



**FFA CLUB LICENSING REGULATIONS
FOR
UEFA WOMEN'S CLUB COMPETITIONS
Edition 2025**



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FFA CLUB LICENSING REGULATIONS FOR THE UEFA WOMEN'S CHAMPIONS LEAGUE (Edition 2025)

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Preamble

Based on Articles 56 and 75 of the FFA Statutes and on the UEFA Club Licensing regulations for the UEFA Women's Champions League (Edition 2024), the following regulations have been adopted:

I. General provisions

Article 1 – Scope of application

- 55.01. These regulations apply whenever expressly referred to by specific regulations governing women's club competitions to be played under the auspices of UEFA (hereinafter UEFA club competitions)
- 55.02. These regulations govern the rights, duties and responsibilities of all parties involved in the FFA club licensing system and define in particular:
- a) the minimum requirements to be fulfilled by FFA in order to act as the licensor for its clubs as well as the minimum procedures to be followed by the licensor in its assessment of the club licensing criteria;
 - b) the licence applicant as well as the licence granted by FFA, i.e. the UEFA Women's Champions League Licence necessary to enter the UEFA Club competitions..
 - c) the minimum sporting, social and environmental sustainability, infrastructure, personnel and administrative, legal and financial criteria to be fulfilled by a club in order to be granted a licence by FFA as part of the admission procedure to enter the UEFA club competitions.

Article 2 – Objectives

- 2.01. These regulations aim:
- a) to further promote and continuously improve the standard of all aspects of football in Armenia and to give continued priority to the training and welfare of young players in every club;
 - b) to promote participation in football and contribute to the development of women's football;
 - c) to ensure that clubs have an adequate level of management and organisation;



- d) to adapt clubs' sporting infrastructure to provide players, spectators and media representatives with suitable, well-equipped and safe facilities;
- e) to protect the integrity and smooth running of the UEFA club competitions;
- f) to safeguard club's identity, history and legacy;
- g) to encourage cooperation with clubs and enable the development of benchmarking for clubs in financial, sporting, legal, social and environmental sustainability, personnel, administrative and infrastructure-related criteria throughout Armenia;
- h) to embrace social responsibility in football;
- i) to promote a healthy relationship between clubs and supporters and increase accessibility to football;

Article 3 – Definition of terms

For the purpose of these regulations, the applicable definitions of terms are:

Administration procedures	A voluntary or mandatory process that may be used as an alternative to the liquidation of an entity often known as going into administration. The day-to-day management of the activities of an entity in administration may be operated by the administrator on behalf of the creditors.
Agent/intermediary	A natural or legal person who, for a fee or free of charge, represents players and/or clubs with a view to concluding an employment contract or represents clubs in negotiations with a view to concluding a transfer agreement.
Agreed-upon procedures	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.



Associate	An entity, including an unincorporated entity such as a partnership, which is neither a subsidiary nor an interest in a joint venture and over which the investor has significant influence.
Auditor	An independent audit firm acting in compliance with the International Code of Ethics for Professional Accountants (including International Independence Standards)
Annual accounting reference date	The date on which the reporting period for the annual financial statements ends.
CL/FFP IT Solution	IT system developed by UEFA for the purpose of gathering information from licence applicants/licensees and for sharing information with licensors concerning their affiliated clubs, within the scope of the implementation, assessment and enforcement of these regulations
CFCB	UEFA Club Financial Control Body
FFA Football Management System (FMS)	IT system developed by FFA, which gives the opportunity to implement the actions, including the data management of football infrastructures, football clubs, players, competition organization, pre-match and post-match information, club licensing information
Club licensing criteria	Requirements divided into six categories (sporting, social and environmental sustainability, infrastructure, personnel and administrative, legal and financial), to be fulfilled by a licence applicant for it to be granted a relevant licence by FFA.
UEFA Club Licensing Quality Standard	Document that defines the minimum requirements with which the licensor must comply to operate the club licensing system.
Control	The power to conduct the activities of an entity and to direct its financial, operating or sporting policies which affect returns, by means of share ownership, voting power, constitutional documents (statutes), agreement, or otherwise.

	<p>Examples of control include a party:</p> <ul style="list-style-type: none"> a) holding a majority of the shareholders' or members' voting rights; b) having the right to appoint or remove a majority of the members charged with the governance of an entity (e.g. any administrative, management or supervisory bodies of an entity); c) being a minority shareholder or a member of the entity and alone, pursuant to an agreement entered into with other shareholders or members of the entity or by any other means, being able to exercise control (including as defined under (a) or (b)).
<p>Costs of a player's registration</p>	<p>Amounts paid and/or payable directly attributable to a player's registration, comprising;</p> <ul style="list-style-type: none"> a) fixed transfer compensation b) realised conditional transfer compensation for amounts which have become payable during the period; c) any other directly attributable amounts paid and/or payable to another party such as another football club, agent/intermediary, or national football association/league
<p>Directly attributable</p>	<p>Directly attributable means, in relation to a particular activity, that</p> <ul style="list-style-type: none"> a) fixed transfer compensation; b) realised conditional transfer compensation for amounts which have become payable during the period; c) any other directly attributable amounts paid and/or payable to another party such as another football club, agent/intermediary, or national football association/league.



Dividends	Distributions paid to holder of equity instruments
Deadline for submission of the application to the licensor	The date by which FFA requires licence applicants to have submitted all relevant information for their application for the relevant licence.
Government	Any form of government, including government agencies, government departments and similar bodies, whether local or national.
Group	A parent and all its subsidiaries. A parent is an entity that has one or more subsidiaries. A subsidiary is an entity, including an unincorporated entity such as a partnership that is controlled by another entity (known as the parent).
International Financial Reporting Standards (IFRS)	Standards and Interpretations adopted by the International 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).
ISRS 4400	International Standard on Related Services 4400 (Revised), Agreed-Upon Procedures Engagements
Key management personnel	Persons having authority over and responsibility for planning, directing and controlling the activities of an entity, directly or indirectly, including but not limited to any director (executive or otherwise) of the entity.
Licence	Certificate granted by the FFA confirming fulfilment of all minimum criteria by the licence applicant as part of the admission procedure for entering the UEFA club competitions

Licence applicant	Legal entity fully and solely responsible for the football first team participating in national and international club competitions which applies for a licence.
Licensee	Licence applicant that has been granted a licence by the licensor.
Licence season	UEFA and FFA season for which a licence applicant has applied for/been granted a licence. It starts the day following the deadline for submission of the list of licensing decisions by FFA to UEFA (this deadline being May 31 st , in principle) and lasts until the same deadline the following year.
Licensor	Body that operates the club licensing system and grants the relevant licences. In Armenia and in these regulations, the licensor is the Football Federation of Armenia.
List of licensing decisions	List submitted by the licensor to UEFA containing, among other things, information about the licence applicants that have undergone the licensing process and been granted with the UEFA Licence by the FFA Club Licensing decision-making bodies in the format established and communicated by the UEFA administration.
Materiality	Omissions or misstatements of items or information are material if they could, individually or collectively; influence the decisions of users taken on the basis of the information submitted by the licence applicant. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances or context. The size or nature of the item, or information, or a combination of both, could be the determining factor.
Minimum criteria	Criteria to be fulfilled by licence applicants in order to be granted the relevant licence(s).

National accounting practice	The accounting and reporting practices and disclosures required of entities in Armenia.
Parties involved	Any person or entity involved in the FFA club licensing systems, including FFA, the licence applicant/ licensee and any individual involved on their behalf.
Party	A natural or legal person, a legal entity or a government
Player registration(s)	Player registration(s) has the meaning set out in the FIFA Regulations on the Status and Transfer of Players.
Reporting entity/entities	The registered member and/or football company or group of entities or some other combination of entities which is included in the reporting perimeter and which must provide the licensor with information for club licensing purposes.
Reporting period	A financial reporting period ending on a statutory closing date, whether this is a year or not.
Significant change	An event that is considered material to the documentation previously submitted to the licensor and that would require a different presentation if it occurred prior to the submission of the licensing documentation.
Significant influence	<p>The power to participate in the financial, operating or sporting policies of an entity, but not in control or joint control of that entity, by means of share ownership, voting power, constitutional documents (statutes), agreement, or otherwise.</p> <p>Examples of significant influence include a party:</p> <ol style="list-style-type: none"> a. holding, directly or indirectly, between 20% and 50% of the shareholders' or members' voting rights; b. having the ability to influence the appointment or removal of a majority of the members charged with the governance of an entity (e.g. any

	<p>administrative, management or supervisory bodies of an entity);</p> <p>c. being a minority shareholder or a member of the entity and alone, pursuant to an agreement entered into with other shareholders or members of the entity or by any other means, being able to exercise any significant influence (including as defined under a) and b);</p> <p>d. providing in one reporting period either alone or in aggregate with parties under the same ultimate controlling party or government (excluding UEFA, a UEFA member association and an affiliated league) an amount equivalent to at least 30% of the entity's total revenue for the same period.</p>
Stadium	The venue for a competition match including, but not limited to, all surrounding properties and facilities (for example offices, hospitality areas, press centre and accreditation centre).
Supplementary information	Financial information to be submitted to the licensor in addition to the financial statements if the minimum requirements for disclosure and accounting are not met. The supplementary information must be prepared on a basis of accounting, and accounting policies, consistent with the financial statements. Financial information must be extracted from sources consistent with those used for the preparation of the annual financial statements. Where appropriate, disclosures in the supplementary information must agree with, or reconcile to, the relevant disclosures in the financial statements.
Training facilities	The venue(s) at which a club's registered players undertake football training and/or youth development activities on a regular basis.
Ultimate controlling party	A natural or legal person who/which has, directly or indirectly, ultimate control of an entity.

UEFA Women's Champions League Licence	Certificate granted by FFA, confirming fulfillment of all minimum criteria by the licence applicant as part of the admission procedure for entering the UEFA Women's Champions League. In addition to the qualification of the club on sporting merit, the UEFA Women's Champions League licence is a sine qua non condition to participate in the UEFA Women's Champions League
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II. CLUB LICENSING SYSTEM

CHAPTER 1: LICENSOR

Article 4 – Responsibilities of the licensor

- 4.01. The licensor is the Football Federation of Armenia, and it governs the FFA club licensing system.
- 4.02. In particular, the licensor:
- has established an appropriate Club Licensing Unit as defined in Article 5;
 - has established two Club Licensing decision-making bodies as defined in Article 6;
 - has set up a catalogue of sanctions as defined in Article 7;
 - has defined the core process as defined in Article 8;
 - must assess the documentation submitted by the licence applicant, consider whether this is appropriate and define the assessment procedures as defined in Article 9;
 - must ensure equal treatment between all licence applicants and guarantee them full confidentiality with regard to all information provided during the licensing process as defined in Article 10;
 - must determine to its comfortable satisfaction whether each criterion has been met and what further information, if any, is needed for a licence to be granted.

Article 5 – FFA Club Licensing Unit

- 5.01. The licensor must appoint a licensing manager (FFA Licensing Manager, LM) who is responsible for the licensing unit.
- 5.02. The tasks of the FFA Licensing Unit shall include:
- preparing, implementing and further developing the FFA Club licensing system;
 - providing administrative support to the Club Licensing decision-making bodies;
 - assisting, advising and monitoring the licensees during the season;
 - informing UEFA of any event occurring after the licensing decision that constitutes a significant change to the information previously submitted to the licensor, including a change of legal form or legal group structure (including change of ownership) or identity;
 - serving as the contact point for and sharing expertise with the licensing departments of other UEFA member associations and with UEFA itself.



- 5.03. At least one member of FFA Licensing unit or an external financial expert must have a financial background and a diploma (certificate) in accountancy/auditing recognised either by the Association of Auditors and Accountants of Armenia (AAAA) or the Ministry of Education, Culture, Sport of Armenia, or must have several years' experience in the above matters (a "recognition of competence").

