



CLUB LICENSING REGULATIONS

2019 Edition

PREAMBLE

Club Licensing Regulations (“Regulations”), adopted on the basis of Articles 7(4) and 50(1) of the UEFA Statutes and Articles 2(2)(a) and 2(4) of the Statutes of the Football Association of the Czech Republic.

PART I. GENERAL PROVISIONS

ARTICLE 1 – SCOPE OF APPLICATION

1. These Regulations apply to club competitions to be played under the auspices of the Union of European Football Associations (UEFA) and the Football Association of the Czech Republic (FACR).
2. These Regulations govern the rights, duties and responsibilities of all parties involved in the club licensing system (Part II) and define in particular:
 - a) the minimum requirements to be fulfilled by a licensor and the minimum procedures required for its assessment of the club licensing criteria (Chapter 1);
 - b) the licence applicant and conditions for entry into UEFA/FACR competitions (Chapter 2);
 - c) the minimum sporting, infrastructure, personnel and administrative, legal and financial criteria to be fulfilled by an applicant in order to be granted a licence to enter UEFA/FACR competitions (Chapter 3).
3. These Regulations further govern the rights, duties and responsibilities of all parties involved in the monitoring process (FACR Club Monitoring Regulations, Edition 2019) to achieve financial fair play objectives, and define in particular, the role and tasks of the UEFA Club Financial Control Body (UEFA CFCB), the minimum procedures to be followed by licensors in the monitoring of applicants, and the responsibilities of applicants during UEFA club competitions (Chapter 1);

ARTICLE 2 – OBJECTIVES

1. These Regulations aim:
 - a) to promote and continuously improve the standard of all aspects of football and to place a continued emphasis on the training and care of young players in every club;
 - b) to ensure that clubs have an adequate level of management and organisation;
 - c) to develop sporting infrastructure to provide players, spectators and media representatives with suitably designed, well-equipped and safe facilities;
 - d) to ensure the continuity and integrity of national and international club competitions;
 - e) to allow the development of benchmarking for clubs in financial, sporting, legal, personnel, administrative and infrastructure criteria.
2. To achieve financial fair play in club competitions and in particular:
 - a) to improve the economic and financial capability of clubs; to increase their transparency and credibility;
 - b) to place an emphasis on the necessary protection of creditors by ensuring that clubs settle their liabilities with layers, employees, social/tax authorities and other clubs punctually;
 - c) to introduce more discipline and rationality into club finances;
 - d) to encourage clubs to adapt their activities to their revenues;
 - e) to encourage responsible spending in the long-term interest of football;
 - f) to protect the long-term viability and sustainability of club football.

ARTICLE 3 – DEFINITION OF TERMS

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| Administration procedure | Procedures under legal and administrative regulations aimed at protecting an entity in bankruptcy, liquidation, insolvency proceedings, or enforcement proceedings, and enabling such an entity to continue its operations. The management of the day-to-day affairs of an entity in administration may be operated by an appointed administrator in the interest of protecting creditors. |
| Agent/intermediary | A natural or legal person who, for a fee or free of charge, represents players, and in doing so negotiates or renegotiates player contracts or arranges agreements on transfers between two clubs. |
| Agreed-upon procedures | Where an auditor is engaged to perform agreed-upon procedures, the aim is for the auditor to carry out those procedures of an audit nature to which the auditor and the entity and any appropriate third parties have agreed and to report on factual findings. The recipients of the report must form their own conclusions from the report by the auditor. The report is restricted to those entities that have agreed to the procedures to be performed, since others, unaware of the reasons for the procedures, may misinterpret the results. |
| Associate | An entity, including an unincorporated entity such as a partnership, which is neither a subsidiary nor an interest in a joint venture and over which the investor has significant influence. |
| Affiliated league | The League Football Association (LFA) affiliated to the football association of the Czech Republic, which, on the basis of a signed Transformation Contract, has adopted the FACR's statutes and rules and the written decisions of its responsible and competent bodies. |
| Break-even information | Financial information that must be calculated and reconciled to the financial statements and underlying accounting records in respect of each relevant reporting period, to be submitted by a club to assess its compliance with the break-even requirement. |
| CL/FFP IT solution | IT system developed by UEFA for the purpose of gathering information from licence applicants/licensees and for sharing information with licensors concerning their clubs, within the scope of the implementation, assessment and enforcement of these Regulations. |
| Licensing criteria | Conditions, divided into five categories (sporting, infrastructure, personnel and administrative, legal and financial), to be fulfilled by a licence applicant for it to be granted a licence. |
| Club Licensing System Quality Standard | Document that defines the minimum conditions with which licensors must comply to operate the club licensing system. |
| Club monitoring requirements | Requirements to be fulfilled by a licensee that has qualified for UEFA and FACR club competitions, with the exception of the UEFA Women's Champions League. |
| Control | The power to govern the financial and operating policies of an entity so as to obtain benefits from its activities. Control may be gained by share ownership, statutes or agreement. |
| Costs of acquiring a player's registration | Payments for the acquisition of a player's registration, excluding any internal development or other costs. The costs of acquiring a player's registration include: |

transfer fee and realized conditional transfer amounts, including training compensation and solidarity contributions, paid and/or payable to another football club and/or a third party to the player's registration;
 agent/intermediary fees;
 other direct costs of purchasing a player (including the taxation of the transfer fee and agent fees).

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| Deadline for submission of the application to the licensor | the date by which licence applicants are required to submit all information related to their licence applications. |
| 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 or interim period. |
| Future financial information | Information in respect of the financial results and financial position of the club in the reporting periods ending in the years following commencement of UEFA/FACR club competitions (reporting periods T+1 and later). |
| Government | Any form of government, including government agencies, ministries and similar bodies, whether local or national. |
| Group | A parent and all of its subsidiaries. A parent is an entity that has one or more subsidiaries. A subsidiary is an entity (including an unincorporated entity, such as an association) controlled by another entity (known as the parent). |
| Image rights payments | Amounts due to employees (either directly or indirectly) as a result of contractual agreements with the licence applicant/licensee for the right to exploit their image or reputation in relation to football and/or non-football activities. |
| Interim period | an accounting period that is shorter than a full financial year. It does not necessarily have to be a six-month period. |
| International Financial Reporting Standards (IFRS) | Standards and Interpretations adopted by the International Accounting Standards Board (IASB). They comprise: <ul style="list-style-type: none"> • International Financial Reporting Standards; • International Accounting Standards; and interpretations originated by the International Financial Reporting Interpretations Committee (IFRIC) or the former Standing Interpretations Committee (SIC). |
| Joint control | the contractually agreed sharing of control over an economic activity, which exists only when the strategic financial and operating decisions relating to the activity require the unanimous consent of the parties sharing control (the venturers). |
| Joint venture | A contractual arrangement whereby two or more parties undertake an economic activity that is subject to joint control. |
| Key management personnel | Persons having authority over and responsibility for planning, directing and controlling an entity, directly or indirectly, but without restriction on the part of directors (executive or otherwise) of the entity. |
| GOLD licence | Certificate granted by the licensor confirming fulfilment of all minimum criteria by the licence applicant as part of the admission procedure for entering UEFA club competitions. |
| SILVER licence | Certificate granted by the licensor confirming fulfilment of all minimum criteria by the licence applicant as part of the admission procedure for |

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| | entering the highest FACR club competition. |
| BRONZE 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 second highest FACR club competition. |
| Licence applicant | Legal person (exclusively a public limited company) fully and solely responsible for a club participating in national and international club competitions who applies for a licence. |
| Licensee | Licence applicant that has been granted a licence by a licensor. |
| UEFA licence season | UEFA season for which a licence applicant has applied for/been granted a licence. It starts on the day following the deadline for submission of the list of licensing decisions by the licensor to the Union of European Football Associations and lasts until the same deadline the following year. |
| FACR licence season | FACR season for which a licence applicant has applied for/been granted a licence. It starts on the day following the deadline for the Draw of clubs in professional competitions, which closes the existing season and draws for the next and lasts until the same deadline the following year. |
| Licensor | Football Association of the Czech Republic, which operates the club licensing system, grants licences and undertakes certain tasks in respect of the club monitoring process. |
| List of licensing decisions | List submitted by the licensor to the Union of European Football Associations containing, among other things, information about the licence applicants that have undergone the licensing process and been granted or refused a licence by the licensor's bodies in the format established and communicated by the UEFA. |
| SAFE | An IT system developed by the FACR as a means of electronic communication between the FACR and clubs; it is used in particular for the delivery of decisions, the lodging of appeals and other submissions referred to in these Club Licensing Regulations, and for the gathering of information from licence applicants/licensees concerning their clubs, within the scope of the implementation, assessment and enforcement of the FACR's club licensing rules. |
| Materiality | Omissions or misstatements of items or information are material if they could individually or collectively, with another omission or misstatement, 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; such size and nature being judged in view of the circumstances or context of the case. The size or nature of the omissions or misstatements of items or information, or a combination of both, may 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 disclosure principles required of entities in a particular country. |
| Monitoring documentation | Financial information (including break-even information, overdue payables information and club information) and club management representations communicated to the licensor by the licensee via the CL/FFP IT Solution. |
| Net debt | the aggregate of the following balances: <ul style="list-style-type: none"> • net borrowings (i.e. the net amount of bank overdrafts, bank loans |

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| | <p>and other borrowings, loans from owners or related parties, less cash and cash equivalents);</p> <ul style="list-style-type: none"> • net player transfers balance (i.e. accounts receivable from players' transfers less accounts payable from players' transfers); • accounts payable to social/tax authorities (non-current, i.e. more than one year). |
| Parties involved | All entities involved in the UEFA or FACR club licensing system or monitoring process, including UEFA, the licensor, the licence applicant/licensee and all individuals involved on their behalf. |
| Party | A natural person or a legal person. |
| Protection from creditors | Procedures pursuant to laws and regulations whose objectives are to protect an entity from creditors, rescue insolvent entities and allow them to carry on running their business. This process encompasses administration procedures and insolvency and other proceedings (that might result in a compromise with creditors, bankruptcy or liquidation). |
| Reporting entity | A registered member and/or football organization or group of entities or some other combination of entities included in the reporting perimeter which must provide the licensor with information for both club licensing system and club monitoring purposes. |
| Reporting period | an accounting period ending on a statutory closing date, whether this is a year or not. |
| Significant change | an event that is considered material to the documentation previously submitted to the licensor and that would require a different presentation if it occurred prior to submission of the documentation. |
| Significant influence | Ability to influence but not control financial and operating decision-making policy. Significant influence may be gained by share ownership, statute or agreement. For the avoidance of doubt, interests or an aggregate of interests in an ultimate controlling party (excluding UEFA, a UEFA member association and an affiliated league) are deemed to have significant influence if they provide within a reporting period an amount equivalent to 30% or more of the licensee's total share in revenue. |
| Stadium | The venue for a competition match, including all surrounding properties and sports and technical facilities (for example, the main playing surface, offices, hospitality areas, press center, accreditation center, and training surfaces...). |
| Statutory closing date | the annual accounting reference date of a reporting entity. |

PART II. CLUB LICENCES

ARTICLE 4 – EXCEPTIONS POLICY

1. Exceptions to the provisions set out in Part II may be granted within the limits set out in Annex I.

CHAPTER 1 LICENSOR

ARTICLE 5 – LICENSOR

1. The licensor is the Football Association of the Czech Republic (FACR), a registered association.
2. Under certain conditions as set out in Annex II, the FACR may delegate the club licensing system to the LFA. Vis-à-vis UEFA, however, the FACR remains liable for the proper operation of the club licensing system, regardless of whether there is delegation or not.
3. The FACR guarantees licence applicants stringent and full confidentiality with regard to all information provided during the licensing process. All persons involved in the club licensing system, such as the licensor or persons involved by the licensor, must sign a confidentiality clause before commencing their work.

ARTICLE 6 – LICENSING BODIES

1. The licensing bodies comprise the Licensing Administration (the “Administration”) and the Licensing Manager (the “Manager”).
2. The Administration’s members must include at least:
 - a) a Secretary/Assistant, responsible for taking minutes of meetings, managing correspondence, and overseeing the overall administrative organisation/functioning of licensing bodies and the licensing system;
 - b) a lawyer responsible for legislative and procedural acts executed within the licensing system, including the production of licensing bodies’ decisions;
 - c) a person qualified in finance by holding the corresponding higher education in the field of accounting/auditing, or a person with several years’ experience in this area (at least three years).
3. Administration members are appointed/removed by the Manager and are responsible for various criteria (sports, infrastructure, personnel, administrative, legal, finance). An Administration member may be an employee or an external associate.
4. The tasks of the Administration include:
 - a) preparing, implementing and further developing the club licensing system;
 - b) providing administrative support to the decision-making bodies and the Manager;
 - c) assisting, advising and monitoring the licensees during the season;
 - d) serving as the contact point for and sharing experience with the licensing departments of other UEFA member associations and for UEFA itself;
 - e) compliance with all rules and regulations relating to the club licensing system;
5. abstain if there is any doubt as to their independence of the licence applicant or if there is a conflict of interest. A member of the Administration is not regarded as independent if he/she or any member of his/her family (spouse, child, parent or sibling) is a member, shareholder, business partner, sponsor or consultant of the licence applicant. The licensor shall appoint a Manager who is responsible for and manages the club licensing system. The Manager’s responsibilities include:
 - a) preparing, implementing and further developing the club licensing system;

- b) assisting, advising, monitoring and running checks on licensees during the season;
- c) submitting proposals for the granting/refusal/withdrawal of licences to the first-instance body;
- d) proposing internal standards to the FACR Executive Committee that are associated with the club licensing system;
- e) managing the Administration's activities;
- f) having the opportunity, without requiring special permission, to attend meetings of clubs' authorised representatives or meetings of club boards;
- g) notifying UEFA of all facts arising after a licensing decision that constitute a significant change in information previously submitted to the licence, including a change of ownership structure;
- g) serving as the contact point for and sharing experience with the licensing departments of other UEFA member associations and for UEFA itself;
- h) complying with all rules and regulations relating to the club licensing system.

ARTICLE 7 – DECISION-MAKING BODIES

1. The decision-making bodies are the Licensing Commission (the first instance body) and the Licensing Tribunal (the appeals body); they are independent of each other.
2. The Licensing Commission (the "Commission") decides on whether a licence should be granted to a licence applicant on the basis of the documents delivered by the deadline set by the licensor and on whether a licence should be withdrawn.
3. The Licensing Tribunal (the "Tribunal") decides on appeals, which must be submitted in writing, and makes a final decision on whether a licence should be granted or withdrawn.
4. Appeals may be lodged by:
 - a) a licence applicant who has been refused a licence under a decision by the Commission; or
 - b) a licensee whose licence has been withdrawn by the Commission; or
 - c) a Manager.
5. The Tribunal makes its decision based on the decision of the Commission and all the evidence designated and submitted by the appellant with its written request for appeal, which must be lodged by the set deadline.
6. Members, including chairpersons, of the decision-making bodies are appointed by the FACR Executive Committee for a maximum of four years and:
 - a) must act impartially in the discharge of their duties;
 - b) must abstain from decision-making if there is any doubt as to their independence of the licence applicant or if there is a conflict of interest. In this respect, a member of a decision-making body cannot be regarded as independent 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) must not act as a Manager therein;
 - d) must not belong simultaneously to another body of the licensor and the LFA;
 - e) must not belong simultaneously to the FACR Executive Committee or the executive body of the LFA;
 - f) must not belong simultaneously to the personnel of the FACR, the LFA, the licence applicant or a person gainfully acting in the service of the licence applicant;
 - g) must include at least one qualified lawyer and one qualified financial expert holding a qualification recognised by the appropriate national body.
7. Commission and Tribunal members must not simultaneously be administrative staff or members of any statutory decision-making body or committee of a member association of UEFA or the LFA.
8. The quorum of the decision-making bodies must be at least three members. In case of a tie, the chairperson has the casting vote. The decision-making bodies must operate according to procedural rules defined by the FACR (Articles 9 and 10, Annex III).

ARTICLE 8 – SANCTIONS

1. Individuals and clubs who fail to comply with obligations defined in these Regulations (e.g. non-observance of deadlines, failure to submit underlying documentation to the extent required, failure to respect the required scope of documentation, false or misleading information, non-observance of the conditions imposed, etc.) may be penalised by one or a combination of several of the following sanctions, including repeatedly:
 - A caution, where appropriate with a deadline to meet a criterion or criteria or a requirement.
 - A fine of up to CZK 5.000.000, - (Five million Czech crowns).
2. In addition to the sanctions referred to in point 1, the Gold licence may also be subject to a UEFA Club Financial Control Body (UEFA CFCB) procedure in accordance with applicable UEFA CFCB Procedural Rules, based on Articles 32 (3) and 34 of the UEFA Statutes.

