



**Islamic Republic of Iran
Football Federation (IRIFF)
Club Licensing Regulations
Women's Football**

SEASON ۲۰۲۵-۲۰۲۶

PREFACE

The present regulations are the latest version of IRIFF Club Licensing Regulations for Iran League, Season ۲۰۲۵-۲۰۲۶, and AFC Club Competition Season ۲۰۲۵-۲۰۲۶.

This Regulation is based on the recent update of the AFC Club Licensing Regulations, edition ۲۰۲۴. These updated regulations have been devised after a consultation process involving key stakeholders. The AFC regulations aim to encourage more sustainable investment in football clubs, encouraging more growth and development of the requirements, taking into consideration the experience gained over the last years.

The club licensing criteria of the regulations have been expanded to encourage inclusivity, promote integrity and increase awareness. I would like to thank you all for participating in the club licensing system. I hope that you will continue to use licensing as a framework for excellence at your club. We will continue to assist all clubs who aspire to achieve the highest quality standards in all areas of their club. I wish you all the best of luck for the coming Season.

Mehdi Taj
IRIFF President

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Definitions

Accounting Policies	The specific principles, bases, conventions, rules and practices adopted by an entity in preparing and presenting its financial statements.
ACGL	The AFC Challenge League
ACL Elite	The AFC Champions League Elite
ACL Two	The AFC Champions League ʃ
AFC Club Licensing Financial Handbook	The handbook issued by the AFC, which provides operational and technical guidance in relation to the financial criteria in these Regulations. It is a compilation of explanations and templates to support the Licence Applicant in complying with the financial criteria.
AFC Club Licensing Quality Standard	The document issued by the AFC which defines the minimum requirements that a Licensor must comply with in order to operate the club licensing System.
AFC Stadium Regulations	These regulations set out the minimum requirements for a Stadium to be eligible to host matches in AFC competitions.
Annual Financial Statements	A complete set of financial statements prepared as at the Statutory Closing Date, normally including a balance sheet, profit and loss account, a statement of cash flows and those notes, other statements and explanatory material that are an integral part of the financial statements.
Associate	An entity, including an unincorporated entity such as a partnership, over which the investor has Significant Influence and that is neither a Subsidiary nor an interest in a Joint Venture.
Audit	The objective of an audit of financial statements is to enable the auditor to express an opinion whether the financial statements are prepared, in all Material respects, in accordance with an identified financial reporting framework. The phrases used to express the auditor’s opinion are “give a true and fair view” or “present fairly, in all material respects”, which are equivalent terms. A similar objective applies to the audit of financial or other information prepared in accordance with appropriate criteria. In an audit engagement, the auditor provides a high but not absolute, level of assurance that the information subject to audit is free of Material misstatement. This is expressed positively in the audit report as reasonable assurance. The term “Audited” shall be interpreted accordingly.
Budget	The schedules containing an entity’s Future Financial Information, based on management’s assumptions about events that may occur in the future and possible actions by an entity.
CLAS or Club Licensing Administration System	The IT system developed by the AFC for the purpose of gathering information from Licence Applicants/Licensees and for sharing information with Licensors concerning their affiliated clubs, within the scope of the implementation, assessment and enforcement of these Regulations.
Club Licensing Criteria	The requirements applicable to the grant of Licences to Licence Applicants, as set out in these Regulations, which are divided into five categories (sporting, infrastructure, personnel and administrative, legal and financial).
Consolidated Financial Statement(s)	Financial statements of a Group presented as those of a single economic entity.
Control	The power to conduct the activities of an entity and to direct its financial, operating and/or sporting policies in any manner which may affect the outcomes of such activities, whether by means of share ownership, voting power, constitutional

	documents (e.g. statutes), agreement and/ or otherwise. The terms “Controlled” and “Controlling” shall be interpreted accordingly.
Event or Condition of Major Economic Importance	An event or condition is of major economic importance if it is considered Material to the financial statements of the Reporting Entity and would require a different (adverse) presentation of the results of the operations, financial position and net assets of the Reporting Entity if it had occurred during the preceding Financial Year or Interim Period.
Financial Year	The financial reporting period ending on the Statutory Closing Date, whether this is a year or not, and which is not an Interim Period.
Future Financial Information	Information about the prospective financial effects of future events and possible actions on the entity concerned.
Going Concern	The ‘going concern’ concept, or assumption, is an accountancy term that describes an entity which can continue operating without the significant threat of liquidation, and which can therefore continue in operation for the foreseeable future. A Reporting Entity is normally viewed as a Going Concern. It is assumed that the Reporting Entity has neither the intention nor the necessity of liquidation, ceasing trading nor seeking protection from creditors pursuant to laws or regulations.
Group	A Parent and all its subsidiaries.
Historic Financial Information	Information about the financial effects of past events on the entity concerned. Historic Financial Information is in respect of the financial performance and position prior to the licensing decision.
Interim Financial Statements	A financial report containing either a complete set of financial statements or a set of condensed financial statements for an Interim Period.
Interim Period	A financial reporting period shorter than a Financial Year. It does not necessarily have to be a six-month period.
Joint Venture	A contractual arrangement whereby two or more parties undertake an economic activity that is subject to joint control.
Licence	Certificate granted by the Licensor confirming fulfilment of all minimum Club Licensing Criteria by the Licence Applicant as part of the admission procedure for entering AFC club competitions.
Licence Applicant	Legal entity fully and solely responsible for the football team participating in national and international club competitions, which applies for a Licence.
Licence Season	AFC season for which a Licence applies. It starts the day following the deadline for submission of the List of Licensing Decisions by the Licensor to the AFC and lasts until the same deadline the following year.
Licensee	Licence Applicant that has been granted a Licence by its Licensor.
Licensing Administration	The staff within the Licensor that deals with club licensing matters.
Licensor	The Body that operates the club licensing system and grants the Licences in accordance with these Regulations.
	The list submitted by the Licensor to the AFC containing, among other things, information about the Licence Applicants that have undergone the licensing process and been granted or refused a Licence by the Licensor in the format established and communicated by the AFC General Secretariat.
Material or 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 financial information submitted by the Licence Applicant/ Licensee. 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.
MCR	Minimum Coach Requirements
NPL	National Pro League
Parent	An entity that has one or more subsidiaries.
RECC	Recognition of Experience and Current Competence
Registered Member	Any legal entity according to national law and/or AFC Member Association statutes, which is member of the AFC Member Association and/or its affiliated league.
Reporting Entity/ Entities	A Registered Member and/or football company or Group of entities or some other combination of entities which is included in the reporting perimeter and which must provide the Licensor with information for club licensing purposes.
Review	<p>The objective of an engagement to review financial information is to enable an auditor to express a conclusion whether, on the basis of the review, anything has come to the auditor's attention that causes the auditor to believe that the financial information is not prepared, in all Material respects, in accordance with an identified financial reporting framework.</p> <p>A review, in contrast to an Audit, is not designed to obtain reasonable assurance that the financial information is free from Material misstatement. A Review consists of making inquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A Review may bring significant matters affecting the financial information to the auditor's attention but it does not provide the evidence that would be required for an audit.</p>
Significant Change	An event that is considered Material to the documentation previously submitted to the Licensor and that would require a different presentation if it had occurred prior to the submission of the licensing documentation.
Significant Influence	<p>The power to participate in the financial, operating and/or sporting policies of an entity whether by means of share ownership, voting power, constitutional documents (e.g. statutes), agreement and/or otherwise, but without having Control over that entity either on its own or as part of a Joint Venture.</p> <p>Examples include a party:</p> <ol style="list-style-type: none"> holding, directly or indirectly, between 20% and 50% of the shareholders' or members' voting rights in an entity; having the ability to influence the appointment or removal of members charged with the governance of an entity (e.g. any administrative, management or supervisory bodies of an entity); being a minority shareholder or a member of the entity and alone, pursuant to an agreement entered into with other shareholders or members of the entity or by any other means, being able to exercise any Significant Influence; and/or providing in one reporting period - either alone or in aggregate with parties under the same ultimate controlling party or government (excluding the AFC, its own AFC Member Association and any affiliated league) - 30% or more of the entity's total revenue for that reporting period.
Stadium	<p>Any stadium at which a match is played. For the avoidance of doubt, this includes:</p> <ol style="list-style-type: none"> the entire premises (to the extent that a valid accreditation card or ticket is required in order to gain access) of a stadium facility inside the outer stadium perimeter fence and (on

