



# CLUB LICENSING REGULATIONS FOR NATIONAL COMPETITION



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**Article 1**  
**INTRODUCTION AND SCOPE OF APPLICATION**

1. The regulations outlined herein are adopted in accordance with the provisions of Article 74<sup>o</sup> of the FFTL Statute.
2. These regulations are designed for clubs participating in National or Domestic Competitions organized by FFTL and LFTL.
3. These regulations are enforced in compliance with the AFC Club Licensing Regulations.
4. These regulations define the rights, obligations, and responsibilities of all parties within the AFC Club Licensing System or CLAS (Club Licensing Administration System) as follows:
  - a) The minimum requirements considered by FFTL in line with the National Club Licensing Regulations, serving as licensors to the clubs, and adhering to the minimum procedures in evaluating Club Licensing Criteria.
  - b) Applicants or clubs seeking to participate in official competitions organized by FFTL or LFTL must apply for National Club Licensing as specified in these regulations.
  - c) Clubs must satisfy minimum requirements in categories such as Sporting, Infrastructure, Personnel and Administration, Legal, and Financial, to receive recognition and licensing from the relevant Competition Licensor.

**Article 2**  
**OBJECTIVES**

1. The objectives of this regulation are as follows:
  - o To safeguard the credibility and integrity of clubs in National and International Competitions.
  - o Allow the development of benchmarking of clubs Sporting, Infrastructure, Personnel and Administration, Legal, and financial aspects relevant.

- To continue promoting standard in football aspects domestically and internationally, and to prioritize training and care to Youth Players in each club.
- To ensure that all clubs attain an adequate level of management.
- To improve the financial capacity of clubs, increase transparency and credibility, and demonstrate the necessary importance for the protection of creditors and to ensure that clubs fulfill obligations and responsibilities towards their employees, social/fiscal authorities, and other clubs at all times.
- Improve the sporting infrastructure of clubs to provide stakeholders with well-prepared and secure stadiums and facilities.

### **Article 3**

#### **CLUB LICENSING CRITERIA**

1. The Club Licensing Criteria are defined in accordance with the National Club Licensing Regulations and are categorized into grades 'A', 'B', and 'C'.

##### **Grade A - Club Licensing Criteria**

These criteria are obligatory for License Applicants. Failure to meet any Grade A criteria will result in the denial of a license to participate in relevant competitions.

##### **Grade B - Club Licensing Criteria**

If a License Applicant does not satisfy any Grade B criteria, they will be subject to specific sanctions from the Licensor. However, the Club License Applicant may still be granted a license to participate in relevant competitions.

##### **Grade C - Club Licensing Criteria**

These Club Licensing Criteria are intended as recommendations for best practices.

2. These criteria apply to Women's Clubs: 1st Division and 2nd Division.
3. These criteria apply to Futsal Clubs: 1st Division and 2nd Division.
4. The Licensor will publish the License criteria for clubs as outlined in the National Licensing Regulations.

5. Club License Criteria should establish minimum requirements that align with the circumstances and conditions of clubs within the country.

#### **Article 4 LICENSOR**

1. Club licensing is overseen by the AFC, and the club licensing system is also governed by the AFC. The licensor must use CLAS to regulate the club licensing system.

2. The licensor regulates the licensing system, appoints the licensing body, and establishes the necessary procedures.

3. The licensor must ensure that the relevant provisions outlined in these regulations are incorporated into the national club licensing regulations, which must be presented in the appropriate language.

4. Specifically, the licensor must:

a) establish a suitable Licensing Administration as defined in Art. 5;

b) establish at least two decision-making bodies as defined in Art. 6;

c) create a catalogue of sanctions;

d) define the Core process as outlined in Art. 7;

e) assess the documentation submitted by License Applicants, categorize them as appropriate or inappropriate, and define the evaluation procedure in accordance with Art. 8;

f) ensure equal treatment for all clubs applying for a license and ensure complete confidentiality of all information provided by clubs during the licensing process as defined in Art. 9;

g) adhere to a rigorous Nucleus process;

h) determine how each criterion is met and any additional information required to obtain a License.