ARTICLE 9 – LICENSING PROCEDURE

1. All documentation necessary for the licensing process that is submitted and issued within the scope of that process will be entered in SAFE. SAFE is the primary means of communication between the FACR and individual clubs in the licensing process; communication via SAFE is regarded as a written form of communication. Applications and other submissions (e.g. appeals) in the licensing process, including all required annexes and documents, must be submitted by individual clubs (other than clubs applying for a licence to the FACR's second-highest club competition, League III, for the first time) via SAFE.
2. Documents issued by the FACR (decisions, invitations to supplement details, documents or information) will be entered in SAFE. All such documents entered in SAFE are regarded as binding and served upon entry in SAFE, other than decisions addressed to applicants from the Bohemian Football League (CFL) / Moravian-Silesian Football League (MSFL) (League III clubs), which are served by registered letter via a postal operator.
3. If SAFE is demonstrably out of order, clubs and the FACR are required to submit/issue the relevant documents on paper and to deliver them via a postal operator or in person.
4. Compilation of all documentation required in the licensing process for the new season. Responsible: Manager
Deadline: 10 January of the current year, unless otherwise stipulated by the Manager
5. Distribution of documentation required in the licensing process to individual clubs via SAFE. Responsible: Administration
Deadline: 31 January of the current year, unless otherwise stipulated by the Manager
6. Dispatch of an application in the licensing process, including the required annexes, via SAFE. Responsible: Licence applicant
Deadline: 4 April of the current year, unless otherwise stipulated by the Manager.
7. Registration of the receipt of documentation via SAFE and forwarding/dispatch to the competent Administration expert.
Responsible: Manager
Deadline: 9 April of the current year, unless otherwise stipulated by the Manager.
8. Check of the completeness of the applications for the licensing process that are submitted. Responsible: Administration
Deadline: 15 April of the current year, unless otherwise stipulated by the Manager
9. Evaluation of the applications submitted. (An applicant may subsequently be invited to supplement details, documents, information.)
Responsible: Administration
Deadline: 15 April of the current year, unless otherwise stipulated by the Manager

10. Submission of a report on the evaluation of an application and annexes, submitted by the licence applicant to the Manager.
Responsible: Competent Administration expert
Deadline: 25 April of the current year, unless otherwise stipulated by the Manager
11. Verification of whether the report is complete or requires further examination. Responsible: Manager
Deadline: 25 April of the current year, unless otherwise stipulated by the Manager
12. Production of a report for the Commission, which must contain at least an opinion of the fulfilment/non-fulfilment of criteria, the licence type and a recommendation of whether to grant or refuse a licence.
Responsible: Manager
Deadline: 30 April of the current year, unless otherwise stipulated by the Manager
13. Delivery of a letter from the licence applicant's management to the Manager via SAFE. The letter must state whether, in the period up to 30 April of the current year, there have been any particularly serious events or conditions, e.g. of a legislative or economic nature.
Responsible: Licence applicant
Deadline: 4 May of the current year, unless otherwise stipulated by the Manager
14. Commission decision on the granting/refusal of a licence for the licence applicant. The decision may be supplemented with conditions set for the licence applicant. The Commission notifies the Manager of the decision, including the grounds of the decision, and records it in SAFE.
Responsible: Commission
Deadline: 14 May of the current year, unless otherwise stipulated by the Manager
15. Production of the decision, the recording thereof in SAFE, and delivery to the licence applicant. A written decision is sent by registered letter only to licence applicants from the CFL/MSFL
Responsible: Administration
Deadline: 14 May of the current year, unless otherwise stipulated by the Manager
16. Licence applicants who are not granted a licence may appeal to the Tribunal, and must do so exclusively via the Manager. An appeal must be lodged in writing within seven calendar days of the date of service of the decision (applicable only to licence applicants from the CFL/MSFL – from League III) or via the SAFE electronic system within nine calendar days of service of the decision via SAFE (i.e. as of the date of the decision's entry in SAFE) (applicable to other licence applicants), and must explain in detail the reasons why – and clarify the basis on which – it has been submitted. If the Manager submits an appeal, it must contain the same particulars as a licence applicant's appeal.
Responsible: Licence applicant
Deadline: 22 May of the current year, unless otherwise stipulated by the Manager
17. Production of an appeal report specifying the reasons for refusing the licence, and delivery of the report to the Tribunal together with the appeal.
Responsible: Manager
Deadline: 24 May of the current year, unless otherwise stipulated by the Manager
18. Examination of an appeal by the Tribunal. In order to reach a decision, the Tribunal may solicit further information, underlying documentation, etc., from the licence applicant and Manager.
Responsible: Tribunal
Deadline: 27 May of the current year, unless otherwise stipulated by the Manager
19. Tribunal decision on an appeal, i.e. the dismissal of the appeal or a change to the Commission's decision. The Tribunal notifies the Manager of the decision, including the grounds of the decision, and records it in SAFE. The Tribunal's decision is final and no appeal against that decision is possible.
Responsible: Tribunal
Deadline: 30 May of the current year, unless otherwise stipulated by the Manager
20. Production of the decision, the recording thereof in SAFE, and delivery to the licence applicant. A written

decision is sent by registered letter only to licence applicants from the CFL/MSFL.

Responsible: Administration

Deadline: 31 May of the current year, unless otherwise stipulated by the Manager

21. Preparation of a report of holders of GOLD Licences (participants in UEFA club competitions) and SILVER Licences (participants in the highest FACR club competition), and the subsequent dispatch thereof to the UEFA Licensing Administration.
Responsible: Manager,
Administration Deadline: 31 May of
the current year

ARTICLE 10 – CHECK ON THE FULFILMENT OF LICENSEE CONDITIONS

1. Compilation of all documentation required to check on the fulfilment of club licensing conditions. Responsible: Manager
2. Distribution of documentation required to check on the fulfilment of conditions to selected clubs. Responsible: Administration
3. Check on the fulfilment of club licensing conditions (sports, infrastructure, personnel, administration, legal, financial).
Responsible: Administration
4. Submission of documentation to check on the fulfilment of problem licensing conditions, including the necessary annexes, to the Manager.
Responsible: Club
5. Check on the completeness of the documentation submitted. (If it is incomplete, the shortcomings are discussed with the club and a binding deadline for the supplementation of such documentation is set. If it is complete, it is forwarded to the competent Administration expert.)
Responsible: Manager, Administration
6. Evaluation of the documentation submitted. (A club may be invited to supplement details, documents, information.)
Responsible: Administration
7. Submission of a report on the evaluation of documentation submitted by a club to the Manager. Responsible: Administration
8. In response to a violation of club licensing system rules, the production of a report for the Commission, which must at least identify the breach of conditions and recommend whether to maintain, change the type of or withdraw the licence, or to maintain, amend, or expand the conditions applicable to the granted licence.
Responsible: Manager
9. Commission decision on whether to maintain, change the type of or withdraw a licence, or to maintain or amend the conditions applicable to a licence granted to a particular club. The Commission notifies the Manager of the decision, including the grounds thereof the decision.
Responsible: Commission
Deadline: within 14 calendar days of delivery of the report
10. Production of the decision, the recording thereof in SAFE, and delivery to the licence applicant. A written decision is sent by registered letter only to licensees from the CFL/MSFL.
Responsible: Administration
Deadline: within two calendar days of service of the decision, unless otherwise stipulated by the Manager
11. A licensee whose licence type has been changed, whose licence has been withdrawn, or whose licensing conditions have been amended may appeal to the Tribunal, such being exclusively via the Manager. An appeal

must be lodged in writing within seven calendar days of the date of service of the decision (applicable only to licensees from the CFL/MSFL) or via the SAFE electronic system within nine calendar days of service of the decision via SAFE. i.e. as of the date of the decision's entry in SAFE (applicable to other licensees) and must explain in detail the reasons why – and clarify the basis on which – it has been submitted. If the Manager submits an appeal, it must contain the same particulars as a licensee's appeal.

Responsible: Licensee

Deadline: within [XX] calendar days of the date of delivery of the decision

12. Production of an appeal report specifying the reasons for the change in the licence type, for withdrawal of the licence, or for the amendment to the licensing conditions, and delivery of the report to the Tribunal together with the appeal.

Responsible: Manager

Deadline: within 5 calendar days of delivery of the club's appeal

13. Examination of an appeal by the Tribunal. In order to reach a decision, the Tribunal may solicit further information, underlying documentation, etc., from the licensee and Manager.

Responsible: Tribunal

Deadline: within 5 calendar days of delivery of the appeal report

14. Tribunal decision on an appeal, i.e. the dismissal of the appeal or a change to the Commission's decision. The Tribunal notifies the Manager of the decision, including the grounds of the decision, and records it in SAFE. The Tribunal's decision is final and no appeal against that decision is possible.

Responsible: Tribunal

Deadline: within 10 calendar days of delivery of the appeal report

15. Production of the decision, the recording thereof in SAFE, and delivery to the licence applicant. A written decision is sent by registered letter only to licensees from the CFL/MSFL.

Responsible: Administration

Deadline: within 2 calendar days of delivery of the decision

ARTICLE 11 – EQUAL TREATMENT AND CONFIDENTIALITY

1. The FACR guarantees equal treatment of all licence applicants, licensees and other stakeholders during the entire club licensing process.
2. The FACR undertakes to ensure full confidentiality with regard to all information provided during the licensing process. Anyone involved in the club licensing system shall sign a confidentiality agreement before assuming their tasks.

CHAPTER 2

LICENCE APPLICANT AND LICENCE

ARTICLE 12 – DEFINITION OF LICENCE APPLICANT

1. A licence applicant may only be a football club, i.e. a legal entity fully responsible for a football team participating in national and international competitions which either:
 - a) is a registered member of the FACR; and/or
 - b) is a registered member of the FACR LFA (a “registered member”).
2. The membership and the contractual relationship must have lasted – at the start of the licence season – for at least three consecutive years.
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 during this period to the detriment of the integrity of a competition or to facilitate its qualification for a competition on sporting merit or its receipt of a licence to the detriment of the fairness of a competition is deemed to be an interruption of membership or contractual relationship within the meaning of this provision.

ARTICLE 13 – GENERAL RESPONSIBILITIES OF THE LICENCE APPLICANT

1. The licence applicant must provide the licensor with:
 - a) all necessary information and/or relevant documents to fully demonstrate that the licensing conditions have been/are fulfilled; and
 - b) any other documents relevant for decision-making by the licensor.
2. This includes information on the reporting entities in respect of which sporting, infrastructure, personnel and administrative, legal and financial information must be submitted.
3. Any event occurring after the submission of the licensing documentation to the licensor representing a significant change to the information previously submitted must be promptly notified to the licensor (including a change of the licence applicant’s legal form, legal group structure or identity).

ARTICLE 14 – LICENCE

1. Clubs which qualify for the UEFA or LFA club competitions on sporting merit must obtain a licence issued by their licensor according to the FACR club licensing system, except where Article 15 applies.
2. The FACR club licensing system breaks down licences into three levels:
 - I. **GOLD** licence – Certificate confirming compliance with the requirements laid down by the Club Licensing Regulations and all licensing criteria designated as GOLD that are necessary for a participant in UEFA club competitions.
 - II. **SILVER** licence – Certificate confirming compliance with all requirements laid down by the Club Licensing Regulations and all licensing criteria designated as SILVER that are necessary for participation in the FACR’s highest club competition.
 - III. **BRONZE** licence – Certificate confirming compliance with all requirements laid down by the Club Licensing Regulations and all licensing criteria designated as BRONZE that are necessary for a participant in the FACR’s second highest club competition.
3. Licensing level required for club competitions:
 - UEFA – GOLD licence
 - Highest FACR competition – GOLD or SILVER licence
 - Second highest FACR competition – GOLD or SILVER or BRONZE licence

4. A licence is granted for one season and expires without prior notice at the end of the season for which it was issued.
5. A licence cannot be transferred and there is no legal entitlement to a licence.
6. A licence may be withdrawn by the licensor's decision-making bodies if:
 - a) any of the conditions for the issuing of a licence is no longer satisfied; or
 - b) the licensee violates any of its obligations under the regulations governing club licensing rules.
7. As soon as a GOLD licence withdrawal is envisaged, the FACR must inform the UEFA administration accordingly.
8. As soon as a licence necessary for FACR club competitions is withdrawn, clubs participating in the same competition as the club whose licence has been withdrawn decide at the next League Board meeting, by a vote, on whether the club is to remain in or to be excluded from that competition in the current season.

ARTICLE 15 – SPECIAL PERMISSION

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 clubs participating in UEFA club competitions, the licensor may – on behalf of such a club – request extraordinary application of the club licensing system in accordance with Annex IV.
2. Based on such extraordinary application, UEFA may grant special permission to the club to enter the corresponding UEFA club competition subject to the relevant UEFA club competition rules and regulations. Such extraordinary application applies only to the specific club and for the season in question.
3. If a club qualifies for the second highest LFA club competition (League II) on sporting merit, the licensor proceeds in accordance with Annex XIV.

CHAPTER 3

LICENSING CRITERIA

ARTICLE 16/A – GENERAL PROVISIONS

GOLD, SILVER, BRONZE

1. With the exception of those defined in paragraph 2 below, the criteria defined in this chapter must be fulfilled by licence applicants in order for them to be granted a licence to enter competitions organised by UEFA or the LFA, with the exception of the UEFA Women's Champions League.
2. Non-fulfilment of the criteria defined in Articles 19(3), 22, 23/A, 23/B, 26, 35/A, 35/B, 41 and 42 will not lead to the refusal of a licence but to a sanction defined by the licensor according to its catalogue of sanctions (see Article 8).

ARTICLE 16/B – UEFA WOMEN'S CHAMPIONS LEAGUE

GOLD, SILVER, BRONZE

1. With the exception of those defined in paragraph 2 below, the criteria defined in Annex XIII must be fulfilled by clubs in order for them to be granted a licence to enter UEFA, with the exception of the UEFA Women's Champions League.
2. Non-fulfilment of the criteria defined in items 2(b), 5, 6, 7 and 17 of Annex XIII will not lead to the refusal of a licence application but to a sanction defined by the licensor according to its catalogue of sanctions (see Article 8).

SPORTING CRITERIA

ARTICLE 17 – YOUTH DEVELOPMENT PROGRAMME

GOLD, SILVER, BRONZE

1. The licence applicant must have a written youth development programme approved by the licensor, e.g. as part of the valid statutes of the FACR Youth Sports Facility and the FACR Youth Sports Centre. The licensor must then verify the implementation of the approved youth development programme and evaluate its quality.
2. The programme must cover at least the following areas:
 - a) objectives and youth development philosophy;
 - b) organisation of youth football (organisational structure, bodies involved, relation to the licence applicant, youth teams, etc.);
 - c) personnel (technical, medical, administrative, etc.) and minimum qualifications required;
 - d) infrastructure available for youth football (training and match facilities, other);
 - e) financial resources (budget, contribution by the licence applicant, players or local government, etc.);
 - f) football education programme for the different age groups (playing ability and skills, technical, tactical and physical);
 - g) education programme on the laws of the game; education programme on anti-doping, integrity, and anti-racism;
 - h) medical support for youth players (including medical examinations, which will be recorded in the player's card and entered in SAFE);
 - i) review process to evaluate results and the achievement of set objectives;
 - j) validity of the programme (at least three years but no more than seven).
3. The licence applicant must further ensure that:
 - a) every youth player involved in its youth development programme has the possibility to follow mandatory school education in accordance with national law; and
 - b) no youth player involved in its youth development programme is prevented from continuing their non-football education.

ARTICLE 18 – YOUTH TEAMS

GOLD, SILVER, BRONZE

1. The licence applicant must at least have the following youth teams within its organisation, within another organisation included in the reporting perimeter (e.g. a registered association), or within a club affiliated to its organisation:
 - a) at least two youth teams within the age range of 15 to 21;
 - b) at least two youth teams within the age range of 10 to 14;
 - c) at least one under-10 team.
2. Each youth team, except the under-10s, must take part in championships or programmes played at national, regional or local level and recognised by the FACR.

ARTICLE 19 – MEDICAL CARE OF PLAYERS

GOLD, SILVER, BRONZE

1. The licence applicant must establish and apply a policy and rules to ensure that all players eligible to play for its first squad and all players within the age range of 15 to 21 undergo a yearly medical examination in accordance with paragraph 2.
2. As a minimum, the examination must encompass the following:
 - a general medical examination;
 - 12-lead ECG, including laboratory examinations;
 - a transthoracic echocardiogram (once every 3 years);
 - an examination of the musculoskeletal system.
3. The licence applicant must establish and apply a policy and rules to ensure that all players who are registered with its client or with a club which is part of the reporting perimeter and are under the age of 15 undergo a yearly medical examination in accordance with requirements consistent with their age.
4. The results of all tests must be recorded in the player's medical card/record, including their personal and family medical history, a record of medicinal products used, vaccinations, and any other special examinations, and recorded in SAFE. When a player is transferred or loaned out, their medical card must be forwarded to the competent doctor at the new club.

ARTICLE 20 – REGISTRATION OF PLAYERS

GOLD, SILVER, BRONZE

1. All of the licence applicant's players, including youth players above the age of 10, must be registered with the FACR and/or the LFA in accordance with the relevant provisions of the FIFA Regulations on the Status and Transfer of Players.

ARTICLE 21 – WRITTEN CONTRACT WITH PROFESSIONAL PLAYERS

GOLD, SILVER, BRONZE

1. All 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 22 – REFEREEING MATTERS AND LAWS OF THE GAME

GOLD, SILVER, BRONZE

1. The licence applicant must attend a training session or course on refereeing matters provided by the FACR or with its collaboration during the year prior to the licence season.
2. As a minimum, the first squad captain or his replacement and the first squad head coach or the assistant head coach must attend this session or course.

ARTICLE 23/A – RACIAL EQUALITY

GOLD, SILVER, BRONZE

1. The licence applicant must establish and apply a policy and rules to tackle racism and discrimination in football in line with UEFA's 10-point plan on racism as defined in the UEFA Safety and Security Regulations.

ARTICLE 23/B – CHILD PROTECTION AND WELFARE

1. The licence applicant must establish and apply a policy, in line with relevant UEFA guidelines, 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.

INFRASTRUCTURE CRITERIA

ARTICLE 24/A – STADIUM FOR UEFA CLUB COMPETITIONS

GOLD

1. The licence applicant must have a stadium for UEFA club competitions which must be within the territory of the Czech Republic and approved by the FACR.
2. If the licence applicant is not the owner of a stadium, it must provide a written contract with the owner(s) of a stadium on its authorisation to use that stadium.
3. It must be guaranteed that the stadium can be used for the club's UEFA home matches throughout the licence season.
4. The stadium must fulfil the minimum requirements defined in the UEFA Stadium Infrastructure Regulations and in the FACR Sports Infrastructure Regulations (2017 edition) and be classified by the FACR Stadiums Commission at least as a category 3 stadium in accordance with Annex XVI.

ARTICLE 24/B – STADIUM FOR LFA CLUB COMPETITIONS

SILVER, BRONZE

1. The licence applicant must have a stadium for LFA club competitions, which must be in the place where the club is established, as specified in its Extract from the Commercial Register, and must be approved by the LFA.
2. If the licence applicant is not the owner of a stadium, it must provide a written contract with the owner(s) of a stadium on its authorisation to use that stadium.
3. It must be guaranteed that the stadium can be used throughout the licence season for the club's home matches of the LFA for which the licence is issued.
4. The stadium must fulfil the minimum requirements defined in the FACR Sports Infrastructure Regulations, 2017 edition, and be classified by the LFA Stadiums Commission at least as category 3 (SILVER) or category 2 (BRONZE) in accordance with Annex XVI.

ARTICLE 25 – TRAINING FACILITIES – AVAILABILITY

GOLD, SILVER, BRONZE

1. The licence applicant must have training facilities available throughout the licence season for which the licence is issued.
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 on its authorisation to use those facilities.
3. It must be guaranteed that the training facilities can be used by all teams of the licence applicant throughout the licence season, taking into account its youth development programme.

ARTICLE 26 – SPORTS INFRASTRUCTURE

GOLD, SILVER, BRONZE

1. The licence applicant's facilities must fulfil the conditions laid down in the FACR Sports Infrastructure Regulations in accordance with Annex XVI, depending on the relevant category of stadium referred to in Article 24/A or 24/.

PERSONNEL AND ADMINISTRATIVE CRITERIA

ARTICLE 27 – CLUB SECRETARIAT

GOLD, SILVER, BRONZE

1. The licence applicant must have appointed an adequate number of skilled secretarial staff according to its needs to run its daily business. It must have office space in which to run its administration. It must ensure that its office is open to communicate with the licensor and the public and that it is equipped, as a minimum, with a phone, fax, and devices for the dispatch and receipt of electronic mail.

ARTICLE 28 – GENERAL MANAGER

GOLD, SILVER, BRONZE

1. The licence applicant must have appointed a general manager who is responsible for running its operative matters.

ARTICLE 29 – FINANCE OFFICER

GOLD, SILVER, BRONZE

1. The licence applicant must have appointed a qualified finance officer who is responsible for its financial matters.
2. The finance officer must hold, as a minimum, one of the following qualifications:
 - a) university degree or secondary education in an economic field;
 - b) diploma of a certified accountant;
 - c) diploma of a qualified auditor;
3. At least once a year, the finance officer is required to attend a seminar held by the FACR for club representatives on financial matters.