	<p>matchdays and any day on which any official training takes place within the stadium) the aerial space above such stadium premises;</p> <p>(ii) parking facilities;</p> <p>(iii) VIP and hospitality areas (including any hospitality village);</p> <p>(iv) concession areas;</p> <p>(v) commercial display areas;</p> <p>(vi) buildings;</p> <p>(vii) the field of play;</p> <p>(viii) the media tribune;</p> <p>(ix) any broadcast compound;</p> <p>(x) the stadium media centre;</p> <p>(xi) the press conference room;</p> <p>(xii) the mixed zone;</p> <p>(xiii) any stands; and</p> <p>(xiv) any areas beneath the stands.</p>
Statutory Closing Date	The annual accounting reference date of the Reporting Entity.
Subsequent Events	Events or conditions occurring after the licensing decision.
Subsidiary	An entity, including an unincorporated entity such as a partnership that is Controlled by another entity (known as the Parent).
Supplementary Information	Financial information to be submitted to the Licensor in addition to the financial statements if the minimum requirements for disclosure and accounting are not met. 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.
Training Facilities	The venue(s) at which a club’s registered players undertake football training and/or youth development activities on a regular basis.
<p>For the purposes of these Regulations, and provided the context so permits:</p> <p>a) the singular shall include the plural and vice-versa;</p> <p>b) the masculine gender shall include the feminine and vice-versa;</p> <p>c) references to natural persons shall include any legal person or corporation; and</p> <p>d) d) all defined terms, unless otherwise stated herein, shall bear the same meaning as ascribed to them in the Statutes.</p>	

For the purposes of these Regulations, and provided the context so permits:

- a) the singular shall include the plural and vice-versa;
- b) the masculine gender shall include the feminine and vice-versa;
- c) references to natural persons shall include any legal person or corporation; and

all defined terms, unless otherwise stated herein, shall bear the same meaning as ascribed to them in the AFC Statutes and the AFC Competition Operations Manual.

Article 1 : Introduction and Scope of Application

- a) These Regulations have been adopted by the AFC Executive Committee in accordance with the AFC Statutes.
- b) These Regulations apply whenever expressly referred to in specific regulations and other rules governing club competitions to be played under the auspices of the AFC.
- c) These Regulations govern the rights, duties and responsibilities of all parties involved in the AFC club licensing system and define in particular:
 - a. the minimum requirements to be fulfilled by an AFC Member Association in order to act as a Licensor for its clubs, as well as the minimum procedures to be followed by the Licensor in the assessment of the Club Licensing Criteria;
 - b. the Licence Applicant and the Licence required to enter the relevant AFC club competition(s); and

the minimum sporting, infrastructure, personnel and administrative, legal and financial criteria to be fulfilled by a club in order to be granted a Licence by a Licensor as part of the admission procedure to enter the relevant AFC club competition(s).

Article 2 : Objectives

These regulations aim to:

- a) Safeguard the credibility and integrity of all club competitions in Asia;
- b) Allow the development of benchmarking for clubs in sporting, infrastructure, personnel and administrative, legal and financial related criteria throughout Asia.
- c) Continuously improve the standard of all aspects of football and futsal in Asia and to give priority to the training and care of young players in every club;
- d) Ensure that clubs have an adequate level of management;
- e) Improve the financial capability of the clubs, increasing their transparency and credibility and place the necessary importance on the protection of creditors and to ensure that clubs settle their liabilities with employees, social/tax authorities and other club punctually;
- f) Improve clubs' sporting infrastructure to provide the various stakeholders with well-equipped and safe stadiums and facilities;

Article 3: Club Licensing Criteria

1. Subject to Article 3, the criteria defined in Articles 16 to 20 must be fulfilled by clubs in order for them to be granted a Licence to enter the relevant AFC club competition(s).
2. The criteria described in Articles 16 to 20 are graded into “A”, “B” and “C” categories.

A – Club Licensing Criteria Gradation

These are mandatory criteria to be fulfilled by the Licence Applicant. If the Licence Applicant does not fulfill any of the A - Club Licensing Criteria, then it shall not be granted a Licence to enter the relevant AFC club competition(s).

B – Club Licensing Criteria Gradation

If the Licence Applicant does not fulfill any B – Club Licensing Criteria, then it shall be sanctioned as specified by the Licensor for non-fulfillment of these criteria, however, the Licence Applicant may still receive a Licence to enter the relevant AFC club competition(s).

C – Club Licensing Criteria Gradation

These Club Licensing Criteria are best practice recommendations.

3. It is recommended that the criteria set out in Annex 9 are fulfilled by clubs participating in national women’s club competitions with the aim of encouraging the AFC Member Associations to implement a women’s club licensing system as part of their national club licensing regulations.
4. It is recommended that the criteria set out in Annex 10 are fulfilled by clubs participating in national futsal competitions with the aim of encouraging the AFC Member Associations to implement a futsal club licensing system as part of their national club licensing regulations.
5. The Licensor is free to increase the minimum requirements or to upgrade the criteria gradation established by the AFC for the purposes of entering AFC club competitions. The Licensor may also introduce additional Club Licensing Criteria not included in the AFC Club Licensing Regulations. For this purpose, any increase to the minimum requirements, upgrade of the criteria gradation or introduction of additional minimum Club Licensing Criteria shall not be inconsistent with these Regulations.

Where introduced by the Licensor in its national licensing regulations, any increased minimum requirements, upgraded criteria gradation or additional criteria will be applicable to enter the relevant AFC club competition(s).

Article 4: Exceptions Policy

The AFC General Secretariat may grant an exception to any provisions in these Regulations within the limit as set out in Annex 3.

Article 9: Licensor

- 1- The Licensor is an AFC Member Association and governs the club licensing system within its country/territory. The Licensor is obliged to use the Club Licensing Administration System (CLAS) to govern the club licensing system.
- 2- Each AFC Member Association must comply with Article 10, 1(n) of the AFC Statutes.
- 3- Under certain conditions as set out in Annex 2, an AFC Member Association may delegate the club licensing system to its affiliated league(s). The AFC Member Association shall remain liable and responsible for the proper implementation of the club licensing system regardless of any delegation.
- 4- The Licensor governs the licensing system, appoints the licensing bodies and determines the necessary processes.
- 5- The Licensor shall ensure that all applicable provisions defined in these Regulations are integrated into its national club licensing regulations which must be submitted in English to the AFC General Secretariat via the CLAS for accreditation according to the procedures defined in Annex 1.
- 6- In particular, the Licensor must:
 - a. establish an appropriate Licensing Administration as defined in Article 7;
 - b. establish at least two decision-making bodies as defined in Article 8;
 - c. set up a catalogue of sanctions as defined in Article 9;
 - d. define the core process as defined in Article 10;
 - e. assess the documentation submitted by the Licence Applicants, consider whether this is appropriate and define the assessment procedures as defined in Article 11;
 - f. ensure equal treatment of all clubs applying for a Licence and guarantee the clubs full confidentiality with regard to all information provided during the licensing process as defined in Article 12;
 - g. strictly follow the core process;
 - h. determine whether each criterion has been met and what further information, if any, is needed for a Licence to be granted;
 - i. comply with the AFC Club Licensing Quality Standard; and
 - j. comply with all the requirements set out in Annex 3.

