

**THE FOOTBALL ASSOCIATION**

**LICENSING MANUAL**

**FOR UEFA CLUB COMPETITIONS**



# CONTENTS

	<b>Page</b>
1. Definitions	4
2. Introduction	7
3. The Role of FAPL	9
4. Objectives	9
5. Achieving the Objectives	9
6. The First Instance Body	10
7. The Appeals Body	10
8. Conflict of Interest	11
9. Confidentiality	11
10. Licensing Administration	11
11. Administration Fee	11
12. Timetable	11
13. Form of Application for UEFA Club Licence	12
14. Form of UEFA Club Licence	12
15. FL Clubs	12
16. Licensing Process	12
17. General	13
18. The Schedules	14
Licensing Process Flow Chart	15
Sporting Criteria Schedule (Ser. Nos. 1 and 2)	16
Infrastructure Criteria Schedule (Ser. Nos. 3 to 24)	17-29



	<b>Page</b>
Personnel and Administrative Criteria Schedule (Ser. Nos. 25 to 34)	30-36
Legal Criteria Schedule (Ser. Nos. 35 to 38)	37-38
Financial Criteria Schedule (Ser. Nos. 39 to 41)	39-41
Form UL1: Application for UEFA Club Licence	42
Form UL2: UEFA Club Licence	46
Form UL3: Appeal against refusal of UEFA Club Licence	47
Form UL4: Confirmation of Payment or Deferred Payment of Payroll Taxes	48
Form UL5: Auditors Confirmation of Payment or Deferred Payment of Payroll Taxes	49-50



## 1. Definitions

- 1.1 **“Academy Manager”** means the person responsible for the operation of a Club’s Football Academy and **“Assistant Academy Manager”** means a person assisting him.
- 1.2 **“Agent”** means any Person who represents, negotiates on behalf of or otherwise acts for a Club or a Player (other than a solicitor giving professional legal advice only) in the context of either the registration or transfer of the registration of a Player or the employment of a Player by a Club.
- 1.3 **“Amateur Player”** means any player (other than a Student) who is registered to play or intends to be registered to play for a Club and who is registered with the Football Association as an amateur in accordance with the FIFA Regulations for the Status and Transfer of Players.
- 1.4 **“Artificial Surface”** means any playing surface which is not or not intended to be predominantly natural grass.
- 1.5 **“Associated Undertaking”** has the meaning set out in paragraph 20 of Schedule 4A of the Companies Act 1985.
- 1.6 **“Authorised Signatory”** has the meaning set out under Ser. No.38 of the schedule hereto.
- 1.7 **“the Board”** means the board of directors for the time being of the Company.
- 1.8 **“Centre of Excellence”** means a training establishment operated by a Club in accordance with the Rules.
- 1.9 **“Centre of Excellence Manager”** means the person responsible for the operation of a Club’s Centre of Excellence.
- 1.10 **“Child”** means a person under the age of 18 years.
- 1.11 **“Club”** means an association football club in membership of the League.
- 1.12 **“club”** means an association football club not in membership of the League.
- 1.13 **“the Company”** means The Football Association Premier League Limited.
- 1.14 **“Compensation Fee”** means any sum of money (exclusive of Value Added Tax) payable by a Transferee Club to a Transferor Club upon the transfer of the registration of a Contract Player or in respect of an Out of Contract Player.
- 1.15 **“Contingent Sum”** means any sum of money (exclusive of Value Added Tax) additional to a Compensation Fee payable upon the happening of a contingent event by a Transferee Club to a Transferor Club consequent upon the transfer of the registration of a player.



- 1.16 **“Contract Player”** means any player (other than a Student) who has entered into a written contract of employment with a Club.
- 1.17 **“FA”** means The Football Association Limited.
- 1.18 **“FA Board”** means the board of directors of The Football Association Limited or any person or persons to whom its powers have been delegated.
- 1.19 **“FA Cup”** means The Football Association Challenge Cup competition.
- 1.20 **“FAPL”** means The Football Association Premier League.
- 1.21 **“FIFA”** means the Federation Internationale de Football Association.
- 1.22 **“FL”** means The Football League.
- 1.23 **“Football Academy”** means a training establishment operated by a Club in accordance with the Rules.
- 1.24 **“the Football Association”** means The Football Association Limited.
- 1.25 **“the Football Association Rules”** means the rules and regulations for the time being of the Football Association.
- 1.26 **“the Football League”** means The Football League Limited.
- 1.27 **“the Football League Cup”** means the cup competition organised by the board of the Football League.
- 1.28 **“Form”** means the appropriate form or substantially the same form as that prescribed in the Rules.
- 1.29 **“Home Club”** means the Club on whose ground a League Match is or was or should be or should have been played or, where the Clubs participating in that League Match share a ground, the Club whose name first appears in respect of that League Match on the League’s fixture list.
- 1.30 **“the League”** means The Football Association Premier League.
- 1.31 **“League Match”** means a match played under the jurisdiction of the League.
- 1.32 **“Licensing Manual”** means the manual in which are set out procedures agreed between the FA and the League relating to applications for and the granting of UEFA Club Licences enabling Clubs (or clubs) to play in UEFA club competitions.
- 1.33 **“Manager”** means the Official of a Club responsible for selecting the Club’s first team.



- 1.34 **“Match Officials”** means referees and assistant referees and includes reserve officials and fourth officials.
- 1.35 **“New Registration”** means the registration of a Player at a time when no other Club (or club) holds his registration either because no previous application to register the Player has been made or because a previous registration has been cancelled or has terminated or has expired.
- 1.36 **“Official”** means any director, secretary, servant or representative of a Club, excluding any player, agent or auditor.
- 1.37 **“Out of Contract Player”** means a Contract Player whose contract of employment with a Club has expired.
- 1.38 **“Parent”** means a person having parental responsibility for a Child.
- 1.39 **“Parent Undertaking”** has the meaning set out in section 258 of the Companies Act 1985.
- 1.40 **“Person”** includes any legal entity, firm or unincorporated association and in the case of a Person which is incorporated any of its Associated Undertaking, Parent Undertaking or Subsidiary Undertaking.
- 1.41 **“Player”** means any Contract Player, Out of Contract Player, Amateur Player or Student who is registered to play for a Club.
- 1.42 **“Rule”** means a rule for the time being of the League and a letter and a number following a reference to a rule identifies the Section in which it is comprised and its number within that Section.
- 1.43 **“Season”** means the period commencing on the date of the first League Match on the League fixture list and ending on the date of the last.
- 1.44 **“the Secretary”** means the general secretary of the League.
- 1.45 **“Section”** means a Section of the Rules.
- 1.46 **“Student”** means a player (other than a Trialist) playing in age groups Under 9 to Under 21 who is coached by or at or playing football for or at a Football Academy or a Centre of Excellence operated by a Club which holds his registration.
- 1.47 **“Subsidiary Undertaking”** has the meaning set out in section 258 of the Companies Act 1985.
- 1.48 **“Transferee Club”** means a Club (or club) to which the registration of a Contract Player is, or is to be or has been transferred or which, in the case of an Out of Contract Player, effects his New Registration.



- 1.49 **“Transferor Club”** means a Club (or club) from which the registration of a Contract Player is, or is to be or has been transferred or which, in the case of an Out of Contract Player, holds his registration.
- 1.50 **“Trialist”** means a player playing in age groups Under 9 to Under 21 who is attending a Football Academy or a Centre of Excellence on trial.
- 1.51 **“UEFA”** means the Union des Associations Européennes de Football.
- 1.52 **“UEFA Club Licence”** means the licence granted by the FA in accordance with the procedures set out in the Licensing Manual enabling Clubs (or clubs) to play in UEFA club competitions.

## 2. Introduction

- 2.1 As provided in Rule 5(g) of the Rules of the FA Cup, Rule 4 of the Football League Cup competition and FAPL Rule E.12, Clubs playing in UEFA club competitions must hold a UEFA Club Licence.
- 2.2 National associations are appointed by UEFA as licensors and are invited to prepare and implement a national club licensing manual. This manual has been produced in response to that invitation. Any future amendments to it will require the approval of the FA’s Professional Game Representatives and will come into force on such date as they shall specify.
- 2.3 To obtain a UEFA Club Licence, Clubs must demonstrate to the licensing body that they have complied with the criteria referred to in this manual.
- 2.4 These are the grade A, B and C criteria of the UEFA club licensing system, each of which is mandatory. Grade A criteria must be strictly complied with. Grade B criteria offer alternative methods of compliance. Failure to comply with either grade A or grade B criteria will result in the refusal of a UEFA Club Licence application. Any failure to comply with grade C criteria will not in itself prevent the issue of a UEFA Club Licence but may result in a caution or a fine, imposed in accordance with the disciplinary procedures set out in Section R of the Rules.
- 2.5 An application for a UEFA Club Licence may be made by any Club which is in membership of and therefore subject to the disciplinary control of the FA and which has qualified for, or anticipates qualifying for, a UEFA club competition.
- 2.6 A UEFA Club Licence can be granted only to a Club and not to an individual.
- 2.7 An applicant for a UEFA Club Licence together with any Associated Undertaking must be responsible for and have control over all the football activities of the Club and have responsibility for ensuring compliance with the FIFA Regulations for the Status and Transfer of Players and with FA and FAPL rules and regulations and the requirements of this Licensing Manual.