ARTICLE 30 – MEDIA OFFICER

GOLD, SILVER

1. The licence applicant must have appointed a qualified media officer who is responsible for media matters.
2. The media officer must hold, as a minimum, one of the following qualifications:
 - a) 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.
3. At least once a year, the media officer is required to attend a seminar held by the FACR for club media representatives.

ARTICLE 31 – MEDICAL DOCTOR

GOLD, SILVER, BRONZE

1. The licence applicant must have appointed at least one doctor who is responsible for medical care during matches and training, as well as for doping prevention.
2. The qualification of the medical doctor must be demonstrated with the appropriate documents.

3. The doctor must be duly registered with the FACR or LFA.
4. At least once a year, the club's first squad doctor is required to attend a seminar held by the FACR for club medical representatives.

ARTICLE 32/A – PHYSIOTHERAPIST

GOLD, SILVER, BRONZE

1. The licence applicant must have appointed at least one physiotherapist who is responsible for medical treatment, e.g. massages for the first squad during training and matches.
2. The qualification of the physiotherapist must be demonstrated with the appropriate documents.
3. The physiotherapist must be duly registered with the FACR or LFA.
4. At least once a year, the club's first squad physiotherapist is required to attend a seminar held by the FACR for club medical staff.

ARTICLE 32/B – MEDICAL DOCTOR, PHYSIOTHERAPIST FOR YOUTH TEAMS

GOLD, SILVER, BRONZE

1. The licence applicant must have appointed at least one doctor or physiotherapist who is responsible solely for the medical care of youth teams during the matches and training thereof, as well as for doping prevention.
2. The qualification of the doctor or physiotherapist must be demonstrated with the appropriate documents.
3. The doctor or physiotherapist must be duly registered with the FACR or LFA.
4. At least once a year, the doctor or physiotherapist of youth teams is required to attend a seminar held by the FACR for club medical representatives.

ARTICLE 33 – SECURITY OFFICER

GOLD, SILVER, BRONZE

1. The licence applicant must have appointed a qualified security officer who is responsible for safety and security matters.
2. The security officer must hold, as a minimum, one of the following qualifications:
 - a) certificate as a police officer or security person in accordance with national law;
 - b) diploma from a specific safety and security course run by the licensor or by a state-recognised organisation;
 - c) "recognition of competence" issued by the licensor, based on practical experience of at least one year in stadium safety and security (only applicable to SILVER or BRONZE licence applicants).
3. At least once a year, the club's security officer is required to attend a seminar held by the FACR for club security persons.

ARTICLE 34 – STEWARDS

GOLD, SILVER, BRONZE

1. The licence applicant must have engaged qualified stewards to ensure safety and security at home matches.
2. Minimum numbers of stewards, and their qualifications, rights and obligations, are set by the FACR in cooperation with the Police of the Czech Republic and the club's security manager.

ARTICLE 35/A – SUPPORTER LIAISON OFFICER (SLO)

GOLD, SILVER

1. The licence applicant must have appointed a supporter liaison officer to act as the key contact point between the club and supporters.
2. The supporter liaison officer will regularly meet and collaborate with the relevant club personnel on all related matters.
3. At least once a year, the appointed person is required to attend a seminar held by the FACR for supporter liaison officers.

ARTICLE 35/B – DISABILITY ACCESS OFFICER

GOLD

1. The licence applicant must have appointed a disability access officer responsible for promoting, making accessible, and providing services to disabled supporters.
2. The disability access officer will regularly meet and collaborate with the relevant club personnel on all related matters.
3. At least once a year, the appointed person is required to attend a seminar held by the FACR for disability access officers.

ARTICLE 36 – HEAD COACH OF FIRST SQUAD

GOLD, SILVER, BRONZE

1. The licence applicant must have appointed a qualified head coach who is responsible for football matters pertaining to the first squad.
2. The head coach's basic duties are primarily:
 - a) the selection of players and tactics in matches;
 - b) the management of players and the rest of the technical team in the changing room and technical zone at the stadium before, during and after the match;
 - c) the management of players and the rest of the technical team in the changing room and technical zone in the sports infrastructure before, during and after a training unit.
3. The head coach must hold a valid UEFA Pro Diploma coaching licence.
4. At least once a year, the head coach of first squad is required to attend a seminar held by the FACR Rules Commission.
5. The head coach of first squad must be duly registered with the FACR or LFA.

ARTICLE 37 – ASSISTANT COACH OF FIRST SQUAD

GOLD, SILVER, BRONZE

1. The licence applicant must have appointed a qualified coach who assists the head coach in all football matters pertaining to the first squad.
2. The assistant coach's basic duties are primarily:
 - a) cooperation with the head coach in the management of players and the rest of the technical team in the changing room and technical zone at the stadium before, during and after the match;
 - b) cooperation with the head coach in the management of players and the rest of the technical team in the changing room and technical zone in the sports infrastructure before, during and after a training unit.
3. The assistant coach must:
 - a) hold a valid UEFA Pro Diploma coaching licence; or
 - b) actively participate in a training course organised by the FACR or another UEFA member association held in order to obtain the UEFA Pro Diploma coaching licence; or
 - c) hold a UEFA A coaching licence with a minimum number of 150 starts in the highest competitions

- organised by UEFA member associations; all
- d) actively participate in a training course organised by the FACR in order to obtain the A coaching licence, in the case of an application for a Bronze licence.
4. Simple registration to study in a training course organised by the FACR in order to obtain the UEFA Pro Diploma is insufficient to meet this criterion.
5. The assistant coach of the first squad must be duly registered with the FACR or LFA.

ARTICLE 38 – HEAD OF YOUTH DEVELOPMENT PROGRAMME

GOLD, SILVER, BRONZE

1. The licence applicant must have appointed a qualified head of the youth development programme (for youths up to 19 years inclusive) who is responsible for running the daily business and the technical aspects of youth football.
2. The head of the youth development programme must hold one of the following minimum coaching qualifications:
- a) UEFA Pro Diploma;
 - b) UEFA Elite Youth A licence;
 - c) active participant in a training course organised by the FACR or another UEFA member association held in order to obtain the UEFA Elite Youth A licence;
 - d) UEFA A licence plus a university degree specialising in football at faculties that have a contract with the FACR, only, however, where this concerns the head of the Youth Sports Facility.
3. Simple registration to study in a training course organised by the FACR in order to obtain the UEFA Elite Youth A licence is insufficient to meet this criterion.
4. At least once a year, the head of the youth development programme is required to attend a seminar held by the FACR that focuses on youth football.
5. The head of the youth development programme must be duly registered with the FACR or LFA.

ARTICLE 39 – YOUTH COACHES

GOLD, SILVER, BRONZE

1. For each youth team required by these Regulations (Article 18 – Youth teams), the licence applicant must have appointed at least one qualified coach who is responsible for all football matters related to the youth team.
2. The youth coaches of the relevant youth teams comply with the minimum coaching qualifications established by the FACR Youth Sports Facility Regulations or the FACR Youth Sports Centre Regulations as follows:
- U15, U14, U13, U12, U10 – UEFA B licence, or active participant in a UEFA B licence training course;
 - U21, U19, U17, U16 – UEFA A licence, or active participant in a UEFA A licence training course.
3. Simple registration to study in a training course organised by the FACR in order to obtain the UEFA A licence or the UEFA B licence is insufficient to meet this criterion.
4. Youth coaches must be duly registered with the FACR or LFA.

ARTICLE 40 – TECHNICAL OFFICER

GOLD, SILVER

1. The licence applicant must have appointed a qualified technical officer who is responsible for all technical facilities within the applicant's sports infrastructure.

2. At least once a year, the club's technical officer is required to attend a seminar held by the FACR on a club's sports infrastructure.

ARTICLE 41 – RIGHTS AND DUTIES

GOLD, SILVER, BRONZE

1. The rights and duties of the personnel defined in Articles 28 to 40 must be set in writing.

ARTICLE 42 – DUTY OF REPLACEMENT DURING THE SEASON

GOLD, SILVER, BRONZE

1. If a function defined in Articles 28 to 40 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 meets the relevant qualification requirements.
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 it is reasonably satisfied that the person concerned is still medically unfit to resume his duties.
3. The licensee must promptly notify the FACR of any such replacement.

LEGAL CRITERIA

ARTICLE 43 – DECLARATION IN RESPECT OF PARTICIPATION IN UEFA/FACR CLUB COMPETITIONS

GOLD, SILVER, BRONZE

1. The licence applicant must submit a legally valid declaration confirming the following:
 - a) it recognises as legally binding the statutes, regulations, directives and decisions of FIFA, UEFA, the FACR and, if appropriate, the LFA, as well as the jurisdiction of the Court of Arbitration for Sport (CAS) in Lausanne as provided in the relevant articles of the UEFA/FACR Statutes;
 - b) at national level it will participate in competitions recognised and endorsed by the FACR (e.g. the league or cup);
 - c) at international level it will participate in competitions recognised by UEFA or FIFA (to avoid any doubt, this provision does not relate to friendly matches);
 - d) it will promptly inform the licensor of any significant change or event of major economic importance;
 - e) it will abide by and observe the club licensing regulations of the FACR;
 - f) it will abide by and observe the UEFA Club Licensing and Financial Fair Play Regulations;
 - g) its reporting perimeter is defined in accordance with Article 46/B;
 - h) it will be accountable for any consequences of an entity included in the reporting perimeter not abiding by items (e) and (f);
 - i) all submitted documents are complete and correct;
 - j) it authorises the competent FACR club licensing bodies, the UEFA administration and the UEFA Organs for the Administration of Justice to examine any relevant document and seek information from any relevant public authority or private body in accordance with national law;
 - k) it acknowledges that UEFA reserves the right to execute audits of compliance with obligations deriving from these Regulations in accordance with Article 71.
2. The declaration must be executed by an authorised representative of the licence applicant no more than three months prior to the deadline for its submission to the licensor.

ARTICLE 44 – MINIMUM LEGAL INFORMATION

GOLD, SILVER, BRONZE

1. The licence applicant must submit a copy of its current, valid statutes.
2. The licence applicant must further submit an extract from a public register (e.g. the Commercial Register) or an extract from the FACR club register containing the following minimum information:

- a) complete legal name;
- b) address of headquarters;
- c) legal form;
- d) list of authorised signatories;
- e) type of signature required (e.g. individual or collective).

ARTICLE 45/A – LEGAL FORM OF CLUB

GOLD, SILVER, BRONZE

1. Only a football club, i.e. a legal person which, under Act No 90/2012 on companies and cooperatives, has the status of a “public limited liability company”, and whose shares are registered only, may be a licence applicant.
2. A licence applicant who is promoted for the first time to the second highest LFA competition (League II) is subject to this condition from the start of the second season following its entry into the second highest LFA competition (League II).

ARTICLE 45/B – NO COMPETITION

GOLD, SILVER, BRONZE

The prohibition of competition applies to members of the governing or supervisory body or an authorised signatory of an applicant or a holder of an equity interest/licensee, i.e. they must not be a member of the governing or supervisory body or an authorised signatory of, or a holder of an equity interest in, another applicant/licensee.

ARTICLE 46/A – GROUP LEGAL STRUCTURE AND ULTIMATE CONTROLLING PARTY

GOLD, SILVER, BRONZE

1. The licence applicant must submit a document to the licensor containing information on its overall group legal structure at the statutory closing date prior to the deadline for the submission of the licence application. It must be presented in a chart and duly approved by management. The licensor must be informed of any changes there may have been to the group legal structure during the period between the previous closing date and the submission of the chart for the current licensing process.
2. This document must clearly identify and include at least information on:
 - a) the licence applicant;
 - b) all subsidiaries;
 - c) all associate entities;
 - d) all controlling entities, up to and including the ultimate controlling party;
 - e) any party (natural or legal) who has 10% or greater direct or indirect ownership of the licence applicant, or 10% or greater voting rights;
 - f) any party with a significant influence over the licence applicant;
 - g) all other football clubs, in respect of which any of the parties identified in (a) to (f) or any of their statutory or management personnel have any ownership interest, voting rights, and/or any involvement or influence whatsoever in relation to the governance of its financial and operating processes.

The reporting perimeter as defined in Article 46/B must also be clearly identified in the document.

3. If deemed relevant, the licensor may request the licence applicant/licensee to provide additional information other than that listed above (e.g. information on associates).
4. The group legal structure must clearly identify the entity which is the registered member and must contain at least the following:
 - a) name of entity;
 - b) type of entity;
 - c) information on the main business activity and all football activities;
 - d) the size of the ownership interest (and, if different, the share of voting power held). For all subsidiaries of the registered member, the following information must also be provided:

- e) share capital;
- f) total assets;
- g) total revenues;
- h) total equity.

FINANCIAL CRITERIA

ARTICLE 46/B – REPORTING ENTITY AND REPORTING PERIMETER

GOLD, SILVER, BRONZE

1. The licence applicant determines and provides to the licensor the reporting perimeter, i.e. the entity or combination of entities in respect of which financial information (e.g. single entity, consolidated or combined financial statements) has to be provided in accordance with Annex VII B and assessed in accordance with Annex IX.
2. The reporting perimeter must include:
 - a) the licence applicant and (if different) the registered member of the association;
 - b) any subsidiary of the licence applicant and (if different) the registered member of the association;
 - c) any other entity included in the licence applicant's legal structure which generates revenues and/or provides services and/or incurs costs in respect of the football activities defined in paragraph 3(c) to (k) below;
 - d) any other entity, irrespective of whether it is included in the licence applicant's legal structure, which generates revenues and/or provides services and/or incurs costs in respect of football activities as defined in paragraph 3(a) to (b) below.
3. Football activities include:
 - a) remuneration paid to employees (as defined in Article 50) arising from contractual and legal obligations; and
 - b) costs/revenues of/from acquiring/selling players;
 - c) ticketing;
 - d) sponsorship and advertising;
 - e) broadcasting;
 - f) merchandising and hospitality;
 - g) club operations (e.g. administration, match organisation, travel, etc.);
 - h) financing (including financing secured or pledged against the assets of the licence applicant);
 - i) use and management of the stadium and training facilities;
 - j) women's football;
 - k) youth football.
4. An entity may be excluded from the reporting perimeter only if:
 - a) its activities are entirely unrelated to the football activities defined in paragraph 3 above and/or the locations, assets or name of the football club; or
 - b) it is immaterial compared with the licence applicant's group as a whole and does not perform any of the football activities defined in paragraph 3 (a) and (b) above; or
 - c) the football activities it performs are already entirely reflected in the financial statements of one of the entities included in the reporting perimeter.
5. The licence applicant must submit a declaration signed by an authorised person which:
 - a) confirms that all revenues and costs related to each of the football activities indicated in paragraph 3 have been included in the accounts of an entity which is part of the reporting perimeter and provide a detailed explanation should this not be the case; and
 - b) justifies in detail the exclusion of an entity that is part of the group's legal structure from the reporting perimeter, with reference to paragraph 4.

ARTICLE 47/A – ANNUAL FINANCIAL STATEMENTS

GOLD, SILVER

1. Annual (ordinary) financial statements in respect of the statutory date prior to the deadline for submission of the application to the licensor and prior to the deadline for submission of the list of licensing decisions to UEFA must be prepared and submitted.
2. Annual financial statements must be audited by an independent auditor as defined in Annex V. The audit must also include an assessment of liabilities towards football clubs, players, employees and bodies of state administration (the tax office, the social security administration, and the health insurance company or companies).
3. The annual financial statements must consist of:
 - a) a balance sheet;
 - b) a profit and loss account;
 - c) a cash flow statement;
 - d) notes, comprising a summary of significant accounting policies and other explanatory notes; and
 - e) a financial review by management.
4. The annual financial statements must meet the minimum disclosure requirements as set out in Annex VI and must comply with the accounting policies set out in Annex VII. Comparative figures in respect of the prior statutory closing date must also be provided.
5. If the minimum requirements for the content and accounting as set out in paragraph 4 above are not met in the annual financial statements, then the licence applicant must prepare supplementary information in order to meet the minimum information requirements that must be audited by an independent auditor as defined in Annex V.
6. The licence applicant must publish on its website or on the website of its licensor, by the date (which cannot be later than the date of the submission of the list of licensing decisions to the UEFA Licensing Administration) and in the form communicated by the licensor:
 - a) the total amount paid in the latest reporting period to agents/intermediaries;
 - b) the last valid auditor's report, including the annual statements, submitted to the licensor.

ARTICLE 47/B – ANNUAL FINANCIAL STATEMENTS

BRONZE

1. Annual (ordinary) financial statements in respect of the statutory date prior to the deadline for submission of the application to the licensor must be prepared and submitted.
2. Annual financial statements must be audited by an independent auditor as defined in Annex V, if the applicant meets the conditions under the Accounting Act. The auditor's audit must also include an assessment of liabilities towards football clubs, players, employees and bodies of state administration (the tax office, the social security administration, and the health insurance company or companies).
3. The annual financial statements must consist of:
 - a) a balance sheet;
 - b) a profit and loss account;
 - c) a cash flow statement;
 - d) notes, comprising a summary of significant accounting policies and other explanatory notes; and
 - e) a financial review by management.
4. The annual financial statements must meet the minimum disclosure requirements as set out in Annex VI and must comply with the accounting policies set out in Annex VII. Comparative figures in respect of the prior statutory closing date must also be provided.
5. If the minimum requirements for the content and accounting as set out in paragraph 4 above are not met in the annual financial statements, then the licence applicant must prepare supplementary information in order

to meet the minimum information requirements that must be audited by an independent auditor as defined in Annex V.

6. The licence applicant must publish on its website or on the website of its licensor, by 30 June of the current year and in the form communicated by the licensor:
 - a) the total amount paid in the latest reporting period to agents/intermediaries;
 - b) the last valid auditor's report, including the annual statements, submitted to the licensor.

ARTICLE 48/A – FINANCIAL STATEMENTS FOR THE INTERIM PERIOD

GOLD

1. If the statutory closing date of the licence applicant is more than six months before the deadline for submission of the list of licensing decisions to UEFA (31 May of the current year), additional financial statements covering the interim period must be prepared.
2. The interim period starts the day immediately after the statutory closing date and ends on a date within the six months preceding the deadline for submission of the list of licensing decisions to UEFA.
3. Interim financial statements must be reviewed and audited by an independent auditor as defined in Annex V. The audit must also include an assessment of liabilities towards football clubs, players, employees and bodies of state administration (the tax office, the social security administration, and the health insurance company or companies).
4. The interim financial statements must consist of:
 - a) a balance sheet as at the end of the interim period and a comparative balance sheet as at the end of the immediately preceding full financial year;
 - b) a profit and loss account for the interim period, with a comparative profit and loss account for the comparable interim period of the immediately preceding financial year;
 - c) a cash flow statement for the interim period, with a comparative cash flow statement for the comparable interim period of the immediately preceding financial year;
 - d) specific explanatory notes.
5. If the licence applicant did not have to prepare interim financial statements for the comparable interim period of the immediately preceding financial year, comparative figures may refer to the figures from the financial statements of the immediately preceding full financial year.
6. The interim financial statements must meet the minimum disclosure requirements as set out in Annex VI. Additional line items or notes must be included if their omission would make the interim financial statements misleading.
7. The interim financial statements must follow the same accounting policies as those followed by the annual financial statements, except for accounting policy changes made after the date of the most recent full annual financial statements that are to be reflected in the next annual financial statements – in which case details must be disclosed in the interim financial statements.
8. If the minimum requirements for the content and accounting as set out in paragraphs 6 and 7 above are not met in the annual financial statements, then the licence applicant must prepare supplementary information in order to meet the minimum information requirements that must be audited by an independent auditor as defined in Annex V.

