

SECTION XIII

RULES GOVERNING MEMBER CLUBS

PART A

**MFA CLUB LICENSING REGULATIONS
FOR PARTICIPATION IN UEFA CLUB COMPETITIONS**

**APPLICABLE TO
PREMIER DIVISION MEMBER CLUBS**

AS AMENDED: 08-03-2016; 30-05-2017; 13-11-2018; 07-12-2021

PART B

**MFA LICENSING
&
FINANCIAL FAIR PLAY REGULATIONS**

**APPLICABLE TO ALL MEMBER
CLUBS PARTICIPATING IN
THE NATIONAL LEAGUE OF THE ASSOCIATION**

AS AMENDED: 08-03-2016; 30-05-2017; 18-05-2021; 17-05-2022; 31-05-2022

PART A

**MFA CLUB LICENSING REGULATIONS
FOR PARTICIPATION IN UEFA CLUB COMPETITIONS**

**APPLICABLE TO
PREMIER DIVISION MEMBER CLUBS**

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DEFINITION OF TERMS

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

Administration procedures	A voluntary or mandatory process that may be used as an alternative to the liquidation of an entity, often known as going into administration. The day-to-day management of the activities of an entity in administration may be operated by the administrator on behalf of the creditors.
Agent/intermediary	A natural or legal person who, for a fee, or free of charge, represents players and/or clubs in negotiations with a view to concluding an employment contract or represents clubs in negotiations with a view to concluding a transfer agreement.
Agreed-upon procedures	In an engagement to perform agreed-upon procedures, an auditor is engaged to carry out those procedures of an audit nature to which the auditor and the entity and any appropriate third parties have agreed and to report on factual findings. The recipients of the report must form their own conclusions from the report by the auditor. The report is restricted to those parties that have agreed to the procedures to be performed since others, unaware of the reasons for the procedures, may misinterpret the results.
Associate	An entity, including an unincorporated entity such as a partnership, which is neither a subsidiary nor an interest in a joint venture and over which the investor has significant influence.
Club licensing criteria	Requirements, divided into five categories (sporting, infrastructure, personnel and administrative, legal and financial), to be fulfilled by a licence applicant for it to be granted the UEFA Licence.
Club monitoring requirements	Requirements to be fulfilled by a licensee that has qualified for a UEFA club competition, 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	Amounts paid and/or payable for the acquisition of a player's registration, excluding any internal development or other costs. They include: <ul style="list-style-type: none">• transfer fee and realised conditional transfer amounts, including training compensation and solidarity contributions paid and/or payable to another football club and/or a third party to transfer-in the player's registration;• agents/intermediaries fees; and• other direct costs of acquiring the player's registration e.g. transfer fee levy.
Deadline for submission of the application to the Association	The date by which the Association requires licence applicants to have submitted all relevant information for their applications for the UEFA Licence.
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.
Future financial information	Information in respect of the financial performance and position of the club in the reporting periods ending in the years following commencement of the UEFA club competitions (reporting periods T+1 and later).
Government	Any form of government, including government agencies, government departments and similar bodies, whether local or national.

Group	A parent and all its subsidiaries. A parent is an entity that has one or more subsidiaries. A subsidiary is an entity, including an unincorporated entity such as a partnership that is controlled by another entity (known as the parent).
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.
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 the activities of an entity, directly or indirectly, including but not limited to any director (executive or otherwise) of the entity.
Lawyer	A warranted person duly qualified and authorised to practice law in Malta.
UEFA Licence	Certificate granted by the Association confirming fulfilment of all minimum criteria by the licence applicant as part of the admission procedure for entering UEFA club competitions.
Licence applicant	A Member Club which applies for the UEFA Licence.
Licensee	Licence applicant that has been granted the UEFA Licence by the Association.
Licence season	A football season which according to the Statute of the MFA starts on the 9 th June of one year and finished on the 8 th June of the following year.
Licensor/Association	The Malta Football Association, a UEFA Member Association, which is the body recognised by UEFA in Malta that operates the club licensing system, grants licences and undertakes certain tasks in respect of the club monitoring process in Malta.
List of licensing decisions	List submitted by the Association to UEFA containing, among other things, information about the licence applicants that have undergone the licensing process and been granted or refused the UEFA Licence by the national decision-making bodies in the format established and communicated by the UEFA Administration.
Materiality	Omissions or misstatements of items or information are material if they could individually or collectively influence the decisions of users taken on the basis of the information submitted by the club. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances or context. The size or nature of the item or information, or a combination of both, could be the determining factor.
Minimum criteria	Criteria to be fulfilled by a licence applicant in order to be granted the UEFA Licence.

National accounting practice	The accounting and reporting practices and disclosures required of entities in Malta.
Parties involved	Any person or entity involved in the club licensing system, including the Association, the licence applicant/licensee and any individual involved on their behalf.
Party	A person or a legal entity.
Premier Division Clubs	Those Member Clubs that during the current football season participate in the Premier Division of the National League of the Association.
Protection from creditors	Procedures pursuant to laws or regulations whose objectives are to protect an entity from creditors, rescue insolvent entities and allow them to carry on running their business as a going concern. This process encompasses administration procedures and other insolvency proceedings (that might result in a compromise with creditors, bankruptcy or liquidation).
Reporting entity/entities	A registered member or group of entities or some other combination of entities which is included in the reporting perimeter and which must provide the Association with information for club licensing purposes.
Reporting period	A financial reporting period ending on a statutory closing date, whether this is a year or not.
Significant change	An event that is considered material to the documentation previously submitted to the Association and that would require a different presentation if it occurred prior to submission of the documentation.
Significant influence	<p>Ability to influence but not control financial and operating policy decision-making. Significant influence may be gained by share ownership, statute or agreement.</p> <p>For the avoidance of doubt, a party or in aggregate parties with the same ultimate controlling party (excluding UEFA, the Association) is deemed to have significant influence if it provides within a reporting period an amount equivalent to 30% or more of the licensee's total revenue.</p>
Stadium	The venue for a competition match including, but not limited to, all surrounding properties and facilities (for example offices, hospitality areas, press centre and accreditation centre).
Statutory closing date	The annual accounting reference date of a reporting entity.
Supplementary information	<p>Financial information to be submitted to the Association in addition to the financial statements if the minimum requirements for disclosure and accounting are not met.</p> <p>The supplementary information must be prepared on a basis of accounting, and accounting policies, consistent with the financial statements. Financial information must be extracted from sources consistent with those used for the preparation of the annual financial statements. Where appropriate, disclosures in the supplementary information must agree with, or be reconciled to, the relevant disclosures in the financial statements.</p>
Training facilities	The venue(s) at which a club's registered players undertake football training and/or youth development activities on a regular basis.

2. In these regulations, the use of the masculine form refers equally to the feminine.

1. Scope of Application

These regulations govern the rights, duties and responsibilities of all parties involved in the Association club licensing system for participation in the UEFA club competitions and define in particular:

- a) the minimum requirements to be fulfilled by the Association in order to act as the licensor for its licence applicants, as well as the minimum procedures to be followed by the Association in its assessment of the club licensing criteria (chapter 1);
- b) the licence applicant and the licence required to enter the UEFA club competitions (UEFA Licence) (chapter 2);
- c) the minimum sporting, infrastructure, personnel and administrative, legal and financial criteria to be fulfilled by a licence applicant in order to be granted the UEFA Licence by the Association as part of the admission procedure to enter the UEFA club competitions (chapter 3).

2. The Objectives

These regulations aim:

- a) to further promote and continuously improve the standard of all aspects of football in Malta and to give continued priority to the training and care of young players in every Member club;
- b) to ensure that Member clubs have an adequate level of management and organisation;
- c) to adapt clubs' sporting infrastructure to provide players, spectators and media representatives with suitable, well-equipped and safe facilities;
- d) to protect the integrity and smooth running of club competitions;
- e) to allow the development of benchmarking for Member clubs in financial, sporting, legal, personnel, administrative and infrastructure-related criteria;
- f) to improve the economic and financial capability of the Member clubs, increasing their transparency and credibility; and
- g) to place the necessary importance on the protection of creditors and to ensure that Member clubs settle their liabilities with employees, social/tax authorities and other clubs punctually.

Chapter 1: The Association

3. Responsibilities

- (i) The Association is a UEFA member association and governs the club licensing system.
- (ii) In particular the Association must:
 - (a) establish an appropriate licensing administration as defined in Article 4;
 - (b) establish at least two decision-making bodies as defined in Article 7;
 - (c) set up a catalogue of sanctions as defined in Article 10;
 - (d) define the core process as defined in Article 11;
 - (e) assess the documentation submitted by the licence applicants, consider whether this is appropriate and define the assessment procedures in accordance with Article 11bis;
 - (f) ensure equal treatment of all licence applicants and guarantee them full confidentiality with regard to all information provided during the licensing process as defined in Article 12;
 - (g) determine whether each criterion has been met and what further information, if any, is needed for the UEFA Licence to be granted.

4. The Licensing Administration

- (i) The licensor must appoint a Licensing Manager who is responsible for the licensing administration.
- (ii) The tasks of the licensing administration include:
 - a) preparing, implementing and further developing the MFA club licensing system;
 - b) providing administrative support to the decision-making bodies;
 - c) assisting, advising and monitoring the licensees during the season;
 - d) informing UEFA of any event occurring after the licensing decision that constitutes a significant change to the information previously submitted to the Association, including a change of legal form or legal group structure;
 - e) serving as the contact point for and sharing expertise with the licensing departments of other UEFA member associations and with UEFA itself.
- (iii) At least one staff member or an external financial adviser must have a financial background and a diploma in accountancy/auditing recognised by the Laws of Malta, or must have several years' experience in the above matters (a "recognition of competence").

5. The Licensing Manager

- (i) The Executive Board must have appointed a Licensing Manager, responsible for the administrative procedure relating to the licensing of Member Clubs participating in the Premier Division of the National League of the Association in accordance with the licensing core process established in these regulations. He must not be a member of the other bodies of the Association dealing with Member Clubs' licensing matters (the Member Clubs' Licensing Board and the Appeals Board). The Executive Board must appoint also a Deputy Licensing Manager and 3 people in the staff (secretarial, IT, media).
- (ii) In the checking of the licence applications and the accompanying documents, the Licensing Manager shall seek the assistance of the members of the Panel of Experts.
- (iii) The Licensing Manager must ensure that the necessary procedures relating to the licensing of clubs as provided in these regulations are carried out in the most efficient manner within the time limits established in these regulations. Furthermore, the Licensing Manager and his staff are subject to the confidentiality rules as mentioned in these regulations and must strictly follow these rules.
- (iv) The Licensing Manager must inform UEFA of any event occurring after the licensing decision that constitutes a significant change to the information previously submitted to the Association. The

Licensing Manager serves as the contact point for and shares expertise with the licensing departments of other UEFA member associations.

6. The Panel of Experts

The General Assembly shall appoint a Panel of Experts whom the Licensing Manager, the Member Clubs Board and the Appeals Board may be able to consult in case of need. This Panel shall be made up of a Legal Expert holding a warrant issued by the Ministry of Justice, an Infrastructure and Training facilities Expert, a Certified Public Accountant and registered Auditor, an Expert in Youth Development, an Expert in Coaching Development, an Expert in Order and Security and an Expert in Administration. The Panel of Experts will be appointed for a period of two (2) calendar years.

7. The Decision-making bodies

- (i) The UEFA Licence is granted to a Member Club by the Member Clubs' Licensing Board (hereinafter 'the Board') established in accordance with the Association's Statute, as the decision-making body of First Instance, or by the Appeals Board of the Association, as the body of Second Instance. Both bodies must be independent of each other.
- (ii) A Member Club shall be granted the UEFA Licence if at the time that the application for the granting of the UEFA Licence is considered by the Board, such Member Club is deemed by the Board to have complied with the obligatory conditions and criteria established in these regulations.
- (iii) In case that a club does not comply with the obligatory conditions and criteria established in these regulations for the granting of the UEFA Licence, its application for the granting of the UEFA Licence will be refused by the Board.
- (iv) A Member Club which is refused the granting of the UEFA Licence by the Board has the right to appeal to the Appeals Board of the Association established in the Associations' Statute. The decision of the Appeals Board, which is the second and final instance body in the licensing process, is final and binding.

8. The Powers, Composition and Duties of the Member Clubs' Licensing Board

- (i) The Member Clubs' Licensing Board, hereinafter referred to also as 'the Board', will be the body of first instance in the licensing procedure and is competent to deal with all those matters with which it is entrusted in these regulations, including the power to grant or refuse to grant the UEFA Licence to applicant Member Clubs as well as the power to ensure that during the season licensees are complying with the conditions and criteria of their UEFA Licence in accordance with these regulations. The Board also decides on whether the UEFA Licence should be withdrawn. The Board must be independent of the Appeals Board.
- (ii)
 - a) The Board shall be elected by the General Assembly for a period of two (2) calendar years starting on the first day of January. These shall be eligible for re-election.
 - b) Members of the Board may not be removed during their term of office unless for a serious and grave reason to the satisfaction of the Executive Board. However, a member requiring a special qualification shall be removed in case that such a member ceases to hold the required qualification.
 - c) The Executive Board shall be entitled to fill any permanent vacancy which may occur during the term of office of the Board.
- (iii)
 - a) The Board shall be composed of a chairman, two deputy chairmen and 5 other members, who must:
 - i) act impartially in the discharge of their duties;
 - ii) abstain if there is any doubt as to their independence vis-à-vis the licence applicant or if they have a conflict of interest. In this connection, the independence of a member may not be guaranteed if he/she or any member of his family (spouse, children, parent or siblings) has any association whatsoever with any Member Club. In particular, a member of the Board may not be a member, a shareholder, a business partner, a sponsor or a consultant of any Member Club;
 - iii) not act simultaneously as Licensing Manager;

- iv) not belong simultaneously to a judicial body of the Association.
 - v) not belong simultaneously to the Executive Board of the Malta Football Association;
 - vi) not belong simultaneously to the management personnel of a Member Club;
 - vii) include at least one qualified financial expert, holding a warrant of Certified Public Accountant issued by the Accountancy Board under the auspices of the Ministry of Finance and at least one lawyer.
- b) The Members of the Board must follow strictly the confidentiality rules as mentioned in these regulations.
 - c) The Executive Board shall appoint a Secretary to assist the Board in its duties. The Secretary shall be a staff member of the Association.
 - d) The President of the Association shall have the right to substitute temporarily any member of the Board who for any reason whatsoever is temporarily unable to discharge his duties. In the case of a substitution, the President shall adhere to the qualification requirements of the substituted member as established in these regulations. In case that the President fails to make a substitution when so required, the Board shall still be able to perform its functions provided it has the required quorum.
- (iv) The quorum of the Board consists of the Chairman (or one of the two Deputy Chairman) and two other members.
 - (v) The Chairman of the Board (or a Deputy Chairman, if he is acting as Chairman of the Board) has both an original and a casting vote. The Secretary shall not vote.

9. The powers, composition and functions of the Appeals Board

- (i) There shall be an Appeals Board, hereinafter referred to also as "the Board", that will be the body of second instance in the licensing procedure and which shall be competent to decide on all appeals submitted in writing and shall make a final and binding decision on whether the UEFA Licence should be granted or refused. The Board also decides on whether the UEFA Licence should be withdrawn. The Board must be independent of the Member Clubs Licensing Board.
- (ii) Appeals from a decision of the Licensing Board may only be lodged either by a licence applicant who received a refusal to its application from the Licensing Board, or a licensee whose UEFA Licence has been withdrawn by the Licensing Board according to these Regulations, and/or by the Licensing Manager.
- (iii) All the members of the Appeals Board and the substitute members shall be neutral. These shall be elected by the General Assembly for a period of two (2) years. They shall be eligible for re-election.
- (iv)
 - (a) The Board shall consist of a Chairman and two (2) Members.
 - (b) There shall be also a Panel of Substitute Members consisting of a number of members as determined by the Executive Board.
 - (c) The composition of the Appeals Board or the Panel of Substitute Members must include at least one lawyer and at least one Certified Public Accountant and registered Auditor.
 - (d) In the case of the hearing of an appeal from a decision of the Member Clubs' Licensing Board as mentioned in sub-clause (iv) (d) above, if the composition of the Appeals Board does not include a lawyer and/or a qualified financial expert, the Chairman of the Board shall designate, from the Panel of Substitute Members, at least one lawyer and at least one qualified financial expert so that the Board will include at least one lawyer and at least one qualified financial expert.
 - (e) The Executive Board shall appoint a person to act as Secretary of the Board. The Secretary of the Board shall be responsible for administrative matters.
- (v) A member of the Appeals Board, appointed in accordance with the relevant articles of the Statute of the Association, shall:
 - (a) act impartially in the discharge of their duties;
 - (b) abstain if there is any doubt as to his independence vis-à-vis the licence applicant, or if such a member has a conflict of interest. In this connection, the independence of a member may

- not be guaranteed if he or any member of his direct family is a member, shareholder, business partner, sponsor or consultant of the licence applicant;
- (c) not act simultaneously as Licensing Manager;
 - (d) not belong simultaneously to any other Board of the Association;
 - (e) not belong simultaneously either to the administrative staff, to the administration, Executive Board, or any other Board or Committee of the Association;
 - (f) not belong simultaneously to the management personnel of a Member Club;
- (vi) (a) Decisions of the Appeals Board shall be taken in accordance with the simple majority of votes.
- (b) The Chairman of the Appeals Board shall have both an original and a casting vote in case of a tie.
- (vii) Each member of the Appeals Board and the Secretary, shall bind themselves that they shall not in any manner whatsoever, divulge to anybody whomsoever, any information and/or the contents of any document that may come to their knowledge or in their possession because of their office. Any member, including the secretary, who contravenes this condition, shall be guilty of a breach of trust against the Association and against the Member Club and/or individual concerned. The member guilty of such a breach of trust shall be sanctioned by the Association's Executive Board with dismissal from any office within the Association as well as with a prohibition from holding any office within the Association for a period of three (3) years. Furthermore, both the Association and/or the aggrieved Member Club and/or individual concerned shall have claim against him for any damage suffered through such a breach of trust.
- (viii) An appeal shall be lodged by means of a petition. A petition of appeal must, under pain of nullity, be in writing and must include the reasons for the appeal. Furthermore, under pain of nullity, it must be:
- (a) filed with the Secretariat of the Association in duplicate copies, both of which must be signed by the party making the appeal. The petition of appeal must be signed by the acknowledged President or Secretary or Treasurer or any of their respective assistants; and
 - (b) be accompanied by a deposit of one hundred and twenty euro (€120); and
 - (c) be filed within six (6) days from the date of notification of the decision against which an appeal is to be lodged. No notice of the intention to appeal, as defined in Article 66 of the Statute of the Association, shall be required.
- (ix) The nullity of an appeal for any reason mentioned in this clause shall be decided by the Chairman of the Appeals Board alone without any hearing and the decision in writing shall be given "in camera". In such a case, the Chairman shall decide also whether the deposit, if a deposit had been made, shall be forfeited or refunded in whole or in part.
- (x) (a) The deposit of the appeal shall be automatically forfeited in favour of the Association if the appeal is not upheld.
- (b) If the appeal is only partially upheld, the Appeals Board shall, at its discretion, decide as to what amount, if any, shall be forfeited in favour of the Association.
- (c) If in the opinion of the Appeal Board a frivolous or an irresponsible appeal was lodged, besides the automatic forfeiture of the deposit in favour of the Association, the Appeals Board may impose on the appellant a fine not exceeding one hundred and twenty euro (€120).
- (xi) The Appeals Board is empowered to regulate its own procedure, provided that the following rules are observed:
- (a) The appellant shall be given at least three (3) days' notice of the date, place and time of the hearing, provided that an appellant and an appealed party may renounce to this time limit.
 - (b) Each party to an appeal shall have the right to object only once against a member of the Appeals Board. Such objection shall be for a cause. The fact that a member of the Appeals Board had been the Chairman or a member of the Appeals Board when a decision on an appeal based on the same or similar facts and/or on the same rules on which the present appeal is based was taken, shall not qualify as a valid cause for upholding an objection against a member of the Appeals Board.
 - (c) The decision whether to uphold or reject such an objection is decided upon by the Appeals Board.

- (d) In the case that an objection against a member of the Appeals Board is accepted, even where the member objected to is the Chairman, the Chairman of the Appeals Board shall substitute the member objected to by another member from the Panel of Substitute Members.
 - (e) As a rule, no oral evidence is allowed during a hearing but the Appeals Board may ask for evidence which has already been tendered to be heard orally. In exceptional circumstances, the Appeals Board may allow new evidence to be produced by the parties provided that the party requesting it proves to the satisfaction of the Appeals Board either that he could not produce such evidence before the body of first instance or he could not reasonably have known of such evidence before the appealed decision had been taken by the body of first instance. Furthermore, the Appeals Board may ask for the production of additional evidence.
 - (f) The Appeals Board may consult the members of the Panel of Experts nominated by the General Assembly.
- (xii)
- (a) If an appeal is not upheld, the Appeals Board shall also decide on the expenses of the appeal to be paid by the appellant. If an appeal is upheld, the Appeals Board shall decide whether the deposit of the appeal is to be refunded in full or in part to the appellant as well as on whether the appellant should pay any expenses.
 - (b) All decisions of the Appeals Board, including those relating to the forfeiture of the deposit in full or in part and those relating to costs shall be final and binding on all parties.
 - (c) All the decisions of the Appeals Board shall be in writing.
 - (d) The Chairman of the Appeals Board shall deposit any decision of the Appeals Board with the Secretariat of the Association and shall cause a copy of the decision to be notified to all parties as soon as practicable after the decision.

10. Failure to abide by these rules - Catalogue of Sanctions

- (i) In the event that the Licensing Manager establishes that an applicant who had been granted a licence has during the season failed to abide by the conditions of such licence, the Licensing Manager shall immediately bring this matter to the attention of the Member Clubs Licensing Board of the Association.
- (ii) In the event that the Licensing Manager brings to the attention of the Member Clubs Licensing Board such a matter as mentioned in sub-clause (i) above, the Member Clubs Licensing Board shall deal with the case after the appropriate charge is served on the transgressor.
- (iii) If the Member Clubs Licensing Board finds the Member Club guilty, it shall deal with the offending Member Club in the following manner:
 - (a) If the Member Club is found to have not abided by the criteria listed in sub-clause (iv) below, one (1) of the following sanctions shall be applied at the discretion of the Member Clubs Licensing Board:
 1. a caution;
 2. a fine;
 3. the obligation to submit evidence or fulfill certain conditions by a deadline determined by the Member Clubs Licensing Board.
 - (b) If the Member Club is found to have not abided by any other criteria found in these regulations, then the Member Clubs Licensing Board shall apply, at its discretion, any of the sanctions listed in the Catalogue of Sanctions found in the Associations' Disciplinary Code (Section IX), including the withdrawal of the licence;
- (iv) The non-abidance of the criteria defined in Articles 22, 23, 23(bis), 25(iv), 32, 32(bis), 38 and 39 does not lead to the refusal or withdrawal of a licence, but to a sanction according to sub-clause (iii) (a) above of these Regulations.
- (v) The Member Clubs Licensing Board may also impose a time limit on the offending Member Club within which it will have to comply with those provisions of these regulations which it has been found guilty of having transgressed. Failure to abide with such an order within the established time limit shall entitle the Member Clubs Licensing Board to again charge the club for non-compliance. In this case, the Member Clubs Licensing Board may give the advice to the Control and Disciplinary Board of the Association to deduct a maximum of ten (10) points from the current National League Classification Table, even if the offence was committed during the previous season.

- (vi) In the event that the Member Clubs Licensing Board establishes that an applicant has breached any other rules or regulations of the Association, it shall immediately bring this matter to the attention of the General Secretary of the Association, who shall then refer the matter to that body of the Association which is competent to decide on such matter.

11. The Licensing Procedural Steps (Core Process) in the licensing procedure and confidentiality rules

- (i) The licensing procedural steps (Core Process) in the licensing procedure under these regulations, which must be certified against the UEFA Club Licensing Quality Standard on an annual basis by an independent body approved by UEFA, are the following:
 - (a) The preparation and sending of the application form/s by the Association by not later than the 15th December. A copy of these regulations are sent by the Association to each Premier Division Member Club;
 - (b) The receipt of the application form/forms by the Association by not later than the 31st January, provided that if the 31st January falls on a Saturday or Sunday the latest day for the receipt of the form/s by the Association will be the following Monday;
 - (c) The checking by the Licensing Manager of the applications and documents received within the time limit;
 - (d) The sorting by the Licensing Manager of the documents and the allocation by the Licensing Manager of the documents to the different members of the Panel of Experts for their opinion;
 - (e) The checking by the members of the Panel of Experts of the documents and reporting back to the Licensing Manager;
 - (f) The filing of documents proving that any overdue payables have been settled by 30th March or the previous working day if the 30th March is a Public Holiday or falls on a Saturday or Sunday.
 - (g) The filing of any pending non-financial documents by not later than 16th April or the next working day if the 16th April falls on a Public Holiday or on a Saturday or Sunday.
 - (h) By no later than 16th April of the year in which the application is made, the applicant must make written representations to the Member Clubs' Licensing Board stating whether or not any events or conditions of major economic importance have occurred that may have an adverse impact on the applicant's financial position since the balance sheet date of the preceding reviewed interim financial statements;
 - (i) The preparation by the Licensing Manager of his report to the Member Clubs' Licensing Board by not later than the 18th April or the next day, if the 18th April falls on a Public Holiday or the following Monday, if the 18th April falls on a Saturday or a Sunday;
 - (j) The examination of the applications and the written reports of the Licensing Manager by the Member Clubs' Licensing Board;
 - (k) The decision in writing by the Member Clubs' Licensing Board on whether to accept or refuse to grant the UEFA Licence by not later than the 20th April or the next day if the 20th April falls on a Public Holiday or the following Monday, if the 20th April falls on a Saturday or Sunday.
 - (l) The filing of the written petition of appeal with the Association within six (6) working days from the receipt of the written decision of the Member Clubs' Licensing Board by an admissible appellant which disagrees with the decision of the Member Clubs' Licensing Board;
 - (m) The sending by the Licensing Manager of the Member Clubs' Licensing Board's decision and documents to the Appeals Board of the Association (Second and Final Instance Body);
 - (n) The examination of the appeal by the Appeals Board of the Association;
 - (o) The decision in writing of the Appeals Board by not later than the 20th May or the next working day if the 20th May falls on a Public Holiday or the following Monday, if the 20th May falls on a Saturday or Sunday;
 - (p) The licence applicant must publish on its website or Facebook page and on the website of the Association by 21st May or the next working day if the 21st May falls on a Public Holiday, Saturday or Sunday and in the form communicated by the licensor the total amount paid in the latest reporting period to or for the benefit of agents/intermediaries and its latest audited annual financial statements assessed by the Association.

- (q) The putting on record by the Association of the issue or refusal of the UEFA Licence;
- (r) The notification by the Association to UEFA of its list of licensing decisions by no later than the date that would have been notified by UEFA for the current licensing process (in principle, 31 May).
- (ii) (a) The Applicant shall be entitled to have legal representation only in the case of sitting in front of the Appeals Board.
- (b) Whenever entitled to appear in front of the Member Clubs Licensing Board or the Appeals Board, the applicant shall have the right to produce all evidence which it believes is necessary to prove a claim or clarify any position. However, the burden of proof over any claim made by the applicant in the license application, and/or during any hearing shall vest exclusively with the applicant.
- (c) Pleading by the Applicant, in front of the Member Clubs Licensing Board and/or the Appeals Board of the Association, may be both in the oral and in the written form, according to the instructions set out by the competent board and according to the Statute of the Association;
- (d) The Applicant shall have the right to attend the hearing of the Member Clubs Licensing Board discussing its Application whenever such Board decides that it shall invite the Applicant to such hearing. However, whenever the Applicant is invited to attend the hearing, it shall have the right to make all the deliberations it wishes to make. In any case, the Applicant shall be entitled to present written submissions to be Board.
- (e) There shall be no charge levied against the Applicant for its licensing application and the whole procedure in front of the Member Clubs Licensing Board. The costs for an appeal is the cost set out in Article 9(viii)(b) of these Regulations.

Amended:
31-05-22

11bis. Assessment Procedures

The licensor defines the assessment procedures; those used to verify compliance with the financial criteria are set out in Annex IX.

12. Equal Treatment and Confidentiality

- (i) The Association ensures the equal treatment of all the licence applicants during the core process.
- (ii) The Association guarantees the licence applicants full confidentiality with regard to all information submitted during the licensing process.
- (iii) Each person involved in the licensing process established in these regulations, prior to entering into office, must bind himself by means of a signed written declaration to be delivered to the Licensing Manager, that he will not, in any manner whatsoever, divulge to anybody whomsoever, any information and/or the contents of any document that may come to his knowledge or in his possession because of his office.
- (iv) Any person who contravenes this condition shall be guilty of a breach of trust against the Association and against the Member Club and/or individual concerned. The person guilty of such a breach of trust shall be sanctioned by the Association's Executive Board with dismissal from any office within the Association as well as with a prohibition from holding any office within the Association for a period of three (3) years. Furthermore, the Association and/or the aggrieved Member Club and/or individual concerned shall have a claim against him for any damage suffered through such a breach of trust.

Chapter 2: Licence Applicant and UEFA Licence

13. Definition of Licence Applicant and three-year rule

- (i) A licence applicant may only be a Member Club, i.e. a legal entity fully responsible for a football first team participating in national and international competitions, which is a full member of the Association as defined in Part II of the Statute of the Association.
- (ii) The Association membership must have lasted, at the start of the licence season, for at least three consecutive years.
- (iii) Any change to the legal form, legal group structure (including 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 the licence applicant's qualification for a competition on sporting merit or its receipt of a licence is deemed as an interruption of membership or contractual relationship (if any) within the meaning of this provision.

14. General Responsibilities of the Licence Applicant

- (i) The licence applicant must provide the Association with:
 - a. all necessary information and/or relevant documents to fully demonstrate that the licensing obligations are fulfilled; and
 - b. any other document relevant for decision-making by the Association.
- (ii) This includes all information on the reporting entity/entities in respect of which sporting, infrastructure, personnel and administrative, legal and financial information is required to be provided.
- (iii) Any event occurring after the submission of the licensing documentation to the Association representing a significant change to the information previously submitted must be promptly notified to the Association (including a change of the licence applicant's legal form, legal group structure or identity).

15. UEFA Licence

- (i) Member Clubs which qualify for the UEFA club competitions on sporting merit must obtain the UEFA Licence issued by the Association according to these regulations, except where Article 16 applies.
- (ii) An applicant which has been granted a licence under these regulations must, during the season, abide by the conditions of such licence as established in these regulations.
- (iii) Besides complying with the conditions of membership as mentioned in the Association's Statute and in the other rules, regulations and bye-laws of the Association, licence applicants intending to take part in any UEFA Club Competitions in the licence season, provided that during the current season these sportingly qualify to take part in any of such competitions, must, during the current season, apply for and obtain the UEFA Licence in accordance with these regulations. Furthermore, such clubs must abide with all the other conditions and criteria mentioned in these regulations and in the Schedules attached thereto which form an integral part of these regulations.
- (iv) UEFA Licences are granted for one season only. UEFA Licences are not transferable and automatically expire at the end of the season for which they are granted without the need of prior notice.
- (v) The Member Clubs Licensing Board shall have the power to withdraw the licence only when:
 - (a) any of the conditions for the issuing of a licence is no longer satisfied;
 - (b) the licensee violates any of its obligations under these Regulations, with the exclusion of non-conformity to the criteria mentioned in sub-clause (iv) above;
- (vi) A club that has been found guilty by the Member Clubs Licensing Board shall have the right to appeal to the Appeals Board of the Association whose decision shall be final and binding. Appeals shall be regulated by relevant provisions of the Board of Appeal in these Regulations.
- (vii) As soon as a licence withdrawal is envisaged, the Association shall inform the UEFA Administration accordingly of such withdrawal.

16. Special permission to enter the UEFA club competitions

- (i) In the case of a Member Club that during the current season is taking part in the National League of the Association in a division which is inferior to the Premier Division or in the competitions organized by a Member Association of the Malta FA (and that as such has undergone a licensing process which is not equivalent to the one applicable for the licence applicant under these regulations for the UEFA Licence) and that sportingly qualifies to enter a UEFA club competition through its current participation in the Malta F.A. Trophy Competition, such a Club may apply to the Licensing Manager of the Association by means of a letter requesting that it is admitted to take part in such UEFA competition on an exceptional basis. In such a case, the request must be made by not later than the 10th day of April prior to the licence season in order that the Association may inform UEFA of such a request by not later than the 15th day of April. This condition fulfilled, the Association, on behalf of its interested Member Club, requests an extraordinary application of the UEFA club licensing system.
- (ii) The UEFA Administration defines the minimum criteria for the extraordinary application of the UEFA club licensing system and the necessary deadlines and forwards these to the Association.
- (iii) The Association is responsible for submitting the criteria to the Member Club concerned for the assessment for the extraordinary procedure at national level. The Association must also take immediate action with the Member Club concerned to prepare for the extraordinary procedure.
- (iv) The Member Club concerned must provide the necessary documentary proof to the Member Clubs Licensing Board that will assess the Member Club against the fixed minimum standards and forward the following documentation in English 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 Member Clubs Licensing Board based on its assessment (including the dates and names of persons having assessed the Member Club);
 - (c) all documentary evidence provided by the Member Club and the Member Clubs Licensing Board as requested by the UEFA administration;
 - (d) any other documents requested by the UEFA Administration during the extraordinary procedure.
- (v) The UEFA Administration bases its decision on the documentation received and grants special permission to enter the UEFA club competitions if all the set criteria are fulfilled and if the Member Club ultimately qualifies on sporting merit. Such a decision applies only to the specific Member Club and for the licence season in question. The decision will be communicated to the Association, which has to forward it to the Member Club concerned.
- (vi) If such a Member Club is eliminated on sporting merit during this extraordinary procedure, the Association has to notify the UEFA Administration immediately, and this procedure is immediately terminated, without further decision. Such a terminated procedure cannot be restarted at a later stage.
- (vii) Appeals can 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.

