



ΚΟΠ CFA

# Cyprus Football Association



Cyprus Football Association (CFA)  
Club Licensing Regulations for UEFA & CFA  
Women's Club Competitions

**Edition 2024**

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## **Preamble**

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Based on the Cyprus Football Association (CFA) Statutes and on the UEFA Club Licensing Regulations for the UEFA Women's Club Competitions, the following regulations have been adopted:

## **Part I - General Provisions**

### **Article 1 – Scope of application**

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1. The CFA Club Licensing system applies for the participation in the UEFA club competitions and the CFA club competitions i.e. the Women's UEFA License & the Women's License I. The CFA Club Licensing system is governed by these regulations. The CFA grants two different licenses:
  - a) The Women's UEFA License which is a sine qua non condition to enter the UEFA Women's Club competitions.
  - b) The Women's License I, which is the first domestic license and whose necessity to enter the Women's CFA top Division is governed by these regulations.

Each abovementioned license grants access to the club competition (s) it refers to immediately above.

2. These regulations govern the rights, duties and responsibilities of all parties involved in the CFA club licensing system (Part II) and define in particular:
  - a) the minimum requirements to be fulfilled by a UEFA member association 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 and the licence required to enter the UEFA Women's Club competition (Women's UEFA License) and the CFA Women's top Division (Women's License I).
- c) the minimum sporting, football social responsibility, infrastructure, personnel and administrative, legal and financial criteria to be fulfilled by a club in order to be granted a licence by its licensor as part of the admission procedure to enter the UEFA Women's Club Competitions and the CFA Women's top Division.

## **Article 2 – Objectives**

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1. These regulations aim to:
  - a) to further promote and continuously improve the standard of all aspects of football in Cyprus 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 and CFA Women's Club Competitions.
  - f) to safeguard each club's identity, history and legacy.
  - g) to encourage cooperation between licensor and clubs and enable the development of benchmarking for clubs in financial, sporting, legal, football social responsibility, personnel, administrative and infrastructure-related criteria throughout Cyprus and/or Europe.

- h) to embrace social responsibility in football.
- i) to promote a healthy relationship between clubs and supporters and increase accessibility in football.

### **Article 3 – Responsibilities of the CFA Club Financial Control Body**

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1. The CFA Club Financial Control Body carries out its duties as specified in the present regulations and in the Procedural rules governing the CFA Club Financial Control Body.
2. In carrying out these responsibilities, the CFA Club Financial Control Body ensures equal treatment of all licensors, licence applicants and licensees and guarantees full confidentiality of all information provided.

### **Article 4 – Definition of terms**

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

#### Administration procedures

A voluntary or mandatory process that may be used as an alternative to the liquidation of an entity, often known as going into administration. The day-to-day management of the activities of an entity in administration may be operated by the administrator on behalf of the creditors.

#### Agent/intermediary

A natural or legal person who, for a fee or free of charge, represents players and/or clubs in negotiations with a view to concluding an employment contract or represents clubs in negotiations with a view to concluding a transfer agreement.

#### Agreed-upon procedures

Procedures that have been agreed to by the auditor and the engaging party and, if relevant, other parties.



### Annual accounting reference date

The date on which the reporting period for the annual financial statements ends.

### Associate

An entity, including an unincorporated entity such as a partnership, which neither is a subsidiary nor has 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).

### CFCB

CFA Club Financial Control Body

### Club licensing criteria

Requirements, divided into six categories (sporting, football social responsibility, infrastructure, personnel and administrative, legal and financial), to be fulfilled by a licence applicant for it to be granted a licence.

### UEFA Club Licensing Quality Standard

Document that defines the minimum requirements with which licensors 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.

### Examples of control include a party:

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

- c. being a minority shareholder or a member of the entity and alone, pursuant to an agreement entered into with other shareholders or members of the entity or by any other means, being able to exercise control (including as defined under (a) or (b)).

#### Costs of a player's registration

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

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

#### Directly attributable

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

- a. the expense would have been avoided if that particular activity had not been undertaken; and
- b. the expense is separately identifiable without apportionment.

#### Dividends

Distributions paid to holders of equity instruments.

#### Event or condition of major economic importance

An event or condition that is considered material to the financial statements of the reporting entity/entities and would require a different (adverse) presentation of the results of the operations, financial position and net assets of the reporting entity/entities if it occurred during the preceding reporting period.

### Government

Any form of government, including government agencies, government departments, government entities 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 issued 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 licensor confirming fulfilment of all minimum criteria by the licence applicant as part of the admission procedure for entering the UEFA Women's Champions League.

### Licence season

UEFA 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 the licensor to UEFA and lasts until the same deadline the following year.

### Licensee

Licence applicant that has been granted a licence by its licensor.

### Licensor

Cyprus Football Association that operates the club licensing system and grants licences.

### 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 or refused a licence by the national decision-making bodies in the format established and communicated by UEFA.

### Material/Materiality

Omissions or misstatements of items or information are material if they could individually or collectively influence the decisions of users taken on the basis of the information submitted by the club. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances or context. The size or nature of the item or information, or a combination of both, could be the determining factor.

### Minimum criteria

Criteria to be fulfilled by a licence applicant in order to be granted a licence.

### National accounting practice

The accounting and reporting practices and disclosures required of entities in a particular country.

### Parties involved

Any person or entity involved in the UEFA club licensing system, including the UEFA administration, the CFCB, the licensor, 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

A registered member 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 purpose.

### Reporting period

A financial reporting period ending on the reporting's entity annual accounting reference date.

### Significant change

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

### Examples of significant influence include a party:

- a) holding, directly or indirectly, between 20% and 50% of the shareholders' or members' voting rights;
- b) having the ability to influence the appointment or removal of a majority of the members charged with the governance of an entity (e.g. any administrative, management or supervisory bodies of an entity);
- c) being a minority shareholder or a member of the entity and alone, pursuant to an agreement entered into with other shareholders or members of the

entity or by any other means, being able to exercise any significant influence (including as defined under a) and b);

- d) providing in one reporting period either alone or in aggregate with parties under the same ultimate controlling party or government (excluding UEFA, a UEFA member association and an affiliated league) an amount equivalent to at least 30% of the entity's total revenue for the same period.

#### 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.

Supplementary information must be prepared on a basis of accounting, and accounting policies, consistent with the financial statements. Financial information must be extracted from sources consistent with those used for the preparation of the annual financial statements. Where appropriate, disclosures in the supplementary information must agree with, or be reconciled to, the relevant disclosures in the financial statements.

#### Training facilities

The venue(s) at which a club's registered players undertake football training 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.

## **Part II – CFA Club Licensing**

### **Chapter 1: Licensor**

#### **Article 5 – Responsibilities of the licensor**

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1. The licensor is the Cyprus Football Association (CFA). The licensor governs the CFA club licensing system.
2. Under certain conditions as set out in **Annex B**, a UEFA member association may delegate the club licensing system to its affiliated league. Vis-à-vis UEFA, the UEFA member association remains liable and responsible for the proper implementation of the club licensing system, regardless of whether there is delegation or not.
3. The licensor must ensure that all applicable provisions defined in part II of these regulations are integrated into national club licensing regulations, which must be submitted in one of UEFA's official languages to UEFA for review according to the procedure defined in **Annex C**.

#### **In particular the licensor must:**

- a) establish an appropriate licensing administration as defined in Article 6;
- b) establish at least two decision-making bodies as defined in Article 7;
- c) set up a catalogue of sanctions as defined in Article 8;
- d) define the core process in accordance with Article 10;
- e) assess the documentation submitted by the licence applicants, consider whether this is appropriate and define the assessment procedures in accordance with Article 11;
- f) ensure equal treatment of all licence applicants and guarantee them full confidentiality with regard to all information provided during the licensing process as defined in Article 12;

- g) determine to its comfortable satisfaction whether each criterion has been met and what further information, if any, is needed for a licence to be granted.