Article 6 – The Club Licensing decision-making bodies

- 6.01. The Club Licensing decision-making bodies are the Club Licensing Committee (CLC, acting as the First Instance Body) and the Club Licensing Appeal Committee (CLAC, acting as the Appeals Body or second instance body). They must be independent of each other.
- 6.02. The CLC decides on whether the relevant licence should be granted to an applicant on the basis of the documents provided by the submission deadline set by the licensor and on whether the relevant licence should be withdrawn.
- 6.03. The CLAC decides on appeals submitted in writing and makes a final decision on whether a licence should be granted or withdrawn. The decision of the CLAC can be appealed only before the Arbitration Tribunal referred to in Article 63 of the FFA Statutes within 10 working days after the CLAC decision.
- 6.04. Appeals before the CLAC may only be lodged by:
- a licence applicant, who received the refusal from the CLC;
 - a licensee, whose licence has been withdrawn by the CLC; or
 - the FFA Licensing Manager on behalf of FFA.
- 6.05. The CLAC makes its decision based on the decision of the CLC and all the admissible evidence provided by the appellant with its written request for appeal and by the set deadline.
- 6.06. Members of the Club Licensing decision-making bodies are appointed by the FFA Executive Committee. Each Club Licensing decision-making body consists of a chairman, a deputy chairman and five other members. Members of the Club Licensing bodies must:
- act impartially in the discharge of their duties;
 - abstain if there is any doubt as to their independence from the licence applicant or if there is a conflict of interest. In this connection, the independence of a member may not be guaranteed if he/she or any member of his/her family (spouse, child, parent or sibling) is a member, shareholder, business partner, sponsor or consultant of the licence applicant. The foregoing list is illustrative and not exhaustive;
 - not act simultaneously as FFA Licensing Manager and/or member of club licensing administration;
 - not belong simultaneously to any FFA judicial statutory body;



- e) not belong simultaneously to the FFA Executive Committee;
- f) not belong simultaneously to the personnel of an affiliated club;
- g) include at least one qualified lawyer/legal expert and one qualified financial expert holding a qualification issued and/or recognised by the AAAA.

6.07. The quorum of the Club Licensing decision-making bodies must be at least:

- a) 4 out of 7 members for the CLC;
- b) 5 out of 7 members for the CLAC;

In case of a tie, the chair of each Club Licensing decision-making body has the casting vote.

6.08. The Club Licensing decision-making bodies must operate according to the following procedural rules defined by the FFA Licensing Unit:

- a) Deadlines are defined in a separate document issued by the FFA Licensing Unit each year by the end of January at the latest and communicated to all parties involved in the FFA club licensing system also by the end of January at the latest.
- b) Safeguarding the principle of equal treatment: see Article 10.
- c) Representation - means that each applicant must have at least one authorised representative for communication with the FFA Licensing Unit. Moreover, the licence applicant may be represented by a graduate in law or by a highly qualified auditor. The Club Licensing decision-making bodies may demand that a party's representative produce written evidence of his qualifications.
- d) The *right to be heard* is guaranteed to all applicants during the licensing process. All applicants are also guaranteed the right to a hearing before both Club Licensing decision-making bodies.
- e) Official languages:
 - for internal communications within and with FFA – Armenian;
 - for external (UEFA, other NAs, etc.) communications – English and Russian.
- f) Unless defined otherwise in these regulations, the Time limits to issue an appeal are as follows:
 - The applicant has 5 days to issue an appeal starting from the day that the decision of refusing the License has been officially notified. The appeal must be issued till 18:00 of the deadline day at the latest. Time-limit starts on the day following the day a decision is issued and officially notified. Weekends and public holidays in Armenia shall not be included into calculation.
 - The time limit expires at 18:00 hours of the final day.
 - The Time limit to appeal is 5 days after official notification of the disputed decision.

- g) Effects of appeal: no delaying effect.
- h) Type of evidence requested: any written evidence to the appropriate case asked by the licensor.
- i) Burden of proof: licence applicant has burden of proof on the demand of a Decision-Making Body.
- j) Decision: the decision has to be in writing and must contain the following information:
 - the place and date of issuing;
 - the names of the members of the competent Club Licensing decision-making body;
 - the names of the parties concerned and their representatives;
 - the pleadings of the parties;
 - the reasons for the decision de-facto and de-jure;
 - the judgment;
 - the signature of the chairman of the concerned Club Licensing decision-making body;
 - in applicable cases, an indication of the right to appeal the decision, including form, body to be appealed to and deadline for an appeal.

The decision must be officially communicated to the parties concerned (clubs, media, etc.) within 1 (one) working day.

- k) Grounds for appeals: an appeal can be lodged based only on the following reason(s):
 - The CLC has not given the licensing applicant the opportunity to impartially state the circumstances relating the case;
 - the CLC has taken actions that contradict the Constitution;
 - the CLC failed to arrange a fair hearing or violated the right to be heard of the applicant;
 - the decision issued by the CLC was incorrect de-jure and breached the FFA Club Licensing Regulations and/or natural justice and/or otherwise flawed;
 - Disciplinary sanctions are unreasonably severe or inappropriate.

l) Content and form of the appeal

The appeal must be in writing and contain the following information:

- the decision appealed against;
- the reasons for the appeal;
- the pleadings;

CLAC is not eligible to accept any fresh evidence(s); CLAC shall consider the appeal based only on the evidence(s) that has(have) been issued to the CLC (First Instant Body). The Appeals Committee shall not consider an appeal against the decision of License refusal



issued by the Club Licensing Committee as a re-hearing of the case, except for appeals on the grounds mentioned in paragraph (k) of this Article.

m) Deliberation / hearings

Deliberation is held behind closed doors and contains indication of members, who take part in decision-making and provide a quorum for it.

n) Cost of procedure / administrative fee / deposit:

- hearings before the CLC are free of charge;
- hearings (deliberation) before the CLAC amount 100.000 AMD.

Article 7 – Catalogue of sanctions

7.01. To guarantee an appropriate assessment process FFA:

- a) has set up a catalogue of sanctions (stated in the FFA Disciplinary and Ethics Regulations) for the FFA club licensing system for the non-respect of the club licensing criteria referred to in Article 15;
- b) refers to the catalogue of sanctions stated in the FFA Disciplinary and Ethics Regulations for all other violations of the FFA Club Licensing Regulations.

It falls to the FFA Disciplinary Committee to impose these sanctions on the licence applicants/licensees.

Article 8 – Core process

8.01. The FFA Club licensing unit has defined the core process for the verification of the club licensing criteria and thus manage the issuing of licences

8.02. The FFA club licensing system core process starts with the production of the club licensing documents by the FFA Licensing Manager (in December) and ends on submission of the list of licensing decisions to the UEFA Administration by the deadline communicated by the latter (May 31st, in principle).

8.03. The core process consists of the following minimum key steps:

- a) Submission of the licensing documentation to the licence applicants;
- b) Return of the licensing documentation to the licensor;
- c) Assessment of the documentation by the licensing administration;
- d) Submission of the written representation letter to the licensor;
- e) Assessment and decision by the decision-making bodies;



- f) Submission of each licensing decision to the UEFA within seven days of each decision being final and, in any case, no later than the deadline to submit the final list of licensing decisions to the UEFA administration (May 31st)
- 8.04. All relevant deadlines of the core process are clearly defined in a separate document issued by the FFA Licensing Unit and communicated to all parties concerned each year by the end of January at the latest.

Article 9 – Assessment procedures

- 9.01. The assessment procedures are defined by the FFA Licensing Unit in its checklists and procedures, except those used to verify compliance with the defined criteria for which specific assessment processes must be followed as set out in Annex 5.

Article 10 – Equal treatment and confidentiality

- 10.01. The FFA Club licensing unit ensures equal treatment between all licence applicants during the core process.
- 10.02. The FFA Club licensing guarantees the licence applicants full confidentiality with regard to all information submitted during the licensing process. Anyone involved in the licensing process or appointed by the licensor must sign a confidentiality agreement before starting his tasks.



CHAPTER 2: LICENCE APPLICANT AND LICENCES

Article 11 – Definition of the licence applicant and two-year rule

- 11.01. A licence applicant may only be a football club, i.e. a legal entity responsible for a women's football first team participating in national and UEFA club competitions and that either:
- a) is a registered member of FFA (hereinafter: registered member); or
 - b) has a contractual relationship with a registered member (hereinafter: football company);
- 11.02. By the start of the licence season, the membership and/or the contractual relationship (if any) must have lasted for at least two consecutive seasons. Furthermore, the licence applicant's women's football first team must have participated in the official national competitions for women's football first teams for at least two consecutive seasons (hereinafter: two-year rule)
- 11.03. Any change to the legal form, legal group structure (including a merger with another entity or transfer of football activities to another entity) or identity (including headquarters, name, crest or colours) of a licence applicant/licensee during this period must be promptly notified to the FFA, and the FFA, on its turn, must promptly notify the above-mentioned to UEFA.
- 11.04. Any change to the legal form, legal group structure (including a merger with another entity or transfer of football activities to another entity) or identity (including headquarters, name, crest or colours) of a licence applicant/licensee that took place within the two seasons preceding the start of the licence season to the detriment of the integrity of a competition to the detriment of the club's history and legacy to facilitate the licence applicant's qualification for a competition on sporting merit; or to facilitate the licence applicant's receipt of a licence is deemed an interruption of membership or contractual relationship (if any) within the meaning of this provision.
- 11.05. Exceptions to this two-year rule may be granted by the UEFA CFCB in accordance with Annex A of the UEFA Club licensing Regulations for UEFA Club competitions.

Article 12 – General responsibilities of the licence applicant

- 12.01. The licence applicant must provide the licensor with:
- a) all necessary information and relevant documents to fully demonstrate that the licensing obligations are fulfilled; and
 - b) any other document relevant for decision-making by the licensor.

- 12.02. This includes information on the reporting entity/entities in respect of which sporting, social and environmental sustainability, infrastructure, personnel and administrative, legal and financial information is required to be provided.
- 12.03. Any event that occurs after the submission of the licensing documentation to the licensor and represents a significant change to the information previously submitted must be promptly notified to the licensor in writing (including a change of the licence applicant's legal form, legal group structure including ownership, or identity).

Article 13 – Licence

- 13.01. Clubs which qualify for the UEFA Women's club competitions on sporting merit must obtain a licence issued by the FFA according to the FFA Club Licensing Regulations for the UEFA Women's club competitions, except where Article 14 applies.
- 13.02. A licence expires without prior notice at the end of the season for which it was issued.
- 13.03. A licence cannot be transferred.
- 13.04. A licence may be withdrawn by the FFA Club Licensing decision-making bodies if:
- any of the conditions for the issuing of a licence are no longer satisfied; or
 - the licensee violates any of its obligations under the current regulations.
- 13.05. As soon as a UEFA Women's Champions League Licence withdrawal is envisaged, the FFA Licensing Unit must inform the UEFA accordingly.

Article 14 – Special permission

- 14.01. If a club qualifies for the UEFA club competition on sporting merit but has not undergone any licensing process at all or has undergone a licensing process, which is lesser/not equivalent to the one applicable for women's top-division clubs to enter the UEFA club competition, because it belongs to a division other than the women's top division, the FFA, on behalf of such a club, request an extraordinary application of the club licensing system in accordance with Annex 2.
- 14.02. Based on such an extraordinary application, UEFA may grant special permission to the club to enter the corresponding UEFA club competition subject to applicable relevant UEFA club competitions regulations. Such an extraordinary application applies only to the specific club and for the season in question.



CHAPTER 3: CLUB LICENSING CRITERIA

Article 15 – General

- 15.01. With the exception of those in paragraph 15.02, the criteria defined in this chapter must be fulfilled by clubs in order for them to be granted the UEFA Women's Champions League Licence to enter the UEFA club competitions..
- 15.02. Failure to fulfil the criteria defined to Paragraph 18.02, from Article 21 to Article 28, Article 31, Article 35, Article 40 and from Article 44 to Article 48 does not lead to refusal of the UEFA Women's club competitions Licence, but to a sanction defined by the FFA Disciplinary and Ethics Regulations.

SPORTING CRITERIA

Article 16 – Youth development programme

- 16.01. The licence applicant must have a written youth development programme approved by the FFA.
- 16.02. The programme must cover at least the following areas:
- a) Promotion of women's game;
 - b) Youth development objectives and philosophy;
 - c) Youth sector organisation (organisational chart, bodies involved, relation to licence applicant, youth teams, etc.);
 - d) Personnel (technical, medical, administrative, etc.) and minimum qualifications required;
 - e) Infrastructure (training and match facilities, availability, etc);
 - f) Financial resources (budget, contribution from licence applicant, players or local community, etc.);
 - g) Football education for various age groups (playing skills, technical, tactical and physical);
 - h) Education initiatives (*Laws of the Game*; anti-doping; integrity; anti-racism);
 - i) Medical support for youth players (including maintaining medical records);
 - j) Review and feedback process to evaluate the results and the achievements against objectives;
 - k) Duration of the programme (at least three years but maximum seven);



- 16.03. The licence applicant must further ensure that:
- a) every youth player involved in its youth development programme can follow mandatory school education according to the Law of the Republic of Armenia "On Education" dd 14.04.1999;
 - b) no youth player involved in its youth development programme is prevented from continuing his non-football education.
- 16.04. The licence applicant shall provide the FFA with a brief summary/description of the club's activities carried out during the calendar year preceding the licensing season in the frames of the YFDP, which will include the steps taken, financial costs, and the cost breakdown of the latter.

Article 17 – Women's Youth teams

- 17.01. The licence applicant must at least have two women's youth teams within the age range of 12 to 21.
- 17.02. Each women's youth team, within this age range, must take part in official competitions or programmes played at national, regional or local level and recognised by the FFA.