Chapter 3: Club Licensing Criteria

17. General

- (i) With the exception of those defined in sub-article (ii) below, the criteria defined in this chapter must be fulfilled by licence applicants in order for them to be granted the UEFA Licence, with the exception of the UEFA Women's Champions League.
- (ii) Non-fulfilment of the criteria defined in Articles 20(ii), 22, 23, 23(bis), 25(iv), 32, 32(bis), 38 and 39 does not lead to the refusal of the UEFA Licence, but to a sanction defined by the Association according to Article 10(iv).
- (iii) A licence applicant must further fulfill all the requirements according to the relevant UEFA club competition regulations to be admitted to the relevant UEFA club competition. The admission process falls under the sole jurisdiction of UEFA and its competent bodies. The competent bodies of UEFA make the final decision regarding the admission of a Member Club to participate in any UEFA club competition. Such decisions are subject to all the statutes-based jurisdiction of UEFA, including the Court of Arbitration for Sport in Lausanne.
- (iv) All licensees that have been admitted to a UEFA club competition, with the exception of the UEFA Women's Champions League, must comply with the UEFA Club Monitoring requirements defined in Part III of the UEFA Club Licensing and Financial Fair Play Regulations.

17bis UEFA Women's Champions League

- (i) With the exception of those defined in paragraph ii below, the criteria defined in Annex X must be fulfilled by clubs in order for them to be granted a licence to enter the UEFA Women's Champions League.
- (ii) Non-fulfilment of the criteria defined in items 2(b), 5, 6, 7, 16 and 17 of Annex X does not lead to refusal of a licence, but to a sanction defined by the licensor according to its catalogue of sanctions (see Art 10).

SPORTING CRITERIA

18. Youth development programme

- (i) The licence applicant must have a written youth development programme approved by the Association. The Association must verify the implementation of the approved youth development programme and evaluate its quality.
- (ii) This programme must include at least the following:
 - (a) Objectives and youth development philosophy;
 - (b) Organisation of youth sector (organisational chart, bodies involved, relation to licence applicant, youth teams, etc.);
 - (c) Personnel (technical, medical, administrative, etc) and required minimum qualifications;
 - (d) Infrastructure available for youth sector (training and match facilities, other);
 - (e) Financial resources (available budget, contribution by licence applicant, players or local community, etc.);
 - (f) Football education programme for the different age groups (playing skills, technical, tactical and physical);
 - (g) Education programmes (Laws of the Game, anti-doping, integrity, anti-racism);
 - (h) Medical support for youth players (including maintaining medical records);
 - (k) Review and feedback process to evaluate the results and the achievements of the set objectives; and
 - (i) Validity of the programme (at least 3 years but maximum 7 years).
- (iii) Furthermore, the licence applicant must ensure that

- (a) every youth player involved in its youth development programme has the possibility to follow mandatory school education according to Maltese law; and
- (b) every youth player involved in its youth development programme is not prevented from continuing his non-football education (complementary school education or profession).

19. Youth Teams

- (i) The licence applicant must at least have the following youth teams within its legal entity, another legal entity included in the reporting perimeter or a club affiliated to its legal entity;
 - 1. at least two youth teams within the age range of 15 to 21;
 - 2. at least one youth team within the age range of 10 to 14;
 - 3. at least one team below the age of 10.
- (ii) Each youth team (except of the Under-10s) must participate in competitions or programmes organized by the Association and/or the Youth FA.

20. Medical Care of Players

- (i) The licence applicant must establish and apply a policy to ensure that all its players eligible to play for its first squad undergo a yearly medical examination, as stipulated in Schedule IV of these regulations and in line with UEFA Medical Regulations.
- (ii) The licence applicant must establish and apply a policy to ensure that all players above the age of 12 undergo a yearly medical examination in accordance with the relevant provisions defined by the Association in line with Maltese law.

21. Registration of Players and Written Contract with Professional Players

- (i) The licence applicant is responsible for ensuring:
 - (a) that all its players are registered with the Association or the Youth FA in accordance with the relevant provisions of the FIFA Regulations on the Status and Transfer of Players; and
 - (b) that all its professional players have a written labour contract with the licence applicant, in accordance with the relevant provisions of the FIFA Regulations on the Status and Transfer of Players.
- (ii) A licence applicant shall have at least twelve (12) professional players duly registered with it and with the Association, engaged under a written labour contract with the Member Club in accordance with the FIFA Regulations on the Status and Transfer of Players.

22. Refereeing matters and the Laws of the Game

The licence applicant must prove that at least the captain (or his replacement) and the head coach of the first squad (or the assistant coach of the first squad) have attended a session or an event on refereeing matters provided by the Association in collaboration with the Refereeing Department of the Association during the year prior to the licence season.

23. Racial equality and anti-discrimination practice

The licence applicant must establish and apply a policy 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*.

23bis. Child protection and welfare

The licence applicant must establish and apply measures, in line with any 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

24. Stadium for UEFA club competitions

- (i) The licence applicant must indicate on its licence application form the stadium, which must fulfill the minimum requirements defined in the UEFA Stadium Infrastructure Regulations, where it will play its UEFA home competitive matches if it qualifies to take part in a UEFA competition for Clubs in the licence season. The following conditions must also be met:
 - (a) In case that the Member Club concerned is not the legal owner of the stadium indicated, it must provide an authenticated copy of a valid written contract with the legal owner of the stadium. It must be guaranteed that the stadium indicated can be used for the licence applicant's UEFA home competitive matches during the licence season.
 - (b) The stadium indicated must be within the territory of the Association.
 - (c) The stadium indicated must comply with the Infrastructure Criteria established by UEFA and be approved by the Association and must be classified at least as a UEFA Category 2 stadium.
- (ii) In case that the stadium indicated is not the National Stadium, Ta' Qali (which is legally owned by the Association, and in which case the Association is responsible towards UEFA for the obligations and conditions mentioned in the UEFA Stadium Infrastructure Regulations), prior to the issue of the UEFA Licence, the Association must inspect such stadium to ascertain whether it complies with the obligatory UEFA Infrastructure Criteria and must inform in writing the Member Clubs' Licensing Board whether such stadium complies with these criteria.

25. Training Facilities – Availability and Minimum Infrastructure

- (i) The licence applicant must indicate on its application form an adequate training infrastructure where the licence applicant will conduct the training of its players as mentioned in Article 20 of Schedule II of these regulations.
- (ii) 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.
- (iii) It must be guaranteed that the training facilities can be used by all teams of the licence applicant during the licence season, taking into account its youth development programme.
- (iv) As a minimum, the infrastructure of the training facilities must include
 - a) relevant outdoor facilities;
 - b) football pitch/es having as a minimum size 50m x 30m.
 - c) 2 dressing rooms each measuring as a minimum 3m x3m and having benches, showers and toilet;
 - d) a medical room and its minimum equipment (i.e. defibrillator and first aid kit);
 - e) floodlighting.

PERSONNEL AND ADMINISTRATIVE CRITERIA

26. Club Secretariat

- (i) The licence applicant shall have a Secretary elected at the General Meeting of the Member Club or elected by the Member Club's Management Committee as may be provided in such Member Club's Statute or in the case of Member Club which is constituted as a commercial company, a Secretary chosen as provided in the Memorandum and Articles of Association of such Member Club, and who will be responsible to support the General Manager, the other bodies of the Member Club, the players and all the other staff in administrative matters. The Secretary must be provided with the necessary means of technical communication such as telephone, fax, e-mail and a website.
- (ii) The licence applicant must have an office space to run its administration. The licence applicant must also ensure that its office is open to communicate with the Association and the public.

27. General Manager

The licence applicant must have appointed a General Manager by means of a written contract, who is responsible for running the daily business of the Member Club and whose terms of reference shall include that of ensuring that the Member Club's staff assumes its responsibilities in line with the Member Club's guidelines and the strategy set up by the Member Club's Management Committee as well as the rights and limitations of the General Manager to represent the Member Club.

28. Treasurer (Finance Officer)

The licence applicant must have appointed a Treasurer (or Finance Officer), elected at the Member Club's General Meeting or appointed by the Member Club's Management Committee as may be provided in such Member Club's Statute, who is duly qualified at least as a book-keeper and who has at least two years' experience in financial matters. The Treasurer is engaged by means of a written agreement and is responsible for the Member Club's finances. His terms of reference shall include the Member Club's bookkeeping as well as the preparation of the Member Club's financial documents. The Treasurer's (or the Finance Officer's) rights and duties must be defined in writing. Furthermore, the Treasurer/Finance Officer must as a minimum have one of the following qualifications:

- (a) a diploma of a certified public accountant;
- (b) a diploma of a qualified auditor
- (c) finance officer diploma issued by the Association or an organisation recognized by the Association to the person who would have served for a period of 3 years in the position of treasurer.

29. Media Officer

- (i) The licence applicant must have appointed a Media Officer, engaged at least on a voluntary basis, whose rights and duties must be defined in writing and who must be available for the Member Club's home matches. The Media Officer is responsible for media matters and must hold as a minimum one of these qualifications:
 - (a) diploma in journalism; or
 - (b) must have successfully concluded a media officer education course issued by the Association or an organization recognized by the Association; or
 - (c) a recognition of competence issued by the Association, based on practical experience in of at least three years in such matters

30. Medical Doctor and Physiotherapist

The licence applicant must have appointed a qualified Medical Doctor and a qualified Physiotherapist, both of whom are duly licensed by the Maltese Government Health Authorities to perform the duties as medical doctor and physiotherapist respectively, and both of whom must make a written agreement that they will render their services to the Club by giving medical support and advice as well as for doping prevention policy, medical treatment and massages and who must ensure their services during matches and training. Both the Medical Doctor and the Physiotherapist must be registered with the Association.

30bis. Youth teams' medic

The licence applicant must have appointed at least one doctor or physiotherapist recognised as such by the Maltese Government Health Authorities who is responsible for the medical care of the youth teams.

31. Security Officer and Stewards

- (i) The licence applicant must have appointed a Security Officer responsible for safety and security matters, and who is engaged by the Member Club at least on a part-time basis, by means of a written agreement which defines his rights and duties, including the obligation that he must be available for the Member Club's home matches.
- (ii) The Security Officer will be helped in his duties by a sufficient number of stewards who are engaged by a written agreement to render their services to the Member Club on the occasion of UEFA home international matches.
- (iii) The Security Officer must hold as a minimum one of the following qualifications:
 - (a) a certificate as a policeman or security person according to Maltese law; or
 - (b) a safety and security diploma based from a specific course issued by the Association or by a State-recognized organisation; or

32. Supporter Liaison Officer

- (i) The licence applicant must have appointed a Supporter Liaison Officer, engaged at least on a voluntary basis, whose rights and duties must be defined in writing and who must be available for the Member Club's home matches. The role of the liaison officer is to act as the key contact point for supporters.
- (ii) The Supporter Liaison Officer will regularly meet and collaborate with the relevant club personnel on all related matters.

32bis. Disability Access Officer

- (i) The licence applicant must have appointed a Disability Access Officer to support the provision of inclusive, accessible facilities and services.
- (ii) The Disability Access Officer will regularly meet and collaborate with the relevant club personnel on all related matters.

33. Head Coach of First Squad

The licence applicant must have appointed a qualified Head Coach of its first squad engaged by means of a written contract to take care of the first team of the Club. In addition the Head Coach's rights and duties must be defined in writing. The head coach must hold the UEFA PRO coaching licence or a valid non-UEFA coaching diploma which is equivalent to the UEFA PRO coaching licence and recognised by UEFA as such.

34. Assistant coach of first squad

The licence applicant must have appointed an assistant coach for its first squad duly registered and recognized by the Association. The assistant coach must hold, as a minimum, the UEFA A coaching licence or a valid non-UEFA coaching diploma which is equivalent to the UEFA A coaching licence and recognised by UEFA as such.

35. Head of Youth Development Programme

- (i) The licence applicant must have appointed a qualified Head of its Youth Development Programme, engaged by means of a written contract who is responsible for running the daily business and the technical aspects of the youth sector. His rights and duties must be defined in writing.
- (ii) The Head of the Youth Development Programme must hold, as a minimum, the UEFA A coaching licence or a valid non-UEFA coaching diploma which is equivalent to the UEFA A coaching licence and recognised by UEFA as such, or a valid UEFA Elite Youth A licence as issued by the Association and recognised by UEFA.

36. Youth Coaches

- (i) The licence applicant must have appointed for each mandatory youth team at least one coach to be responsible for this youth team in all football matters.
- (ii) At least two of the youth team coaches must each hold, as a minimum, the UEFA A coaching licence or a valid non-UEFA coaching diploma which is equivalent to the UEFA A coaching licence and recognised by UEFA as such, or a valid UEFA Elite Youth A licence as issued by the Association and recognised by UEFA. The other coaches must hold the minimum qualification required by the Regulations for the Licensing of Football Nurseries.

37. Common provisions applicable to Articles 33 to 36

- (i) In respect of the Head Coach of first squad, assistant coach of first squad, Head of the Youth Development Programme and all youth coaches detailed above, a holder of the required UEFA coaching licence is considered a coach who, in accordance with the UEFA implementation provisions of the UEFA Coaching Convention, has been issued a UEFA coaching licence by a UEFA member association or has at least started the required UEFA coaching licence course. Simple registration for the required licence course is not sufficient to meet this condition.
- (ii) The Head Coach of first squad, assistant coach of first squad, Head of the Youth Development Programme and all youth coaches detailed above must be duly registered with the Association.

38. Rights and Duties

The rights and duties of the licence applicant's personnel defined in Articles 27 to 36 above must be defined in writing.

39. Duty of Replacement during the Season

- (i) If a function defined in Articles 27 to 36 becomes vacant during the licence season, the licensee must ensure that:
 - a) in cases of coaches, the function is to be taken over by someone who holds the required qualification within a period of a maximum of 30 days. This applies only if the function becomes vacant before end of February. After this period the function will have to be taken over within a period of a maximum of 60 days.
 - b) All other functions are to be taken over by someone who holds the required qualification within a period of a maximum of 60 days.
- (ii) In the event that a function becomes vacant due to illness or accident, the Member Club Licensing Board may grant an extension to the 60-day period only if reasonably satisfied that the person concerned is still medically unfit to resume his duties.
- (iii) The licensee must promptly notify the Association of any such replacement.

LEGAL CRITERIA

40. Declaration in respect of participation in UEFA club competitions

- (i) The licence applicant must submit a legally valid declaration confirming the following:
 - (a) it recognises as legally binding the statutes, rules and regulations, directives and decisions of FIFA, UEFA, the Association, as well as the jurisdiction of the Court of Arbitration for Sport (CAS) in Lausanne as provided in the relevant articles of the UEFA Statutes.
 - (b) at national level it will play in competitions that are recognized and endorsed by the Association.
 - (c) at international level it will participate in competitions recognized by UEFA or FIFA. To avoid any doubt, this provision does not relate to friendly matches.
 - (d) it will promptly inform the Association about any significant change, event or condition of major economic importance.

- (e) it will abide by and observe the *Club Licensing Regulations for Participation in UEFA Club Competitions applicable to Premier Division Member Clubs* issued by the Malta Football Association.
 - (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 43;
 - (h) It will be accountable for any consequences of an entity included in the reporting perimeter not a bidding by and observing items (e) and (f) above;
 - (i) it makes sure that all submitted documents are complete and correct.
 - (j) it authorizes the competent MFA Club Licensing Department and 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 Maltese law.
 - (k) it acknowledges that UEFA reserves the right to execute compliance audits at national level in accordance with Article 71 of the *UEFA Club Licensing and Financial Fair Play Regulations*.
- (ii) This declaration must be executed by an authorized signatory of the licence applicant no more than three months prior to the deadline for its submission to the Association.

41. Constitution of Member Clubs - Minimum Legal Information

- (i) A Member Club must be constituted either as a *sui generis* civil society under Maltese civil law or as a commercial company constituted under the Maltese Companies Act 1995 (Chapter 386 of the Laws of Malta).
- (ii) In the case of a Member Club, which is a *sui generis* civil society, the Member Club must send to the Association a copy of its current, valid statute. Any new statute and any amendments that may be made to its statute must be communicated to the Association. Both the statute and any amendments thereto must comply, as a minimum, with the Legal Criteria for Member Clubs contained in Annex I attached to these regulations, which form an integral part of these regulations, with the Statute, the other rules, regulations and bye-laws of the Association as well as with the Statutes, rules, regulations and bye-laws of FIFA and UEFA.
- (iii) The licence applicant must further submit an extract from a public register or an extract from the Association club register containing the following minimum information:
 - (a) complete legal name
 - (b) address of headquarters
 - (c) legal form
 - (d) list of authorized signatories
 - (e) type of required signature
- (iv) In the case of a Member Club that is a commercial company, the Member Club must send to the Association a copy of the Memorandum and Articles of Association (current and valid statutes, company act) and any amendments thereto. These must comply, as a minimum, with the Legal Criteria for Member Clubs contained in Annex I attached to these regulations, with the Criteria regarding Member Clubs Incorporated as Commercial Companies contained in Annex IA attached to these regulations, which form an integral part of these regulations, with the Statute, the other rules, regulations and bye-laws of the Association as well as with the Statutes, rules, regulations and bye-laws of FIFA and UEFA.
- (v) The Association shall not recognise any statute or any memorandum and articles of association or particular clauses in such statute or memorandum and articles of association or any amendment thereto if these do not comply or are contrary to the Legal Criteria for Member Clubs contained in Annex I attached to these regulations and/or the Criteria Regarding Member Clubs Incorporated as Commercial Companies contained in Annex IB attached to these regulations or are contrary to the Statute, rules, regulations or bye-laws of the Association or the Statutes, rules, regulations and bye-laws of FIFA or UEFA or which are contrary to any directive of the Association .

42. Legal group structure and ultimate controlling party

- (i) The licence applicant must provide the Association with information on its legal group structure at the statutory closing date prior to the deadline for the submission of the application to the Association. It must be presented in a chart and duly approved by management. The Association must be informed of any changes there may have been to the legal group structure during the period between the statutory closing date and the submission of the chart to the Association.
- (ii) This document must clearly identify and include information on:
 - (a) the licence applicant;
 - (b) any subsidiary of the licence applicant;
 - (c) any associate entity of the licence applicant;
 - (d) any direct or indirect controlling entity of the licence applicant, up to and including the ultimate controlling party.
 - (e) any party that 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) any other football club, in respect of which any of the parties identified in (a) to(f) or any of their key 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 policies.

The reporting perimeter as defined in Article 43 must also be clearly identified in the document.

- (iii) If deemed relevant the licensor may request the licence applicant/licensee to provide additional information other than that listed above (e.g. information about any subsidiaries and/or associates of the ultimate controlling entity and/or direct controlling entity).
- (iv) The following information must be provided in relation to all entities included in the legal group structure:
 - a) Name of legal entity;
 - b) Type of legal entity;
 - c) Main activity of legal entity;
 - d) Percentage of ownership interest (and, if different, percentage of voting power held);For any subsidiary of the licence applicant, the following information must also be provided:
 - e) Share capital;
 - f) Total assets;
 - g) Total revenues;
 - h) Total equity.

FINANCIAL CRITERIA

43. Reporting entity/entities and reporting perimeter

- (i) The licence applicant determines and provides the licensor with its 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.
- (ii) The reporting perimeter must include:
 - (a) the licence applicant;
 - (b) any subsidiary of the licence applicant;

- (c) any other entity included in the legal group structure which generates revenues and/or performs services and/or incurs costs in respect of the football activities defined in paragraph iii) c) to k) below;
 - (d) any entity, irrespective of whether it is included in the legal group structure, which generates revenues and/or performs services and/or incurs costs in respect of football activities as defined in paragraph iii) a) and b) below.
- (iii) Football activities include:
- (a) employing/engaging personnel (as defined in Article 46) including payment of all forms of consideration to employees arising from contractual or legal obligations;
 - (b) acquiring/selling players' registrations (including loans);
 - (c) ticketing;
 - (d) sponsorship and advertising;
 - (e) broadcasting;
 - (f) merchandising and hospitality;
 - (g) club operations (e.g. administration, match day activities, travel, scouting, etc);
 - (h) financing (including financing secured or pledged against the assets of the licence applicant);
 - (i) use and management of stadium and training facilities;
 - (j) women's football
 - (k) youth sector.
- (iv) An entity may be excluded from the reporting perimeter only if:
- (a) its activities are entirely unrelated to the football activities defined in paragraph iii) above and/or the locations, assets or brand of the football club; or
 - (b) it is immaterial compared with all the entities that form the reporting perimeter and it does not perform any of the football activities defined in paragraph iii) 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.
- (v) The licence applicant must submit a declaration by an authorised signatory which confirms:
- (a) that all revenues and costs related to each of the football activities indicated in paragraph iii) have been included in the reporting perimeter and provide a detailed explanation should this not be the case; and
 - (b) whether any entity included in the legal group structure has been excluded from the reporting perimeter, justifying any such exclusion with reference to paragraph iv).

44. Annual Financial Statements

- (i) Annual financial statements in respect of the statutory closing date prior to the deadline for submission of the application to the Association and prior to the deadline for submission of the list of licensing decisions to UEFA (i.e. 31 May in principle) must be prepared and submitted.
- (ii) Annual financial statements must be audited by an independent auditor as defined in Annex V.
- (iii) 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.

- (iv) The annual financial statements must meet the minimum disclosure requirements as set out in Annex VI and the accounting principles as set out in Annex VII. Comparative figures in respect of the prior statutory closing date must be provided.
- (v) If the minimum requirements for the content and accounting as set out in paragraph iv) 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 assessed by an independent auditor as defined in Annex V.

44bis. Publication of financial information

The licence applicant must publish on its website or on the website of the Association by 15 May and in the form communicated by the Association:

- a) the total amount paid in the latest reporting period to or for the benefit of agents/intermediaries; and
- b) the last audited annual financial information assessed by the licensor.

45. No overdue payables towards other football clubs

- (i) 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 previous 31 December.
- (ii) 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*, as well as any joint and several liability decided by a competent authority for the termination of a contract by a player.
- (iii) The licence applicant must prepare and submit to the Association a transfers table. It must be prepared even if there have been no transfers/loans during the relevant period.
- (iv) 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 for which an amount is outstanding to be paid as at 31 December, irrespective of whether they were undertaken in the 12 month period up to 31 December or before; and
 - (c) all transfers subject to a claim pending before the competent authority under national law or proceedings pending before a national or international football authority or relevant arbitration tribunal.
- (v) 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 that formerly held the registration;
 - (d) Transfer (or loan) fee paid and/or payable (including training compensation and solidarity contribution) even if payment has not been requested by the creditor;
 - (e) Other direct costs of acquiring the registration paid and/or payable;
 - (f) Amounts settled and payment date;
 - (g) Balance payable as at 31 December in respect of each player transfer including the due date for each unpaid element;
 - (h) Balance payable as at 31 March (rolled forward from 31 December) including the due date for each unpaid element, together with explanatory comment;
 - (i) Conditional amounts (contingent liabilities) not yet recognized in the balance sheet as at 31 December; and

- (j) Amounts subject to any claim/proceedings pending as at 31 March.
- (vi) The licence applicant must reconcile the total liability as per the transfer table to the figure in the annual financial statements balance sheet for 'Accounts payable relating to player transfers'. The licence applicant is required to report in this table all payables even if payment has not been requested by the creditor.
- (vii) The transfer table must be approved by management and this must be evidenced by way of a brief statement and signature on behalf of the executive body of the licence applicant.

46. No overdue payables in respect of employees

- (i) 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 as a result of contractual or legal obligations that arose prior to the previous 31 December.
- (ii) Payables are all forms of consideration due in respect of employees as a result of contractual or legal obligations including wages, salaries, image rights payments, bonuses and other benefits. Amounts payable to people who, for various reasons, are no longer employed by the licence applicant fall within the scope of this criterion 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.
- (iii) 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 administrative, technical, medical and security staff specified in Articles 27 to 36, excluding the stewards.
- (iv) The licence applicant must prepare and submit to the licensor an employees' table showing:
 - (a) all employees who were employed at any time during the year up to 31 December; i.e. not just those who remain 31 December.
 - (b) all employees in respect of whom there is an amount outstanding to be paid as at 31 December, irrespective of whether they were employed during the year up to 31 December; and
 - (c) all employees in respect of whom there is a claim pending before the competent authority under national law or proceedings pending before a national or international football authority or relevant arbitration tribunal.
- (v) The following information must be given, as a minimum, in respect of each employee:
 - (a) Name of the employee;
 - (b) Position/function of the employee;
 - (c) Start date;
 - (d) End date (if applicable);
 - (e) The balance payable as at 31 December, including the due date for each unpaid element;
 - (f) Any payable as at 31 March (rolled forward from 31 December), including the due date for each unpaid element, together with explanatory comment; and
 - (g) Amounts subject to any claim/proceedings pending as at 31 March.
- (vi) The licence applicant must reconcile the total liability as per the employees table to the figure in the annual financial statements balance sheet for 'Accounts payable towards employees' or to the underlying accounting records.
- (vii) The employees table must be approved by management and this must be evidenced by way of a brief statement and signature on behalf of the executive body of the licence applicant.

46bis. No overdue payables towards social/tax authorities

- (i) 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 social/tax authorities as a result of contractual or legal obligations in respect of its employees that arose prior to the previous 31 December.
- (ii) The licence applicant must submit to the Association a social/tax table showing:
 - (a) the amount payable (if any), to the competent social/tax authorities as at 31 December of the year preceding the licence season,
 - (b) any claim/proceedings pending.
- (iii) The following information must be given, as a minimum, in respect of each payable towards social/tax authorities, together with explanatory comment:
 - (a) Name of the creditor;
 - (b) Any payable as at 31 December, including the due date for each unpaid element;
 - (c) Any payable as at 31 March (rolled forward from 31 December), including the due date for each unpaid element, together with explanatory comment and supporting evidence; and
 - (d) Amounts subject to any claim/proceedings pending as at 31 March.
- (iv) The licence applicant must reconcile the total liability as per the social/tax table to the figure in the annual financial statements balance sheet for 'Accounts payable to social/tax authorities' or to the underlying accounting records.
- (v) The social/tax table must be approved by management and this must be evidenced by way of a brief statement and signature on behalf of the executive body of the licence applicant.

47. Written representation prior to the licensing decision

- (i) By the 17th April, the licence applicant must make written representations to the Association.
- (ii) The licence applicant must confirm:
 - (a) That all documents submitted to the Association are complete and correct;
 - (b) Whether or not any significant change has occurred in relation to any of the club licensing criteria;
 - (c) Whether or not any events or conditions of major economic importance have occurred that may have an adverse impact on the licence applicant's financial position since the balance sheet date of the preceding audited annual financial statements. If any events or conditions of major economic importance have occurred, the management representations letter must include a description of the nature of the event or condition and an estimate of its financial effect, or a statement that such an estimate cannot be made;
 - (d) Whether or not the licence applicant or any parent company of the licence applicant included in the reporting perimeter is seeking or has received protection from its creditors pursuant to laws or regulations within the 12 months preceding the licence season.
- (iii) Approval by management must be evidenced by way of a signature on behalf of the executive body of the licence applicant.

48. Future financial information

- (i) The licence applicant must prepare and submit future financial information in order to demonstrate to the Association 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 sub-article (ii) below.
- (ii) 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 financial statements submitted in accordance with Article 44 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 44 disclose a net liabilities position (negative equity) that has deteriorated relative to the comparative figure contained in the previous year's annual financial statements.

- (iii) Future financial information must cover the period commencing immediately after the later of the statutory closing date of the annual financial statements, and it must cover at least the entire licence season.
- (iv) Future financial information consists of:
 - (a) a budgeted profit and loss account, with comparative figures for the immediately preceding financial year;
 - (b) a budgeted cash flow, with comparative figures for the immediately preceding financial year;
 - (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.
- (v) Future financial information must be prepared, as a minimum, on a quarterly basis.
- (vi) 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 for the preparation of 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.
- (vii) Future financial information must meet the minimum disclosure requirements as set out in Annex VI and the accounting principles as set in Annex VII. Additional line items or notes must be included if they provide clarification or if their omission would make the future financial information misleading.
- (viii) 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 and signature on behalf of the executive body of the reporting entity.

Part VI. Final provisions

49. Correspondence

All correspondence between UEFA and the Association and/or the licensee must be in English.

50. Annexes

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

51. Compliance audits

- (i) UEFA and/or its nominated bodies/agencies reserve the right to, at any time, conduct compliance audits of the Association and, in the presence of the latter, of the licence applicant/licensee.
- (ii) Compliance audits aim to ensure that the Association, as well as the licence applicant/licensee, have fulfilled their obligations as defined in these regulations and that the licence was correctly awarded at the time of the final decision of the Association.

52. Disciplinary procedures

- (i) The Association at all times bears in mind the overall objectives of these regulations, in particular to defeat any attempt to circumvent these objectives.
- (ii) Any breach of these regulations may be dealt with by the Association in accordance with Art 10 of these regulations.

53. Amendments to the Regulations

- (i) Amendments to these regulations may be made by the Executive Board and shall come into effect at the end of the Executive Board meeting which shall approve such amendments or as determined by the Executive Board.
- (ii) These regulations come into force on 7 December 2021

Annex I

Legal Criteria for Member Clubs

1. Constitution of Member Clubs

- i) A Member Club may be constituted either as a “*sui generis*” civil society under Maltese Civil Law or as a commercial company constituted under the Companies Act 1995 (Chapter 386 of the Laws of Malta).
- ii)
 - (a) Prior to the transformation of a *sui generis* civil society Member Club into a commercial company under the Companies Act 1995 (Chapter 386 of the Laws of Malta), the Club shall send a copy of the proposed Memorandum and Articles of Association for the prior written approval of the Executive Board of the Association.
 - (b) In the event that a Member Club constituted as a *sui generis* civil society under Maltese Civil Law, wishes to be constituted as a commercial company under the Companies Act 1995 (Chapter 386 of the Laws of Malta), it will have to comply with the Criteria Concerning Member Clubs Incorporated as Commercial Companies contained in Schedule IA of these Regulations. Furthermore, the Executive Board of the Association may give such directives as the Executive Board may deem fit and proper.
- iii) In the case of a Member Club which is a *sui generis* civil society, the Club shall send to the Association a copy of any new Statute and of any amendments which may be made to its Statute. These must comply, as a minimum, with the Statute, Regulations and Bye-Laws of the Association and with the Statutes, Regulations and Bye-Laws of FIFA and UEFA.
- iv) In case that a Member Club is a commercial company, such Club shall send to the Association a copy of any new Memorandum and/or Articles of Association and any amendments to the Memorandum and/or Articles of Association. These must comply, as a minimum, with the Statute, Regulations and Bye-Laws of the Association and with the Statutes, Regulations and Bye-Laws of FIFA and UEFA.
- v) The Association shall not recognize any Statute or any Memorandum and/or Articles of Association or particular clauses in such Statute or Memorandum and/or Articles of Association or any amendments thereto if these are contrary to the Statute, Regulations or Bye-Laws of the Association or the Statutes, Regulations and Bye-Laws of FIFA or UEFA or which are contrary to any directives which the Executive Board of the Association may have given.

2. Annual General Meeting

- (i) A Member Club, whatever its constitution, shall hold an Annual General Meeting not earlier than the 15th day of May and not later than the 15th day of June in each year.
- (ii) The Management Committee or the Board of Directors, as the case may be, shall include the following items on the Agenda of the Annual General Meeting:
 - a. Approval of the Minutes of the last Annual General Meeting and the Minutes of any intervening Extraordinary General Meeting.
 - b. The presentation of the unaudited interim accounts and the balance sheet (1st January to 30th April) for the approval of the members or shareholders as the case may be;
 - b. The election of the Management Committee of the Club or of the Board of Directors of the Company, as the case may be, for the following year, except in the case of those officials whose term of office has not yet expired and have not in the meantime resigned their office.
 - c. The consideration of any amendments to Statute of the Member Club concerned or to the Memorandum and/or Articles of Association of the Member Club Company, as the case may be.
 - d. The consideration of any motions submitted by the members of the Member Club or the shareholders of the Member Club Company, as the case may be.
- (iii) The Annual General Meeting shall not be valid unless notice thereof, including the date, time and place of the meeting, is given to the members or shareholders, as the case may be, and to the Association, at least fifteen (15) days prior to the date of the meeting.
- (iv) The quorum of the Annual General Meeting shall be fifty per cent plus one (50%+1) of the paid up members of the Member Club or of the shareholders of the Member Club Company, as the case may be. However, if after half an hour of the time scheduled for the meeting this quorum is not reached, the meeting may be held with the number of members present.