## **Article 6 – Licensing administration**

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1. The licensor must appoint a licensing manager who is responsible for the licensing administration.
2. The tasks of the licensing administration include:
  - a. preparing, implementing and further developing the club licensing system;
  - b. providing administrative support to the decision-making bodies;
  - c. assisting, advising and monitoring the licensees during the season;
  - d. 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, legal group structure (including change of ownership) or identity;
  - e. serving as the contact point for and sharing expertise with the licensing departments of other UEFA member associations and with UEFA itself.
3. The Licensing Manager (LM) must be a member of the Institute of Certified Public Accountants of Cyprus (ICPAC) or any other International professional accounting body recognized by the ICPAC.
4. The LA consists of the Licensing Manager (LM), the Senior Manager (SM), and may include full time members of staff in the Licensing Department. The LA is also assisted by other experts that are specified in the Club Licensing organizational chart that is approved by the CFA Board of Directors.



## **Article 7 – Decision-making bodies**

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1. The decision-making bodies are the First Instance Body (FIB) and the Appeals Body (AB) and they must be independent of each other.
2. The First Instance Body decides on whether the relevant licences 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 licences should be withdrawn. It also imposes the relevant sanctions as stated in article 18 of this manual.
3. The Appeals Body decides on appeals submitted in writing and makes a final decision on whether the relevant licences should be granted or withdrawn.
4. Appeals may only be lodged by:
  - a. a licence applicant who received the refusal from the First Instance Body or has been sanctioned as mentioned in article 18 of this manual;
  - b. a licensee whose licence has been withdrawn by the First Instance Body;  
or
  - c. the licensing manager on behalf of the licensor.
5. The Appeals Body makes its decision based on the decision of the First Instance Body and all the evidence provided by the appellant with its written request for appeal and by the set deadline.
6. The decision of the Appeals Body is final and no appeal can be lodged with any other Sporting Court of Arbitration or any other Civil or Sporting Court.
7. Members of the decision-making bodies are elected or appointed in accordance with the UEFA member association statutes and must:
  - a. act impartially in the discharge of their duties;
  - b. abstain if there is any doubt as to their independence from the licence applicant or if there is a conflict of interest. In this connection, the independence of a member may not be guaranteed if he/she or any

member of his/her family (spouse, child, parent or sibling) is a member, shareholder, business partner, sponsor or consultant of the licence applicant;

- c. not act simultaneously as licensing manager or member of licensing administration;
  - d. not belong simultaneously to a judicial statutory body of the licensor;
  - e. not belong simultaneously to the executive body of the CFA or its affiliated league;
  - f. not belong simultaneously to the personnel of an affiliated club;
  - g. include at least one qualified lawyer and one qualified financial expert holding a qualification recognised by the appropriate national professional body.
8. The decision making bodies must consist of at least five members. The quorum of the decision-making bodies must be at least three members. In case of a tie, the chair has the casting vote. The Chairman or any member of the FIB and AB can attend, participate and vote in a meeting by conference call or Skype and in such cases will be considered as present at the meeting
9. The decision-making bodies must operate according to the following procedural rules:
- a. Deadlines  
The deadlines for the whole licensing process are defined in a separate document (timetable) worked out by the LA according to Article 10.  
The licensor will not accept and will not examine any applications that are submitted after the set deadlines; applications submitted after the set deadlines will automatically lead to the refusal of the relevant licence.
  - b. Safeguarding fundamental procedural rights  
Fundamental procedural rights are guaranteed to the parties, particularly the right to equal treatment (see Article 10 par. 1) and the right to be heard (including, but necessarily limited to, the right to speak, the right to have

evidence produced and to participate in the production of evidence and the right to a reasoned decision).

c. Representation

All clubs have the right to legal representation before FIB and AB. A representative of the licence applicant must be a person authorised by the club. A party's representative must produce a written evidence of his qualifications.

d. The right to be heard

All clubs have the right to a hearing before FIB and AB. This must be requested by the club in writing at least 3 days before the date of the FIB meeting. The FIB and AB may, if they deem necessary, to request the licence applicant and / or other parties to a hearing.

e. Official language

The official languages for licensing purposes are English and Greek. In the absence of a Greek translation of the present regulations, the English version of these regulations will be the official version for licensing purposes.

f. Time limit to issue a request

The time limit for the licence applicant to respond to a licensor's request for additional information is 3 working days from the date of receipt of the request.

g. Time limit to appeal

A party may lodge an appeal before the Appeals Body within 5 days (NOT working days) from the date of receipt of the decision of the FIB.

h. Effects of appeal

The appeal will have no delaying effect

i. Type of evidence requested

No new or additional evidence may be produced before the AB by the appellant.

- j. Burden of proof  
The licence applicant has the burden of proof
- k. Decision  
The decision must be in writing and must be supported by reasoning.
- l. Grounds for complaints  
Any complaint (facts and law) can be addressed to the AB. The AB examines the complaint and establishes if it is justified.
- m. Content and form of pleading  
The pleading must be in writing and must contain at least the grounds of appeal and the pleadings.
- n. Deliberation / hearings  
Deliberation is held in secret.
- o. Cost of procedure / administrative fee  
No fees will be levied to the clubs by the licensor for the entire licensing process.

## **Article 8 – Catalogue of sanctions**

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1. The CFA has set up a catalogue of sanctions for non compliance with the criteria referred to in Article 18.
2. These sanctions are the following:
  - a. a warning
  - b. a reprimand
  - c. a fine
  - d. deduction of points
  - e. staging of matches behind closed doors

- f. ordering a ban on the use of a stadium
  - g. disqualification from competitions in progress and / or exclusion from future competitions
  - h. the withdrawal of a title or award
  - i. the withdrawal of a license
  - j. ban on player registrations
3. The FIB is the only competent body to fix and impose these sanctions against any License applicant.
4. In the case where the Licensor establishes that a club submitted falsified information during the submission process, the Licensor will automatically withdraw the license and all domestic sanctions (i.e. deduction of points from the domestic championship) will be imposed immediately as per article 18. If the championship has already started, the points deduction will be imposed in the current season and the club will continue the championship with a point deduction.

### **Article 9 – Licensor’s certification**

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1. The Cyprus Football Association (CFA) must be certified against the UEFA Club Licensing Quality Standard on an annual basis by an independent body appointed by UEFA.

### **Article 10 – Core process**

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1. The licensor must define the core process for the verification of the club licensing criteria and thus manage the issuing of licences.
2. The core process starts with the Licensing Manager preparing the pack of licensing documentation and ends with the submission of the list of licensing

decisions to UEFA by the deadline communicated by the latter (31 May in principle).

3. The core process is provided within **Annex H**.
4. For Women's UEFA License and Women's domestic License I, the timetable containing all clearly-deadlines of the core process steps mentioned within **Annex H** is issued and distributed by the LA to all parties involved in the CFA club licensing system every year by the 15<sup>th</sup> March (in the year of submission), at the latest. However, the deadline for submission of the application forms by the applicants to the licensor will always be the 31 March or the next working day if the 31 March is a bank holiday or weekend.

#### **Article 11 – Assessment procedures**

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

#### **Article 12 – Equal treatment and confidentiality**

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1. The licensor ensures equal treatment of all licence applicants during the core process.
2. The licensor 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 assuming their tasks.

#### **Article 13 – Exceptions policy**

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1. UEFA may grant an exception to the provisions set out in Part II within the limits set out in **Annex A**.

## Chapter 2: Licence applicant and licence

### Article 14 – Definition of licence applicant and two-year rule

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1. A licence applicant may only be a football club, i.e. a legal entity fully and solely responsible for a football team participating in national and international club competitions which either:
  - a. is a registered member of CFA (hereinafter: registered member); or
  - b. has a contractual relationship with a registered member (hereinafter: football company).
2. 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 must have participated in the official competitions for at least two consecutive seasons (hereinafter: two-year rule).
3. Any change to the legal form, legal group structure (including a merger with another entity or transfer of football activities to another entity) or identity (including headquarters, name or colours) of a licence applicant/licensee must be notified to the licensor and UEFA before the start of the licensing process.
4. Any change to the legal form, legal group structure (including a merger with another entity or transfer of football activities to another entity) or identity (including headquarters, name or colours) of a licence applicant/licensee that took place within the three seasons preceding the start of the licence season to the detriment of the integrity of a competition; or to facilitate the licence applicant's qualification for a competition on sporting merit; or to facilitate the licence applicant receipt of a licence is deemed as an interruption of membership or contractual relationship (if any) within the meaning of this provision.
5. Exceptions to the two-year rule may be granted by the CFCB in accordance with **Annex A**.