Article 18 – Medical care of players

- 18.01. The licence applicant must establish and apply a policy to ensure that all players eligible to play for its women's first squad undergo a yearly medical examination in accordance with the relevant provisions of the UEFA Medical regulations.
- 18.02. The licence applicant must establish and apply a policy to ensure that all youth players above the age of 12 undergo a yearly medical examination in accordance with the relevant provisions defined by FFA Regulations on Women's Top Division and FFA Regulations on Girls football competitions.

Article 19 Registration of players

- 19.01. All the licence applicants' players above the age of 10 must be registered with FFA in accordance with the relevant provisions of the *FIFA and FFA Regulations on the Status and Transfer of Players*.



Article 20 – *Written contract with professional players*

20.01. Each of the licence applicants' professional players must have a written contract with the licence applicant in accordance with the relevant provisions of the *FIFA and FFA Regulations on the Status and Transfer of Players*.

Article 21 - *Loan of professional players*

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

Article 22 – *Refereeing matters and Laws of the Game*

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

SOCIAL AND ENVIRONMENTAL SUSTAINABILITY CRITERIA

Article 23 - *Social and environmental sustainability strategy*

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

Article 24 – *Equality and inclusion*

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



Article 25 – Anti-racism

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

Article 26 – Child and youth protection and welfare

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

Article 27 – Environmental protection

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

Article 28 – Football for all abilities

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

INFRASTRUCTURE CRITERIA

Article 29 – Stadiums for UEFA club competitions

- 29.01. The licence applicant must have a stadium available for UEFA club competitions, which must be within the territory of FFA and approved by FFA in accordance with the UEFA Stadium infrastructure Regulations.
- 29.02. If the licence applicant is not the owner of a stadium, it must provide a written contract with the owner(s) of the stadium it will use.



- 29.03. It must be guaranteed that the stadium(s) can be used for the licence applicant's UEFA home matches during the licence season.
- 29.04. The stadium(s) for UEFA club competitions must fulfil the minimum requirements defined in the *UEFA Stadium Infrastructure Regulations* and be classified at least as a UEFA category 1 stadium.

Article 30 – Training facilities – Availability

- 30.01. The licence applicant must have training facilities available throughout the year.
- 30.02. If the licence applicant is not the owner of the training facilities, it must provide a written contract with the owner(s) of the training facilities.
- 30.03. It must be guaranteed that the training facilities can be used by all the licence applicant's teams during the licence season, taking into account its youth development programme.

Article 31 – Training facilities – Minimum infrastructure

- 31.01. As a minimum the infrastructure of the training facilities must fulfil the following requirements:
- a) one indoor and one outdoor facility;
 - b) the specificities of those facilities (i.e. number and size of football pitches);
 - c) dressing room specificities;
 - d) the medical room and its minimum equipment (i.e. defibrillator and first aid kit);

PERSONNEL AND ADMINISTRATIVE CRITERIA

Article 32 – Registration of personnel

- 32.01. All the mandatory staff members (including the coaching staff) of the licence applicant in relation to the Personnel and Administrative Criteria of club licensing system must be duly registered within the FFA Football Management System (FMS).
- 32.02. In order to register its staff members within the FMS, the license applicant must submit a separate documentation pack for each employee [to](#) the relevant section of FMS. As the first step, the licence applicant registers the labour contract of the employee in "contracts" section of each person's account in FMS. After receiving the confirmation by FFA, as the

second step, the licence applicant submits the official order (job description), the proof of identity and the proof of professional qualification (e.g. Coaching Licence, Diploma of Higher Education, etc.) in “registrations” section of each person’s account in FMS. The employee is considered fully registered within FMS only after successful completion of above-mentioned two steps.

- 32.03. All the documents included in the documentation pack of an employee must have a serial number and a creation date.
- 32.04. In any case, FFA Licensing unit reserves the right to request any additional documents to be sent to official email address of the unit licensing@ffa.am

Article 33 – Club contact details

33.01. The licence applicant must have an official website, which should be submitted to the licensor in written together with the licensing documentation pack. The mentioned document must include the following information:

- Legal address
- Actual address
- Official website
- E-mail address
- Phone number
- Links to social media official pages

Article 34 – Administrative officer

34.01. The licence applicant must have appointed an administrative officer who is responsible for running its operative matters.

Article 35 – Media officer

35.01. The licence applicant must have appointed a qualified media officer who is responsible for cooperating with the media, informing the public about news related to the license applicant, shaping the license applicant's public image and engaging fans.

35.02. The media officer must hold as a minimum one of the following qualifications:

- a) Higher education diploma in one of the following qualifications:
- Journalism



- Public relations
 - Advertising
 - Sociology
- b) Certificates ensuring at least 3 years of professional activity in the field of journalism or public relations.

However, in each case, the media officer of the license applicant must, by July 1, 2026, participate in a qualification improvement course conducted by the FFA Communication and Marketing Department and receive the corresponding certificate. The FFA is obliged to conduct such a course at least once a year, before the start of the sporting season

35.03. In the absence of the above-mentioned certificate of the Media officer, his registration in the FFA Football Management System will be cancelled before the start of the sporting season.

Article 36 – Medical doctor

36.01. The licence applicant must have appointed at least one doctor who is responsible for medical support during matches and training as well as for doping prevention.

36.02. The medical doctor must comply with all the below-mentioned requirements and at least hold

- a diploma of higher medical education;
- a simultaneous presence of main medical qualification of professional activity in the field of healthcare in accordance with one of the qualifications defined in Article 39.03, and sport medicine (sport doctor) qualification (clinical residency or foreign equivalent master's degree); a relevant certificate of residency training or a certificate of training in a Sports Medicine Fellowship program
- A valid certificate of BLS educational program which is implemented either by the ERC (European Resuscitation Council) recognized by the UEFA Medical Service, or by the Armenian Resuscitation Council established by ERC; or Course Organizers/Centers (CO/CC) acting on ERC's behalf in Armenia.

36.03. CPD (continuous professional development) certificate of Senior medical officer, as well as the presence of certificates of a) First aid in an emergency situation with at least 12 CPS credits and b) Medical officer's professional ethics rules with at least 10 CPD credits. These certificates are included in the "List of Mandatory Measures Ensuring Continuous Professional Development" by the RA Government Resolution No. 613-N of May 22, 2025; and are certified by the RA Minister of Health. The main medical qualifications of professional activity in the field of healthcare are the following:

- family medicine (family doctor);



- internal diseases (therapist);
- cardiology (cardiologist);
- physical and rehabilitation medicine (rehabilitator);
- neurosurgery (neurosurgeon);
- traumatology and orthopedics, including oncology (traumatologist/ orthopedist),
- Emergency medicine (emergency doctor) main qualification, including Pediatric emergency medicin.

Article 37 – Physiotherapist

- 37.01. The licence applicant must have appointed at least one physiotherapist who is responsible for medical treatment and massages for the first squad during training and matches.
- 37.02. The physiotherapist must comply with all the below-mentioned requirements and at least hold
- A diploma of higher medical education with kinesiologist or physiotherapist qualification or a secondary professional education of a masseur
In case of secondary professional education of a nurse it is also obligatory to have a CPD (continuous professional development) certificate of Secondary medical officer
 - A valid certificate of BLS educational program which is implemented either by the ERC (European Resuscitation Council) recognized by the UEFA Medical Service, or by the Armenian Resuscitation Council established by ERC; or Course Organizers/Centers (CO/CC) acting on ERC's behalf in Armenia.

Article 38 – Football social and environmental sustainability officer

- 38.01. The licence applicant must have appointed a football social and environmental sustainability officer who is responsible for the implementation of football social and environmental responsibility policies and measures in accordance with the UEFA Football Sustainability Strategy 2030 and relevant UEFA guidelines.

Article 39 – Head coach of women's first squad

- 39.01. The licence applicant must have appointed a qualified head coach of the women's first squad who is confirmed as the head coach by the FFA FMS and who is responsible for the following matters of the first squad:



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

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

- a) Valid UEFA "A" coaching licence
- b) Valid UEFA Recognition of Competence is equivalent to the licence under a) above.

Article 40 – Assistant coach of women's first squad

40.01. The licence applicant must have appointed a qualified coach who assists the head coach in all football matters of women's first squad.

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

- a) Valid UEFA "B" coaching licence
- b) Valid UEFA Recognition of Competence equivalent to the licence required under a) above.

Article 41 – Goalkeeper coach of women's first squad

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

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

- a) Valid UEFA "B" coaching licence;
- b) Valid UEFA Recognition of Competence which is equivalent to the licence required for the licence under a) above.

Article 42 – Other coaches of first squad

42.01. If the licence applicant has appointed other qualified coaches of first squad (physical training coach, etc.), they must hold one of the following qualifications, issued by a UEFA member association in accordance with the UEFA Coaching Convention:

- a) Valid UEFA “B” coaching licence;
- b) Valid UEFA Recognition of Competence which is equivalent to the licence required for the licence under a) above.

Article 43 – Youth women’s teams’ coaches

43.01. The licence applicant must have appointed at least two qualified coaches who are responsible for all football matters related to the youth women’s team(s) as defined under Article 17.

43.02. At least one of the youth head coaches must hold one of the following minimum coaching qualifications, issued by a UEFA member association in accordance with the UEFA Coaching Convention:

- a) Valid UEFA “B” coaching licence;
- b) Valid UEFA Recognition of Competence which is equivalent to the one required for the licence under a) above.

Article 44 – Common provisions applicable to UEFA Coaching qualifications

44.01. A holder of the required UEFA coaching licence within the meaning of Articles 39 to 43 is considered a coach, who, in accordance with the implementation provisions of the *UEFA Coaching Convention*, has:

- a) been issued a UEFA coaching licence by a UEFA member association; or
- b) at least started the required UEFA coaching diploma course. Registration for the required diploma course is not sufficient to meet the criterion.

44.02. All qualified coaches must be duly registered in the FFA Football management system, according to the procedure described in Article 32 of current regulations.

Article 45 – Written contracts

45.01. All administrative, technical, medical and security staff or service providers performing any of the functions referred to in Articles 34 to 43 must have written contracts with the licence

applicant (or an entity within the legal group structure) in accordance with the national legal framework.

- 45.02. The rights and duties of the personnel defined in Articles 34 to 42 above must be defined in writing both in their labour contracts and job descriptions.
- 45.03. The licence applicant must ensure that each coach's contract is in line with the relevant provisions of the FIFA Regulations on the Status and Transfer of Players (Rules for the employment of coaches).

Legal relations with coaches are regulated by a written employment or service contract, subject to the conditions set out below:

- The contract must include essential elements governing the coaching activity, in particular and without limitation inter alia: the subject matter of the contract, the rights and obligations of the parties, the nature and status of the coach's activity, the agreed remuneration, the term of the contract, the conditions and requirements for early termination of the contract, the guarantees and protection provided to the coach, and the signature of each party.
 - The contract must fully comply with the requirements of the applicable legislation of the Republic of Armenia, the FFA, UEFA and FIFA regulations, and in case of contradictions, the imperative requirements of the legislation of the Republic of Armenia shall prevail.
 - The grounds and regulation for early termination of the contract must be provided for in the contract, and in case of early termination of the contract without any justification, adequate compensation must be provided for the coach.
 - The provisions of Appendix 8 of the FFA Regulations on the Status and Transfer of Players shall apply to relations related to the termination of the contract, regardless of the type of contract concluded with the coach.
- 45.04. The incongruity of Official order (Job description) and the actual work being done by the employee may lead to sanctions imposed by the FFA Disciplinary and Ethics Committee.
- 45.05. Actual performance of the duties of the head coach more than twice during a season by an individual not registered as a head coach of the club (including a person registered for another position of the club), as well as a regular appearance of a person as the head coach by the club (including in social media, print media, documents and other means) may lead to sanctions by the FFA Disciplinary and Ethics Committee.

Article 46 – Service providers / outsource

- 46.01. If a given function is entrusted to an external service provider in accordance with the national legal framework, the licence applicant must sign a written contract with the service provider. It must contain the following information as a minimum:
- a) Defined tasks and responsibilities;
 - b) Information on the person(s) responsible for the function, including their relevant qualifications.

Article 47 – Occupation of functions

- 47.01. The mandatory functions defined in Article 34 to Article 43 represent the minimum organisational structure required of the licence applicant.
- 47.02. Within the structure of the club, occupation of more than one function by one person is prohibited.
- 47.03. Occupation of any function defined in Article 34 to Article 43 at the same time within two clubs participating in Armenian Women's Top is prohibited.

Article 48 - Organisational structure

- 48.01. The licence applicant must provide the licensor with an organisational chart clearly identifying the relevant personnel and their hierarchical and functional responsibilities in its organisational structure.
- 48.02. As a minimum, the organisational chart should provide information on the key personnel defined in Article 34 to Article 37.

Article 49 Duty of replacement during the season

- 49.01. If a function defined in Articles 34 to 43 becomes vacant during the licence season, the licensee must ensure that, within a period of a maximum of 60 days, the function is taken over by someone who holds the required qualification.

- 49.02. In the event that a function becomes vacant due to illness or accident, the licensor may grant an extension to the 60-day period only if reasonably satisfied that the person concerned is still medically unfit to resume his duties.
- 49.03. The licensee must promptly notify FFA in writing of any such replacement within 5 labour days.

LEGAL CRITERIA

Article 50 – Declaration in respect of the participation in international and national club competitions

- 50.01. The licence applicant must submit a legally valid declaration confirming the following:
- a) It recognises as legally binding the statutes, regulations, directives and decisions of FIFA, UEFA and FFA as well as the jurisdiction of the Court of Arbitration for Sport (CAS) in Lausanne as provided in the relevant articles of the *UEFA Statutes*;
 - b) At national level it will play only in competitions recognised and endorsed by FFA (e.g. national championship, national cup);
 - c) At international level it will play in competitions recognised by UEFA or FIFA (to avoid any doubt, this provision does not relate to friendly matches);
 - d) It will promptly inform the FFA about any significant change, event or condition of major economic importance;
 - e) It will abide by and observe the FFA Club Licensing Regulations for UEFA Women's Club competitions;
 - f) Its reporting perimeter is defined in accordance with Article 56;
 - g) All revenues and costs related to each of the football activities listed in Paragraph 56.03 have been included in the reporting perimeter;
 - h) It will be accountable for any consequences of an entity included in the reporting perimeter not abiding by and observing items e) and f) above;
 - i) All relevant information related to any change of its legal form, legal group structure (including changes of ownership) or identity from the past three years must be reported to the FFA;
 - j) All submitted documents are complete and correct;
 - k) It authorises the FFA Licensing Unit, the FFA Club Licensing bodies, the UEFA administration, and the UEFA Organs for the Administration of Justice to examine any relevant document and seek information from any relevant public authority or private body in accordance with the legislation of the Republic of Armenia;

- l) It acknowledges that UEFA reserves the right to execute compliance audits at national level in accordance with Article 64 of the UEFA Club Licensing Regulations for the UEFA Women's Club competitions.
 - m) It confirms that it is not directly and/or indirectly involved in any activity in relation to money laundering based on the anti-money laundering legal frameworks;
 - n) It will inform the FFA about any ongoing proceedings before disciplinary bodies or state course implicating the club or its officials in any activity aimed at arranging or influencing the outcome of a match at national or international level, whether or not the club or its officials have been acquitted
- 50.02. The declaration must be executed by an authorised signatory no more than three months prior to the deadline for its submission to FFA.

Article 51 – Minimum legal information

- 51.01. The licence applicant must submit at least the following minimum legal information about the licence applicant and if different, the registered member:
- a) Complete legal name;
 - b) Legal form;
 - c) Copy of current, valid statutes (e.g. company act);
 - d) Extract from a public register (e.g. trade register);
 - e) List of authorised signatories;
 - f) Type of signature required (e.g. individual / collective).
- 51.02. The licence applicant must also provide the following contact information:
- a) Address of its official headquarters;
 - b) Official contact details (such as phone/fax number and email addresses);
 - c) Address of its official public website;
 - d) Name and direct contact details of its main official contact person for club licensing matters

Article 52 – Licence applicant's identity, history and legacy

- 52.01. All elements that constitute the visual identity of a football club in connection and combination with the official name and/or the name of the team in competitions, such as the official crest, logos, other trademarks and official club colours, must be owned by and



be in the sole control of the licence applicant or the registered member (if different to the licence applicant) as defined in Paragraph 11.01.

52.02. The licence applicant's identity must be registered with the licensor together with its history and legacy, including its sporting achievements.

Article 53 – Written contract with a football company

53.01. If the licence applicant is a football company as defined in Paragraph 11.1 (b) it must provide a written contract of assignment with a registered member.

53.02. The contract must stipulate the following as a minimum:

- a) The football company must comply with the applicable statutes, regulations, directives and decisions of FIFA, UEFA and FFA.
- b) The football company must not further assign its right to participate in a competition at national or international level.
- c) The football company's right to participate in such competitions ceases to apply if the assigning club's membership of the association ceases.
- d) If the football company is put into bankruptcy or enters into liquidation, this is deemed to be an interruption of membership or contractual relationship within the meaning of Article 11. For the sake of clarity, a licence already granted to the football company cannot be transferred from the football company to the registered member.
- e) FFA has the right to approve the name under which the football company participates in the national club competitions recognised and endorsed by FFA.
- f) The football company must, at the request of the competent national or international arbitration tribunal or the Court of Arbitration for Sport (CAS), provide views, information and documents on matters regarding the football company's participation in the national or international competition.

53.03. The contract of assignment and any amendment to it must be approved by FFA.

Article 54 – Legal group structure

54.01. The licence applicant must provide FFA with a document that presents its legal group structure at the annual accounting reference date prior to the deadline for the submission of its licence application to the licensor.

54.02. This document must clearly identify and include information on:

- a) the licence applicant and, if different, the registered member of FFA;
- b) any subsidiary of the licence applicant and, if different, the registered member of FFA;

- c) any associate entity of the licence applicant and, if different, the registered member of FFA;
 - d) any direct or indirect controlling entity of the licence applicant;
 - e) any party that has a 10% or greater direct or indirect ownership of the licence applicant, or 10% or greater voting rights;
 - f) any other football club, in respect of which any of the parties identified in (a) to (e) or any of their key management personnel, have any ownership interest or voting rights or membership or any other involvement or influence whatsoever in its management, administration or sporting performance; and
 - g) The key management personnel of the licence applicant and, if different, the registered member.
- 54.03. The reporting perimeter as defined in Article 56 must also be clearly identified in the document.
- 54.04. The following information must be provided in relation to each of the parties included in the legal group structure:
- a) Name and, if applicable, legal form;
 - b) Main activity; and
 - c) Percentage of ownership interest and, if different, percentage of voting rights.
For any subsidiary of the licence applicant and, if different, the registered member of FFA, the following information must also be provided:
 - d) Share capital;
 - e) Total assets;
 - f) Total revenues; and
 - g) Total equity.
- 54.05. The licensor must be informed of any changes there may have been to the legal group structure during the period between the annual accounting reference date and the submission of this information to the licensor.
- 54.06. If deemed relevant, the licensor may request the licence applicant/licensee to provide other information in addition to that listed above
- 54.07. The licence applicant must confirm that the information about the legal group structure is complete, accurate and in compliance with these regulations. This must be evidenced by way of a brief statement and signature by the executive body / authorities signatories of the licence applicant.



Article 55 – Ultimate controlling party, ultimate beneficiary and party with a significant or decisive influence

- 55.01. The licence applicant must provide the licensor with a document which contains information on:
- a) the ultimate controlling party of the licence applicant;
 - b) the ultimate beneficiary of the licence applicant, i.e. a natural person on whose behalf an entity or arrangement is owned or controlled, or a transaction is conducted; and
 - c) any party with a significant or decisive influence over the licence applicant.
- 55.02. The following information must be provided in relation to each of the parties identified in paragraph 54.01 as at the date of submission of this information to the licensor:
- a) Name and, if applicable, legal form;
 - b) Main activity;
 - c) Percentage of ownership interest and, if different, percentage of voting rights in respect of the licence applicant;
 - d) If applicable, key management personnel; and
 - e) Any other football club in respect of which the party, or any of its key management personnel, has any ownership interest, voting rights or membership or any other involvement or influence whatsoever.
- 55.03. The licence applicant must confirm whether any change has occurred in relation to the information indicated in paragraphs 1 and 2 above during the period covered by the annual financial statements up to the submission of the information to the licensor.
- 55.04. If a change has occurred as indicated in paragraph 3 above, it must be described in detail by the licence applicant in the information to the licensor. As a minimum the following information must be provided:
- a) The date on which the change occurred;
 - b) A description of the purpose of and reasons for the change;
 - c) Implications for the licence applicant's financial, operating and sporting policies; and
 - d) A description of any impact on the licence applicant's equity or debt situation.
- 55.05. If deemed relevant the licensor may request the licence applicant to provide additional information other than that listed above.
- 55.06. The licence applicant must confirm that the declaration on the ultimate controlling party, ultimate beneficiary and party with a significant or decisive influence is complete, accurate and in compliance with these regulations. This must be evidenced by way of a brief statement and signature by the executive body/authorised signatories of **both the licence applicant and the licence applicant's ultimate controlling party.**

Article 56 – Written representation prior to the licensing decision

- 56.01. The licence applicant must submit written representations to the licensor within the seven days prior to the start of Club Licensing Committee decision-making process, as defined in accordance with Article 8.
- 56.02. The licence applicant must confirm:
- a) That all documents submitted to the licensor are complete, accurate and in compliance with these regulations;
 - b) Whether or not any significant change or similar event has occurred in relation to its licensing application or any of the club licensing criteria;
 - c) Whether or not any event or condition of major economic importance has occurred that may have an adverse impact on the licence applicant's financial position since the balance sheet date of the preceding audited annual financial statements and reviewed interim financial statements (if so, the management representations letter must include a description of the nature of the event or condition and an estimate of its financial effect, or a statement that such an estimate cannot be made);
 - d) Whether or not the licence applicant, if different, the registered member of FFA or any parent company of the licence applicant included in the reporting perimeter is seeking or has received protection from its creditors pursuant to laws or regulations within the 12 months preceding the licence season.
- 56.03. Approval by the licence applicant's management must be evidenced by way of a signature on behalf of the executive body of the licence applicant.

FINANCIAL CRITERIA

Article 57 - Reporting entity/entities and reporting perimeter

- 57.01. The licence applicant determines and provides to the licensor the reporting perimeter, i.e. the entity or combination of entities in respect of which financial information (e.g. single entity, consolidated or combined financial statements) has to be provided.
- 57.02. The reporting perimeter must include:
- a) the licence applicant and, if different, the registered member of FFA;
 - b) any subsidiary of the licence applicant and, if different, the registered member of FFA;

- c) any entity, irrespective of whether it is included in the legal group structure, which generates revenues and/or performs services and/or incurs costs in respect of football activities as defined in paragraph 57.03 a) and b).;
- d) any other entity included in the legal group structure which generates revenues and/or performs services and/or incurs costs in respect of any of the football activities defined in paragraph 57.03 c) to k).

57.03. Football activities include:

- a) employing/recruiting employees (as defined in Article 59) including payment of all forms of consideration to employees arising from contractual or legal obligations;
- b) acquiring/selling players' registrations (including loans);
- c) ticketing;
- d) sponsorship and advertising;
- e) broadcasting;
- f) merchandising and hospitality;
- g) club operations (e. g. administration, matchday activities, travel, scouting, etc.);
- h) use and management of stadium and training facilities;
- i) women's football
- j) youth sector
- k) financing, including equity that results in obligations on the licence applicant, or debt directly or indirectly secured or pledged against the licence applicant's assets or revenues.

57.04. An entity may be excluded from the reporting perimeter only if;

- a) the football activities it performs are already entirely reflected in the financial statements of one of the entities included in the reporting perimeter; and
- b) its activities are entirely unrelated to the football activities defined in paragraph 56.03 and/or the locations, assets or brand of the football club; or
- c) it is immaterial compared with all the entities that form the reporting perimeter and it does not perform any of the football activities defined in paragraph 56.03 a) and b);

57.05. The licence applicant must submit a declaration by an authorised signatory which confirms:

- a) that all revenues and costs related to each of the football activities indicated in paragraph 57.03 have been included in the reporting perimeter, providing a detailed explanation if this is not the case; and
- b) whether any entity included in the legal group structure has been excluded from the reporting perimeter, justifying any such exclusion with reference to paragraph 56.04.



Article 58 – Annual financial statements

- 58.01. The licence applicant must prepare and submit, by the date communicated by the licensor, annual financial statements for the reporting period ending in the year preceding the deadline for submission of the application to the licensor and preceding the deadline for submission of the list of licensing decisions to UEFA.
- 58.02. Annual financial statements, including comparative amounts for the prior period, must be prepared in accordance with International Financial Reporting Standards or national accounting standards (as applicable) and must include:
- a balance sheet as at the end of the reporting period;
 - a profit and loss account/income statement for the reporting period;
 - a cash flow statement for the reporting period;
 - a statement of changes in equity over the reporting period;
 - notes, comprising a summary of significant accounting policies and other explanatory notes; and
 - a financial review by management.
- 58.03. The annual financial statements must be audited by an independent auditor in accordance with national legal framework.
- 58.04. If the annual financial statements do not meet the minimum disclosure requirements set out in Annex 3, then the licence applicant must also submit to the licensor:
- supplementary information to meet the minimum disclosure requirements set out in Annex 3; and
 - an assessment report provided by the same auditor that signs the annual financial statements by way of agreed-upon procedures prescribed by the licensor to confirm the completeness and accuracy of the supplementary information.
- 58.05. When the women's football teams and activities are part of the same legal entity/reporting perimeter as men's football teams and activities, the licence applicant must identify the revenues and expenses linked to women's football activities and prepare a profit and loss account in accordance with the requirements of Annex 3.