- (v) The Association shall be entitled to be represented at this meeting. In this case, the representative of the Association shall make a report to the General Secretary on the proceedings of such Annual General Meeting on the Report Form contained in Schedule IB of these Regulations.

3. Extraordinary General Meetings

- (i) Extraordinary General Meeting for the approval of the Audited Accounts and Balance Sheet
- a. A Member Club, whatever its constitution, shall hold an Extraordinary General Meeting not earlier than the 15th day of March and not later than the 15th day of April in each year, for the approval of the Audited Accounts and Balance Sheet.
 - b. The Management Committee or the Board of Directors, as the case may be, shall include the following items on the Agenda of the Extraordinary General Meeting:
 1. Approval of Minutes of the last Extraordinary General Meeting for the approval of audited Accounts and Balance Sheet;
 2. The presentation of the audited accounts and the balance sheet for the previous financial year (1st January to 31st December) for the approval of the members or shareholders as the case may be. If the financial statements are prepared by a Certified Public Accountant and Auditor or by a firm of Certified Public Accountants and Auditors, these must be audited and prepared in accordance with the provisions concerning accounts and audit, including the provisions applicable to small companies, of the Companies Act 1995 (Chapter 386 of the Laws of Malta). In case that the accounts and the balance sheet are audited by persons who are not qualified as Certified Public Accountants and Auditors, these must be on the Member Clubs' Annual Return Form contained in Schedule IIA of these Regulations. However, in the case of a Member Club, which in the following season intends to apply for a Professional or Semi-Professional Status Licence, the accounts must be audited and prepared by an independent Certified Public Accountant and Auditor or by an independent firm of Certified Public Accountants and Auditors;
 3. The election of Auditor/s.
 - c. The Extraordinary General Meeting for the approval of the Audited Accounts and Balance Sheet shall not be valid unless notice thereof, including the date, time and place of the meeting, is given to the members or shareholders, as the case may be, and to the Association, at least fifteen (15) days prior to the date of the meeting.
 - d. The quorum of the Extraordinary General Meeting for the approval of the Audited Accounts and Balance Sheet shall be fifty per cent plus one (50%+1) of the paid up members of the Member Club or of the shareholders of the Member Club Company, as the case may be. However, if after half an hour of the time scheduled for the meeting this quorum is not reached, the meeting may be held with the number of members present.
 - e. The Association shall be entitled to be represented at this meeting. In this case, the representative of the Association shall make a report to the General Secretary on the proceedings of such Annual General Meeting on the Report Form contained in Schedule IB of these Regulations.

(ii) Other Extraordinary General Meetings

The Statute of a Member Club or the Memorandum and Articles of Association of a Member Club Company, as the case may be, may provide for the holding of other Extraordinary General Meetings. In this case, the Association shall be informed of any such scheduled Extraordinary Meeting at least seven (7) days prior to the holding of such a meeting. The Association shall be entitled to be represented at this meeting. In this case, the representative of the Association shall make a report to the General Secretary on the proceedings of such Annual General Meeting on the Report Form contained in Schedule IB of these Regulations.

4. Member Clubs' Management Committee

- i) (a) Management Committee of Member Clubs, whatever their constitution, shall be composed of at least five (5) but not more than fifteen (15) persons, including the officials and any co-opted members.

- (b) In the case of a Member Club, which is constituted as a *sui generis* civil society, the number of co-opted members shall not exceed two (2) at the same time.
- (c) In the case of the President, the Vice-Presidents, if more than one, the Treasurer and the Secretary, these may be elected directly by the General Meeting for a term of office not exceeding three (3) years.
- ii) (a) If the President, the Vice-president or Vice-presidents, the Treasurer and the Secretary are not elected during the Annual General Meeting due to the fact that the Club's Statute provides that these are to be elected by the Management Committee, the Management Committee of a Member Club which is a *sui generis* civil society shall, during its first meeting after the Annual General Meeting, elect from amongst its members the Clubs' officials, namely the President, at least one Vice-president, a Treasurer and a Secretary. Other officials may be elected as necessary.
- (b) The first meeting of such a Management Committee shall be held within a week after the Annual General Meeting but in any case not later than the 30th June.
- iii) (a) In the case of a Member Club which is a commercial company under the Companies Act 1995 (Chapter 386 of the Laws of Malta) the Board of Directors shall during its first meeting after the Annual General Meeting, nominate or elect the Management Committee of the Club.
- (b) This Management Committee shall include the President, a least one Vice-President, a Treasurer, a Secretary and at least one member. Other officials and other members may be nominated or elected as necessary.
- (c) The officials and members of such a Management Committee need not be shareholders or members of the Board of Directors. However, the number of persons on the Management Committee shall not exceed the number mentioned in article 4 sub-clause (i) (a) of these Regulations.
- (d) The first meeting of the Board of Directors shall be held within a week after the Annual General Meeting had been held but in any case not later than the 30th June.
- iv) The members of a Management Committee of a Member Club, which is a *sui generis* civil society, shall not be eligible for election if they are not 'bona fide' members of the Member Club for at least thirty days prior to the Annual General Meeting.
- v) The Members of a Management Committee of a Member Club which is a *sui generis* civil society and the Members of the Board of Directors of a Member Club which is a company under the Companies Act 1995 (Chapter 386 of the Laws of Malta) shall not be eligible for election if they are persons who have been suspended by the Association from serving in such a capacity or who are persons who had been declared as a *persona non grata* by the Association and/or by FIFA and/or by UEFA.
- vi) (a) A person who during the current season has his spouse or son or daughter or parent a member or a co-opted member of the Management Committee of another Member Club which is a *sui generis* civil society or a member of the Board of Directors of another Member Club which is a company under the Companies Act 1995 (Chapter 386 of the Laws of Malta), if both Clubs are competing in the same division, such person requires the pre-emptive consent of the Executive Board prior to becoming a member or a co-opted member of such Management Committee or a member of such Board of Directors, as the case may be.
- (b) In the event that notwithstanding the provisions of sub-clause (a) above, such a person has been elected to or has been co-opted as a member of the Management Committee or has been elected to the Board of Directors of a Member Club prior to having obtained the Executive Board's permission, any act done by such person on behalf of such Club shall be deemed null and void.
- (c) In the event that the Executive Board deems that only one of the persons of the same family as described in sub-clause (a) above may be or remain a member or a co-opted member of the Management Committee or a member of the Board of Directors of one of the Member Clubs concerned, the Executive Board shall have the right to decide who of the persons of the same family may be or remain a member or a co-opted member of the Management Committee or a member of the Board of Directors of one of the Member Clubs concerned.
- (d) Any decision to be made by the Executive Board with regards to the provisions of this clause shall be through a secret vote.
- vii) A person, even if already elected or co-opted to the Management Committee of a Member Club which is a *sui generis* civil society or as a member of the Board of Directors of a Member Club which is a company under the Companies Act 1995 (Chapter 386 of the Laws of Malta), who previously to joining the Management Committee or the Board of Directors was found guilty of a serious criminal offence

- by a competent Court, may be prohibited by the Executive Board from becoming or remaining, as the case may be, a member or a co-opted member of the Management Committee of a Member Club which is a *sui generis* civil society or a member of the Board of Directors of Member Club which is a company under the Companies Act 1995 (Chapter 386 of the Laws of Malta), as the case may be.
- viii) A member or a co-opted member of the Management Committee of a Member Club which is a *sui generis* civil society or a member of the Board of Directors of a Member Club which is company under the Companies Act 1995 (Chapter 386 of the laws of Malta) who during his term of office is found guilty of a serious criminal offence by a competent Court may be prohibited by the Executive Board from remaining a member or co-opted member of such Management Committee of a Member Club which is a *sui generis* civil society or a member of such Board of Directors of a Member Club which is a company under the Companies Act 1995 (Chapter 386 of the Laws of Malta), as the case may be.
 - ix)
 - (a) Notwithstanding the provisions of clauses (vi) to (ix) above, all the members and co-opted members of a Management Committee of a Member Club which is a *sui generis* civil society and all the members of the Board of Directors of a Member Club which is a company under the Companies Act 1995 (Chapter 386 of the Laws of Malta) are subject to the approval of the Executive Board.
 - (b) Besides a request to the Executive Board made under sub-clause (vii) (a) above, a written request may also be made to the Executive Board for its approval prior to the election or co-option of a member to the Management Committee of a Member Club which is a *sui generis* civil society or prior to the election of a member to the Board of Directors of a Member Club which is a company under the Companies Act 1995 (Chapter 386 of the laws of Malta).
 - (c) Except in the case of a person who was given approval by the Executive Board prior to election or co-option, unless in the meantime a new reason for rejection has arisen, the Executive Board has the right to refuse the approval of any member or any co-opted member of the Management Committee of a Member Club which is a *sui generis* civil society or of any member of the Board of Directors of a Member Club which is a company under the Companies Act 1995 (Chapter 386 of the laws of Malta) both prior and after election or co-option of members. The Executive Board is not obliged to state its reasons for any such refusal.
 - x)
 - (a) Notwithstanding the provisions of clauses (iv) and (x) above, the members of a Management Committee, including co-opted members, and the Members of the Board of Directors shall be subject to the approval of the Executive Board.
 - (b) The Executive Board may be asked for its written approval prior to the election or re-election of officials and members.
 - (c) The Executive Board shall have the right to refuse to accept any official or any other member of a Club's Management Committee or Board of Directors both prior as well as after any election or co-option. The Executive Board is not obliged to state its reasons for any such refusal.
 - (d) **The Executive Board may delegate the General Secretariat with the vetting of Members of a Management Committee, including co-opted members, and the Members of the Board of Directors.**
 - xi)
 - (a) **Members of a Management Committee, including co-opted members, or Members of the Board of Directors, Coach, or Employee, shall hold a position with, or directly or indirectly exercise control or any management authority over any other Member or Membership, or hold any direct or indirect financial interest in any other Member.**

5. Duties of Member Club's Management Committee

- i)
 - (a) Subject to the Statute, Regulations and Bye-laws of the Association, the Management Committee of a Member Club shall have the control of all the affairs connected with the running of the Member Club concerned, including all matters connected with association football and with the Association in the city, town or village over which such Member Club has jurisdiction and shall be the only body recognised for this purpose by the Association in the city, town or village concerned. The Association shall have jurisdiction over the members of such Management Committee.
 - (b) Notwithstanding the provisions of sub-clause (a) above, the Association shall have jurisdiction over the members of the Committee of Directors even though these may not form part of the Club's Management Committee.

- (c) Notwithstanding the provisions of sub-clause (a) above, members of the Board of Directors are considered as Management Committee Members in the case of misdemeanors committed by them.
- ii) Agreements between Member Clubs regarding the transfer of players and agreements between a Member Club and a professional player must be approved by the Management Committee during a formal meeting of the Management Committee. Failure to abide by this provision shall be deemed to be a serious offence and both the Member Club concerned and those Members of the Club's Management Committee responsible for the agreement shall be subject to disciplinary proceedings.
- iii) The Management Committee may appoint sub-committees to help it in its duties. However, the Management Board shall in all cases be responsible for its Member Club towards the Association.
- iv) (a) The Secretary of a Management Committee must send within the established time-limits to the General Secretary of the Association all the information which is required by the Statute, Regulations, Bye-Laws, and directives of the Association. This information must be on the official form/s established by the General Secretary. The form/s must provide for the following information: the official name of the Club, the address of the Club and the correspondence address if different from that the Club's premises, the legal form of the Club (whether a 'sui generis' civil society or a commercial company), the list of the authorised signatories (last name, first name and home address) and the type of signature required (individual, collective, etc.) as well as the telephone number/s, the fax address and the e-mail address of the Club.
 - (b) In the case of a commercial company, an official registration certificate must be attached to the form mentioned in sub-clause (a) above.
 - (c) Information sent by the Secretary of a Management Committee may be required to be confirmed on oath.
- v) A resolution or a decision of the Management Committee may not be rescinded at the meeting at which it was passed or at a subsequent regularly convened Management Committee meeting during the same season unless the motion for rescinding it is carried by three-fourths ($\frac{3}{4}$) of the members present and voting.
- vi) Unless otherwise stipulated, the Club shall be represented by its President and Secretary. These shall have the right to sign documents on behalf of the Club.

6. Financial Loans and other Financial Obligations of Member Clubs

- i) Member Clubs must have a provision in their Statute stipulating that a financial loan taken by the Club or any other financial obligation entered into by the Club which exceeds five hundred euro (€500), except in the case of agreements by a Member Club with another Member Club and except in the case of agreements between a Member Club and a professional player, shall not be valid, and therefore not legally binding on the Member Club concerned, unless such obligations are approved by the Club's Management Committee during a formal meeting, are made in writing and are signed by the President, the Secretary and the Treasurer of the Club.
- ii) A Member Club which takes a financial loan or which enters into any other obligation which is not excepted under clause (i) above and which burdens the Club financially, must send an authentic copy of the agreement creating such loan or such other financial obligation to the Association within fifteen (15) days of the agreement. Failure to abide by this provision shall be deemed to be a serious offence.

7. Member Clubs' Premises

- i) The Management Committee of a Member Club shall be responsible towards the Association for the activities held on the Member Club's premises or at the Club's training infrastructure.
- ii) No political activities of any sort shall be permitted by a Member Club's Management Committee on the premises or at training infrastructure of its Club.
- iii) No illegal or immoral activities shall be permitted by a Member Club's Management Committee on the premises or at the training infrastructure of its Club.
- iv) The Executive Board shall punish violations of these provisions as it may deem fit.

8. Member Club's Sponsors

- i) Member Clubs must subject any verbal or written sponsorship agreement concluded by them with any individual, anybody of persons or company, and whose name and/or product is to be associated with the Member Club concerned to the approval of the Executive Board. The Member Club concerned must inform the Association in writing of any such agreement within fifteen days of the conclusion of such an agreement.
- ii) The Executive Board may prescribe the form in which such information shall be given. In this case such information shall be given on the prescribed form.
- iii) The Executive Board shall have the right to object to any such agreement without any obligation to divulge its reason and such a decision shall be final.
- iv) In the case of any objection by the Executive Board, the Member Club concerned shall not associate with such an individual, body of persons or company and/or with their product. Furthermore, a Member Club shall not enter into another sponsorship agreement or associate itself with such an individual, body of persons or company, or with any of their products, without the prior approval of the Executive Board.
- v) Any willful transgression of the different provisions contained in this article shall be deemed to be a serious offence.

9. Money laundering

It is a very serious offence which may lead to the Club's dismissal from the Association if a Member Club is found guilty to have permitted money laundering to take place in any Club transaction. A decision to dismiss a Club from the Association shall be subject to the approval of the Executive Board.

10. Members' Status Committee

- i) The Association shall have a Members' Status Committee which shall be appointed by the Executive Board.
- ii) The Members' Status Committee shall consist of a Chairman, who shall be an officer of the Association, two (2) Vice-Chairmen, one of whom shall be the Honorary Treasurer of the Association and who shall be the first vice-Chairman, unless he is the Chairman, a number of members as may be deemed necessary, and a Secretary.
- iii) The Members' Status Committee shall be competent to deal with all matters relating to these Legal Criteria for Member Clubs, including the monitoring of the Statutes of Member Clubs and of the Memorandum and Articles of Association of Member Club which are commercial companies and any amendments to such Statutes or Memorandum and Articles of Association, as well as to deal with any internal problems which a Member Club may refer to the Association.
- iv) If the Members' Status Committee is of the opinion that action against a Member Club is warranted it shall inform the Executive Board of the Association about the matter for any action which it may deem necessary to take.

ANNEX IA

Criteria Regarding Member Clubs Incorporated as Commercial Companies

A Member Club desiring to incorporate into a commercial company, or any such company which proposes to make a fresh issue of shares, or in which a transfer of shares is to be approved, must apply to the MFA in writing and submit a copy of the proposed Memorandum and Articles of Association of the company, as well as any other documentation and evidence that the Executive Board of the MFA may deem appropriate to require of the applicant in each particular case.

Before the Executive Board accedes to such request it must be satisfied that the proposed Memorandum and Articles of Association include the under-mentioned conditions and other conditions, which may be recommended by the Members' Status Board of the Association. The right of the company to participate in the competition operations shall cease to apply if the assigning club's membership of the association ceases. Should the licence already be granted to the company, then it cannot be transferred from the company to the registered member. The right to apply for a licence in the following season shall revert to the Member Club.

1. The main object of the company must be the carrying on of the business of a football club constituted in accordance with the rules and regulations of the Malta Football Association for the purpose of preparing football teams at all levels to participate in competitions organised by the Malta Football Association and, if qualified, to represent the Malta Football Association in international competitions at club level and to observe the rules and regulations of the Fédération Internationale de Football Association (FIFA) and of the Union des Associations Européennes de Football (UEFA).
2. No person, whether physical or juridical, or any other association of persons, whether corporate or non-corporate, may, whether directly or indirectly, hold, control or in any other manner influence, more than forty-nine per cent (49%) of the shares or the voting rights in any such company.
3. No person, whether physical or juridical, or any other association of persons, whether corporate or non-corporate, being already a member or director of a Member Club or any such company may, whether directly or indirectly, own shares or otherwise be a member, director or Committee member of another Member Club, however constituted. This prohibition shall continue to apply for a period of three years after such person or association of persons ceases to be a shareholder, director, member or board member of the member club, however constituted.
4. Non-amateur players and active referees are prohibited from holding shares, whether directly or indirectly, in such a company. In the case of a referee, this prohibition shall continue to apply for a period of five years after he has ceased to be an active referee.
5. Such a company, whether on inception or on conversion, must ensure that prior to incorporation or conversion, its shares or any class thereof, are offered to the members of the Member Club as constituted prior to incorporation or conversion. The price of these shares, and the rights attaching thereto, shall be subject to the approval of the Executive Board, which must ensure that the price is reasonable, and that the rights attaching thereto reflect the contribution of that class. These shall have the right to be represented on the Board of Directors.
6. Amendments to the Memorandum and Articles of Association of a such a company shall not be valid unless approved by at least seventy-five per cent (75%) of the voting rights in the company and unless such change is approved by the MFA Executive Board.
7. A director of such a company shall resign from the post or is to be removed from there if he is suspended from all football activities for a period of more than six months and until such time as he is still under such suspension.
8. A non-amateur player cannot be a director of such a company.
9. An active referee cannot be a director of such a company. This prohibition shall continue to apply for five years after he has ceased to be an active referee.
10. No individual may be a shareholder or a director or may continue to be a shareholder or a director of such a company if he has been or is found guilty either under the Prevention of Corruption (Players) Act (Chapter 263 of the Laws of Malta) or of corruption, by the Association, or who has been or is declared "persona non grata" by the Association.
11. A larger dividend shall not be declared than the maximum dividend allowed from time to time by the Executive Board of the Association and may be cumulative for a period not exceeding three (3) years (that is to say,

the past three (3) consecutive years). Until otherwise determined by the Executive Board of the Association the maximum dividend payable in respect of any year shall be fifteen per cent (15%) before deduction of tax.

12. Preference Shares may be issued with cumulative preference dividend not exceeding five liri (LM5) per cent net for a period not exceeding three (3) years (that is to say the past three consecutive years); but the company may not issue more Preference Shares than its subscribed Ordinary Shares.
13. A Share shall not be sub-divided. No such company shall make any bonus issue or pay any capital dividend without the written consent of the Executive Board of the Association.
14. A resolution to wind up such a company shall not be valid unless approved by seventy-five per cent (75%) of the shareholders.
15. In the case of an application to the competent court for the winding up of such a company, the Association shall be served with a copy of the application and the Association shall have the right to make submissions during the hearing as an interested party. If the company is put into bankruptcy or enters into liquidation, the right to apply for a licence in the international and/or national competition shall revert to the registered member.
16. The Member Clubs' Status Committee and the Executive Board may draw any conclusion that they may deem appropriate to ensure that the provisions of these rules are complied with, and in particular to ensure so far as possible that no indirect holdings or other devices are employed to circumvent the provisions of these rules.
17. If such a company fails to adhere to the conditions mentioned in these directives or to any other condition imposed by the Executive Board of the Association in the recognition of a Member Club as a company, the Executive Board shall have the right to take all those measures, including the suspension of such Member Club, to ensure compliance as it may deem necessary in the circumstances.



M A L T A F O O T B A L L A S S O C I A T I O N

**ANNUAL GENERAL MEETING OF A MEMBER CLUB
REPORT FORM**

Name of MFA Representative
.....

Member Club

Date

Meeting held at Time Start of Meeting..... Time End of Meeting

Number of Members present Quorum (50% + 1)

Whether Meeting started late due to lack of Quorum

YES / NO

PROCEDURES

Agenda

(In accordance with the Regulations Governing the Constitution and Management of Member Clubs)

Annual General Meeting

- a. Approval of Minutes of the last Annual General Meeting and any intervening Extraordinary General Meetings
- b. Election of Management Committee
- c. Amendments to the Statute
- d. Motions
- e. Other Matters

Were all the above items included on the Agenda?

YES / NO

Were there other items included on the Agenda?

YES / NO

Was the notice to members, including the Agenda, sent to the members, at least 15 days, before the date of the meeting?

YES / NO

Proceedings as per the Agenda:

Who was appointed to keep the minutes for this meeting?

Name & Surname Function

Minutes of the last Annual General Meeting held on

- Read and Approved?

Were all the above proposed and seconded?

YES / NO

The Management Committee for Season 20 __ / 20 __ was elected as follows:

1		9	
2		10	
3		11	
4		12	
5		13	
6		14	
7		15	
8			

Amendments to the Statute and/or Motions:

(iv) Any Other Matter Raised and Decided:

I the undersigned, as representative of the Malta Football Association, hereby declare that this report represents a true account of proceedings during the above Annual / Extraordinary General Meeting.

Signature of MFA Representative Date
.....

Full Name in Block Letters

To be sent to the General Secretary of the Association within two (2) days of the Meeting.

SCHEDULE IB (ii)



M A L T A F O O T B A L L A S S O C I A T I O N

**EXTRAORDINARY GENERAL MEETING OF A MEMBER CLUB
REPORT FORM**

Name of MFA Representative

Member Club holding the EGM Date

Meeting held at

Time: Start of Meeting

Time: End of Meeting

Number of Members present

Quorum (50% + 1)

(If applicable) Meeting started late due to lack of Quorum YES / NO

PROCEDURES

Extraordinary General Meeting for the approval of audited Financial Report

- a. Approval of Minutes of the last Extraordinary General Meeting for the approval of audited Financial Report
- b. Presentation of audited Financial Report for the previous season
- c. Appointment of auditors

Were all the above items included on the Agenda? YES / NO

Was the notice to members, including the Agenda, sent to the Members, at least 15 days, before the date of the meeting? YES / NO

Proceedings as per Agenda:

Who was appointed to keep the minutes of this meeting?

Name & Surname Function

Minutes of the Extraordinary General Meeting for the approval of the audited Financial Report held on

Read and Approved? YES / NO

If Read and Approved –

Proposed by

Seconded by

Audited Financial Report for the period 1 January – 31 December 20 Read and Approved? YES / NO

Audited by:

Signed by:

If Read and Approved –

Proposed by

Seconded by

Copy of the approved audited Financial Report must be attached with this report.

Auditors for the coming season:

The following auditors were appointed for year 20__

APPLICABLE TO UEFA LICENSED, PROFESSIONAL AND SEMI PROFESSIONAL CLUBS

Name & Surname of Certified Public Accountant and Auditor/Firm of Certified Public Accountants and Auditors elected by

the Extraordinary General Meeting:.....

APPLICABLE TO AMATEUR CLUBS

Particulars of the two (2) Clubs' Auditors elected by the **Extraordinary** General Meeting:

Name & Surname Qualifications:

Address:

Name & Surname Qualifications:

Address:

I the undersigned, as representative of the Malta Football Association, hereby declare that this report represents a true account of proceedings during the above Extraordinary General Meeting.

Signature of MFA Representative..... Date

Full Name in Block Letters

To be sent to the General Secretary of the Association within **two (2) days** of the Meeting.

ANNEX II

UEFA Infrastructure Criteria

In order that a Premier Division Member Club may be given the UEFA Licence, amongst others, the stadium to be used for UEFA club competition matches must comply with the criteria mentioned in this Schedule. Furthermore, the licence applicant must have adequate training facilities as mentioned in this Schedule.

In addition to the requirements contained in this Schedule III, the stadium to be used for UEFA club competition matches must fulfil the minimum requirements defined in the UEFA Stadium Infrastructure Regulations (structural criteria applicable to all categories and at least category 2 structural criteria).

1. Stadium Definition

Stadium means the venue for a UEFA competition match, comprising the stadium itself, as well as the area around it, up to and including the fencing surrounding it, the air space immediately above the stadium and the television, press and VIP areas.

2. Certification

The stadium must be certified at least every two years by a practicing architect and civil engineer and verified by the Order and Security Committee of the Association. In future, this certificate must be in compliance with Maltese law if and when such a law is enacted.

The certificate must provide for the following information:

- (i) Safety status of the stadium structure and measures for improvement;
- (ii) Approval of the entire stadium capacity (individual seats, terraces and total number);
- (iii) Safety and security strategy. This must cover all aspects of the organisation of a football match, such as ticketing distribution system, screening of spectators, segregation strategy, crowd dispersal strategy, medical service, measures taken in case of fire, loss of power supply, or any other emergency.

3. Safety

Stadium safety must comply with the following:

- (i) 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 mentioned in clause 2 above;
- (ii) 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;
- (iii) Procedures must be established so that all public passageways, corridors, stairs, doors, gates etc. are kept free from any obstructions that could impede the free flow of spectators during an event;
- (iv) 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 must 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 the spectators are in the stadium;
- (v) 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;
- (vi) 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.

4. Approved Evacuation Plan

A plan must be in place for the evacuation of the whole stadium in case of emergency. This plan is to be prepared by the Stadium Management after it is discussed with the Police, private security and the fire brigade

and approved by them and by the Order and Security Committee of the Association. Such Evacuation Plan must contain the following minimum requirements:

- (i) It must define the procedures for alerting and communicating with all the people involved in activating such an Evacuation Plan in a correct and efficient manner in case of an alert regarding disorders, fire, and other mishaps and dangers of any nature whatsoever in the stadium or a section of the stadium before, during and immediately after a match.
- (ii) It must also clearly identify the persons responsible for crowd control and the method by which they can communicate amongst themselves and the Police who are responsible according to law for the upkeep of law and order.
- (iii) It must define who are the people involved in the execution of such an Evacuation Plan. As a minimum the following persons must be involved:
 - (a) The Stadium Manager;
 - (b) The Safety Officer;
 - (c) The Stewards;
 - (d) The Paramedics;
 - (e) The Police.
- (iv) It must also specify the tasks of each and every person involved in the execution of the Evacuation Plan and mainly the opening of barriers, manning of the stadium gates, directing the spectators to a safe place, firefighting, first aid and medical assistance, ambulances, announcements on the public address system etc.
- (v) It must include all requirements regarding emergency power supply, emergency lighting, directional signage in the stands together with an adequate public address system in order to eliminate any reason for uncertainty and confusion.
- (vi) It must stipulate a time-frame of the execution of the whole plan depending on the number of spectators attending the match related to the number of entrances in each particular section of the stadium and which in any case must be carried out within the maximum time limits established beforehand, taking into consideration the particular circumstances of the alert or danger.
- (vii) It must identify meeting points for all those involved in the execution of the plan in every part or section of the stadium in order to ensure that no delays occur in getting the plan into operation.
- (viii) It must cater for a control room as mentioned in article 5 hereunder. The person in charge of the control room shall have the authority and capability of overriding and cutting into the PA system whenever necessary.
- (ix) It must establish that all persons involved in the execution of the plan must be equipped with two-way radios for efficient communications.
- (x) It must also establish the credentials of all those persons responsible for the execution of the plan and should also identify the training needs of staff by the competent safety and crowd control authorities in order to ensure that these people perform their tasks efficiently and in the event of an alter they act to the best of their capabilities.
- (xi) It must also establish for full co-operation with all local authorities normally involved in crowd control and safety, medical assistance, paramedic organizations, and public protection such as the Police, the Civil Protection Department, the Government General Hospital and the local Government in order to ensure an efficient co-ordination in the implementation of the evacuation of the stadium and the medical care of spectators needing such care whenever the need arises.
- (xii) At least one evacuation must be carried out each year in order to establish efficiency and time frames. The results of such a test must be properly documented.

5. Control Room

The stadium must have a control room, which ensures an overall view of the inside of the stadium. This room shall be at least two metres long and two metres wide (2mx2m), must have a clear view of the field of play and of the spectators' stands and must be equipped with the necessary communication equipment, including a telephone line for easy communication within the stadium as well as a public address system. The room and the technical equipment in the room must be approved by the Police.

6. Capacity and Individual Seating

The stadium must have a minimum capacity of three thousand (3000) individual seats. These seats must be fixed to the floor, separate from each other, comfortable, numbered and have a backrest of a minimum height of 30cm when measured from the seat.

7. Floodlighting

For evening matches the stadium must be equipped with a floodlighting system which complies with the standard values set in the relative provisions of the respective UEFA club competition regulations and UEFA Stadium Infrastructure Regulations. There must be installed also an emergency lighting system to provide adequate lighting in the case of a failure of the public electricity supply system.

8. Spectator Areas

Each stand within the stadium must be capable of being divided into separate sectors either by physical means or by the Police in order to prevent supporters from climbing over and to prevent away supporters from being involved with local ones.

9. First Aid Rooms

A stadium must be equipped with first at least one first aid room measuring at least three metres by two metres (3mx2m) in each stand for the care of spectators in need of medical assistance. These first aid rooms must:

- (i) Be located in a position, which allows easy access from both inside and outside the stadium to spectators and emergency vehicles;
- (ii) Have doors and passageways leading to them which are wide enough to allow access for a stretcher or a wheelchair;
- (iii) Have bright lighting, good ventilation, heating, air conditioning, electric sockets, hot and cold water, drinking water and toilet facilities for men and women;
- (iv) Have walls and floors (non-slip) constructed of smooth and easy to clean material;
- (v) Have a glass cabinet for medicine;
- (vi) Have storage space for stretchers, blankets, pillows and first-aid materials;
- (vii) Have a telephone allowing internal and external communication;
- (viii) Be clearly sign-posted throughout the inside and outside of the stadium.

10. Field of Play – Specification and Size

The playing field must be natural grass or artificial turf according to UEFA quality standards subject to the approval of the UEFA Executive Committee. It must have been granted the required FIFA licence, which can only be delivered after the turf in question has been tested by a FIFA-accredited laboratory as meeting the FIFA quality standards for football turf.

The field of play must also be:

- (i) absolutely smooth and level;
- (ii) in good condition;
- (iii) playable during the whole UEFA competition season;
- (iv) green in colour (even in the event of artificial turf) and marked in white

The size of the field of play must be within the following measures:

- | | | |
|--------|---|--|
| Length | – | minimum 100 metres to maximum 105 metres (110 yds. to 115 yds.). |
| Width | – | minimum 64 metres to maximum 68 metres (70 yds. to 75 yds.). |

11. Ground Rules

The stadium must issue ground rules and affix them to the stadium in such a way that the spectators can read them. These rules must provide at least information on:

- (i) Admission rights;
- (ii) Abandonment or postponement of events;
- (iii) Description of prohibitions and penalties, such as entering the field of play, throwing objects, use of foul or abusive language, racist behaviour;
- (iv) Restrictions with regard to alcohol, fireworks, banners, etc.

- (v) Seating rules;
- (vi) Causes for ejection from the ground;
- (vii) Risk analyses specific for the stadium.

12. Covered Seats

One third ($\frac{1}{3}$) of the seats of a stadium must be covered. This includes the grand stand and the press box.

13. Accommodation for Visiting Supporters

At least five per cent (5%) of the certified total stadium capacity must be available for accommodating visiting supporters in a separate area. This provision is subject to decisions of the competent bodies of the Association and/or of Police regarding safety and security.

14. Sanitary Facilities

Each stand in the stadium must provide sufficient toilet facilities for both sexes. In each such stand there must be at least five (5) toilets with seats for men, eight (8) urinals and five (5) toilets with seats for women. These amenities must include washing facilities with at least cold water and plentiful supply of towels and/or hand-dryers. These must be bright, clean and hygienic and should be kept in this condition throughout each event.

15. Sign-posting and Directions on Tickets

All public direction signs inside and outside the stadium must be presented in internationally and understandable pictographic language.

Clear, comprehensive sign-posting must be provided at the stadium approaches and around, and throughout the stadium to point the way to the different sectors.

Tickets must clearly identify the location of the seats for which they have been issued. Information on tickets must correlate with the signpost information provided, both inside and outside the stadium.