## **Article 15 – General responsibilities of the licence applicant**

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1. The licence applicant must provide the licensor with:
  - c. all necessary information and relevant documents to fully demonstrate that the licensing obligations are fulfilled; and
  - d. any other document relevant for decision-making by the licensor.
2. This includes information on the reporting entity/entities in respect of which sporting, football social responsibility, infrastructure, personnel and administrative, legal and financial information is required to be provided.
3. Any event 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 16 – Licence**

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1. Clubs which qualify for the UEFA Women's club competitions and on sporting merit must obtain the Women's UEFA Licence issued by CFA according to the national licensing regulations, except where Article 17 applies.
2. Clubs which qualify to play in the Women's CFA Top Division, must obtain the Women's Licence I issued by CFA according to the national licensing regulations.
  - a) The licences mentioned above, expire without prior notice at the end of the season for which they were issued.
  - b) The licences mentioned above, cannot be transferred
  - c) The licences may be withdrawn by the licensor's FIB if:
    - i) any of the conditions for the issuing of a licence are no longer satisfied;



- ii) the licensee violates any of its obligations under these regulations.
  - iii) If the LM and FIB establish that the license applicant and/or licensee submitted falsified information during the Licensing process.
3. As soon as a UEFA Licence withdrawal is envisaged, CFA must inform the UEFA accordingly.
  4. For clubs that have obtained Women's UEFA Licence and Women's Licence I, a sanction of a 3 point deduction will be imposed during the Licence season by the licensor's decision-making bodies if:
    - a. for any reason a licensee becomes insolvent and enters into administration or enters to liquidation, as determined by the applicable Cyprus law.
    - b. any of the conditions that existed during the assessment of the Women's UEFA Licence and Women's Licence I criteria are no longer satisfied; or
    - c. the licensee violates any of its obligations under these regulations.
    - d. If the LM and FIB determines that the license applicant and/or licensee submitted falsified information during the licensing process.

#### **Article 17 – Special permission to enter the UEFA club competitions**

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1. If a club qualifies for a 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 the UEFA Women's Licence under these regulations, because it belongs to a division other than the CFA Women Division, CFA may – on behalf of such a club – request an extraordinary application of the club licensing system in accordance with **Annex D**.
2. Based on such an extraordinary application, UEFA may grant special permission to the club to enter the UEFA Women's Champions League subject to the applicable competition regulations. Such an extraordinary application applies only to the specific club and for the season in question.

## **Chapter 3: Club licensing criteria**

### **Article 18 – General**

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#### **Women's UEFA Licence**

1. With the exception of those in paragraph 2 below, the criteria defined in this chapter must be fulfilled by clubs in order for them to be granted an UEFA Licence by the CFA and enter the UEFA Women's Club Competitions.
2. Failure to fulfil the criteria defined in Article 21 point 2, from Article 24 to Article 31, Article 34, Article 36, Article 39, Article 42 and from Article 45 to Article 49 does not lead to refusal of a licence but to a sanction defined by the licensor according to its catalogue of sanctions (see Article 8).

#### **Women's Licence I**

1. Only the criteria defined in a) to c) below are applicable to the Women's Licence I. However their non-fulfillment does not lead to the refusal of the Women's Licence I issued by CFA and which is a sine qua non condition to enter the CFA Women Division, but to sanctions defined in a) to c) below.
  - a) Non-fulfilment of the financial criteria (articles 57, 58, 59, 60, 61 and 62) will result in the deduction of 3 points from the club during the licence season. Furthermore, if the club does not fulfil Articles 59 and/or 60 and/or 61 and/or 62 an additional sanction will be imposed, which will be a ban on transfers and registrations of players (except for players under the age of 21). This ban will be lifted only when the overdue payables, for which the club failed the criteria have been settled, meaning that it has either paid the relevant amount in full or it has concluded an agreement which has been accepted in writing by the creditor to extend the deadline for payment.

- b) Non-fulfilment of one of the remaining criteria of this chapter, i.e. other than those stated in article 18 paragraph 2 above and within Articles 21 point 2, 24 to 31, 34, 36, 39, 42 and 45 to 49, will result in an additional 1 point deduction from the club during the licence season.
- c) Non-fulfilment of the criteria defined in Articles 21 point 2, 24 to 31, 34, 36, 39, 42 and 45 to 49, does not lead to a point deduction but to a sanction defined by the licensor according to its catalogue of sanctions (see Article 8).

## **Sporting Criteria**

### **Article 19 – Youth development programme**

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1. The licence applicant must have a written youth development programme approved by the licensor. The licensor must verify the implementation of the approved youth development programme and evaluate its quality.
2. 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. Educational 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 achievements against the objectives
  - k. Duration of the programme (at least three years but maximum seven).

3. The licence applicant must further ensure that:
  - a. every youth player involved in its youth development programme can follow mandatory school education in accordance with national law; and
  - b. no youth player involved in its youth development programme is prevented from continuing their non-football education.

### **Article 20 – Women's youth teams**

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1. The licence applicant must at least have two women's youth teams within the age range of 12 to 21.
2. 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 UEFA member association.

### **Article 21 – Medical care of players**

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1. 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.
2. The license 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 of the National Law.

## **Article 22 – Registration of players**

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1. All the licence applicant's players above the age of 12 must be registered with the UEFA member association or its affiliated league in accordance with the relevant provisions of the FIFA Regulations on the Status and Transfer of Players.

## **Article 23 – Written contract with professional players**

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

## **Article 24 – Loan of professional players**

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1. 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 25 – Refereeing matters and Laws of the Game**

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1. The licence applicant must ensure that all 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 UEFA member association during the 12 months prior to the licence season.

## **Social And Environmental Sustainability Criteria**

### **Article 26 – Social and environmental Sustainability strategy**

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1. 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 27 – Equality and inclusion**

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

### **Article 28 – Anti-racism**

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

### **Article 29 – Child and youth protection and welfare**

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

### **Article 30 – Football for all abilities**

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

### **Article 31 – Environmental protection**

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



## **Infrastructure Criteria**

### **Article 32 – Stadium for UEFA and CFA Women’s club competitions**

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1. The licence applicant must have a stadium available for UEFA and CFA Women's club competitions which must be within the territory of the CFA and approved by the CFA in accordance with the UEFA Stadium Infrastructure Regulations.
2. If the licence applicant is not the owner of a stadium, it must provide a written contract with the owner(s) of the stadium(s) it will use.
3. It must be guaranteed that the stadium(s) can be used for the licence applicant's UEFA and CFA home matches during the licence season.
4. The stadium(s) must fulfil the minimum requirements defined in the UEFA Stadium Infrastructure Regulations and be classified at least as a UEFA category 1 stadium.

### **Article 33 – Training facilities - Availability**

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

## **Article 34 – Training facilities - Minimum infrastructure**

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1. As a minimum, the infrastructure of training facilities must fulfil the requirements defined by the licensor, for example:
  - a. relevant indoor/outdoor facilities.
  - 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).
  - e. floodlighting.
  - f. any other relevant requirements identified by the licensor.

## **Personnel and Administrative Criteria**

### **Article 35 – Administrative Officer**

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

### **Article 36 – Media Officer**

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1. The licence applicant must have appointed a qualified media officer who is responsible for media matters including the promotion of the licence applicant's activities on social media.
2. The media officer must hold as a minimum one of the following qualifications:
  - a. Diploma in journalism;
  - b. Media officer diploma issued by the licensor or an organisation recognised by the licensor;
  - c. "Recognition of competence" issued by the licensor, based on practical experience of at least three years in such matters.

### **Article 37 – Medical doctor**

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1. The licence applicant must have appointed at least one doctor who is responsible for medical support of the women's first squad during matches and training as well as for doping prevention.
2. The medical doctor's qualification must be recognised by the appropriate national health authorities which is the Cyprus Ministry of Health.
3. The medical doctor must be duly registered with the CFA.

### **Article 38 – Physiotherapist**

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1. The licence applicant must have appointed at least one physiotherapist who is responsible for medical treatment and massages for the women's first squad during training and matches.
2. The qualification of the physiotherapist must be recognised by the appropriate national health authorities which is the Cyprus Ministry of Health.
3. The physiotherapist must be duly registered with the CFA.