Article 59 - No overdue payables to football clubs

- 59.01. The licence applicant must prove that as at 31 March preceding the licence season, it has no overdue payables (as defined in Annex 4) to other football clubs as a result of obligations arising from transfers of female players due to paid by the 28 February preceding the licence season.
- 59.02. Payables are those amounts due to football clubs as a result of:

- a) Transfers of professional female players (as defined in the FIFA Regulations on the Status and Transfer of Players), including any amount payable upon fulfilment of certain conditions;
 - b) female players registered for the first time as professionals, including any amount payable upon fulfilment of certain conditions;
 - c) training compensation and solidarity contributions in relation to female players as defined in the FIFA Regulations on the Status and Transfer of Players; and
 - d) any joint and several liability decided by a competent authority for the termination of a contract by a female player.
- 59.03. The licence applicant must prepare and submit to the licensor a transfers table unless the transfers information has already been disclosed to the licensor under existing national transfer requirements (e.g. national clearing house system) and the licensor is able to extract and assess all the required information as described in paragraphs 58.04 and 58.05 below. A transfers table must be prepared even if there have been no transfers/loans during the relevant period.
- 59.04. The licence applicant must disclose:
- a) all new female player registrations (including loans) as a result of transfer agreements concluded in the 12-month period up to 28 February, , irrespective of whether there is an amount outstanding to be paid as at 28 February;
 - b) all transfers of female players for which a payable is outstanding to be paid as at 28 February (whether they relate to the release or registrations of players and irrespective of when the transfers were undertaken); and
 - c) all transfers of female players subject to any amounts disputed as at 28 February (as defined in Annex 4).
- 59.05. The transfers table must contain the following information as a minimum (in respect of each female player transfer):
- a) Player's name and date of birth;);
 - b) Date of the transfer agreement;
 - c) Name of the football club that is the creditor;
 - d) Transfer (or loan) fee paid and/or payable (including training compensation and solidarity contribution) even if payment has not been requested by the creditor;
 - e) Other direct costs of the player's registration paid or payable;
 - f) Any other compensation paid or payable in the scope of a transfer agreement;
 - g) Amounts settled (as defined in Annex 4) before 28 February and payment date(s);
 - h) Balance payable as at 28 February, including the due date(s) for each unpaid element;
 - i) Amounts overdue as at 28 February, including the due date(s) for each unpaid element and, if applicable, amounts settled between 28 February and 31 March together with



- the settlement dates as well as any remaining overdue payable as at 31 March (rolled forward from 28 February), together with explanatory comment;
- j) Amounts deferred as at 28 February (as defined in Annex 4), including the original and new due date(s) for each deferred element and the date when a written agreement between the parties was concluded;
 - k) Amounts disputed as at 28 February (as defined in Annex 4), including the case references and a brief description of the positions of all involved parties; and
 - l) Conditional amounts (contingent liabilities) not yet recognised in the balance sheet as at 28 February.
- 59.06. The licence applicant must reconcile its liabilities as per the transfers table to its underlying accounting records
- 59.07. The licence applicant must confirm that the transfers table is complete, accurate and in compliance with these regulations. This must be evidenced by way of a brief statement and signature by the executive body/authorised signatories of the licence applicant.

Article 60 No overdue payables in respect of employees

- 60.01. The licence applicant must prove that as at 31 March preceding the licence season, it has no overdue payables (as defined in Annex 4) in respect of its employees as a result of contractual or legal obligations due to be paid by the 28 February proceeding the licence season.
- 60.02. Payables are all forms of consideration due in respect of employees as a result of contractual or legal obligations, including wages, salaries, image rights payments, bonuses and other benefits.
- 60.03. The term "employees" includes the following persons:
- a) All professional female players according to the *FIFA Regulations on the Status and Transfer of Players*,
 - b) All administrative, technical, medical and security staff performing any of the functions referred to in Article 34 to Article 42; and
 - c) Service providers performing any of the functions referred to in Article 34 to Article 42.
- 60.04. If any of the "employees" is employed by, contracted to, a consultant of or otherwise provides services to an entity within the legal group structure or the reporting perimeter other than the licence applicant, these payables must be also included in the scope of paragraph 1 above.
- 60.05. Amounts payable to persons who, for various reasons, are no longer employed or engaged by the licence applicant or an entity within the legal group structure of the licence applicant fall within the scope of this criterion and must be settled within the period stipulated in the

contract or defined by law, regardless of how such payables are accounted for in the financial statements.

- 60.06. The licence applicant must prepare and submit to the licensor an employees' table showing the following total balances in respect of the employees as at the 28 February preceding the licence season:
- Total balance payable;
 - Total amount overdue as well as any remaining overdue amount as at 31 March (rolled forward from 28 February);
 - Total amount deferred (as defined in Annex 4); and
 - Total amount disputed (as defined in Annex 4).
- 60.07. The following information must be given, as a minimum, in respect of each overdue, deferred or disputed amount as at 28 February, together with an explanatory comment :
- Name and position/function of the employee (irrespective of whether the person was employed or engaged during the year up to 28 February);
 - Start date and end date (if applicable);
 - Amounts overdue, including the due date(s) for each unpaid element and, if applicable, amounts settled between 28 February and 31 March together with the settlement dates as well as any remaining overdue payable as at 31 March (rolled forward from 28 February);
 - Amounts deferred, including the original and new due date(s) for each deferred element, and the date when a written agreement between the parties was concluded; and
 - Amounts disputed, including the case references and a brief description of the positions of all involved parties.
- 60.08. The licence applicant must reconcile its liabilities as per the employees table to its underlying accounting records.
- 60.09. The licence applicant must confirm that the employees table is complete, accurate and in compliance with these regulations. This must be evidenced by way of a brief statement and signature by the executive body/authorised signatories of the licence applicant.

Article 61 - No overdue payables to social/tax authorities

- 61.01. The licence applicant must prove that as at the 31 March preceding the licence season, it has no overdue payables (as defined in Annex 4) to social/tax authorities as a result of contractual or legal obligations in respect of all employed individuals due to be paid by the 28 February preceding the licence season.



- 61.02. Payables are those amounts due to social/tax authorities as a result of contractual or legal obligations in respect of all employed individuals. Payables include, but are not limited to, personal income tax, pension fund payments, social security and similar payments.
- 61.03. The licence applicant must submit to the licensor a social/tax table as at the 28 February preceding the licence season showing:
- a) Total balance payable to the social/tax authorities;
 - b) Total amount overdue as well as any remaining overdue amount as at 31 March (rolled forward from 28 February);
 - c) Total amount deferred (as defined in Annex 4);
 - d) Total amount disputed (as defined in Annex 4); and
 - e) total amount subject to a pending decision by the competent authority (as defined in Annex 4).
- 61.04. The following information must be given, as a minimum, in respect of each overdue, deferred, disputed or pending amount as at 28 February, , together with explanatory comment:
- a) Name of the creditor;
 - b) Amounts overdue, including the due date(s) for each unpaid element and, if applicable, amounts settled between 28 February and 31 March together with the settlement dates as well as any remaining overdue payable as at 31 March (rolled forward from 28 February);
 - c) Amounts deferred, including the original and new due date(s) for each deferred element, and the date when a written agreement between the parties was concluded;
 - d) Amounts subject to pending decision by the competent authority and a brief description of the licence applicant's request; and
 - e) Amounts disputed, including the case references and a brief description of the positions of all involved parties.
- 61.05. The licence applicant must reconcile its liabilities as per the social/tax table to its underlying accounting records.
- 61.06. The licence applicant must confirm that the social/tax table is complete, accurate and in compliance with these regulations. This must be evidenced by way of a brief statement and signature by the executive body/authorities signatories of the licence applicant.

Article 62 – No overdue payables in respect of UEFA and the FFA

- 62.01. The licence applicant must prove that as at the 31 March preceding the licence season, it has no overdue payables (as defined in Annex 4) in respect of UEFA, additional entities



designated by UEFA or the licensor as a result of obligations due to be paid by the 28 February preceding the licence season.

- 62.02. Payables in respect of UEFA include, but are not limited to, financial contributions imposed by the CFCB.
- 62.03. By the deadline and in the form communicated by the FFA Licensing unit, the licence applicant must prepare and submit a declaration confirming total payables to UEFA, additional entities designated by UEFA and the FFA and the absence or existence of overdue payables.



III. FINAL PROVISIONS

Article 63 – Language of correspondence

63.01. All correspondence between UEFA and FFA and/or the licensees must be in English and UEFA may ask FFA and/or the licensees for a certified translation of documents at their expense.

Article 64 – Annexes

64.01. All Annexes to the present regulations form an integral part thereof.

Article 65 – Compliance audits

65.01. The CFCB and the UEFA administration or its mandated agency assessor or other body reserve the right to, at any time, conduct compliance audits of the licensor and, of the licence applicants/licensee.

65.02. Compliance audits aim to ensure that the licensor and the licence applicants/licensee have fulfilled their obligations as defined in these regulations and that the UEFA Licences were correctly awarded at the time of licensor's final decision.

65.03. For the purpose of compliance audits, in the event of any discrepancy in the interpretation of the FFA Club Licensing Regulations for the UEFA Women's Champions League between the Armenian and English versions, the English version is authoritative.

Article 66 – Disciplinary procedures

66.01. The CFCB at all times bears in mind the overall objectives of these regulations, in particular to defeat any attempt to circumvent those objectives.

66.02. Any breach of these regulations may be dealt with by FFA in accordance with the *FFA Disciplinary and Ethics Regulations*.

Article 67 – Implementing provisions

67.01. The FFA Licensing Unit will take the decisions and adopt, in the form of directives, circular letters or any other relevant document, the detailed provisions necessary for implementing these regulations.

Article 68 – Adoption, abrogation and entry into force

- 68.01. These regulations were adopted by the FFA Executive Committee at its meeting on 31.10.2025 and enter into force upon approval.
- 68.02. These regulations *replace the FFA CLUB LICENSING REGULATIONS FOR THE UEFA WOMEN'S Club competitions (Edition 2024 v2)*.
- 68.03. These regulations cannot be amended during the licensing (core) process unless duly approved by UEFA.



Annex 1: Core Process

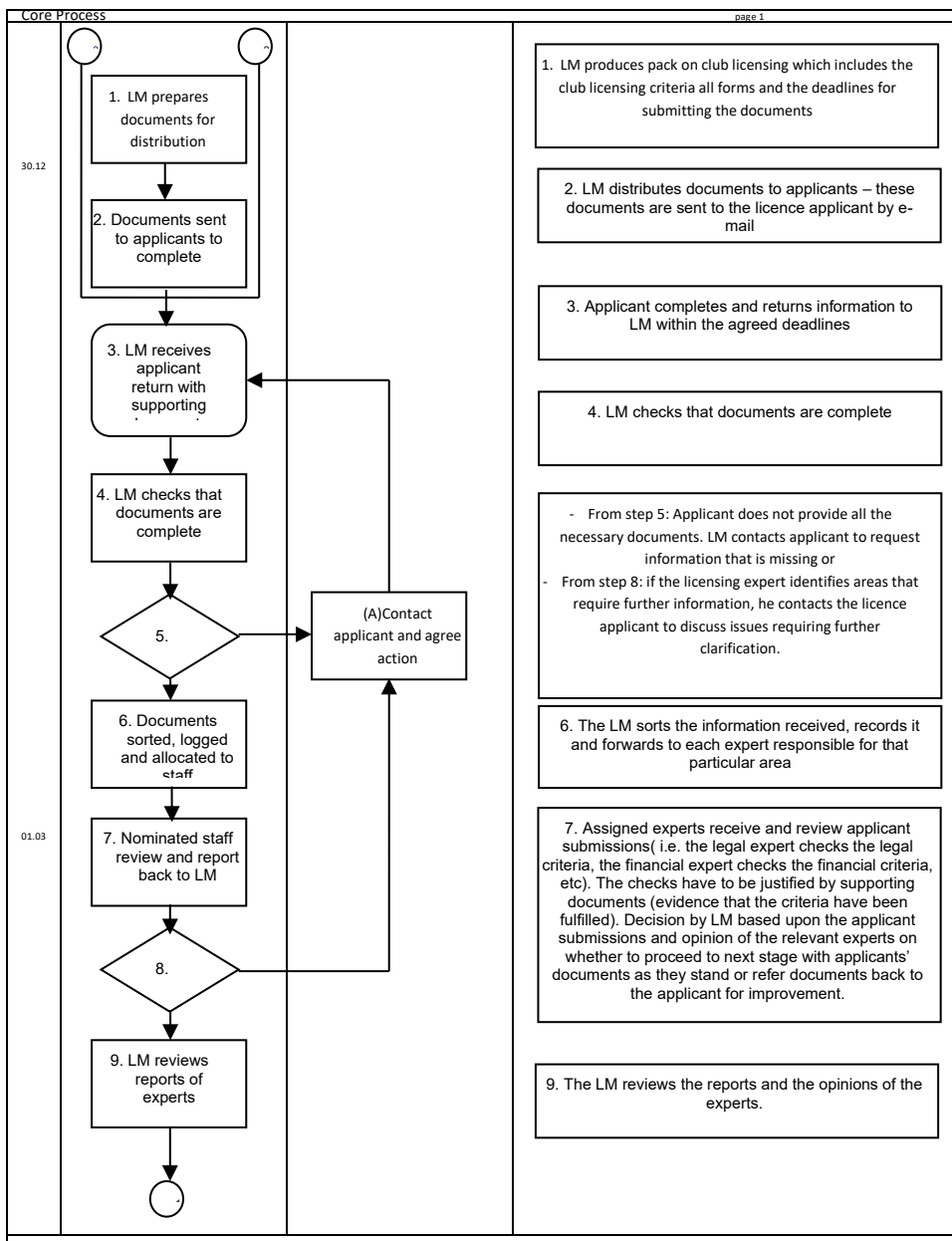
Below is presented is the chart of the FFA Club Licensing System Core Process:

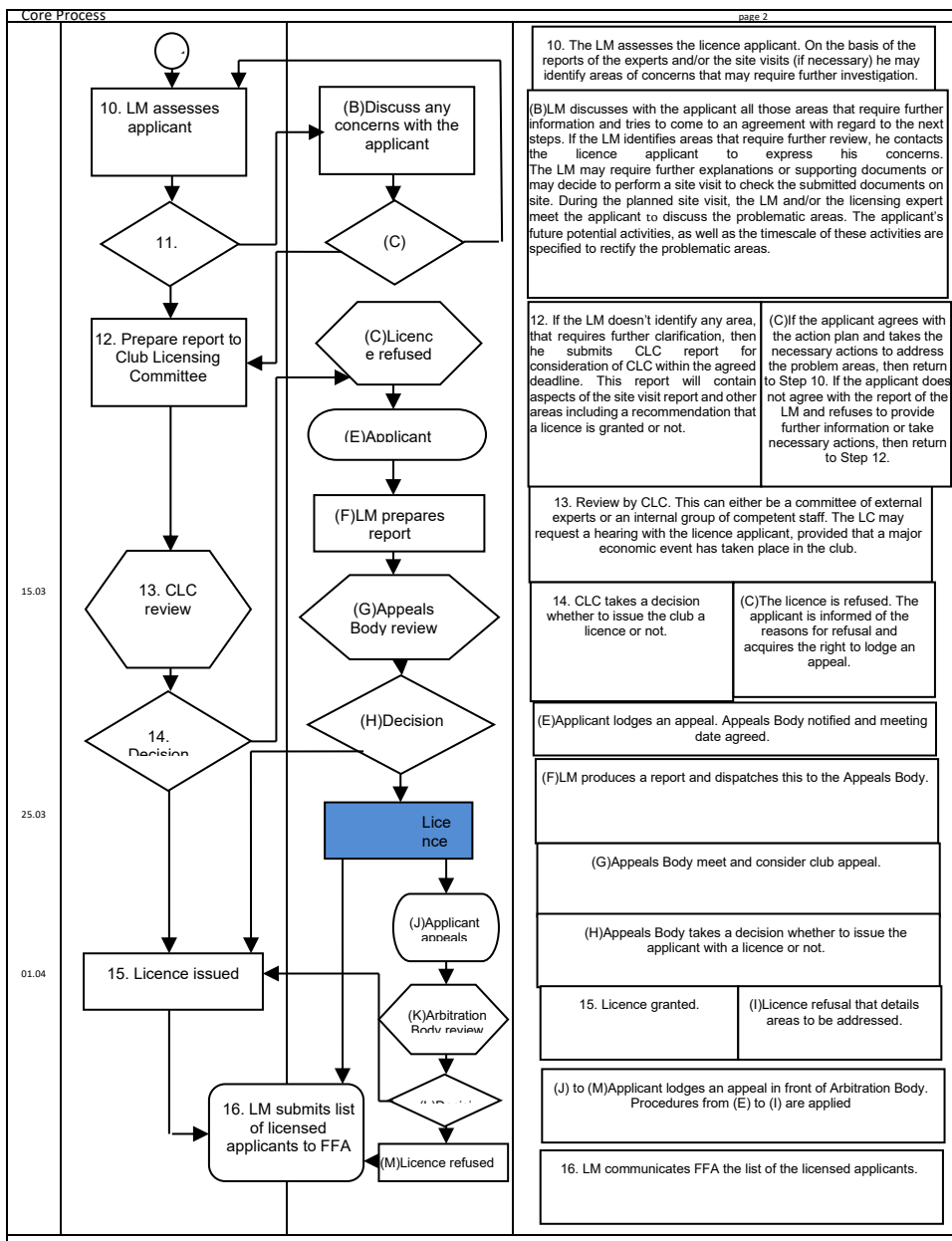
The **numbers** in the chart set in logical order refer to the steps to be taken in terms of processing a club licence on behalf of the licence applicants. The chart follows the sequence of numbers from 1 to 30 (left column). These steps will be the ones to follow provided that no issues arise in the process, i.e. a licence applicant meets all the requirements and the procedure of granting licence to the licence applicant is according to the ideal plan.

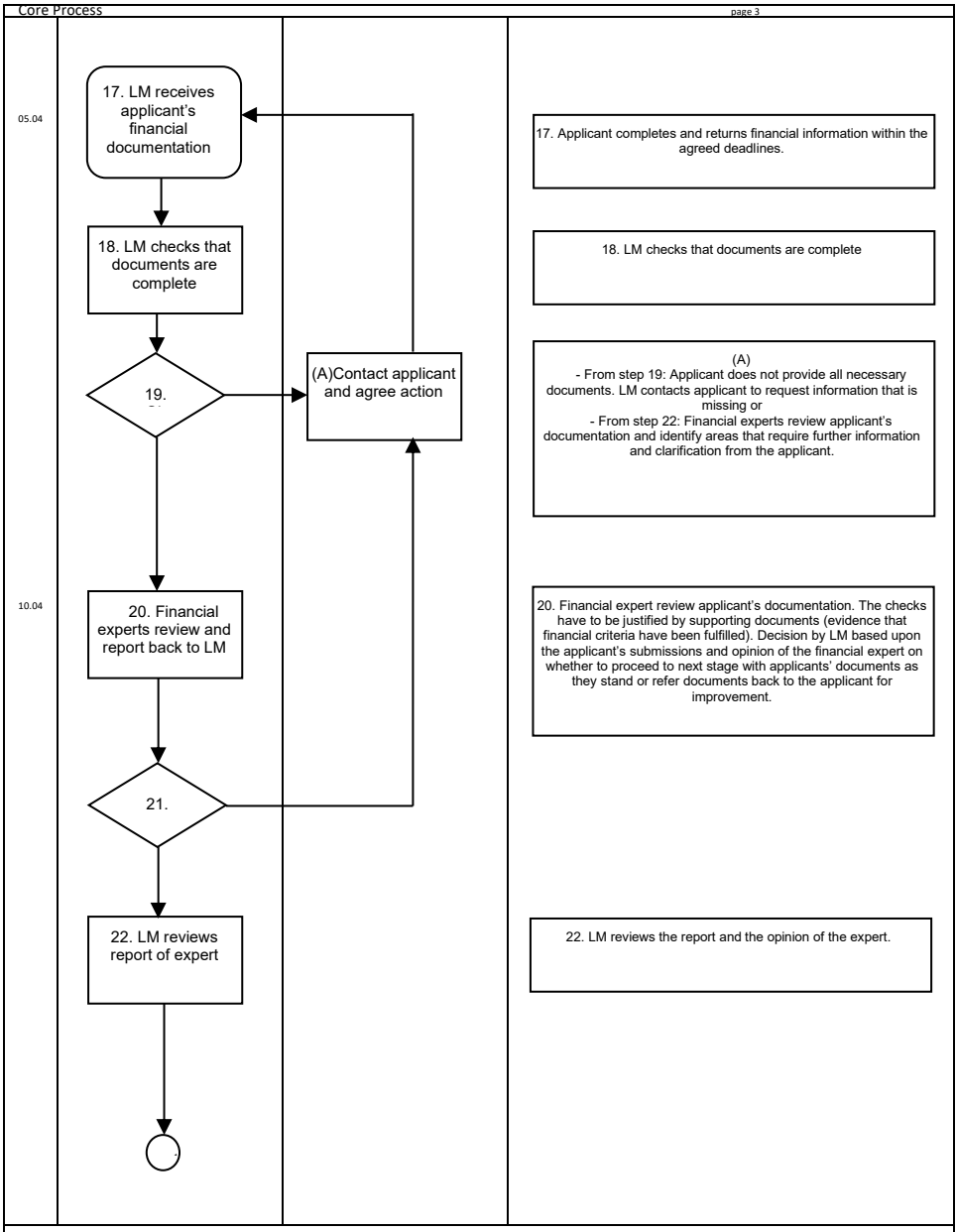
The **letters** in the chart refer to the issues that may or are likely to arise in the process and which need to be dealt with appropriately. The chart follows the sequence of letters from (A) to (M) (central column). The right column provides the reader with a short description of each single step.

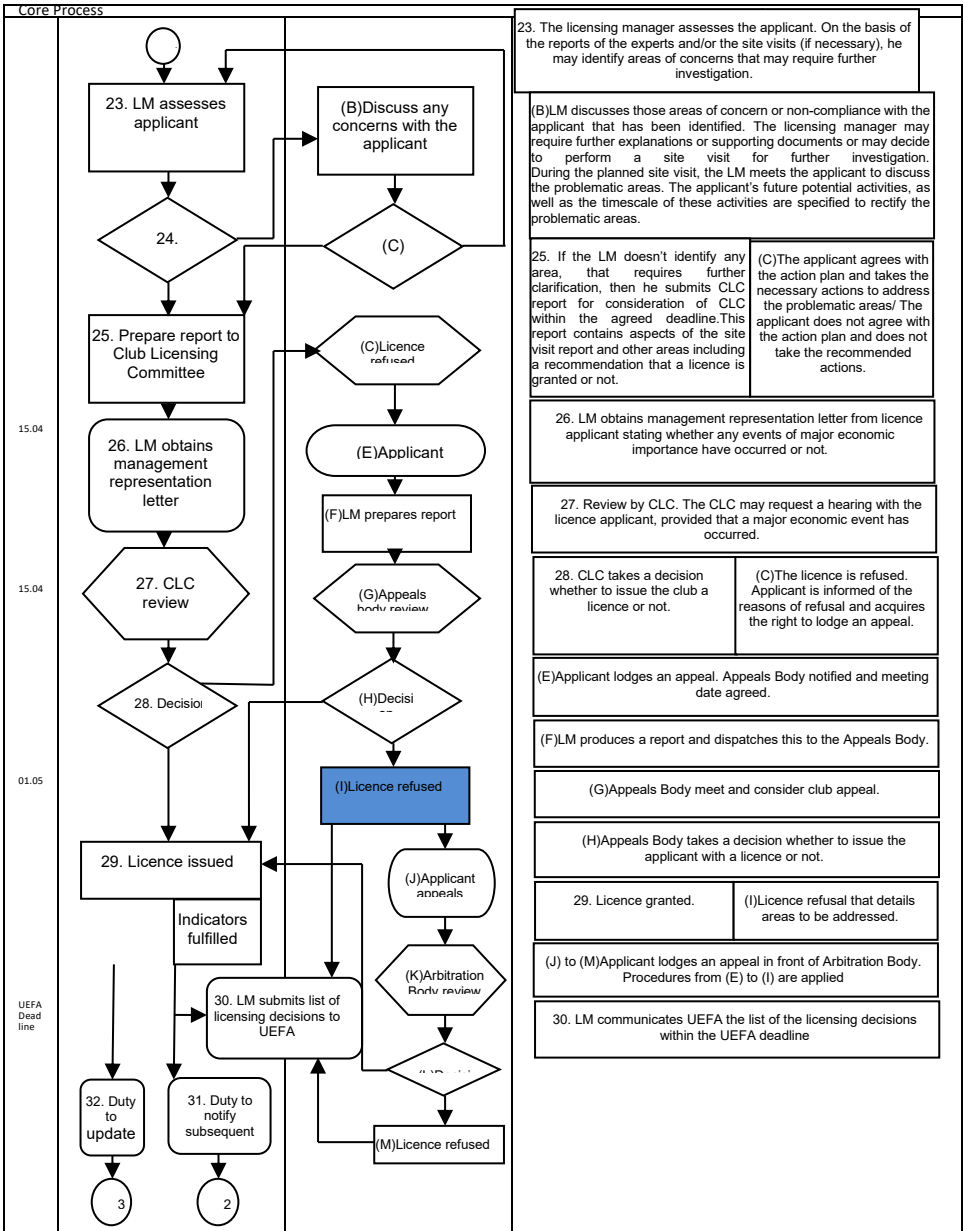
The Core Process is divided into 2 parts:

- **Part I** – for all licence applicants (both UEFA and National Licences)
- **Part II** – for licence applicants, which sportingly qualified for UEFA club competitions (UEFA Licence only)









PART I

1. The Licensing Manager produces the documents on club licensing which include the club licensing criteria, the questionnaires, the completed forms for return, the copy of the latest version of the FFA Club Licensing Regulations and the deadlines for submitting the documents.
2. The Licensing Manager distributes the prepared pack of documents to the licence applicants. This prepared pack of documents includes a copy of the latest version of the FFA Club Licensing Regulations. These documents can be sent by e-mail. The Licensing Manager may request a confirmation of receipt.
3. The licence applicant completes the documents (questionnaires, forms, etc.) and returns them to the Licensing Manager within the agreed deadline. These documents can be returned by e-mail. Supporting documents may be enclosed if required.
4. Upon receipt of the documents returned by the licence applicant the Licensing Manager checks whether they are complete and returned within the agreed deadline.
5. Decision.
Two alternatives: step 6 or step (A)
6. If the documents are complete and sent within the agreed deadline, the Licensing Manager sorts the information received, records it and forwards to the assigned experts responsible for reviewing that particular area (e.g., legal documents will be forwarded to the legal expert for further review, etc.).
7. The assigned experts receive the licence applicant's documents from the Licensing Manager, review the documents, check the fulfilment of the club licensing criteria and then report back to the Licensing Manager within the agreed deadline and according to the forms prepared in advance (checklists, reports etc.). The checks have to be justified by supporting documents (evidence that the club licensing criteria have been fulfilled).
8. Decision.
Two alternatives: step 9 or step (A)
9. The Licensing Manager confirms that the reports of the experts are complete and returned within the agreed deadline. The Licensing Manager reviews the reports and the opinion of the experts.
10. The Licensing Manager assesses the licence applicant. On the basis of the reports of the experts, he may identify areas of concern that may require further clarification.
11. Decision.
Two alternatives: step 12 or step (B)

12. If the Licensing Manager does not identify any area that requires further clarification, he prepares report for consideration of the Club Licensing Committee (First Instance Body) within the agreed deadline. This report contains aspects of the review (analysis of the documents received and, if performed, information on site visits).
 13. The Club Licensing Committee (First Instance Body) receives the Licensing Manager's report within the agreed deadline, reviews it, asks the Licensing Manager to provide further explanations and documents (if necessary), and makes the decision whether to grant the National Licence or not.

The Club Licensing Committee (First Instance Body) must fulfil the requirements of qualification, independence and confidentiality defined in the present Regulations.
 14. Decision.

Two alternatives: step 15 or step (D).
 15. After careful review of the licence applicant's documents and the Licensing Manager's report, the Club Licensing Committee (First Instance Body) issues the National Licence. The issuance of the National Licence is subject to the condition that the licence applicant fulfils all the minimum criteria defined in the FFA Club Licensing Regulations. The issued licence may or may not specify areas for future consideration of the licence applicant.
 16. The Licensing Manager receives the report of the Club Licensing Committee (First Instance Body). On the basis of the decision made by it, the Licensing Manager prepares the list of the licensees eligible to participate in FASTEX Armenian Premier League. The list of licensed clubs is sent to FFA within the fixed deadline. The fixed deadline is communicated by 1st of April.
- (A) From step 5:
- If the documents are not complete or if they are not sent within the agreed deadline, the Licensing Manager contacts the licence applicant to find an agreement regarding the further actions to be taken (e.g. to request additional information, supporting documents, questionnaires or forms that are missing).
- Decision.
- Two alternatives:
- If the licence applicant agrees with the Licensing Manager on the actions to be taken, then go back to step 6.
 - If the licence applicant does not agree with the Licensing Manager on the actions to be taken, then go back to step 10.
- (B) From step 8:
- If the licensing expert identifies areas that require further information, he contacts the licence applicant to discuss any issues that require further clarification and tries to reach a mutual agreement on the actions to be taken.

If the Licensing Manager identifies areas that require further review (non-compliance with certain criteria, errors, lack of information, etc.), he contacts the licence applicant to discuss any concerns. The Licensing Manager may require further explanations or supporting documents or may decide to perform a site visit for the purposes of further investigation. If a site visit is planned, the Licensing Manager and/or the expert meet with the licence applicant and address the problematic areas.

They identify potential actions by the club to rectify these problematic areas according to the fixed timescale.

(C) Decision.

Two alternatives:

- If the licence applicant agrees with the Licensing Manager on the actions to be taken, then go back to step **10**.
- If the licence applicant does not agree with the Licensing Manager's report and refuses to provide new information or to take necessary actions, then go back to step **12**.

(D) After careful review of the licence applicant's documents and the Licensing Manager's report, the Club Licensing Committee (First Instance Body) refuses to grant the National Licence. The refusal must detail the areas that need to be rectified. The licence applicant is given the possibility to lodge an appeal before the Club Licensing Appeal Committee.

(E) The licence applicant lodges an appeal. The Club Licensing Appeal Committee is notified, and the agreed meeting date is set.

(F) The Licensing Manager produces a report and submits it to the Club Licensing Appeal Committee. The report details areas of concern and the reasons for the refusal.

(G) The Club Licensing Appeal Committee meets and considers the appeal. The Club Licensing Appeal Committee may require further information and/or supporting documents from the appellant.

(H) Decision.

Two alternatives: step **15** or to step (I).

After careful review of the appellant's documents and the Licensing Manager's report, the Club Licensing Appeal Committee refuses to grant the National Licence. The report of the Club Licensing Appeal Committee details the reasons for the refusal and the areas to be addressed. The report of the Club Licensing Appeal Committee is finally sent to the Licensing Manager (then go back to step 16).

(J)-(M) Applicant lodges an appeal in front of the Arbitration Tribunal. Appealing Procedures from (E) to (I) are applied.



PART II

17. The licence applicant **can apply for the UEFA Licence only if it has been granted the National Licence. In that case it** prepares its financial documentation and returns it to the Licensing Manager within the set deadline. These documents must be sent to the licensor by e-mail. Supporting documents may be enclosed if required.
18. Upon the receipt of the documents sent by the licensing applicant the Licensing Manager checks whether they are complete and returned within the set deadline.
19. Decision.
Two alternatives: step **20** or step (A)
20. The financial expert receives the licence applicant's documents from the Licensing Manager, reviews them, checks the fulfilment of the financial criteria and then reports back to the Licensing Manager within the agreed deadline and according to the forms prepared in advance (checklists, reports, etc.). The checks must be justified by supporting documents (evidence that the financial criteria have been fulfilled).
21. Decision.
Two alternatives: step **22** or step (A)
22. The Licensing Manager confirms that the reports of the financial expert are complete and returned within the agreed deadline. The Licensing Manager reviews the reports and the opinions of the expert.
23. The Licensing Manager assesses the licence applicant. On the basis of the reports of the expert, he may identify areas of concern that require further investigation.
24. Decision.
Two alternatives: step **25** or step (B)
25. If the Licensing Manager does not identify any area that requires further review, he prepares the report for consideration of the Club Licensing Committee (First Instance Body) within the agreed deadline. This report contains all aspects of the review (analysis of the financial documents received and information on site visits /if any/).
26. The Licensing Manager obtains the management representation letter (see Article 54) from the licence applicant stating whether any events of major economic importance have occurred or not. This letter is enclosed to the Licensing Manager's report. According to the results of the review, the report includes a recommendation to grant or to refuse the UEFA Licence.
27. The Club Licensing Committee (First Instance Body) receives the Licensing Manager's report within the agreed deadline, reviews it, asks the Licensing Manager to provide further explanations and documents (if necessary) and makes the decision whether to grant the UEFA Licence or not.

The Club Licensing Committee must fulfil the requirements of qualification, independence and confidentiality defined in the present Regulations.

28. Decision.

Two alternatives: step **29** or step (C).

29. After careful review of the licence applicant's documents and the Licensing Manager's report, the Club Licensing Committee (First Instance Body) /Club Licensing Appeal Committee grants the UEFA Licence. The issuance of the UEFA Licence is subject to the condition that the licence applicant fulfils all the minimum criteria defined in the FFA Club Licensing Regulations. The granted licence may or may not detail areas that require further consideration by the licence applicant.

30. The Licensing Manager receives the report of the Club Licensing Committee (First Instance Body)/Club Licensing Appeal Committee. On the basis of the decision made by it, the Licensing Manager prepares the list of the licensing decisions. The list is sent to UEFA within the deadline fixed and confirmed by UEFA (in principle, until the 31st of May).

(A) From step **19**:

If the documents are not complete or if they are not sent within the set deadline, the Licensing Manager contacts the licence applicant to find an agreement regarding the further actions to be taken (e.g. to request additional information, supporting documents, questionnaires or forms that are missing).

Decision.

Two alternatives:

- If the licence applicant agrees with the Licensing Manager on the actions to be taken, then go back to step 20.
- If the licence applicant does not agree with the Licensing Manager on the actions to be taken, then go back to step 23.

(B) From step **21**:

If the licensing expert identifies areas that require further information, he contacts the licence applicant to discuss any issues that require clarification and tries to reach a mutual agreement on the actions to be taken.

If the Licensing Manager identifies areas that require further review (non-compliance with certain criteria, errors, lack of information, etc.), he contacts the licence applicant to discuss his concerns. The Licensing Manager may require further explanations or supporting documents or may decide to perform a site visit for the purposes of further investigation. If a site visit is planned, the Licensing Manager and/or the expert meet with the licence applicant and address the problematic areas.

They identify further potential actions of the club to rectify the problematic areas according to the fixed timescale.

Decision.

Two alternatives:

- If the licence applicant agrees with the Licensing Manager on the actions to be taken, then go back to step **23**.
- If the licence applicant does not agree with the Licensing Manager on the actions to be taken, then go back to step **25**.

- (C) After careful review of the licence applicant's documents and the Licensing Manager's report, the Club Licensing Committee refuses to grant the UEFA Licence. The refusal details the areas that need to be rectified. The licence applicant is given the possibility to lodge an appeal before the Club Licensing Appeal Committee.
- (D) The licence applicant can lodge an appeal within 5 days of the official notification of the Club Licensing Committee decision. The Club Licensing Appeal Committee is notified, and the agreed meeting date is set.
- (E) The Licensing Manager produces a report and delivers it to the Club Licensing Appeal Committee. The report details areas of concern and the reasons for the refusal.
- (F) The Club Licensing Appeal Committee meets and considers the licence applicant's appeal. It makes its decision based on the decision of the Club Licensing Committee, the Licensing Manager's report and all the admissible evidence provided by the licence applicant.

Decision.

Two alternatives: step **29** or to step DI).

- (D) After careful review of the licence applicant's documents and the Licensing Manager's report, the Club Licensing Appeal Committee refuses to grant the UEFA Licence. The report of the Club Licensing Appeal Committee details the reasons for the refusal and the areas to be addressed. At last, the report of the Club Licensing Appeal Committee is sent to the Licensing Manager (go back to step 30).
- (J)-(M) Applicant lodges an appeal in front of the Arbitration Body. Appealing Procedures from (E) to (I) apply.

Note: If a change has occurred in the financial criteria of the licence applicant after being granted the National Licence, a complete altered information must be submitted to the licensor apart from the financial documents required for the UEFA licence.