16. Media and Press Facilities

The stadium must have suitable media and press facilities including a press conference room.

These facilities must include:

- (i) Specific media entrance to the stadium or entrances if there is a separate access for photographers and TV personnel;
- (ii) Reception desk or room where late accreditation/media information can be collected;
- (iii) Permanent press seats equipped with desks big enough to accommodate a laptop computer, a notepad and telephone for a minimum of twenty (20) persons;
- (iv) Power supply and phone/modem connections at each desk;
- (v) Media working-group accommodating a minimum of twenty (20) persons;
- (vi) Toilet facilities for both sexes;
- (vii) The press conference room must cater for a minimum of twenty (20) persons and must be equipped with a sound system and split box.
- (viii) Parking spaces for photographers with heavy equipment as close to the access point as possible and/or a drop-off point where they can unload equipment from vehicles.

17. Dressing Rooms

The stadium must have at least one (1) dressing room for each club (home and visiting team). Each such dressing room must have the following facilities:

- (i) Seating facilities for at least twenty-five (25) persons;
- (ii) Clothes hanging facilities for at least twenty-five (25) persons;
- (iii) A minimum of five (5) showers;
- (iv) Toilets with seats and urinals;
- (v) Massage tables;
- (vi) One (1) tactical demonstration board.

The stadium must have also at least one (1) dressing room for the referees' team. This must have the following facilities:

- (i) Seating facilities for four (4) persons;
- (ii) Clothes-hanging facilities for four (4) persons;
- (iii) One (1) shower;
- (iv) One (1) toilet with seat;
- (v) One (1) table with two chairs;
- (vi) One (1) massage table.

In case that a female forms part of the referees' team a separate dressing room must be provided for her.

18. Drug-Testing Room

There must be a drug-testing room which must be near to the teams' and referees' dressing rooms and inaccessible to the public and the media. This room must meet the following minimum requirements:

- (i) One (1) toilet with seat;
- (ii) One (1) washbasin with mirror;
- (iii) One (1) shower;
- (iv) Seating for four (4) persons and clothes-hanging facilities;
- (v) One (1) refrigerator;
- (vi) Four (4) chairs.

19. Spectators with disabilities

The stadium must cater to accommodate disabled spectators and accompanying persons safely and comfortably. These must have:

- (i) Good, unobstructed viewing facilities;
- (ii) Own separate entrance gate;
- (iii) Direct access to their viewing area;
- (iv) Ramps for wheelchairs;
- (v) Toilet facilities;
- (vi) Support services.

20. Training Facilities

An applicant must have adequate training facilities available throughout the year of the licence season for all its teams, which participate in a championship approved by the Malta Football Association. If the applicant is not the legal owner of such training facilities, it must provide the Association with a written contract with the legal owner of such training facilities allowing it the use of such facilities by all teams of the applicant during the licence season, taking into account its youth development programme.

Such training facilities must include the following:

- (i) One outdoor field of play measuring not less than fifty meters (50m) by thirty (30m) with natural grass or artificial grass or hard surface;
- (ii) At least two (2) dressing rooms measuring at least three meters (3m) by three meters (3m) equipped with benches, showers and two (2) toilets; and
- (iii) A medical room measuring at least three meters (3m) by two meters (2m) equipped with first aid equipment.

ANNEX III

Core Process – Standard Requirements

Flow Chart Deadlines

Steps	Requirements	Deadline
01	The Association produces and distributes applications to licence applicants.	15 December
02	The Association receives applications and documents.	31 st January or the following Monday, if the 31 st January falls on a Saturday or a Sunday
03	The Association checks applications and documents and enters a compliance report	
04	The Licensing Manager sorts and allocates documents to experts.	
05	Experts check documents and report to Licensing Manager.	
06	The Licensing Manager reviews experts' reports.	
07	The Licensing Manager prepares report to Member Clubs Licensing Board (FIB).	
08	The filing of any pending non-financial documents.	16 th April or the next working day if the 16 th April falls on a Public Holiday or on a Saturday or Sunday.
09	The filing of documents any pending documents proving that any overdue payables have been settled by 30 th March or the previous working day if the 30 th March is a Public Holiday or falls on a Saturday or Sunday.	16 th April or the next working day if the 16 th April falls on a Public Holiday or on a Saturday or Sunday.
10	Licence applicant to submit written representation letter	By 16 th April
11	The Licensing Manager submits report to Member Clubs Licensing Board (FIB)	18 th April or the next day, if the 18 th April falls on a Public Holiday or the following Monday, if the 18 th April falls on a Saturday or a Sunday
12	The examination of the applications and the written reports of the Licensing Manager by the Member Clubs' Licensing Board	
13	Member Clubs Licensing Board (FIB) decides on granting/refusing the licence. Written decision sent.	20 th April or the next day if the 20 th April falls on a Public Holiday or the following Monday, if the 20 th April falls on a Saturday or Sunday.
14	Applicant files appeal within six days of FIB decision	
15	The Licensing Manager sends FIB decision and documents to Appeals Body.	
16	Appeals Body (Second and Final Instance Body) decides on granting/refusing the licence. Written decision sent.	20 th May or the next day if the 20 th May falls on a Public Holiday or the following Monday, if the 20 th May falls on a Saturday or Sunday;
17	The Association puts on record the issuing or refusal of licences.	
18	The licence applicant must publish on its website or on the website of the Association by and in the form communicated by the licensor the total amount paid in the latest reporting period to or for the benefit of agents/intermediaries and the latest audited annual financial information assessed by the Association.	21 st May or the next working day if the 21 st May falls on a Public Holiday, Saturday or Sunday
19	The Association notifies UEFA with the list of licensing decisions.	31 st May or the date that would have been notified by UEFA

ANNEX IV MEDICAL CARE OF PLAYERS

1. MEDICAL CARE OF PLAYERS

The licence applicant must ensure that all its players eligible to play for its first squad undergo a yearly medical examination, including a cardiovascular screening.

1.1 INTRODUCTION

The objectives of this document are to define the following issues:

- which are players that are concerned by this criterion (1.2);
- how the clubs may demonstrate compliance with this criterion (1.3);
- which are the responsibilities of the different parties involved by this criterion (1.4);
- what is meant by the players' medical records (1.5); and
- which are the medical checks and their frequency that the players must undergo as a minimum (1.6).

According to the criterion, a "cardiovascular screening" must be part of the yearly medical examination. However, after consultation of the UEFA Medical Committee it has been defined that for the purpose of club licensing, **every first squad player must undergo a yearly medical examination (minimum content see 1.6 below), but a cardiological examination (see 1.6 D) does not need to be performed every year to every first squad player.**

Instead, it has been defined that every player who belongs to the first squad of a club must have in his personal medical records, as a minimum, **one electrocardiogram and one echocardiography**. For youth players being part of the first squad, these two cardiological examinations must be performed **at the latest before their 21st birthday**.

With the exception of the cardiological (1.6 D) and laboratory examinations (1.6, E), those checks defined as mandatory may be performed without any special equipment and should not cause high additional costs.

In addition to the mandatory minimum medical checks, section 1.6 also specifies a few optional examinations which are considered as best practice recommendations. Based on the results of the medical examinations and upon the professional judgement of the medical doctor, subsequent checks may be indicated to ensure an adequate medical follow-up of the player. However, such additional checks go beyond the scope of this criterion.

1.2 PLAYERS CONCERNED BY THIS CRITERION

In the context of this criterion, those "eligible" to play for the first squad of the club are **all those players**

- a) who had a professional contract to play for the first squad of the club **and/or**
- b) who were recorded on the official first squad list of the club, **and**
- c) who were transferred to the club's first squad

during the domestic championship season prior to the one to be licensed.

1.3 DEMONSTRATING COMPLIANCE WITH THIS CRITERION

To demonstrate compliance with this criterion, the clubs applying for the licence shall submit the following confirmation as part of their documentation related to the sporting criteria to the Association:

1. the mandatory medical examinations defined by the Association have been effectively performed to all players belonging to the first squad;
2. their medical records are up-to-date.

This written declaration must be signed by an authorised signatory of the club as well as by the club's medical doctor **no more than 1 month prior to the deadline for the submission to the Association**.

1.4 RESPONSIBILITIES

1.4.1 Association

On the basis of the mandatory minimum medical examinations and their minimum frequency set in this document (see 1.6), every Association must define by its own the medical examinations which the first team players of its licence applicants must undergo.

In this respect, the Associations are free to

- a) define additional mandatory checks to be performed;
- b) 'upgrade' checks from optional to mandatory;
- c) extend the range of players concerned to any other teams of the clubs.

Therefore, the Association is responsible for the following:

- **Definition of exact mandatory minimum content** of the medical checks to be performed by the clubs' doctor. In this respect, it is necessary to closely cooperate with the medical experts of the national association.
- **Definition of exact scope of players** who need to have up-to-date medical records in order for the club to comply with the criterion (first squad of the club or even more?).
- **Definition of template declaration for clubs to demonstrate compliance** (see 1.3) and inclusion in licensing documentation to be submitted to the clubs for 2008/09 season.
- **Timely information of the clubs and their medical doctors.**

1.4.2 Club / Club doctor

The club's medical doctor is responsible that defined mandatory medical examinations are performed to all those players which are concerned by this criterion. In principle, the medical doctor should be able to perform the defined checks, but the players may also be referred to a specialist.

In addition, the medical doctor is responsible that the players' medical records are kept up-to-date and confidential and that any medical successor/deputy is appropriately briefed about the applicable procedures related to club licensing.

1.4.3 Medical experts of National Association

It is recommended that the national associations arrange regular medical advisory visits of clubs (e.g. by members of its medical committee) in order to exchange experiences on the set requirements and on the procedures put in place.

1.5 PLAYERS' MEDICAL RECORDS

Under the medical records of a player is typically understood a file containing the results and reports of previously performed medical examinations. The content of this file is subject to medical confidentiality which must be ensured by the club's doctor.

As specified above, to demonstrate compliance, the club must confirm in writing that the medical records of the players belonging to its first squad are kept up-to-date.

1.6 EXAMINATIONS AND TESTS

The following tables A) to G) explain those required examinations and tests that are required to be performed either on a mandatory or optional basis, and within the specifically stated timeframe (e.g. annually):

A) Personal football history	
<p>The personal football history represents the football-specific basis for the medical examination. It should be documented and kept up-to-date throughout the player's career.</p> <p>UEFA recommends these recordings as best practice following several football-specific medical research studies that would assist medical doctors with their internal medical audit.</p>	
1. Total number of matches played in previous season (incl. friendly matches)	recommended annually
2. Dominant leg	
3. Position on the field	
B) Medical history and heredity of the player	
<p>This general part 'Medical history and heredity' is the starting point for the player's medical record. It is essential that the outcome of these checks is kept up-to-date throughout the player's career.</p>	
<p>1. Family history (1st generation, i.e. parents, brothers and sisters)</p> <p>a) Hypertension, stroke; b) Heart conditions incl. sudden cardiac death; c) Vascular problems, varicose, deep venous thrombosis; d) Diabetes; e) Allergies, asthma; f) Cancer, blood disease; g) Chronic joint or muscle problems; h) Hormonal problems.</p>	mandatory, to be updated annually
<p>2. Medical history of the player</p> <p>a) Heart problems, arrhythmias, syncope; b) Concussion; c) Allergies, asthma; d) Recurrent infections; e) Major diseases; f) Major injuries causing surgery, hospitalisation, absence from football of more than 1 month.</p>	mandatory, to be updated annually
<p>3. Present complaints</p> <p>a) Symptoms such as pain in general (muscle, articulation); b) Chest pain, dyspnoea, palpitation, arrhythmia; c) Dizziness, syncope; d) Flu-like symptoms, cough, expectoration; e) Loss of appetite, weight loss; f) Sleeplessness; g) Gastrointestinal upset.</p>	mandatory annually

<p>4. Medication / supplements</p> <p>a) Current specific medication being taken by the player;</p> <p>b) Evidence that a TUE (Therapeutic Use Exemption) has been granted (if required);</p> <p>c) Nutritional supplements being taken by the player;</p> <p>d) Player educated about Anti-Doping Codes.</p>	<p>mandatory annually</p>
<p>5. Vaccination</p> <p>Record of status of vaccination (incl. date);</p> <p style="text-align: right;"><u>Strongly recommended:</u></p> <p>Vaccination against Tetanus and Hepatitis A and B</p>	<p>mandatory, to be updated annually</p>

C) General medical examination

This is the 2nd part of the doctor's routine physical examination.

<p>1. Height</p>	<p>mandatory annually</p>
<p>2. Weight</p>	
<p>3. Blood pressure (to ensure validity of continuous testing, it is recommended to always use the same arm and to specify it in the player's medical records)</p>	
<p>4. Head and neck (eyes with Vision test, nose, ears, teeth, throat, thyroid gland)</p>	
<p>5. Lymph nodes</p>	
<p>6. Chest and lungs (inspection, auscultation, percussion, inspiratory and expiratory chest expansion)</p>	
<p>7. Heart (sounds, murmurs, pulse, arrhythmias)</p>	
<p>8. Abdomen (incl. hernia, scars)</p>	
<p>9. Blood vessels (e.g. peripheral pulses, vascular murmurs, varicoses)</p>	
<p>10. Skin inspection</p>	
<p>11. Nervous system (e.g. reflexes, sensory abnormalities)</p>	
<p>12. Motor system (e.g. weakness, atrophy)</p>	

D) Special cardiological examination

As a principle, a standard 12-lead electrocardiogram (ECG) and an echocardiography must be performed at the earliest opportunity during the career of a player and in particular if indicated by clinical examination. If indicated by anamnestic and clinical indication it is recommended to perform repeated testing including an Exercise-ECG and an echocardiography

For the purpose of club licensing, it is mandatory to perform one standard 12-lead ECG and one echocardiography

I) to all players who belong to the first squad at the latest before their 21st birthday; and

II) to all players who are older than 21 years and belong to the first squad if they have not yet an ECG and echocardiography in their personal medical records.

The result of the performed examinations must be contained in the player's medical records.

1. Electrocardiogram (12-leads ECG)	mandatory according to I) and II) above
2. Echocardiography	
E) Laboratory examination	
Clubs involved in UEFA competitions will normally have a multinational squad. Therefore mandatory and strongly recommended tests are detailed below as a means of conducting a comprehensive laboratory screening. This list is by no means complete.	
All laboratory tests must be conducted with the informed consent of the player and be in accordance with national legislation (cf. confidentiality, discrimination issues etc.).	
1. Blood count (haemoglobin, haematocrit, erythrocytes, leukocytes, thrombocytes)	Mandatory annually
2. Urine test ('dipstick test' to determine level of protein and sugar)	
3. Sedimentation rate	recommended
4. CRP	
5. Blood fats (cholesterol, HDL- and LDL cholesterol, triglycerides)	
6. Glucose	
7. Uric acid	
8. Creatinine	
9. Aspartate amino-transferase	
10. Alanine amino-transferase	
11. Gamma-glutamyl-transferase	
12. Creatine kinase	
13. Potassium	
14. Sodium	
15. Magnesium	
16. Iron	recommended
17. Ferritin	
18. Blood group	
19. HIV test	
20. Hepatitis screening	
F) Orthopaedic examination and functional tests	

The mandatory checks are common in a sports medical examination.

Points 7 to 9 are recommended to assist club doctors with preventive strategies and tests in the rehabilitation of injured players.

In addition, the club doctors are advised to consider the exclusion of the condition of spondylolysis and spondylolisthesis.

References to further assistance in respect of functional tests:

- Simple but reliable functional tests: *Ekstrand J, Karlsson J, Hodson A. Football Medicine. London: Martin Dunitz (Taylor & Francis Group), 2003:562;*

- Range of motion and tests for muscle tightness: *Ekstrand J, Wiktorsson M, Öberg B et al. Lower extremity goniometric measurements: a study to determine their reliability. Arch Phys Med Rehabil 1982;63:171-5;*

- One-leg hop test: *Ageberg E, Zatterstrom R, Moritz U. Stabilometry and one-leg hop test have high test-retest reliability. Scand J Med Sci Sports 1998;8-4:198-202.*

- SOLEC test: *Ageberg E, Zatterstrom R, Moritz U. Stabilometry and one-leg hop test have high test-retest reliability. Scand J Med Sci Sports 1998;8-4:198-202.*

1. Spinal column: inspection and functional examination (tenderness, pain, range of movement)	mandatory annually
2. Shoulder: pain, mobility and stability	
3. Hip, groin and thigh: pain and mobility	
4. Knee: pain, mobility, stability and effusion	
5. Lower leg: pain (shin splint syndrome, achilles tendon)	
6. Ankle and foot: pain, mobility, stability and effusion	
7. Range of motion (ROM) and test for muscle tightness a) Adductors b) Hamstrings c) Iliopsoas d) Quadriceps e) Gastrocnemius f) Soleus	recommended
8. Muscle strength (one leg hop test)	
9. Muscle balance test (SOLEC-test: <u>s</u> tanding <u>o</u> ne <u>l</u> eg <u>e</u> yes <u>c</u> losed)	
G) Radiological examination and ultrasound scan	
If indicated by clinical and functional findings out of the medical examination performed, a radiological examination including ultrasound scan, X-ray and MRI may be appropriate.	
Performed radiographies, particularly after injuries, must be part of the player's medical records.	

2. MEDICAL SUPPORT FOR YOUTH PLAYERS

The licence applicants must have a written youth development programme which describes, among other things, **the medical support for youth players including medical checks.**

Depending on the national legislation, the responsibility for medical care of youth players up to 14 years belongs to the family and school doctor and requires parental consent. Therefore, the club doctor shall not be required to perform any specific sports / football medical examination to youth football players below the age of 15. However, the club must ensure prompt medical care in case of emergency for all players of its youth teams.

The organisation in terms of medical care which has been put in place for the youth teams at home and away matches (incl. travelling) must be described in the club's youth development programme.

2.1 MANDATORY MINIMUM ISSUES RELATED TO MEDICAL CARE

The clubs' youth development programme must cover at least the following issues related to the medical care of the youth team players:

- a) Name/address/phone number of the responsible doctor at home matches and training;
- b) Location of first-aid kit at stadium and training facilities;
- c) Location and contact details of closest hospital;
 - d) Organisation of medical support at away matches (in many national associations the doctor of the host club takes also care of the players from the visiting club);
- e) Responsibilities of youth coaches in case of accident/injury (e.g. first-aid, contact with parents);
- f) Education of youth players in first-aid and procedure in case of accident/injury;
 - g) Specific organisation put in place by the club in respect of the medical examination of youth team players within the age range 15 to 21 (including who takes over the costs) and the maintenance of medical records.

2.2 MEDICAL EXAMINATION OF YOUTH PLAYERS

The UEFA Medical Committee recommends that **youth team players** within the age range 15 to 21 - in particular those being involved in a full-time education programme (e.g. youth academy) and those selected for a national youth team – are also examined as defined under 1.4 above).

For players between the age 15 to 21 **who belong to the first squad of the club**, it is mandatory to undergo a medical examination as defined under 1.6 above.

2.3 CLUB RESPONSIBILITIES

The clubs are responsible to define which medical checks are carried out and which youth team players within the age range of 15 to 21 are concerned and to specify the corresponding arrangements in their youth development programme.

ANNEX V

Determination of the auditor and auditor's assessment procedures

A. Principle

The auditor must be a Certified Public Accountant or a firm of Certified Public Accountants to certify the financial statements in accordance with the provisions, including those relating to small companies, of the Companies Act 1995 (Chapter 385 of the Laws of Malta). In such a case, the Certified Public Accountant or the firm of Certified Public Accountants as the case may be, must be independent of such Member Club, in compliance with the International Federation of Accountants (IFAC) Code of Ethics for Professional Accountants. The auditor must also be a member of the Malta Institute of Accountants.

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 Maltese 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 Association together with the annual financial statements to form a basis for its licensing decision.
2. The auditor must assess supplementary information, if any. The auditor's report of factual findings must:
 - (a) include a statement confirming that the assessment was conducted by way of agreed-upon procedures according to the International Standard on Related Services (ISRS) 4400 or relevant Maltese standards or practices where these comply with, as a minimum, the requirements of ISRS 4400; and
 - (b) be submitted to the Association together with the supplementary information to form a basis for its licensing decision.
3. Financial information other than that defined in paragraphs 1 to 3 above may be assessed by an auditor. In this case, the auditor's report of factual findings must:
 - i) include a statement confirming that the assessment was conducted either:
 - i) by way of agreed-upon procedures according to the International Standard on Related Services (ISRS) 4400 or relevant Maltese standards or practices where these comply with, as a minimum, the requirements of ISRS 4400 or
 - ii) for the assessment of future financial information (if applicable), according to the International Standards for Assurance Engagements (ISAE) 3400 or relevant Maltese standards or practices where these comply with, as a minimum, the requirements of ISAE 3400; and
 - ii) be submitted to the Association together with the relevant documentation to form a basis for its licensing decision.

ANNEX VI

Minimum disclosure requirements for the financial statements

A. Principle

1. Notwithstanding the requirements of Maltese legislation, 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 to present a specific minimum level of financial information to the Association as set out in Articles 44 and 48.
2. Each component of the financial statements must be identified clearly. The following information must be displayed prominently, and repeated where necessary within the financial statements, for a proper understanding of the information presented:
 - a) The name (and legal form), domicile and business address of the reporting entity/entities and any change in that information since the previous statutory closing date;
 - b) Whether the financial information covers the individual licence applicant 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 current accounts receivable
- 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 social/tax authorities (current and non-current)
- xviii. accrual and deferred income (current and current)
- xix. other tax liabilities (current and non-current)
- xx. other current accounts payable
- xxi. provisions (short-term and long-term)
- xxii. other liabilities (current and non-current)

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 is in breach of indicator 2 described in Article 48.

C. Profit and loss account

4. The minimum disclosure requirements for the profit and loss accounts are stated below.

Income (Revenue)

- i. gate receipts
- ii. marketing, sponsorship and advertising
- iii. broadcasting rights
- iv. commercial
- v. UEFA Solidarity and prize money
- vi. other operating income
- vii. total revenue (sum of items i to vi)

Expenditure

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

Player transfers:

- xiv. amortization 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 disposal of player registration
- 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 income/expense;
- xxi. profit or loss after taxation (sum of items vii, xiii, xvi and xvii to xx)

5. Management may consider that line items (i) to (xxv) 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 financial period (and comparatives for the previous financial period), classified separately as stated below.

Cash flow from operating activities

Operating activities are the principal revenue-producing activities of the 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

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

Cash flows from financing activities

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

- v. Cash inflow/outflows from borrowing – shareholders and related party
- vi. Cash inflow/outflows from borrowing – 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

Other cash flows

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

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

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

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 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 the accumulated depreciation (aggregated with accumulated impairment losses) at the beginning and end of the period; and

- ii) a 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 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 the accumulated amortisation (aggregated with accumulated impairment losses) at the beginning and end of the period; and
- ii) a 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.

For further information in relation to accounting for player requirements registrations, refer to Annex VII.

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 for each investment:

- 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; and
- 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:

- (a) information about the extent and nature of the financial instruments, including amounts and duration and any significant terms and conditions that may affect the amount, timing and certainty of future cash flows; and
- (b) 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 statement of a single amount.

For each class of provision, the carrying amount at the beginning and end of the period, the amount utilised and any amount 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 and, if different, that of the ultimate controlling party. This information must be disclosed irrespective of whether any transactions have taken place between the controlling parties 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 disclose 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 for each related party:

- (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 any 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:

- (a) an estimate of its financial effect;
- (b) an indication of the uncertainties relating to the amount or timing of any outflow; and
- (c) 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:

- (a) fixed-term borrowing approaching maturity without realistic prospects of renewal or repayment;
- (b) substantial operating losses;
- (c) discovery of material fraud or errors that show the financial statements are incorrect;
- (d) management determining that it intends to liquidate the entity or to cease trading, or that it has no realistic alternative but to do so;
- (e) player transactions where the amounts paid or received are significant;
- (f) 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 the 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 determination of 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.

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. However, 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 is as follows:
 - a) Name and date of birth;
 - b) Start date of original player contract and end date of current contract;
 - c) Costs of acquiring the player's registration
 - d) Accumulated amortisation brought forward and as 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 (carrying amount);
 - i) Profit/(loss) from disposal of player's registration; and
 - j) Sell-on rights (or similar), i.e. description and (if possible) quantification of any sell-on rights to a football club that formerly held the player's registration, excluding training compensation and/or solidarity contributions.
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 some direct acquisition cost has been incurred (at some point in time in the reporting period or prior periods); and
 - b) all players in respect of whom some income/profit (or loss) 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/be reconciled to 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 directors' 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.

ANNEX VII

Basis for the preparation of financial statements

A. Principle

- 1) Member Clubs must close their account annually. The accounting period must start on the 1st of January and end on the 31st of December. Financial statements as defined in Article 44 must be based on the accounting standards required by the Maltese legislation for incorporated companies (the applicable financial reporting framework of Malta), 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 financial reporting framework, 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 practice for incorporated companies, 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 Annex VII, B to F.
- 5) The licence applicant must prepare supplementary information (to be submitted to the licensor) if the accounting requirements described in this annex are not met by the disclosures and accounting treatment in 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 (that were prepared under the national accounting practice). 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 must be evidenced by way of a brief statement and signature on behalf of the executive body of the reporting entity.

B. Consolidation/combination requirements

- 1) If the licence applicant has control of any subsidiary, then consolidated financial statements must be prepared and submitted to the Association as if the entities included in the reporting perimeter (as defined in Article 43) must be either consolidated or combined 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 the 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, it must apply the minimum accounting requirements set out below.
- 3) The minimum accounting requirements for licence applicants that capitalise the costs of acquiring a player's registration as an intangible asset are as follows:

- a) The acquisition of a player's registration 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 unconditional, which means that there must be a legally binding agreement between the two clubs and between the acquiring 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 re-valued 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 an applicant's own youth sector must not be included in the balance sheet – as only the cost of players purchased is to be capitalised. All forms of consideration to and/or benefit of players (such as sign-on fees) must be treated as employee benefits 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 help 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 the period of a player's contract with the club is extended, then the intangible asset carrying value of the player's registration plus any additional directly attributable contract negotiation costs (e.g. agent/intermediary fees) are to be amortised over the extended period of the player's contract or over the remaining period of the original contract.
- e) All capitalised player values must be reviewed each year by management 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.

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

- i) a player will not be able to play again with 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 on the balance sheet must be fully impaired in that reporting period. The following events do not represent a cause for recognising impairment loss:
 - A player suffers an injury in a reporting period and is temporarily unable to play professional football with the club, or
 - A player suffers a decline in fitness or ability and is not selected for participation in first-team matches.

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

- ii) the management of the club is committed to permanently transfer the registration of a player and the transfer occurs just after the statutory closing date, then the net book value of the player's registration on the balance sheet can be impaired if the disposal proceeds for the permanent transfer of the player's registration to the 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 for the transfer to take place 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 on 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) The loan fees 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 benefits expense over the player's loan term.
4. Loan of a player from the lender club to the new club with an unconditional obligation to buy
 - a) The loan must be reflected by the lender club as a permanent transfer and the player's registration rights must be derecognised from its intangible assets. The proceeds from the loan and from the future permanent transfer must be recognised from the inception of the loan agreement.
 - 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 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 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 expenses.
 - 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 benefits expenses when triggered.
 - 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 benefits expenses at the point in time when the condition has been satisfied or its fulfilment becomes highly probable.
 - d) Incentive and/or bonus to players when entering and/or extending an employment agreement with any condition or service obligation must be recognised on a systematic basis over the relevant period.
2. Termination benefits to employees

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 sales 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 obligations are satisfied.

3. Sponsorship and commercial revenues

a) Revenue 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) Revenue 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 performance obligations 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 as expenses the related 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(s) as the relevant expenses. Similarly, grants related to depreciable assets are recognised in profit and loss over the reporting periods and in the proportions in which depreciation expenses on those assets is 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 as overdue if they are not paid according to the contractual or legal terms.
2. Payables are not considered as overdue, within the meaning of these Regulations, if the licence applicant (i.e. debtor club) is able to prove by 31 March (in respect of Articles 46, 47 and 47bis) 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 beyond the applicable deadline (note: the fact that a creditor may not have 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 of the Association 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 as an overdue payable; or
 - d) it has contested to the competent authority under national law, the national or international football authorities or the relevant arbitration tribunal, a claim which has been brought or proceedings which have been opened against it by a creditor in respect of overdue payables and is able to demonstrate to the reasonable satisfaction of the decision-making bodies of the Association that it has established reasons for contesting the claim or proceedings which have been opened; however, if the decision-making bodies of the Association consider the reasons for contesting the claim or proceedings which have been opened as manifestly unfounded, the amount will still be considered as an overdue payable; or
 - e) it is able to demonstrate to the reasonable satisfaction of the decision-making bodies of the Association that it has taken all reasonable measures to identify and pay the creditor club(s) in respect of training compensation and solidarity contributions (as defined in the *FIFA Regulations on the Status and Transfer of Players*).

ANNEX IX

Association's assessment procedures

A. Principle

The licensor defines the assessment procedures, ensuring equal treatment of all clubs applying for a licence. It assesses the documentation submitted by the clubs, considers whether this is appropriate and determines to its reasonable satisfaction whether each criterion has been met and what further information, if any, is needed for each licence to be granted.

The assessment processes to check compliance with the financial criteria set out in Article 11bis 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 financial statements

1. In respect of the annual financial statements, the Association must perform the following minimum assessment procedures:
 - a) Assess whether the reporting perimeter is appropriate for club licensing purposes.
 - b) Assess the information (annual financial statements that may also include supplementary information) submitted to form a basis for its licensing decision.
 - c) Read and consider the annual financial statements and the auditor's report thereon.
 - d) Address the consequences of any modifications to the auditor's report (compared to the normal form of unqualified report) and/or deficiencies compared to the minimum disclosure and accounting requirements according to paragraph 2 below.
2. Having assessed the reporting perimeter and read the auditor's report on the annual financial statements, the Association must assess these according to the items below:
 - a) If the reporting perimeter does not meet the requirements of Article 43, the licence must be refused.
 - b) If the auditor's report has an unqualified opinion, without any modification, this provides a satisfactory basis for granting the licence.
 - c) If the auditor's report has a disclaimer of opinion or an adverse opinion, the licence must be refused, unless a subsequent audit opinion without disclaimer of opinion or adverse opinion is provided (in relation to another set of financial statements for the same financial year that meet the minimum requirements) and the Association 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 Association to its satisfaction. The additional documentary evidence includes, but is not necessarily limited to, the information described in Article 48 (Future financial information).
 - e) If the auditor's report has, in respect of a matter other than going concern, either an a key audit or a qualified 'except for' opinion, then the Association must consider the implications of the modification for club licensing purposes. The licence may be refused unless additional documentary evidence is provided and assessed to the satisfaction of the Association. The additional evidence that may be requested by the Association 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 47(ii)(d), the licence must be refused.
3. If the licence applicant provides supplementary information the Association must additionally assess the auditor's report on the agreed-upon procedures in respect of the supplementary information. The licence may be refused if this includes reference to errors and/or exceptions found.

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

1. In respect of the overdue payables towards other clubs, employees and social/tax authorities the Association shall assess the information submitted by the licence applicant in which case it must perform the assessment according to paragraph 2, 3 and 4 below.
2. With regard to overdue payables towards other clubs, the Association must assess the information submitted by the licence applicant, in particular the transfers table and corresponding supporting documents, as detailed below:
 - a) Reconcile the total in the transfers table to the 'Accounts payable relating to player transfers' amount in the annual financial statements as at 31 December.
 - b) Check the mathematical accuracy of the transfers table.
 - c) Select a sample of player transfers/loans, compare the corresponding agreements with the information contained in the transfers table and highlight the selected transfers/loans.
 - d) Select a sample of transfer payments, compare them with the information contained in the transfers 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, examine that by 31 March at the latest:
 - i) an agreement has been reached as per Annex VIII(2) (b); or
 - ii) a dispute/claim/proceedings 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 a selection of bank statements in support of payments.
 - g) If applicable: obtain and examine documents, including agreements with the relevant football club(s) and/or correspondence with the competent body, in support of e(i), e(ii) and/or e(iii) above.
3. With regards to overdue payables in respect of employees the Association must assess the information submitted by the licence applicant, in particular the list of employees and other corresponding supporting documents, as detailed below:
 - 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 financial statements as at 31 December.
 - c) Obtain and inspect a randomly selected sample of employee confirmation letters and compare the information to that contained in the list of employees.
 - d) If, there is an amount due as at 31 March that refers to payables in respect of contractual or legal obligations in respect of its employees that arose before the previous 31 December, examine that, by 31 March at the latest:
 - ii) an agreement has been reached as per Annex VIII(2) (b); or
 - iii) a dispute/claim/proceedings has been brought as per Annex VIII(2)(c) or has been contested as per Annex VIII (2)(d).
 - e) Examine a selection of bank statements in support of payments.
 - f) If applicable: examine documents, including agreements with the relevant employee(s) and/or correspondence with the competent body, in support of the representations under d(i) and/or d(ii) above.
4. With regards to overdue payables towards social/tax authorities, the Association must assess the information submitted by the licence applicant, in particular the social/tax table and other corresponding supporting documents, as detailed below:
 - a) Obtain the social/tax table prepared by management.
 - b) Reconcile the total payable in the social/tax table to the 'Accounts payable to social/tax authorities' amount in the annual 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 social/tax authorities as a result of contractual ~~and~~ or legal obligations in respect of its employees that arose before the previous 31 December, examine that, by 31 March at the latest:
 - i) an agreement has been reached as per Annex VIII(2) (b); or
 - ii) a dispute/claim/proceedings has been brought as per Annex VIII(2)(c) or has been contested as per Annex VIII (2)(d).
- e) Examine a selection of bank statements in support of payments.
- f) If applicable: examine documents, including agreements with the relevant social/tax authorities and/or correspondence with the competent body, 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 Association must read and consider the impact of any significant change that has occurred in relation to the club licensing criteria.
2. The Association must also read and consider the information in respect of any event or condition of major economic importance, in combination with the financial statements, future financial information and any additional documentary evidence provided by the licence applicant.
3. The Association 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 Association has assessed, in the Association'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 any parent company of the licence applicant included in the reporting perimeter is/was seeking protection or has received/is still receiving protection from its creditors pursuant to laws or regulations within the 12 months preceding the licence season, then the licence must be refused. For the avoidance of doubt the licence must also be refused even if the concerned entity is no longer receiving protection from its creditors at the moment the licensing decision is taken.
5. The licensor must check that the total amount paid in the latest reporting period to or for the benefit of agents/intermediaries and the last audited annual financial information assessed by the licensor have been made publicly available either on the licence applicant's website or the Association's website.