**Article 5**  
**THE LICENSING ADMINISTRATION**

1. FFTL must designate a Licensing Manager who is accountable for the licensing administration.
2. The Licensing Administration has the following responsibilities:
  - a) to prepare, implement, and enhance the club licensing system;
  - b) to access and manage CLAS;
  - c) Providing training and support to the License Applicants or Clubs in utilizing the CLAS system;
  - d) Providing administrative support to decision-making bodies;
  - e) Assisting, Advising and monitoring the Licensees during the License Season;
  - f) Informing the AFC of any significant changes in information after the Licensing decision has been made;
  - g) Serving as a liaison office to share relevant information with the AFC.
3. Within the Licensing Administration, at least one staff member or an external financial consultant must hold a recognized qualification in accounting/auditing from the national body (National Accounting Association) or possess relevant experience in the field for a minimum of two years.

**Article 6**  
**THE DECISION-MAKING BODIES**

1. The decision-making bodies consist of the First Instance Body and the Appeal Body. These bodies must be independent.
2. The First Instance Body is responsible for deciding on document deadlines and issuing licenses.
3. The Appeal Body will make final decisions upon receiving complaints from applicants. These complaints include:
  - a) License applicants rejected by the First Instance Body;
  - b) License holders whose licenses are revoked by the First Instance Body; or

c) Licensor, competent bodies as defined (such as the Licensing Manager).

5. The Appeal Body will decide based on the decisions of the First Instance Body and solely on the evidence presented by License Applicants or Licensing Authorities. The Appeal Body must act within the established deadline.

6. Members of the decision-making bodies are appointed by the FFTL Executive Member in accordance with the FFTL Statute art. 74<sup>0</sup>. Members of the Decision-Making Bodies shall not be involved in any other entity such as FFTL, LEAGUE BODY, or Clubs.

a) Act impartially in their duties;

b) Abstain when there is any suspicion regarding an Independent Member with a License Applicant or in the case of a conflict of interest. In this regard, independence from members or their family (spouse, recent relative, mother, father, or sibling), who are members, shareholders, business partners, sponsors, or consultants of the License Applicant, cannot be guaranteed.

c) Not act simultaneously as a Licensing Manager;

d) Not be included simultaneously in statutory judicial bodies.

e) Not be included simultaneously in executive bodies of FFTL or its affiliated leagues.

f) include at least one qualified lawyer and one qualified financial expert holding a qualification recognized by the appropriate national professional body.

7. The quorum of the Decision-Making Bodies must at least three (3) members. In case of a tie, the Chairperson has the casting vote.

8. The decision-making bodies must operate according to the principles of natural justice and must regulate according to the following standards:

a) Deadlines (e.g., submission deadlines, etc.);

b) Safeguard of the principle of equal treatment;

c) Representation (e.g., legal representation, etc.);

d) The right to be informed (e.g., convocation, hearing);

e) Official language (If applicable);



- f) Time limitation for requests (e.g., calculation, compliance, interruption, extension);
- g) Time limitation for appeals;
- h) Effect of appeals (e.g., no delay effect);
- i) Type of evidence requested;
- j) Burden of proof (e.g., License 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/hearing;
- o) Procedural costs/administrative fees/deposit.

**Article 7**  
**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 14 to 18 (as applicable), which may include a caution, a fine, the obligation to submit evidence or to fulfil certain conditions by a deadline.
- 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).

**Article 8**  
**THE CORE PROCESS**

1. The Licensor must define the core process for the verification applicable criteria for issuing Licenses.

2. The core process shall commence at a time determined by the Licensee and shall conclude upon submission of the License Decision List to the FFL General Secretariat within the deadline set by the Licensing Manager.

3. The core process shall include at least the following essential steps:
  - a) Distribution of licensing documentation to License Applicants;
  - b) Return of licensing documentation to the Licensor;
  - c) Evaluation of documentation by the Licensing Administration;
  - d) Evaluation and decision by the decision-making body;
  - e) Submission of the License Decision List to the FFTL General Secretariat.
4. The deadlines for these core process steps must be clearly defined and communicated to relevant clubs by the Licensor.

**Article 9**  
**ASSESSMENT PROCEDURES**

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 10**  
**EQUAL TREATMENT AND CONFIDENTIALITY**

1. The Licensor shall ensure equal treatment of all License Applicants during the core process.
2. The Licensor shall guarantee the License Applicants full confidentiality with regard to all information submitted during the License process. Anyone involved in the licensing process or appointed by the Licensor shall sign a confidentiality agreement before assuming their task.