### **Article 39 – Social and environmental sustainability officer**

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

### **Article 40 – Head coach of women's first squad**

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1. 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 CFA and who is responsible for the following matters of the first squad:
  - a. Players' selection;
  - b. Tactics and training;
  - c. Management of the players and technical staff in the dressing room and the technical area before, during and after matches; and
  - d. Duties regarding media matters (press conferences, interviews, etc.).
2. The head coach must hold one of the following minimum coaching qualifications, issued by CFA in accordance with the UEFA Coaching Convention:

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

#### **Article 41 – Assistant coach of women's first squad**

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1. The licence applicant must have appointed a qualified coach who assists the head coach in all football matters of the women's first squad.
2. The assistant coach of the women's first squad must hold one of the following minimum coaching qualifications, issued by the CFA 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 42 – Goalkeeper coach of women's first squad**

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1. The licence applicant must have appointed a qualified goalkeeper coach who assists the head coach in goalkeeping matters of the women's first squad.
2. The goalkeeper coach must hold one of the following minimum coaching qualifications, issued by the CFA:
  - a. Valid UEFA goalkeeper B licence in accordance with the UEFA Coaching Convention;
  - b. Valid domestic goalkeeper licence;
  - c. Valid UEFA recognition of competence issued in accordance with the UEFA Coaching Convention and equivalent to the licence required under a) above.

## **Article 43 – Youth women’s teams’ coaches**

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1. 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 20.
2. At least one of the youth head coaches must hold one of the following minimum coaching qualifications, issued by the CFA in accordance with the UEFA Coaching Convention:
  - a. Valid UEFA Youth coaching licence;
  - b. Valid UEFA B coaching licence;
  - c. Valid UEFA recognition of competence which is equivalent to the licence required under a) or b) above as applicable.

## **Article 44 – Common provisions applicable to UEFA coaching qualifications**

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1. A holder of the required UEFA coaching licence within the meaning of Article 40 to Article 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 the CFA; or
  - b. at least started the required UEFA coaching diploma course. Registration for the required diploma course is not sufficient to meet this criterion.
2. If the UEFA Coaching Convention membership status of the CFA is upgraded (e.g. from A to Pro level), the following apply:
  - a. With regard to paragraph 1(a) above, the new highest or second-highest available UEFA coaching licence (as applicable) will become mandatory for the licence applicant as soon as the licensor has run its second course at this higher level. After this transitional period, only a holder of the newly required UEFA coaching diploma will be deemed in compliance with the criterion;

- b. With regard to paragraph 1(b) above, only participation in an education course for the newly available highest or second-highest UEFA coaching diploma (as applicable) will be deemed in compliance with the criterion.
3. In case of a partnership agreement under the UEFA Coaching Convention, the UEFA coaching qualifications offered by the CFA with limited UEFA Coaching Convention membership status apply.
4. UEFA reserves the right to review the consequences of any downgrade in UEFA Coaching Convention membership status (e.g. from Pro to A level) as well as those of partnership agreements with the CFA in question, and to take decisions on a case-by-case basis in this respect.
5. All qualified coaches must be duly registered with the CFA.

#### **Article 45 – Written contracts**

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1. All administrative, technical, medical and security staff or service providers performing any of the functions referred to in Article 35 to Article 43 must have written contracts with the licence applicant (or another entity within the legal group structure of the licence applicant) in accordance with the national legal framework.
2. The licence applicant must ensure that each coach's contract is in line with the relevant provisions of the FIFA Regulations on the Status and Transfer of Players.

#### **Article 46 – Service providers**

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

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

#### **Article 47 – Occupation of functions**

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1. The mandatory functions defined in Article 35 to Article 43 represent the minimum organisational structure required of the licence applicant.
2. One person could occupy more than one function, provided the person has sufficient time, adequate competencies and the necessary qualifications for each function, and no conflict of interest.

#### **Article 48 – Organisational structure**

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1. The licence applicant must provide the licensor with an organisational chart clearly identifying the relevant personnel and their hierarchical and functional responsibilities in its organisational structure.
2. As a minimum, the organisational chart should provide information on the key personnel defined from Article 35 to Article 38.

#### **Article 49 – Duty of replacement during the season**

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1. If a function defined in Article 35 to Article 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.
2. In the event that a function becomes vacant due to illness or accident, the licensor may grant an extension to the 60-day period only if reasonably satisfied that the person concerned is still medically unfit to resume their duties.
3. The licensee must promptly notify the licensor of any such replacement.



## **Legal Criteria**

### **Article 50 – Declaration in respect of participation in the UEFA & CFA Women's Club Competitions**

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1. The licence applicant must submit a legally valid declaration confirming the following:
  - a. It recognises as legally binding the statutes, regulations, directives and decisions of FIFA, UEFA and the CFA as well as the jurisdiction of the Court of Arbitration for Sport (CAS) in Lausanne as provided in the relevant articles of the UEFA Statutes.
  - b. At national level it will play in competitions recognised and endorsed by the CFA (e.g. national championship, national cup).
    - c. At international level it will participate in competitions recognised by UEFA (to avoid any doubt, this provision does not relate to friendly matches).
    - d. It will promptly inform the licensor about any significant change, event or condition of major economic importance.
  - e. It will abide by and observe the CFA Club Licensing Regulations.
  - f. It will abide by and observe the UEFA Club Licensing Regulations for the UEFA Women's Champions League.
  - g. Its reporting perimeter is defined in accordance with Article 57.
  - h. All revenues and costs related to each of the football activities listed in Article 57 point 3 have been included in the reporting perimeter.
  - i. 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.

- j. All relevant information related to any change of its legal form, legal group structure (including ownership) or identity from the three seasons preceding the start of the licence season have been reported to the CFA and UEFA.
  - k. All submitted documents are complete and correct.
  - l. It authorises the CFA Licensing Administration and Decision-making bodies, the UEFA Administration, the Club Financial Control Body, the Cyprus Club Financial Control Body 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 Cyprus law.
  - m. It acknowledges that UEFA reserves the right to execute compliance audits at national level in accordance with CFA Club Licensing Regulations – Article 65.
2. The declaration must be executed by an authorised signatory of the licence applicant no more than three months prior to the deadline for its submission to the licensor.

## **Article 51 – Minimum legal information**

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1. The licence applicant must submit at least the following minimum legal information about the licence applicant and if different, the registered member:
- a. Complete legal name;
  - b. Legal form;
  - c. Copy of current, valid statutes (e.g. company act);
  - d. Extract from a public register (e.g. trade register);
  - e. List of authorised signatories;
  - f. Type of signature required (e.g. individual, collective).

2. The licence applicant must also provide the following contact information:
  - a. Address of its official headquarters;
  - b. Official contact details (such as phone/fax number and email addresses);
  - c. Address of its official public website;
  - d. Name and direct contact details of its main official contact person for club licensing matters.

### **Article 52 – Licence applicant’s identity, history and legacy**

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1. 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 Article 14.01. 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**

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1. If the licence applicant is a football company as defined in Article 14, it must provide a written contract of assignment with a registered member.
2. 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 the CFA.
  - 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 a competition ceases to apply if the assigning club’s membership of the association ceases.

- d. If the football company is put into bankruptcy or enters liquidation, this is deemed to be an interruption of membership or contractual relationship within the meaning of Article 14. 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. The CFA must be reserved the right to approve the name under which the football company participates in national competitions.
  - f. The football company must, at the request of the competent national 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 CFA or UEFA/FIFA club competition.
3. The contract of assignment and any amendment to it must be approved by the CFA.