2.8 For the purposes of paragraph 2.7 above, football activities include, without limitation

**A Balance Sheet**

- (a) Assets
- Player acquisition cost (net)
  - Owned infrastructure
  - Football debtors
  - Other football-related assets
- (b) Liabilities
- Football creditors
  - Secured loans
  - Other loans

**B Profit and loss account**

- (a) Income
- Gate receipts
  - Marketing, sponsorship and advertising
  - Broadcasting rights
  - Other competition related income
  - Transfers
  - Merchandising and catering
  - Football-related renting and leasing income
  - Donations and other third party contributions
  - Other football-related income
- (b) Expenditure
- Personnel expenditure
  - Players' wages and salaries
  - Others' wages and salaries
  - Other personnel expenditure
  - Direct competition expenditure
  - Other football-related expenditure
  - Depreciation and amortisation
  - Player-related depreciation
  - Other depreciation

### **3. The Role of FAPL**

- 3.1 FAPL has co-operated with the FA in the preparation of this manual.
- 3.2 As licensor, the FA has appointed FAPL to administer the licensing process on its behalf and to recommend to the FA Board whether a UEFA Club Licence application should be granted or refused.
- 3.3 The FA as licensor will be at liberty to undertake an annual audit to satisfy itself that the licensing process is implemented by FAPL in accordance with the Licensing Manual. Such an audit will include an inspection of relevant documents in the possession of FAPL and the Professional Game Representatives of the FA Board on behalf of the FA will be able to raise in writing with an applicant Club or any of its Associated Undertaking, Parent Undertaking or Subsidiary Undertaking specific issues in connection with its application for a UEFA Club Licence and the fulfilment of the UEFA Club Licensing System criteria.
- 3.4 Additionally, UEFA or its appointee may perform random checks on applicant Clubs via the FA.

### **4. Objectives**

The mutual objectives of the FA and FAPL were:

- 4.1 to establish procedures for determining applications for UEFA Club Licences;
- 4.2 to bring the Rules into line with the criteria so that any failure to comply with the criteria constitutes a breach of the Rules capable of being dealt with either under FAPL's Disciplinary Procedures, as set out in Section R of the Rules or by the FA under its rule G.1.

### **5. Achieving the Objectives**

The achievement of the objectives was simplified by the facts that:

- 5.1 since 1973 the Guide to Safety at Sports Grounds (the "Green Guide"), now in its fourth edition, has set the standards required for the safe design and management of sports stadia;
- 5.2 for over a quarter of a century each FAPL and FL club has been required to hold a Safety Certificate issued by its local authority whose function since 1989 has been overseen by a statutory body, the Football Licensing Authority;
- 5.3 as a consequence, many of UEFA's Infrastructure Criteria are reflected in Safety Certificate requirements which must of course take precedence;
- 5.4 FAPL Clubs are bound by sophisticated and comprehensive Rules which have been largely re-written in recent years and which are constantly reviewed; as a



consequence few amendments were needed to incorporate the requirements of the criteria into the Rules.

## **6. The First Instance Body**

- 6.1 The first instance body which decides whether to issue a UEFA Club Licence to an applicant Club is the FA Board, acting on the recommendation of FAPL.
- 6.2 The Articles of Association of the FA provide that the number of directors on the FA Board shall be not more than 14 (Art.74) being the FA Chairman and Chief Executive, 6 National Game Representatives and 6 Professional Game Representatives (Art.75). The quorum for a meeting of the FA Board is 5 (Art.96). The FA Board may delegate any of its powers to a committee consisting of one or more directors or to the Chief Executive or to any other person holding any other executive office (Art.84).
- 6.3 The Chief Executive is appointed by the FA Board. Other FA Board directors are appointed by the FA Council (Art.76).
- 6.4 The term of the Chief Executive's appointment is governed by his service contract. The FA Chairman's term of office is 4 years (Art.77). National Game Representatives serve for 3 years (Art.78(d)); Professional Game Representatives for 1 year (Art.79(a)).
- 6.5 The FA Board determines any dispute which may arise in relation to the interpretation of the criteria and/or this manual.
- 6.6 In undertaking its function as First Instance Body the FA Board may take advice from accountants, where matters of a financial nature arise, or lawyers, in respect of legal issues. Accountants advising the First Instance Body must hold a qualification recognised by the Consultative Committee of Accountancy Bodies; lawyers must be practising solicitors or barristers.

## **7. The Appeals Body**

- 7.1 Appeals from the Board's refusal of a UEFA Club Licence application lie to the Sports Dispute Resolution Panel which is wholly independent of both the FA and FAPL.
- 7.2 The Panel, when acting as the Appeal Body, will comprise a minimum of 3 members of whom one is a qualified lawyer and another a qualified accountant.
- 7.3 Members of the Panel are appointed for a term of 3 years by the Board of Directors of Sports Dispute Resolution Panel Limited, a company limited by guarantee and registered in England and Wales.



## **8. Conflict of Interest**

- 8.1 Any member of the First Instance Body or the Appeal Body who is not wholly independent of an applicant or appellant Club shall not participate in the determination of an application or an appeal by that Club.
- 8.2 Such a member who is, or whose spouse, children, parents or siblings are members of, shareholders in, business partners of, sponsors of, consultants to or in any similar relationship to the applicant or appellant Club shall be deemed not to be independent of it.
- 8.3 No member of the First Instance Body or the Appeals Body shall sit on a Commission or an Appeal Board appointed under the provisions of Section R of the Rules.

## **9. Confidentiality**

Members of the First Instance Body and the Appeal Body must treat all information received by them in their dealings with applications for UEFA Club Licences as strictly confidential.

## **10. Licensing Administration**

- 10.1 Licensing administration is managed by the Secretary.
- 10.2 By virtue of their employment contracts, he and his staff are bound by confidentiality clauses.

## **11. Administration Fee**

An administration fee of an amount to be determined annually by FAPL will be payable to FAPL on the submission of an application for the grant of a UEFA Club Licence.

## **12. Timetable**

- 12.1 An application for a UEFA Club Licence must be made on or before 1<sup>st</sup> March.
- 12.2 Annual accounts and unaudited accounts to be submitted in accordance with Rules C.69 and C.70.
- 12.3 The application will be determined by 12<sup>th</sup> April.
- 12.4 A UEFA Club Licence will expire at the end of the Season for which it was issued.



### **13. Form of Application for UEFA Club Licence**

- 13.1 An application for a UEFA Club Licence will be in Form UL1.
- 13.2 It must be signed by an Authorised Signatory not earlier than 7 days prior to the date upon which the application is submitted.

### **14. Form of UEFA Club Licence**

A UEFA Club Licence shall be in Form UL.2.

### **15. FL Clubs**

- 15.1 If a FL club qualifies for a UEFA club competition, the FA may apply to UEFA for the extraordinary application of the licensing system.
- 15.2 The FA will notify UEFA in writing by 15<sup>th</sup> April at the latest of the possibility of such an application, identifying the club or clubs concerned.
- 15.3 If a club the subject of such an application in fact qualifies, it must apply to UEFA via the FA for the extraordinary application of the licensing system.
- 15.4 UEFA will establish the minimum criteria to be fulfilled by the applicant club and the timescale for doing so.
- 15.5 The FA will report to UEFA whether those criteria have been fulfilled within the required timescale and if so UEFA will admit the applicant club to the UEFA club competition in question without a UEFA Club Licence.

### **16. Licensing Process (see flow chart at page 15)**

- 16.1 The applicant Club completes the application form and submits it, together with the administration fee and supporting documents, to the Secretary on or before 1<sup>st</sup> March. Failure to do so will render the applicant Club liable to exclusion from the following Season's UEFA club competitions.  
*[Note: If a Club submits an application for a UEFA Club Licence in anticipation of qualifying for a UEFA club competition but fails to do so, the Board may permit the application to be withdrawn and the administration fee, or a proportion of it, refunded.]*
- 16.2 The Secretary and his staff examine relevant documents and carry out such inspections as are deemed necessary to establish whether the UEFA criteria have been fulfilled. They will be assisted as necessary by the League's Director of Finance and Administration and any other relevant experts.
- 16.3 Compliance with the criteria set out in the checklist attached to Form UL1 can be proved by production of documents and applicant Clubs can choose in each case whether to submit an original document or a certified true copy or invite



inspection of the document at its address. In some cases relevant documents will already have been submitted in accordance with the Rules.