Annex 2: Extraordinary application of the UEFA club licensing system

2.1. Principles

- 2.1.1. The UEFA Administration defines the necessary deadlines and the minimum criteria for the extraordinary application of the UEFA club licensing system as specified in Article 14, par. 1 and communicates them to FFA at the latest by 31 August of the year preceding the licensing season.
- 2.1.2. FFA must notify UEFA of any extraordinary application requests in writing, stating the name(s) of the club(s) concerned by the deadline communicated by UEFA.
- 2.1.3. FFA is responsible for submitting the criteria to the club(s) concerned for its assessment of the extraordinary application request. FFA must also take immediate action with the club(s) concerned to prepare for the extraordinary application procedure.
- 2.1.4. The club(s) concerned must provide the necessary documentary proof to FFA that will assess the club(s) against the fixed minimum standards and forward the following documentation in English to UEFA by the deadline communicated by the latter:
 - a) a written request to apply for special permission to enter the corresponding UEFA club competition;
 - b) a recommendation by the licensor based on its executed assessment (including the dates and names of the persons having assessed the club(s));
 - c) all documentary evidence provided by the club(s) and the licensor as requested by UEFA;
 - d) any other documents requested by UEFA during the extraordinary application procedure.
- 2.1.5. UEFA bases its decision on the documentation received and grants special permission to enter the UEFA Women's Champions League if all the criteria are fulfilled and if the club(s) ultimately qualifies on sporting merit. The decision will be communicated to FFA, which must forward it to the club(s) concerned.
- 2.1.6. If a concerned club is eliminated on sporting merit during this extraordinary procedure, FFA has to notify UEFA immediately and the procedure is immediately terminated, without further decision. Such a terminated procedure cannot be restarted at a later stage.
- 2.1.7. Appeals can be lodged against decisions made by UEFA in writing before the Court of Arbitration for Sport (CAS) in Lausanne (Switzerland) in accordance with the relevant provisions of the *UEFA Statutes*.



Annex 3: Disclosure requirements for the financial statements

A – Principles

- A.1. Notwithstanding the requirements of national accounting practice, the International Financial Reporting Standards or the International Financial Reporting Standard for Small and Medium-sized Entities, the financial criteria of these regulations require licence applicants/licensees to present a specific minimum level of financial information to the licensor as set out in Article 56.
- A.2. Each component of the financial statements must be identified clearly. The following information must be displayed prominently, and repeated where necessary within the financial statements, for a proper understanding of the information presented:
- a) The name (and legal form), domicile and business address of the reporting entity/entities and any change in that information since the previous annual accounting reference date;
 - b) Whether the financial information covers the individual licence applicant/licensee, a group of entities or some other combination of entities, and a description of the structure and composition of any such group or combination;
 - c) The annual accounting reference date and the period covered by the financial information (for both current and comparative information); and
 - d) The presentation currency.
- A.3. If the annual financial statements and/or interim financial statements are not in compliance with the disclosure requirements set out in Annex 3, then the licence applicant must also submit to the licensor:
- a) Supplementary information to meet the disclosure requirements set out in Annex 3;
 - b) An assessment report provided by the same auditor that signs the annual financial statements and/or interim financial statements by way of agreed-upon procedures prescribed by the licensor in respect of the completeness and accuracy of the restated financial statements.

B – Balance sheet

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

Assets

- i) cash and cash equivalents

- ii) other current assets
- iii) tangible & Intangible assets
- iv) accounts receivable
- v) other non-current assets
- vi) total assets (sum of items i to v)

Liabilities

- vii) bank and other loans
- viii) other accounts payable
- ix) other current liabilities
- x) other non-current liabilities
- xi) total liabilities (sum of items vii to x)

Equity

- xii) total equity

C – Profit and loss account

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

Revenue

- i) gate receipts;
- ii) sponsorship and advertising;
- iii) broadcasting rights;
- iv) commercial activities;
- v) UEFA solidarity and prize money;
- vi) Subsidies, donations, contributions and other grants;
- vii) other operating income;
- viii) total revenue (sum of items i to vii)

Expenses

- ix) employee benefits expenses (players and other employees);
- x) other operating expenses;
- xi) total operating expenses (excluding player registrations) (sum of items ix to x)
- xii) net result from player transfer



- xiii) net non-operating income /(expense) - other
- xiv) Tax income/ (expense)
- xv) Dividends paid / minority interests
- xvi) Total expenses (Sum of items xi to xv).

D – Cash flow statement

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

Cash flows from operating activities

Operating activities are the principal revenue-producing activities of the reporting entity and other activities that are not investing or financing activities. Therefore, they generally result from the transactions and other events that enter into the determination of net result. The minimum disclosure requirements are stated below:

- i) net cash inflow/outflow from operating activities

Cash flows from investing activities

Investing activities are the acquisition and disposal of long-term assets (including player registrations) and other investments not included in cash equivalents. The minimum disclosure requirements are stated below:

- i) Net cash inflow/outflows from investing activities

Cash flows from financing activities

Financing activities are activities that result in changes in the size and composition of the contributed equity share capital and borrowings of the reporting entity. The minimum disclosure requirements are stated below:

- i) Net cash inflow/outflows financing activities

Other cash flows

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

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

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



Annex 4: Notion of overdue payables

A – Principles

- A.1. Payables are considered as overdue if they are not paid according to the contractual or legal terms.
- A.2. Payables are not considered as overdue, within the meaning of these regulations, if the licence applicant/licensee (i.e. debtor) is able to prove the applicable deadline, i.e. 31 March in respect of Article 57 to Article 60 that:
- a) The relevant amount has been settled, i.e. either paid in full or offset against the creditor's obligations toward the debtor; or
 - b) The deadline for payment of the relevant amount has been deferred (referred to as "amounts deferred" in these regulations), i.e. an agreement has been concluded in writing with the creditor to extend the deadline for payment (a creditor not requesting payment of an amount does not constitute an extension of the deadline); or
 - c) The relevant amount is subject to a legal claim or open proceedings (referred to as "amounts disputed" in these regulations), meaning:
 - i. The debtor has brought a legal claim which has been deemed admissible by the competent authority under national law or has opened proceedings with the national or international football authorities or relevant arbitration tribunal contesting liability in relation to the overdue payables, knowing that if the decision-making bodies (FFA CLC or CFCB) consider that such claim has been brought or such proceedings have been opened for the sole purpose of avoiding the applicable deadlines set out in these regulations (i.e. in order to buy time), the amount will still be considered as an overdue payable; or
 - ii. the debtor has contested to the competent authority under national law, the national or international football authorities or the relevant arbitration tribunal, a claim which has been brought or proceedings which have been opened against it by a creditor in respect of overdue payables and is able to demonstrate to the reasonable satisfaction of the relevant decision-making bodies (FFA CLC or CFB) that it has established reasons for contesting the claim or proceedings as manifestly unfounded the amount will be considered as an overdue payable; or
 - d) The settlement of the relevant amount is pending (referred to as "amounts pending" in these regulations), meaning:
 - i. the debtor has requested a competent authority, in writing and in accordance with the applicable law, to extend the deadline for payment of payables to social/tax

- authorities (as defined by Article 59), and the competent authority has confirmed in writing that this request has been deemed admissible and still pending by 31 March (in respect of Article 82); or
- ii. The debtor is able to demonstrate to the comfortable satisfaction of the relevant decision-making bodies (FFA CLC or CFCB) that it has taken all reasonable measures to identify and pay the creditor(s) in respect of training compensation and solidarity contributions (as defined in the FIFA Regulations on the Status and Transfer of Players).



Annex 5: Licensor's assessment procedures

A – Principles

- A.1. The licensor defines the assessment procedures, ensuring equal treatment of all clubs applying for a licence. It assesses the documentation submitted by the clubs, considers whether it is appropriate and determines to its comfortable satisfaction whether each criterion has been met and what further information, if any, is needed for each licence to be granted.
- A.2. The assessment processes to check compliance with the defined provisions of financial criteria set out in Article 9 refer to specific assessment steps that must be followed by the licensor as set out below.

B – Assessment of the auditor's report on the financial statements

- B.1. In respect of the annual financial statements the licensor must perform the following minimum assessment procedures:
 - a) Assess whether the reporting perimeter is appropriate for club licensing purposes;
 - b) Assess the information submitted to form the basis for the licensing decision.
 - c) Read and consider the annual financial statements and the auditor's report thereon.
 - d) Address the consequences of any modifications to the auditor's report (compared to the normal form of unqualified report) and/or deficiencies compared to the minimum disclosure and accounting requirements according to par. B.2 below.
- B.2. Having assessed the reporting perimeter and read the auditor's report on the annual financial statements, the licensor must assess these according to the items below:
 - a) If the reporting perimeter does not meet the requirements of Article 55, the licence must be refused.
 - b) If the auditor's report has an unqualified opinion, without any modification, this provides a satisfactory basis for granting the licence.
 - c) If the auditor's report has a disclaimer of opinion or an adverse opinion, the licence must be refused, unless a subsequent audit opinion without disclaimer of opinion or adverse opinion is provided (in relation to another set of financial statements for the same financial year that meet the minimum requirements) and the licensor is satisfied with the subsequent audit opinion.
 - d) If the auditor's report has, in respect of going concern, an emphasis of matter, a key audit matter or a qualified 'except for' opinion, the UEFA Licence must be refused, unless either:

- i. a subsequent audit opinion without going concern, an emphasis of matter, a key audit matters or qualification is provided, in relation to the same financial year; or
 - ii. additional documentary evidence demonstrating the licence applicant's ability to continue as a going concern until at least the end of the licence season has been provided to, and assessed by, the licensor to its satisfaction
 - e) If the auditor's report has, in respect of a matter other than going concern, an emphasis of matter, a key audit matter or a qualified 'except for' opinion, then the licensor must consider the implications of the modification for club licensing purposes. The licence may be refused unless additional documentary evidence is provided and assessed to the satisfaction of the licensor. The additional evidence that may be requested by the licensor will be dependent on the reason for the modification to the audit report.
 - f) If the auditor's report makes a reference to any situation defined in Article 54 the licence must be refused.
- B.3. If the licence applicant provides supplementary information and/or restated financial statements, the licensor must additionally assess the auditor's report on the agreed-upon procedures in respect of the supplementary information and/or restated financial statements. The licence may be refused if the auditor's report is no to the satisfaction of the licensor and/or includes reference to errors and/or exceptions found.

C Assessment of licensing documentation for no overdue payables

- C.1. In respect of the "no overdue payables" criteria to football clubs, employees and social/tax authorities, the licensor may decide:
- a) to assess itself the information submitted by the licence applicant, in which case it must perform the assessment as set out in paragraph C.2. below ; or
 - b) to have independent auditors carry out the assessment procedures in accordance with ISRS 4000, in which case the licensor must assess the information submitted by the licence applicant (in particular the payables tables and corresponding supporting documents) and review auditor's report. The licensor may carry out any additional assessment it believes necessary, including extending the sample or requesting additional documentary evidence from the licence applicant.
- C.2. Notwithstanding whether the assessment is carried out by the licensor or an independent auditor in respect of the "no overdue payables" criteria to football clubs, employees and social/tax authorities, the following minimum procedures must be performed and described in the licensor's or auditor's report:

- a) Obtain the payables tables as at 31 March submitted by the licence applicant in respect of obligations due to be paid by 28 February (i.e. the transfers table, the employee table, the social/tax table and corresponding supporting documents);
 - b) Perform the necessary steps (including determination of the sample size) to assess the completeness and accuracy of the reported balances and issue a conclusion with regard to each of the procedures performed;.
 - c) Check the completeness of any overdue balance reported by the licence applicant as at 28 February;
 - d) Check the settlement of any overdue payables between 28 February and 31 March; and
 - e) Identify any overdue balance as at 31 March
- C.3. In respect of the “no overdue payables” criterion in respect of UEFA and the licensor, the licensor must perform, as a minimum, the following assessment procedures:
- a) Review any information received from UEFA with regard to pending overdue amounts owed by the licensor’s affiliated clubs and check the settlement of any overdue balance between 28 February and 31 March; and
 - b) Carry out any additional assessment and request any additional documentary evidence from the licence applicant it believes necessary.

D – Assessment of the written representation prior to the licensing decision

- D.1. In respect of the written representation letter, the licensor must read and consider the impact of any significant change that has occurred in relation to all the club licensing criteria.
- D.2. The licensor must also read and consider the information in respect of any event or condition of major economic importance, in combination with the financial statements, future financial information and any additional documentary evidence provided by the licence applicant. The licensor may decide to have this assessment carried out by an auditor.
- D.3. The licensor must assess the club’s ability to continue as a going concern until at least the end of the licence season. The UEFA Licence must be refused if, based on the financial information that the licensor has assessed, in the licensor’s judgment, the licence applicant may not be able to continue as a going concern until at least the end of the licence season.
- D.4. If the licence applicant (or the registered member of the FFA which has a contractual relationship with the licence applicant within the meaning of Article 11) or any parent company of the licence applicant included in the reporting perimeter is/was seeking



protection or has received protection from its creditors pursuant to laws or regulations within the 12 months preceding the licence season or is receiving protection at the time of the assessment then the UEFA Licence must be refused. For the avoidance of doubt the UEFA Licence must also be refused even if the concerned entity is no longer receiving protection from its creditors at the moment the licensing decision is taken.

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