Article 10: The Licensing Administration

- 1. The Licensor must appoint a licensing manager who is responsible for managing the Licensing

Administration.

- ϒ. The Licensor must notify the AFC in writing of the appointment of the Club Licensing Manager, and of any changes to such appointment.
- ϓ. The tasks of the Licensing Administration include:
 - a. preparing, implementing and further developing the club licensing system;
 - b. accessing and administering the CLAS;
 - c. providing training and support for Licence Applicants in using the CLAS;
 - d. providing administrative support to the decision-making bodies;
 - e. assisting, advising and monitoring the Licensees during the License Season;
 - f. informing the AFC of any event occurring after the licensing decision that constitutes a Significant Change to the information previously submitted to the Licensor; and
 - g. serving as the contact point for and sharing expertise with the licensing departments of other AFC Member Associations and with the AFC.

ξ- Within the Licensing Administration, at least one staff member or an external financial advisor must have a financial background and a diploma in accountancy/auditing recognised by the appropriate national body (IRI Ministry of Economic Affairs and Finance/IRI Audit Organization) or must have several years' experience in the above matters.

Article ϕ: The Decision-Making Bodies

- ϑ. The decision-making bodies are the First Instance Body and the Appeals Body. These bodies must be independent of each other and the Licensor.
- ϒ. The First Instance Body decides on whether a Licence should be granted to an applicant on the basis of the documents provided by the submission deadline set by the Licensor and on whether a Licence should be withdrawn upon the application of the licensing manager.
- ϓ. The Appeals Body decides on appeals and makes a final decision on whether a Licence should be granted or withdrawn.
- ξ. Appeals may only be lodged by:
 - a) a Licence Applicant who received a refusal from the First Instance Body;
 - b) a Licensee whose Licence has been withdrawn by the First Instance Body; or
 - c) the Licensor, the competent body of which must be defined (e.g. licensing manager).
- ο. The Appeals Body shall make its decision based only on the case file and evidence provided

by the Licence Applicant and Licensor before the First Instance Body. A request for appeal shall be made by the set deadline.

7. If an AFC Member Association has an independent arbitration tribunal specified in its statutes, then that tribunal shall be the final appellate authority. If the AFC Member Association does not have an independent arbitration tribunal, then the Court of Arbitration for Sport (CAS) shall be the final appellate authority. In this respect, particular attention must be paid to the relevant deadlines for entering the relevant AFC club competition(s).
8. Members of the decision-making bodies shall be elected or appointed in accordance with the relevant AFC Member Association's statutes and must:
 - a) act impartially in the discharge of their duties;
 - b) abstain if there is any doubt as to their independence from the Licence Applicant or if there is a conflict of interest. In this regard, the independence of a member may not be guaranteed if he/she or any member of his/her family (spouse, child, parent or sibling) is a member, shareholder, business partner, sponsor or consultant of the Licence Applicant;
 - c) not act simultaneously as licensing manager;
 - d) not belong simultaneously to a judicial statutory body of the Licensor;
 - e) not belong simultaneously to the executive body of the AFC Member Association or its affiliated league;
 - f) not belong simultaneously to the management personnel of an affiliated club; and
 - g) include at least one qualified lawyer and one qualified financial expert holding a qualification recognised by the appropriate national professional body

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

10- The decision-making bodies must operate according to the principles of natural justice and must as a minimum regulate the following standards:

- a) Deadlines (e.g., submission deadline, etc.);
- b) Safeguards of the principle of equal treatment;
- c) Representation (e.g., legal representation, etc.);
- d) The right to be heard (e.g., convocation, hearing);
- e) Official language (if applicable);
- f) Time limit for requests (e.g., calculation, notification, compliance, interruption, extension);
- g) Time limit for appeal;
- h) Effects of appeal (e.g., no delaying effect);
- i) Type of evidence requested;
- j) Burden of proof (e.g., Licence Applicant has burden of proof);
- k) Decision (e.g., in writing with reasoning, etc.);
- l) Grounds for complaints;
- m) Content and form of pleading;
- n) deliberation/hearings;
- o) Cost of procedure/administrative fee/deposit.

Article 8: Catalogue of Sanctions

1- To guarantee an appropriate assessment process, the AFC Member Association must:

- a) set up a catalogue of sanctions for the club licensing system to apply in respect of any non-compliance with the criteria referred to in Articles 16 to 20, Annex 2 or Annex 3 (as applicable), which may include a caution, a fine, the obligation to submit evidence or to fulfil certain conditions by a deadline; and
- b) refer to the national disciplinary regulations in respect of violations of the licensing regulations where appropriate (e.g. submission of false documents, non-respect of deadlines, sanctions against individuals, etc.).

Article 9: The Core Process

1. The Licensor must define the core process for the verification of the applicable criteria for issuing Licences.
2. The core process starts at a time defined by the Licensor and ends on submission of the List of Licensing Decisions to the AFC General Secretariat by the deadline fixed by the AFC.
3. The core process consists of the following minimum key steps:
 - a) distribution of the licensing documentation to the Licence Applicants;
 - b) return of the licensing documentation to the Licensor;
 - c) assessment of the documentation by the Licensing Administration;
 - d) assessment and decision by the decision-making bodies; and
 - e) submission of the List of Licensing Decisions to the AFC General Secretariat.
4. The deadlines for the above key process steps must be clearly defined and communicated to the clubs concerned in a timely manner by the Licensor.

Article 10: Assessment Procedures

1-The Licensor defines the assessment procedures, except those defined under these Regulations for which specific assessment processes must be followed as set out therein.

Article 11: Equal Treatment and Confidentiality

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

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

Article 12: Licence Applicant and Two-Year Rule

1- A Licence Applicant shall only be a football club, i.e., a legal entity fully responsible for a football team participating in national and international competitions which either:

- a) is a Registered Member of AFC Member Association and/or participates in its affiliated league(s); or
- b) is a football company which has a contractual relationship with a Registered Member.

2- At the start of the Licence Season, the membership and/or the contractual relationship must have lasted for at least two (2) consecutive years. Furthermore, the Licence Applicant must have participated in official national competitions for at least two (2) consecutive seasons.

3- Any change to the legal form, legal Group structure (including a merger with another entity or transfer of football activities to another entity) or identity (including headquarters, name or colours) of a Licence Applicant during this period to the detriment of the integrity of a competition or to facilitate 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.

Article 13: Responsibilities of the Licence Applicant

1- The Licence Applicant must provide the Licensor with:

- a) All necessary information and/or relevant documents to fully demonstrate that the licensing obligations are fulfilled; and
- b) Any other document relevant for decision-making by the Licensor.

2- This includes information on the Reporting Entity/Entities in respect of which sporting, infrastructure, personnel and administrative, legal and financial information is required to be provided.

3- Any event occurring after the submission of the licensing documentation to the Licensor representing a Significant Change to the information previously submitted must be promptly notified to the Licensor, especially a change of legal form, legal Group structure or identity.

Article 14: Licence

1. Clubs which qualify for an AFC club competition on sporting merit must obtain a Licence issued by their Licensor according to the AFC accredited club licensing regulations for that competition, except where Article 10 applies.

2. A Licence expires without prior notice at the end of the season for which it was issued.

3. A Licence cannot be transferred.

4. A Licence may be withdrawn by the AFC or the Licensor's decision-making bodies if:

- a) any of the conditions for the issuing of a Licence are not satisfied; or
- b) the Licensee violates any of its obligations under these Regulations and/or the AFC accredited club licensing regulations.