- 16.4 Where compliance cannot be proved by documents, an inspection will be necessary. Examples are Serial Numbers 13, 14, 17, 19, 21, 22 and 23 in the Infrastructure schedule referred to below.
- 16.5 The Secretary reports in writing to the Board, advising whether the Board should recommend to the FA the grant or the refusal of a UEFA Club Licence.
- 16.6 The Board meets to consider the application and takes advice as necessary from any experts who have provided assistance to the Secretary.
- 16.7 The Board decides whether to recommend to the FA the grant or refusal of the application and the Secretary conveys that decision to the FA.
- 16.8 The FA Board decides whether to grant or refuse the application and conveys its decision in writing to the applicant Club via the Secretary and, in the case of a refusal, giving reasons.
- 16.9 If granted, the FA issues the UEFA Club Licence to the applicant Club via the Secretary.
- 16.10 If refused, the applicant Club may appeal within 7 days of the refusal by submitting Form UL3 to the Secretary.
- 16.11 The Secretary forthwith refers the appeal to the Sports Dispute Resolution Panel together with copies of the application and supporting documents, his report to the Board and the written decisions of the Board and the FA Board.
- 16.12 Within 6 weeks of the referral the Sports Dispute Resolution Panel decides the appeal in accordance with its procedures and determines how the costs of the appeal shall be paid. If the appeal succeeds, the Secretary notifies the FA which issues the UEFA Club Licence to the appellant Club via the Secretary.
- 16.13 A list of Clubs to which a UEFA Club Licence has been issued must be submitted to UEFA by the FA at the latest by 31<sup>st</sup> May.

## **17. General**

- 17.1 A UEFA Club Licence may be withdrawn by the FA Board on the recommendation of FAPL if during its currency the Club to which it was issued no longer complies with any of the criteria or it suffers an event of insolvency as set out in Rule C.48. An appeal against the withdrawal of a UEFA Club Licence will also lie to the Sports Dispute Resolution Panel and may be initiated by adapting as may be appropriate the procedures set out in paragraphs 16.10 to 16.12 above.
- 17.2 A UEFA Club Licence is not transferable.

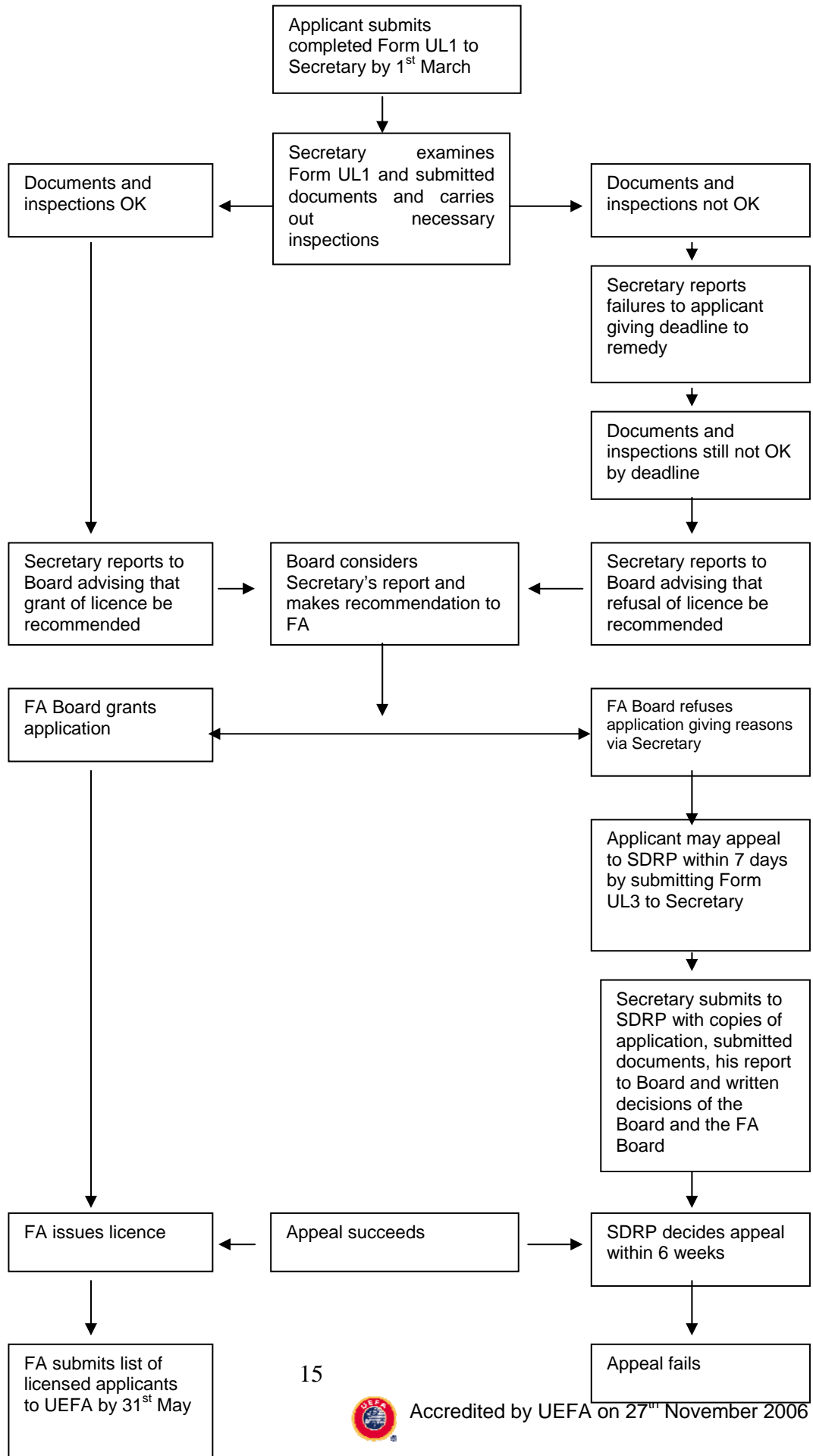


## **18. The Schedules**

The following schedules refer to UEFA's grade A, B and C Sporting, Infrastructure, Personnel and Administrative, Legal and Financial Criteria and indicate how the FA Board, and on any appeal, the Sports Dispute Resolution Panel, are to determine whether the criteria have been met by the applicant Club.



# Licensing Process Flow Chart



**THE FOOTBALL ASSOCIATION  
LICENSING MANUAL FOR UEFA CLUB COMPETITIONS  
SPORTING CRITERIA**

(a) Ser. No.	(b) UEFA Club Licensing System Criterion			(c) FAPL Rule(s)	(d) Remarks	(e) Document(s)
	(i) No.	(ii) Grade	(iii) Description			
1	S.01	A	Approved Youth Development Programme	<b>N.13.</b> Subject to the requirements of this Section of these Rules, a Club may operate either a Football Academy or a Centre of Excellence.	The operation of a Football Academy or Centre of Excellence in accordance with the Rules will be deemed to be compliance with the UEFA criterion.	-
2	S.02	A	Sporting Merit – First Squad	<b>E.12.</b> Qualification for UEFA club competitions shall be on sporting merit through domestic competitions controlled or sanctioned by the Football Association. Clubs qualifying for a UEFA club competition must apply for a UEFA Club Licence in accordance with the Licensing Manual.	-	-

**THE FOOTBALL ASSOCIATION  
LICENSING MANUAL FOR UEFA CLUB COMPETITIONS  
INFRASTRUCTURE CRITERIA**

(a) Ser. No.	(b) UEFA Club Licensing System Criterion			(c) FAPL Rule(s)	(d) Remarks	(e) Document(s)
	(i)	(ii)	(iii)			
	No.	Grade	Description			
3	I.01	A	Stadium – certification	<p><b>Safety Certificate</b></p> <p><b>I.1.</b> Subject to Rule I.2, each Club shall hold a current safety certificate issued in accordance with the provisions of the Safety of Sports Grounds Act 1975.</p> <p><b>I.2.</b> If a Club has a ground-sharing agreement it shall be a term thereof that either the Club or the other party to the agreement shall hold a current safety certificate.</p>	Safety requirements at each football ground are laid down by the local authority in the Safety Certificate it issues under the Safety of Sports Grounds Act 1975, a process overseen by the Football Licensing Authority under the Football Spectators Act 1989. The UEFA criterion will be complied with upon the grant of a Safety Certificate.	Safety Certificate.
4	I.02	A	Stadium – safety	As above.	<p>To the extent that the following are not covered by a Safety Certificate or Building Regulations, Clubs applying for a UEFA Club Licence must ensure that the following requirements of UEFA Club Licensing System criterion I.02 are complied with:</p> <p>All parts of the stadium and its stands, including entrances, exits, stairways, doors, passages, roofs, all public and private areas and rooms, etc. must comply with the safety standards.</p> <ul style="list-style-type: none"> <li>- All public passageways and stairways in the spectator areas must be painted in a bright colour (e.g. yellow), as must all gates leading from the spectator areas into the playing area, and all exit doors and gates leading out of the stadium.</li> </ul>	Safety Certificate.

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LICENSING MANUAL FOR UEFA CLUB COMPETITIONS  
INFRASTRUCTURE CRITERIA**

(a) Ser. No.	(b) UEFA Club Licensing System Criterion			(c) FAPL Rule(s)	(d) Remarks	(e) Document(s)
	(i) No.	(ii) Grade	(iii) Description			
					<ul style="list-style-type: none"> <li>- Clubs must establish procedures so that all public passageways, corridors, stairs, doors, gates, etc. are kept free of any obstructions that could impede the free flow of spectators during an event.</li> <li>- All exit doors and gates in the stadium, and all gates leading from the spectator areas into the playing area, must open outwards away from the spectators, and must remain unlocked while spectators are in the stadium. Each and every such door and gate must be attended at all times by a specially appointed steward, to guard against abuse and ensure immediate escape routes in the event of any emergency evacuation. In order to prevent illegal entry or intrusion, these doors and gates may be fitted with a locking device, which may be operated simply and quickly by anyone from within. Under no circumstances must they be locked with a key during the time that spectators are in the stadium.</li> <li>- In order to protect those on the field or in other parts of the stadium from lightning strikes, the stadium should be equipped with the appropriate safety devices.</li> <li>- It is essential that event holders and stadium safety/security authorities are capable of communicating with spectators inside and outside the stadium by means of a sufficiently powerful and reliable public address system (loudspeakers) and/or by a scoreboard and/or a video screen.</li> </ul>	



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LICENSING MANUAL FOR UEFA CLUB COMPETITIONS  
INFRASTRUCTURE CRITERIA**

(a) Ser. No.	(b) UEFA Club Licensing System Criterion			(c) FAPL Rule(s)	(d) Remarks	(e) Document(s)
	(i) No.	(ii) Grade	(iii) Description			
5	I.03	A	Stadium – approved evacuation plan	As above.	Required by the Safety Certificate. Compliance with the Safety Certificate will be deemed to be compliance with the UEFA criterion. See also paragraphs 2.14, 2.15 and 2.16 of the Guide to Safety at Sports Grounds (the “Green Guide”). Any deviation therefrom requires the approval of the authority issuing the Safety Certificate.	Safety Certificate.
6	I.04	A	Stadium – control room	As above.	Required by the Safety Certificate. Compliance with the Safety Certificate will be deemed to be compliance with the UEFA criterion. See also paragraphs 16.4 to 16.9 of the Green Guide.	Safety Certificate.
7	I.05	A	Stadium – capacity	<b>I.7.</b> Spectators admitted to a registered ground shall be offered only seated accommodation, the majority of which shall be covered, and there shall be no standing terraces.	The minimum capacity required for UEFA club competitions is 3000. The capacity of the stadium is governed by the Safety Certificate. Compliance with the Safety Certificate and Rule I.7 will be deemed to be compliance with the UEFA criterion. See also Ser. No.17 below.	Safety Certificate.

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LICENSING MANUAL FOR UEFA CLUB COMPETITIONS  
INFRASTRUCTURE CRITERIA**

(a) Ser. No.	(b) UEFA Club Licensing System Criterion			(c) FAPL Rule(s)	(d) Remarks	(e) Document(s)
	(i)	(ii)	(iii)			
	No.	Grade	Description			
8	I.06	A	Stadium – individual seats	Rules I.1 and I.2 above.	UEFA's minimum requirements for seats are that they are fixed (e.g. to the floor), separate from the others, comfortable (anatomically formed), numbered and have a backrest of a minimum height of 30cm, when measured from the seat. The specification, design and dimensions of seats are however set out in Chapter 11 of the Green Guide. Compliance therewith will be deemed to be compliance with the UEFA criterion.	Safety Certificate.
9	I.07	A	Stadium – Floodlighting	-	The UEFA Executive Committee decided on 10 December 2003 to suspend criterion 1.07 until further notice. In the meantime Clubs playing in UEFA club competitions must comply with the requirements of the relevant competition regulations.	-



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LICENSING MANUAL FOR UEFA CLUB COMPETITIONS  
INFRASTRUCTURE CRITERIA**

(a) Ser. No.	(b) UEFA Club Licensing System Criterion			(c) FAPL Rule(s)	(d) Remarks	(e) Document(s)
	(i) No.	(ii) Grade	(iii) Description			
10	I.08	A	Stadium – spectator areas	Rules I.1 and I.2 above.	Required by the Safety Certificate. Compliance therewith will be deemed to be compliance with the UEFA criterion. See also paragraphs 2.21 and 2.22 of the Green Guide.	Safety Certificate.
11	I.09	A	Stadium – first aid rooms	Rules I.1 and I.2 above.	Required by the Safety Certificate on the basis that the acceptability of the facility and its contents are to be agreed by the statutory ambulance service. Compliance with the Safety Certificate will be deemed to be compliance with the UEFA criterion. See also paragraphs 18.3, 18.4 and 18.5 of the Green Guide.	Safety Certificate.
12	I.10	B	Stadium – availability	<b>Ownership of Ground and Training Facilities</b> <b>I.3.</b> Each Club shall either own its ground and training facilities or have a legally enforceable agreement with its owner for its use by the Club, expiring not earlier than the end of the current Season.	Compliance with Rule I.3 will be deemed to be compliance with the UEFA criterion. See also Ser. No.15 below.	Title deeds or agreement or a certified true copy thereof.

**THE FOOTBALL ASSOCIATION  
LICENSING MANUAL FOR UEFA CLUB COMPETITIONS  
INFRASTRUCTURE CRITERIA**

(a) Ser. No.	(b) UEFA Club Licensing System Criterion			(c) FAPL Rule(s)	(d) Remarks	(e) Document(s)
	(i)	(ii)	(iii)			
	No.	Grade	Description			
13	I.11	B	Field of play – specification	<p><b>I.24.</b> Each Club shall take all reasonable steps to maintain its pitch in good condition throughout the Season and the Board may require a Club to take such steps as the Board shall specify if it is not satisfied that the pitch is being maintained to an adequate standard.</p> <p><b>I.27.</b> No League Match shall be played on an Artificial Surface.</p>	Compliance with Rules I.24 and I.27 will be deemed to be compliance with the UEFA criterion. The minimum mandatory characteristics of a pitch for UEFA club competitions are that it is not only in good condition but that it is absolutely smooth and level and playable during the whole UEFA club competition season.	-
14	I.12	B	Size of field of play	<b>I.20.</b> For UEFA club competitions the pitch must measure 105 metres in length by 68 metres in breadth exactly. If for technical reasons of a construction related nature it is impossible to achieve the required dimensions a UEFA Club Licence may nevertheless be granted provided that the pitch is minimum 100 metres to maximum 105 metres in length by minimum 64 metres to maximum 68 metres in breadth.	Compliance with Rule I.20 will be deemed to be compliance with the UEFA criterion.	Certificate of Chartered Surveyor confirming pitch dimensions.
15	I.13	B	Training facilities – availability for club	See Rule <b>I.3</b> above.	Compliance with Rule I.3 will be deemed to be compliance with the UEFA criterion. See also Ser. No.12 above.	Title deeds or agreement or a certified copy thereof.

**THE FOOTBALL ASSOCIATION  
LICENSING MANUAL FOR UEFA CLUB COMPETITIONS  
INFRASTRUCTURE CRITERIA**

(a) Ser. No.	(b) UEFA Club Licensing System Criterion			(c) FAPL Rule(s)	(d) Remarks	(e) Document(s)
	(i)	(ii)	(iii)			
	No.	Grade	Description			
16	I.14	C	Stadium – ground rules	<p><b>I.8.</b> Each Club shall ensure that sufficient copies of the official notice entitled “Ground Regulations” published by the Company and the Football League are displayed prominently at its ground.</p> <p><b>J.4.</b> A Club’s ticketing policy should:            4.11 include the following provisions in respect of abandoned matches:            4.11.1 abandonment after spectators admitted to the ground but before kick-off – free admission to the rearranged match;            4.11.2 abandonment after kick-off – half price admission to the rearranged match;</p>	The ticketing policy referred to in Rule J.4 is a requirement of clubs’ Customer Charters. Compliance with the Rules quoted will be deemed to be compliance with the UEFA criterion.	The Customer Charter.
17	I.15	C	Stadium – covered seats	See Rule I.7 above.	Compliance with Rule I.7 will be deemed to be compliance with the UEFA criterion. See also Ser. No.7 above.	-



**THE FOOTBALL ASSOCIATION  
LICENSING MANUAL FOR UEFA CLUB COMPETITIONS  
INFRASTRUCTURE CRITERIA**

(a) Ser. No.	(b) UEFA Club Licensing System Criterion			(c) FAPL Rule(s)	(d) Remarks	(e) Document(s)
	(i) No.	(ii) Grade	(iii) Description			
18	I.16	C	Stadium – Accommodation of Visiting supporters	-	Unless otherwise directed by the licensor or the local authority on the grounds of safety or security, at least 5% of the stadium capacity must be made available for accommodating visiting supporters in a separate area.	-
19	I.17	C	Stadium – sanitary Facilities	<p><b>Sanitary Facilities</b></p> <p><b>I.34.</b> Each Club shall provide sufficient bright, clean and hygienic toilet and washing facilities for male and female spectators in accordance with any local authority requirements and having regard to guidance issued by the Football Licensing Authority. The Board may caution any Club which fails to comply with this Rule or exercise its summary jurisdiction and impose a fine.</p>	Compliance with the Rule will be deemed to be compliance with the UEFA criterion. The FLA recommend 1 urinal per 70 male spectators, one WC per 600 male spectators and one WC per 35 female spectators. UEFA recommend a minima of 8 urinals, 5 male WCs and 5 female WCs per 1000 spectators.	-

**THE FOOTBALL ASSOCIATION  
LICENSING MANUAL FOR UEFA CLUB COMPETITIONS  
INFRASTRUCTURE CRITERIA**

(a) Ser. No.	(b) UEFA Club Licensing System Criterion			(c) FAPL Rule(s)	(d) Remarks	(e) Document(s)
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20	I.18	C	Stadium – signposting and directions on tickets	Rules I.1 and I.2 above.	<p>Covered by the Safety Certificate. Compliance therewith will be deemed to be compliance with the UEFA criterion. The UEFA criterion for UEFA club competition matches provides that</p> <ul style="list-style-type: none"> <li>• all public direction signs inside and outside the stadium must be presented in internationally understandable pictographic language</li> <li>• clear, comprehensive signposting must be provided at the stadium approaches and around and throughout the stadium to point the way to the different sectors</li> <li>• tickets must clearly identify the location of the seats for which they have been issued</li> <li>• information on the tickets must correlate with the signpost information provided both inside and outside the stadium</li> <li>• colour coding of tickets will assist the entry process and retained ticket stubs must contain information which will guide spectators once they are inside</li> <li>• large scale wall maps must be provided for the guidance of spectators.</li> </ul> <p>See also paragraphs 16.27, 16.28 and 16.29 of the Green Guide.</p>	Safety Certificate.



**THE FOOTBALL ASSOCIATION  
LICENSING MANUAL FOR UEFA CLUB COMPETITIONS  
INFRASTRUCTURE CRITERIA**

(a) Ser. No.	(b) UEFA Club Licensing System Criterion			(c) FAPL Rule(s)	(d) Remarks	(e) Document(s)
	(i)	(ii)	(iii)			
	No.	Grade	Description			
21	I.19	C	Stadium – media and press facilities	<p><b>I.13.</b> At each League Match, the Home Club shall provide media facilities to the following minimum standard:</p> <p>13.1 50 press seats located near the press working area in the stadium and giving a good view of the pitch;</p> <p>13.2 each press seat shall have a desk top, an electricity supply, a clear view of a television monitor and, unless the Home Club is able to provide sufficient telephone lines to meet demand, a telephone socket;</p> <p>13.3 a working area located in the same stand as the teams’ dressing rooms and comprising a room of minimum 50 square metres equipped with 15 individual or linked work stations;</p> <p>13.4 each work station shall have its own electricity supply and telephone socket;</p> <p>13.5 refreshment facilities of a standard to be determined by the Home Club shall be made available for a reasonable period before and after the League Match and at half time;</p> <p>13.6 15 seats for television, radio and Internet commentary each comprising a desk and separated from adjoining press positions by a soundproof screen or gangway;</p> <p>13.7 a suitable covered area for television interviews with sufficient space to accommodate a standard size interview backdrop, access to which shall be</p>	Compliance with Rules I.13 and I.14 will be deemed to be compliance with the UEFA criterion.	-



				appropriately restricted and stewarded;		
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**THE FOOTBALL ASSOCIATION  
LICENSING MANUAL FOR UEFA CLUB COMPETITIONS  
INFRASTRUCTURE CRITERIA**

(a) Ser. No.	(b) UEFA Club Licensing System Criterion			(c) FAPL Rule(s)	(d) Remarks	(e) Document(s)
	(i)	(ii)	(iii)			
	No.	Grade	Description			
				13.8 camera, microphone and commentary positions as agreed with broadcasters; 13.9 outside broadcasting lorry or van parking.  <b>I.14.</b> At each League Match, the Home Club shall provide facilities for photographers to the following minimum standard: 14.1 pitch side access for 20 photographers and messengers and, at the discretion of the Home Club's Safety Officer, appropriate pitch side wiring; 14.2 bibs wearing the word "Photographer" on the rear, numbered consecutively, the numbers appearing on both the front and rear of the bib; 14.3 bibs of a different colour bearing the word "Messenger" on the rear and similarly numbered; 14.4 a stewarded working area or wire room of 20 square metres equipped with 8 ISDN lines, 16 power points, a television monitor, shelves to support lap top computers and refreshment facilities.		



**THE FOOTBALL ASSOCIATION  
LICENSING MANUAL FOR UEFA CLUB COMPETITIONS  
INFRASTRUCTURE CRITERIA**

(a) Ser. No.	(b) UEFA Club Licensing System Criterion			(c) FAPL Rule(s)	(d) Remarks	(e) Document(s)										
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	No.	Grade	Description													
22	I.20	C	Training facilities – approved infrastructure	<p><b>N.25.</b> Subject to Rule N.132, the minimum facilities and accommodation to be provided by a Football Academy shall be:</p> <p>25.1 grass pitches as set out in the following table of the various sizes specified by the Board under the provisions of Rule N.104:</p> <table style="margin-left: 40px;"> <thead> <tr> <th>No. of Teams</th> <th>No. of Pitches</th> </tr> </thead> <tbody> <tr> <td>5-6</td> <td>3</td> </tr> <tr> <td>7-8</td> <td>4</td> </tr> <tr> <td>9</td> <td>5</td> </tr> <tr> <td>10 or more</td> <td>6</td> </tr> </tbody> </table> <p>25.2 1 outdoor Artificial Surface pitch;</p> <p>25.3 1 indoor playing area measuring 60 yards by 40 yards;</p> <p>25.4 adequate medical treatment and examination areas;</p> <p>25.5 changing rooms equal in number to the number of teams (including visiting teams) playing at the Football Academy at any one time so that each such team has exclusive use of a changing room;</p> <p>25.6 adequate washing and toilet facilities for the exclusive use of Students registered there;</p> <p>25.7 separate adequate washing and toilet facilities for the use of visiting teams;</p> <p>25.8 separate adequate changing rooms and washing and toilet facilities for the exclusive use of Match Officials;</p>	No. of Teams	No. of Pitches	5-6	3	7-8	4	9	5	10 or more	6	Clubs operating a Football Academy are bound by Rule N.25.	-
No. of Teams	No. of Pitches															
5-6	3															
7-8	4															
9	5															
10 or more	6															





**THE FOOTBALL ASSOCIATION  
LICENSING MANUAL FOR UEFA CLUB COMPETITIONS  
INFRASTRUCTURE CRITERIA**

(a) Ser. No.	(b) UEFA Club Licensing System Criterion			(c) FAPL Rule(s)	(d) Remarks	(e) Document(s)
	(i)	(ii)	(iii)			
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				25.9 separate adequate changing rooms and washing and toilet facilities for the exclusive use of therapists and coaches employed at the Football Academy; 25.10 adequate homework and study area for 40 Students; 25.11 Parents' lounge; 25.12 computerised registration and Student records; 25.13 "E" Mail and Internet links to the Football Association and the League.		
23	I.21	C	Stadium – Drug-testing room	<b>Drug-testing Room</b> <b>I.12.</b> Each Club shall provide accommodation capable of being used as a drug-testing room which shall be near the Players' and Match Officials' dressing rooms and inaccessible to the public and media. The Board may caution any Club which fails to comply with this Rule or exercise its summary jurisdiction and impose a fine.	Compliance with Rule I.12 will be deemed to be compliance with the UEFA criterion.	-
24	I.22	C	Stadium – spectators with disabilities	<b>I.35.</b> Each Club shall provide sufficient and adequate facilities for disabled supporters.	In addition to Rule I.35, the provision of accommodation for spectators with disabilities is covered by Building Regulations and by Part 111 of the Disability Discrimination Act 1995. The safety aspects of the occupation of such accommodation is governed by the Safety Certificate. Compliance with the said Rule, Regulations, Act and Certificate will be deemed to be compliance with the UEFA criterion. See also Chapter 13 of the Green Guide.	Safety Certificate.