E. Assessment of the future financial information

1. In respect of the future financial information, the Association must assess whether or not an indicator as defined in Article 48 has been breached. If any indicator has been breached, the Association shall assess itself the information submitted by the licence applicant, in which case it must perform the assessment according to paragraph 2 below.
2. The assessment procedures must include, as a minimum, the following:
 - a) Check whether the future financial information is arithmetically accurate;
 - b) Through discussion with management and 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;
 - 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, including for example agreements with sponsors, banking facilities, share capital increase, bank guarantees and minutes of the board.
3. The Association must assess the liquidity of the licence applicant (i.e. the availability of cash after taking account of financial commitments) and its 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 Association has assessed, in the Association's judgement, the licence applicant may not

be able to meet its financial commitments as they fall due and continue as a going concern until at least the end of the licence season.

ANNEX X

Club licensing criteria for the UEFA Women's Champions League

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

Sporting Criteria

1. Youth teams
 - a) The licence applicant must at least have one women's youth team within the age range of 12 to 17.
 - b) Each woman's youth team within this age range must take part in official competitions or programmes played at national, regional or local level and recognised by the UEFA member association.
2. Medical care of players
 - a) The licence applicant must establish and apply a policy 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 to ensure that all players above the age of 12 undergo a yearly medical examination in accordance with the relevant provisions defined by their licensor in line with their domestic legislation.
3. Registration of players

All the licence applicant's players, including youth players above the age of 12, must be registered with the UEFA member association and/or its affiliated league in accordance with the relevant provisions of the *FIFA Regulations on the Status and Transfer of Players*.
4. Written contract with professional players

All licence applicants' 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*.
5. Refereeing matters and Laws of the Game
 - a) The licence applicant must attend a session or an event on refereeing matters provided by the UEFA member association or with its collaboration during the year prior to the licence season.
 - 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 session or event.
6. Racial equality and anti-discrimination practice The licence applicant must establish and apply a policy 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*.
7. Child protection and welfare

The licence applicant must establish and apply measures, in line with any 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

8. Stadium for UEFA Women's Champions League
 - a) The licence applicant must have a stadium available for the UEFA Women's Champions League which must be within the territory of the UEFA member association and approved by the UEFA member association.
 - b) If the licence applicant is not the owner of a stadium, it must provide a written contract with the owner(s) of the stadium(s) it will use.
 - c) It must be guaranteed that the stadium(s) can be used for the licence applicant's UEFA home matches during the licence season.
 - d) The stadium(s) must fulfil the minimum requirements defined in the UEFA Stadium Infrastructure Regulations and be classified at least as a UEFA category 1 stadium.
9. Training facilities - Availability
 - a) The licence applicant must have training facilities available throughout the year.

- b) It must be guaranteed that the training facilities can be used by all teams of the licence applicant during the licence season.

Personnel and Administrative Criteria

10. 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 an 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 phone, fax, email facilities and a website.

11. Administrative manager

The licence applicant must have appointed a manager who is responsible for running its operative matters linked to women's football.

12. 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 trainings as well as for doping prevention.
- b) The qualification of the medical doctor must be recognised by the appropriate national health authorities.

13. 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 training and matches.
- b) The qualification of the physiotherapist must be recognised by the appropriate national health authorities.

14. Head coach of women's senior team

- a) The licence applicant must have appointed a qualified head coach who is responsible for football matters of the women's senior team.
- b) The head coach must hold one of the following minimum coaching qualifications:
 - i) Valid UEFA A coaching licence of a UEFA member association;
 - ii) Valid non-UEFA coaching diploma which is equivalent to the one required for the licence under i) above and recognised by UEFA as such.

15. Youth coach

- a) The licence applicant must have appointed at least one qualified coach who is responsible for all football matters related to the youth team(s) as defined under item 1(a) above.
- b) The youth coach must hold the minimum coaching qualification as defined by the UEFA member association.

16. Rights and duties

The rights and duties of the personnel defined under items 10 to 15 above must be defined in writing.

17. Duty of replacement during the season

- a) If a function defined in items 10 to 15 becomes vacant during the licence season, the licensee must ensure that, within a period of a maximum of 60 days, the function is taken over by someone who holds the required qualification.
- 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 reasonably satisfied that the person concerned is still medically unfit to resume his/her duties.
- c) The licensee must promptly notify the licensor of any such replacement. Legal Criteria

18. Declaration in respect of participation in the UEFA 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, the UEFA member association and, if any, the national league as well as the jurisdiction of the

Court of Arbitration for Sport (CAS) in Lausanne as provided in the relevant articles of the *UEFA Statutes*;

- ii) At national level it will play in competitions recognised and endorsed by the UEFA member association (e.g. national championship, national 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 about any significant change, event or condition of major economic importance;
 - v) It will abide by and observe the club licensing regulations of the licensor;
 - vi) It will abide by and observe the *UEFA Club Licensing and Financial Fair Play Regulations*;
 - vii) All submitted documents are complete and correct;
 - viii) It authorises the competent national club licensing administration and national 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 compliance audits at national level in accordance with Article 51.
- b) The declaration must be executed by an authorised signatory of the licence applicant no more than three months prior to the deadline for its submission to the licensor.

19. Minimum legal information

- a) The licence applicant must submit a copy of its current, valid statutes (e.g. company act).
- b) The licence applicant must further submit an extract from a public register (e.g. trade register) or an extract from the UEFA member association's 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 required signature (e.g. individual, collective).

Financial Criteria

20. 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.

21. No overdue payables towards football clubs, employees and social/tax authorities

The licence applicant must prove that it has no overdue payables towards other football clubs, employees and social/tax authorities, as set out in Articles 46, 47 and 47bis. For the purpose of this provision, the term "employees" includes all professional players according to the applicable FIFA Regulations on the Status and Transfer of Players as well as the administrative, technical and medical staff specified under items 11 to 15 above.

PART B

MFA LICENSING AND
FINANCIAL FAIR PLAY REGULATIONS
APPLICABLE TO ALL MEMBER CLUBS
PARTICIPATING IN THE NATIONAL LEAGUE
OF THE ASSOCIATION

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PART I: THE LICENSING ADMINISTRATION AND PROCEDURE

1. Scope of These Regulations

These regulations govern the rights, duties and responsibilities of all parties involved in the Association's club licensing system for participation in the National League competitions and define in particular:

- a) the MFA licence applicant and the licence required to enter the National League competitions (chapter 2);
- b) the minimum sporting, infrastructure, personnel and administrative, legal and financial criteria to be fulfilled by a licence applicant in order to be granted a licence by the Association as part of the admission procedure to enter the National League competitions (chapter 3).

2. Responsibilities of the Association

- (i) The Association governs the MFA club licensing system.
- (ii) In particular the Association must:
 - (a) establish an appropriate licensing administration as defined in Articles 3 and 4;
 - (b) establish at least two decision-making bodies as defined in Article 6;
 - (c) set up a catalogue of sanctions as defined in Article 11;
 - (d) define the core process as defined in Article 12;
 - (e) ensure equal treatment of all Member clubs applying for a licence and guarantee the Member clubs full confidentiality with regard to all information provided during the licensing process as defined in Article 15;
 - (f) determine whether a licence can be granted.

3. The Licensing Administration

- (i) The tasks of the licensing administration include:
 - a) preparing, implementing and further developing the club licensing system;
 - b) providing administrative support to the decision-making bodies;
 - c) assisting, advising and monitoring the licensees during the season;
- (ii) At least one staff member or an external financial adviser must have a financial background and a diploma in accountancy/auditing recognised by the Laws of Malta, or must have several years' experience in the above matters (a "recognition of competence").

4. The Licensing Manager

- (i) The Executive Board must have appointed a Licensing Manager, responsible for the administrative procedure relating to the licensing of Member Clubs participating in the National League of the Association in accordance with the licensing core process established in these regulations. He must not be a member of the other bodies of the Association dealing with Member Clubs' licensing matters (the Member Clubs' Licensing Board and the Appeals Board).
- (ii) In the checking of the licence applications and the accompanying documents, the Licensing Manager shall seek the assistance of the members of the Panel of Experts.
- (iii) The Licensing Manager must ensure that the necessary procedures relating to the licensing of clubs as provided in these regulations are carried out in the most efficient manner within the time limits established in these regulations. Furthermore, the Licensing Manager and his staff are subject to the confidentiality rules as mentioned in these regulations and must strictly follow these rules.

5. The Panel of Experts

- (i) The Executive Board shall appoint a Panel of Experts whom the Licensing Manager, the Member Clubs Licensing Board and the Appeals Board may be able to consult in case of need. This Panel shall be made up of a Legal Expert holding a warrant issued by the Ministry of Justice, an Infrastructure and Training facilities Expert, an Expert in Finance and Auditing holding a warrant of Certified Public Accountant issued by the Accountancy Board under the auspices of the Ministry of Finance, an Expert in Youth Development, an Expert in Coaching Development, an Expert in Order and Security and an Expert in Administration. The Panel of Experts are appointed for a period of two (2) calendar years.

6. The Decision-making bodies

- (i) The MFA licence is granted to a Member Club by the Member Clubs' Licensing Board (hereinafter 'the Board') established in accordance with the Association's Statute or by the Appeals Board of the Association. The Board is the body of first instance in the licensing process.
- (ii) A Member Club shall be granted the MFA licence if at the time that the application for the granting of the MFA licence is considered by the Board, such Member Club is deemed by the Board to have complied with the obligatory conditions and criteria established in these regulations.
- (iii) In case that a club does not comply with the obligatory conditions and criteria established in these regulations for the granting of the MFA licence, the decision-making bodies shall sanction the defaulting Member Club according to Article 11 of these Regulations, depending on the level of licence the Member Club would be granted, whether this is a Full Licence or a Monitored Licence.
- (iv) A Member Club which is refused the granting of the MFA licence, or has been granted a Monitored licence by the Member Clubs' Licensing Board has the right to appeal to the Appeals Board of the Association established in the Associations' Statute. The decision of the Appeals Body, which is the second and final instance body in the licensing process, is final and binding.

7. The Powers, Composition and Duties of the Member Clubs' Licensing Board

- (i) The Member Clubs' Licensing Board, hereinafter referred to also as "the Board", will be the body of first instance in the licensing procedure and is competent to deal with all those matters with which it is entrusted in these regulations, including the power to grant or refuse to grant the MFA licence, the Monitored Licence or the Provisional Licence to applicant Member Clubs as well as the power to ensure that during the season licensed clubs are complying with the conditions and criteria of their MFA licence in accordance with these regulations. The Board also decides on whether or not a licence should be withdrawn. The Board must be independent of the Appeals Board.
- (ii)
 - a) The Board shall be elected by the General Assembly for a period of two (2) calendar years starting on the first day of January. These shall be eligible for re-election.
 - b) Members of the Board may not be removed during their term of office unless for a serious and grave reason to the satisfaction of the Executive Board. However, a member requiring a special qualification shall be removed in case that such a member ceases to hold the required qualification.
 - c) The Executive Board shall be entitled to fill any permanent vacancy which may occur during the term of office of the Board.
- (iii)
 - a) The Board shall be composed of a Chairman, two Deputy Chairmen and of a number of other members which shall be between five (5) and eight (8). Out of these members, at least one must hold the qualification of an auditor, holding a warrant of Certified Public Accountant issued by the Accountancy Board under the auspices of the Ministry of Finance and at least one must be a lawyer, holding a warrant issued by the Ministry of Justice. The members of the Board may not belong simultaneously to a judicial body of the Association. Furthermore, a member of the Board or a member of his family (spouse, children, parent or siblings) must not have any association whatsoever with any Member Club. In particular, a member of the Board may not be a member, a shareholder, a business partner, a sponsor or a consultant of any Member Club.
 - b) A member must act impartially in the discharge of his duties. A member of the Board must automatically abstain if there is any doubt as to his independence vis-à-vis the applicant Member Club or if he has a conflict of interest.

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- c) The Members of the Board must follow strictly the confidentiality rules as mentioned in these regulations.
 - d) The Executive Board shall appoint a Secretary to assist the Board in its duties. The Secretary shall be a staff member of the Association.
 - e) The Executive Board shall have the right to substitute temporarily any member of the Board who for any reason whatsoever is temporarily unable to discharge his duties. In the case of a substitution, the Executive Board shall adhere to the qualification requirements of the substituted member as established in these regulations. In case that the Executive Board fails to make a substitution when so required, the Member Clubs' Licencing Board shall still be able to perform its functions provided it has the required quorum.
- (iv) The quorum of the Board consists of the Chairman (or one of the two Deputy Chairman) and two other members.
 - (v) The Chairman of the Board (or a Deputy Chairman, if he is acting as Chairman of the Board) has both an original and a casting vote. The Secretary shall not vote.

8. The Powers, Composition and Duties of the Appeals Board

- (i) There shall be an Appeals Board, hereinafter referred to also as "the Board", that will be the body of second instance in the licensing procedure and which shall be competent to decide on all appeals submitted in writing and shall make a final and binding decision on whether a licence should be granted or refused to an Applicant, or whether an applicant retains a Monitored Licence. The Board also decides on whether or not a licence should be withdrawn. The Board must be independent of the Member Clubs Licensing Board.
- (ii) Appeals from a decision of the Licensing Board may only be lodged either by a licence applicant who received a refusal to its application from the Licensing Board, by a licensee whose license has been withdrawn by the Licensing Board according to these Regulations, by a licensee who has been granted a Monitored Licence by the Licensing Board according to these Regulations and/or by the Licensing Manager.
- (iii) All the members of the Appeals Board and the substitute members shall be independent and neutral. These shall be elected by the General Assembly for a period of two (2) year. They shall be eligible for re-election.
- (iv)
 - (a) The Board shall consist of a Chairman and two (2) Members.
 - (b) There shall be also a Panel of Substitute Members consisting of not less than five (5) and not more than seven (7) members to substitute any member of the Appeals Board who for any reason whatsoever is unable to take cognizance of an appeal.
 - (c) The composition of the Appeals Board or the Panel of Substitute Members must include both a lawyer and a certified public accountant and auditor.
 - (d) The composition of the Appeals Board must include at least one lawyer and at least one certified public accountant and auditor.
 - (e) In the case of the hearing of an appeal from a decision of the Member Clubs' Licensing Board as mentioned in sub-clause (iv) (d) above, if the composition of the Appeals Board does not include a lawyer and/or a certified public accountant and auditor, the Chairman of the Board shall designate, from the Panel of Substitute Members, at least one lawyer and at least one certified public accountant and auditor so that the Board will include at least one lawyer and at least one certified public accountant and auditor.
 - (f) The Executive Board shall appoint a person to act as Secretary of the Board. The Secretary of the Board shall be responsible for administrative matters.
- (v) A member of the Appeals Board, appointed in accordance with to the relevant articles of the Statute of the Association, shall:
 - (a) Act impartially in the discharge of their duties;
 - (b) Abstain if there is any doubt as to his independence from the licence applicant, or if such a member has a direct or indirect conflict of interest. In this connection, the independence of a member may not be guaranteed if he or any member of his direct family is a member, shareholder, business partner, sponsor or consultant of the licence applicant;

- (c) not be the Licensing Manager;
- (d) not belong simultaneously to any other Board of the Association;
- (e) not belong simultaneously either to the administrative staff, to the administration, Executive Board, or any other Board or Committee of the Association;
- (vi) (a) Decisions of the Appeals Board shall be taken in accordance with the simple majority of votes.
- (b) The Chairman of the Board shall have both an original and a casting vote.
- (vii) Each member of the Board and the Secretary to the Board, shall bind themselves that they shall not in any manner whatsoever, divulge to anybody whomsoever, any information and/or the contents of any document that may come to his knowledge or in his possession because of his office. Any member, including the secretary, who contravenes this condition, shall be guilty of a breach of trust against the Association and against the Member Club and/or individual concerned. The member guilty of such a breach of trust shall be sanctioned by the Association's Executive Board with dismissal from any office within the Association as well as with a prohibition from holding any office within the Association for a period of three (3) years. Furthermore, both the Association and/or the aggrieved Member Club and/or individual concerned shall have claim against him for any damage suffered through such a breach of trust.
- (viii) An appeal shall be lodged by means of a petition. A petition of appeal must, under pain of nullity, be in writing and must include the reasons for the appeal. Furthermore, under pain of nullity, it must be:
 - (a) filed with the Secretariat of the Association in the manner established by the General Secretary and communicated to all member clubs by means of a letter circular; and
 - (b) accompanied by a deposit of the relevant fee as established by the Executive Board; and
 - (c) filed within six (6) days from the date of notification of the decision against which an appeal is to be lodged, or the next available working day if the sixth (6th) day fall either on a Public Holiday or on a Saturday or Sunday.
- (ix) The nullity of an appeal for any reason mentioned in this clause shall be decided by the Chairman of the Board alone without any hearing and the decision in writing shall be given "in camera". In such a case, the Chairman shall decide also whether the deposit, if a deposit had been made, shall be forfeited, or refunded in whole or in part.
- (x) (a) The deposit of the appeal shall be automatically forfeited in favour of the Association if the appeal is not upheld.
- (b) If the appeal is only partially upheld, the Board shall, at its discretion, decide as to what amount, if any, shall be forfeited in favour of the Association.
- (c) If in the opinion of the Board a frivolous or an irresponsible appeal was lodged, besides the automatic forfeiture of the deposit in favour of the Association, the Board may impose on the appellant a fine not exceeding five hundred euro (€500).
- (xi) The Board is empowered to regulate its own procedure, provided that the following rules are observed:
 - (a) The appellant shall be given at least three (3) days' notice of the date, place and time of the hearing, provided that an appellant and an appealed party may renounce to this time limit.
 - (b) Each party to an appeal shall have the right to object only once against a member of the Appeals Board. Such objection shall be for a cause. The fact that a member of the Board had been the Chairman or a member of the Board when a decision on an appeal based on the same or similar facts and/or on the same rules on which the present appeal is based was taken, shall not qualify as a valid cause for upholding an objection against a member of the Board.
 - (c) The decision whether to uphold or reject such an objection is decided upon by the Board.
 - (d) In the case that an objection against a member of the Board is accepted, even where the member objected to is the Chairman, the Chairman of the Board shall substitute the member objected to by another member from the Panel of Substitute Members.
 - (e) As a rule, no oral evidence is allowed during a hearing but the Board may ask for evidence which has already been tendered to be heard orally. In exceptional circumstances, the Board may allow new evidence to be produced by the parties provided that the party requesting it

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proves to the satisfaction of the Board either that he could not produce such evidence before the body of first instance or he could not reasonably have known of such evidence before the appealed decision had been taken by the body of first instance. Furthermore, the Board may ask for the production of additional evidence.

- (f) The Board may consult the members of the Panel of Experts nominated by the General Assembly under the relative provisions of appropriate regulations.
- (xii) (a) If an appeal is not upheld, the Board shall also decide on the expenses of the appeal to be paid by the appellant. If an appeal is upheld, the Board shall decide whether the deposit of the appeal is to be refunded in full or in part to the appellant as well as on whether the appellant should pay any expenses.
- (b) All decisions of the Board, including those relating to the forfeiture of the deposit in full or in part and those relating to costs shall be final and binding on all parties.
- (c) All the decisions of the Board shall be in writing.
- (d) The Chairman of the Board shall deposit any decision of the Board with the Secretariat of the Association and shall cause a copy of the decision to be notified to all parties as soon as practicable after the decision.

9. The Licence

- (i) All Member Clubs which are eligible to participate in the National League of the Association must obtain a licence issued by the Association according to these regulations, except where Article 16 applies.
- (ii) An applicant which has been granted a licence under these regulations must, during the season, abide by the conditions of such licence as established in these regulations.
- (iii) Besides complying with the conditions of membership as mentioned in the Association's Statute and in the other rules, regulations and bye-laws of the Association, Licence applicants intending to take part in the National League of the Association in the licence season must, during the current season, apply for and obtain the MFA licence in accordance with these regulations. Furthermore, such clubs must abide with all the other conditions and criteria mentioned in these regulations and in the Schedules attached thereto which form an integral part of these regulations.
- (iv) There are three (3) levels of Licences:
 - (a) Full Licence The licence granted to those Member Clubs who, according to the Member Clubs' Licensing Board, or the Appeals Board, as the case may be, have successfully adhered to all the criteria for the granting of a full licence;
 - (b) Provisional Licence The licence temporarily granted to those Member Clubs holding a Professional or Semi-Professional Licence who, according to the Member Clubs' Licensing Board, have overdue payables towards members of their staff, other clubs or the Commissioner for Revenue. This licence shall be converted to a full licence if such Member Club settles the overdue payables within thirty (30) days after the granting of the Provisional Licence or it shall be converted to a Monitored Licence if it fails to settle overdue payables within thirty (30) days after the granting of the Provisional Licence. All Member Clubs which are not issued with a Full Licence by the Member Clubs' Licensing Board, and are issued with a Provisional Licence, shall be sanctioned by the Member Clubs' Licensing Board with a sanction according to Article 11(i)(a) of these Regulations. The decision of the Member Clubs' Licensing Board in the granting of a Provisional Licence and in the application of a sanction according to Article 11(i)(a) of these Regulations shall be final and binding, and may not be appealed.
 - (c) Monitored Licence The licence granted to those Member Clubs holding a Professional or Semi-Professional Licence who, according to the Member Clubs' Licensing Board, or the Appeals Board, as the case may be, have failed to settle overdue payables within thirty (30) days after being granted a Provisional Licence. All Member Clubs which are issued with a Monitored

Licence, shall be sanctioned by the Member Clubs' Licensing Board with a sanction according to Article 11(i)(c) of these Regulations.

- (v) MFA Licences are granted for one season only, with the exception of the Provisional Licence which is valid for thirty (30) days. MFA Licences are not transferable and automatically expire at the end of the season for which they are granted without the need of prior notice.

10. Licence Status

- (i) There are three (3) types of licences that a Member Club may obtain, in the following descending order:
 - (a) Professional
 - (b) Semi-Professional
 - (c) Amateur
- (ii) In order to participate in the National League of the Association, a Member Club must have a valid licence issued by the Association. The Member Club shall apply to a Licence of its choice from those types of licenses mentioned in Article 10(i) above, provided that such Member Club achieves the minimum criteria set out for the attainment of such Licence.
- (iii) In case that the Member Clubs' Licensing Board, or the Appeals Board, as the case may be, deems that a Member Club did not achieve the required minimum criteria set out for the attainment of the type of Licence applied for, then that Member Club shall be granted a type of licence corresponding to a status which reflects its state of affairs according with the criteria established in these regulations. However, in the event that a Member Club is not considered to possess the qualifications to be granted any licence at all, then it shall not be granted any type of licence whatsoever.

11. Catalogue of Sanctions

*Amended:
30-05-17
31-05-22*

- (i) There are three categories of sanctions:
 - (a) Category 1 Sanctions:
 - i. a reprimand;
 - ii. a fine;
 - iii. a prohibition from registering players with the Member Club.
 - (b) Category 2 Sanctions:
 - i. a reprimand;
 - ii. a fine.
 - (c) Category 3 Sanctions:
 - i. a prohibition from registering or taking on loan players with the Member Club;
 - ii. a fine;
 - iii. where the amounts overdue exceed five thousand euro (€5,000), deduction of one (1) point from the National League Championship for every five thousand euros (€5,000) or part thereof in excess of five thousand euro (€5,000) overdue.
 - iv. relegation to the next Lower Division in the next National League;
 - v. the refusal of a Licence.

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12. The Licensing Procedural Steps (Core Process)

- (i) The licensing procedural steps (Core Process) in the licensing procedure under these regulations, are the following:
 - (a) The preparation and sending of the application form/s relating to Financial Criteria by the Association by not later than the 15th December. A copy of these regulations shall be made available by the Association to each Member Club;

- (b) The holding of the Extraordinary General Meetings of all Member Clubs for the approval of the audited Financial Statements of the Member Clubs, by not later than the 15th April;
- (c) The receipt of the application form/forms relating to Financial Criteria by the Association by not later than the 16th April, provided that if the 16th April falls on a Saturday or Sunday or a public holiday, the latest day for the receipt of the form/s by the Association will be the following working day;
- (d) The checking by the Licensing Manager of the applications and documents received within the time limit;
- (e) The sorting by the Licensing Manager of the documents and the allocation by the Licensing Manager of the documents to the different members of the Panel of Experts for their opinion;
- (f) The checking by the members of the Panel of Experts of the documents and reporting back to the Licensing Manager;
- (g) The preparation by the Licensing Manager of his report to the Member Clubs' Licensing Board by not later than the 6th June;
- (h) The examination of the applications and the written reports of the Licensing Manager by the Member Clubs' Licensing Board;
- (i) The decision in writing by the Member Clubs' Licensing Board on whether to accept or refuse to grant the full licence, or grant a Provisional Licence, by not later than the 6th June or the next available working day if the 6th June falls on a Saturday or Sunday;
- (j) The holding of the Annual General Meetings of all the Member Clubs between the 15th May and the 15th June;
- (k) The preparation and sending of the application form/s relating to all other Licensing Criteria, for all Member Clubs, by not later than the 31st May.
- (l) The receipt of the application form/s relating to all other Licensing Criteria, for all Member Clubs, by not later than the ~~16th June~~ 1st July or the next Monday if the ~~16th June~~ 1st July falls on a Saturday or Sunday;
- (m) The receipt of submissions from Member Clubs relating to the grant of a Provisional Licence due to failure to abide by the minimum requirements of the Financial Criteria by the Member Clubs' Licensing Board, by not later than the 30th June or the next Monday if the 30th June falls on a Saturday or Sunday;
- (n) The hearing and decision of the Member Clubs' Licensing Board in relation to those Member Clubs who have been granted a Provisional Licence, by not later than the 3rd July or the next Monday if the 3rd July falls on a Saturday or Sunday;
- (o) The filing of the written petition of appeal with the Association by an admissible appellant which disagrees with the decision of the Member Clubs' Licensing Board to either grant a Monitored Licence or refused to grant a licence, within six (6) days from the receipt of the written decision of the Member Clubs' Licensing Board, or by the next available working day if the sixth day falls either on a Public Holiday or on a Saturday or Sunday;
- (p) The sending by the Licensing Manager of the Member Clubs' Licensing Board's decision and documents to the Appeals Board of the Association (Second and Final Instance Body);
- (q) The examination of the appeal by the Appeals Board of the Association;
- (r) The decision in writing of the Appeals Board by not later than the 21st July or the next day if the 21st July falls on a Public Holiday or the following Monday, if the 21st July falls on a Saturday or Sunday;
- (s) The decision in writing by the Member Clubs' Licensing Board on the applications relating to all other Licensing Criteria, by not later than the 31st July, or by the next Monday if the 31st July falls on a Saturday or Sunday;
- (t) The preparation and sending of the Declaration Regarding Overdue Payables for the monitoring period between the 1st January and the 31st May of that season for Member Clubs holding a Professional or Semi-Professional Licence, by not later than the 31st July.
- (u) The receipt of the Declaration Regarding Overdue Payables for the monitoring period between the 1st January and the 31st May of that season for Member Clubs holding a Professional or Semi-Professional Licence, by not later than the 16th August.

- (v) The examination by the Member Clubs' Licensing Board of the Declaration Regarding Overdue Payables for Member Clubs holding a Professional or Semi-Professional Licence, and the decision in writing of the Member Clubs' Licensing Board on whether to maintain a Full Licence, or, convert a Full Licence or a Monitored Licence to a Provisional Licence, in relation to the Declaration Regarding Overdue Payables for Member Clubs holding a Professional or Semi-Professional Licence, by not later than the 16th September, or by the next Monday if the 16th September falls on a Saturday or Sunday;
- (w) The receipt of submissions from Member Clubs relating to the grant of a Provisional Licence due to failure to overdue payables for the monitoring period between the 1st January and the 31st May of that season, for Member Clubs holding a Professional or Semi-Professional Licence, by the Member Clubs' Licensing Board, by not later than the 30th September or the next Monday if the 30th September falls on a Saturday or Sunday;
- (x) The hearing and decision of the Member Clubs' Licensing Board in relation to those Member Clubs who have been granted a Provisional Licence, in relation to overdue payables for the monitoring period between the 1st January and the 31st May of that season, for Member Clubs holding a Professional or Semi-Professional Licence, by not later than the 7th October or the next Monday if the 7th October falls on a Saturday or Sunday;
- (y) The filing of the written petition of appeal with the Association by an admissible appellant which disagrees with the decision of the Member Clubs' Licensing Board to grant a Monitored Licence, in relation to overdue payables for the monitoring period between the 1st January and the 31st May of that season, for Member Clubs holding a Professional or Semi-Professional Licence, within six (6) days from the receipt of the written decision of the Member Clubs' Licensing Board, or by the next available working day if the sixth day falls either on a Public Holiday or on a Saturday or Sunday;
- (z) The sending by the Licensing Manager of the Member Clubs' Licensing Board's decision and documents to the Appeals Board of the Association (Second and Final Instance Body);
- (aa) The examination of the appeal by the Appeals Board of the Association;
- (bb) The decision in writing of the Appeals Board by not later than the 31st October or the following Monday, if the 31st October falls on a Saturday or Sunday;
- (ii) (a) The Applicant shall be entitled to have legal representation.
- (b) Whenever entitled to appear in front of the Member Clubs' Licensing Board or the Appeals Board, the applicant shall have the right to produce all evidence which it believes is necessary to prove a claim or clarify any position. However, the burden of proof over any claim made by the applicant in the license application, and/or during any hearing shall vest exclusively with the applicant.
- (c) Pleading by the Applicant, in front of the Member Clubs' Licensing Board and/or the Appeals Board of the Association, may be both in the oral and in the written form, according to the instructions set out by the competent board and according to the Statute of the Association.
- (d) The Applicant shall have the right to attend the hearing of the Member Clubs' Licensing Board discussing its Application whenever such Board decides that it shall invite the Applicant to such hearing. However, whenever the Applicant is invited to attend the hearing, it shall have the right to make all the deliberations it wishes to make. In any case, the Applicant shall be entitled to present written submissions to the Board.
- (e) There shall be no charge levied against the applicant for the licensing application and the whole procedure in front of the Member Clubs Licensing Board. The costs for an appeal, is the cost set out in Article 9(viii)(b) of these Regulations.

13. The Determination of Licence Levels and the Application of Sanctions

The level of licence issued to a Member Club and the application of sanctions by the Member Clubs' Licensing Board and/or the Appeals Board shall occur in the following manner:

- (i) The Provisional Licence
 - (a) The Provisional Licence shall be issued against those Member Clubs who in the filing of their Annual Financial Statements according to Article 12(c) and/or in the filing of their Declaration regarding Overdue Payables according to Article 12(m) have shown overdue payables against members of their staff, other Member Clubs and/or the Commissioner for Revenue;

- (b) When issuing a Provisional Licence according to Article 13(i)(a) above, the Member Clubs' Licensing Board shall also impose a sanction on the defaulting Member Club, which sanction is to be a Category 1 sanction according to Article 11(1)(a) of these Regulations;
- (c) Moreover, when issuing a Provisional Licence according to Article 13(i)(a) above, and the amount of overdue payables exceeds the amount of five thousand Euro (€5,000), apart from a reprimand or fine according to Article 11(1)(a) of the Regulations, the Member Clubs' Licensing Board shall also sanction the defaulting Member Club with a prohibition;
- (d) The decision of the Member Clubs' Licensing Board in the issuing of a Provisional Licence and the application of a sanction according to this Article shall be final and binding and shall be unappealable.