5. The AFC Entry Control Body shall make all final decisions in this regard. Such decisions shall be made in accordance with the Procedural Rules Governing the AFC Entry Control Body.

٦. As soon as a Licence withdrawal is envisaged, the AFC Member Association must inform the AFC General Secretariat accordingly.

Article ١٥: Extraordinary Application

١- If a club qualifies for an AFC club competition on sporting merit but has not undergone any licensing process at all or has undergone a licensing process which is lesser/not equivalent to the Licence required for the competition it became eligible for, the Licensor of the club concerned may on behalf of such a club request an extraordinary application of the club licensing system in accordance with Annex ٤.

٢- Based on such an extraordinary application, AFC may grant special permission to the club to enter the corresponding AFC club competition subject to the relevant AFC Club Competition Regulations. Such an extraordinary application applies only to the specific club and for the season in question.

٣- The AFC Entry Control Body shall make all final AFC decisions in this regard. Such decisions shall be made in accordance with the Procedural Rules Governing the AFC Entry Control Body.

Article 16: Sporting Criteria

S.11	AFC
Youth Teams	A
<ul style="list-style-type: none"> 1- The Licence Applicant must have at least one U19 or U16 or U14 women's youth team. 2- Each women's youth team must take part in official competitions or programmes played at national, regional or local level and recognised by the IRIFF. 	

S.12	AFC
Medical Care of Players and Technical Staff	A
<ul style="list-style-type: none"> 1- The Licence Applicant shall provide all players registered in the club with full access to medical support services. These shall include, but not limited to the following: 2- yearly medical examination including cardio vascular screening for all its players in its first squad; 3- yearly medical examination for all players above the age of 14. 	

S.13	AFC
Registration of Players	A
<ul style="list-style-type: none"> 1- All the Licence Applicant's players, including youth players above the age of 14, must be registered with the IRIFF and/or its affiliated league in accordance with the relevant provisions of the FIFA Regulations on the Status and Transfer of Players. 	

Article 17: Infrastructure Criteria

I.1	AFC
Approved Stadiums	A
<ul style="list-style-type: none"> • The Licence Applicant must have a Stadium available to play matches. The Licence Applicant either: <ul style="list-style-type: none"> a) owns the Stadium; or b) can provide a written contract with the owner of the Stadium it will use. This contract must guarantee the use of the Stadium for the AFC matches for the coming season, for which the Licence Applicant qualifies in sporting terms. • The Stadium must meet any requirements set by IRIFF. • The Stadium must be approved by the Licensor and located in the same city where the Licence Applicant is based. If the Stadium is not located in the Licence Applicant's base city, a justifiable reason should be provided. 	

I.2	AFC
Training Facilities – Availability	A
<ul style="list-style-type: none"> • The Licence Applicant must have Training Facilities available throughout the year. The Licence Applicant either: <ul style="list-style-type: none"> • owns the Training Facilities; or • shall provide a written contract with the owner of the Training Facilities. • It must be guaranteed that the Training Facilities can be used by all teams of the Licence Applicant during the Licence Season. 	

Article 11: Personnel and Administrative Criteria

P. 1	AFC
Club Secretariat	A
<ul style="list-style-type: none"> • The Licence Applicant must have an office space sufficiently spacious to run its administration with the required infrastructure. • The Licence Applicant must have appointed an adequate number of skilled secretarial staff according to its needs to run its daily business. • 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, email facilities and a website. 	

P. 2	AFC
Administrative Manager	A
<p>The Licence Applicant must have appointed a manager who is responsible for running its operative matters linked to women's football.</p>	

P. 3	AFC
Team Doctor	A
<ul style="list-style-type: none"> • The Licence Applicant must have appointed at least one doctor who is responsible for medical support of the women's first team during matches and training as well as for doping prevention. • The qualification of the Team Doctor must be recognised by the appropriate national health authorities. • The Team Doctor must be duly registered with IRIFF and/or its affiliated league. <p>Supplementary requirement: A minimum of one (1) personnel amongst the Medical Doctor and Physiotherapist must be female.</p>	

P. 4	AFC
Physiotherapist	A
<ul style="list-style-type: none"> • The Licence Applicant must have appointed at least one (1) Physiotherapist being responsible for medical treatment and massages for the women's first team during trainings and matches. • The qualification of the Physiotherapist must be recognised by the appropriate national health authorities. • The Physiotherapist must be duly registered with the AFC Member Association and/or its affiliated league. <p>Supplementary requirement: A minimum of one (1) personnel amongst the Medical Doctor and Physiotherapist must be female.</p>	

P. 5	AFC
Head Coach of Women's First Team	A
<ul style="list-style-type: none"> • The Licence Applicant must appoint a Head Coach with a valid coaching diploma/licence responsible for all football matters of the women's first team. • The Head Coach must: <ul style="list-style-type: none"> • hold the Minimum Coach Requirement (MCR) as stipulated by the AFC Competition Operations Manual; or • hold a Recognition of Experience and Current Competence (RECC) issued by AFC in compliance with the RECC regulations for cases where the Head Coach of the first team does not have the required certification as defined under (i) above ; or already have started the required education course, recognized by AFC, to achieve the required diploma as defined under (i) above. • The Head Coach must be duly registered with IRIFF and/or its affiliated league 	

P. 6	AFC
Youth Coaches	A
<ul style="list-style-type: none"> • 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 6(a) above. • The Youth Coach must hold the minimum qualification as defined by IRIFF which should not be below an AFC 'B' coaching certificate or its equivalence recognised and approved by AFC. • The Youth Coach must be duly registered with IRIFF and/or its affiliated league. 	

P. 7	AFC
Rights, Responsibilities and Duties	A
<p>The rights, responsibilities and duties of the Licence Applicant's personnel mentioned in items P. 5 to P. 6 must be defined in writing.</p>	

P. 18	AFC
Duty of Replacement During the Licensing Season	A
<ul style="list-style-type: none"> • If a function defined in items P. 17 to P. 16 becomes vacant during the season, the Licensee must ensure that, within a period of a maximum of sixty (60) days, the function is taken over by someone who holds the required qualification. • In the event that a function becomes vacant due to illness or accident, the Licensor may grant an extension to the sixty (60) day period only if reasonably satisfied that the person concerned is still medically unfit to resume duties. • The occurrence of vacancy and replacement must be notified to the Licensor within seven (7) working days of the respective event. 	

Article 19: Legal Criteria

L. 1	AFC
Declaration in Respect of Participation	A
<ul style="list-style-type: none"> • The Licence Applicant must submit a legally valid declaration confirming that: • it recognises as legally-binding the statutes, rules and regulations and decisions of FIFA, the AFC, its AFC Member Association and, if it exists as a separate legal entity, of its 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 AFC Statutes; • it recognises the exclusive jurisdiction of the Court of Arbitration for Sport (domiciled in Lausanne, Switzerland) for any dispute of international dimension and in particular involving FIFA and/or the AFC; • it recognises the prohibition on recourse to ordinary courts under the FIFA and AFC Statutes; • at the national level, it will play in competitions that are recognised and endorsed by its AFC Member Association (e.g. national championship, national cup); • at the international level, it will participate in competitions recognised and endorsed by the AFC and/or FIFA. To avoid any doubt, this provision does not relate to friendly matches; • it will abide by and observe the provisions and conditions of the national club licensing regulations; • its reporting perimeter is defined in accordance with Article 20, 1 of these Regulations and it will be accountable for any consequences of an entity included in the reporting perimeter not abiding by and observing this declaration; • all submitted documents are complete and correct; • it authorises the competent Licensor and the AFC to examine documents and seek information and, in the event of any appeal procedure, to seek information from any relevant public authority or private body according to national law; and • it acknowledges that the AFC reserves the right to execute compliance audits at the national level in accordance with Article 21, 3. • This declaration must be executed by an authorised signatory no more than three (3) months prior to the corresponding deadline for its submission to the Licensor. 	

L. ۲	AFC
Written Contract with Players	A
<p>The professional players of the Licence Applicants must have a written contract with the Licence Applicant in accordance with the relevant provisions of the FIFA Regulations for the Status and Transfer of Players (or for amateur players, a valid memorandum of understanding with the Licence Applicant) and shall incorporate all key provisions required by the relevant national law and of FIFA, the AFC, and the AFC Member Association.</p>	

L. ۳	AFC
LEGAL DOCUMENTS	A
<ul style="list-style-type: none"> • The Licence Applicant must submit the following documents: • a copy of its current company articles, constitution, statutes or similar- type governing document; • an extract from a public register (e.g. trade register) which demonstrates that the Licence Applicant is a legal entity which contains the following minimum information: <ul style="list-style-type: none"> a) registered name; b) popular name; c) address of headquarters; d) legal form; e) list of authorised signatories; and f) type of signature (e.g. individual, collective). • the agreement between the Licence Applicant and the relevant member which has the right to participate in affiliated competitions of IRIFF (if applicable). 	

Article ٧٠: Financial Criteria

F.٠١	AFC
Annual Financial Statements - Audited	A
<ul style="list-style-type: none"> • Regardless of the legal structure of the Licence Applicant, Annual Financial Statements based on the local legislation for incorporated companies shall be prepared and Audited by an independent auditor. • The Annual Financial Statement shall be in respect of the Statutory Closing Date immediately prior to the deadline for submission of the List of Licensing Decisions to AFC and must consist of: <ol style="list-style-type: none"> 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. • The Annual Financial Statements shall meet the minimum disclosure requirements and accounting principles set out in the AFC Club Licensing Financial Handbook. • If the Audited Annual Financial Statements do not meet the minimum disclosure requirements and accounting principles set out in the AFC Club Licensing Financial Handbook, then Supplementary Information must be prepared by the Licence Applicant and assessed by the auditor 	

F.٠٢	AFC
Annual Budget	A
<ul style="list-style-type: none"> • The Licence Applicant must submit its annual Budget before the start of the season. It should state the following: <ol style="list-style-type: none"> a) projected income for the coming Financial Year b) projected expenditure for the coming Financial Year c) all the sources of revenues and income projected for the coming Financial Year along with the amount d) all the sources of expenditures projected for the Financial Year along with the amount 	

F.٠٣	AFC
No Overdue Payables Towards Football Clubs, Employees and Social / Tax Authorities	A
<p>The Licence Applicant must prove that it has no overdue payables towards football clubs, employees and social / tax authorities, as set out in Criteria F.٠٣ and F.٠٤ under Article ٧٠ of these Regulations. For the purpose of this provision, the term 'employees' includes, but shall not be limited to, 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 under items P.٠٣ to P.٠٦ above.</p>	

Article ٢١: Final Provisions

١- Authoritative text and language of correspondence

All correspondence between the AFC and the Licensor and/or the Licensee must be in English and the AFC may ask the Licensor and/or Licensee for a certified translation of documents at their expense.

In the event of a discrepancy between these Regulations and AFC club licensing Regulations, AFC club regulations shall be authoritative.

These Regulations shall be implemented according to the IRIFF Statutes, IRIFF Disciplinary and Ethics Code and other IRIFF Regulations. In case of any discrepancy between these Regulations and any applicable IRIFF Regulations, these Regulations will be authoritative.

The headings used for the various Parts, Sections, and Articles of these Regulations are for convenience only and shall not be deemed part of the substance of these Regulations or to affect in any way the language of the provisions to which they refer.

These Regulations shall be issued in English and Persian. In the event of a discrepancy in translation between AFC Club Licensing Regulations and these Regulations, the AFC Club Licensing Regulations shall be authoritative.

٢- Annexes

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

٣. Compliance Audits

- a) The AFC and/or its nominated bodies/agencies reserve the right to, at any time, conduct compliance audits of the Licensor and Licence Applicant/ Licensee.
- b) Compliance audits aim to ensure that the Licensor, as well as the Licence Applicant/ Licensee, have fulfilled their obligations as defined in these Regulations and that the Licence was correctly awarded at the time of the final decision of the Licensor. Noncooperation of the Licensor or the Licensee to execute a compliance audit shall be referred to the AFC judicial bodies for its appropriate action.
- c) In the event of a discrepancy between these Regulations and the club licensing regulations of an AFC Member Association, these Regulations shall be authoritative.

٤- Disciplinary Procedures

Should the AFC discover that any licensing decision has been made in violation of the AFC Club Licensing Regulations; the AFC may refer the Licensor to the AFC judicial bodies for their further action in accordance with the relevant regulations.

٥- Implementing Provisions

The IRIFF shall take the decisions and adopt, in the form of directives, the detailed provisions necessary for implementing these Regulations. The IRIFF reserves the right to make amendments to any part of these Regulations for any reason whatsoever. Such amendments shall be duly communicated in due course.

٦- Matters Not Provided For

Matters not provided for in these Regulations shall be decided by the IRIFF Executive Board. Such decisions are final and binding and not appealable.

٧. Enforcement

- a) These Regulations were ratified by the IRIFF Executive Board and came into force immediately.
- b) These Regulations shall be applicable for the granting of Licences to participate in the AFC Women's Football commencing from the sporting season ٢٠٢٤/٢٥ onwards.

c) For the avoidance of doubt, the AFC Club Licensing Regulations Edition 2022 shall remain in force for the purposes of, and be applicable for, the granting of Licences to participate in the AFC Champions League and AFC Cup in the sporting season 2023/24.

Annex 1- Integration of the AFC Club Licensing Regulations into National Club Licensing Regulations

A. PRINCIPLE

In its National Club Licensing Regulations, IRIFF must define the parties involved, its rights and duties, the criteria and the necessary processes in accordance with the AFC Club Licensing Regulations for entering the AFC and/ or National Club Competitions.

B. THE PROCESS

1- IRIFF must finalise the wording of the national club licensing regulations in English and submit it in CLAS (unless exempted by the AFC), to the AFC General Secretariat for review.

2- The IRIFF is responsible for ensuring, and must demonstrate to the AFC General Secretariat, that all applicable provisions of AFC club licensing regulations have been integrated in its national club licensing regulations. Exceptions may be granted by the AFC General Secretariat according to Article 4 of the AFC Club Licensing Regulations.

3- IRIFF is free to increase or introduce additional minimum criteria in its national club licensing Regulations for the purpose of entering the relevant AFC club competition(s).

4- Where introduced by the licensor in its national club licensing Regulations, any increased or additional minimum criteria shall apply to entry in the relevant AFC club competition(s).

5- IRIFF must confirm to the AFC General Secretariat that all provisions contained in the national club licensing regulations are in compliance with the applicable national law.

6- The AFC General Secretariat reviews the final version of the national club licensing regulations and accredits it by approving it on CLAS, which confirms that:

a) The applicable provisions of the AFC Club Licensing Regulations for the purpose of entering there relevant AFC Club Competitions are integrated in the national club licensing Regulations;

b) The licence issued by the competent national bodies according to the National Club Licensing regulations is based on the minimum criteria set out in Articles 16 to 20, of these Regulations.

7- The National Club Licensing Regulations must be approved by the IRIFF Executive Board and communicated to the Licence Applicants before the start of the licensing process and they cannot be amended during the latter process, unless duly approved by AFC.

Annex ٧: Delegation of Licensing and Monitoring Responsibilities to an Affiliated League

١. The AFC General Secretariat may approve any requests from A IRIFF to delegate or to withdraw licensing and monitoring responsibilities to/from its affiliated league(s) as specified in Article ٥,٧.

٢. Such well-founded requests can be made to the AFC General Secretariat at any time. All the requests presented to the AFC in writing before the start of the core process will be considered for effect in the following sporting season.

٣. The timing of such a request must be carefully considered. The AFC will not accept any request to delegate or to withdraw licensing responsibilities during the core process in order to ensure continuity.

٤. The AFC General Secretariat may approve a delegation request if it is satisfied that the league:

- a) is affiliated to the IRIFF and has accepted its statutes, regulations and the decisions of its responsible and competent bodies in writing;
- b) is responsible for running the top national championship;
- c) has submitted a written decision by the legislative body of its affiliated league to comply with the following obligations towards the AFC:

- i. to implement the Club Licensing Criteria according to the provisions of these Regulations and any future amendments thereto into national club licensing regulations;
- ii. to cooperate with the AFC and its nominated bodies/agencies for the purpose of club monitoring;
- iii. to grant the AFC and its nominated bodies/agencies full necessary access to verify the operation of the club licensing system and the decisions of the decision-making bodies at any time;
- iv. to allow the AFC and its nominated bodies/agencies to conduct compliance audits at any time of clubs that qualify for an AFC club competition(s);
- v. to accept any AFC decision made with regard to exceptions and/or compliance audits;
- vi. to issue the appropriate sanctions to the relevant parties according to the AFC's recommendations or decisions.

Annex 3: Exceptions Policy

A. PRINCIPLE

1. The AFC General Secretariat may, in accordance with Article 4, grant exceptions on the following matters:
 - a) non-applicability of a minimum requirement concerning the decision-making bodies or process defined in Article 5 due to national law or any other reason;
 - b) non-applicability of a minimum requirement concerning the core process defined in Article 9 due to national law or any other reason;
 - c) non-applicability of a minimum assessment procedure defined in Article 10 due to national law or any other reason;
 - d) non-applicability of a certain criterion defined in Articles 16 to 20, Annex 2 or Annex 3 (as applicable), due to national law or any other reason;
 - e) extension of the introduction period for the implementation of a criterion or a category of criterion defined in Articles 16 to 20, Annex 2 or Annex 3 (as applicable);
 - f) non-applicability of the two-year rule defined in Article 22, 3 in case of change of legal form or company structure of the Licence Applicant on a case by case basis.
2. Exceptions related to items a) to e) are granted to an IRIFF and may apply to all clubs which are registered with the relevant IRIFF and which submit a licensing application to enter the relevant AFC club competition(s). Exceptions related to item f) are granted to the individual club that applies for a Licence.
3. In principle an exception is granted for a period of one Licence Season. Under specific circumstances this period may be extended and the IRIFF may be placed on an improvement plan.
4. A renewal of the exception is possible upon a new request.

B. THE PROCESS

1. The AFC General Secretariat acts as the first instance decision making body on exception requests.
2. An exception request must be in writing, clear and well-founded.
3. Exceptions related to items defined under A (1) a) to e) must be submitted by the IRIFF to the AFC General Secretariat thirty (30) days prior to the start of the core process.
4. Exceptions related to the item defined under A (1) f) can be submitted at any time. A Licensor notified of the reorganisation or restructuring of an affiliated club (e.g. change of legal form, merger of clubs, split of club, liquidation or bankruptcy) is responsible for notifying the AFC General Secretariat accordingly as soon as it becomes aware of it.
5. The AFC General Secretariat shall exercise necessary discretion to grant any exception within the limits of these Regulations.

٦. The status and situation of football within the territory of the IRIFF will be taken into account when granting an exception. This encompasses, for example:
- a) size of the territory, population, geography, economic background, force majeure;
 - b) size of the IRIFF (number of clubs, number of registered players and teams, size and quality of the administration of the association, etc.);
 - c) the level of football (professional, semi-professional or amateur clubs);
 - d) status of football as a sport within the territory and its market potential (average attendance, TV market, sponsorship, revenue potential, etc.);
 - e) the AFC and FIFA ranking;
 - f) stadium ownership situation (club, city/community, etc.) within the association;
 - g) support (financial and other) from the national, regional and local authorities, including the national sports ministry;
 - h) protection of creditors;
 - i) legal Group structure and reporting perimeter;
 - j) club identity.
٧. The decision will be communicated to the IRIFF. The decision shall be in writing and state the reasoning. The AFC Member Association shall then communicate it to all Licence Applicants concerned.
٨. Appeals can be lodged against decisions made by the AFC General Secretariat in writing before the Court of Arbitration for Sport (CAS) in accordance with the relevant provisions laid down in the AFC Statutes.

Annex 4: Extraordinary Application of the Club Licensing System

1. The minimum licensing criteria applicable shall be the same as in Articles 16 to 20, Annex 9 or Annex 7 (as applicable) of these Regulations.

2. IRIFF must notify the AFC of any potential extraordinary applications in writing latest by 31 January preceding the season to be licensed.

3. IRIFF must provide the criteria for the extraordinary application to the club(s) concerned. They must prepare the club(s) concerned for the extraordinary application procedure.

4. The club(s) concerned must provide the necessary documentary proof to the IRIFF. The IRIFF will assess the club(s) against the minimum criteria in Articles 16 to 20, Annex 9 or Annex 7 (as applicable) of these Regulations.

5. The IRIFF shall forward the following (in English) to the AFC by the 30 April preceding the season to be licensed:

a) a written petition to the AFC Entry Control Body duly signed and dated by the club requesting it to grant a Licence to participate in the corresponding AFC club competition(s). Such request must provide:

- i. the name and address of the club;
- ii. the identity of any club(s) directly affected by its petition;
- iii. its full written argument with reference to the relevant regulations;
- iv. all documentary evidence provided to the IRIFF;

b) a recommendation by the IRIFF (including the dates and names of the persons that assessed the club);

c) any other documents requested by the AFC.

6. If during this extraordinary application procedure any such club is eliminated on sporting merit, the IRIFF concerned shall notify the AFC General Secretariat immediately, and the procedure will be immediately terminated, without further decision. Any such terminated procedure cannot be resumed or restarted at a later stage.

Annex ٧: Implementation of Licensing and Monitoring Requirements to Govern Participation in its National Competitions

٧. Each IRIFF is required to implement a club licensing system and monitoring requirements to govern participation in at least its national top division league. For this purpose, each IRIFF is free to increase, decrease, or introduce additional minimum criteria in its national club licensing regulations for the purpose of entering the national competition(s).

٨. For the purposes of implementing club licensing for participation in the national competition(s), the general principles of club licensing defined under Articles ٧ to ١٤ of these Regulations must be respected.

٩. In IRIFF, the licence applicants from at least the national top division league must comply with Article ١٢ of these Regulations. The AFC General Secretariat may grant an exception to the rule defined in Article ١٢, ٢ in case of a change of legal form or company structure of the licence applicant. The process for an exception request is defined under Annex ٧.B of these Regulations.

١٠. It is recommended that each AFC Member Association includes, as a minimum, all Club Licensing Criteria (as per Articles ١٦ to ٢٠ of these Regulations) graded ACGL B and higher as defined in these Regulations for its national top division league. These criteria can be adjusted by taking into consideration the status and situation of football in the relevant AFC Member Association.

١١. For the purposes of the national club licensing system in relation to the Club Licensing Criteria F.٧ and F.٨ (overdue payables), the IRIFF may adapt the dates as per the national competitions calendar, while preserving the general principles as established in these Regulations.

Annex A - Catalogue of Sanctions

CONTENT

Introduction and Scope of Application

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Article 5 – Types of Disciplinary Penalties

Article 6 - Notification and Execution of the Decision-Making Bodies and the Judicial Bodies of FFIRI Votes

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Article 10 – Distribution of Cash Penalties related to Club Licensing:

Article 11 - Disciplinary Penalties Table

Introduction and Scope of Application

This instruction is based on the AFC/National Club Licensing regulation and has been developed in order to establish unity of procedures in the evaluation of the clubs' documents in AFC/National Club Licensing System, prevention of inattention to the establishment of provided requirements, respecting of clubs' rights and investigation of their violations. Investigation of clubs' violations according to this instruction, the disciplinary regulations of the FFIRI and the AFC/National Club Licensing Regulations shall be effective from the date of notification of this instruction.

Article ١ – The Principle of Legality of Offences

- a) All clubs in National Pro, Division ١, Division ٢ league are required to participate in AFC/National Club Licensing System. Following Club Licensing Department invitation, License Applicants who sign the Application Form and Commitment Letter will be permitted to participate in Club Licensing System. In case of clubs' failure to participate in the Club Licensing System, they will be subject to legal act in accordance with provisions of this instruction.
- b) Those behaviors, acts, and activities of clubs constructing failure to implement and meet the requirements of the AFC/National Club Licensing System, inattention to deadlines, failure to answer to correspondences, etc., shall be subject to this instruction and other related rules and regulations.

Article ٢ – The Principle of Proportionality

- a) Adhering to the proportionality between the violation and the punishment is mandatory
- b) The Judicial Bodies of FFIRI shall decide on the disciplinary Measures to be applied to the club, based on the reports and suggestions received from the Decision-Making Bodies and Club Licensing Department Manager, this guideline, the disciplinary regulations of the FFIRI and the Club Licensing Regulations.
- c) In case of no provision related to violation of this instruction and other regulations, the Judicial Bodies of FFIRI will consult with the decision-making bodies and decide about the penalty, considering the followings:
 - ١) Type of offense
 - ٢) The severity and importance of the offense
 - ٣) Previous records of the related club in the National/AFC Club Licensing in the previous years
 - ٤) Number of repetitions of the offense in previous years
 - ٥) Number of offenses in the subject season.

Article ٣ – The Principle of Equal Treatment and Fair Audit

- a) The right is preserved for clubs to be audited fairly.
- b) All clubs at all level of competitions organized by the FFIRI or the Football League Organization, shall be equal before this the Club Licensing Regulation, this guideline, the disciplinary rules and regulations, and other rules and regulations. Any discrimination based on the club's standing in the upcoming competition tables, the current ethnic, local or geographical status, the significance or the number of fans of the club, or any other correspondance reason that could be an exception, is unacceptable and prohobited.

Article ٤ - The Principle of Proceeding and Legality of Penalties

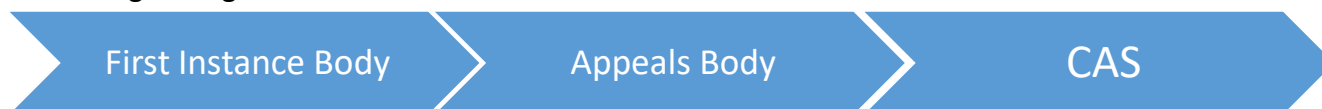
- a) Determination of penalties shall be in accordance with this guideline, the Club Licensing Regulation and the disciplinary rules and regulations of the FFIRI.
- b) Penalties shall be enforced based on the proposal of the Decision-Making Bodies to the Judicial Bodies of the FFIRI and by the issuance of a vote by the Judicial Bodies of the FFIRI.
- c) The Decision-Making Bodies in requirement auditing process and evaluation of related documents and proceeding of clubs' penalties, must observe the provisions of Club Licensing Regulation.

- d) In compliance with article 4 of Club Licensing Regulation, license granted or withdrawn is only within the authority of decision-making bodies. Judicial bodies of FFIRI shall not interfere in this matter.
- e) The Decision-Making Bodies can propose their suggestion for the application of disciplinary penalties to the Judicial Bodies of FFIRI, for decision-making. The License Applicant can Appeal
- f) to decisions issued by the Judicial Bodies. This right is preserved for the licence applicants who have been granted the related licence with sanction that would appeal against the applied sanction. Appeals to Disciplinary Committee decisions shall be reviewed and judged by the Appeal Committee of the FFIRI.
- g) Any decisions adopted by the Judicial Bodies should be in writing, with description of grounds and appeal process, and duly notified to License Applicant by the General Secretary of FFIRI.
- h) The Club Licensing Manager, has the authority to appeal against all and any decisions issued by the First Instance Body, independently from the club.
- i) The clubs are not authorized to submit new documents to the Appeal Body of Club Licensing Department or Appeal Committee of FFIRI and new documents shall not be accepted.

Stages of granting or withdrawn of the AFC Licence:



States of granting or withdrawn of the National Licence:



Stages of a Procedures for issuing votes on disciplinary offenses and appeals:



Article 6 – Types of Disciplinary Penalties

- a) **Notice:** reminder of a disciplinary rule which entails a legal warning to the violator indicating penalties in case of rules infringement in the future which must be duly notified to the offending club. Including but not limited to non-participation in official meetings, failure to respond to correspondences and Club Licensing Department correspondences, non-compliance with the provided deadlines, failure to submit the documents within documents completion deadlines, failure or defect in responses and documents submission, non-fulfilment of criteria and requirements shall be subject to Notice. Such Notices will be announced to the applicant clubs through official correspondence from the authorized officials of Football League Organization, FFIRI and Club Licensing Manager.
- b) **Cash Penalties:** The cash penalties applied to the offender clubs include the followings:
 - 1) Failure to pay attention to the Notices sent by the Club Licensing Department.
 - 2) Failure to participate in sessions that the License Applicant has been officially invited to by the related Departments.

- ۳) Submission of documents within fulfillment date on Club Licensing Administration System (CLAS)
 - ۴) Failure to participate in the National Club Licensing System.
 - ۵) Failure to meet any grade A criteria in the National Club Licensing System.
 - ۶) Failure to meet any grade B criteria in the AFC and National Club Licensing System.
- c) According to the type and severity of the violation the following Penalties can be applied along with cash fines. In this case, the ban shall remain until full payment of the cash fine.
 - ۱) Ban from holding matches in a particular stadium: Banning the club from holding its related matches in a particular stadium
 - ۲) Holding matches in a neutral stadium: One or several matches of a club or the entire matches of one season of a club shall be held in a stadium within a neutral province.
 - ۳) Ban from transfers: Banning a club from registration of a new player (Domestic and /or international) in the defined deadline.
 - ۴) Return of Awards/Financial Aids: All received awards and benefits.
 - ۵) Deduction of the spectators' numbers of the related team.
 - ۶) Deduction of Points: Deduction of points gained or will be gained by the club in the future.

Article ۶ - Notification and Execution of the Decision-Making Bodies and the Judicial Bodies of FFIRI Votes

- a) The provisions of the minutes of the votes issued by the the Decision-Making Bodies and the Judicial Bodies of FFIRI, shall be notified to clubs in accordance with the pre-issued timetable.
- b) All and any the Decision-Making Bodies votes shall be notified to clubs only with the signature of the General Secretary of the FFIRI.
- c) All votes issued for repetition and continuance of a violation or proving inattention in the establishment of related requirements or lack of intention for the establishment of them, are final.
- d) The secretariat of the Club Licensing Department shall be responsible for following up on the execution of the votes issued by any Judicial Bodies.
- e) The votes and decisions shall be executed immediately after notification.
- f) If the decision is overturned in the appeal phase and a new decision is issued, the interpretation of the decision in the overturned part is the responsibility of the Appeal Committee of the FFIRI.
- g) The copy of the Judicial Bodies' votes will be sent to the Secretary General of the FFIRI for notification to the relevant committees and cooperation in the implementation of the votes. In this regard, all affiliated committees and departments in Football League Organization and the FFIRI are required to act on the announced bans and disciplinary cases.
- h) Regard to all defined deadlines in this instruction notification, implementation, sent dates and etc. are considered as deadlines and since the criteria for evaluating the clubs' actions is the AFC website calender therefore, in all cases, the number of days shall be computed regardless of holidays or working days, and all days shall be counted. In other words, no national administrative or official holiday is an exception not counted in the deadlines and shall be counted as part of the deadline.

Article ۷- Refrainment from the execution of decisions and punishments and failure to cooperate with the Judicial Bodies

All clubs subject to the Club Licensing Regulation and this guideline are bound and required to execute and follow orders and votes issued by the official authorities and the Judicial Bodies of the FFIRI in accordance with disciplinary rules and regulations.

The club's unjustified refrainment to the announcement of the vote, which may be in the form of automation system and/or face-to-face and/or any other way, constitutes the notification of the vote, and the deadline for appeal and re-evaluation is calculated from the date of notification of the vote. if the club refrains from acknowledging this:

- a) A cash penalty of an amount of at least ٥٠٠,٠٠٠,٠٠٠ Rials shall be applied and an at most ٣٠ days deadline shall be given to the club for the implementation of the financial or non-financial vote and decision. Despite of any circumstances, the mentioned deadline shall never be extended,
- b) Refrainment or negligence in execution of the votes and decisions in the defined deadlines, shall be subject to a points deduction or relegation to lower divisions.

Article ٨- The Principle of Confidentiality

- a) All and any parties involved in the administrative, decision making, the Judicial Bodies, and others within the Club Licensing System, shall fully observe and comply with the principle of confidentiality and shall not disclose confidential information, documents and papers, they have had access to due to their position unless rules and regulations or competent judicial bodies order them to disclose such information.
- b) Any disclosure of the process of proceeding and evaluation of documents until decision-making announcement by the decision-making bodies, Club Licensing Department and the Judicial Bodies of the FFIRI is prohibited and shall be construed as disclosure of confidential information.
- c) The chairman and all members of the Decision- Making Bodies, the members of the Club Licensing Department of FFIRI, while fully observing the principle of confidentiality and neutrality, should refrain from making any comments about the case or its content and doing any interview with the media before decision-making announcement. Following decision-making announcement and in case of any need for responses or interpretation of the vote or decision, preferably should be done through the official website of the FFIRI, in cooperation with FFIRI.
- d) In case of violating these rules and regulations and non-compliance with the principle of confidentiality, the Judicial Bodies shall act against the violator in accordance with the rules and regulations.
- e) All persons subject to these regulations are obliged to inform the officials and competent authorities of the FFIRI or the Football League Organization without any delay if they are informed of any violation of the rules by the members.
- f) Publication of final decisions and votes is necessary and they should be published and notified to the club in writing and through the automated administrative system of the FFIRI and/or the Football League Organization. Publication of the judgment or decision before official notification to the club, by any person, is generally prohibited and construed and considered as a disclosure of confidential information.

Article ٩ – Matters Not Provided for

Concern to matters not provided for in this instruction, the Judicial Bodies shall refer to the Disciplinary Rules and Regulation of the FFIRI, the Club Licensing Regulation, the Decision-Making Bodies and in case of need, shall make inquiries to AFC before decision making

Article ١٠ – Distribution of Cash Penalties related to Club Licensing:

The FFIRI and the Football League Organization are obliged to distribute the fines received through this regulation for the development of basic football and education in underprivileged areas. The Club Licensing Department supervises the proper implementation of this clause.

Article ١١ - Disciplinary Penalties Table

١) Cash Penalties: issues subject to cash penalties include the followings:

- a) After receiving written notice No.١ from the Club Licensing Department about a particular subject in a season, the club shall have to pay a cash penalty of ١٥٠,٠٠٠,٠٠٠ Rials.
- b) After receiving written notice No.٢ from the Club Licensing Department about a particular subject in a season, the club shall have to pay a cash penalty of ٢٥٠,٠٠٠,٠٠٠ Rials.
- c) After receiving written notice No.٣ or more from the Club Licensing Department about a particular subject in a season, a cash penalty of ٣٠٠,٠٠٠,٠٠٠ Rials for each notice shall be added to the ٢٥٠,٠٠٠,٠٠٠ Rials cash penalty.
- d) In case of non-participation of club's representative in the meetings where the License Applicant has been officially has been invited by the Club Licensing Department, the club shall have to pay a cash penalty of ٣٥٠,٠٠٠,٠٠٠ Rials.
- e) In case of submission of the documents after the Fulfillment Date on the Club Licensing Administration System (CLAS), the club is obliged to pay a Penalty of ٣٥٠,٠٠٠,٠٠٠ Rials for each A category criterion.
- f) The penalty for not obtaining a license for clubs that are required to participate in the National Club Licensing System includes:
 - I. Failure to obtain a National License for the first year in the National Pro League, in addition to the penalties listed in table one, leads to a deduction of three(٣) points and a ban on employing foreign players.
 - II. Failure to obtain a National License for the second year in the National Pro League, in addition to the penalties listed in table one, leads to a deduction of six(٦) points and a ban on employing foreign players.
 - III. Failure to obtain a National License for the third year in the National Pro League, in addition to the penalties listed in table one, leads to relegation to division one(١) and a ban on employing foreign players.
 - IV. Failure to obtain a National License for the first year in Division ١/Division ٢, in addition to the penalties listed in table one, leads to a deduction of three(٣) points and a ban on employing foreign players.
 - V. Failure to obtain a National License for the second year in Division ١/Division ٢, in addition to the penalties listed in table one, leads to a deduction of six(٦) points and a ban on employing foreign players.
 - VI. Failure to obtain a National License for the third year in Division ١/Division ٢, in addition to the penalties listed in table one, leads to relegation to lower divisions and a ban on employing foreign players.

Note: Given that usually the results of obtaining a license are announced at the end of the season every year; Related penalties such as points deduction will be applied for the next season. The relegation of the club to a lower division in based on sports merit shall not hinder the implementation of the penalties of this regulation.

Table ١: Cash Penalties of National Club Licensing System Table

Regulation	First Year	Second Year	Third Year
National Pro League Football	A cash penalty of ٧٠٠,٠٠٠,٠٠٠ Rials shall be applied for failure to fulfill each grade A and B criteria	A cash penalty of ١,٠٠٠,٠٠٠,٠٠٠ Rials shall be applied for failure to fulfill each grade A and B criteria	A cash penalty of ١٣,٠٠٠,٠٠٠,٠٠٠ Rials shall be applied for failure to fulfill each grade A and B criteria
Division ١	A cash penalty of ٣٠٠,٠٠٠,٠٠٠ Rials shall be applied for failure to fulfill each grade A and B criteria	A cash penalty of ٥٠٠,٠٠٠,٠٠٠ Rials shall be applied for failure to fulfill each grade A and B criteria	A cash penalty of ٨٥٠,٠٠٠,٠٠٠ Rials shall be applied for failure to fulfill each grade A and B criteria
Division ٢	A cash penalty of ١٥٠,٠٠٠,٠٠٠ Rials shall be applied for failure to fulfill each grade A and B criteria	A cash penalty of ٢٥٠,٠٠٠,٠٠٠ Rials shall be applied for failure to fulfill each grade A and B criteria	A cash penalty of ٥٠٠,٠٠٠,٠٠٠ Rials shall be applied for failure to fulfill each grade A and B criteria
National Pro League futsal		A cash penalty of ٥٠٠,٠٠٠,٠٠٠ Rials shall be applied for failure to fulfill each grade A criteria	A cash penalty of ٨٥٠,٠٠٠,٠٠٠ Rials shall be applied for failure to fulfill each grade A criteria