**THE FOOTBALL ASSOCIATION**  
**LICENSING MANUAL FOR UEFA CLUB COMPETITIONS**  
**PERSONNEL AND ADMINISTRATIVE CRITERIA**

(a) Ser. No.	(b) UEFA Club Licensing System Criterion			(c) FAPL Rule(s)	(d) Remarks	(e) Document(s)
	(i)	(ii)	(iii)			
	No.	Grade	Description			
25	P.01	A	Administration – General Manager	<p><b>Employment of Officials</b></p> <p><b>B.16.</b> Each Club shall employ and provide written terms of reference to:</p> <p>16.1 an Official who shall be responsible for running the daily business of the Club with the support of a sufficient number of administrative staff in suitable and appropriately equipped offices, who can be contacted during normal office hours;</p> <p>16.2 an Official who holds a nationally recognised qualification as an accountant or auditor, or who has sufficient experience to demonstrate his competence as such, who shall be responsible for the Club's finances; and</p> <p>16.3 a press or media officer who holds a nationally recognised qualification in journalism or who has sufficient experience to demonstrate his competence as a press or media officer.</p>	<p>Compliance with Rule B.16.1 will be deemed to be compliance with the UEFA criterion. The qualification referred to in Rule 16.2 is one recognised by the Consultative Committee of Accountancy Bodies. Alternatively, the minimum number of years of practical experience is ten. The press or media officer must be available for the media at all home matches of the Club. See also Ser. Nos. 26, 28 and 33.</p> <p>The amendments to Premier League Rule B16 become operational for the purposes of UEFA Licensing for applications made during Season 2007/08.</p>	Employment contract and terms of reference.
26	P.02	A	Administration – Club Secretariat	As above.	Compliance with Rule B.16.1 will be deemed to be compliance with the UEFA criterion. Each Club must have telephone, fax and email facilities.	-

**THE FOOTBALL ASSOCIATION  
LICENSING MANUAL FOR UEFA CLUB COMPETITIONS  
PERSONNEL AND ADMINISTRATIVE CRITERIA**

(a) Ser. No.	(b) UEFA Club Licensing System Criterion			(c) FAPL Rule(s)	(d) Remarks	(e) Document(s)
	(i) No.	(ii) Grade	(iii) Description			
27	P.03	A	Football Staff – Head of Youth Development Programme	<p><b>N.30.</b> The minimum staffing levels of Football Academies shall be: 30.1 1 Academy Manager (full time) who ... shall hold a current Academy Manager Licence;</p> <p><b>N.32.</b> The minimum staffing levels of Centres of Excellence shall be: 32.1 1 Centre of Excellence Manager (full time) who shall hold a current UEFA A Coaching Award and a valid FA Youth Coaches Award – Intermediate;</p>	-	Employment contract and terms of reference.
28	P.04	B	Administration - Finance Officer	Rule <b>B.16.2</b> above.	Compliance with Rule B.16.2 will be deemed to be compliance with the UEFA criterion.	Employment contract and terms of reference.

**THE FOOTBALL ASSOCIATION  
LICENSING MANUAL FOR UEFA CLUB COMPETITIONS  
PERSONNEL AND ADMINISTRATIVE CRITERIA**

(a) Ser. No.	(b) UEFA Club Licensing System Criterion			(c) FAPL Rule(s)	(d) Remarks	(e) Document(s)
	(i) No.	(ii) Grade	(iii) Description			
29	P.05	B	Football Staff – Head Coach	<p><b>Coaching Qualifications</b></p> <p><b>Q.4.</b> Subject to Rule Q.5, each Manager shall either:</p> <p>4.1 hold, or have commenced and be actively engaged on the requisite course to obtain, a valid UEFA Pro Diploma; or</p> <p>4.2 hold the Football Association Coaching Diploma; or</p> <p>4.3 hold, or have commenced and be actively engaged on the requisite course to obtain, a valid diploma of a similar standard issued by another national association.</p> <p><b>Q.5.</b> With effect from Season 2010/2011 each Manager shall hold a valid UEFA Pro Diploma or a valid diploma of a similar standard issued by another national association.</p> <p><b>Q.6.</b> No Club shall employ any person as a Manager who does not hold the qualifications required by Rules Q.4 and Q.5.</p>	Compliance with Rules Q.4 to Q.6 will be deemed to be compliance with the UEFA criterion.	Employment contract, terms of reference and evidence of qualification.
30	P.06	B	Specialists – Security Officer	Rules <b>I.1</b> and <b>I.2</b> above.	Required by the Safety Certificate and the Green Guide (see paragraph 2.9). Compliance therewith will be deemed to be compliance with the UEFA criterion.	Employment contract and terms of reference.

**THE FOOTBALL ASSOCIATION  
LICENSING MANUAL FOR UEFA CLUB COMPETITIONS  
PERSONNEL AND ADMINISTRATIVE CRITERIA**

(a) Ser. No.	(b) UEFA Club Licensing System Criterion			(c) FAPL Rule(s)	(d) Remarks	(e) Document(s)
	(i)	(ii)	(iii)			
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31	P.07	B	Football Staff – Medical Staff	<p><b>Appointment of Medical Personnel</b></p> <p><b>H.1.</b> Each Club shall appoint at least one part-time team doctor and one part-time crowd doctor and employ one full-time therapist.</p> <p><b>Qualifications of Medical Personnel</b></p> <p><b>H.2.</b> The team doctor appointed by a Club shall be a qualified medical practitioner. A team doctor appointed on or after the commencement of the 2002/2003 Season who has not previously held such an appointment must hold the Diploma in Sports Medicine or an equivalent or higher professional qualification.</p> <p><b>H.3.</b> A crowd doctor appointed by a Club shall be a qualified medical practitioner. A crowd doctor appointed prior to the commencement of the 1998/1999 Season shall have successfully undertaken the 2 one-day Football Association courses in Immediate Medical Care or Pre-Hospital Care or their equivalent. A crowd doctor appointed on or after the commencement of the 1998/1999 Season must hold the Diploma in Immediate Medical Care or its equivalent.</p> <p><b>H.4.</b> The therapist employed by a Club shall be a Chartered Physiotherapist or a registered member of The Health Professions Council or, if employed prior to the commencement of the 1998/99 Season, shall hold the Football Association's Diploma in the Treatment and Management of Injuries.</p> <p><b>H.5.</b> Any assistant therapist employed by a Club shall be a Chartered Physiotherapist or hold the Football Association's Diploma in the Treatment and</p>	Compliance with Rules H.1 to H.5 will be deemed to be compliance with the UEFA criterion. Although not obliged to operate a Football Academy or Centre of Excellence, clubs doing so will be bound by Rule N.30 or Rule N.32.	Employment contracts and evidence of qualification.



				Management of Injuries.		
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**THE FOOTBALL ASSOCIATION  
LICENSING MANUAL FOR UEFA CLUB COMPETITIONS  
PERSONNEL AND ADMINISTRATIVE CRITERIA**

(a) Ser. No.	(b) UEFA Club Licensing System Criterion			(c) FAPL Rule(s)	(d) Remarks	(e) Document(s)
	(i) No.	(ii) Grade	(iii) Description			
				<p><b>Staffing Requirements</b> (Football Academies and Centres of Excellence)</p> <p><b>N.30.</b> The minimum staffing levels of Football Academies shall be ...</p> <p>30.3 1 Chartered Physiotherapist (full time);</p> <p>30.4 1 full time therapist (or more than 1 together employed on a full time equivalent basis) who in each case shall be either a Chartered Physiotherapist or a registered member of the Health Professions Council or shall hold the Football Association's Diploma in the Treatment and Management of Injuries;</p> <p><b>N.32.</b> The minimum staffing levels of Centres of Excellence shall be:</p> <p>32.3 a therapist whose minimum qualification shall be the successful completion of the Football Association's Diploma in the Treatment and Management of Injuries course;</p>		



**THE FOOTBALL ASSOCIATION  
LICENSING MANUAL FOR UEFA CLUB COMPETITIONS  
PERSONNEL AND ADMINISTRATIVE CRITERIA**

(a) Ser. No.	(b) UEFA Club Licensing System Criterion			(c) FAPL Rule(s)	(d) Remarks	(e) Document(s)
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32	P.08	C	Football Staff – Youth Coaches	<p><b>N.31.</b> Subject to Rule N.133, Assistant Academy Managers shall hold a valid UEFA 'A' Coaching Award and other coaches employed at Football Academies shall hold a valid UEFA 'B' Coaching Award together in each with:</p> <p>31.1 a valid F.A. Youth Coaches Award – Junior in the case of those coaching Students in age groups Under 9 to Under 12 inclusive; or</p> <p>31.2 a valid F.A. Youth Coaches Award – Intermediate in the case of those coaching Students in age groups Under 13 to Under 16 inclusive; or</p> <p>31.3 a valid F.A. Youth Coaches Award – Youth in the case of those coaching Students in age groups Under 17 to Under 21 inclusive.</p>	Although not obliged to operate a Football Academy or Centre of Excellence, Clubs doing so will be bound by Rule N.31 or Rules N.33 as qualified in each case by Rule N.133.	Employment contracts and evidence of qualification.



**THE FOOTBALL ASSOCIATION  
LICENSING MANUAL FOR UEFA CLUB COMPETITIONS  
PERSONNEL AND ADMINISTRATIVE CRITERIA**

(a) Ser. No.	(b) UEFA Club Licensing System Criterion			(c) FAPL Rule(s)	(d) Remarks	(e) Document(s)
	(i) No.	(ii) Grade	(iii) Description			
				<p><b>N.33.</b> Subject to Rule N.133, coaches employed at Centres of Excellence shall hold a valid UEFA 'B' Coaching Award and the qualifications as set out in Rules N.31.1 to N.31.3 above.</p> <p><b>N.133.</b> The various qualifications required of Football Academy and Centre of Excellence staff under Rules N.30.1, N.31 and N.33 shall be acquired at the latest within 18 months of the commencement of employment.</p>		
33	P.09	C	Specialists – Media Officer	Rule <b>B.16.3</b> above.	Compliance with Rule B.16.3 will be deemed to be compliance with the UEFA criterion.	Employment contract and terms of reference.
34	P.10	C	Stewarding	Rules <b>I.1.</b> and <b>I.2.</b> above.	Required by the Safety Certificate. Compliance therewith will be deemed to be compliance with the UEFA criterion. See also Chapter 3 of the Green Guide.	Safety Certificate.