**Article 11**  
**LICENSE APPLICANT AND TWO-YEAR RULE (2)**

1. The License Applicant shall be only a football club, i.e., a legal entity solely responsible for a football team participating in national and international competitions, which:
  - a) is a registered member of FFTL and/or participates in its affiliated leagues; or LFTL

b) is a football company which has a contractual relationship with a registered member.

2. The membership or contractual relationship must have existed at the start of the licensing process for two consecutive years.

3. Any change in legal form, Group structure (including merger with another entity or transfer of football activities to another entity), or identity (including headquarters, name, or colors) of the License Applicant during this period, which compromises the integrity of the competition or facilitates the License Applicant's qualification for a competition on sporting merit or receipt of a License, shall be deemed as an interruption of membership or contractual relationship (if any) under the interpretation of this provision.

## **Article 12 RESPONSIBILITY OF THE LICENSE APPLICANT**

1. The License Applicant must provide to the Licensor:

- a) All relevant information/documents demonstrating that the licensing obligations are fulfilled; and
- b) Any other relevant documents for decision making by the Licensor.

2. This includes information regarding the Entity/Company related to sporting, infrastructural, personnel and administrative, legal, and financial information that must be provided.

3. Any event that occurs after the submission of the licensing documentation to the Licensor that represents a significant change from the previously submitted information must be immediately communicated to the Licensor, especially changes in legal form, Group structure, or identity.

## **Article 13 LICENSE**

1. Clubs classified for the First Division and Second Division must mandatorily apply for a License.

2. There are two categories of licenses:

- a) International License, which is the application for AFC Club Licensing. Only First Division clubs are eligible to apply for this license.
  - b) National License, which is the application for National or Domestic Club Licensing. First and Second Division clubs are obligated to apply for this license when participating in the Timor-Leste League.
3. Licenses will be granted when clubs apply and meet the requirements set by the Licensor.
  4. The issued license will be valid for one year during the competition season.
  5. The license is not transferable to other clubs.

## **Article 14 SPORTING CRITERIA**

### **1. Youth Team**

- a) The License Applicant or Club must have at least an Under-17 Youth Team.
- b) Must be registered with the Football Association Member.
- c) Must participate in National, Regional, and Municipal Youth Competitions.

### **2. Medical Certificate for Players**

The Club or License Applicant must provide medical assistance to registered players, including:

- a) Valid medical examination/report for players (Football Team) for one year.
- b) medical insurance for players.

### **3. Player Registration**

The Club or License Applicant must register its players with FFTL or LIGA or Football Association in Municipalities and any player transfers must comply with the Competition Regulations of FFTL or LFTL.

- a. Must register a Senior Team Player List including relevant player documents.
- b. Must register a Youth Team Player List including relevant player documents.

**Article 15**  
**PERSONNEL AND ADMINISTRATION CRITERIA**

**1. Head Coach**

a. The Club or License Applicant must have an agreement or contract with the Head Coach who holds a valid certificate or license and has maximum responsibility for the team and all football-related matters.

b. The Head Coach must:

- Have undergone minimum Coaching Training as per the Coaching Manual.
- Hold a License or Certificate with the required RECC Type recognized by the AFC.
- Hold at least a "B" License for Domestic or National Competitions.

**2. Youth Team Coach**

a. The Club or License Applicant must have an agreement or contract with the Youth Team Coach who holds a valid certificate or license and will be responsible for the Youth Team and other matters related to football.

b. The Youth Team Coach must:

- Have undergone minimum Coaching Training as per the Coaching Manual.
- Be qualified and experienced in Youth Training.
- Hold a License or Certificate with the required RECC Type recognized by AFC.
- Hold at least a "C" License for Domestic or National Competitions.

**3. Racial Equality Practice**

a. The Club or License Applicant must establish a policy to combat racism in football. Everyone, including players and staff from the Club or License Applicant, must adhere to this policy by signing a policy document.

**4. Replacement Duty during Licensing Season**

a. If a defined function in the Regulations is not used during a period, the Licensee must ensure that for a maximum of sixty (60) days it operates for other qualified clubs.

b. In the event of an unused or disabled function due to illness or accident, the Licensee may extend the sixty (60) day period only when agreed with a medical report indicating the inability to continue work.

c. Unused or disabled function events and replacements must be reported to the Licensee within seven (7) days of the respective event.

#### **5. Club Office**

a. The Club or License Applicant must have sufficient office space for administrative work.

b. The Club or License Applicant must contract qualified staff to manage the Club's administration.

c. The club office must be open for communication with the Licensee and the public, at least through telephone, fax, email, and other electronic platforms.

#### **6. General Manager**

a. The Club or License Applicant must appoint a General Manager responsible for running the club or (operational matters).

b. The appointment must be made by the appropriate entity (e.g., Executive Council) of the License Applicant.

#### **7. Medical Staff**

a. The Club or License Applicant must appoint or contract at least one doctor responsible for providing medical assistance during games and training, including doping prevention.

b. The Doctor's/Medical qualifications must be recognized by the national health authority.

c. The Doctor/Medical Staff must be registered with the Member Association or affiliated League.

#### **8. Physiotherapy**

a. The Club or License Applicant must appoint or contract at least one physiotherapist responsible for medical treatment and massages for the team during training and games.

b. The Physiotherapy qualifications must be recognized by the national health authority.

c. The Physiotherapist must be registered with the Member Association or affiliated League.

**Article 16**  
**LEGAL CRITERIA**

**1. Declaration for participation in the League Competition**

Clubs or License Applicants must submit a legally valid declaration confirming that:

- a. The statutes, rules, and regulations must be recognized by Member Associations and the Football League and Entities.

The declaration must receive Authorization and Signature from the Club's Structure, by at least three individuals.

**2. Legal Documents**

Clubs or License Applicants must submit the following documents as follows:

- a) Current copy of the company's articles, constitution, statutes, or government documents;
- b) public registry (e.g., commercial registry) demonstrating that the License Applicant is a legal entity with minimum information as follows:
  - i. Registered name;
  - ii. Known name.
  - iii. Headquarters address
  - iv. Legal form.
  - v. List of signatures of Authorization;
  - vi. Type of signature (e.g., individual, collective).

(where applicable) agreement between the License Applicant and the relevant member who has the right to participate in affiliated competitions of the AFC Member Association.

**3. Written Contract with Professional Players.**

Professional players from the License Applicant must have a written contract with the License Applicant in accordance with the relevant provisions of the FIFA Regulations on the Transfer of Players and must incorporate all the principal provisions required by relevant national law and by FIFA, AFC, and FFTL.

## **Article 17 INFRASTRUCTURE CRITERIA**

### **1. Approved Stadiums for Domestic Competition**

1. License Applicants must have a Stadium available for domestic or league competitions

- a) owned by the Club (License Applicant); or
- b) Able to provide a contract between the Club (License Applicant) and the Government to use a Stadium owned by the National Government.

2. The Stadium must comply with the requirements expressly mentioned by:

- a) AFC Stadium Regulations; and
- b) respective AFC club competition regulations/Competition Operation Manual AFC.

3. The Stadium must receive approval from the Licensor and be located in the same city as the base of the License Applicant. If the Stadium is not located in the city of the License Applicant's base, a justifiable reason must be provided.

### **2. Player Development Training Facilities (Minimum Infrastructure)**

Player Development Training Facilities must include:

- a) Training facilities in an indoor area
- b) Training facilities in an outdoor area
- c) changing rooms; and
- d) medical room or first aid access room at the training site.

## **Article 18 FINANCIAL CRITERIA**

### **1. Audited Annual Financial Declaration**



1. Regardless of the legal structure of the License Applicant, the Annual Financial Declaration based on local company incorporation legislation must be prepared and audited by an independent auditor.

2. The Audited Annual Financial Declaration must comply with the Statutory Deadline before the deadline, which will be sent to the AFC License Decision List and must include:

- 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.

3. The Audited Annual Financial Declaration must comply with the minimum requirements of development and accounting principles established in the AFC Club Financial Book.

4. If the Audited Annual Financial Statement does not meet the minimum requirements of development and accounting principles established in the AFC Club Financial Book, