of the final decision of the licensor.
- c) For the purpose of compliance audits, in the event of any discrepancy in the interpretation between AFC Club Licensing and the FAT Licensing Regulations, the AFC Club Licensing Regulations shall be authoritative.

14.3 Disciplinary Procedure

- a) Any breach of these regulations may be penalized by the Thai League in accordance with the FAT Disciplinary Code.

14.4 Implementing Provisions

- a) The Thai League shall take the decisions and adopt, in the form of directives, the detailed provisions necessary for implementing these regulations.

14.5 Matters Not Provided For

- a) In the event of any discrepancy in interpretation between the English and the Thai version of the FAT Club Licensing Regulations, the English version is the authoritative text.
- b) Matters not provided for in these regulations shall be decided by the AFC Executive Committee, whose decisions are final, taking into consideration that decisions made should not be in contradiction with AFC Statutes, Regulations and the AFC Club Licensing System.

14.6 Ratification

- a) These regulations were accredited by the AFC on January 2021 and came into force immediately.

For the FAT Executive Committee or Thai League Board

Chairman

CEO

Bangkok, January 2021

Appendix 1: Explanation to Income Statement/Profit and Loss (F.01)



AFC Club Licensing Regulations F.01 Annual Financial Statements - Audited

In order to achieve more consistency in the financial data reporting formats from football clubs across AFC Member Associations, the Professional Football Department at AFC would like to strongly urge the football clubs to follow the prescribed heads mentioned below, in the Profit and Loss Account/Income Statement in their Audited Financial Statements.

The heads specified below encompass most revenue and expense streams usually involved in the running of a football club and this will further encourage the clubs to have more effective financial planning and financial analysis in the future.

This will also lessen the burden on financial officers of football clubs when submitting their financial data during the club licensing cycle, as the same categories are used on the Club Licensing Administration System (CLAS) and reflected in the AFC Benchmarking Report.

Heads to be followed in the Profit and Loss Account/Income Statement:

Income	
Income Media (TV) Rights	Revenue from broadcasting, advertisements and any other media related income.
Sponsorship	All <u>commercial</u> sponsorship revenues Revenue from organisations due to Government policies should not be included here, instead include in Income from Government
Gate Receipts/Ticketing	Revenue from ticket sales and related match-day revenues
Membership Fees	Revenue earned from season tickets / membership fees charged by clubs
Merchandising	Revenue from sales of club merchandise – jerseys, souvenirs etc.
Transfer Fee Income	Revenue earned from sale of players
Income from MA/League	Revenue from MA/League distributed to all clubs. Prize Money must not be included here, instead include under Other Income Distribution of Media Rights money from centralized sale by MA/League must not be included here, instead include in Media (TV) Rights
Income from Government	Monetary support received from Government Revenue earned from Companies to comply with Government Policies
Rental Income from Stadium/Facility	Rental income earned by providing its stadium or other facilities on rent



Other Income	<i>E.g.: Other Non-Operating Income, Investment Income, Owners Contribution, Prize Money, Marketing Events, Miscellaneous Income</i>
Expenses	
Salaries for Players	<i>Players' salaries and any related costs including bonuses</i>
Salaries for Coaches	<i>Coaches' salaries and any related costs including bonuses</i>
Salaries for Club Staff	<i>Salaries of non-playing club staff / support staff including bonuses</i>
Operational Expenses of Teams	<i>Team related expenses such as medical, insurance, transportation, travelling, cost of training camps (hotels, meals etc.)</i>
Player Transfer Expenses	<i>Cost of player acquisition, including agents' commission and related costs</i>
Rental/Maintenance Fee of Stadium/Training Centre	<i>Rent paid for hire of stadium/training centre or maintenance fee paid for stadium/training centre</i>
Administrative Costs	<i>Cost of running Administrative offices such as utilities, communication, consumables etc.</i>
Advertisement Expenses	<i>Amount spent on running any ad campaigns or marketing events</i>
Finance Costs	<i>Include interest, finance and bank charges</i>
Other Expenses	<i>E.g.: Other Non-Operating Expenses, Youth Team Expenses, Depreciation Charges, Contribution to Charities, Grassroots Expenses</i>

In addition to this, the independent auditors should provide explanatory notes in the Audited Financial Statements to disclose further details of each head wherever necessary.


It is important to note that none of these heads should be combined to present cumulative figures. As a bare minimum, it is expected that all football clubs would at least have the following expenses, if not all: Salaries for Players, Salaries for Coaches, Salaries for Club Staff, Operational Expenses of Teams and Administrative Costs.

In cases where any of the club expenses are taken care of by the owner or government or any other entity, such amounts should first be recorded as income under the appropriate income head and correspondingly shown as an expense under the appropriate expense head in the Audited Financial Statements.

Furthermore, as explained in the AFC Club Licensing Regulations, the Audited Financial Statements for football clubs should be prepared based on local legislations for incorporated companies.

The details in this document should be shared by the football clubs with their respective independent auditors and make sure to submit an English version of the Audited Financial Statements on CLAS during the Club Licensing cycle.

Appendix 2: Minimum Coaching Requirement for National Licensing



หลักเกณฑ์ระดับใบอนุญาตผู้ฝึกสอนรอบภายในประเทศ

Coaching Position	Minimum Coach Education Requirement			
	สำหรับฤดูกาล 2021-2022 (ยึดหลักเกณฑ์ฤดูกาล 2020)		สำหรับฤดูกาล 2022-2023	
	T1	T2	T1	T2
Head Coach	A	B	PRO	A
Asst. Coach	B	C	A	B
Head of Youth Development	A	B	A	A
Youth Coach (min. 2)	B, C	C, C	B, C	B, C
GK Coach	-	-	Level 2 (C Criteria)	Level 1 (C Criteria)
Fitness Coach	-	-	Level 1 (C Criteria)	Level 1 (C Criteria)

The logo for the Football Association of Thailand, featuring the letters 'FA' in a large, bold, white sans-serif font, with the word 'THAILAND' in a smaller, white sans-serif font directly below it.

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