#### **Article 54 – Legal group structure**

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1. The licence applicant must provide the licensor with a document that presents its legal group structure at the annual accounting reference date prior to the deadline for the submission of its licence application to the licensor.
2. This document must clearly identify and include information on:
  - a. the licence applicant and, if different, the registered member;
  - b. any subsidiary of the licence applicant and, if different, the registered member;
  - c. any associate entity of the licence applicant and, if different, the registered member;
  - d. any party that has 10% or greater direct or indirect ownership of the licence applicant, or 10% or greater voting rights;
  - e. any direct or indirect controlling entity of the licence applicant;

- f. any other football club, in respect of which any of the parties identified in a) to e), or any of their key management personnel, have any ownership interest or voting rights or membership or any other involvement or influence whatsoever in its management, administration or sporting performance; and
  - g. the key management personnel of the licence applicant and, if different, the registered member.
3. The reporting perimeter as defined in Article 57 must also be clearly identified in the document.
4. The following information must be provided in relation to each of the parties included in the legal group structure:
- a. Name and, if applicable, legal form;
  - b. Main activity; 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, the following information must also be provided:
    - d. Share capital;
    - e. Total assets;
    - f. Total revenues; and
    - g. Total equity.
5. The licensor must be informed of any changes there may have been to the legal group structure during the period between the annual accounting reference date and the submission of this information to the licensor.
6. If deemed relevant the licensor may request the licence applicant/licensee to provide other information in addition to that listed above.
7. The licence applicant must confirm that the information about the legal group structure is complete, accurate and in compliance with these regulations. This

must be evidenced by way of a brief statement and signature by the executive body/ authorised signatories of the licence applicant.

## **Article 55 – Ultimate controlling party, ultimate beneficiary and party with significant influence**

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1. The licence applicant must provide the licensor with a document which contains information on:
  - a. the ultimate controlling party of the licence applicant;
  - b. the ultimate beneficiary of the licence applicant, i.e. a natural person on whose behalf an entity or arrangement is owned or controlled or a transaction is conducted; and
  - c. any party with significant influence over the licence applicant.
  
2. The following information must be provided in relation to each of the parties identified in paragraph 1 above as at the date of submission of this information to the licensor:
  - a. Name and, if applicable, legal form;
  - b. Main activity;
  - c. Percentage of ownership interest and, if different, percentage of voting rights in respect of the licence applicant;
  - d. If applicable, key management personnel; and
  - e. Any other football club in respect of which the party, or any of its key management personnel, has any ownership interest, voting rights or membership or any other involvement or influence whatsoever.
  
3. The licence applicant must confirm whether any change has occurred in relation to the information indicated in the paragraphs 1 and 2 above during

the period covered by the annual financial statements up to the submission of the information to the licensor.

4. If a change has occurred as indicated in paragraph 3 above, it must be described in detail by the licence applicant in the information to the licensor. As a minimum the following information must be provided:
  - a. The date on which the change occurred;
  - b. A description of the purpose of and reasons for the change;
  - c. Implications for the licence applicant's financial, operating and sporting policies; and
  - d. A description of any impact on the licence applicant's equity or debt situation.
5. If deemed relevant the licensor may request the licence applicant to provide additional information other than that listed above.
6. The licence applicant must confirm that the declaration on the ultimate controlling party, ultimate beneficiary and party with significant influence is complete, accurate and in compliance with these regulations. This must be evidenced by way of a brief statement and signature by the executive body/authorised signatories of both the licence applicant and the licence applicant's ultimate controlling party.

#### **Article 56 – Written representation prior to the licensing decision**

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1. The licence applicant must submit written representation to the licensor within the seven days prior to the start of the First Instance Body's decision-making process, as defined by the licensor in accordance with Article 10.

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



## **Financial Criteria**

### **Article 57 – Reporting entity/entities and reporting perimeter**

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1. The licence applicant determines and provides to the licensor the reporting perimeter, i.e. the entity or combination of entities in respect of which financial information (e.g. single entity, consolidated or combined financial statements) has to be provided.
2. The reporting perimeter must include:
  - a. the licence applicant and, if different, the registered member;
  - b. any subsidiary of the licence applicant and, if different, the registered member;
  - c. any entity, irrespective of whether it is included in the legal group structure, which generates revenues and/or performs services and/or incurs costs in respect of any of the women's football activities defined in paragraph 3(a) and (b) below;
  - 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 women's football activities defined in paragraph 3 (c) to ( j) below.
3. Women's football activities include:
  - a. employing/recruiting employees (as defined in Article 60) 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 (administration, matchday activities, travel, scouting, etc.);
  - h. use and management of stadium and training facilities;
  - i. youth development; and
  - j. financing, including equity that results in obligations on the licence applicant, or debt directly or indirectly secured or pledged against the licence applicant's assets or revenues.
4. An entity may be excluded from the reporting perimeter only if:
- 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 3 above 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 3 (a) and (b) above.
5. The licence applicant must submit a declaration by an authorised signatory which confirms:
- a. that all revenues and costs related to each of the football activities indicated in paragraph 3 have been included in the reporting perimeter, providing a detailed explanation 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 4.

## Article 58 – Annual financial statements

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1. The licence applicant must prepare and submit, by the date communicated by the licensor, annual financial statements for the reporting period ending in the year preceding the deadline for submission of the application to the licensor (31 March) and preceding the deadline for submission of the list of licensing decisions to UEFA (31 May).
2. Annual financial statements, including comparative amounts for the prior period, must be prepared in accordance with International Financial Reporting Standards and must include:
  - a. a balance sheet as at the end of the reporting period;
  - b. a profit and loss account/income statement for the reporting period;
  - c. a cash flow statement for the reporting period;
  - d. a statement of changes in equity over the reporting period;
  - e. notes, comprising a summary of significant accounting policies and other explanatory notes; and
  - f. a financial review by management.
3. The annual financial statements must be audited by an independent auditor in accordance with national legal framework.
4. If the annual financial statements do not meet the minimum disclosure requirements set out in **Annex E**, then the licence applicant must also submit to the licensor:
  - a. supplementary information to meet the minimum disclosure requirements set out in **Annex E**; and
  - b. an assessment report provided by the same auditor that signs the annual
  - c. financial statements by way of agreed-upon procedures prescribed by the licensor to confirm the completeness and accuracy of the supplementary information.

5. 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 E**.

## **Article 59 – No overdue payables to football clubs**

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1. The licence applicant must prove that as at the 31 March preceding the licence season, it has no overdue payables (as defined in **Annex F**) to other football clubs as a result of obligations arising from transfers of female players due to be paid by the 28 February preceding the licence season.
2. Payables are those amounts due to football clubs as a result of:
  - a. transfers of professional 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.
3. The licence applicant must prepare and submit to the licensor a transfers table unless the transfers information has already been disclosed to the licensor under existing national transfer requirements (e.g. national clearing house system) and the licensor is able to extract and assess all the required information as described in Paragraph 4 and Paragraph 5 below. A transfers

table must be prepared even if there have been no transfers/loans during the relevant period.

4. The licence applicant must disclose:
  - a. all new 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 as at 28 February;
  - b. all transfers of female players for which a payable is outstanding as at 28 February (whether they relate to the release or registration 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.
5. 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 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 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 F**), 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 F**), including the case references and a brief description of the positions of all involved parties; and
  - l. Conditional amounts (contingent liabilities) not yet recognised in the balance sheet as at 28 February.
6. The licence applicant must reconcile its liabilities as per the transfers table to its underlying accounting records.
7. The licence applicant must confirm that the transfers table is complete, accurate and in compliance with these regulations. This must be evidenced by way of a brief statement and signature by the executive body/authorised signatories of the licence applicant.
- m.