ARTICLE 48/B – FINANCIAL STATEMENTS FOR THE INTERIM PERIOD

SILVER, BRONZE

1. If the statutory closing date of the licence applicant is more than six months before the deadline of 31 May of the current year, additional financial statements covering the interim period must be prepared.
2. The interim period starts the day immediately after the statutory closing date and ends on a date within the six months preceding the deadline of 31 May of the current year.

3. The interim financial statements must consist of:
 - a) a balance sheet as at the end of the interim period and a comparative balance sheet as at the end of the immediately preceding full financial year;
 - b) a profit and loss account for the interim period, with a comparative profit and loss account for the comparable interim period of the immediately preceding financial year;
 - c) a cash flow statement for the interim period, with a comparative cash flow statement for the comparable interim period of the immediately preceding financial year;
 - d) specific explanatory notes.
4. If the licence applicant did not have to prepare interim financial statements for the comparable interim period of the immediately preceding financial year, comparative figures may refer to the figures from the financial statements of the immediately preceding full financial year.
5. The interim financial statements must meet the minimum disclosure requirements as set out in Annex VI. Additional line items or notes must be included if their omission would make the interim financial statements misleading.
6. The interim financial statements must follow the same accounting policies as those followed by the annual financial statements, except for accounting policy changes made after the date of the most recent full annual financial statements that are to be reflected in the next annual financial statements – in which case details must be disclosed in the interim financial statements.
7. If the minimum requirements for the content and accounting as set out in paragraphs 6 and 7 above are not met in the annual financial statements, then the licence applicant must prepare supplementary information in order to meet the minimum information requirements that must be audited by an independent auditor as defined in Annex V.

ARTICLE 49 – NO OVERDUE PAYABLES TOWARDS FOOTBALL CLUBS

GOLD, SILVER, BRONZE

1. The licence applicant must prove that, as at 31 March preceding the licence season, it has no overdue payables (as defined in Annex VIII) towards other football clubs as a result of transfers undertaken prior to the immediately previous 31 December.
2. Payables are those amounts due to football clubs as a result of:
 - a) transfer activities, including any amount due upon fulfilment of certain conditions;
 - b) training compensation and solidarity contributions as defined in the FIFA Regulations on the Status and Transfer of Players, and any amounts payable upon fulfilment of certain conditions;
 - c) any joint and several liability decided by a competent authority in relation to the termination of a contract with a player.
3. The licence applicant must prepare and submit to the licensor a transfers table, unless the information has already been disclosed to the licensor under existing national transfer requirements (e.g. the national clearing system). This table must be prepared even if there have been no transfers/loans during the relevant period.
4. The licence applicant must disclose:
 - a) all new player registrations (including loans) in the 12-month period up to 31 December, irrespective of whether there is an amount outstanding to be paid as at 31 December;
 - b) all transfers (including loans) unpaid by 31 December, irrespective of whether they were undertaken in the 12-month period up to 31 December;
 - c) all transfers subject to a claim pending before the competent authorities under national law or proceedings pending before a national or international football authority or relevant arbitration tribunal.
5. The transfers table must contain the following information as a minimum (in respect of each player transfer, including loans):
 - a) player (identification by name and date of birth);

- b) date of the transfer/loan agreement;
 - c) name of the football club where the player was formerly registered;
 - d) transfer fee paid and/or payable (including training compensation and a solidarity contribution) even if payment has not yet been requested by the creditor;
 - e) other direct costs of player registration paid and/or payable;
 - f) the amount(s) negotiated and the payment date(s);
 - g) the balance payable as at 31 December in respect of each transfer separately, including the due date for each unpaid amount;
 - h) the balance payable as at 31 March (rolled forward from 31 December), including the due date for each unpaid amount, together with explanatory comment; and
 - i) contingent liabilities not yet recognised in the balance sheet as at 31 December; and
 - j) amounts subject to any claim or proceedings pending as at 31 March.
6. The licence applicant ensure that the total liabilities as per the transfers table are reconciled to the figure in the balance sheet for “accounts payable relating to player transfers” or to the underlying accounting records.
7. The transfers table must be approved by management and this approval must be evidenced by way of a brief statement signed on behalf of the executive body of the licence applicant.

ARTICLE 50/A – NO OVERDUE PAYABLES IN RESPECT OF EMPLOYEES

GOLD, SILVER, BRONZE

1. The licence applicant must prove that, as at 31 March preceding the licence season, it has no overdue payables (as defined in Annex VIII) in respect of its employees or in respect of tax authorities and social security authorities as a result of contractual or other legal relations with employees arising prior to the immediately previous 31 December.
2. Payables are all forms of consideration due in respect of employees or tax authorities or social security authorities as a result of contractual or other legal relations with employees, including wages, salaries, payments, personal rights, bonuses and other benefits. Amounts payable to people who, for various reasons, are no longer employed by the applicant fall within the scope of this provision and must be settled within the period stipulated in the contract and/or defined by law, regardless of how such payables are accounted for in the financial statements.
3. The term “employees” includes the following persons:
- a) all professional players according to the applicable FIFA Regulations on the Status and Transfer of Players; and
 - b) the member(s) of the governing body of the licence applicant; and
 - c) the administrative, technical, medical and security staff specified in Articles 28 to 33 and 35 to 40; and
 - d) the persons referred to in the employees table under paragraphs 4 and 5 this Article.
4. The licence applicant must prepare and submit to the licensor a table of all employees containing at least:
- a) all employees who were employed at any time during the year preceding the licence season; i.e. not just those whose employment lasted until the end of the year;
 - b) all employees in respect of whom there is an amount outstanding as at 31 December, irrespective of whether they were employed during the year up to 31 December;
 - c) all employees in respect of whom there is a claim pending in proceedings before the competent authorities under national law or proceedings before a national or international football authority or relevant arbitration tribunal.
5. The following information must be given, as a minimum, in respect of each employee:
- a) name of the employee;
 - b) position of the employee;
 - c) employment start date;
 - d) employment end date (if applicable);
 - e) the balance payable as at 31 December, including the due date for each unpaid amount;
 - f) all due payables as at 31 March (rolled forward from 31 December), including the due date for each

unpaid amount, together with explanatory comment;
g) amounts subject to any claim or proceedings pending as at 31 March.

6. The licence applicant must ensure that the total liabilities as per the employees table are reconciled to the figure in the balance sheet for “accounts payable towards employees” or to the underlying accounting records.
7. The employees table and tax/social security table must be approved by management and this approval must be evidenced by way of a brief statement signed on behalf of the executive body of the licence applicant.

ARTICLE 50/B – NO OVERDUE PAYABLES TOWARDS TAX AUTHORITIES AND SOCIAL SECURITY AUTHORITIES**GOLD, SILVER, BRONZE**

1. The licence applicant must prove that, as at 31 March preceding the licence season, it has no overdue payables (as defined in Annex VIII) towards tax authorities and social security authorities as a result of contractual or other legal relations with employees arising prior to the immediately previous 31 December.
2. The licence applicant must submit to the auditor and/or the licensor a table of contributions to tax/social security authorities showing:
 - a) the amount payable (if any) to the competent social security/tax authorities as at 31 December of the calendar year preceding the licence season;
 - b) any claim or proceedings pending.
3. The following information must be given, as a minimum, in respect of each payable towards tax authorities/social security authorities, together with explanatory comment:
 - a) name of the creditor;
 - b) all due payables as at 31 December, including the due date for each unpaid amount;
 - c) all due payables as at 31 March (rolled forward from 31 December), including the due date for each unpaid amount, together with explanatory comment and supporting evidence;
 - d) amounts subject to any claim or proceedings pending as at 31 March.
4. The licence applicant must ensure that the total liabilities as per the tax/social security table are reconciled to the figure in the balance sheet for “accounts payable to tax authorities/social security authorities” or to the underlying accounting records.
5. The tax/social security table must be approved by management and this approval must be evidenced by way of a brief statement signed on behalf of the executive body of the licence applicant.

ARTICLE 51 – WRITTEN REPRESENTATIONS PRIOR TO THE LICENCE SEASON**GOLD, SILVER, BRONZE**

1. Within seven days prior to the start of the period in which a licensing decision is to be made by the first instance body, the licence applicant must make written representations to the licensor confirming:
 - a) that all documents submitted to the licensor are complete and correct;
 - b) whether any significant change has occurred in relation to any of the club licensing criteria;
 - c) whether any events of major economic importance have occurred that may have an adverse impact on the licence applicant’s financial position since the date of the balance sheet that was part of the preceding audited annual financial statements or reviewed interim financial statements. If any events of major economic importance have occurred, the management representations must include a description of the nature of the event and an estimate of its financial effect, or a statement that such an estimate cannot be made;
 - d) whether the applicant for a license or a person / company whose share or the share of persons / company with whom this person / company acts in conformity (Sections 31 and 78 of Act No. 90/2012 Coll., on Business Corporations) has at least a 40% interest of the applicant / the license holder, is in insolvency proceedings or has applied for credit protection or has obtained credit protection (including voluntary or forced action) in accordance with the law in the 12 months preceding the licensing season for which the license is requested.
2. Approval of representations by management must be evidenced by way of a signature on behalf of the executive body of the licence applicant.

1. The licence applicant must prepare and submit future financial information in order to demonstrate to the licensor its ability to continue as a going concern until the end of the licence season if it has breached any of the indicators defined in paragraph 2 below.
2. If a licence applicant exhibits any of the conditions described by indicator 1 or 2, it is considered in breach of the indicator:
 - a) **Indicator 1: Going concern**
The auditor's report in respect of the annual or interim financial statements submitted in accordance with Articles 47 and 48 A/B includes, regarding the going concern, either a key audit matter or a qualified opinion/conclusion.
 - b) **Indicator 2: Negative equity**
The annual financial statements (including, where required, the supplementary information) submitted in accordance with Article 47 disclose a net liabilities position (negative equity) that has deteriorated relative to the comparative figure contained in the previous year's annual financial statements, or the interim financial statements submitted in accordance with Article 48 A/B (including, where required, the supplementary information) disclose a net liabilities position (negative equity) that has deteriorated relative to the comparative figure at the preceding statutory closing date.
3. Future financial information must cover the period commencing immediately after the later of the statutory closing date of the annual financial statements or, if applicable, the balance sheet date of the interim financial statements, whichever is later, and it must cover at least the entire licence season.
4. Future financial information consists of:
 - a) a budgeted profit and loss account, with comparative figures for the immediately preceding financial year and interim period (if applicable);
 - b) a budgeted cash flow, with comparative figures for the immediately preceding financial year and interim period (if applicable);
 - c) explanatory notes, including a brief description of each of the significant assumptions (with reference to the relevant aspects of historic financial and other information) that have been used to prepare the budgeted profit and loss account and cash flow statement, as well as of the key risks that may affect the future financial results.
5. Future financial information must be prepared, as a minimum, on a quarterly basis.
6. Future financial information must be prepared on a consistent basis with the audited annual financial statements and follow the same accounting policies as those applied to the annual financial statements, except for accounting policy changes made after the date of the most recent annual financial statements that are to be reflected in the next annual financial statements – in which case details must be disclosed.
7. Future financial information must meet the minimum disclosure requirements as set out in Annex VI and the accounting principles as set out in Annex VII. Additional line items or notes must be included if they provide clarification or if their omission would make the interim financial statements misleading.
8. Future financial information with the assumptions upon which they are based must be approved by management and this must be evidenced by way of a brief statement signed on behalf of the executive body of the reporting entity.

PART III FINAL PROVISIONS

ARTICLE 53 – LANGUAGE VERSIONS AND LANGUAGE OF CORRESPONDENCE

1. If there is any discrepancy in the interpretation of the English/Czech versions of these Regulations, the English version prevails.

ARTICLE 54 – ANNEXES

1. All annexes to the present Regulations form an integral part hereof.

ARTICLE 55 – COMPLIANCE AUDITS

1. UEFA and/or its nominated bodies/agencies reserve the right, at any time, to conduct compliance audits of the licensor and, in the presence of the latter, of the licence applicant/licensee.
2. Compliance audits aim to ensure that the licensor, as well as the licence applicant/licensee, have fulfilled their obligations as defined in these Regulations and that the licence was duly awarded at the time of the final decision of the licensor.
3. For the purposes of compliance audits, in the event of any discrepancy in the interpretation of the national regulations governing the club licensing system between the UEFA official language version and the official language version of the Czech Republic, the UEFA official language version prevails.

ARTICLE 56 – UEFA SANCTIONS

1. The UEFA Club Financial Control Body at all times bears in mind the overall objectives of these Regulations, in particular to defeat any attempt to circumvent these objectives.
2. Any breach of these Regulations will be sanctioned by UEFA in accordance with the procedural rules governing the activities of the UEFA Club Financial Control Body.

ARTICLE 57 – IMPLEMENTING PROVISIONS

1. The UEFA and FACR administrations take decisions and directives containing the detailed provisions necessary to implement these Regulations.

ARTICLE 58 – ADOPTION, ABROGATION AND ENTRY INTO FORCE

1. These Club Licensing Regulations were approved by the FACR Executive Committee at its meeting on 03.12.2019, following consultation with the LFA.
2. These Club Licensing Regulations replace the FACR Club Licensing Regulations, Edition 2018.
3. These Club Licensing Regulations come into force on 1 January 2020.
4. Licensing proceedings initiated prior to the date on which these Club Licensing Regulations come into force will be completed in accordance with the FACR Club Licensing Regulations, Edition 2018.

For the FACR Executive Committee:

Martin MALÍK
FACR President

Jan PAULY
FACR General Secretary

Prague, 04.12.2019

ANNEX I – EXCEPTIONS

A. Principle

1. The UEFA administration or the UEFA Club Financial Control Body (UEFA CFCB) may, in accordance with Article 4, grant exceptions in the following matters:
 - a) Non-applicability of a minimum requirement concerning the decision-making bodies or process defined in Article 7 due to national law or any other reason;
 - b) Non-applicability of a minimum requirement concerning the core process defined in Article 9 due to national law or any other reason;
 - c) Non-applicability of a minimum assessment procedure defined in Article 10 due to national law or any other reason;
 - d) Non-applicability of the three-year rule defined in Article 12;
 - e) Non-applicability of a certain criterion defined in Chapter 3 due to national law or any other reason;
 - f) Extension of the period for the implementation of a criterion or a category of criteria defined in Chapter 3 due to national law or any other reason.
2. The licensor may, via the Commission, in accordance with Article 4, grant exceptions in the following matters:
 - a) Change in the legal form organisational structure of the licence applicant;
 - b) Non-applicability of a minimum requirement concerning the decision-making bodies or process defined in Article 7 due to national law or any other reason;
 - c) Non-applicability of a minimum requirement concerning the core process defined in Article 9 due to national law or any other reason;
 - d) Non-applicability of a minimum assessment procedure defined in Article 10 due to national law or any other reason;
 - e) Non-applicability of the three-year rule defined in Article 12;
 - f) Non-applicability of a certain criterion defined in Chapter 3 due to national law or any other reason;
 - g) Extension of the period for the implementation of a criterion or a category of criteria defined in Chapter 3 due to national law or any other reason;

but only for club competitions organised by the LFA. In such cases, appeals against a Commission decision are governed by the rules set out in Annex III.
3. Exceptions related to paragraph 1(a), (b), (c), (e) and (f) are granted to a UEFA member association and apply to all clubs which are registered with the UEFA member association and which submit a licence application to enter the UEFA club competitions. Exceptions related to item (d) are granted to the individual club that applies for a licence.
4. Exceptions related to paragraph 2 apply to all clubs which are a registered member of the FACR and which submit a licence application to enter club competitions organised by the LFA.
5. In principle, an exception is granted for a period of one season. Under specific circumstances this period may be extended and the UEFA member association may be placed on an improvement plan.
6. A renewal of the exception is possible upon a new request.

B. Process

1. The UEFA administration or the UEFA CFCB acts as the decision-making body on exception requests. The UEFA administration decides on all exceptions in accordance with A(1) (a), (b), (c), (e) and (f), and the UEFA CFCB decides on exception requests in accordance with A(1)(d).

2. The Commission and the Tribunal act as decision-making bodies on exception requests in accordance with A(2).
3. An exception request must be in writing, clear and well founded.
4. Exceptions related to Part A(1)(a), (b), (c), (e) and (f) must be submitted by the FACR to the UEFA administration by the deadline notified by UEFA and in the form communicated by the UEFA administration.
5. Exceptions related to Part A(1)(d) must be submitted by the FACR on behalf of the licence applicant by the deadline and in the form communicated by the UEFA administration.
6. Exceptions related to Part A(2) must be submitted to the Manager by the deadline and in the form communicated by the Manager.
7. The UEFA administration or the UEFA CFCB, or the Commission and the Tribunal, act prudently when granting exceptions in accordance with these Regulations.
8. Decisions by the UEFA administration, or by the Commission and the Tribunal, must be in writing and state the reasoning, and must be delivered to the applicant.
9. Appeals may be lodged against decisions made by the UEFA administration or the UEFA CFCB before the Court of Arbitration for Sport (CAS) in accordance with the relevant provisions laid down in the UEFA Statutes.
10. Appeals against decisions made by the Commission may be lodged with the Tribunal. Its decision is final and no further appeal may be lodged against it.