**THE FOOTBALL ASSOCIATION  
LICENSING MANUAL FOR UEFA CLUB COMPETITIONS  
LEGAL CRITERIA**

(a) Ser. No.	(b) UEFA Club Licensing System Criterion			(c) FAPL Rule(s)	(d) Remarks	(e) Document(s)
	(i)	(ii)	(iii)			
	No.	Grade	Description			
35	L.01	A	Documents and confirmations from the licence applicant	<b>B.3.</b> Each member Club shall give to the League the address of its registered office and shall provide to the League certified true copies of: 3.1 its certificate of incorporation; and 3.2 its memorandum of association; and 3.3 its articles of association; and 3.4 any amendments to the above documents.	Compliance with Rule B.3 will be deemed to be compliance with the UEFA criterion. The required confirmations, to be signed by an Authorised Signatory not earlier than 7 days prior to the date upon which the application is submitted, appear in the licence application form. See also Ser. No.38 below.	The documents referred to in Rule B.3.
36	L.02	A	Membership and conditions of membership	<b>B.12. Membership of the League shall constitute an agreement between the Company and Clubs and between each Club to be bound by and comply with</b>  <b>12.2 the Football Association Rules;</b>	Compliance with Rule B.12 will be deemed to be compliance with the UEFA criterion.	-
37	L.03	B	Participation in competitions	<b>E.10.</b> Except with the prior written approval of the Board, a Club shall not enter or play in any competition other than ...  10.3 the F.A. Cup; 10.4 the F.A. Community Shield; 10.5 the Football League Cup;  <b>E.11.</b> Each Club shall enter the F.A. Cup.	Compliance with Rules E.10 and E.11 will be deemed to be compliance with the UEFA criterion. Participation in the FA Premier League competition is governed by Rule B.18.	-



**THE FOOTBALL ASSOCIATION  
LICENSING MANUAL FOR UEFA CLUB COMPETITIONS  
LEGAL CRITERIA**

(a) Ser. No.	(b) UEFA Club Licensing System Criterion			(c) FAPL Rule(s)	(d) Remarks	(e) Document(s)
	(i)	(ii)	(iii)			
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38	L.04	B	Register extract	<p>Rule <b>B.3</b> above.</p> <p><b>A.1. “Authorised Signatory”</b> means an Official of a Club duly authorised by a resolution of its board of directors to sign Forms as required by these Rules whose particulars shall have first been submitted to the Secretary in Form 1;</p>	Compliance with Rule B.3 and the submission of Form 1 will be deemed to be compliance with the UEFA criterion.	The documents referred to in Rule B.3 and Form 1.



**THE FOOTBALL ASSOCIATION  
LICENSING MANUAL FOR UEFA CLUB COMPETITIONS  
FINANCIAL CRITERIA**

(a) Ser. No.	(b) UEFA Club Licensing System Criterion			(c) FAPL Rule(s)	(d) Remarks	(e) Document(s)
	(i) No.	(ii) Grade	(iii) Description			
39	F.1.01	A	Audited Financial Statements	<p><b>Submission of Club Accounts</b></p> <p><b>C.69.</b> Within 6 months of its accounting reference date (or, in the case of a Club applying for a UEFA Club Licence, by the 1<sup>st</sup> March in the year of application, if earlier), each Club shall submit to the Secretary a copy of its annual accounts together with a copy of the directors' report for that year and a copy of the auditors' report on those accounts.</p>	Annual accounts are to be prepared in accordance with applicable UK law including the Companies Act 1989 and UK GAAP and audited in accordance with auditing standards issued by the Auditing Practices Board. An application for a licence will be refused if the auditors have issued a disclaimer of opinion. Subject to the foregoing, compliance with Rule C.69 will be deemed to be compliance with the UEFA criterion.	Annual accounts.
40	F.1.02	A	Financial Statements for the interim period	<p><b>C.70.</b> If the annual accounts of a Club submitted in accordance with Rule C.69 are prepared to a date more than 120 days prior to 1<sup>st</sup> March in the Season in which the application is made, such Club shall submit to the Secretary unaudited accounts covering the period commencing from its accounting reference date and ending on a date between the following 31<sup>st</sup> October and 1<sup>st</sup> March. Such unaudited accounts shall comprise a balance sheet, a profit and loss account and relevant explanatory notes and shall be submitted within 3 months of the date to which those accounts are prepared (or, in the case of a Club applying for a UEFA Club Licence, by the 31<sup>st</sup> March in the year of application, if earlier).</p>	Unaudited accounts are to be prepared in accordance with the accounting principles adopted in the preparation of annual accounts. Compliance with Rule C.70 will be deemed to be compliance with the UEFA criterion.	Unaudited accounts.



**THE FOOTBALL ASSOCIATION  
LICENSING MANUAL FOR UEFA CLUB COMPETITIONS  
FINANCIAL CRITERIA**

(a) Ser. No.	(b) UEFA Club Licensing System Criterion			(c) FAPL Rule(s)	(d) Remarks	(e) Document(s)
	(i)	(ii)	(iii)			
	No.	Grade	Description			
41	F.1.03	A	No payables overdue from transfer activities.	<p><b>UEFA Club Licence Applicants</b></p> <p><b>C.71.</b> A Club which applies for a UEFA Club Licence in accordance with the procedures set out in the Licensing Manual must prove that, subject to Rule C.72:</p> <p>71.1 no Compensation Fee or Contingent Sum and</p> <p>71.2 no sum payable to or in respect of an employee (including national insurance contributions and income tax deducted under the “pay as you earn” system) or to a licensed Agent is or was at any time overdue.</p> <p><b>C.72.</b> For the purpose of Rule C.71:</p> <p>72.1 “employee” means a Player, a Manager, any Official referred to in Rules B.16.1 and B.16.2, an Academy Manager, any of the medical personnel referred to in Rule H.1 and a safety officer;</p> <p>72.2 a payment shown on the closing date of the applicant Club’s submitted audited accounts to be overdue shall not be treated as such if by the 1<sup>st</sup> March in the Season of application it has been paid or the date for payment has been extended by means of a written agreement with the creditor or it is the subject of current litigation or arbitration proceedings.</p>	<p>Compliance with Rule C.71 will be deemed to be compliance with the UEFA criteria.</p> <p>The required proof will be established as follows:</p> <ol style="list-style-type: none"> <li>1) in relation to domestic transfers, by reference to the clearing house system operated under Rule M.26;</li> <li>2) in relation to international transfers and transfers from clubs which are not in membership of the FA Premier League or the Football League, by reference to the comparable system operated under Rule M.32;</li> <li>3) in relation to any dispute between a Club and a Player, by reference to the procedure set out in Rule K.35 or to any arbitration of the description referred to in Rule S.3;</li> <li>4) in relation to any dispute between a Club and a Manager, by reference to any arbitration under Rule Q.17 et seq.;</li> <li>5) in relation to any dispute between a Club and a licensed Agent, by reference to the procedure set out in Art.22 of the FIFA Players’ Agents Regulations;</li> </ol>	
	F.1.04	A	No payables overdue towards employees.			



**THE FOOTBALL ASSOCIATION  
LICENSING MANUAL FOR UEFA CLUB COMPETITIONS  
FINANCIAL CRITERIA**

(a) Ser. No.	(b) UEFA Club Licensing System Criterion			(c) FAPL Rule(s)	(d) Remarks	(e) Document(s)
	(i)	(ii)	(iii)			
	No.	Grade	Description			
				<p><b>C.73</b> Any Club, Authorised Signatory or other Official making a false statement (whether made verbally or in writing) in or in connection with an application for a UEFA Club Licence or falsifying a document produced in support of or in connection with such an application shall be in breach of these Rules and shall be liable to be dealt with in accordance with the provisions of Section R.</p>	<p>6) in relation to employees other than Players and Managers, by a written statement from each confirming whether or not all sums due to them from the Club have been paid on the agreed date;</p> <p>7) in relation to “pay as you earn” tax and national insurance contributions arising from contractual agreements with employees ( as defined in Rule C.72.1), the submission of Form UL4 (together with supporting documentation) or Form UL5;</p> <p>8) by the statement numbered (4) in Form UL1 signed by an Authorised Signatory which, if false, will render him and his Club liable to disciplinary proceedings under Rule C.73.</p>	<p>Written statement from employees as described in column (d).</p> <p>Form UL4 (together with supporting documentation) or Form UL5.</p>



THE FOOTBALL ASSOCIATION LICENSING MANUAL

FOR UEFA CLUB COMPETITIONS

APPLICATION FOR UEFA CLUB LICENCE

Season 20.. - 20..