## **Article 60 – No overdue payables in respect of employees**

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1. The licence applicant must prove that as at the 31 March preceding the licence season, it has no overdue payables (as defined in **Annex F**) in respect of its employees as a result of contractual or legal obligations due to be paid by the 28 February preceding the licence season.
2. Payables are all forms of consideration due in respect of employees as a result of contractual or legal obligations, including wages, salaries, image rights payments, bonuses and other benefits.
3. 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 35 to Article 43; and
  - c. Service providers performing any of the functions referred to in Article 35 to Article 43.
4. If any of the “employees” is employed by, contracted to, a consultant of or otherwise provides services to an entity within the legal group structure or the reporting perimeter other than the licence applicant, these payables must be also included in the scope of Paragraph 1 above.
5. Amounts payable to persons who, for various reasons, are no longer employed or engaged by the licence applicant or an entity within the legal group structure of the licence applicant fall within the scope of this criterion and must be settled within the period stipulated in the contract or defined by law, regardless of how such payables are accounted for in the financial statements.
6. The licence applicant must prepare and submit to the licensor an employees table showing the following total balances in respect of the employees as at the 28 February preceding the licence season:

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



## **Article 61 – No overdue payables to social/tax authorities**

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1. The licence applicant must prove that as at the 31 March preceding the licence season, it has no overdue payables (as defined in **Annex F**) to social/tax authorities as a result of contractual or legal obligations in respect of all employed individuals due to be paid by the 28 February preceding the licence season.
2. Payables are those amounts due to social/tax authorities as a result of contractual or legal obligations in respect of all employed individuals. Payables include, but are not limited to, personal income tax, pension fund payments, social security and similar payments.
3. The licence applicant must submit to the licensor a social/tax table as at the 28 February preceding the licence season showing:
  - a. total balance payable to the social/tax authorities;
  - 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 F**);
  - d. total amount disputed (as defined in **Annex F**); and
  - e. total amount subject to a pending decision by the competent authority (as defined in **Annex F**).
4. The following information must be given, as a minimum, in respect of each overdue, deferred, disputed or pending amount as at 28 February, together with explanatory comment:
  - a. Name of the creditor;
  - b. Amounts overdue, including the due date(s) for each unpaid element and, if applicable, amounts settled between 28 February and 31 March together with the settlement dates as well as any remaining overdue payable as at 31 March (rolled forward from 28 February);

- c. Amounts deferred, including the original and new due date(s) for each deferred element, and the date when a written agreement between the parties was concluded;
  - d. Amounts subject to a pending decision by the competent authority and a brief description of the licence applicant's request; and
  - e. Amounts disputed, including the case references and a brief description of the positions of all involved parties.
5. The licence applicant must reconcile its liabilities as per the social/tax table to its underlying accounting records.
  6. The licence applicant must confirm that the social/tax table is complete, accurate and in compliance with these regulations. This must be evidenced by way of a brief statement and signature by the executive body/authorised signatories of the licence applicant.

## **Article 62 – No overdue payables in respect of UEFA and the CFA**

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1. The licence applicant must prove that as at the 31 March preceding the licence season, it has no overdue payables (as defined in **Annex F**) 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.
2. Payables in respect of UEFA include, but are not limited to, financial disciplinary measures imposed by the CFCB.
3. By the deadline and in the form communicated by the licensor, the licence applicant must prepare and submit a declaration confirming total payables to UEFA, additional entities designated by UEFA and the licensor and the absence or existence of overdue payables.

## **Part III – Final Provisions**

### **Article 63 – Authoritative text and language of correspondence**

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1. If there is any discrepancy in the interpretation of the English, French, German and Russian versions of these regulations, the English version prevails.
2. All correspondence between UEFA and the licensor and/or the licensee must be in one of the three UEFA official languages (English, French and German) and UEFA may ask the CFA and/or licensee for a certified translation of documents at their expense.

### **Article 64 – Annexes**

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1. All annexes to the present regulations form an integral part thereof.

### **Article 65 – Compliance audits**

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1. UEFA and/or its nominated bodies/agencies reserve the right to, at any time, conduct compliance audits of the licensor and of the licence applicant/licensee.
2. Compliance audits aim to ensure that the licensor and the licence applicant/licensee have fulfilled their obligations as defined in these regulations and that the licence was correctly awarded at the time of the licensor's final decision.
3. For the purpose of compliance audits, in the event of any discrepancy in the interpretation of the CFA Club Licensing Regulations between the English version and the Greek version, the English version is prevails.

## **Article 66 – Disciplinary procedures**

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1. The CFCB at all times bears in mind the overall objectives of these regulations, in particular to defeat any attempt to circumvent those objectives.
2. Subject to Article 8, any breach of these regulations may be penalised by the CFA in accordance with the CFA disciplinary regulations.

## **Article 67 – Implementing provisions**

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1. The Licensing Administration (LA) will take the decisions and adopt, in the form of directives, circular letters or any other relevant documents, the detailed provisions necessary for implementing these regulations.

## **Article 68 – Approved, abrogation, amendments and entry into force**

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1. These regulations were approved by the CFA Board of Directors at its meeting on the.
2. These regulations replace the Club Licensing Regulations (Edition 2022) of the Cyprus Football Association.
3. These regulations come into force on 1 June 2024, with the exceptional and transitional provisions described in Article 69.

## **Article 69 – Exceptional and transitional provisions**

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1. By exception to Article 14 point 02, for the licence season 2025/26 the membership and/or contractual relationship (if any) must have lasted for at least one season. Furthermore, the licence applicant must have participated in the official competitions for at least one season (one-year rule).
2. By exception to Article 14 point 04, for the licence season 2025/26 any change that took place within one season 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 Article 14.

3. By exception to Article 14 point 05, for the licence season 2025/26 exceptions to the one-year rule may be granted by the CFCB in accordance with Annex A.2.
4. By exception to Article 58, point 03 enters into force on 1 June 2025.
5. Notwithstanding Article 69 point 04, for licence applicants who participate in the group stage of the 2024/25 UEFA Women's Champions League, Article 58 point 03 enters into force on 1 June 2024.

## **Annex A:**

### **Exceptions policy**

#### **A.1 – Principles**

A.1.1 - The UEFA administration or the CFCB may, in accordance with Article 13, grant exceptions on the following matters:

- a. Non-applicability of a minimum requirement concerning the decision-making bodies or process defined in Article 7 due to national law or for any other reason;
- b. Non-applicability of a minimum requirement concerning the core process defined in Article 10 due to national law or for any other reason;
- c. Non-applicability of a minimum assessment procedure defined in Article 11 due to national law or for any other reason;
- d. Non-applicability of the three-year rule defined in Article 14;
- e. Non-applicability of a certain criterion defined in part II, Chapter 3 : and the relevant annexes due to national law or for any other reason;
- f. Extension of the introduction period for the implementation of a criterion or a category of criterion defined in part II, Chapter 3.

A.1.2 - Exceptions related to paragraphs a), b), c), e) and f) are granted to a UEFA member association and apply to all clubs that are registered with the CFA and apply for a licence to enter the UEFA Women's Champions League.

A.1.3 - Exceptions related to item d) are granted to the individual club that applies for a licence.

## **A.2 – Process**

A.2.1 - The UEFA administration or the CFCB acts as the decision-making body on exception requests. UEFA decides on all exceptions related to **Annex A.1.1(a), (b), (c), (e) and (f)**, and the CFCB decides on exception requests related to **Annex A.1.1(d)**.

A.2.2 - An exception request must be in writing, clear and well founded.

A.2.3 - Exception requests related to **Annex A.1.1(a), (b), (c), (e) and (f)** must be submitted by the licensor by the deadline and in the form communicated by UEFA.

A.2.4 - Exception requests related to **Annex A.1.1(d)** must be submitted by the licensor on behalf of the licence applicant by the deadline and in the form communicated by UEFA. It is the responsibility of the licence applicant/licensee to ensure that the request is complete and accurate.

A.2.5 - The UEFA administration and the CFCB use the necessary discretion to grant exceptions within the limits of these regulations.

A.2.6 - The status and situation of football and of the licence applicant within the territory of the UEFA member association will be taken into account when considering an exception. This encompasses, for example:

- a. size of the territory, population, geography, economic background;
- b. size of the UEFA member association (number of clubs, number of registered players and teams, size and quality of the administration of the association, etc.);
- c. level of football (professional, semi-professional or amateur clubs);
- d. status of football as a sport within the territory and its market potential (average attendance, TV market, sponsorship, revenue potential, etc.);
- e. UEFA coefficient (association and its clubs) and FIFA ranking;

- f. stadium ownership situation (club, city/community, etc.) within the association;
- g. support (financial and other) from the national, regional and local authorities, including the national sports ministry;
- h. protection of creditors;
- i. club's legal group structure and reporting perimeter;
- j. club's identity.

A.2.7 - A decision related to **Annex A.1.1(a), (b), (c), (e) and (f)** will be communicated to the licensor in writing, stating the reasoning. The licensor must then communicate it to all licence applicants concerned.

A.2.8 - A decision related to **Annex A.1.1(d)** will be communicated to the licensor and the requesting club in writing, stating the reasoning.

A.2.9 - Appeals can be lodged against final decisions made by the UEFA administration or the CFCB in writing before the Court of Arbitration for Sport (CAS) in accordance with the relevant provisions laid down in the UEFA Statutes.



