

2022/2023



Domestic Club Licensing Regulations



Domestic Club Licensing Regulations

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2022/2023



Terminology

Article (1):

In the field of application of these regulations, the following terms and expressions shall have the meanings indicated next to each of them, unless the context requires otherwise.

<p>It is the working document that clarifies the club licensing regulations in the Kuwait Football Association and the directives contained in these regulations, which provide the licensing body and license applicants with a better understanding of the applicable standards and standardized evaluation procedures related to financial standards, these regulations provide details of the requirements and minimum requirements. These regulations consist of five types of standards and a main process. The requirements of the AFC Club Licensing Regulations shall be conveyed in the “The Domestic Club Licensing Regulations.”</p>	<p>: KFA Club Licensing Regulations</p>
<p>Premier League, First Division League, KFA Cup, H.H. Prince Cup, H.H. Crown Prince Cup</p>	<p>: Kuwait FA’s Clubs Competitions</p>
<p>Season 2022/2023 (Current)</p>	<p>: KFA Sport Season</p>
<p>These regulations clarify the requirements to be adhered to by the clubs and they set out the minimum requirements for a Stadium to be eligible to host matches in KFA competitions.</p>	<p>: KFA Stadium Regulations</p>
<p>A complete set of financial statements prepared as at the Statutory Closing Date, normally including a balance sheet, profit and loss account, a statement of cash flows and those notes, other statements and explanatory material that are an integral part of the financial statements.</p>	<p>: Annual Financial Statements</p>
<p>The objective of an audit of financial statements is to enable the auditor to express an opinion whether the financial statements are prepared, in all Material respects, in accordance</p>	<p>: Audit</p>



with an identified financial reporting framework. The phrases used to express the auditor's opinion are "give a true and fair view" or "present fairly, in all material respects", which are equivalent terms. A similar objective applies to the audit of financial or other information prepared in accordance with appropriate criteria.

In an audit engagement, the auditor provides a high but not absolute, level of assurance that the information subject to audit is free of Material misstatement. This is expressed positively in the audit report as reasonable assurance.

The schedules containing an entity's Future Financial Information, based on management's assumptions about events that may occur in the future and possible actions by an entity.

It consists of actual cash and demand deposits. Cash equivalents are short-term, highly liquid investments that can be converted into specific amounts of cash and are subject to an insignificant risk of change in their value.

Financial statements of a Group presented as those of a single economic entity.

The power to govern the financial and operating policies of an entity so as to obtain benefits from its activities.

The minimum requirements that the licensor must apply to verify compliance with the criteria mentioned in the Regulations as a basis for granting the license to the applicant.

The requirements applicable to the grant of Licences to Licence Applicants, as set out in these Regulations, which are divided into five categories (sporting, infrastructure, personnel and administrative, legal and financial). Each category has been divided into three grades (A, B, C).

The date on which the licensor must provide the Kuwait Football Association with a list of clubs that have been granted licenses by local decision-making bodies. This date is determined by the Kuwait Football Association every year and the licensor is informed of that date.

: **Budget**

: **Cash & equivalents**

: **Consolidated Financial Statement(s)**

: **Control**

: **The Core Process**

: **Club Licensing Criteria**

: **Deadline to submit a list of licensed clubs to the Kuwait Football Association**



The date on which the licensor requires clubs wishing to obtain a license to submit all the documents required to obtain that license.	: Deadline to submit applications to the licensor
The financial reporting period ending on the Statutory Closing Date, whether this is a year or not, and which is not an Interim Period.	: Financial Year
An auditor who is independent of the entity, under the IFAC Code of Ethical and Professional Conduct for Professional Accountants.	: The independent auditor
It is a certificate confirming the fulfillment of all the mandatory requirements by the licensor for the purpose of initiating the registration procedures for local competitions.	: Licensing
A legal entity responsible wholly and exclusively for the football team participating in the club competitions that apply club licensing.	: The License Applicant
The license applicant who has been granted the license by the Licensor	: The Licensee
The staff within the Licensor that deals with club licensing matters.	: Licensing Administration
The season for which a Licence Applicant has been granted a Licence. (Also, the season in which the Licence will also be issued)	: Licence Season
The procedures by which the Licence is granted.	: Licensing procedures
The Body that operates the domestic club licensing system and grants the Licences in accordance with these Regulations.	: Licensor
The registered member and/or company or group that is required by those regulations to provide the licensor with constituent statements or consolidated financial statements.	: Report about the entity/entities
KFA season for which a Licence Applicant has applied for a Licence. (for instance 1 Jan. -31 Dec.).	: Licence Season
The venue for a competition match including, but not limited to, all surrounding properties and facilities (for example, offices, hospitality areas, press centre and accreditation centre).	: Stadium
The annual accounting reference date of the Reporting Entity.	: Statutory Closing Date



1. The Licensor shall ensure equal treatment of all Licence Applicants during the core process.

2. The Licensor shall guarantee the Licence Applicants full confidentiality with regard to all information submitted during the licensing process. Anyone involved in the licensing process or appointed by the Licensor shall sign a confidentiality agreement before assuming their tasks

The Licensor must establish a written procedure to ensure that all those involved in the club licensing system respect the principles of independence. The written procedure must:

a) Impose that all those involved in the Club Licensing System declare in writing their independence upon their appointment;
b) Require that the members of the Decision-Making Bodies also declare orally their independence at the beginning of each meeting;

c) Describe the method by which independence is guaranteed;
d) Stipulate the consequences should there be any doubt as to the independence of anyone involved in the Club Licensing System.

2. Should conflicts of interest arise, a new written declaration must promptly be signed.

3. All those involved in the Club Licensing System must be aware of their responsibilities in respect of the principles of independence and must abstain if there is any doubt as to their independence from the License Applicants/Licensees or if there is a conflict of interest.

1. The decision-making bodies are the First Instance Body (FIB) and the Appeals Body (AB). These bodies must be independent of each other and the Licensor.

2. The First Instance Body decides on whether a Licence should be granted to an applicant on the basis of the documents provided by the submission deadline set by the Licensor and on whether a Licence should be withdrawn upon the application of the licensing manager.

: Equal Treatment and Confidentiality

Independence

: The Decision-Making Bodies



3. The Appeals Body decides on appeals and makes a final decision on whether a Licence should be granted or withdrawn.

4. Appeals may only be lodged by: a) a Licence Applicant who received a refusal from the First Instance Body; b) a Licensee whose Licence has been withdrawn by the First Instance Body; or c) the licensing manager). The Appeals Body shall make its decision based on the decision of the First Instance Body and only based on the evidence provided by the Licence Applicant or Licensor before the First Instance Body. A request for appeal shall be made by the set deadline.

5. The NSAT (National Arbitration Tribunal) shall be the final appellate authority. In this respect, particular attention must be paid to the relevant deadlines for entering the competitions.

6. The quorum of the decision-making bodies must be at least three (3) members. In case of a tie, the chairperson has the casting vote.

1- The FIB or the AB may impose on the license applicant one or more of the following penalties: • Warning. • Financial fine. • Obligating the club to provide additional evidence and/or fulfill certain conditions within a specified time. • Withholding or withdrawing financial grants and prizes. • Withdrawal of the license. •

2- The Club Licensing Manager, the FIB or the AB may refer any matter to the judicial committees of the Kuwait Football Association in the event that the license applicant or the licensee is suspected of violating one of the provisions of the Discipline and Ethics Regulations and other regulations of FIFA, the AFC and the Kuwait FA. Such as: submitting false documents, not respecting deadlines, etc.).

: **Catalogue of Sanctions**



Introduction / Objectives

Article (2): Introduction & Scope of Application:

- 1- The provisions of these regulations apply for the 2022/2023 sports season
- 2- The 'Kuwait Club Licensing Regulations' are the main working document of the licensing entities, which contain the main minimum requirements of the FIFA \ AFC.
- 3- The AFC has set mandatory requirements that must be met to ensure unified quality standards across the Asian continent. While the licensor has adopted some criteria taking into account the specific needs of domestic football and in accordance with domestic competitions.

Article (3): Objectives:

These Regulations aim to:

- a) Safeguard the credibility and integrity of all club football competitions in Kuwait and in Asia;
- b) Assisting in developing the level of clubs in all financial, sports, legal, administrative and infrastructure areas.
- c) Further promotion and sustainable improvement of standards in all areas concerned with football and the sustainability of the priority of training and nurturing young players in all clubs.
- d) Increasing the level of management and organization within the clubs.
- e) Improve the financial & economic capability of the clubs, increasing their transparency and credibility, and place the necessary importance on the protection of creditors;
- f) Improve clubs' sporting infrastructure to provide the various stakeholders (including spectators and media) with well- equipped and safe Stadiums and facilities.



- g) Ensuring the continuity of domestic competitions.
- h) Monitoring sound financial performance in competitions.

Duties of Licensing Committee Licensor

- a) Commitment to implement the regulations and systems related to club licensing at the FIFA\AFC, as well as compliance with what was stated in the domestic licensing regulations of the Kuwait Football Association.
- b) Reviewing and approving the applications submitted by the sports clubs participating in the KFA domestic competitions.

Duties of Licensing Administration

- a) Supporting clubs towards achieving the necessary license to participate in the Kuwait Football Association competitions.
- b) Supporting the clubs in providing the necessary guidance in managing the licensing file to achieve the desired goals, comply with the required standards, and ensure the persistent communication.
- c) Notify the sports clubs of the regulations' developments immediately through the General Secretariat.
- d) Preparing and implementing the club licensing system and continuing its application.
- e) Providing administrative support to decision-making bodies
- f) Providing support, guidance and direction to license applicants



Decision Making Mechanism

Clubs submit their requests to the KFA Licensing Administration, which in turn, after providing support to the sports clubs, transfers the request to the Club Licensing Committee (Licensor), which is specialized in approving or rejecting the request according to the criteria set in the regulations. In case if rejecting the request, the clubs can file an appeal, to the Appeal Committee, within a maximum period of **one week** from the date of issuance of the decision provided that the appeal committee considers the grievance within a maximum period of **three days** from the date of submitting the grievance. In the event of not being licensed in accordance with the conditions set out above, the club will not be able to participate in the Kuwait Football Association competitions during the sports season and may apply for licensing in the following season.