Amended:
31-05-22

(ii) The Monitored Licence

- (a) The Monitored Licence shall be issued by the Member Clubs' Licensing Board, and shall be confirmed by the Appeals Board, against those Member Clubs who after being issued with a Provisional Licence, according to Article 13(i) above, have not settled their overdue payables within the period of time granted by the Member Clubs' Licensing Board from the issue of the Provisional Licence in accordance with the Core Process established in Article 12 of these Regulations;
- (b) When issuing a Monitored Licence according to Article 13(ii)(a) above, the Member Clubs' Licensing Board shall also impose a sanction on the defaulting Member Club, which sanction is to be a Category 3 sanction according to Article 11(1)(c) of these Regulations;

Moreover, the Member Clubs' Licensing Board may impose any of the other sanctions if it deems that the applicant Member Club has repeatedly failed to adhere to the Financial Criteria or any other applicable criteria in any of the preceding three (3) licensing periods.
- (c) The issuing of a Monitored Licence shall still allow that Member Club which has been issued with such a licence to participate in the National League;
- (d) The sanctions of a prohibition, relegation to the next lower division, and the refusal of the licence, shall only be levied against a Member Club if such a Member Club shows overdue payables in its Annual Financial Statements. For the monitoring period between the 1st January and the 31st May of that season, the sanction applied shall be that of a reduction of points in the next National League Championship, depending on the amount of overdue payables according to Article 11(1)(c)(ii).
- (e) The decision of the Member Clubs' Licensing Board to issue a Monitored Licence and the application of a sanction according to this Article may be appealed by means of a petition to the Appeals Board according to the procedure laid out in Article 9 and within the time limits set in Article 12 of these Regulations. The decision of the Appeals Board in this respect shall be final and binding.

(iii) The Effects of the Refusal of a Licence

- (a) A Member Club that has been sanctioned with the refusal of the licence shall have all its senior and youth team expelled from their respective National league and shall not have the right to participate in the next National League Championship of the Association.
- (b) Such a Member Club shall have its membership to the Association held in abeyance, any representative thereof shall be removed from office;
- (c) If such a Member Club, had its delegate, also elected as an MFA Executive Board Member, then such Executive Board member shall also be removed from the Executive Board;
- (d) The licensed football nursery of that Member Club shall still be operational, players registered with the licensed football nursery shall remain registered with the Member Club, and its teams shall compete in the competitions of the Inhobb il-Futbol Foundation and/or the Youth Football Association.
- (e) The Member Club which has had its licence refused shall release all the senior team and youth team players currently registered in its books without any condition. Failure by that Member Club to release all the players within three (3) days from the decision of refusal of the licence becoming definite, will lead to the Association releasing such players registered with that particular Member Club automatically.
- (f) For such a Member Club to regain full membership to the Association and participate in the lowest division of the National League of the following season, the Member Club has to re-

apply to regain the status of Member Club, according to the provisions of the Statute of the Association and attain a full licence to participate in the lowest division of the National League of the Association. However, if another Club, from that locality, applies for membership as a new Member Club with the Association, therefore replacing that Member Club, then the Association, if satisfied that the new Member Club would be more able to run and meet the financial criteria for the attainment of a licence, shall accept as a Member Club the new Club.

- (g) The licensed football nursery of that locality will then join the Member Club which is given the full membership of the Association according to sub-article (f) above.
- (h) If no club from a locality applies for full membership to the Association, or no club attains full membership to the Association, within a year from the refusal of the licence of a Member Club, then the licensed football nursery shall be entitled to merge with another Member Club. In default, it shall be disbanded, and all players registered with that licensed football nursery shall be granted the unconditional free release from that Member Club.
- (i) Whenever a Member Club has been refused a licence, and therefore will not participate in the next National League Championship, then the provisions of Article 5 of Section VII of the Regulations of the Malta FA (Rules Governing Competitions) shall apply.

Amended:
31-05-22

(iv) Other Sanctions

- (a) A Member Club who for any reason whatsoever does not satisfy the minimum requirements for any licence criteria, excluding all Financial Criteria, notwithstanding whether such Member Club has been issued with a Full Licence or with a Monitored Licence, shall be sanctioned by the Member Clubs' Licensing Board with a sanction according to Article 11(i)(b) of these Regulations, unless these Regulations provide otherwise. The decision of the Member Clubs' Licensing Board in this respect shall be final and binding and shall be unappealable.
- (b) A Member Club who for any reason whatsoever does not satisfy the minimum requirements of the Financial Criteria, but who satisfy the requirements relating to overdue payables, notwithstanding whether such Member Club has been issued with a Full Licence or with a Monitored Licence, shall be sanctioned by the Member Clubs' Licensing Board with a sanction according to Article 11(i)(a) of these Regulations. However, in this particular circumstance the Member Clubs' Licensing Board shall not issue a Provisional Licence but may sanction the defaulting Member Club with a prohibition, which prohibition shall be lifted by the Member Clubs' Licensing Board only when the Board is satisfied that the Member Club has complied with the minimum requirements of the Financial Criteria. The decision of the Member Clubs' Licensing Board in this respect shall be final and binding and shall be unappealable.
- (c) If a prohibition has been imposed on a Member Club by the Member Clubs' Licensing Board according to sub-article (v)(b) above, then it shall be the responsibility of the Member Club to inform the Licensing Manager to request the Chairperson of the Member Clubs' Licensing Board to lift such prohibition due to compliance to the minimum requirements of the Financial Criteria. If the Chairperson of the Member Clubs' Licensing Board is satisfied that the Member Club in question has complied to such minimum requirements, then he shall decide *in camera* to lift the prohibition inflicted by not later than three (3) days following the Member Club's request, or by the next working day if the third day falls either on a Public holiday or on a Saturday or Sunday. In doing so, the Chairperson of the Member Clubs' Licensing Board shall decide whether to consult the Board where he deems it fit.

Amended:
31-05-22

(v) Definition and Operation of the Sanction of Prohibition

A Member Club that has been sanctioned with a Prohibition may not register players with it who are sixteen (16) years or older, including taking in such players on loan, until such a Prohibition is lifted by the Member Clubs' Licensing Board.

14. Supremacy of the Licensing Decision-Making Bodies

The decisions of the Member Clubs' Licensing Board and/or of the Appeals Board, taken in accordance with these Regulations, shall not be declared null and void, or be varied, or be amended, or be discussed, or be sent back for reconsideration by either the President, the Officials, the Executive Board and/or the General Assembly of the Association.

15. Equal Treatment and Confidentiality

- (i) The Association ensures the equal treatment of all the licence Applicants during the core process.
- (ii) The Association guarantees the licence applicants full confidentiality with regard to all information submitted during the licensing process.
- (iii) Each person involved in the licensing process established in these regulations, prior to entering into office, must bind himself by means of a signed written declaration to be delivered to the Licensing Manager, that he will not, in any manner whatsoever, divulge to anybody whomsoever, any information and/or the contents of any document that may come to his knowledge or in his possession because of his office.
- (iv) Any person who contravenes this condition shall be guilty of a breach of trust against the Association and against the Member Club and/or individual concerned. The person guilty of such a breach of trust shall be sanctioned by the Association's Executive Board with dismissal from any office within the Association as well as with a prohibition from holding any office within the Association for a period of three (3) years. Furthermore, the Association and/or the aggrieved Member Club and/or individual concerned shall have a claim against him for any damage suffered through such a breach of trust.

16. Clubs issued with a UEFA Licence

- (i) A Member Club that had obtained a UEFA Licence for the coming season and has qualified to participate in a UEFA Club Competition, shall be entitled to take part in the National League of the Association without the need to obtain any other type of licence.
- (ii) However, a Member Club that had obtained a UEFA licence for the coming season, but did not qualify to participate in a UEFA Club Competition, shall still be bound to comply to the minimum requirements of the Financial Criteria set out in these regulations and file the relative documentation relating to overdue payables according to Article 12 of these Regulations, and in the event that such a Member Club has declared that it has overdue payables then such a Member Club shall be sanctioned by the Member Clubs' Licensing Board in the manner prescribed in these Regulations.

PART II: LICENSING CRITERIA

17. General

- (i) A licence applicant must satisfy the following criteria in order for them to be granted a licence to enter the Malta FA National League:
 - a. A Member Club applying for a Professional Licence must satisfy the licence criteria for the attainment of a Professional Licence according to Articles 18(i) and 19 of these Regulations, the Legal Criteria according to Article 24 and according to Schedule I of these Regulations and the Financial Criteria according to Article 25 and Schedule II of these Regulations;
 - b. A Member Club applying for a Semi-Professional Licence must satisfy the licence criteria for the attainment of a Semi-Professional Licence according to Articles 18(i) and 20 of these Regulations, the Legal Criteria according to Article 24 and according to Schedule I of these Regulations and the Financial Criteria according to Article 25 and Schedule II of these Regulations;
 - c. A Member Club applying for an Amateur Licence must satisfy the licence criteria for the attainment of an Amateur Licence according to Articles 18(i) and 22 of these Regulations, the Legal Criteria according to Article 24 and according to Schedule I of these Regulations and the Financial Criteria according to Article 25 and the relevant articles of Schedule II of these Regulations which apply for Member Clubs applying for an Amateur Licence;
- (ii) Non-fulfilment of the criteria defined in Articles 19(i)(b), 20(i)(b) and 22(i) does not lead to refusal of a licence but to a sanction defined by these Regulations according to Article 11(i)(b).

18. Conditions for Obtaining a Licence in a Professional, Semi-Professional or an Amateur Status

- (i) In order that a Member Club may obtain a licence in a Professional or Semi-Professional Status Category, it must comply with the conditions particular to the Professional or Semi-Professional Status applied for. Furthermore, any Member Club having a Professional or Semi-Professional Status shall be responsible towards its professional players for any medical expenses arising out of injuries sustained during football related activities whilst rendering a service to the Club, even if such a condition is not included in the agreement between the Club and the player.
- (ii) Member Clubs which do not desire to be granted a licence in a Professional or Semi-Professional Status Category and Member Clubs which have applied for a licence for a Professional or Semi-Professional Status category but do not qualify for a Professional or Semi-Professional Status category shall be granted a licence in the Amateur Status category if they qualify for such a status.

19. Professional Status

- (i) A Member Club shall be granted a licence in the Professional Status category if the Member Clubs' Licensing Board is satisfied that at the time the application is considered, the applicant Member Club:
 - a. Had in the past season:
 1. paid all the wages due to its professional players and the wages due to its coaches, staff, and administrator(s) hired by means of a written employment contract;
 2. paid all fees, if any, due to its medical doctor and other medical staff hired by means of a written employment contract;
 3. paid all its outstanding dues to other Member Clubs; and
 4. paid all its outstanding due to the Commissioner for Revenue;
 - b. For the whole of the coming season will have:
 1. at least twelve (12) professional players registered with it and with the Association under a written employment contract with the Club in accordance with the Association's Regulations Regarding Players Registered with Member Clubs and the FIFA Regulations for the Status and Transfer of Players.
 2. (a) a qualified Head Coach and Assistant Coach engaged by means of a written contract in that category as may be required by the Regulations for the Control of Football Coaches Affiliated to the Malta Football Association applicable to the Division of the National League in which it will be participating;
(b) a qualified Goalkeepers Coach engaged by means of a written contract in that category as may be required by the Regulations for the Control of Football Coaches Affiliated to the Malta Football Association applicable to the Division of the National League in which it will be participating;
(c) a qualified Fitness/Performance Coach/Physical Trainer engaged by means of a written contract in that category as may be required by the Regulations for the Control of Football Coaches Affiliated to the Malta Football Association applicable to the Division of the National League in which it will be participating;
(d) a qualified Match Analyst, engaged by means of a written contract, having the minimum qualification/training certificate from the Malta FA¹. Such role may be occupied by any of the members of staff who may be otherwise designated;
(e) a Team Manager² or Sporting Director³, engaged by means of a written contract, having minimum qualification/training as provided by the Association from time to time.
 3. (a) a medical doctor who must make a written declaration to this effect. Furthermore, for all training sessions and club matches, the Member Club shall have a Medical Doctor or Physiotherapist or any other medical person who is a qualified first aider. Such role may be occupied by any of the members of staff who may be otherwise designated;

¹ Applicable from Season 2024/25.

² Applicable from Season 2023/24.

³ Applicable from Season 2024/25.

(b) a medical liaison officer who shall make a written declaration to this effect and act as the key contact point with respect to medical matters.

4. an administrator engaged under a written contract on full-time basis⁴.
 5. a Supporter Liaison Officer, engaged at least on a voluntary basis, whose rights and duties must be defined in writing and who must be available for the Member Club's matches. The role of the liaison officer is to act as the key contact point for supporters.
 6. a Disability Access Officer, engaged at least on a voluntary basis, whose rights and duties must be defined in writing, to support the provision of inclusive, accessible facilities and services in club matches and to act as the key contact point for supporters with any disability.
 7. a Media Officer, engaged at least on a voluntary basis, who shall be responsible for media matters, engaged at least on a voluntary basis, whose rights and duties must be defined in writing and who must be available for the Member Club's matches.
 8. a Legal Counsel who shall be empowered to represent the Member Club in any proceedings whether judicial or otherwise.
- c. For the coming season must have:
1. applied to participate in the National League and in the Malta FA Trophy Competition of the Association;
 2. applied to participate in the Youth League of the Association;
 3. applied to participate in the Junior (Under 17 and Under 15) Leagues of the Inħobb il-Futbol Foundation and/or the Youth Football Association; and
 4. applied to the Association to obtain in the coming season a Licence for its Football Nursery.

Provided that a Member Club shall be deemed to have satisfied the obligations under sub-article 19(c)(3) and (4) above where such Member Club enters into an agreement with another Member Club which participates in the Junior (Under 17 and Under 15) Leagues of the Inħobb il-Futbol Foundation and/or the Youth Football Association. Such agreement shall provide unequivocally that the Member Club in question shall compensate the merging Member Club with an amount equivalent to at least 2.5% of the aggregated average salary of the Premier League taken as at 31st December of the previous calendar year.

Where an agreement is in place as provided in the preceding paragraph, but this falls short from the amount of compensation established therein, the Member Clubs' Licensing Board shall sanction the Member Club to pay a contribution equivalent to the shortfall between the amount established in such agreement and the amount of 2.5% of the aggregated average salary of the Premier League taken as at 31st December of the previous calendar year, as established by the Board.

A Member Club may only enter into an agreement for the purposes of this sub-article with not more than one other Member Club. This applies both for the applicant Member Club and the merging Member Club.

Provided further that a Member Club may not rely on an agreement as provided in this sub-article entered into with another Member Club from the same division.

In determining the aggregated average salary of the Premier League, all the salaries of players, coaches, and staff, excluding any administrative staff, shall be taken into consideration.

5. Access to an 11-a-side football pitch with natural grass or artificial surface, with at least one (1) dressing room and basic medical supplies, for each training session.

*Amended:
30-05-17*

- (ii) a. If in the coming season the Club that had been granted this type of licence fails to take part in the National League or in the Malta F.A. Trophy Competition, or in the Youth League of the Association, or does not observe any other condition mentioned in sub-clause (i)(b) above, the Club shall be sanctioned as provided in these regulations.

- b. If in the coming season the Club that had been granted this type of license:

⁴ Applicable from Season 2023/24. Until then, the Administrator is mandatory at least under a part-time or voluntary contract.

1. fails to participate in any of the Junior (Under 17 and Under 15) Leagues of the Inħobb il-Futbol Foundation and/or the Youth Football Association and to apply and obtain in the coming season a Licence for its Football Nursery; and
2. fails to enter into an agreement as provided in sub-article 19(i)(c) above,

Without prejudice to the sanctions established in Article 13 above, such Member Club shall be sanctioned by the Member Clubs' Licensing Board to pay a fine equivalent to 5% of the aggregated average salary of the Premier League for the previous calendar year, as established by the Board.

20. Semi-Professional Status

- (i) A Member Club shall be granted a licence in the Semi-Professional Status category if the Board is satisfied that at the time the application is considered, the applicant Member Club:
 - a. Had in the past season:
 1. paid all the wages due to its professional players and the wages due to its coaches, staff and administrator(s) hired by means of a written employment contract;
 2. paid all fees, if any, due to its medical doctor and/or qualified physiotherapist and/or qualified nurse;
 3. paid all its outstanding dues to other Member Clubs; and
 4. paid all its outstanding due to the Commissioner for Revenue;
 - b. For the whole of the coming season will have:
 1. a qualified Head Coach and Assistant Coach engaged under a written contract in the category as may be required by the Regulations for the Control of Football Coaches Affiliated to the Malta Football Association applicable to the Division of the National League in which it will be participating; and
 2. (a) a medical doctor or a qualified physiotherapist or a qualified nurse who must make a written declaration to this effect. Furthermore, for all training sessions and club matches, the Member Club shall have a Medical Doctor or Physiotherapist or any other medical person who is a qualified first aider. Such role may be occupied by any of the members of staff who may be otherwise designated

(b) a medical liaison officer who shall make a written declaration to this effect and act as the key contact point with respect to medical matters.
 3. a qualified Goalkeepers Coach engaged by means of a written contract in that category as may be required by the Regulations for the Control of Football Coaches Affiliated to the Malta Football Association applicable to the Division of the National League in which it will be participating.
 4. a Team Manager⁵, engaged by means of a written contract, having minimum qualification/training as provided by the Association from time to time.
 5. a qualified Fitness/Performance Coach/Physical Trainer engaged by means of a written contract in that category as may be required by the Regulations for the Control of Football Coaches Affiliated to the Malta Football Association applicable to the Division of the National League in which it will be participating.
 6. at least five (5) professional players registered with it and with the Association under a written employment contract with the Club in accordance with the Association's and FIFA's Regulations on the Status and Transfer of Players, who have formed part of the Youth Sector of the Association, as defined in Section V of the Malta FA Regulations (Competition Rules).
 7. a Supporter Liaison Officer, engaged at least on a voluntary basis, whose rights and duties must be defined in writing and who must be available for the Member Club's matches. The role of the liaison officer is to act as the key contact point for supporters.

⁵ Applicable from Season 2024/25.

8. a Media Officer, engaged at least on a voluntary basis, who shall be responsible for media matters, engaged at least on a voluntary basis, whose rights and duties must be defined in writing and who must be available for the Member Club's matches.
 9. Access to at least a 9-a-side football pitch with natural grass or artificial surface, with at least one (1) dressing room and basic medical supplies, for each training session.
- c. For the coming season must have:
1. applied to take part in the National League and in the Malta FA Trophy Competition of the Association;
 2. applied to take part in the Youth League of the Association and in those leagues of the Youth Football Association necessary for the attainment of the minimum nursery category licence;

Provided that a Member Club shall be deemed to have satisfied the obligations under sub-article 20(2) above where such Member Club enters into an agreement with another Member Club which participates in the Junior (Under 17 and/or Under 15) Leagues of the Inħobb il-Futbol Foundation and/or the Youth Football Association. Such agreement shall provide unequivocally that the Member Club in question shall compensate the merging Member Club with an amount equivalent to at least 2.5% of the aggregated average salary of the Challenge League taken as at 31st December of the previous calendar year.

Where an agreement is in place as provided in the preceding paragraph, but this falls short from the amount of compensation established therein, the Member Clubs' Licensing Board shall sanction the Member Club to pay a contribution equivalent to the shortfall between the amount established in such agreement and the amount of 2.5% of the aggregated average salary of the Challenge League taken as at 31st December of the previous calendar year, as established by the Board.

A Member Club may only enter into an agreement for the purposes of this sub-article with not more than one other Member Club. This applies both for the applicant Member Club and the merging Member Club.

Provided further that a Member Club may not rely on an agreement as provided in this sub-article entered into with another Member Club from the same division.

In determining the aggregated average salary of the Challenge League, all the salaries of players, coaches, and staff, excluding any administrative staff, shall be taken into consideration.

*Amended:
30-05-17*

- (ii) a. If in the coming season the Club that had been granted this type of licence fails to take part in the National League, the Malta FA Trophy Competition or in the Youth League of the Association, or if the Club does not observe any other condition mentioned in sub-clause (i)(b) above, such club shall be sanctioned according to these Regulations.
- b. If in the coming season the Club that had been granted this type of license:
 1. fails to participate in any of the Junior (Under 17 and/or Under 15) Leagues of the Inħobb il-Futbol Foundation and/or the Youth Football Association and to apply and obtain in the coming season a minimum category licence for its Football Nursery; and
 2. fails to enter into an agreement as provided in sub-article 20(i)(c) above,

Without prejudice to the sanctions established in Article 13 above, such Member Club shall be sanctioned by the Member Clubs' Licensing Board to pay a fine equivalent to 5% of the aggregated average salary of the Challenge League for the previous calendar year, as established by the Board.

21. Repealed

22. Amateur Status

- (i) A Member Club which has a licence in the Amateur Status category must have a qualified Head Coach under written contract in the category as required by the Regulations for the Control of Football Coaches Affiliated to the Malta Football Association applicable to the Division of the League in which it will be participating. If such a Club fails to abide with this condition it will be sanctioned as provided in these regulations.

- (ii) A Member Club which has a licence in the Amateur Status category may only register with it a maximum of one (1) player under a written employment contract with the Club on a part-time basis in accordance with the Association's Regulations Regarding Players Registered with Member Clubs and the FIFA Regulations for the Status and Transfer of Players. Such players shall have formed part of the Youth Sector of the Association.

Where a Member Club has registered with it more professional players than what is established in the preceding sub-article, such Member Club shall, by not later than the 15th of July of the relevant season, release or loan out any players in excess of such quota.

- (iii) In the case that a Member Club loses its Semi-Professional Status and is granted a licence in the Amateur Status category, such Member Club may only keep registered with it one (1) player as established in the preceding sub-articles. Any other professional players shall be released or loaned out by not later than the 15th July of the relevant season.
- (iv) Without prejudice to the rights of any third party, where on the 16th July a Member Club in the Amateur Status category has registered with it a number of professional players in excess of what is provided in the preceding sub-articles, all professional players registered with it shall be released. Furthermore, in such case the Member Clubs Licensing Board shall impose a prohibition on such club for the entire (summer) registration period and until the following registration period (i.e. until 31 December), restricted solely to the registration of professional players.
- (v) A Member Club which has a licence in the Amateur Status category must have access to a football pitch with natural grass or artificial surface, with at least one (1) dressing room and basic medical supplies, for each training session.

23. Obligatory Status of Licence for Taking Part in Domestic Competitions

*Amended:
31-05-22*

- (i) Member Clubs in the Premier Division must at least obtain a licence in the Professional Status Category. However, a newly promoted club may have a licence in the Semi-Professional Status category for a maximum of one (1) season. If after the one (1) season the Club does not obtain a licence in the Professional Status Category then such Club shall be charged in front of the Member Clubs' Licensing Board and if found in breach shall be fined an amount not exceeding five thousand euros (€5,000) and shall have three (3) points deducted from the Classification-Table of the Premier League in the Licence season.

*Amended:
18-05-21*

- (ii) Member Clubs in the Challenge League must at least obtain a licence in the Semi-Professional Status Category. However, a newly promoted club may have a licence in the Amateur Status category for a maximum of one (1) season. If after the one (1) season the Club does not obtain a licence in the Semi-Professional Status Category then such Club shall be charged in front of the Member Clubs' Licensing Board and if found in breach shall be fined an amount not exceeding one thousand euros (€1,000) and shall have three (3) points deducted from the Classification-Table of the Challenge League in the Licence season.
- (iii) If a Member Club does not obtain a licence in the Professional or Semi-Professional Status Category which corresponds to the Status required for the Division of the National League in accordance with these regulations, it shall not be allowed to compete in that Division of the National League but it shall be allowed to compete in the next lower Division where the granted Status is allowed. If it is not granted any licence at all, it shall lose its status as a full member of the Association and shall not be allowed to participate in any Division of the National League.

*Amended:
18-05-21*

- (iv) Member Clubs in the National Amateur League must have a licence in the Amateur Status Category.

24. Legal Criteria

- (i) A Member Club must be constituted either as a "sui generis" civil society under Maltese Civil Law or as a commercial company constituted under the Maltese Companies Act 1995 (Chapter 386 of the Laws of Malta).
- (ii) In the case of a Member Club, which is a "sui generis" civil society, the Club shall send to the Association a copy of any new Statute and of any amendments that may be made in its Statute. Both the Statute and any amendments must comply, as a minimum, with the Legal Criteria for Member Clubs contained in Schedule I of these Regulations, which form an integral part of these regulations, with the Statute, the other rules, regulations, bye-laws, decisions and directives of the Association as well as with the Statutes, rules, regulations, bye-laws, decisions and directives of FIFA and UEFA.

- (iii) In the case of a Member Club that is a commercial company, the Club shall send to the Association a copy of the Memorandum and Articles of Association and any amendments which may be made to the Memorandum and Articles of Association. These must comply, as a minimum, with the Legal Criteria for Member Clubs contained in Schedule I of these regulations, with the Criteria regarding Member Clubs Incorporated as Commercial Companies contained in Schedule IA of these Regulations, both of which form an integral part of these regulations, with the Statute, the other rules, regulations, bye-laws, decisions and directives of the Association as well as with the statutes, rules, regulations, bye-laws, decisions and directives of FIFA and UEFA.
- (iv) The Association shall not recognise any Statute or any Memorandum and Articles of Association or particular clauses in such Statute or Memorandum and Articles of Association or any amendments thereto if these do not at least comply, or if these are contrary to, the Legal Criteria for Member Clubs in Schedule I of these Regulations and/or the Criteria Regarding Member Clubs Incorporated as Commercial Companies contained in Schedule IB of these Regulations or are contrary to the Statute, rules, regulations, bye-laws, decisions and directives of the Association or the statutes, rules, regulations, bye-laws, decisions and directives of FIFA and UEFA.
- (v) In order that a Member Club may obtain a licence it must apply on the appropriate form/s to take part in the coming season in those competitions of the Association and/or the Inħobb il-Futbol Foundation and/or the Youth Football Association as stipulated in these regulations. The form/s must be sent to the Association or the Inħobb il-Futbol Foundation and/or the Youth Football Association, as the case may be, within the established time limits. In the case of an application to take part in a competition organised by the Inħobb il-Futbol Foundation and/or the Youth Football Association, a copy the application form/s must be sent to the Association.

At the time of submitting the application to obtain a Professional or Semi-Professional Licence, the applicant must undertake in writing that:

- (a) It adheres to the provisions and conditions of the licensing system;
- (b) all documents submitted to the Association are complete and correct; and
- (c) the Licence applicant fully authorises the competent licensing authority to examine all documents and seek all information relevant to the issuance of the license, including through the granting of the necessary proxies to seek such information directly from the relevant authorities, in accordance with Maltese Law.

25. Financial Criteria

- (i) All Member Clubs shall keep proper accounting records and books of accounts.
- (ii) For Member Clubs applying for a Professional and/or Semi-Professional Status Licence, such accounting records and books of accounts must comply, as a minimum, with the relative provisions contained in the Financial Criteria in Schedule II, Schedule III, Schedule IV and Schedule V of these Regulations, which form an integral part of these regulations.
- (iii) For Member Clubs applying for an Amateur Status Licence, such accounting records and books of accounts must comply, as a minimum, with the relative provisions contained in the Financial Criteria in Schedule VI and Schedule VI A of these Regulations which form an integral part of these regulations.

PART III: FINAL PROVISIONS

26. Schedules

All schedules to the present regulations form an integral part thereof.

27. Amendments to these Regulations

Amendments to these regulations may be made by Executive Board and shall come into effect at the end of the Executive Board meeting which shall approve such amendments.

28. Coming into force of these Regulations

These Regulations shall come into force on the 30th May 2017.

SCHEDULE I

LEGAL CRITERIA FOR MEMBER CLUBS

1. Constitution of Member Clubs

- (i) A Member Club may be constituted either as a “sui generis” civil society under Maltese Civil Law or as a commercial company constituted under the Companies Act 1995 (Chapter 386 of the Laws of Malta).
- (ii) a. Prior to the transformation of a “sui generis” civil society Member Club into a commercial company under the Companies Act 1995 (Chapter 386 of the Laws of Malta), the Club shall send a copy of the proposed Memorandum and Articles of Association for the prior written approval of the Executive Board of the Association.

b. In the event that a Member Club constituted as a “sui generis” civil society under Maltese Civil Law, wishes to be constituted as a commercial company under the Companies Act 1995 (Chapter 386 of the Laws of Malta), it will have to comply with the Criteria Concerning Member Clubs Incorporated as Commercial Companies contained in Schedule IA of these Regulations. Furthermore, the Executive Board of the Association may give such directives as the Executive Board may deem fit and proper.
- (iii) In the case of a Member Club which is a “sui generis” civil society, the Club shall send to the Association a copy of any new Statute and of any amendments which may be made to its Statute. These must comply, as a minimum, with the Statute, Regulations and Bye-Laws of the Association and with the Statutes, Regulations and Bye-Laws of FIFA and UEFA.
- (iv) In case that a Member Club is a commercial company, such Club shall send to the Association a copy of any new Memorandum and/or Articles of Association and any amendments to the Memorandum and/or Articles of Association. These must comply, as a minimum, with the Statute, Regulations and Bye-Laws of the Association and with the Statutes, Regulations and Bye-Laws of FIFA and UEFA.
- (v) The Association shall not recognise any Statute or any Memorandum and/or Articles of Association or particular clauses in such Statute or Memorandum and/or Articles of Association or any amendments thereto if these are contrary to the Statute, Regulations or Bye-Laws of the Association or the Statutes, Regulations and Bye-Laws of FIFA or UEFA or which are contrary to any directives which the Executive Board of the Association may have given.

2. Annual General Meeting

- (i) A Member Club, whatever its constitution, shall hold an Annual General Meeting not earlier than the 15th day of May and not later than the 15th day of June in each year.
- (ii) The Management Committee or the Board of Directors shall include the following items on the Agenda of the Annual General Meeting:
 - a. Approval of the Minutes of the last Annual General Meeting and the Minutes of any intervening Extraordinary General Meeting.
 - b. i) For Member Clubs with Professional or Semi-Professional Status, the presentation of the unaudited interim accounts and the balance sheet (1st January to 30th April) for the approval of the members or shareholders as the case may be;

ii) For Member Clubs with Amateur Status:
 - 1. the presentation of the audited accounts and the balance sheet for the previous financial year (1st January to 31st December) for the approval of the members. These must be on the Member Clubs' Annual Return Form contained in Schedule IIA of these Regulations. However, in the case of a Member Club, which in the following season intends to apply for a Professional or Semi-Professional Status Licence, the accounts must be audited and prepared by an independent Certified Public Accountant and Auditor or by an independent firm of Certified Public Accountants and Auditors;

2. the presentation of the unaudited interim accounts and the balance sheet (1st January to 30th April) for the approval of the members.
 3. The election of Auditor/s.
- c. The election of the Management Committee of the Club or of the Board of Directors of the Company for the following year, except in the case of those officials whose term of office has not yet expired and have not in the meantime resigned their office.
 - d. The consideration of any amendments to Statute of the Member Club concerned or to the Memorandum and/or Articles of Association of the Member Club Company, as the case may be.
 - e. The consideration of any motions submitted by the members of the Member Club or the shareholders of the Member Club Company, as the case may be.
- (iii) The Annual General Meeting shall not be valid unless notice thereof, including the date, time and place of the meeting, is given to the members or shareholders, as the case may be, and to the Association, at least fifteen (15) days prior to the date of the meeting.
 - (iv) The quorum of the Annual General Meeting shall be fifty per cent plus one (50%+1) of the paid-up members of the Member Club or of the shareholders of the Member Club Company, as the case may be. However, if after half an hour of the time scheduled for the meeting, this quorum is not reached, the meeting may be held with the number of members present.
 - (v) The Association shall be entitled to be represented at this meeting. In this case, the representative of the Association shall make a report to the General Secretary on the proceedings of such Annual General Meeting on the Report Form contained in Schedule IB of these Regulations

3. Extraordinary General Meetings

- (i) Extraordinary General Meeting for the approval of the Audited Accounts and Balance Sheet
 - a. A Member Club with a Professional or Semi-Professional status, whatever its constitution, shall hold an Extraordinary General Meeting not earlier than the 15th day of March and not later than the 15th day of April in each year, for the approval of the Audited Accounts and Balance Sheet.
 - b. The Management Committee or the Board of Directors shall include the following items on the Agenda of the Extraordinary General Meeting:
 1. Approval of Minutes of the last Extraordinary General Meeting for the approval of audited Accounts and Balance Sheet;
 2. The presentation of the audited accounts and the balance sheet for the previous financial year (1st January to 31st December) for the approval of the members or shareholders. If the financial statements are prepared by a Certified Public Accountant and Auditor or by a firm of Certified Public Accountants and Auditors, these must be audited and prepared in accordance with the provisions concerning accounts and audit, including the provisions applicable to small companies, of the Companies Act 1995 (Chapter 386 of the Laws of Malta). In case that the accounts and the balance sheet are audited by persons who are not qualified as Certified Public Accountants and Auditors, these must be on the Member Clubs' Annual Return Form contained in Schedule IIA of these Regulations. However, in the case of a Member Club, which in the following season intends to apply for a Professional or Semi-Professional Status Licence, the accounts must be audited and prepared by an independent Certified Public Accountant and Auditor or by an independent firm of Certified Public Accountants and Auditors;
 3. The election of Auditor/s.
 - c. The Extraordinary General Meeting for the approval of the Audited Accounts and Balance Sheet shall not be valid unless notice thereof, including the date, time and place of the meeting, is given to the members or shareholders, as the case may be, and to the Association, at least fifteen (15) days prior to the date of the meeting.