## **Annex B:**

### **Delegation of licensing responsibilities to an affiliated league**

#### **B.1 – Principles**

- B.1.1 - The UEFA Executive Committee decides on any requests from UEFA member associations to delegate or to withdraw licensing responsibilities to/from their affiliated league as specified in Article 5, Paragraph 02.
- B.1.2 - Well-founded requests can be made to UEFA at any time. All the requests presented to UEFA in writing before the start of the core process will be considered for effect in the following sporting season.
- B.1.3 - The timing of such a request must be carefully considered. UEFA will not accept any request to delegate or to withdraw licensing responsibilities during the core process in order to ensure continuity.
- B.1.4 - The UEFA Executive Committee may approve a delegation request if the UEFA member association provides written confirmation that the league:
- a) is affiliated to the UEFA member association and has accepted its statutes and regulations and the decisions of its responsible and competent bodies in writing;
  - b) is responsible for running the top domestic championship;
  - c) has agreed with the UEFA member association on the use of the financial contributions paid by UEFA to the UEFA member association for club licensing purposes;
  - d) has submitted a written decision by the legislative body of this affiliated league to comply with the following obligations towards UEFA:
    - i. to have national club licensing regulations that implement the UEFA club licensing criteria according to the provisions of these regulations and any future amendments thereto;

- ii. to grant UEFA and its nominated bodies/agencies all necessary access to verify the operation of the club licensing system and the decisions of the decision-making bodies at any time;
- iii. to allow UEFA and its nominated bodies/agencies to conduct compliance audits at any time of clubs that qualify for the UEFA Women's Champions League;
- iv. to accept any UEFA decision made with regard to exceptions or compliance audits;
- v. to issue the appropriate sanctions to the relevant parties according to UEFA's recommendations or decisions.

## **Annex C:**

### **Integration of UEFA Women's Champions League club licensing criteria into national club licensing regulations**

#### **C.1 – Principle**

C.1.1 - In its national club licensing regulations, each licensor must define the parties involved, their rights and duties, the criteria and the necessary processes in accordance with these regulations for entering the UEFA Women's Champions League (see Article 5, Paragraph 03).

#### **C.2 – Process**

C.2.1 -The licensor must finalise the wording of the national club licensing regulations and send them, in one of UEFA's official languages, to UEFA for review by the deadline communicated by the latter.

C.2.2 - The licensor is responsible for ensuring, and must demonstrate to UEFA, that all applicable provisions of these regulations have been integrated in its national club licensing regulations. Exceptions may be granted according to Article 13 of these regulations.

C.2.3 - The licensor is free to increase or introduce additional minimum criteria in its national club licensing regulations for the purpose of entering the UEFA Women's Champions League.

C.2.4 - Where introduced by the licensor in its national club licensing regulations, any increased or additional minimum criteria apply mutatis mutandis to entry in the UEFA Women's Champions League.

- C.2.5 - The licensor must confirm to UEFA that all provisions contained in the national club licensing regulations are in compliance with the applicable national law.
- C.2.6 - The national club licensing regulations must be approved by the competent national bodies and communicated to the licence applicants before the start of the licensing process. They cannot be amended during the licensing process, unless duly approved by UEFA.
- C.2.7 - UEFA reviews the final version of the national club licensing regulations and confirms in writing to the licensor that:
- a. the applicable provisions of these regulations for the purpose of entering the UEFA Women's Champions League are integrated in the national club licensing regulations;
  - b. the licence issued by the competent national bodies according to the national club licensing regulations is based on the minimum criteria set out in part II of these regulations.
- C.2.8 - The licensor is encouraged to apply a club licensing system to govern participation in its domestic competitions. For this purpose, the licensor is free to increase, decrease, or introduce additional minimum criteria in its national club licensing regulations for the purpose of granting permission to enter its domestic competitions.

## **Annex D:**

### **Extraordinary application of the club licensing system**

#### **D.1 – Principles**

- D.1.1 - UEFA defines the necessary deadlines and the minimum criteria for the extraordinary application of the club licensing system as specified in Article 17, Paragraph 01 and communicates them to the licensors at the latest by the 31 August of the year preceding the licence season.
- D.1.2 - Licensors must notify UEFA of any extraordinary application requests in writing, stating the name of the club concerned, by the deadline communicated by UEFA.
- D.1.3 - The licensor is responsible for submitting the criteria to the club concerned for its assessment of the extraordinary application request. They must also take immediate action with the club concerned to prepare for the extraordinary application procedure.
- D.1.4 - The club concerned must provide the necessary documentary proof to the licensor that will assess the club against the fixed minimum standards and forward the following documentation in one of UEFA's official languages to UEFA by the deadline communicated by the latter:
- a. Written request for special permission to enter the UEFA Women's Champions League;
  - b. Recommendation by the licensor based on its assessment (including the dates and names of the persons having assessed the club);
  - c. All documentary evidence provided by the club and the licensor as requested by UEFA;
  - d. Any other documents requested by UEFA during the extraordinary application procedure.

- D.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 ultimately qualifies on sporting merit. The decision will be communicated to the licensor, which must forward it to the club concerned.
- D.1.6 - If such a club is eliminated on sporting merit during the extraordinary application procedure, the licensor concerned 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.
- D.1.7 - Appeals can be lodged against final decisions made by UEFA in writing before the Court of Arbitration for Sport (CAS) in accordance with the relevant provisions of the UEFA Statutes.

## **Annex E:**

### **Disclosure requirements for the financial statements**

#### **E.1 – Principles**

E.1.1 - 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 58.

E.1.2 - 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.

E.1.3 - If the annual financial statements are not in compliance with the disclosure requirements set out in **Annex E**, then the licence applicant must also submit to the licensor:

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

## **E.2 – Balance Sheet**

E.2.1 - 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

## **E.3 – Profit and loss account**

E.3.1 - 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 benefit expenses
- x. Other operating expenses
- xi. Total operating expenses (excluding player registrations) (sum of items ix to x)
- xii. Net result from player transfers

- 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)

## **E.4 – Cash flow statement**

E.4.1 - The cash flow statement must report cash flows for the financial period, classified separately as stated below:

### **Cash flow from operating activities**

Operating activities are the principal revenue-producing activities of the 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 from financing activities

### **Other Cash flows**

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

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

- E.4.2 - 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 F:**

### **Notion of overdue payables**

#### **F.1 – Principles**

F.1.1 - Payables are considered as overdue if they are not paid according to the contractual or legal terms.

F.1.2 – Payables are not considered as overdue, within the meaning of these regulations, if the licence applicant/licensee (i.e. debtor) is able to prove by the applicable deadline, i.e. 31 March in respect of Article 59, Article 60, Article 61 and Article 62 that:

- a. the relevant amount has been settled, i.e. either paid in full or offset against the creditor's obligations towards the debtor; or
- b. the deadline for payment of the relevant amount has been deferred (referred to as "amounts deferred" in these regulations), i.e. an agreement has been concluded in writing with the creditor to extend the deadline for payment (a creditor not requesting payment of an amount does not constitute an extension of the deadline); or
- c. the relevant amount is subject to a legal claim or open proceedings (referred to as "amounts disputed" in these regulations), meaning:
  - i. the debtor has brought a legal claim which has been deemed admissible by the competent authority under national law or has opened proceedings with the national or international football authorities or relevant arbitration tribunal contesting liability in relation to the overdue payable, knowing that if the decision-making bodies (licensor or CFCB) consider that such claim has been brought or such proceedings have been opened for the sole purpose of avoiding the applicable deadlines set out in these regulations (i.e. in order to buy time), the amount will still be considered as an overdue payable; or

- ii. the debtor has contested to the competent authority under national law, the national or international football authorities or the relevant arbitration tribunal, a claim which has been brought or proceedings which have been opened against it by a creditor in respect of overdue payables and is able to demonstrate to the comfortable satisfaction of the relevant decision-making bodies (licensor or CFCB) that it has established reasons for contesting the claim or proceedings which have been opened, knowing that if the decision-making bodies (licensor or CFCB) consider the reasons for contesting the claim or proceedings as manifestly unfounded the amount will still be considered as an overdue payable; or
- d. the settlement of the relevant amount is pending (referred to as “amounts pending” in these regulations), meaning:
  - 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 61) 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 61 – No overdue payables to social/tax authorities - enhanced); or
  - ii. the debtor is able to demonstrate to the comfortable satisfaction of the relevant decision-making bodies (licensor or CFCB) that it has taken all reasonable measures to identify and pay the creditor(s) in respect of training compensation and solidarity contributions (as defined in the FIFA Regulations on the Status and Transfer of Players).