ANNEX III – PROCEDURES

1. The decision-making bodies are the Licensing Commission (the first instance body) and the Licensing Tribunal (the appeals body); they are independent of each other.
2. The official language in the FACR club licensing process and in the decision-making process is CZECH. If there is any discrepancy in the interpretation of the English and Czech versions of these Club Licensing Regulations, the English version prevails.
3. All correspondence between UEFA and the licensor must be in one of UEFA's three official languages (English, French, German), and UEFA may request the licensor to produce a certified translation of documents at the licensor's own expense.
4. Fundamental rights, such as the right to be heard and the right to equal treatment, are guaranteed for each licence applicant and/or licensee. The duration of a hearing at sessions of decision-making bodies is set by the competent decision-making body.
5. Decisions taken by decision-making bodies in the licensing process must:
 - a) be in writing;
 - b) contain the justification for the decision;
 - c) contain a deadline/time-limit for the validity of conditions;
 - d) be transparent for all parties concerned, on condition of confidentiality;
 - e) contain advice of the right to appeal (this does not apply to decisions taken by the Tribunal).
6. Appeals against Commission decisions have no suspensive effect and may be lodged only by:
 - a) a licence applicant who has received a Commission opinion;
 - b) a licensee who has received a Commission opinion;
 - c) the licensing manager.
7. An appeal may be lodged only on the basis of the following reasons:
 - a) the Commission has acted unlawfully;
 - b) the Commission has taken a decision that is based on insufficient evidence;
 - c) the Commission has imposed a disproportionate sanction;
 - d) the Commission has failed to justify its rejection of the Manager's recommendation.
8. Appeals must be lodged in writing (only licence applicants from the CFL/MSFL) within seven calendar days of the date of service of a decision, or electronically via SAFE (all others) within nine calendar days of the entry in SAFE, and must explain in detail the reasons why and clarify on what basis they are lodged. A written decision is deemed to have been served on the second calendar day after the dispatch of the decision by registered letter.
9. It is the applicant's responsibility to provide evidence, and the applicant must submit evidence to prove the claims.
10. Only the applicant's executive officers or persons referred to in the licence application as club representatives or persons authorised to act on the basis of a power of attorney conferred on them by the club's governing bodies have the right to represent the club during the licensing process and to be heard by decision-making bodies during the decision-making process.
11. The types of documents required for the licensing process and the deadline(s) for their submission are always indicated in the letter initiating the licensing process for the relevant season. During the decision-making process, decision-making bodies may specify further documents that will be required for their decision-making.
12. The club licensing process is FREE OF CHARGE for all licence applicants and licensees, with the exception of appeal proceedings, where the administration fee is CZK 10,000 for clubs in the highest competition organised by the FACR, or CZK 5,000 for clubs in the second highest competition organised by the FACR.
13. The costs of preparing the required documents, their submission, financial auditing, and other costs are borne fully by the licence applicant or licensee.

ANNEX IV – EXTRAORDINARY APPLICATION OF THE CLUB LICENSING SYSTEM FOR UEFA COMPETITIONS

1. The UEFA administration defines the necessary deadlines and the minimum criteria for the extraordinary application of the club licensing system as specified in Article 15(1) and communicates them to UEFA member associations at the latest by 31 August of the year preceding the licence season.
2. The licensor must notify the UEFA administration of requests for such extraordinary application of the club licensing system in writing, stating the name of the club concerned, by the deadline communicated by the UEFA administration.
3. The licensor is responsible for communicating the criteria to the club concerned for the assessment for the extraordinary procedure at national level. It must also take immediate action with the club concerned to prepare for the extraordinary procedure.
4. The club concerned must provide the necessary documentary proof to the licensor, which is to assess whether the club meets the fixed minimum standards and forward the following documentation in one of the UEFA official languages to the UEFA administration by the deadline communicated by the latter:
 - a) a written request to apply for special permission to enter the corresponding UEFA club competition;
 - b) a recommendation by the licensor based on its assessment (including the dates and names of the persons who assessed the club);
 - c) all documentary evidence submitted by the club and the licensor as requested by the UEFA administration;
 - d) any other documents requested by the UEFA administration during the extraordinary procedure.
5. The UEFA administration bases its decision on the documentation received and grants special permission to enter UEFA club competitions only if all the set criteria are fulfilled and if the club ultimately qualifies on sporting merit. The decision will be communicated to the licensor, which has to forward it to the club concerned.
6. If such a club is eliminated from a quantification stage on sporting merit during this extraordinary procedure, the FACR has to notify the UEFA administration without undue delay, and this procedure is immediately terminated, without further decision. Such a terminated procedure cannot be restarted at a later stage.
7. Appeals may be lodged against decisions made by the UEFA administration in writing before the Court of Arbitration for Sport (CAS) in accordance with the relevant provisions laid down in the UEFA Statutes.

ANNEX V – REQUIREMENTS OF THE AUDITOR AND AUDITOR’S ASSESSMENT PROCEDURES

A. Principle

1. The auditor must be independent and must act in compliance with the International Federation of Accountants (IFAC) Code of Ethics for Professional Accountants (see Articles 47 and 48).
2. The auditor must be a member of one of the relevant IFAC member bodies. If there is no member of the IFAC within a licence applicant’s territory, the licence applicant is required to use an independent auditor who is permitted by national law to carry out audit work.

B. Assessment procedures

1. The auditor must audit the annual financial statements. The auditor’s report must:
 - a) include a statement confirming that the audit was conducted in accordance with the International Standards on Auditing or relevant national auditing standards or practices where these comply with, as a minimum, the requirements of the International Standards on Auditing; and
 - b) be submitted to the licensor together with the annual financial statements to form a basis for its licensing decision.
2. The auditor must, as a minimum, review the interim financial statements. The auditor’s report must:
 - a) include a statement confirming that the review was conducted in accordance with either the International Standard on Review Engagements (ISRE) 2410, “Review of Interim Financial Information Performed by the Independent Auditor of the Entity”, or relevant national standards or practices for such reviews where these comply with, as a minimum, the requirements of ISRE 2410; and
 - b) be submitted to the licensor together with the interim financial statements to form a basis for its licensing decision.
3. The auditor must assess supplementary information, if any. The auditor’s report of factual findings must:
 - a) include a statement confirming that the audit was conducted by way of agreed-upon procedures according to the International Standard on Related Services (ISRS) 4400 or relevant national standards or practices where these comply with, as a minimum, the requirements of ISRS 4400; and
 - b) be submitted to the licensor together with the supplementary information to form a basis for its licensing decision.
4. Financial information other than that defined in paragraphs 1 to 3 above may also be assessed by an auditor. In this case, the auditor’s report of factual findings must:
 - a) include a statement confirming that the audit was conducted either:
 - a. by way of agreed-upon procedures according to the International Standard on Related Services (ISRS) 4400 or relevant national standards or practices where these comply with, as a minimum, the requirements of ISRS 4400; or
 - b. for the assessment of future financial information (if applicable), according to the International Standards for Assurance Engagements (ISAE) 3400 or relevant national standards or practices where these comply with, as a minimum, the requirements of ISAE 3400; and
 - b) be submitted to the licensor together with the relevant information to form a basis for its licensing decision.

A. Principle

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 Articles 47, 48 and 52.
2. Each component of the financial statements must be identified clearly. The following information must be presented prominently within the financial statements, and repeated where necessary, for a proper understanding of the information presented:
 - a) the name (and legal form), domicile and business address of the reporting entity and any change in that information since the previous statutory closing date;
 - b) whether the financial information covers the individual licence applicant/licensee or a group of entities or some other combination of entities, and a description of the structure and composition of any such group or combination;
 - c) the statutory closing date and the period covered by the financial information (for both current and comparative information); and
 - d) the presentation currency.

B. Balance sheet

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

Assets

- i. cash and cash equivalents
- ii. accounts receivable from player transfers (current and non-current)
- iii. accounts receivable from group entities and other related parties (current and non-current)
- iv. other receivables
- v. tax assets (current and non-current)
- vi. inventories
- vii. other assets (current and non-current)
- viii. tangible fixed assets
- ix. intangible assets – players
- x. intangible assets – other
- xi. investments

Liabilities

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

- xx) other payables
- xxi) provisions (short-term and long-term)
- xxii) other

liabilities Net

assets/liabilities

- xxiii) net assets/liabilities

Equity

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

2. Management may consider that line items (i) to (xxvi) are best presented on the face of the balance sheet or in the notes.
3. The net assets/liabilities figure, being the aggregate of total assets less total liabilities, is used to determine whether or not the licence applicant/licensee fulfils indicator 2 described in Articles 52 and 62.

C. Profit and loss account

1. The minimum 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) other operating income
- vii) total revenue (sum of items i to vi)

Expenses

- viii) cost of sales/materials
- ix) employee benefits expenses (players and other employees)
- x) depreciation and impairment of tangible fixed assets
- xi) amortisation and impairment of other intangible fixed assets (excluding player registrations)
- xii) other operating expenses
- xiii) total operating expenses (sum of items viii to xii)

Player transfers

- xiv) amortisation and impairment of intangible assets – player registrations or costs of acquiring player registrations
- xv) profit/loss on disposal of intangible assets – player registrations or income from the disposal of player registrations
- xvi) total net result from player transfers (sum of items xiv and xv)

Other

- xvii) profit/loss on disposal of tangible fixed assets
- xviii) finance income and expense
- xix) non-operating income/expense

- xx) tax expense
- xxi) profit or loss after taxation (sum of items vii, xiii, xvi and xvii to xx)

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

D. Cash flow statement

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

a) 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 profit or loss. The minimum disclosure requirements are stated below:

- i. Net cash inflow/outflow from operating activities

b) Cash flows from investing activities

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

- ii. Cash inflow/outflows from player acquisition/disposal
- iii. Cash inflow/outflows from acquisition/disposal of tangible fixed assets
- iv. Other cash inflow/outflows from investing activities

c) Cash flows from financing activities

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

The minimum disclosure requirements are stated below:

- v. Cash inflow/outflows from borrowings – shareholders and related party
- vi. Cash inflow/outflows from borrowings – financial institutions
- vii. Cash inflow from increase of capital/equity
- viii. Cash outflows from dividends paid to owners/shareholders
- ix. Other cash inflow/outflows from financing activities

d) 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 cash flow from 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 duly identified as financing and investing activities.

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

E. Notes to the financial statements

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

a) Accounting policies

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

b) Tangible fixed assets

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

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

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

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

c) Intangible assets

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

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

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

Further information and instructions in relation to accounting for player registrations can be found in Annex 7.

d) Pledged assets and assets under reservation of title

The existence and amounts of restrictions on title, and property, stadium and equipment pledged as security for liabilities or guarantees, must be disclosed.

The existence and carrying amounts of intangible assets whose title is restricted and the carrying amount of intangible assets pledged as security for liabilities must be disclosed.

e) Investments

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

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

f) Bank overdrafts and loans

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

- i) information about the extent and nature of the financial instruments, including amounts and

duration of any significant terms and conditions that may affect the amount, timing and certainty of future cash flows;

- ii) and the accounting policies and methods adopted, including the criteria for recognition and the basis of measurement applied.

g) Provisions

Provisions must be disclosed in separate classes. In determining which provisions may be aggregated to form a class, it is necessary to consider whether the nature of the items is sufficiently similar to be combined in a single amount.

For each class of provision, the carrying amount at the beginning and end of the period, the amount utilised and all amounts released, or credited, in the period must be disclosed.

h) Issued capital and reserves

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

i) Share/fund capital

In relation to share capital issued during the current year, the following must be disclosed:

- number and type of shares issued;
- share premium (if applicable) arising on the shares issued;
- total amount raised as a result of the issuing of shares;
- reason for the issuing of new shares.

ii) Other reserves

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

iii) Retained earnings

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

i) Controlling party

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

j) Related party transactions

If there have been transactions between related parties during the periods covered by the financial statements, the reporting entity must specify the nature of the related party relationship, as well as information about those transactions and outstanding balances, including commitments, necessary for an understanding of the potential effect of the relationship on the financial statements. Items of a similar nature may be disclosed in aggregate except when separate disclosure is necessary for an understanding of the effects of related party transactions on the financial statements of the reporting entity.

As a minimum, disclosures must include:

- i) the amount and the nature of the transactions;
- ii) the amount of outstanding balances, including commitments; and
 - their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement; and
 - details of all guarantees given or received;
- iii) provisions for doubtful debts related to the amount of outstanding balances; and
- iv) the expense recognised during the period in respect of bad or doubtful debts due from related parties.

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

- the parent;
- entities with joint control or significant influence over the reporting entity;
- subsidiaries;
- associates;
- joint ventures in which the reporting entity is a venturer;
- key management personnel of the entity or its parent; and
- other related parties.

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

k) Contingent liabilities

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

- i) an estimate of its financial effect;
- ii) information on the uncertainties relating to the amount or timing of outflows; and
- iii) the possibility of any reimbursement.

l) Events after the balance-sheet date

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

- i) fixed-term borrowing approaching maturity without realistic prospects of renewal or repayment;
- ii) substantial operating losses;
- iii) discovery of material fraud or errors resulting in financial statements that are incorrect;
- iv) management determining that it intends to liquidate the entity or to cease trading, or the ascertainment that it has no alternative but to do so;
- v) player transactions where the amounts paid or received are significant;
- vi) transactions relating to property – for example, in relation to the club's stadium.

m) Other disclosures

i) Agents'/intermediaries' fees

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

ii) Players' economic rights (or similar)

For any player for whom the economic rights or similar are not fully owned by the licence applicant, the name of the player and the percentage of economic rights or similar held by the licence applicant at the beginning of the period (or on acquisition of player registration) and at the end of the period must be disclosed.

iii) Tax expense

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

iv) Miscellaneous

Any additional information or disclosure that is not presented on the face of the balance sheet, profit and loss account or cash flow statement, but is relevant to an understanding of any of those

statements and/or is required to meet the minimum financial information requirements, must be disclosed.

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

- a) a statement that the same accounting policies and methods of computation are followed in the interim financial statements as compared with the most recent annual financial statements, or a description of the nature and effect of any change; and
- b) disclosure of any events or transactions that are material to an understanding of the current interim period.

F. Player identification table

1. All licence applicants must prepare and submit to the licensor a player identification table.
2. The player identification table must be provided to the auditor, who must reconcile the aggregate figures in the player identification table to the relevant figures in the balance sheet and profit and loss account in the audited annual financial statements. The player identification table does not need to be disclosed within the annual financial statements.
3. The minimum information to be included in the player identification table in respect of each relevant player registration held as at the balance-sheet date is as follows:
 - a) name and date of birth;
 - b) start date and end date of contract;
 - c) cost of acquiring the player's registration;
 - d) accumulated amortisation reported at the end of the period;
 - e) expense/amortisation in the period;
 - f) impairment cost in the period;
 - g) disposals (cost and accumulated amortisation);
 - h) net book value;
 - i) profit/(loss) from disposal of player registration; and
 - j) sell-on rights (or similar), i.e. description and quantification of any sell-on rights of a football club that formerly held the player registered, excluding training compensation and solidarity.
4. Relevant players, about whom details are required in the table, are:
 - a) all players whose registration is held by the licence applicant at any time during the period and in respect of whom any direct acquisition cost has been incurred (at some point in time in the reporting period or prior periods);
 - b) all players in respect of whom some income/profit has been recognised (at some point in time in the reporting period).
5. For licence applicants who have restated player accounting figures to meet the accounting requirements of these Regulations, these aggregate figures from the player identification table must agree with the restated figures in the supplementary information.

G. Financial review by management

1. The annual financial statements must include a financial review or commentary by management (sometimes referred to as a management report) that describes and explains the main features of the reporting entity's financial performance and financial position and the principal risks and uncertainties it faces.
2. The annual financial statements must also include the names of persons who were members of the executive body, or board of directors, and of the supervisory bodies of the reporting entity at any time during the year.

A. Principles

1. Financial statements as defined in Articles 47 and 48 must be based on the accounting standards required by local legislation for incorporated companies – either the applicable legal framework for financial reporting in the relevant country, the International Financial Reporting Standards or the International Financial Reporting Standard for Small and Medium-sized Entities – regardless of the legal structure of the licence applicant.
2. Financial statements must be prepared on the assumption that the licence applicant is a going concern, meaning it will continue in operation for the foreseeable future. It is assumed that the licence applicant has neither the intention nor the necessity to go into liquidation, cease trading or seek protection from creditors pursuant to laws or regulations.
3. The legal framework for financial reporting, suitable as a basis for the preparation of financial statements, must contain certain underlying principles, including:
 - a) fair presentation;
 - b) consistency of presentation;
 - c) accrual basis for accounting;
 - d) separate presentation of each material class of items;
 - e) no offsetting of assets and liabilities or income and expenses.
4. Notwithstanding that each licence applicant has to prepare audited annual financial statements under its own national accounting standards, the International Financial Reporting Standards or the International Financial Reporting Standard for Small and Medium-sized Entities, these Regulations include specific accounting requirements to be complied with as set out in points B to F.
5. The licence applicant must submit supplementary information to the licensor if the accounting requirements described in this annex are not part of the audited annual financial statements. The supplementary information must include a restated balance sheet, profit and loss account and any associated notes to meet the requirements set out below. There must also be included a note (or notes) reconciling the results and financial position shown in the supplementary information document to those shown in the audited financial statements prepared under national accounting standards. The restated financial information must be assessed by the auditor by way of agreed-upon procedures.
6. The financial statements must be approved by management and this approval must be evidenced by way of a brief statement signed on behalf of the executive body of the reporting entity.

B. Consolidation/combination requirements

1. The financial information of all entities included in the reporting perimeter (as defined in Article 46/B) must be either combined or consolidated as if they were a single company.
2. Consolidated financial statements are the financial statements of a group in which the assets, liabilities, equity, income, expenses and cash flows of the parent and its subsidiaries are presented as those of a single company.
3. Combined financial statements are those that include information about two or more commonly controlled entities without information about the controlling entity.

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

1. Licence applicants that capitalise the costs of acquiring a player's registration as an intangible asset must apply certain minimum accounting requirements as described in paragraph 3 of this part C.
2. If a licence applicant has an accounting policy to expense the costs of acquiring a player's registration rather than capitalise them as an intangible asset, and this is permitted under relevant national accounting

regulations, it must apply the minimum accounting requirements set out below.

3. The minimum accounting requirements for licence applicants who capitalise the costs of acquiring a player's registration as an intangible asset are as follows:

- a) The acquisition of a registered player must be recognised in the financial statements when all significant conditions for the transfer to take place have been satisfied, i.e. it is effectively necessary for there to be a legally binding agreement between the two clubs and between the new club and the player.
- b) Only direct costs of acquiring a player's registration can be capitalised. For accounting purposes, the carrying value of an individual player must not be revalued upwards, even though management may believe market value is higher than carrying value. In addition, whilst it is acknowledged that a licence applicant may be able to generate some value from the use and/or transfer of locally trained players, for accounting purposes costs relating to a licence applicant's own youth football must not be included in the balance sheet, as only the cost of player purchases may be capitalised. All circumstances and/or benefit of players (such as sign-on fees) must be treated as employee benefit expenses and not costs of acquiring a player's registration. Finance costs arising in respect of borrowings are treated as finance costs and are not costs of acquiring a player's registration even if the borrowings were obtained to finance the acquisition of player registrations.
- c) Amortisation must begin when the player's registration is acquired. Amortisation ceases when the asset is fully amortised or derecognised (i.e. the registration is considered as being permanently transferred to another club), whichever comes first.
- d) In respect of each individual player's registration, the depreciable amount must be allocated on a systematic basis over its useful life. This is achieved by the systematic allocation of the cost of the asset as an expense over the period of the player's contract. If a player's contract is extended, then the intangible asset value of the player's registration plus any additional directly attributable contract negotiation costs (e.g. agent/intermediary fees) are amortised over the extended period of the contract or over the remaining period of the original contract.
- e) All capitalised player values must be reviewed each year for impairment. If the recoverable amount for an individual player is lower than the carrying amount on the balance sheet, the carrying amount must be adjusted to the recoverable amount and the adjustment charged to the profit and loss account as an impairment cost. It is recommended that each licensor require each of its licence applicants to apply consistent accounting policies in respect of player registration costs.

In exceptional circumstances when it becomes clear by the statutory closing date that:

- i. a player will not be able to play again for the club, for example if he suffers a career-threatening injury or he is permanently unable to play professional football, then the net book value of the player's registration must be fully impaired in that reporting period. The following events do not represent a cause for recognising player impairment loss:
 - a player suffers an injury in a reporting period and is temporarily unable to play professional football for the club; or
 - a player suffers a decline in form and is not selected for participation in first- team matches.

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

- ii. If the management has committed to permanently transfer a player and the transfer occurs just after the statutory closing date, then the net book value of the player's registration in the balance sheet can be impaired if the disposal proceeds for the permanent transfer of the player to a new club is lower than his net book value. The accounting principle must be disclosed in the financial statements and must be

applied consistently from one accounting period to another.

- f) The profit/(loss) on the disposal of a player's registration to another club to be recognised in the profit and loss account is the difference between the disposal proceeds (net of any sales costs) and the residual carrying value of the player's registration in the balance sheet as at the date of the transfer. The disposal of a player's registration must be recognised in the licence applicant's financial statements when all significant conditions of the transfer have been satisfied, i.e. it is effectively unconditional and the risks and rewards have been transferred to the new club.

D. Accounting requirements for the temporary transfer of a player's registration

1. The minimum accounting requirements for licence applicants that have transactions in respect of the temporary transfer of a player's registration (loan) are as follows:
 2. Loan fees received/paid must be reported as player transfer income/expense.
 3. Loan of a player from the lender club to the new club with no obligation/option to buy
 - a) The loan fees received/receivable by the lender club, if any, must be recognised as income over the period of the loan arrangement. The lender club will continue to recognise the original costs of acquiring the player's registration as an intangible asset in its balance sheet and to allocate systematically the cost of the asset as an amortisation expense over the period of the player's contract.
 - b) Payments paid/payable by the new club, if any, must be recognised as an expense over the period of the loan arrangement. If the player's salary is taken over by the new club, it must be recognised as an employee benefit expense over the player's loan term.
 4. Loan of a player from the lender club to the new club with an obligation to buy:
 - a) The loan must be treated by the lender club as a permanent transfer from the lender club and the player's registration rights must be derecognised from its intangible assets. The proceeds from the loan and from the future transfer must be recognised from the inception of the contractual agreements.
 - b) The direct costs of the loan and the future permanent transfer for the new club must be recognised by the new club in accordance with the accounting requirements for the permanent acquisition of a player's registration.
 5. Loan of a player from the lender club to the new club with an option to buy:
 - a) The transaction must be recorded as a loan by the lender club until the option is exercised by the new club. When the option is exercised, any remaining proceeds of the loan and proceeds of the future permanent transfer must be recognised in accordance with the accounting requirements for the permanent disposal of player's registration.
 - b) When the option is exercised by the new club, any remaining costs of the loan and the costs of the future permanent transfer must be recognised by the new club in accordance with the accounting requirements for the permanent acquisition of a player's registration.
 6. Loan of a player from the lender club to the new club with a conditional obligation to buy:
 - a) If a condition is considered to be virtually certain, then the player's registration must be recognised by both clubs as a permanent transfer from the inception of the loan agreement.
 - b) If the fulfilment of a condition cannot be assessed with sufficient certainty to trigger the permanent transfer from the inception of the loan, then the player's registration must be recognised first as a loan and then as a permanent transfer once the condition is met.

E. Accounting requirements for specific expense items

1. Incentive/bonus expenses for employees:

- a) All forms of consideration given by an entity in exchange for a service rendered by an employee, including any bonuses and incentives, such as performance-related consideration, contract signing fees, and loyalty incentives, must be reported as employee benefits.
- b) Bonus and/or incentive payments that are payable in full by the club to a person with no further condition or service obligation (i.e. the club has no choice but to make the payments) must be recognised as employee benefit expenses upon commencement of the payment(s).
- c) Bonus and/or incentive payments that are dependent on a certain future condition being satisfied by the player and/or the club, such as a player's participation in matches and/or the club's competition performance, must be recognised as employee benefit expenses at the point in time when the condition has been satisfied or its fulfilment becomes highly probable.
- d) Incentive and/or bonuses to players when signing and/or extending an agreement with any condition or obligation must be recognised in the relevant period.

2. Termination of employees' employment:

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

F. Accounting requirements for specific revenue items

1. Season tickets and similar revenues

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

2. Broadcasting and/or prize money revenues:

- a) Revenue in respect of broadcasting rights and/or other consideration for participation in a competition which are fixed considerations must be recognised on a proportionate basis at the point in time when the relevant matches take place during the season.
- b) Revenue in respect of broadcasting rights and/or consideration for participation in a competition which are variable considerations dependent on certain conditions being satisfied by the club (such as competition performance bonuses) must be recognised at the point in time when the performance conditions are satisfied.

3. Sponsorship and commercial revenues

- a) Revenues in respect of sponsorship rights which are fixed considerations must be recognised on a proportionate basis over the period covered by the sponsorship rights contract.
- b) Revenues in respect of sponsorship rights which are variable considerations dependent on certain conditions being satisfied by the club (such as competition performance bonuses) must be recognised at the point in time when the conditions are satisfied.
- c) Any non-cash consideration as part of a sponsorship contract must be measured at fair value.

4. Donations and grants

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

ANNEX VIII – NOTION OF “OVERDUE PAYABLES”

1. Payables are considered overdue if they are not paid according to the contractual or legal terms.
2. Payables are not considered overdue, within the meaning of these Regulations, if the licence applicant/licensee (i.e. debtor club) is able to prove, by 31 March (in respect of Articles 49, 50/A and 50/B) and by 30 June or 30 September (in respect of Articles 65, 66/A and 66/B), respectively, that:
 - a) it has paid the relevant amount in full; or
 - b) it has concluded an agreement, which has been accepted in writing by the creditor, to extend the deadline for payment (note: the fact that a creditor has not requested payment of an amount does not constitute an extension of the deadline); or
 - c) it has brought a legal claim which has been deemed admissible by the competent authority under national law or has opened proceedings with the national or international football authorities or relevant arbitration tribunal contesting liability in relation to the overdue payables; however, if the decision-making bodies (licensor and/or UEFA Club Financial Control Body) 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 relevant amount will still be considered an overdue payable; or
 - d) it has contested, before the competent authority under national law, the national or international football authorities or the relevant arbitration tribunal, an application which has been brought for the opening of proceedings against it by a creditor in respect of overdue payables and is able to demonstrate to the relevant decision-making bodies (licensor and/or UEFA Club Financial Control Body) that it has established reasons for contesting the application for the opening of proceedings; however, if the decision-making bodies (licensor and/or UEFA Club Financial Control Body) consider the reasons for contesting the application for the opening of proceedings as manifestly unfounded, the amount will still be considered an overdue payable.
 - e) it is able to demonstrate to the reasonable satisfaction of the relevant decision-making bodies (licensor and/or UEFA Club Financial Control Body) that it has taken all reasonable measures to identify and pay the solidarity contribution (as defined in the FIFA Regulations on the Status and Transfer of Players) to the creditor club(s).

A. Principle

1. The Football Association of the Czech Republic defines the assessment procedures and procedures to ensure the equal treatment of all clubs applying for a licence. It assesses the documentation submitted by the clubs, considers whether this is appropriate and determines to whether each criterion has been met and what further information, if any, is needed for each licence to be granted.
2. The assessment processes to check compliance with the financial criteria set out in Article 10 and Article 55 comprise specific assessment steps that must be followed by the licensor as set out below.

B. Assessment of the auditor's report on the annual and interim financial statements

1. In respect of the annual and interim financial statements, the licensor must perform the following minimum assessment procedures:
 - a) Assess whether the reporting entity is appropriate for the purposes of the club licensing system.
 - b) Assess the information (annual and interim financial statements that may also include supplementary information) submitted to form a basis for a licensing decision.
 - c) Read and evaluate the annual and interim financial statements and the auditor's report thereon.
 - d) Address the consequences of any modifications to the auditor's report (compared to the normal form of unqualified report) and/or deficiencies compared to the minimum disclosure and accounting requirements according to paragraph 2 below.
2. Having assessed the reporting perimeter and read the auditor's report on the annual and interim financial statements, the licensor must assess these according to the items below:
 - a) If the reporting perimeter does not meet the requirements of Article 46/B, the licence must be refused.
 - b) If the auditor's report has a qualified 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, either 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 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. Such additional documentary evidence includes, but is not limited to, the information described in Article 52 (future financial information).
 - e) If the auditor's report has, in respect of a matter other than going concern, either a key audit matter or a qualified "except for" opinion, the licensor must consider the implications of the modification for the club licensing system. The licence may be refused unless additional documentary evidence is provided and assessed to the satisfaction of the licensor. The additional documentary 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 51(2)(d), the licence must be refused.
3. If the licence applicant provides supplementary information, the licensor must additionally assess the auditor's report on the agreed-upon procedures in respect of the supplementary information. The licence must be

refused if the report includes reference to errors and/or shortcomings found.

C. Assessment of overdue payables towards other clubs, employees and tax authorities and social security authorities

1. In respect of overdue payables towards other clubs, employees, tax authorities and social security authorities, the licensor may decide:
 - a) to assess itself the information submitted by the licence applicant, in which case it must perform the corresponding assessment according to paragraphs 2, 3 and 4 below; or
 - b) to have independent auditors carry out the assessment procedures, in which case it must review the auditor's report and, in particular, verify that the sample selected by the auditor is satisfactory, and it may carry out any additional assessment it believes necessary, i.e. extend the sample and/or request additional documentary evidence from the licence applicant.
2. With regard to overdue payables towards other clubs, if the assessment is done by the licensor, it must assess the information submitted by the licence applicant, in particular the transfer payables table and corresponding supporting documents, as detailed below. If the assessment is carried out by an auditor, at least the same steps must be performed by the auditor:
 - a) Reconcile the total in the transfer payables table to the "accounts payable relating to player transfers" amount in the annual or interim financial statements as at 31 December.
 - b) Check the mathematical accuracy and precision of the transfer payables table.
 - c) Select all or a sample of player transfers/loans, compare the corresponding agreements with the information contained in the transfer payables table and highlight the selected transfers/loans.
 - d) Select all or a sample of transfer payments, compare them with the information contained in the transfer payables table and highlight the selected payments.
 - e) If there is an amount due as at 31 March that concerns a transfer that occurred before 31 December of the previous year, verify that by 31 March at the latest:
 - i) an agreement has been reached as per Annex VIII(2)(b); or
 - ii) a dispute has arisen or a claim has been brought as per Annex VIII(2)(c) or has been contested as per Annex VIII(2)(d); or
 - iii) all reasonable measures have been taken as per Annex VIII(2)(e).
 - f) Examine all or a selection of bank statements in support of payments.
 - g) If applicable, procure and examine documents, including agreements with the relevant football clubs and/or correspondence with the competent bodies, in support of facts referred to in e(i), e(ii) and/or e(iii) above.
3. With regard to overdue payables in respect of employees, if the assessment is done by the licensor, it must assess the information submitted by the licence applicant, in particular the employees table and other corresponding supporting documents, as detailed below. If the assessment is carried out by an auditor, at least the same steps must be performed by the auditor:
 - a) Obtain the employees table prepared by management.
 - b) Reconcile the total payable in the list of employees to the "accounts payable to employees" amount in the annual or interim financial statements as at 31 December.
 - c) Obtain and inspect all or a randomly selected sample of employee confirmation letters and compare the information to that contained in the list of employees.
 - d) If, according to the licensor, there is an amount due as at 31 March that concerns payables in respect of contractual or other legal relations with employees that arose before the immediately preceding 31 December, verify that, by 31 March at the latest:
 - i) an agreement has been reached as per Annex VIII(2)(b); or
 - ii) a dispute has arisen or a claim has been brought as per Annex VIII(2)(c) or has been contested as per Annex VIII(2)(d).

- e) Examine all or a selection of bank statements in support of payments.
 - f) If applicable, examine documents, including agreements with the relevant employees and/or correspondence with the competent bodies, in support of the representations under d(i) and/or d(ii) above.
4. With regard to overdue payables towards tax authorities and social security authorities, if the assessment is done by the licensor, it must assess the information submitted by the licence applicant, in particular the tax/social security table and other corresponding supporting documents, as detailed below. If the assessment is carried out by an auditor, at least the same steps must be performed by the auditor:
- a) Obtain the tax/social security table prepared by management.
 - b) Reconcile the total payable in the tax/social security table to the “accounts payable to tax authorities / social security authorities” amount in the annual or interim financial statements as at 31 December.
 - c) Obtain corresponding supporting documents.
 - d) If there is an amount due as at 31 March that refers to payables towards tax authorities / social security authorities as a result of contractual or other legal relations with employees that arose before the immediately preceding 31 December, verify that, by 31 March at the latest:
 - i) an agreement has been reached as per Annex VIII(2)(b); or
 - ii) a dispute has arisen or a claim has been brought as per Annex VIII(2)(c) or has been contested as per Annex VIII(2)(d).
 - e) Examine all or a selection of bank statements in support of payments.
 - f) If applicable, examine documents, including agreements with the relevant tax authorities / social security authorities and/or correspondence with the competent bodies, in support of the representations under d(i) and/or d(ii) above.

D. Assessment of the written representation letter prior to the licensing decision

1. In respect of the written representation letter, the licensor must read it and consider the impact of all significant changes that have occurred in relation to the club licensing criteria.
2. The licensor must also read and consider the information in respect of any event 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.
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.
4. If the licence applicant (or the registered member of the UEFA member association which has a contractual relationship with the licence applicant within the meaning of Article 12) or any parent company of the licence applicant included in the reporting perimeter has sought or received protection from creditors pursuant to administrative regulations (including voluntary or forced administrative procedure) within the 12 months preceding the licence season, 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.
5. The licensor must check that the total amounts paid in the latest reporting period to or for the benefit of agents/intermediaries, presented in the audited financial statements assessed by the licensor, have been made publicly available either on the licence applicant’s website or the licensor’s website.

E. Assessment of future financial information

1. In respect of future financial information, the licensor must assess whether indicators as defined in Article 52 have been fulfilled. If any indicator has been breached, the licensor must:
 - a) assess the information submitted by the licence applicant in accordance with the procedure set out in paragraph 2 below; or
 - b) have an independent auditor review the auditor's report to ensure procedures performed are consistent with the procedure described in paragraph 2 below.
2. The assessment procedures must include, as a minimum, the following:
 - a) check whether the future financial information is arithmetically accurate and precise;
 - b) through discussion with management and a review of the future financial information, determine whether the future financial information has been prepared using the disclosed assumptions and risks;
 - c) check that the opening balances contained within the future financial information are consistent with the balance sheet shown in the immediately preceding audited annual financial statements or reviewed interim financial statements (if such interim statements have been submitted); and
 - d) check that the future financial information has been formally approved by the executive body of the licence applicant; and
 - e) if applicable, examine corresponding supporting documents, such as agreements with sponsors and banking facilities, a share capital increase, bank guarantees and minutes of board meetings.
3. The licensor must assess the liquidity of the licence applicant and 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 is not able to continue as a going concern until at least the end of the licence season.

F. Assessment of overdue payables – enhanced

1. In respect of the enhanced overdue payables requirements (towards football clubs, employees and tax authorities / social security authorities), the licensor must perform, as a minimum, the following assessment procedures:
 - a) read the payables information drawn up by the licensee and solicit additional information from the licensee if there is any information that may be incomplete and/or inaccurate based on the licensor's existing knowledge of the licensee from club licensing and/or other reasonable information sources;
 - b) in relation to the transfer payables information, verify the completeness of the list of players submitted with the information already disclosed for the purpose of player registrations for the 12-month period up to 30 June/30 September.

G. Assessment of break-even information

1. In respect of the break-even information, the licensor must assess whether the financial information submitted by the licensee corresponds to the information in respect of the same reporting entities submitted for the purposes of the club licensing system.
2. The assessment procedures must include, as a minimum, the following:
 - a) check whether the break-even information is arithmetically accurate and precise;
 - b) check that the balances contained within the break-even information are consistent with the balances contained in the audited financial statements, supplementary information and underlying accounting records;
 - c) check that the break-even information has been formally approved by the executive body of the licensee.
3. The licensor must confirm to the UEFA Club Financial Control Body the results of the above assessment procedures.

A. Summary of the calculation of the break-even result

1. Relevant income is equivalent to the sum of the following elements (detailed in Part B):

- a) revenue – gate receipts
- b) revenue – sponsorship and advertising
- c) revenue – broadcasting rights
- d) revenue – commercial activities
- e) revenue – UEFA solidarity and prize money
- f) revenue – other operating income
- g) profit on disposal of players (and/or income from disposal of players)
- h) excess proceeds on disposal of fixed assets
- i) finance income and foreign operations

relevant income must be decreased if any of the elements (a) to (i) above include any of the items (j) to (n) below (defined in Part B):

- j) non-monetary credits/income
- k) income transactions with related parties above market value
- l) income from non-football operations not related to the club
- m) income in respect of players for whom the licensee retains the registration rights
- n) credit in respect of a reduction of liabilities arising from procedures providing protection from creditors

2. Relevant expenses are equivalent to the sum of the following elements (detailed in Part C):

- a) expenses – cost of sales/materials
- b) expenses – employee benefit expenses
- c) expenses – other operating expenses
- d) loss on disposal and amortisation/impairment of player registrations (and/or costs of acquiring player registrations)
- e) finance costs and dividends

relevant expenses must be increased if any of the elements (a) to (e) above include the item (f) below (defined in Part c):

- f) expense transactions with related parties below market value.

Relevant expenses may be decreased if any of the elements (a) to (e) above include any of the items (g) to (m) below (defined in Part C):

- g) expenditure on youth development
- h) expenditure on local community development
- i) expenditure on the development of women's football
- j) non-monetary debits/charges
- k) finance costs directly attributable to the construction and/or substantial modification of tangible fixed assets
- l) costs of leasehold improvement
- m) expenses of non-football operations not related to the club

3. The break-even result does not include the following (defined in Part D):
- a) profit/loss on disposal and depreciation/impairment of certain tangible fixed assets
 - b) profit/loss on disposal and amortisation/impairment of certain intangible assets
 - c) tax expense/income

B. Relevant income

Definitions for the calculation of relevant income are as follows:

a) Revenue – gate receipts

Includes revenue derived from general admission and corporate match attendance, from both season tickets and matchday tickets, in relation to national competitions (league and cup), UEFA club competitions and other matches (friendly matches and tours). Gate receipts also include membership fees.

b) Revenue – sponsorship and advertising

Includes revenue derived from the main sponsor, other sponsors, pitch-perimeter and other board advertising, and other types of sponsorship and advertising.

c) Revenue – broadcasting rights

Includes revenue derived from the sale of broadcasting rights to television, radio, new media and other broadcast media, in relation to national competitions (league and cup) and other matches (friendly matches and tours).

d) Revenue – commercial activities

Includes revenue derived from merchandising, food and beverage sales, conferencing, lottery and other commercial activities not otherwise categorised.

e) Revenue – UEFA solidarity and prize money

Includes revenue derived from UEFA in respect of participation in UEFA competitions and/or solidarity distributions.

f) Revenue – other operating income

Includes all other operating income not otherwise described above, including revenue derived from other sources such as subsidies, grants, money from the government, rent, dividends and income from non-football operations.

g) Profit on disposal of player registrations or income from disposal of player registrations

For the calculation of relevant income, whether a club includes profit on disposal of player registrations or income from disposal of player registrations will depend on each club's method of accounting for player registrations in its financial statements and the application of the requirements defined below:

- i) For a club that uses the “capitalisation and amortisation” method of accounting for player registrations, profit on disposal of a player's registration is calculated by deducting the net book value of the player's registration at the time of the transfer, from the net disposal proceeds received and payable.

A profit on disposal of a player's registration will be reported if the net disposal proceeds exceed the net book value of the player's registration at the time of the transfer. Any such profit must be included within relevant income for the calculation of the break-even result.

- ii) For a club that uses the “income and expense” method of accounting for player registrations, income from disposal of a player's registration is the net disposal proceeds generated from the transfer of the player's registration to another club. The net disposal proceeds should equate to the monetary income from the disposal of the player's registration.

For the purpose of the break-even calculation:

- iii) For clubs which use the “capitalisation and amortisation” method of accounting for player registrations in their annual financial statements, relevant income and relevant expenses must

reflect this same accounting treatment.

- iv) For clubs which use the “income and expense” method of accounting for player registrations in their annual financial statements, the club can elect to apply either the “income and expense” or the “capitalisation and amortisation” method. The selected treatment must be applied on a consistent basis from one reporting period to the next.

h) Excess proceeds on disposal of tangible fixed assets

The profit on disposal of tangible fixed assets (including, but not limited to, a club’s stadium and training facilities) in a reporting period must be excluded from the break-even result with the following two exceptions:

- i) if a tangible fixed asset other than a stadium or training facilities is not being replaced, then the profit on disposal recognised in the income statement can be taken into account as a relevant income up to:
- the difference between the proceeds on disposal and the historical cost of the asset which was recognised as a tangible fixed asset in the financial statements of the reporting entity;
- ii) if a club demonstrates that it is replacing a sold fixed asset, then the profit on disposal recognised in the income statement can be taken into account as a relevant income up to:
- the difference between the proceeds on disposal and the full cost of the replacement asset which is recognised, or to be recognised, as a tangible fixed asset in the financial statements of the reporting entity;
 - the difference between the proceeds on disposal and the present value of 50 years’ minimum lease payments in respect of the replacement asset to be used by the club under a lease/rental arrangement.

i) Finance income and foreign operations

Finance income concerns interest revenue arising from the use of an entity’s interest-yielding assets by other entities.

A foreign operation is a foreign exchange result from gains and losses on monetary items, whether realised or unrealised. Foreign exchange gains and losses on non-monetary items, whether realised or unrealised, are non-monetary items and must be excluded from the break-even result (see Parts B(j) and C(j)).

j) Non-monetary credits/income

Appropriate adjustments must be made such that non-monetary credits are excluded from relevant income used in the break-even calculation.

Non-monetary items (e.g. tangible fixed assets, intangible assets such as intellectual property, and inventories) are items which do not meet the definition of monetary items. Monetary items are defined as units of currency held and assets and liabilities to be received or paid in a fixed or determinable number of units of currency. The essential feature of a monetary item is a right to receive (or an obligation to deliver) a fixed or determinable number of units of currency.

Examples of non-monetary items include:

- upwards revaluations of tangible fixed assets, intangible assets (including player registrations) and inventories;
- write-backs of amortisation/depreciation or impairment of tangible fixed assets and intangible assets (including player registrations); and
- foreign exchange gains/(losses) on non-monetary items.

k) Income transactions with related parties above market value

For the purpose of the break-even result, the licensee must determine the market value of all related party transactions. If the estimated market value is different from the recorded value, the relevant income must be adjusted accordingly, bearing in mind, however, that no upward adjustments can be made to relevant income.

Examples of income transactions with a related party that require a licensee to demonstrate the estimated market value of the transaction include:

- revenue from sponsorship arrangements;
- revenue from corporate hospitality tickets and/or use of executive boxes; and
- all transactions with a related party whereby goods or services are provided to the club.

Examples of income transactions with related parties that must be adjusted because they must not be included in relevant income are:

- monies received as a donation; and
- debt waivers.

Contributions from a related party may only be taken into consideration in the determination of the acceptable deviation (as defined in Article 61) as part of the assessment of the break-even requirement, as further described in Part D of this annex.

The definitions of related party, related party transactions and market value of a related party transaction are provided in Part F of this annex.

l) Income from non-football operations not related to the club

Income from non-football operations not related to the club (i.e. not related to the football activities, location or name of the football club) must be excluded from the calculation of relevant income.

Income from non-football operations related to the club (i.e. related to the activities, location or name of the football club) may be included in the calculation of the break-even result if the corresponding expenses are also included. In this case, both must be included from one reporting period to another.

Examples of activities that may be reported in financial statements as non-football operations are:

- operations based at, or in close proximity to, a club's stadium or training facilities, such as a hotel, restaurant, conference centre, business premises (for rental), healthcare centre, the premises of other sports teams; and
- operations clearly using the name of a club.

m) Income in respect of players for whom the licensee retains the registration rights

Appropriate adjustments must be made such that any income/profit in respect of a player for whom the licensee retains the registration rights is excluded from the calculation of the break-even result.

For the avoidance of doubt, all income/profit arising from the disposal of a player's economic rights can only be included as relevant income for the calculation of the break-even result following the permanent transfer of the player's economic rights to another club.

n) Credit reducing liabilities arising from protection from creditors

Any credit in respect of a reduction of liabilities arising from protection from creditors must be excluded from the calculation of the break-even result.

C. Relevant expenses

Definitions for the calculation of relevant expenses are as follows:

a) Expenses – cost of sales/materials

Include the cost of sales linked to all activities, such as catering, merchandise, medical care, kits and sports materials.

b) Expenses – employee benefit expenses

Include all forms of consideration in exchange for services rendered during the reporting period by employees, including directors, management and those charged with governance.

Employee benefit expenses cover all forms of consideration, including short-term employee benefits (such as wages, salaries, social security contributions, personal rights, profit sharing and bonuses), other benefits (such as medical care, housing, cars and free or subsidised goods), post-employment benefits (payable after completion of employment), other long-term employee benefits, premature termination benefits, and share-based payment transactions.

c) Expenses – other operating expenses

Include all other operating expenses, such as match expenses, rental costs, lease costs, depreciation charges in respect of the right to use assets, administration and overhead expenses, and expenses of non-football operations. In accordance with the minimum disclosure requirements in Annex 6 C, depreciation, amortisation and impairment of fixed assets are not included in other operating expenses and are to be separately disclosed in the profit and loss account.

d) Loss on amortisation/impairment and on disposal of player registrations or costs of acquiring player registrations

For the calculation of relevant expenses, whether a club includes amortisation/impairment of player registrations and loss on disposal of player registrations or costs of acquiring player registrations will depend on each club's method of accounting for player registrations in its financial statements and the application of the requirements defined below:

- i) For an entity that uses the "capitalisation and amortisation" method of accounting for player registrations in its annual financial statements, the amortisation and/or impairment of costs of acquiring player registrations in a reporting period must be calculated in accordance with the minimum accounting requirements as described in Annex 7 C.

The loss on disposal of a player's registration is calculated by deducting the net book value of the player's registration at the time of the transfer from the net disposal proceeds received and receivable.

A loss on disposal of a player's registration will be reported if the net disposal proceeds are less than the net book value of the player's registration at the time of the transfer. Any such loss must be included within relevant expenses for the calculation of the break-even result.

- ii) For an entity that uses the "income and expense" method of accounting for player registrations, the costs of acquiring a player's registration are recorded during a reporting period.

For the purpose of the break-even calculation:

- iii) For clubs which use the "capitalisation and amortisation" method of accounting for player registrations in their annual financial statements, relevant income and relevant expenses must reflect this same accounting treatment.

- iv) For clubs which use the "income and expense" method of accounting for player registrations in their annual financial statements, the club can elect to apply either the "income and expense" or the "capitalisation and amortisation" method. The selected treatment must be applied on a consistent basis from one reporting period to the next.

e) Finance costs and dividends

Finance costs include interest and other costs incurred by an entity in respect of the borrowing of funds, including interest on bank overdrafts and on bank and other loans, and charges in respect of leases.

Dividends are distributions to holders of equity instruments. If dividends are recognised in the financial statements, then, regardless of whether the dividends are presented in the profit and loss account or an alternative statement, the amount of dividends must be included as relevant expenses.

f) Expense transactions with related parties below market value

For the purpose of the break-even calculation, the licensee must determine the market value of all related party transactions. If the estimated market value is different from the recorded value, then the relevant expenses must be adjusted accordingly, bearing in mind, however, that no downward adjustments can be made to relevant expenses.

Examples of expense transactions include:

- any expense transactions with a related party whereby goods and/or services are provided to an entity in the reporting perimeter; and
- employee benefit expenses in respect of employees outside of the reporting perimeter if these employees contribute to the activities of entities in the reporting perimeter; and
- finance expense related to debt funding from a related party.

For additional definitions of the market value of related party transactions, refer to part F of this annex.

g) Expenditure on youth development

Appropriate adjustment may be made such that youth development expenses are excluded from the calculation of the break-even result. Expenditure on youth development activities means expenditure by a club that is directly attributable (i.e. would have been avoided if the club did not undertake youth development activities) to activities to train, educate and develop youth players involved in the youth development programme in the territory of the Czech Republic. The break-even requirement allows an entity to exclude expenditure on youth development activities from relevant expenses because the aim is to encourage investment and expenditure on facilities and activities for the long-term benefit of the club.

Activities that are considered youth development activities include, but are not limited to:

- i) organisation of youth football;
- ii) youth teams taking part in official national, regional or local competitions or programmes organised nationally, regionally or locally and recognised by the member association;
- iii) football education programme for the different age groups (playing ability and skills, technical, tactical and physical);
- iv) education programmes (laws of the game, anti-doping, integrity, antiracism);
- v) medical support for youth players; and
- vi) non-football education arrangements.

Directly attributable expenses include, but are not limited to:

- vii) costs of materials and services used when undertaking youth development activities, including accommodation costs, medical fees, educational fees, travel and subsistence, kit and clothing and facility hire;
- viii) costs of employee benefits for employees wholly involved in youth development other than players, such as the head of the youth development programme and youth coaches, as defined in Articles 38 and 39, if their employment by the club is wholly for youth development activities;
- ix) costs of employee benefits for employees who are youth players under the age of 18 as at the statutory closing date of the licensee. Costs of employee benefits for employees who are youth players aged 18 or over as at the statutory closing date of the licensee cannot be excluded from relevant expenses.

If a licensee cannot separately identify expenditure on youth development activities, such expenditure will not be treated as expenditure on youth development activities. The following are not considered expenditure on youth development activities for the purpose of this requirement:

- x) player scouting costs;
- xi) costs to obtain the registration of a youth player, such as any fees paid to an agent/intermediary or to another club;
- xii) selling, administrative and other general overhead expenditure, unless this expenditure can be directly attributed to youth development activities;
- xiii) costs of employee benefits for employees only partly involved in youth development activities (for example, a coach working part-time on youth development activities).

h) Expenditure on local community development

Appropriate adjustment may be made such that community development expenses are excluded from the calculation of the break-even result. Expenditure on community development activities means expenditure that is directly attributable (i.e. would have been avoided if the club did not undertake community development activities) to activities for the public benefit to promote participation in sport and advance social development.

Community development activities include, but are not limited to:

- i) the advancement of education;
- ii) the advancement of a healthy lifestyle;
- iii) the advancement of social inclusion and equality;

- iv) the prevention and relief of poverty;
- v) the advancement of human rights, conflict resolution or the promotion of religious or racial harmony, or equality and diversity;
- vi) the advancement of amateur sport;
- vii) the advancement of environmental protection or improvement;
- viii) the relief of those in need by reason of youth, age, ill health, disability, financial hardship or other disadvantage.

Directly attributable expenses include, but are not limited to:

- ix) costs of materials and services used when undertaking community development activities;
- x) costs of employee benefits for employees wholly involved in community development activities;
- xi) donations to other entities for which the purpose is to promote participation in sport and/or advance social development.

If an entity cannot separately identify expenditure on community development activities, such expenditure will not be treated as expenditure on community development activities. The following are not considered expenditure on community development activities for the purpose of this requirement:

- xii) selling, administrative and other general overhead expenditure, unless this expenditure can be directly attributed to community development activities;
- xiii) costs of employee benefits for employees only partly involved in community development activities (for example, a player having some form of involvement in community development activities).

i) Expenditure on women's football activities

Appropriate adjustment may be made such that women's football expenses are excluded from the calculation of the break-even result.

Expenditure on women's football activities means expenditure by a licensee that is directly attributable to activities for the travel, education and development of players involved in women's teams (i.e. it would have been avoided if the licensee did not undertake women's football activities) in the territory of the Czech Republic.

Women's football activities include, but are not limited to:

- i) organisation of women's football;
- ii) women's teams taking part in official national, regional or local competitions organised by the FACR.

Direct expenses include, but are not limited to:

- iii) costs of materials and services used when undertaking women's football activities, including accommodation costs, medical fees, educational fees, travel and subsistence, kit and clothing and facility hire;
- iv) costs of employee benefits for employees directly involved in women's football activities, such as players and technical staff, if their employment by the licensee is for the purpose of women's football activities.

If a licensee cannot separately identify expenditure on women's football activities from other expenditure, then such expenditure will not be treated as expenditure on women's football activities. The following costs are not eligible expenditure on women's football activities for the purpose of this requirement:

- v) player scouting costs;
- vi) costs to obtain the registration of players paid to an agent/intermediary or to another club;
- vii) selling, administrative and other general expenditure, unless this expenditure can be directly attributed to women's football activities;
- viii) costs of employee benefits for employees only partly involved in women's football activities (for example, a coach working part time on women's football activities).

j) Non-monetary debits/charges

Appropriate adjustments may be made such that non-monetary debits/charges are excluded from relevant expenses for the break-even calculation.

Non-monetary items (such as tangible fixed assets, intangible assets, and inventories) are items which do not meet the definition of monetary items. Monetary items are defined as units of currency and assets and liabilities to be received or paid in a fixed or determinable number of units of currency. The essential feature of a monetary item is a right to receive (or an obligation to pay) a fixed or determinable number of units of currency.

Examples of non-monetary debits/charges include:

- downwards revaluations of inventories;
- foreign exchange losses on non-monetary items.

k) Finance costs directly attributable to the construction and/or substantial modification of tangible fixed assets

A licensee may exclude from the calculation of the break-even result any finance costs that are directly attributable to the construction and/or substantial modification of an asset for use for the club's football activities, provided the finance costs have been expensed in a reporting period rather than capitalised as part of the cost of the asset, up until when the asset is ready for use.

The amount that may be adjusted is the actual interest expense (not otherwise capitalised) less any investment income on the temporary investment of the amount borrowed, to which the interest relates. The relevant interest is from the date when the entity incurs expenditure for the asset, incurs borrowing costs, and undertakes activities that are necessary to prepare the asset for its intended use or sale, until the date of completion of the asset.

After completion of the construction and/or substantial modification of an asset, all finance costs must be included in the calculation of the break-even result.

l) Costs of leasehold improvement

A licensee may exclude from the calculation of the break-even result construction and/or substantial modification costs it has incurred on an asset that has been leased for at least ten years if such costs:

- (i) can be measured reliably;
- (ii) will result in future economic benefits to flow to the licensee;
- (iii) are not otherwise capitalised.

For the avoidance of doubt, the break-even result must include day-to-day servicing and regular maintenance costs in relation to specific items of property, plant or equipment. All such costs should be accounted for in the profit and loss account.

m) Expenses of non-football operations not related to the club

The expenses of non-football operations clearly and demonstrably not related to the activities, location or name of the football club may be excluded from the calculation of relevant expenses.

The expenses of non-football operations related to the club (the activities, location or name of the football club) must be included in the break-even calculation if the corresponding income is also included. In this case, they must be included from one reporting period to another.

For examples of non-football operations related to the club, see Part B(l).

D. Items not included in the calculation of the break-even result:

The following items are not included in the calculation of the break-even result:

a) Profit/loss on disposal and depreciation/impairment of tangible fixed assets

Profit (or loss) on the disposal of a tangible fixed asset is calculated as the sale proceeds (less costs incurred to sell) less the net book value (as per the balance sheet) of the asset at the date of sale.

Depreciation is the tax deductible amount of wear and tear of an asset over its useful life, i.e. the period over which an asset is expected to be available for use by an entity. An impairment loss is the amount

by which the carrying amount of a fixed asset exceeds its fair value, i.e. the amount of the fair value less costs to sell and use.

The profit/loss on disposal and depreciation/impairment of fixed assets is excluded from the calculation of the break-even result because the aim is to encourage investment and expenditure on facilities and activities for the long-term benefit of the club.

For the avoidance of doubt, any depreciation charge in respect of the right to use assets (for operating leases) must be included in the calculation of the break-even result.

b) Profit/loss on disposal and amortisation/impairment of other intangible fixed assets other than player registrations

An intangible asset is an identifiable non-monetary asset without physical substance (e.g. goodwill arising on a business combination). An asset is a resource that is controlled by the entity as a result of past events (for example, purchase or self-creation) and from which future economic benefits (inflows of cash or other assets or reduced future costs) are expected.

Profit (or loss) on the disposal of an intangible asset is calculated as the sale proceeds (less costs incurred to sell) less the net book value (as per the balance sheet) of the asset at the date of sale.

Amortisation is the systematic allocation of the depreciable amount of an asset over its useful life, i.e. the period over which an asset is expected to be available for use by an entity. An impairment loss is the amount by which the carrying amount of an asset exceeds its market value less costs to sell.

The profit/loss on disposal and amortisation/impairment loss of intangible fixed assets other than in respect of player registrations in a reporting period can be excluded from the calculation of the break-even result. However, if the intangible asset generates or will generate relevant income, then the related amortisation/impairment must also be recognised as relevant expense.

For the avoidance of doubt, the amortisation/impairment of the costs of acquiring player registrations must be included in the calculation of the break-even result for a reporting period (see Part C(d)).

c) Tax expense

Tax expense in respect of income tax includes all domestic and foreign taxes that are based on taxable profit. Taxable profit (tax loss) is the profit (loss) for a reporting period upon which income taxes are payable (recoverable). Tax expense is the amount recognised for a reporting period in respect of the current and future tax consequences of transactions and other events.

Tax expense does not include value added tax or social security contributions in respect of employees.

The tax amount – whether it is a credit or a debit in the profit and loss account – is excluded from the calculation of the break-even result.

E. Contributions from equity participants and/or related parties

1. Acceptable deviation may exceed EUR 5 million up to the amount described in Club Monitoring Regulations, article M7 in a monitoring period only if such excess is entirely covered by contributions from equity participants and/or related parties. The cash or cash equivalents must have been received by the entity, rather than just some form of promise or commitment from the equity participants and/or the related parties.
2. Contributions from equity participants are:
Share capital increase: payments for shares through the share capital or share premium reserve accounts (i.e. investing in equity instruments in their capacity as shareholder) less capital reductions.
3. Contributions from related parties include:
 - a) Capital contributions, received from a related party as a donation: that is an unconditional gift made to the reporting entity which increases its equity without any obligation for repayment or to do anything in consideration for receiving it. For example, a waiver of inter-company or related party debt constitutes a capital contribution, as it results in an increase in equity; or
 - b) income transactions from a related party: the amount to be considered a contribution will be no more than an amount equivalent to the difference between the actual income in a reporting period and

the market value of the transactions in a reporting period as already recognised in the calculation of the break-even result (see Part B(k)).

4. The following types of transactions are not “contributions from equity participants and/or related parties”:
 - i) positive movements in net assets/liabilities arising from a revaluation;
 - ii) creation, or increase in the balance, of other reserves where there is no contribution from equity participants;
 - iii) a transaction whereby the entity has the obligation to act or perform in a certain way;
 - iv) contributions from owners in respect of instruments classified as liabilities.

F. Related party, related party transactions and market value of related party transactions

1. A related party is a person or entity that is related to the entity that is preparing its financial statements (the “reporting entity”). In considering each possible related party relationship, attention is directed to the substance of the relationship and not merely the legal form.
2. A person or a close member of that person’s family (i.e. those family members who may be expected to influence, or be influenced by, that person in his dealings with the entity, including that person’s children and spouse or partner, children of that person’s spouse or partner, and dependants of that person or that person’s spouse or partner) is related to a reporting entity if that person:
 - a) has control or joint control over the reporting entity;
 - b) has significant influence over the reporting entity; or
 - c) is a member of the key management personnel of the reporting entity or of a parent of the reporting entity.
3. An entity is related to a reporting entity if any of the following conditions apply:
 - a) the entity and the reporting entity are members of the same group (which means all subsidiaries are related to each other and to the parent);
 - b) the entity and the reporting perimeter are controlled, jointly controlled, or significantly influenced by the same government or by the same party;
 - c) one entity has significant influence over the other entity;
 - d) one entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member);
 - e) both entities are joint ventures of the same third party;
 - f) one entity is a joint venture of a third entity and the other entity is an associate of the third entity;
 - g) the entity is controlled or jointly controlled by a person identified in paragraph 2;
 - h) a person identified in paragraph 2(a) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity);
 - i) the entity, or any member of a group of which it is a part, provides key management personnel services to the reporting entity.
4. A related party transaction is a transfer of resources, services or obligations between related parties, regardless of whether a price has been charged (disclosure requirements in respect of related parties and related party transactions are set out in Annex VI).
5. A related party transaction may, or may not, have taken place at market value. Market value is the amount for which an asset could be exchanged, or a liability settled, between knowledgeable willing parties in an arm’s length transaction. An arrangement or a transaction is deemed to be “not transacted on an arm’s length basis” if it has been entered into on terms more favourable to either party to the arrangement than would have been obtained if there had been no related party relationship.

6. In situations where the declared fair value of the related party transaction is investigated by the UEFA CFCB, an independent third party assessor will perform a fair value assessment conform to standard market practices and assign a fair value to the related party transaction. The club may choose an independent third party approved by UEFA. In this case, the third party must not be subject to any conflict of interest with the club (e.g. otherwise currently contracted with the club in any other business). The value assigned by the independent third party will then be used for the calculation of the break-even result.

7. For the purpose of the break-even calculation, the licensee must apply the following adjustments in respect of the transfer of a player between clubs that are related parties:

a) Permanent player transfer

- The club that has obtained the player on a permanent transfer must calculate amortisation for the reporting period (consistent with the requirements set out in Annex VII) using the cost of acquiring the player's registration that is the greater of:

- i) the actual transaction cost of acquiring the player's registration;
- ii) the historical costs of acquiring the player, presented in the financial statements of the club that has transferred-out the player.

If the calculated amortisation charge is greater than the recorded amortisation charge, then an appropriate adjustment must be made so that the difference between the calculated and the recorded amortisation charge is included as a relevant expense in the break-even calculation.

- The club that has transferred out the player must calculate a profit/loss on disposal (consistent with the requirements set out in Annex VII) using an amount for disposal proceeds that is the lower of:

- iii) the actual transaction proceeds on disposal; and
- iv) the net book value in respect of the costs of acquiring the player's registration in its financial statements.

If the calculated profit on disposal is lower than the recorded profit on disposal, then an appropriate adjustment must be made so that the difference between the calculated and the recorded profit on disposal is excluded from relevant income for the break-even calculation. This difference for an equivalent amount can be reported as contributions from a related party.

b) Player loans

- The club that has temporarily transferred in the player's registration must calculate an expense amount in respect of the player for the reporting period using an amount that is the greater of:

- i) the actual transaction cost in the reporting period; and
- ii) the aggregate amount of the amortisation charge in respect of the player's registration and the employee benefit expenses in respect of the player for the period of the loan as recorded in the financial statements of the club that has temporarily transferred out the player.

If the calculated expense is greater than the recorded expense, then an appropriate adjustment must be made so that the difference between the calculated and the recorded expenses is included as relevant expense in the break-even calculation.

- The club that has temporarily transferred out the player must calculate an income amount in respect of the player for the reporting period using an amount that is the lower of:

- iii) the actual transaction income in the reporting period; and
- iv) the aggregate amount of the amortisation charge in respect of the player's registration and the employee benefit expenses in respect of the player for the period of the loan as recorded in the financial statements of the club that has temporarily transferred out the player.

If the calculated income amount is lower than the recorded income, then an appropriate adjustment must be made so that the difference between the calculated and the recorded income is excluded from relevant income for the break-even calculation.

To be eligible to participate in the UEFA Women's Champions League, a licence applicant must fulfil the following club licensing criteria:

SPORTING CRITERIA

ARTICLE W1 – YOUTH TEAMS

- a) The licence applicant must at least have two women's youth teams in the U12 to U18 age categories at the club or within another organisation included in the reporting perimeter (e.g. a registered association), or at a club affiliated to its organisation.
- b) Each women's youth team must take part in championships organised by the FACR.

ARTICLE W2 – MEDICAL CARE OF PLAYERS

- a) The licence applicant must establish and apply a policy and rules to ensure that all players eligible to play for its women's senior team undergo a yearly medical examination in accordance with the relevant provisions of the UEFA Medical Regulations.
- b) The licence applicant must establish and apply a policy and rules to ensure that all players above the age of 12 undergo a yearly general medical examination. The results of examinations must be recorded in the player's medical card, including their personal and family medical history, a record of medicinal products used, vaccinations, and any other special examinations, and recorded under Medical Card in SAFE. When a player is transferred, their medical card must be forwarded to the competent doctor at the new club.

ARTICLE W3 – REGISTRATION OF PLAYERS

All the licence applicant's players must be registered members of the FACR.

ARTICLE W4 – WRITTEN CONTRACT WITH PROFESSIONAL PLAYERS

All licence applicants' professional players must have a written contract with the licence applicant, negotiated in accordance with the relevant provisions of the FIFA Regulations on the Status and Transfer of Players.

ARTICLE W5 – REFEREEING MATTERS AND LAWS OF THE GAME

- a) The licence applicant must arrange for attendance at a meeting, training session or course on refereeing matters provided by the FACR or with its collaboration.
- b) As a minimum, the women's senior team captain or her replacement and the women's senior team head coach or the assistant head coach must attend this meeting, session or course.

ARTICLE W6 – RACIAL EQUALITY AND ANTI-DISCRIMINATION PRACTICE

The licence applicant must establish and apply a policy and rules to tackle racism and discrimination in football in line with UEFA's 10-point plan on racism as defined in the UEFA Safety and Security Regulations.

ARTICLE W7 – CHILD PROTECTION AND WELFARE

The licence applicant must establish and apply UEFA guidelines and rules to protect and ensure the welfare of youth players and ensure they are in a safe environment when participating in activities organised by the licence applicant.

INFRASTRUCTURE CRITERIA

ARTICLE W8 – STADIUMS FOR MATCHES ORGANISED BY UEFA

- a) The licence applicant must have a stadium available for the UEFA Women's Champions League, which must be within the territory of the Czech Republic and approved by the FACR.
- b) If the licence applicant is not the owner of a stadium, it must provide a written contract with the owner(s) of a stadium on its authorisation to use that stadium.
- c) It must be guaranteed that the stadium can be used by the club throughout the licence season for UEFA home matches.
- d) The stadium must fulfil the minimum requirements defined in the UEFA Stadium Infrastructure Regulations and in the FACR Sports Infrastructure Regulations (2019 edition), and must be classified by the FACR Stadiums Commission at least as a category 2 stadium in accordance with Annex XV.

ARTICLE W9 – TRAINING FACILITIES

- a) The licence applicant must have training facilities available that can be used by the club throughout the licence season.
- b) It must be guaranteed that the training facilities can be used by all teams of the licence applicant throughout the licence season.

PERSONNEL AND ADMINISTRATIVE CRITERIA

ARTICLE W10 – CLUB SECRETARIAT

The licence applicant must have appointed an adequate number of skilled secretarial staff according to its needs to run its daily business. It must have office space in which to run its administration. It must ensure that its office is open to communicate with the licensor and the public and that it is equipped, as a minimum, with a phone, fax, and devices for the dispatch and receipt of electronic mail.

ARTICLE W11– WOMEN'S TEAM MANAGER

The licence applicant must have appointed a women's team manager who is responsible for matters pertaining to the women's teams.

Article W12 – MEDICAL DOCTOR

- a) The licence applicant must have appointed at least one doctor who is responsible for medical support of the women's senior team during matches and training, as well as for doping prevention.
- b) The qualification of the medical doctor must be recognised by the appropriate national authorities.
- c) The doctor must be duly registered with the FACR.
- d) At least once a year, the women's senior team doctor is required to attend a seminar held by the FACR for club medical representatives.

ARTICLE W13 – PHYSIOTHERAPIST

- a) The licence applicant must have appointed at least one physiotherapist, who is responsible for medical treatment and massages for the women's senior team during matches and training.
- b) The qualification of the physiotherapist must be recognised by the appropriate national authorities.
- c) The physiotherapist must be duly registered with the FACR.
- d) At least once a year, the women's senior team physiotherapist is required to attend a seminar held by the FACR for club medical representatives.

ARTICLE W14 – HEAD COACH OF THE WOMEN'S SENIOR TEAM

- a) The licence applicant must have appointed at least one qualified head coach who is responsible for football matters pertaining to the women's senior team.

- b) The head coach of the women's senior team must hold at least a valid UEFA A licence.
- c) The head coach of the women's senior team must be duly registered with the FACR.
- d) At least once a year, the head coach of the women's senior team is required to attend a seminar held by the FACR and/or the FACR Rules Commission.

ARTICLE W15 – HEAD YOUTH COACH

- a) For each women's youth team required by these Regulations (Article W1(a)), the licence applicant must have appointed at least one qualified coach who is responsible for all matters related to that team.
- b) The coach of the women's youth team must hold at least a valid UEFA A licence.
- c) The coach of the women's youth team must be duly registered with the FACR.
- d) At least once a year, the coach of the women's youth team is required to attend a seminar held by the FACR and/or the FACR Rules Commission.

ARTICLE W16 – RIGHTS AND DUTIES

The rights and duties of the personnel defined in Articles W10 to W15 must be set in writing.

ARTICLE W17 – DUTY OF REPLACEMENT DURING THE SEASON

- a) If a function defined in Articles W10 to W15 becomes vacant during the licence season, the licensee must ensure that, within a period of 60 days, the function is taken over by someone who meets the relevant qualification requirements.
- b) 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 it is reasonably satisfied that the person concerned is still medically unfit to resume his duties.
- c) The licensee must promptly notify the FACR of any such replacement.

LEGAL CRITERIA

ARTICLE W18 – DECLARATION IN RESPECT OF PARTICIPATION IN THE WOMEN'S CHAMPIONS LEAGUE

- a) The licence applicant must submit a legally valid declaration confirming the following:
 - i) it recognises as legally binding the statutes, regulations, directives and decisions of FIFA, UEFA, and the FACR, as well as the jurisdiction of the Court of Arbitration for Sport (CAS) in Lausanne as provided in the relevant articles of the UEFA/FACR Statutes;
 - ii) at national level it will participate in competitions recognised and endorsed by the FACR (e.g. the league or cup);
 - iii) at international level it will participate in competitions recognised by UEFA or FIFA (to avoid any doubt, this provision does not relate to friendly matches);
 - iv) it will promptly inform the licensor of any significant change or event of major economic importance;
 - v) it will abide by and observe the club licensing regulations of the FACR;
 - vi) it will abide by the UEFA Club Licensing and Financial Fair Play Regulations;
 - vii) all submitted documents are complete and correct;
 - viii) it authorises the competent FACR club licensing bodies, the UEFA administration and the UEFA Organs for the Administration of Justice to examine any relevant document and seek information from any relevant public authority or private body in accordance with national law;
 - ix) it acknowledges that UEFA reserves the right to execute audits of compliance with obligations deriving from these Regulations in accordance with Article 71.
- b) The declaration must be executed by an authorised representative of the licence applicant no more than three months prior to the deadline for its submission to the licensor.

ARTICLE W19 – MINIMUM LEGAL INFORMATION

- a) The licence applicant must submit a copy of its current, valid statutes.
- b) The licence applicant must further submit an extract from a public register (e.g. the Commercial Register) or an extract from the FACR club register containing the following minimum information:
 - i) complete legal name;
 - ii) address of headquarters;
 - iii) legal form;
 - iv) list of authorised signatories;
 - v) type of signature required (e.g. individual or collective).

FINANCIAL CRITERIA

ARTICLE W20 – ANNUAL FINANCIAL STATEMENTS

- a) Annual financial statements in respect of the statutory closing date prior to the deadline for submission of the application to the licensor and prior to the deadline for submission of the list of licensing decisions to UEFA must be prepared and submitted in accordance with national legislation.
- b) The annual financial statements must consist of a balance sheet and a profit and loss account as a minimum.

ARTICLE W21 – NO OVERDUE PAYABLES TOWARDS CLUBS, EMPLOYEES AND STATE AUTHORITIES

The licence applicant must prove that it has no overdue payables towards other football clubs, employees and state authorities (social security/tax), as set out in Articles 49, 50 and 50/A. For the purpose of this provision, the term “employees” includes all professional players, as well as the administrative, technical and medical staff specified under Articles W11 to W15 above.

ANNEX XIV – NEW TEAMS TO LFA CLUB COMPETITION

1. A club qualifying for the second highest LFA competition (League II) on sporting merit undergoes the club licensing process, on the basis of the conditions and procedures laid down by the licensor, via the Manager.
2. The licensor, via the Manager, sets the necessary deadlines and minimum criteria for clubs newly promoted to the second highest LFA competition (League II), and the CFL/MSFL notify them to any interested parties by 31 January of the calendar year.
3. A club qualifying for the second highest LFA competition (League II) on sporting merit undergoes the club licensing process in accordance with Annex XIV, paragraph 1 and 2; it must comply with the set minimum criteria, with the exception of the infrastructure category, where it may exercise the “right to a transitional period for the second highest LFA club competition”.
4. For a club, the right to a transitional period in the second highest LFA club competition means:
 - a) playing away from its headquarters, at a stadium that is a minimum of category 2, in accordance with the terms and conditions of the Sports Infrastructure Regulations, Annex XVI, throughout a season, but not beyond 30 June of the year following entry to the second-highest LFA club competition (League II) on sporting merit;
 - b) the choice of stadium location is limited to Moravia (for Moravian clubs) and Bohemia (for Bohemian clubs);
 - c) submitting a valid lease contract for the entire season, concluded with the stadium owner(s).
5. The right to a transitional period for the second-highest LFA club competition (League II) cannot be exercised repeatedly. Specifically, it may not be exercised again until four subsequent seasons have passed.

ANNEX XV – STADIUM RECONSTRUCTION

1. A club actively participating in a given LFA club competition (League I or League II) may exercise the “right to stadium reconstruction” for at least one season.
2. For a club, the right to stadium reconstruction in the highest LFA club competition, League I, means:
 - a) playing away from its headquarters, at a stadium that is a minimum of category 3, in accordance with the terms and conditions of the FACR Sports Infrastructure Regulations (Annex XVI), until its own stadium (at the club’s headquarters) is classified under category 3 in accordance with the terms and conditions of the FACR Sports Infrastructure Regulations (Annex XVI), such being for a maximum of two years from the commencement of reconstruction/conversion, but at the earliest from the start of the autumn or the start of the spring part of the season, whichever is earlier.
 - b) the choice of location is limited to Moravia (for Moravian clubs) and Bohemia (for Bohemian clubs);
 - c) submitting a valid lease contract for the entire season, concluded with the stadium owner, on the authorisation to use that stadium;
 - d) if the infrastructure at the place of the club’s headquarters is not completed within three years of the commencement of reconstruction/conversion, the following penalties will be imposed on the club:
 - i) relegation to a lower competition, even if the club is not in the relegation zone, at the end of the season;
 - ii) a fine of CZK 3,000,000 (three million Czech crowns). This fine will be recovered by the LFA Disciplinary Commission.
3. For a club, the right to stadium reconstruction in the second highest LFA club competition, League II, means:
 - a) playing away from its headquarters, at a stadium that is a minimum of category 2, in accordance with the terms and conditions of the FACR Sports Infrastructure Regulations (Annex XVI), until its own stadium (at the club’s headquarters) is classified under category 2 in accordance with the terms and conditions of the FACR Sports Infrastructure Regulations (Annex XVI), such being for a maximum of two years from the commencement of reconstruction/conversion, but at the earliest from the start of the autumn or the start of the spring part of the season, whichever is earlier.
 - b) the choice of location is limited to Moravia (for Moravian clubs) and Bohemia (for Bohemian clubs);
 - c) submitting a valid lease contract for the entire season, concluded with the stadium owner(s), on the authorisation to use that stadium;
 - d) if the infrastructure at the place of the club’s headquarters is not completed within three years of the commencement of reconstruction/conversion, the following penalties will be imposed on the club:
 - i) relegation to a lower competition, even if the club is not in the relegation zone, at the end of the season;
 - ii) a fine of CZK 1,000,000 (one million Czech crowns). This fine will be recovered by the LFA Disciplinary Commission.