- d. The quorum of the Extraordinary General Meeting for the approval of the Audited Accounts and Balance Sheet shall be fifty per cent plus one (50%+1) of the paid-up members of the Member Club or of the shareholders of the Member Club Company, as the case may be. However, if after half an hour of the time scheduled for the meeting, this quorum is not reached, the meeting may be held with the number of members present.
- e. The Association shall be entitled to be represented at this meeting. In this case, the representative of the Association shall make a report to the General Secretary on the proceedings of such Annual General Meeting on the Report Form contained in Schedule IB of these Regulations

(ii) Other Extraordinary General Meetings

The Statute of a Member Club or the Memorandum and Articles of Association of a Member Club Company may provide for the holding of other Extraordinary General Meetings. In this case, the Association shall be informed of any such scheduled Extraordinary Meeting at least seven (7) days prior to the holding of such a meeting. The Association shall be entitled to be represented at this meeting. In this case, the representative of the Association shall make a report to the General Secretary on the proceedings of such Annual General Meeting on the Report Form contained in Schedule IB of these Regulations

Amended: 17-05-22
31-05-22

4. Member Club's Management Committee

- (i)
 - a. Management Committee of Member Clubs, whatever their constitution, shall be composed of at least five (5) persons but not more than fifteen (15) persons, including the officials and any co-opted members.
 - b. In the case of a Member Club, whatever its constitution, the number of co-opted members shall not exceed two (2) in one season.
 - c. In the case of the President, the Vice-Presidents, if more than one, the Treasurer and the Secretary, these may be elected directly by the General Meeting for a term of office not exceeding three (3) years.
- (ii)
 - a. If the President, the Vice-president or Vice-presidents, the Treasurer and the Secretary are not elected during the Annual General Meeting due to the fact that the Club's Statute provides that these are to be elected by the Management Committee, the Management Committee of a Member Club which is a "sui generis" civil society shall, during its first meeting after the Annual General Meeting, elect from amongst its members the Clubs' officials of the Club, namely the President, at least one (1) Vice-president, a Treasurer and a Secretary. Other officials may be elected as necessary.
 - b. The first meeting of such a Management Committee shall be held within a week after the Annual General Meeting but in any case not later than the 30th June.
- (iii)
 - a. In the case of a Member Club which is a commercial company under the Companies Act 1995 (Chapter 386 of the Laws of Malta) the Board of Directors shall during its first meeting after the Annual General Meeting, nominate or elect the Management Committee of the Club.
 - b. This Management Committee shall include the President, a least one (1) Vice-President, a Treasurer, a Secretary and at least one (1) member. Other officials and other members may be nominated or elected as necessary.
 - c. The officials and members of such a Management Committee need not be shareholders or members of the Board of Directors. However, the number of persons on the Management Committee shall not exceed the number mentioned in article 4(i)(a) of this Schedule.
 - d. The first meeting of the Board of Directors shall be held within a week after the Annual General Meeting had been held but in any case not later than the 30th June.
- (iv) The members of a Management Committee of a Member Club, which is a "sui generis" civil society, shall not be eligible for election if they are not 'bona fide' members of the Member Club for at least thirty

(30) days prior to the Annual General Meeting. Such requisite shall also be included in the Member Club's Statute.

(v) The Members of a Management Committee of a Member Club which is a "sui generis" civil society and the Members of the Board of Directors of a Member Club which is a Company under the Companies Act 1995 (Chapter 386 of the Laws of Malta) shall not be eligible for election if they are persons who have been suspended by the Association from serving in such a capacity or who are persons who had been declared "*personae non grata*" by the Association and/or by FIFA and/or by UEFA.

(vi) a. A member or a co-opted member of the Management Committee of a Member Club which is a *sui generis* civil society and a member of the Board of Directors of a Member Club which is a company under the Companies Act 1995 (Chapter 386 of the Laws of Malta) may not, during the same and the following season, be a member or a co-opted member of the Management Committee of another Member Club which is a *sui generis* civil society or a member of the Board of Directors of another Member Club which is a company under the Companies Act 1995 (Chapter 386 of the Laws of Malta).

Provided that, if the Member Clubs in question compete in different divisions, such restriction shall only apply for the same season.

b. Members of a Management Committee, including co-opted members, or Members of the Board of Directors, Administrators, or Employees of a Member Club, shall not at the same time hold a position whatsoever, or directly or indirectly exercise control, influence, or any management authority over, or hold any direct or indirect financial interest in any other Member Club or in a Club affiliated with the Gozo FA.

Provided that this prohibition shall not apply to medical staff in the fulfilment of their role as such.

(vii) a. A person who during the current season has his spouse or son or daughter or parent a member or a co-opted member of the Management Committee of another Member Club which is a *sui generis* civil society or a member of the Board of Directors of another Member Club which is a company under the Companies Act 1995 (Chapter 386 of the Laws of Malta), if both Clubs are competing in the same division, such person requires the pre-emptive consent of the Executive Board prior to becoming a member or a co-opted member of such Management Committee or a member of such Board of Directors, as the case may be.

b. In the event that notwithstanding the provisions of sub-clause (a) above, such a person has been elected to or has been co-opted as a member of the Management Committee or has been elected to the Board of Directors of a Member Club prior to having obtained the Executive Board's permission, any act done by such person on behalf of such Club shall be deemed null and void.

c. In the event that the Executive Board deems that only one of the persons of the same family as described in sub-clause (a) above may be or remain a member or a co-opted member of the Management Committee or a member of the Board of Directors of one of the Member Clubs concerned, the Executive Board shall have the right to decide who of the persons of the same family may be or remain a member or a co-opted member of the Management Committee or a member of the Board of Directors of one of the Member Clubs concerned.

d. Any decision to be made by the Executive Board with regards to the provisions of this clause shall be through a secret vote.

(viii) A person, even if already elected or co-opted to the Management Committee of a Member Club which is a *sui generis* civil society or as a member of the Board of Directors of a Member Club which is a company under the Companies Act 1995 (Chapter 386 of the Laws of Malta), who previously to joining the Management Committee or the Board of Directors was being charged or was found guilty of a serious criminal offence by a competent Court, may be prohibited by the Executive Board from becoming or remaining, as the case may be, a member or a co-opted member of the Management Committee of a Member Club which is a *sui generis* civil society or a member of the Board of Directors of Member Club which is a company under the Companies Act 1995 (Chapter 386 of the Laws of Malta), as the case may be.

(ix) A member or a co-opted member of the Management Committee of a Member Club which is a *sui generis* civil society or a member of the Board of Directors of a Member Club which is a company under the Companies Act 1995 (Chapter 386 of the laws of Malta) who during his term of office is charged or

found guilty of a serious criminal offence by a competent Court may be prohibited by the Executive Board from remaining a member or co-opted member of such Management Committee of a Member Club which is a *sui generis* civil society or a member of such Board of Directors of a Member Club which is a company under the Companies Act 1995 (Chapter 386 of the Laws of Malta), as the case may be.

- (x) a. Notwithstanding the provisions of clauses (vi) to (ix) above, all the members and co-opted members of a Management Committee of a Member Club which is a *sui generis* civil society and all the members of the Board of Directors of a Member Club which is a company under the Companies Act 1995 (Chapter 386 of the Laws of Malta) are subject to the approval of the Executive Board.
- b. Besides a request to the Executive Board made under sub-clause (vii)(a) above, a written request may also be made to the Executive Board for its approval prior to the election or co-option of a member to the Management Committee of a Member Club which is a *sui generis* civil society or prior to the election of a member to the Board of Directors of a Member Club which is a company under the Companies Act 1995 (Chapter 386 of the laws of Malta).
- c. Except in the case of a person who was given approval by the Executive Board prior to election or co-option, unless in the meantime a new reason for rejection has arisen, the Executive Board has the right to refuse the approval of any member or any co-opted member of the Management Committee of a Member Club which is a *sui generis* civil society or of any member of the Board of Directors of a Member Club which is a company under the Companies Act 1995 (Chapter 386 of the laws of Malta) both prior and after election or co-option of members. The Executive Board is not obliged to state its reasons for any such refusal.
- d. The Executive Board may delegate the vetting of Members of a Management Committee, including co-opted members, and the Members of the Board of Directors to the General Secretariat. In any case, prior to approval by the Executive Board, all Committee Members of Premier League Clubs and Officers and their Deputies (President, Vice Presidents, Secretary, Assistant Secretary, Treasurer, Deputy Treasurer) of all other Member Clubs shall undergo a due diligence exercise.

Such due diligence exercise shall be undertaken in the form established by the Executive Board from time to time and implemented by the General Secretariat.

- e. The Executive Board may also refer any member, co-opted member, or Director of a Management Committee of a Member Club to the Ethics and Compliance Committee where it deems that there may be reputational risk for the Association should such member, co-opted member, or Director be approved.

5. Duties of Member Club's Management Committee

- (i) a. Subject to the Statute, Regulations and Bye-laws of the Association, the Management Committee of a Member Club shall have the control of all the affairs connected with the running of the Member Club concerned, including all matters connected with association football and with the Association in the city, town or village over which such Member Club has jurisdiction and shall be the only body for this purpose by the Association in the city, town or village concerned. The Association shall have jurisdiction over the members of such Management Committee.
- b. Notwithstanding the provisions of sub-clause (a) above, the Association shall have jurisdiction over the members of the Board of Directors even though these may not form part of the Club's Management Committee.
- c. Notwithstanding the provisions of sub-clause (a) above, members of the Board of Directors are considered as Management Committee Members in the case of misdemeanors committed by them.
- (ii) Agreements between Member Clubs and agreements between a Member Club and a non-amateur player, must be approved by the Management Committee during a formal meeting of the Management Committee. Failure to abide by this provision shall be deemed to be a serious offence and both the Member Club concerned and those Members of the Club's Management Committee responsible for the agreement shall be subject to disciplinary proceedings.
- (iii) The Management Committee may appoint sub-committees to help it in its duties. However, the Management Board shall in all cases be responsible for its Member Club towards the Association.

- (iv) a. The Secretary of a Management Committee shall send within the established time-limits to the General Secretary of the Association all the information which is required by the Statute, Regulations and Bye-Laws of the Association or by the Executive Board of the Association. This information must be on the official form/s established by the Executive Board. The form/s must provide for the following information: the official name of the Club, the address of the Club and the correspondence address if different from that the Club's premises, the legal form of the Club (whether a 'sui generis' civil society or a commercial company), the list of the signatories (last name, first name and home address) and the type of signature required (individual, collective, etc.) as well as the telephone number/s, the fax address and the e-mail address of the Club.
- b. In the case of a commercial company, an official registration certificate must be attached to the form mentioned in sub-clause (a) above.
- c. Information sent by the Secretary of a Management Committee may be required to be confirmed on oath.
- (v) A resolution or a decision of the Management Committee may not be rescinded at the meeting at which it was passed or at a subsequent regularly convened Management Committee meeting during the same season unless the motion for rescinding it is carried by three-fourths ($\frac{3}{4}$) of the members present and voting.
- (vi) Unless otherwise stipulated, the Club shall be represented by its President and Secretary. These shall have the right to sign documents on behalf of the Club.

Amended:
17-05-22

6. Financial Loans and other Financial Obligations of Member Clubs

- (i) Member Clubs must have a provision in their Statute stipulating that any financial loan taken by the Club or any other financial obligation entered into by the Club which exceeds five hundred euro (€500), except in the case of agreements by a Member Club with another Member Club, and except in the case of agreements between a Member Club and a non-amateur player, shall not be valid, and therefore not legally binding on the Member Club concerned, unless such obligations are approved by the Club's Management Committee during a formal meeting, are made in writing and are signed by the President, the Secretary and the Treasurer of the Club.
- (ii) Repealed.
- (iii) A Member Club which receives any donation or sponsorship of over ten thousand euros (€10,000) shall disclose, by means of a form for this purpose, the following information:
 - a. The sponsorship/donation agreement;
 - b. The source of funds of the donor/sponsor;
 - c. An identification document of the donor/sponsor;
 - d. A 'Know-Your-Client' form;
- (iv) Any such donation, sponsorship, or loan agreed in favour of a Member Club shall be paid through traceable means.
- (v) For the purposes of the threshold amount established in Article 6(ii) above, any loans, donations and sponsorships made within a period of twelve (12) months shall be deemed to be one transaction. For all intents and purposes of the computation, donations and sponsorships granted by the same person or by any entity related directly or indirectly to the same person, shall be deemed to be one transaction.
- (vi) In the case of any breach under this Article, the Member Clubs' Licensing Board shall be empowered to take disciplinary measures by imposing a fine which shall be equal to a percentage (10%) of the amount involved in the transaction under review (donation/sponsorship/loan), but in any case not less than €5,000.
- (vii) Funding originating from the Government, local council and/or European Funds shall not be subject to any review. Proof of the source of such funding may be requested.

7. Member Club's Premises

- (i) The Management Committee of a Member Club shall be responsible towards the Association for the activities held on the Member Club's premises or at the Club's training infrastructure.
- (ii) No political activities of any sort shall be permitted by a Member Club's Management Committee on the premises or at training infrastructure of its Club.
- (iii) No illegal or immoral activities shall be permitted by a Member Club's Management Committee on the premises or at the training infrastructure of its Club.
- (iv) The Executive Board shall punish violations of these provisions as it may deem fit.

*Amended:
17-05-22*

8. Member Club's Sponsors

- (i) The Executive Board or the Ethics and Compliance Committee shall have the right to object to any sponsorship agreement concluded by a Member Club.
- (ii) In the case of any objection by the Executive Board or the Ethics and Compliance Committee, the Member Club concerned shall not associate with such sponsor, be it an individual, body of persons or company and/or with their product. Furthermore, a Member Club shall not enter into another sponsorship agreement or associate itself with such an individual, body of persons or company, or with any of their products, without the prior approval of the Executive Board or the Ethics and Compliance Committee, as the case may be.
- (iii) Any willful transgression of the different provisions contained in this article shall be deemed to be a serious offence.

*Amended:
17-05-22*

9. Members' Status Committee

- (i) The Association shall have a Members' Status Committee which shall be appointed by the Executive Board.
- (ii) The Members' Status Committee shall consist of a Chairman, who shall be an officer of the Association, two (2) Vice-Chairmen, one of whom shall be the Honorary Treasurer of the Association and who shall be the first Vice-Chairman, unless he is the Chairman, a number of members as may be deemed necessary, and a Secretary.
- (iii) The Members' Status Committee shall be competent to deal with all matters relating to these Legal Criteria for Member Clubs and Member Associations, including the monitoring of the Statutes of Member Clubs and Member Associations, and of the Memorandum and Articles of Association of Member Clubs which are commercial companies and any amendments to such Statutes or Memorandum and Articles of Association, as well as to deal with any internal problems which a Member Club may refer to the Association.
- (iv) If the Members' Status Committee is of the opinion that action against a Member Club or a Member Association is warranted it shall inform the Executive Board of the Association about the matter for any action which it may deem necessary to take.

SCHEDULE IA

CRITERIA REGARDING MEMBER CLUBS INCORPORATED AS COMMERCIAL COMPANIES

A Member Club desiring to incorporate into a commercial company, or any such company which proposes to make a fresh issue of shares, or in which a transfer of shares is to be approved, must apply to the MFA in writing and submit a copy of the proposed Memorandum and Articles of Association of the company, as well as any other documentation and evidence that the Executive Board of the MFA may deem appropriate to require of the applicant in each particular case.

Before the Executive Board accedes to such request it must be satisfied that the proposed Memorandum and Articles of Association include the under-mentioned conditions and other conditions, which may be recommended by the Members' Status Board of the Association.

1. The main object of the company must be the carrying on of the business of a football club constituted in accordance with the rules and regulations of the Malta Football Association for the purpose of preparing football teams at all levels to participate in competitions organised by the Malta Football Association and, if qualified, to represent the Malta Football Association in international competitions at club level and to observe the rules and regulations of the Fédération Internationale de Football Association (FIFA) and of the Union des Associations Européennes de Football (UEFA).
2. No person, whether physical or juridical, or any other association of persons, whether corporate or non-corporate, may, whether directly or indirectly, hold, control or in any other manner influence, more than forty-nine per cent (49%) of the shares or the voting rights in any such company.
3. No person, whether physical or juridical, or any other association of persons, whether corporate or non-corporate, being already a member or director of a Member Club or any such company may, whether directly or indirectly, own shares or otherwise be a member, director or Committee member of another Member Club, however constituted. This prohibition shall continue to apply for a period of three years after such person or association of persons ceases to be a shareholder, director, member or board member of the member club, however constituted.
4. Non-amateur players and active referees are prohibited from holding shares, whether directly or indirectly, in such a company. In the case of a referee, this prohibition shall continue to apply for a period of five years after he has ceased to be an active referee.
5. Such a company, whether on inception or on conversion, must ensure that prior to incorporation or conversion, its shares or any class thereof, are offered to the members of the Member Club as constituted prior to incorporation or conversion. The price of these shares, and the rights attaching thereto, shall be subject to the approval of the Executive Board, which must ensure that the price is reasonable, and that the rights attaching thereto reflect the contribution of that class. These shall have the right to be represented on the Board of Directors.
6. Amendments to the Memorandum and Articles of Association of a such a company shall not be valid unless approved by at least seventy-five per cent (75%) of the voting rights in the company and unless such change is approved by the MFA Executive Board.
7. A director of such a company shall resign from the post or is to be removed there from if he is suspended from all football activities for a period of more than six months and until such time as he is still under such suspension.
8. A non-amateur player cannot be a director of such a company.
9. An active referee cannot be a director of such a company. This prohibition shall continue to apply for five years after he has ceased to be an active referee.
10. No individual may be a shareholder or a director or may continue to be a shareholder or a director of such a company if he has been or is found guilty either under the Prevention of Corruption (Players) Act (Chapter 263 of the Laws of Malta) or of corruption, by the Association, or who has been or is declared "*persona non grata*" by the Association, or by FIFA or UEFA.
11. A larger dividend shall not be declared than the maximum dividend allowed from time to time by the Executive Board of the Association and may be cumulative for a period not exceeding three (3) years (that is to say,

the past three (3) consecutive years). Until otherwise determined by the Executive Board of the Association the maximum dividend payable in respect of any year shall be fifteen per cent (15%) before deduction of tax.

12. Preference Shares may be issued with cumulative preference dividend not exceeding twelve Euro (€5) per cent net for a period not exceeding three (3) years (that is to say the past three consecutive years); but the company may not issue more Preference Shares than its subscribed Ordinary Shares.
13. A Share shall not be sub-divided. No such company shall make any bonus issue or pay any capital dividend without the written consent of the Executive Board of the Association.
14. A resolution to wind up such a company shall not be valid unless approved by seventy-five per cent (75%) of the shareholders.
15. In the case of an application to the competent court for the winding up of such a company, the Association shall be served with a copy of the application and the Association shall have the right to make submissions during the hearing as an interested party.
16. The Member Clubs' Status Committee and the Executive Board may draw any conclusion that they may deem appropriate to ensure that the provisions of these rules are complied with, and in particular to ensure so far as possible that no indirect holdings or other devices are employed to circumvent the provisions of these rules.
17. If such a company fails to adhere to the conditions mentioned in these directives or to any other condition imposed by the Executive Board of the Association in the recognition of a Member Club as a company, the Executive Board shall have the right to take all those measures, including the suspension of such Member Club, to ensure compliance as it may deem necessary in the circumstances.



SCHEDULE IB

Annual / Extraordinary General Meeting of a Member Club

REPORT FORM

Name of MFA Representative _____

Member Club _____ Date _____

Meeting held at _____ Start time: _____ End time:

Number of Members present _____ Quorum (50% + 1) _____

Whether Meeting started late due to lack of Quorum: Yes / No

PROCEDURES

Agenda

(In accordance with the Regulations Governing the Constitution and Management of Member Clubs)

Annual General Meeting

- a. Approval of Minutes of the last Annual General Meeting and any intervening Extraordinary General Meetings
- b. Election of Management Committee
- c. Amendments to the Statute
- d. Motions
- e. Other Matters

Extraordinary General Meeting for the approval of audited Accounts and Balance Sheet

- a. Approval of Minutes of the last Extraordinary General Meeting for the approval of audited Accounts and Balance Sheet
- b. Presentation of audited Accounts and Balance Sheet for the previous season
- c. Appointment of auditors

Were all the above items included on the Agenda?

YES / NO

Were there other items included on the Agenda?

YES / NO

Was the notice to members, including the Agenda, sent to the Members, at least 15 days, before the date of the meeting?

YES / NO

Proceedings as per the Agenda:

Who was appointed to keep the minutes for this meeting?

Name & Surname _____ Function _____

Minutes of the last Annual General Meeting held on _____

Read and Approved: Yes / No

If Read and Approved –

Proposed for approval by _____

Seconded by

Minutes of any Extraordinary General Meeting held on _____

Read and Approved: Yes / No

If Read and Approved –

Proposed by _____

Seconded by

Minutes of the Extraordinary General Meeting for the approval of the audited Accounts and

Balance Sheet held on _____

Read and Approved: Yes / No

If Read and Approved –

Proposed by _____

Seconded by

Were all the above proposed and seconded? Yes / No

The Management Committee for Season 20____ / 20____ was elected as follows:

1		9	
2		10	
3		11	
4		12	
5		13	
6		14	
7		15	
8			

Auditors for the coming season:

The following auditors were appointed for season 20____ /20____

Either

Name & Surname of Certified Public Accountant and Auditor/Firm of Certified Public Accountants and Auditors elected by the Annual General Meeting:

Or

Particulars of the two (2) Clubs' Auditors elected by the Annual General Meeting:

Name & Surname _____ **Qualifications:** _____

Address

Name & Surname _____ **Qualifications:** _____

Address

Amendments to the Statute and/or Motions:

I the undersigned, as representative of the Malta Football Association, hereby declare that this report represents a true account of proceedings during the above Annual / Extraordinary General Meeting.

Signature of MFA Representative _____ Date _____

Full Name in Block Letters _____

To be sent to the General Secretary of the Association within five (5) days of the Meeting.

SCHEDULE II
FINANCIAL CRITERIA
APPLICABLE TO MEMBER CLUBS
APPLYING FOR A PROFESSIONAL AND/OR A SEMI-PROFESSIONAL LICENCE

1. Application

- (i) The provisions of this Schedule shall be observed by all Member Clubs who apply for the attainment of a licence for Professional and/or Semi-Professional Status;
- (ii) Such Member Clubs shall also observe all the provisions contained in Schedules III, IV and V, which for all intents and purposes shall be considered as an integral part of this Schedule II.

2. Annual Financial Statements

- (i) Annual financial statements in respect of the statutory closing date prior to the deadline for submission of the application to the Association must be prepared and submitted.
- (ii) Annual financial statements must be audited by an independent auditor as defined in Schedule III.
- (iii) 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.
- (iv) The annual financial statements must meet the minimum disclosure requirements as set out in Schedule IV and the accounting principles as set out in Schedule V. Comparative figures in respect of the prior statutory closing date must be provided.
- (v) If the minimum requirements for the content and accounting as set out in sub-article (iv) 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 assessed by an independent auditor as defined in Schedule III of these Regulations.

3. Interim Financial Statements

- (i) Interim financial statements in respect of the period between the 1st January and the 30th April preceding the Annual General Meeting of the Member Club shall be prepared according to this Article, and submitted to the Association.
- (ii) These Interim Financial statements may not be audited by an independent auditor.
- (iii) The Interim financial statements must consist of:
 - (a) a balance sheet;
 - (b) a profit and loss account;
 - (c) a cash flow statement.

4. No overdue payables towards football clubs

- (i) The licence applicant must prove that as at 15th April preceding the licence season it has no overdue payables, according to Article 8 below, that refer to transfer activities that occurred prior to the previous 31st December.
- (ii) Payables are those amounts due to football clubs as a result of transfer activities as defined in the regulations for *Players Registered with Member Clubs Operative Dispositions and Players' Agents (Section IV of the MFA Regulations)* as well as any amount due upon fulfilment of certain conditions.
- (iii) The licence applicant must prepare and submit to the Association a transfer payables table. It must be prepared even if there have been no transfers/loans during the relevant period.

- (iv) The licence applicant must disclose all transfer activities (including loans) undertaken up to 31st December, irrespective of whether there is an amount outstanding to be paid at 31st December. In addition, the licence applicant must disclose all transfers subject to a claim pending before the competent authority under Maltese law or proceedings pending before the competent MFA or international football authority or relevant arbitration tribunal.
- (v) The transfer payables table must contain the following information as a minimum (in respect of each player transfer, including loans):
 - (a) Player (identification by name or number);
 - (b) Date of the transfer/loan agreement;
 - (c) The name of the football club that formerly held the registration;
 - (d) Transfer (or loan) fee paid and/or;
 - (e) Other direct costs of acquiring the registration paid and/or payable;
 - (f) Amount settled and payment date;
 - (g) The balance payable at 31st December in respect of each player transfer including the due date for each unpaid element;
 - (h) Any payable as at 15th April (rolled forward from 31st December) including the due date for each unpaid element, together with explanatory comment; and
 - (i) Conditional amounts (contingent liabilities) not yet recognised in the balance sheet as of 31st December.
- (vi) The licence applicant must reconcile the total liability as per the transfer payables table to the figure in the financial statements balance sheet for 'Accounts payable relating to player transfers'. The licence applicant is required to report in this table all payables even if payment has not been requested by the creditor.
- (vii) The transfer payables table must be approved by management and this must be evidenced by way of a brief statement and signature on behalf of the executive body of the licence applicant.

5. No overdue payables towards Employees and the Commissioner for Revenue

- (i) The licence applicant must prove that as at 15th April preceding the licence season it has no overdue payables, according to Article 8 below, towards its employees or the Commissioner for Revenue as a result of contractual and legal obligations towards its employees that arose prior to the previous 31st December.
- (ii) Payables are those amounts due to employees or the Commissioner for Revenue as a result of contractual or legal obligations towards employees. Amounts payable to people who, for various reasons, are no longer employed by the licence applicant fall within the scope of this condition/criterion 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.
- (iii) The term "employees" includes the following persons:
 - (a) All professional players according to the applicable regulations for Regulations on the Status and Transfer of Players (Section IV of the MFA Regulations); and
 - (b) The technical, medical and administrative staff specified in Articles 19, for the licence applicant applying for a Professional Status Licence, or Article 20, for the licence applicants applying for a Semi-Professional Status Licence.
- (iv) The licence applicant must prepare a schedule showing all employees who were employed at any time during the year up to the 31st December preceding the licence season; i.e. not just those who remain at yearend. This schedule must be submitted to the Association.
- (v) The following information must be given, as a minimum, in respect of each employee:
 - (a) Name of the employee;
 - (b) Position/function of the employee;
 - (c) Start date;
 - (d) End date (if applicable);
 - (e) The balance payable as at 31st December, including the due date for each unpaid element; and
 - (f) Any payable as at 15th April (rolled forward from 31st December), including the due date for each unpaid element, together with explanatory comment.

- (vi) The licence applicant must reconcile the total liability as per the employee schedule to the figure in the financial statements balance sheet for 'Accounts payable towards employees' or to the underlying accounting records.
- (vii) The licence applicant must submit to the Association a social/tax table showing the amount payable (if any), as at 31st December of the year preceding the licence season, to the Commissioner for Revenue as a result of contractual and legal obligations towards its employees.
- (viii) The following information must be given, as a minimum, in respect of each payable towards the Commissioner for Revenue, together with explanatory comment:
 - (a) Name of the creditor;
 - (b) Any payable as at 31st December, including the due date for each unpaid element;
 - (c) Any payable as at 15th April (rolled forward from 31st December), including the due date for each unpaid element;
 - (d) All supporting evidence in respect of the above payables.
- (ix) The licence applicant must reconcile the total liability as per the social/tax table to the figure in the financial statements balance sheet for 'Accounts payable to the Commissioner for Revenue' or to the underlying accounting records.
- (x) The employees schedule and the social/tax table must be approved by management, and this must be evidenced by way of a brief statement and signature on behalf of the executive body of the licence applicant.

6. Written representation prior to the licensing decision

- (i) By the 16th April, the licence applicant must make written representations to the Association.
- (ii) The licence applicant must confirm the following:
 - (a) That all documents submitted to the Association are complete and correct;
 - (b) Whether or not any significant change in relation to all the licensing criteria has occurred;
 - (c) Whether or not any events or conditions of major economic importance have occurred that may have an adverse impact on the licence applicant's financial position since the balance sheet date of the preceding audited annual financial statements. If any events or conditions of major economic importance have occurred, the management representations letter must include a description of the nature of the event or condition and an estimate of its financial effect, or a statement that such an estimate cannot be made;
 - (d) Whether or not the licence applicant or any parent company of the licence applicant included in the reporting perimeter is seeking or has received protection from its creditors pursuant to laws or regulations within the twelve (12) months preceding the licence season.
- (iii) Approval by management must be evidenced by way of a signature on behalf of the executive body of the licence applicant.

7. No overdue payables towards football clubs – Monitoring

- (i) The licensee must prove that as at 31st May of the year in which the National League Competition commences it has no overdue payables (as specified in Article 8 below) towards other football clubs as a result of transfer activities undertaken from the 1st January up to 31st May.
- (ii) Payables are those amounts due to football clubs as a result of transfer activities as defined in the *Players Registered with Member Clubs Operative Dispositions and Players' Agents (Section IV of the MFA Regulations)*, as well as any amount due upon fulfilment of certain conditions.
- (iii) By the deadline and in the form communicated by the Association, the licensee must prepare and submit the transfer payables information, even if there have been no transfers/loans during the relevant period.
- (iv) The licensee must disclose all transfer activities (including loans) undertaken up to 31st May, irrespective of whether there is an amount outstanding at 31st May. In addition, the licensee must disclose all transfers subject to legal proceedings before an MFA or international sporting body, arbitration tribunal or competent Maltese court.
- (v) The transfer payables information must contain the following as a minimum (in respect of each player transfer, including loans):
 - (a) Player (identification by name);
 - (b) Date of the transfer/loan agreement;

- (c) The name of the football club that formerly held the registration;
 - (d) Transfer (or loan) fee paid and/or payable (including training compensation and solidarity contributions) even if payment has not been requested by the creditor;
 - (e) Other direct costs of acquiring the registration paid and/or payable;
 - (f) Amount settled and payment date;
 - (g) Balance payable at 31st May in respect of each player transfer;
 - (h) Due date(s) for each unpaid element of the transfer payables; and
 - (i) Conditional amounts (contingent liabilities) not yet recognised in the balance sheet as of 31st May.
- (vi) The licensee must reconcile the total liability as per the transfer payables table to the figure in the financial statements balance sheet for 'Accounts payable relating to player transfers' (if applicable) or to underlying accounting records.
 - (vii) The transfer payables information must be approved by management, and this must be evidenced by way of a brief statement and signature on behalf of the executive body of the licensee.

8. No overdue payables towards Employees and/or the Commissioner for Revenue – Monitoring

- (i) The licensee must prove that as at 31st May of the year in which the National League Competition commences it has no overdue payables (as specified in Article 8 below) towards its employees and/or the Commissioner for Revenue, as defined in sub-articles (ii) and (iii) of Article 4, that arose between the 1st January and the 31st May.
- (ii) By the deadline and in the form communicated by the Association, the licensee must prepare and submit a declaration confirming the absence or existence of overdue payables towards employees and the Commissioner for Revenue.
- (iii) The following information must be given, as a minimum, in respect of each overdue payable towards employees, together with explanatory comment:
 - (a) Name of the employee;
 - (b) Position/function of the employee;
 - (c) Start date;
 - (d) Termination date (if applicable); and
 - (e) Balance overdue as at 31st May, including the due date for each overdue element.
- (iv) The following information must be given, as a minimum, in respect of each overdue payable towards the Commissioner for Revenue, together with explanatory comment:
 - (a) Name of the creditor;
 - (b) Balance overdue as at 31st May, including the due date for each overdue element.
- (v) The declaration must be approved by management, and this must be evidenced by way of a brief statement and signature on behalf of the executive body of the licensee.

9. Definition of 'Overdue Payables'

- (i) Payables are considered as overdue if they are not paid according to the agreed terms.
- (ii) Payables are not considered as overdue, within the meaning of these regulations, if the licence applicant/licensee (i.e. debtor club) is able to prove by 15th April (in respect of Articles 3 and 4 of this Schedule) and by 31st May (in respect of Articles 6 and 7 of this Schedule) respectively that:
 - 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 beyond the applicable deadline (note: the fact that a creditor may not have requested payment of an amount does not constitute an extension of the deadline), subject to sub-articles (iii), (iv), (v) and (vi) below; or
 - (c) it has brought a legal claim which has been deemed admissible by the competent court under Maltese law or has opened proceedings with the MFA or international football tribunals or relevant arbitration tribunal contesting liability in relation to the overdue payables; however, if the decision-making bodies (Member Clubs' Licensing Board and/or Appeals Board) 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 as an overdue payable; or

- (d) it has contested to the competent court under national law, the MFA or international football tribunals or the relevant arbitration tribunal, a claim which has been brought or proceedings which have been opened against it by a creditor in respect of overdue payables and is able to demonstrate to the reasonable satisfaction of the relevant decision-making bodies (Member Clubs' Licensing Board and/or Appeals Board) that it has established reasons for contesting the claim or proceedings which have been opened; however, if the decision-making bodies (Member Clubs' Licensing Board and/or Appeals Board) consider the reasons for contesting the claim or proceedings which have been opened as manifestly unfounded the amount will still be considered as an overdue payable.
- (iii) An agreement which has been accepted in writing by the creditor to extend the deadline for payment beyond the applicable deadline according to sub-article (ii) above, shall only be deemed valid if it is made only for one (1) deadline, with the same creditor and for the same amount of debt, and such agreement shall only extend the deadline for a period of no more than twelve (12) months.
- (iv) A subsequent agreement, extending a further deadline, to the agreement provided in sub-article (iii) above shall be considered null and void in the determination of overdue payables for licensing purposes, and shall also be considered null and void by the Players, Coaches, Member Clubs and Players Agents Complaints Board, the Appeals Board and the Independent Arbitration Tribunal of the Association.
- (v) The above sub-articles (iii) and (iv) shall apply only in respect to agreements made between the licence applicant/licensee and an employee and/or another Member Club. Agreements between the licence applicant/licensee and the Commissioner for Revenue may be made for an infinite number of times and for infinite number of periods, even if such agreement extends the deadline of another agreement made for the same purpose.
- (vi) A creditor, being an employee of the licence applicant/licensee or a Member Club, which had signed an agreement in order to extend the deadline for payment beyond the applicable deadline, and has subsequently signed another agreement to further extend that deadline for that particular debt, which by virtue of sub-articles (iii) and (iv) is deemed to be null and void, shall not be granted permission by neither by the Executive Board, nor the General Meeting of the Association, to seek redress in front of the competent Maltese Court.
- (vii) Member Clubs, in possession of an Amateur Status Licence that have been promoted to the Challenge League, without prejudice to any relevant competition rules of the National League, shall be exempt from the requirements related to overdue payables in respect of the Commissioner for Revenue for the duration of the first football season following their promotion to the Challenge League of the National League.

10. Duty to report subsequent events

- (i) The licensee must promptly notify the Association in writing about any significant changes including, but not limited to, subsequent events of major economic importance until at least the end of the licence season.
- (ii) The information prepared by management must include a description of the nature of the event or condition and an estimate of its financial effect, or a statement (with supporting reasons) that such an estimate cannot be made.

SCHEDULE III

DETERMINATION OF THE AUDITOR AND AUDITOR'S ASSESSMENT PROCEDURES

1. Principle

The auditor must be a Certified Public Accountant or a firm of Certified Public Accountants, according to Article 2(1) of the Accountancy Profession Act (Chapter 281 of the Laws of Malta), to certify the financial statements in accordance with the provisions, including those relating to small companies, of the Companies Act 1995 (Chapter 385 of the Laws of Malta). In such a case, the Certified Public Accountant or the firm of Certified Public Accountants as the case may be, must be independent of such Member Club, in compliance with the International Federation of Accountants (IFAC) Code of Ethics for Professional Accountants. The auditor must also be a member of the Malta Institute of Accountants, which is the relevant IFAC member body in Malta.

2. Assessment procedures

- (i) 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 Association together with the annual financial statements to form a basis for his licensing decision.
 - 1. Financial information other than the financial statements may be assessed by an auditor. In this case, the auditor's report of factual findings must:
 - a. include a statement confirming that the assessment 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 Association together with the relevant documentation to form a basis for his licensing decision.

3. Subsidy for Audit Fees

The Association shall pay to all Member Clubs holding a full or monitored Professional Status and/or Semi-Professional Status Licence, a subsidy of the amount paid for audit fees for each season, provided that the Association shall withhold such subsidy if it is advised by the Member Clubs' Licensing Board that the audited financial statements do not reflect the real picture of that Member Club's finances and/or the audit work carried out was not according to the accounting standards set out in this Schedule. The subsidy shall be of the amount actually paid by the Member Club for audit fees or five hundred Euro (€500), whichever is the lower.

SCHEDULE IV
MINIMUM DISCLOSURE REQUIREMENTS

Principle

- (i) Notwithstanding the requirements of Maltese legislation, 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 Association as set out in Article 2 of Schedule II of these Regulations.
- Each component of the financial statements must be identified clearly. The following information must be displayed prominently, and repeated where necessary within the financial statements, for a proper understanding of the information presented:
 - (a) The name (and legal form), domicile and business address of the reporting entity 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.

2. Balance sheet

- (i) The minimum requirements for balance sheet items are stated below.

Current assets

- xxvii. cash and cash equivalents
- xxviii. accounts receivable from player transfers
- xxix. accounts receivable from group entities and other related parties
- xxx. accounts receivable from the Commissioner for Revenue
- xxxi. other current assets
- xxxii. inventories

Non-current assets

- xxxiii. tangible fixed assets
- xxxiv. intangible assets – players
- xxxv. intangible assets – other
- xxxvi. investments
- xxxvii. other non-current assets

Current liabilities

- xxxviii. bank overdrafts and loans
- xxxix. accounts payable relating to player transfers
 - xl. accounts payable to group entities and other related parties
 - xli. accounts payable to employees
 - xl.ii. accounts payable to social/tax authorities
- xl.iii. other current liabilities
- xl.iiii. short-term provisions

Non-current liabilities

- xl. v. bank and other loans
- xl. vi. accounts payable relating to player transfers
- xl. vii. accounts payable to social/tax authorities
- xl. viii. other non-current liabilities
- xl. ix. other tax liabilities
 - l. long-term provisions

Net assets/liabilities

- li. net assets/liabilities

Equity

- lii. capital and reserves

- (ii) Management may consider that line items (i) to (xxvi) are best presented on the face of the balance sheet or in the notes.

3. Profit and loss account

- (i) The minimum requirements for profit and loss accounts are stated below.

Income

- i. Gate receipts
- ii. Marketing, sponsorship and advertising
- iii. Broadcasting rights
- iv. UEFA Solidarity and Prize Money
- v. Profits (Loss) on Transfer Activities
- vi. Merchandising and Catering (commercial)
- vii. Football-related renting and leasing income
- viii. Donations and other third party contributions
- ix. Other football-related income/operating income

Expenditure

- x. Personnel expenditure
- xi. Players' wages and salaries
- xii. Others' wages and salaries
- xiii. Other personnel expenditure
- xiv. Cost of sales/materials
- xv. Direct competition expenditure
- xvi. Other football-related expenditure
- xvii. Other operating expenses
- xviii. Depreciation and amortization
- xix. Impairment of fixed assets
- xx. Player-related depreciation
- xxi. Other depreciation

Other

- xxii. profit/loss on disposal of assets
- xxiii. finance costs;
- xxiv. tax expense;
- xxv. profit or loss after taxation.

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

3. Cash flow statement

- (i) The cash flow statement must report cash flows for the financial period (and comparatives for the previous financial period), classified separately as stated below.

1. Cash flow from operating activities

Operating activities are the principal revenue-producing activities of the 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.

2. 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.

3. Cash flows from financing activities

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

4. Other cash flows

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

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

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

4. Notes to the financial statements

- (i) 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 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).

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

1. the gross carrying amount and the accumulated depreciation (aggregated with accumulated impairment losses) at the beginning and end of the period; and
2. a 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 be disclosed in the accounting policy notes.

- (c) Intangible fixed assets

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

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

1. the gross carrying amount and the accumulated amortisation (aggregated with accumulated impairment losses) at the beginning and end of the period; and
2. a 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.

For further information and guidance in relation to accounting for player registrations, refer to Schedule V.

- (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 for each investment:

1. name;
2. country of incorporation or residence;
3. type of business/operations of the entity;
4. proportion of ownership interest;
5. if different, proportion of voting power held; and
6. 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:

1. information about the extent and nature of the financial instruments, including amounts and duration and any significant terms and conditions that may affect the amount, timing and certainty of future cash flows; and
2. 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 statement of a single amount.

For each class of provision, the carrying amount at the beginning and end of the period, the amount utilised and any amount 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.

1. Share 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.

2. 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.

3. 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 and, if different, that of the ultimate controlling party. This information must be disclosed irrespective of whether any transactions have taken place between the controlling parties 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 disclose 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 for each related party:

1. the amount and the nature of the transactions;
2. 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 any guarantees given or received;
3. provisions for doubtful debts related to the amount of outstanding balances; and
4. 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:

1. an estimate of its financial effect;
2. an indication of the uncertainties relating to the amount or timing of any outflow; and
3. 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:

1. fixed-term borrowing approaching maturity without realistic prospects of renewal or repayment;
2. substantial operating losses;
3. discovery of material fraud or errors that show the financial statements are incorrect;
4. management determining that it intends to liquidate the entity or to cease trading, or that it has no realistic alternative but to do so;
5. player transactions where the amounts paid or received are significant;
6. transactions relating to property – for example, in relation to the club's stadium.

(m) Other disclosures

1. Agents' fees

The total amount of payments made to or for the benefit of an agent must be disclosed.

2. 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 the registration) and at the end of the period must be disclosed.

3. Tax expense

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

4. 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.

6. Financial review by management

- (i) The annual financial statements must include a financial review or commentary by management (sometimes referred to as a directors' 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.
- (ii) 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.

SCHEDULE V

BASIS FOR THE PREPARATION OF FINANCIAL STATEMENTS

1. Principle

- (i) (a) Member Clubs must close their account annually. The accounting period must start on the 1st of January and end on the 31st of December in that year.
- (i) (b) Financial statements as defined in Article 2 of Schedule II must be based on the accounting standards required by the Companies Act of 1995 (Chapter 386 of the Laws of Malta), regardless of the legal structure of the licence applicant.
- (ii) 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.
- (iii) The financial statements must be approved by management and this must be evidenced by way of a brief statement and signature on behalf of the executive body of the reporting entity.

2. Consolidation requirements

- (i) If the licence applicant has control of any subsidiary, then consolidated financial statements must be prepared and submitted to the Association as if the entities were a single company.
- (ii) A subsidiary may be excluded only if:
 - (a) the subsidiary is immaterial compared with the overall group made by the licence applicant; or
 - (b) the subsidiary's activity is clearly and exclusively not related to football.
- (iii) If a subsidiary is excluded from the reporting perimeter, the management of the licence applicant must justify its decision to the Association in detail.
- (iv) If the licence applicant is controlled by a parent which has been included in the reporting perimeter, consolidated financial statements must be prepared and submitted to the Association as if the entities included in the reporting perimeter were a single company.

3. Accounting requirements for player registrations

- (i) Notwithstanding that each licence applicant has to prepare audited annual financial statements under the Companies Act of 1995 (Chapter 386 of the Laws of Malta), these regulations include a specific accounting requirement for player registrations carried as intangible fixed assets as set out in Article 2 of Schedule II.
- (ii) Licence applicants that capitalise the costs of acquiring a player's registration must:
 - (a) apply certain minimum accounting requirements as described in sub-article (iv) below;
 - (b) prepare a player identification table as described in Article 4 of this Schedule.
- (iii) If a licence applicant has an accounting policy to expense the costs of acquiring a player's registration rather than capitalise them, there is no requirement for such entities to apply the minimum accounting requirements set out below and they do not have to prepare restated figures.
- (iv) The minimum accounting requirements are described as follows:
 - (a) 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.

- (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 re-valued 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 an applicant's own youth sector must not be included in the balance sheet – as only the cost of players purchased is to be capitalised.
- (c) Amortisation must begin when the player's registration is acquired. Amortisation ceases when the asset is classified as held for sale or when the asset is derecognised (i.e. the registration is transferred to another club), whichever comes first.
- (d) All capitalised player values must be reviewed individually each year by management 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.
- (v) The licence applicant must prepare supplementary information (to be submitted to the Association) if the accounting requirements described in this annex are not met by the disclosures and accounting treatment in 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 above. 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 (that were prepared under the national accounting practice). The restated financial information must be assessed by the auditor by way of agreed-upon procedures.

4. Player identification table

- (i) As specified under Article 3(ii) above, licence applicants that capitalise costs relating to the acquisition of a player's registration must prepare a player identification table.
- (ii) The player identification table must be provided to the auditor. However, the player identification table does not need to be disclosed within the annual financial statements, nor does it have to be submitted to the Association.
- (iii) The minimum information for the content of the player identification table in respect of each relevant player's registration held up to the closing date of the last set of financial statements is as follows:
 - (a) Name and date of birth;
 - (b) Start and end date of contract;
 - (c) The direct costs of acquiring the player's registration;
 - (d) Accumulated amortisation brought forward and as 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 (carrying amount); and
 - (i) Profit/(loss) from disposal of player's registration.
- (iv) The relevant players about whom details are required in the table are all those players whose registration is held by the licence applicant at any time during the period and in respect of whom some direct acquisition cost has been incurred (at some point in time in the period or prior periods).
- (v) The following aggregate figures in the player identification table must be reconciled to the relevant figures in the balance sheet and profit and loss account in the audited annual financial statements:
 - (a) The aggregate of the amortisation of player registrations in the current period as shown in the player identification table must agree with/be reconciled to the 'Amortisation of player registrations' (disclosed on the face of, or in a note to, the profit and loss account for the period);
 - (b) The aggregate of impairment provisions made in the current period as shown in the player identification table must agree with/be reconciled to the 'Impairment of player registrations' (disclosed on the face of, or in a note to, the profit and loss account for the period);
 - (c) The aggregate of profit/(loss) on disposal of player registrations in the player identification table must agree with/be reconciled to the 'Profit/(loss) from disposal of player registrations' (disclosed on the face of, or in a note to, the profit and loss account for the period);

- (d) The aggregate of the net book value of player registrations in the player identification table must agree with/be reconciled to the figure for 'Intangible assets – players' in the balance sheet (on the face or in the notes thereto) for the period end.
- (vi) 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/be reconciled to the restated figures in the supplementary information.

SCHEDULE VI
FINANCIAL CRITERIA
APPLICABLE TO MEMBER CLUBS
APPLYING FOR AN AMATEUR LICENCE

1. Application

- (i) The provisions of this Schedule shall be observed by all Member Clubs who apply for the attainment of a licence for Amateur Status;
- (ii) Such Member Clubs shall not be bound to observe the provisions contained in Schedules II, III, IV and V.

2. The Keeping of Proper Books of Accounts

- (i) All Member Clubs applying for a licence for Amateur Status shall keep proper accounting records and books of accounts.
- (ii) Proper accounting records shall include the following:
 - (a) a detailed Cashbook incorporating all receipts and payments;
 - (b) a detailed Purchase Ledger with the relative Creditor's Ledger;
 - (c) a detailed Sales Ledger with relative Debtor's Ledger;
 - (d) a detailed Register of Fixed Assets.
- (iii) Accounting records may be maintained and produced either manually or by means of computerized accounting programs.
- (iv) Supporting documentary evidence of accounting entries must be properly filed and retained for at least three (3) years.
- (v) All accounting records and supporting documents must be readily available for presentation to the Association if so requested.
- (vi) All accounting records may be required to be confirmed on oath.
- (vii) The Association may carry out any investigation which it may deem fit.

3. Payments made by Clubs

- (i)
 - (a) Member Clubs must have a current account/s with a local bank/s in the name of the Club.
 - (b) Member Clubs must by not later than the 16th April of each year inform the Association in writing of the number of such account/s and the bank/s with which these are held and with any relevant changes within seven (7) days of such changes.
 - (c) The Member Clubs' Licensing Board may authorise a Member Club to have a current account/s other than in the name of the Club if it deems that such a measure is justified in the circumstances of the Club concerned. In such a case the Member Club shall within seven (7) days of the opening of such account/s inform the Association in writing about the number of the account/s, the name of the person/s in whose name the account/s is /are held and the name of the bank/s where the account/s is/are held.
- (ii) All payments made by a Member Club must be made by means of a cheque issued on the account/s registered with the MFA or through any other traceable means.
- (iii) A Member Club shall within seven (7) days of a request to this effect by the Association authorise the bank/s with which it holds an account/s to furnish the Association with all the details relative to the account/s.

4. Receipts of Member Clubs

All receipts of a Member Club must be acknowledged by means of an official receipt.

5. Member Clubs' Standard Annual Return Form or Audited Financial Statements Certified by a Certified Public Accountant and Auditor or by a Firm of Certified Public Accountants and Auditors

- (i) Member Clubs must close their accounts annually. The accounting period must start on 1st of January and end on the 31st of December of the same year. The accounts must be audited by means of any method mentioned in sub-article (ii) hereunder.
- (ii) Member Clubs may either make use of the Member Clubs' Annual Return Form contained in Schedule VI A of these regulations or else engage the services of a Certified Public Accountant and Auditor or a firm of Certified Public Accountants and Auditors to certify their financial statements.
- (iii) The Member Clubs' Annual Return Form duly filled in and signed by the Club's Auditors and those Club's officials mentioned on the Form or the financial statements certified by a Certified Public Accountant and Auditor or by a firm of Certified Public Accountants and Auditors, as the case may be, must be presented at the Member Club's Extraordinary General Meeting for the approval of the Audited Accounts and Balance Sheet as per Schedule I of these Regulations.
- (iv) If an MFA representative attends the Extraordinary General Meeting for the approval of the Audited Accounts and Balance Sheet, he must be given a copy of the Member Club's Annual Return Form duly audited and duly signed by the Club's Auditors and those Club's Officials mentioned on the Form or the financial statements certified by a Certified Public Accountant and Auditor or by a firm of Certified Public Accountants and Auditors, as the case may be, even if the Member Clubs' Annual Return Form or the certified financial statements had not been approved by the Extraordinary General Meeting for the approval of the Audited Accounts and Balance Sheet.
- (v) The Member Clubs' Annual Return Form duly audited and duly signed by the Club's Auditors and those Club's Officials mentioned on the Form or the financial statements certified by a Certified Public Accountant and Auditor or by a firm of Certified Public Accountants and Auditors, as the case may be, must be sent to the Licensing Manager by not later than the 16th April, even in the case that the Member Clubs' Annual Return Form or the certified financial statements had not been approved by the Extraordinary General Meeting for the approval of the Audited Accounts and Balance Sheet.
- (vi) The approved Member Clubs' Annual Return Form or the certified financial statements by a Certified Public Accountant and Auditor or by a firm of Certified Public Accountants and Auditors, as the case may be, may be subjected to an investigation by the licensing decision-making bodies of the Association.
- (vii) The Member Clubs' Annual Return Form or the certified financial statements by a Certified Public Accountant and Auditor or by a firm of Certified Public Accountants and Auditors, which had not been approved by the Extraordinary General Meeting for the approval of the Audited Accounts and Balance Sheet, shall be subjected to an investigation by the Member Clubs' Licensing Board of the Association. Likewise, the Member Clubs' Licensing Board shall investigate any such Form which contains a disclaimer by the Club's auditors or any financial statements prepared by a Certified Public Accountant and Auditor or by a firm of Certified Public Accountants and Auditors which contain a disclaimer to the financial statements.
- (viii) The Member Clubs' Licensing Board shall be empowered to take disciplinary measures, by imposing a sanction according to Article 11(i)(b) of these Regulations on the Member Club concerned, in the case that a Club fails to submit to the Association within the stipulated period the Member Clubs' Annual Return Form duly filled in, audited and duly signed by the Club's Auditors and those Club's Officials mentioned on the Form or the financial statements certified by a Certified Public Accountant and Auditor or by a firm of Certified Public Accountants and Auditors, as the case may be.

6. Investigations by the Member Clubs' Licensing Board

- (i) (a) The Member Clubs' Licensing Board shall have the competence to monitor and evaluate the Member Clubs' Annual Return Forms or the Member Clubs' financial statements certified by a Certified Public Accountant and Auditor or by a firm of Certified Public Accountants and

Auditors in order to ensure that these conform with these Financial Criteria and/or the Companies Act (Chapter 386 of the Laws of Malta) and that no irregularities exist.

- (b) The Member Clubs' Licensing Board shall have the competence to conduct any investigation relative to such returns.
 - (c) The Member Clubs' Licensing Board shall sanction the Member Club for any irregularities and/or breach of these Financial Criteria of which they may become aware according to the provisions of these Regulations.
- (ii)
- (a) The Member Clubs' Licensing Board shall have the competence to monitor and evaluate the current financial situation of Member Clubs. In case that the Member Clubs' Licensing Board deems that the current financial situation of a Member Club is one which gives rise to concern, it shall discuss the situation with the officials of the Member Club concerned. Furthermore, if the Member Clubs' Licensing Board deems that the Association should adopt corrective measures, it shall make a report to the Executive Board.
 - (b) On receiving such a report, the Executive Board shall be entitled to give to the Member Club concerned those directives, which it may deem necessary. Furthermore, if the situation so warrants, the Executive Board shall, either immediately or at a later stage, to adopt any measure, which it may deem necessary. These measures shall include those of placing such Member Club under a prohibition.
 - (c) The Executive Board shall be entitled to take any measure after hearing a representative of the Member Club concerned.

7. Breach of the Financial Criteria

- (i) Any breach of these Financial Criteria by Member Clubs shall be deemed to be an offence.
- (ii) When a breach of these Financial Criteria is established, the offending Club and those officials of the Club which are found guilty shall be dealt with the Member Clubs' Licensing Board and/or the Appeals Board in the manner prescribed in these Regulations.
- (iii) The Member Clubs' Licensing Board may at its discretion report to the Police any breach of the criminal law of which it may become aware.

SCHEDULE VI A

MEMBER CLUBS' ANNUAL RETURN FORM

BALANCE SHEET & INCOME AND EXPENDITURE ACCOUNT

FOR YEAR ENDING 31st DECEMBER 20__

CLUB: _____ F.C.

Contents	Page
Income Account	1
Expenditure Account	2
Balance Sheet	3
Notes to the Accounts	4 - 6
Auditor's Report	7
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Note: This return must be submitted to the MFA Licensing Manager every year by not later than the 16th April proceeding the licence season.

CLUB: _____ F.C.

Income Account
For the year ended 31 December, 20__

INCOME

Euro (€)

Membership Fees	
Transfer Fees	
Donations & Voluntary Contributions	
Lease of Bar	
Share of Gate Receipts	
Share of TV Rights	
UEFA Subsidies	
Fund Raising Activities	
Income from Advertising	
Sponsorships	
Merchandising	
Amusement Machines Income	
Sponsorship (MFA)	

Other Income:	
-	
-	
-	
-	
-	
-	
-	
-	
-	
-	
-	
-	
-	
-	
-	

TOTAL INCOME (To Page 2)

=====

CLUB: _____ F.C.

EXPENDITURE

Euro (€)

Affiliation Fees and Other Dues	
Transfer Fees	
Non-Amateur Players Remuneration	
Other Players' Reimbursements	
Bonuses	
Coaches & Technical Staff	
Overseas Travel & Accommodation	
Medical Expenses	
Transport	
Printing and Stationery	
Kits, Footballs & Equipment etc.	
Repairs & Maintenance	
Telephones & Fax	
Ground Maintenance Expenses	
Nursery Costs and Expenses	
Rent of Premises	
Water & Electricity	
Depreciation	

Other Expenses:	
- Players Fines	
- Club Fines	
- Junior Match Expenses	
TOTAL EXPENDITURE	

TOTAL INCOME (From Page 1)

Excess Income over Expenditure (To Page 3)
Excess Expenditure over Income (To Page 3)

=====

CLUB: _____ F.C.

Balance Sheet / Statement of Affairs
As at 31 December, 20__

				Notes	€	€
FIXED	ASSETS			1		
CURRENT	ASSETS					
Prepayments						
Accounts receivable	–	Clubs		2		
Accounts receivable	–	Others				
Stocks						
Cash in hand						
Cash at bank						
CURRENT LIABILITIES						
Accruals						
Accounts payable – Clubs				3		
Accounts payable – Players and Coaches						
Accounts payable – Others						

2. Accounts receivable – Clubs

The following amounts were receivable from MFA Clubs as follows:

	€
a)	
b)	
c)	
d)	
e)	
f)	
g)	
h)	
i)	
j)	

to Page 3

CLUB: _____ F.C.

Notes to the Accounts

As at 31 December, 20__

3. Accounts Payable – Clubs

The following amounts were due from MFA Clubs as follows:

	€
a)	
b)	
c)	
d)	
e)	
f)	
g)	
h)	
i)	
j)	

to Page 3

Players on contract beyond Balance Sheet Date _____

The Club has contractual obligations to Non-Amateur Players amounting to € _____, per month, for the coming Season.

CLUB: _____ F.C.

Notes to the Accounts
As at 31 December, 20__

Page 6

4. Loans Payable

The loans payable were as follows:

	Names	€	Rate of Interest	Repayment Period
a)				
b)				
c)				
d)				
e)				
f)				
g)				
h)				
i)				
j)				

CLUB: _____ F.C.

**AUDITOR'S REPORT
FOR THE YEAR ENDED 31 DECEMBER, 20 __**

We have examined the Scheduled Statement of Affairs and Income and Expenditure Account which are in agreement with the Club's Books of Account and we have obtained all the information necessary for the purposes of our audit.

In our opinion and to the best of our knowledge, the said accounts, prepared in accordance with the MFA Regulations, give a true and fair view of the State of Affairs of the club as at that date.

Name: _____ Name: _____

Signature: _____ Signature: _____

Date: _____

**PRESIDENT, SECRETARY and TREASURER REPORT
FOR THE YEAR ENDED 31 DECEMBER, 20__**

We, the undersigned, do hereby declare that as far as we know, only the items which appear on the Scheduled accounts have been transacted, and that to our knowledge no other person has made any other transaction which should normally and officially have appeared on the above Balance Sheet and for which we should be responsible.

President

Secretary

Date

Treasurer

SCHEDULE VII

CORE PROCESS – STANDARD REQUIREMENTS (FLOW CHART DEADLINES)

Steps	Requirements	Deadline
01	The Association produces and distributes applications related to Financial Criteria to licence applicants.	15 December
02	Member Clubs hold the Extraordinary General Meeting for the Approval of the Audited Accounts and Balance Sheet	15 April
03	The Association receives applications and documents related to the Financial Criteria Year End 31 December.	16 April or the following Monday, if the 16 April falls on a Saturday or a Sunday
04	The Association produces and distributes applications related to other Licensing Criteria.	31 May
05	The Licensing Manager prepares report to Member Clubs Licensing Board.	6 June
06	Decision in writing by Member Clubs' Licensing Board for granting of full Licences or Provisional Licences.	6 June or the first available working day if the 6 June falls on a Saturday or Sunday
07	The Holding of all Annual General Meetings of Member Clubs.	15 June
08	Receipt by Association of written submissions from Member Clubs relating to the grant of Provisional Licence.	30 June or the next Monday if the 30 June falls on a Saturday or Sunday
09	Association receives applications relating to all other Licensing Criteria.	1 July or the next Monday if the 1 July falls on a Saturday or Sunday
10	Hearing and Decision of the Member Clubs' Licensing Board in relation to those Member Clubs granted a Provisional Licence.	3 July or next Monday if the 3 July falls on a Saturday or Sunday
11	Receipt of Petition of Appeal by an admissible appellant from decision of the Member Clubs' Licensing Board to either grant a Monitored Licence or refused to grant a licence.	6 days from the decision of the Member Clubs' Licensing Board or the next available working day if 6 th day falls on a Public Holiday or on a Saturday or Sunday
12	Hearings and Decisions of the Appeals Board	21 July or the next Monday if the 21 July falls on a Saturday or Sunday
13	Decision of the Member Clubs' Licensing Board on all applications relating the other Licensing Criteria	31 July or the next Monday if the 31 July falls on a Saturday or Sunday
14	The Association produces and distributes the Declaration Regarding Overdue Payables for Monitoring Period between 1 st January and 31 st May for clubs holding a Professional or Semi-Professional Licence.	31 July or the next Monday if the 31 July falls on a Saturday or Sunday
15	The receipt of the Declaration Regarding Overdue Payables for the monitoring period between the 1 st January and the 31 st May of that season for Member Clubs holding a Professional or Semi-Professional Licence, by not later than the 16 th August.	16 August or the next Monday if the 16 August falls on a Saturday or Sunday
16	The examination by the Member Clubs' Licensing Board of the Declaration Regarding Overdue Payables for the period 1 st January and 31 st May for Member Clubs holding a Professional or Semi-Professional Licence, and the decision in writing of the Member Clubs' Licensing Board on whether to	16 September or the next Monday if the 16 September falls on a Saturday or Sunday

	maintain a Full Licence, or, convert a Full Licence or a Monitored Licence to a Provisional Licence.	
17	The receipt of submissions from Member Clubs relating to the grant of a Provisional Licence due to failure to overdue payables for the monitoring period between the 1 st January and the 31 st May of that season, for Member Clubs holding a Professional or Semi-Professional Licence, by the Member Clubs' Licensing Board.	30 September or the next Monday if the 1 September falls on a Saturday or Sunday
18	The hearing and decision of the Member Clubs' Licensing Board in relation to those Member Clubs who have been granted a Provisional Licence, in relation to overdue payables for the monitoring period between the 1 st January and the 31 st May of that season, for Member Clubs holding a Professional or Semi-Professional Licence, by not later than the 7 th October or the next Monday if the 7 th October falls on a Saturday or Sunday;	7 October or the next Monday if the 7 October falls on a Saturday or Sunday
19	Receipt of Petition of Appeal by an admissible appellant from decision of the Member Clubs' Licensing Board to either grant a Monitored Licence or refused to grant a licence to a Member Club holding a Semi-Professional A or B Licence in relation to overdue payables for the monitoring period between the 1 st January and the 31 st May.	6 days from the decision of the Member Clubs' Licensing Board or the next available working day if 6 th day falls on a Public Holiday or on a Saturday or Sunday
20	Hearings and Decisions of the Appeals Board from Appeals by Clubs holding Professional or Semi-Professional Licence, in relation to overdue payables for the monitoring period between the 1 st January and the 31 st May.	31 October or the next available working day if the 31 October falls on a Public Holiday or the following Monday if the 20 August falls on a Saturday or Sunday

MOTION REGARDING THE MERGER OF NURSERIES

During the meeting of the Council of the Malta Football Association held on Tuesday, 10th May, 2011 it has been resolved that the Executive Board of the Malta Football Association shall have the power to grant permission to multiple licensed football nurseries to merge and amalgamate under the following terms and conditions:

1. An application in writing is sent to the attention of the General Secretary of the Malta Football Association, which application shall contain:
 - a) A request to the Malta Football Association requesting the constitution of a merger and amalgamation of multiple licensed football nurseries which are not less than three (3) in number;
 - b) A brief description as to the reasons for such an amalgamation;
 - c) The names of the amalgamating Member Clubs, and the signature of the President and Secretary of all amalgamating clubs;
2. A proposed detailed Statute of the new amalgamated club is to be sent to the Malta Football Association together with the letter of application, which Statute shall contain as a minimum requirement:
 - a) The proposed administrative body which has to be made up of an equal number of members from each amalgamating club;
 - b) A declaration that each club shall still retain its own nursery to cater for the football development of the younger age children in their locality;
 - c) A declaration that players in the newly established nursery will still be registered with the respective parent clubs;
 - d) A declaration that the newly established nursery shall participate and compete in all the youth competitions in which the highest category nurseries are expected to take part in;
 - e) An article which explains in detail what would happen in the event that one or more of the amalgamating parent Clubs will be in a position to apply for a UEFA License in order to participate in competitions organised by UEFA;
3. The following minimum conditions are to be met in order for the Executive Board of the Malta Football Association to grant permission for amalgamation:
 - a) The reason for amalgamation shall be due to demographic circumstances.
 - b) The amalgamation shall occur between neighbouring licensed nurseries.
 - c) Notwithstanding that parent clubs may be competing in different divisions of the National League or the founding nurseries have different license categories, the amalgamated nursery shall have to obtain the highest category license in order to be accepted as the representative of all the parent Member Clubs involved;
4. The procedure which is to be used when an application is submitted to the Malta Football Association for the amalgamation of nurseries, shall be that an ad hoc committee, made up of representatives of the Malta Football Association and the Youth Football Association, shall be formed to hold discussions with the amalgamating nurseries. Should the ad hoc committee be satisfied that all minimum criteria have been met by the newly amalgamated nursery and that such amalgamation is feasible, then the proposal will be put in front of the Executive Board of the Malta Football Association for permission to be granted for the amalgamation of the nurseries.
5. The effects of amalgamation shall be the following:
 - a) The newly amalgamated nursery shall for all intents and purposes represent all parent clubs forming part of the merger.

- b) The newly amalgamated nursery shall compete in all competitions of the Youth Football Association in which the highest category nurseries take part.
- c) In the event of any distribution of MFA or UEFA funds to the licensed football nurseries the newly formed nursery will not receive any share of funds. However, the nurseries of the parent clubs involved will each receive a share which shall be equal to that received by the lowest category nurseries at that time.