## **Annex G:**

### **Licensor's assessment procedures**

#### **G.1 – Principles**

- G.1.1 - 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.
- G.1.2 - The assessment processes to check compliance with the defined provisions set out in Article 11 comprise specific assessment steps that must be followed by the licensor as set out below.

#### **G.2 – Assessment of the auditor's report on the financial statements**

- G.2.1 - 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 a 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 Annex G.2.2 below.

- G.2.2 - 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 57, 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 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.

### **G.3 – Assessment of licensing documentation for no overdue payables**

G.3.1 - 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 **Annex G.3.2**;  
or
- b. to have independent auditors carry out the assessment procedures in accordance with ISRS 4400, in which case the licensor must assess the information submitted by the licence applicant (in particular the payables tables and corresponding supporting documents) and review the auditor's report. The licensor may carry out any additional assessment it believes necessary, including by extending the sample or requesting additional documentary evidence from the licence applicant.

G.3.2 - 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.

G.3.3 - 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.

#### **G.4 – Assessment of the written representation prior to the licensing decision**

G.4.1 - In respect of the written representation, the licensor must read and consider the impact of any significant change that has occurred in relation to the club licensing criteria.

G.4.2 - 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.

G.4.3 - The licensor must assess the club's ability to continue as a going concern until at least the end of the licence season. The licence must be refused if, based on the financial information that the licensor has assessed, in the licensor's judgement, the licence applicant may not be able to continue as a going concern until at least the end of the licence season.

G.4.4 - If the licence applicant (or the registered member which has a contractual relationship with the licence applicant within the meaning of Article 14) 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 licence must be refused. For the avoidance of doubt the licence must also be refused even if the concerned entity is no longer receiving protection from its creditors at the moment the licensing decision is taken.

## **Annex H:**

### **Women's Club Licensing Core Process**

The chart below provides the core process.

The numbers in the chart detail in numerical order the steps to be taken while processing a licence.

Shortenings:

LM- Licensing Manager

LA- Licensing Administration

FIB- First Instance Body

AB- Appeals Body

#### **Step 1:**

Prior to the deadline for the submission to UEFA of the list of clubs entering a UEFA club competition and that will be Licensed under Women's Licence I at a date to be defined by the licensor, the licensing manager produces the documents on club licensing which will include the criteria, licensing core process document, timetable, questionnaires and forms for return.

#### **Step 2:**

The licensing manager distributes the prepared pack of documents to the licence applicant. These can be posted, faxed, posted on the CFA site or given by hand, etc. The licensing manager may request an acknowledgement of receipt.

#### **Step 3:**

The licence applicant completes the documents (questionnaires, templates, etc.) and returns them to the licensing manager within the agreed deadline. These documents can be returned by mail, faxed, posted on the CFA site or delivered by hand etc.. Supporting documents can be enclosed if required.

#### **Step 4:**

The licensing manager checks at the reception that the documents returned by the licence applicant are complete and that they are returned within the agreed deadline.

#### **Step 5:**

Decision.

Two alternatives: step 6 or step (A)

**Step 6:**

If the documents are complete and sent within the agreed deadline the licensing manager sorts the information received, records it and forwards it to the appointed experts with responsibilities for that particular area for review (e.g. legal documents will be forwarded to the legal expert, financial information to the financial expert, etc.).

**Step 7:**

The nominated experts receive the licence applicants' documents from the licensing manager, review the documents, check the fulfilment of the criteria and then report back to the licensing manager within the agreed deadline and according to prepared forms (checklists, reports etc.). The checks have to be justified by supporting documents (evidence that the criteria have been fulfilled), e.g. Criteria I.01 Stadium-certification has to be supported by a copy of the valid stadium certificate.

**Step 8:**

Decision.

Two alternatives: step 9 or step (A)

**Step 9:**

The licensing manager verifies 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.

**Step 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 investigation.

**Step 11:**

Decision.

Two alternatives: step 12 or step (B)

**Step 12:**

If the licensing manager does not identify any area that requires further review, he prepares the report for consideration of the FIB within the agreed deadline. This report will contain aspects of the review (analysis of the documents received and, if performed, information on site visits).

**Step 13:**

LM obtains management representation letter from licence applicant stating whether or not any events or conditions of major economic importance have occurred. This is included to his report. According to the results of the review the report will include the recommendation to grant or to refuse the relevant licence or in the case of Women's Licence I subject to the relevant sanctions mentioned in article 18 of this manual.

**Step 14:**

The FIB receives the report of the licensing manager within the agreed deadline, reviews it, asks the licensing manager for further explanations and documents if necessary and makes the decision whether to grant the UEFA licence or not and whether to sanction as per Article 18 in the case of Women's Licence I.

The FIB has to fulfil the requirements of qualification, independence and confidentiality as described in Article 7 (b) and Article 12 of this club licensing manual.

**Step 15:**

Decision.

Two alternatives: step 16 or step (D).

Written communication of decisions with clubs.

**Step 16:**

After careful review of the licence applicant's documents and of the report of the licensing manager, the decision-making body issues the UEFA licence and does not sanction as per Article 18 in the case of Women's Licence I. The issuance of the UEFA licence is subject to the condition that the licence applicant fulfils the relevant criteria mentioned in Article 18. The non sanctioning of Licence applicants in the case of Women's Licence I is subject to the condition that the licence applicant fulfils the relevant criteria mentioned in Article 18. The issued licence may or may not detail areas for future attention of the licence applicant.

**Step 17:**

The licensing manager receives the report of the decision-making body. On the basis of the decision made by the decision-making body, he prepares the list of the licence applicants authorised to enter in a UEFA club competition and also which clubs have been sanctioned for Women's Licence I applicants. The list of licensed clubs is sent to UEFA within the deadline fixed and communicated by UEFA by May 31st of the year preceding the season to be licensed.

**Step 18:**

After it has been issued a licence, up until the end of the season to be licensed, the licensee must promptly notify the licensor in writing of any subsequent event, that it is aware of at any time, that may cast significant doubt upon the licensee's ability to continue as a going concern until at least the end of the season for which the license has been granted.

**Step 19:**

If the licensee is in breach of one or more of the indicators, then the licensee must prepare and submit an updated version of the future financial information. The future financial information must be prepared, as a minimum, on a six-month basis.

(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 in order to agree on the next actions to be taken (e.g. to request information, supporting documents, questionnaire or form that is missing).

(B) From step 8:

If the licensing expert identifies areas that require further information, he contacts the licence applicant to discuss any issue to obtain clarifications, and reaches 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 (he may use the experts on behalf of the licensing manager), 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 problem areas.

They identify potential actions by the club to rectify these areas together with a 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 deliver new information or to take the necessary actions, then go back to step 12.

(D) After careful review of the licence applicant's documents and of the report of the licensing manager the FIB refuses to grant the UEFA licence and sanctions the club as per Article 18 in the case of Women's Licence I. The refusal or sanctioning details the areas to be addressed and the licence applicant is given the possibility of lodging an appeal with the AB.

(E) The licence applicant lodges an appeal.

The AB is notified and the meeting date is set by agreement.

(F) The licensing manager produces a report and delivers it to the AB.

The report details areas of concern and the reasons for the refusal and/or sanctioning.

(G) The AB meets and considers the licence applicant's appeal.  
The AB may require further information and/or supporting documentation from the licensing manager and /or licence applicant.

(H) Decision.

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

Written communication of decisions with clubs.

After careful review of the licence applicant's documents and of the report of the licensing manager, the AB refuses to grant the UEFA licence and/or to uphold the sanctions imposed by the FIB. The report of the AB details the reasons for the refusal and/or the uphold the sanctions and the areas to be addressed.

(I) The LM may appeal to the AB for any decision of the FIB-either a granting of a licence or a refusal of the licence. In this instance the process from F-I above is repeated.

## UEFA Club Licensing Core Process