To: The Secretary
The F.A. Premier League

Full company name ("the Club"): .....

Company number: .....

hereby applies for a UEFA Club Licence for Season 20... / 20...

It is hereby certified that the Club has complied with the UEFA criteria referred to in column (b) of the schedules and confirmed that:

- (1) the Club undertakes to adhere to the provisions and conditions of the UEFA licensing system;
(2) the documents submitted in support of the application and listed in the attached Document Checklist are complete and correct;
(3) the Club authorises the League to examine the said documents and to seek from the Club all information relevant to the issue of a UEFA Club Licence;
(4) all Compensation Fees and Contingent Sums which have become due and payable, all sums payable to or in respect of employees (as defined in Rule C.72.1), including national insurance contributions and income tax deducted under the "pay as you earn" system, and all sums payable to licensed Agents have been paid on the agreed date or in accordance with Rule C.72.2; this confirmation is given on the basis of enquiries of management and staff with relevant knowledge and experience and of inspection of supporting documentation sufficient to satisfy myself that I can properly give this confirmation to you.

Signed .....
Authorised Signatory

Position .....

Date .....

**THE FOOTBALL ASSOCIATION LICENSING MANUAL  
FOR UEFA CLUB COMPETITIONS  
APPLICATION FOR UEFA CLUB LICENCE – DOCUMENT CHECKLIST**

**Note:** Columns (a), (b) and (c) below identify the documents to be produced in support of an application for a UEFA Club Licence. In column (d) the applicant Club should indicate that either:

- (1) the original document is enclosed for inspection and return; or
- (2) a certified true copy is enclosed for retention; or
- (3) the original is available for inspection at the Club address; or
- (4) the document was submitted on an earlier date, which should be stated.

Column (e) is for office use.

(a) Criterion No.	(b) FAPL Rule No.	(c) Description of Document	(d) To be completed by Club as above	(e) For office Use
-	-	Form UL1 <ul style="list-style-type: none"> <li>• company name</li> <li>• company number</li> </ul>		
I.01	I.1 and I.2	Safety Certificate		
I.10	I.3	Ownership of ground – title deeds or agreement		
I.10	I.3	Ownership of training facilities – title deeds or agreement		
I.12	I.20	Certificate of Chartered Surveyor		
I.14	J.4	Customer Charter ticketing policy		
P.01	B.16.1	Chief Executive (or equivalent) <ul style="list-style-type: none"> <li>- employment contract</li> <li>- terms of reference</li> </ul>		
P.01	B.16.2	Financial Controller (or equivalent) <ul style="list-style-type: none"> <li>- employment contract</li> <li>- terms of reference</li> <li>- evidence of required qualification</li> </ul>		

(a)	(b)	(c)	(d)	(e)
Criterion No.	FAPL Rule No.	Description of Document	To be completed by Club as above	For office Use
P.01	B.16.3	Press/Media Officer (or equivalent) - employment contract - terms of reference		
P.03	N.30 and N.32	Academy Manager/Centre of Excellence Manager - employment contract - terms of reference		
P.05	Q.4 to Q.6	Manager - employment contract - terms of reference - evidence of required qualification		
P.06	I.1 and I.2	Security Officer - employment contract - terms of reference		
P.07	H.1 to H.5	Team doctor - employment contract - evidence of required qualification  Crowd doctor - employment contract - evidence of required qualification  Therapist(s) - employment contract - evidence of required qualification		
P.07	N.30 and N.32	Football Academy or Centre of Excellence therapist(s) - employment contract - evidence of required qualification		
P.08	N.31 and N.33,	Football Academy or Centre of Excellence coaches - employment contract - evidence of required qualification		

(a)	(b)	(c)	(d)	(e)
Criterion No.	FAPL Rule No.	Description of Document	To be completed by Club as above	For office Use
L.01	B.3	Certificate of Incorporation together with any amendments  Memorandum of Association together with any amendments  Articles of Association together with any amendments		
L.04	A.1	FAPL Form 1		
F.1.01	C.69	Annual accounts		
F.1.02	C.70	Unaudited accounts as per Rule		
F.1.03	C.71	Written statements from employees (as defined by Rule C.72.1).  Form UL4 (together with supporting documentation) or Form UL5.		

**THE FOOTBALL ASSOCIATION LICENSING MANUAL**  
**FOR UEFA CLUB COMPETITIONS**  
**UEFA CLUB LICENCE**

The Football Association hereby grants to:

Full company name .....

Company number: .....

a licence to participate in UEFA club competitions

in Season 20 . . . / 20 . . .

Signed on behalf of The Football Association

.....

Date .....

**THE FOOTBALL ASSOCIATION LICENSING MANUAL**

**FOR UEFA CLUB COMPETITIONS**

**APPEAL AGAINST REFUSAL OF UEFA CLUB LICENCE**

**To:** The Secretary  
The F.A. Premier League

. Full company name .....

Company number: .....

(hereinafter “the Club”)

having on [date] ..... applied for a UEFA Club Licence  
and the application having on [date] ..... been refused by The  
Football Association, the Club hereby appeals to the Sports Dispute Resolution Panel  
against the said refusal.

The Club’s grounds of appeal are:

Signed .....  
Authorised Signatory

Position .....

Date .....

**THE FOOTBALL ASSOCIATION LICENSING MANUAL  
FOR UEFA CLUB COMPETITIONS**

**CONFIRMATION OF PAYMENT OR  
DEFERRED PAYMENT OF PAYROLL TAXES**

To: The Secretary  
The FA Premier League

Pursuant to Rule C.71.2,.....Football Club confirms that

[*either*\*]

national insurance contributions and income tax deducted under the “pay as you earn” system payable in respect of all employees (as defined in Rule C.72.1) have been paid in full to Inland Revenue. Proof of payment is attached hereto together with an analysis of the taxation and social security creditor disclosed in the Club’s accounts for the period ended [*date*] submitted in accordance with Rule C.69.

[*or*\*]

national insurance contributions and income tax deducted under the “pay as you earn” system are payable over a period of time in accordance with an agreement to that effect between the Club and Inland Revenue written confirmation of which is attached hereto.

Signed.....

Authorised Signatory

Position.....

Date.....

\* *delete as appropriate*

**THE FOOTBALL ASSOCIATION LICENSING MANUAL  
FOR UEFA CLUB COMPETITIONS**

**AUDITORS' CONFIRMATION OF PAYMENT OR  
DEFERRED PAYMENT OF PAYROLL TAXES**

**Report of [ name of Auditors] to.....Football Club (“the Club”)**

Further to the requirements of Rule C.71.2 of the FA Premier League Rules and the Licensing Manual Financial Criteria, we have been engaged by the Club under the terms of our engagement letter dated [date] for the purposes of supplying the following report. Our responsibility, under the terms of our engagement letter, is to form an opinion, on the basis of the work performed, and report our opinion to the Club.

Our report has been prepared for the Club solely in connection with its application for a UEFA Club Licence. It has been released to the Club and for information purposes only to the Premier League and the Football Association on the basis that our report shall not be copied, referred to or disclosed, in whole or in part, without our prior written consent, save for the Club’s or the Premier League’s or the Football Association’s own internal purposes.

Our report was designed to meet the agreed requirements of the Club determined by the Club's needs at the time. Our report should not therefore be regarded as suitable to be used or relied on by any party other than the Club wishing to acquire rights against us for any purpose or in any context. Any party other than the Club which obtains access to our report or a copy and chooses to rely on our report (or any part of it) will do so at its own risk. To the fullest extent permitted by law, we will accept no responsibility or liability in respect of our report to any other party (including without limitation the Premier League and the Football Association).

**Basis of Opinion**

Our work consisted of the following procedures:

- agreeing the recorded year end balance of payroll taxes, being PAYE and NIC, to the payroll records of the Club;
- obtaining representations from the directors of the Club that either:
  - (a) the balance at the year end has been fully paid as of the date of our examination; or
  - (b) an agreement has been reached for payment on deferred terms;
- examination of the bank statements, in support of the representations under (a) above; or
- examination of documents, including agreements with the taxation authorities, in support of representations under (b) above.

Our work was restricted to the procedures set out above and was not directed to the discovery of errors or misstatements which we consider to be immaterial. The procedures we performed did not constitute a review or an audit of any kind.

We do not accept any responsibility for any reports previously given on any financial information used in the preparation of this report (including any audit reports on the financial statements or tax advice provided) beyond that owed to those to whom those reports were addressed by us at the dates of their issue. This provision shall also apply to any reports (including audit reports and tax advice) issued in future.

## **Opinion**

Based solely on the work outlined above, in our opinion:

[*either\**]

All the recorded payroll taxes, being PAYE and NIC, outstanding at [*insert Club year ended*] have according to the accounting records of the Club since that date been paid in full;

[*or\**]

All the recorded payroll taxes, being PAYE and NIC, outstanding at [*insert Club year ended*] are in the course of payment under an agreement reached with the tax authorities. A copy of the agreement letter is attached.

*\*delete as appropriate*