Mandatory rules of conduct

- a) All licensing, reviewing and accreditation processes are carried out in the Clubs Licensing Administration and Committees in accordance with the international transparency standards stipulated in the provisions of the FIFA\AFC Statutes.
- b) It must be ensured during the submission of the application that there is no conflict of interests between the employees in the administration and the committee with the clubs applying for the application. In the event that this is found, whoever has a kinship relationship or an interest shall step aside to ensure the application of the rules of conduct in order to avoid embarrassment or the presence of interest between the parties. If this is



discovered, the rules and regulations stipulated in the provisions of the FIFA & AFC shall apply.

- c) All employees in the licensing administration and the relevant committees acknowledge that they are not affiliated with a sports club membership in order to avoid the existence of their interest. In the event of a violation, the provisions of the FIFA & AFC shall apply.
- d) All employees of the Clubs Licensing Administration and the relevant committees are prohibited from receiving any gifts or presents (Cadeaux).

Publication (Administrative Circular)

All decisions issued by the committees are circulated, as well as in the event that employees are appointed in the licensing administration or the relevant committees, this is circulated to the clubs, the FIFA & AFC, and in the event that a decision is passed to amend the regulations, this is circulated directly, provided that it is implemented immediately after the issuance of the circular from the KFA General Secretariat in the ways followed according to the rules and regulations.

Meetings

The Member Sports Clubs' Licensing Administration meets at least once a year.



Article (4): Criteria

Sporting Criteria
Head coach of the first team
The name of the head coach
Appointment letter or contract
Appointment period
Eligibility documents (at least a "Pro" AFC Asian Coaching License / equivalent to a "Pro" AFC Asian Coaching License Recognized by the Lisensor & AFC)
Passport size photo
Youth teams participating in youth competitions
Details of all youth teams players (Name, Address, Date of Birth....etc)
Proof of participation in youth competitions
Appointment letter or coach contract
A copy of the Coach's Coaching qualifications/Coaching certificate
Team physician or first-team physiotherapist
Name of the team doctor or physiotherapist
Appointment letter or contract
Appointment period
CV of the team doctor or physiotherapist
Qualifications
Passport size photo
Written contracts with players
Player List
Each Player Contract
Medical support services for players
Player ID
Passport size photo



Medical report for each player
Approved Youth Development Programmes (YDP)
Written program for youth
The validity of the Written Youth Program
An organizational structure showing the participating parties, youth teams...etc.
Participating players details, including name, qualifications...etc.
Annual coaching Plan
Infrastructure
Stadium/Private Playing Field
Stadium name and address
Ownership document or contract with the owner
Picture of multiple parts of the Stadium
Training Facilities
Name and address of the training field
Ownership document or contract with the owner
Training Field Pictures
Club Secretariat
Name, address and contact information for the club secretariat
Ownership document or contract with the owner
Pictures of headquarters with dedicated infrastructure
Personnel and Administrative Criteria
General Manager / General Secretary
Name of the General Manager / General Secretary
Appointment letter or contract
Contract Period



CV of the General Manager / General Secretary
Passport size photo
Financial Officer Full time / part time
Name of the Financial Officer
Appointment letter or contract
Contract Period
CV of the Financial Officer
Qualifications
Passport size photo
Security Officer or Security Consultant
Name and contact details of the security officer or security consultant
Appointment letter or contract
Contract Period
CV of the security officer or security consultant
Passport size photo
Media Officer Full time / part time
Name of the media officer
Appointment letter or contract
Contract Period
CV of the media officer
Qualifications
Passport size photo
Legal Standards
Legal Entity
A copy of the association's Statutes or articles of the company's contract
Registration certificate or extract from the public registry



A statement signed by the authorized person
Signature date
Ownership and control of clubs
Nature of the legal entity – association, company, etc.
List of members and contributors
List of executive members and the board of directors
A signed statement by the authorized person that the documents are valid
Statement date
Financial Criteria
The annual budget
The period of the annual budget
Annual Audited financial statements
The period of the Annual Audited financial statements
Auditor's report date
No amounts payable to employees and social/tax authorities
List of employees working at any time during the year
A statement that there are no dues payable to employees
A statement that there are no dues to the social / tax authorities
A confirmation letter from the staff

Article (5):

These Regulations were ratified by the KFA Board of Directors in its meeting (No. 2/2022) dated **30.06.2022** and shall come into force as of the date of publication.

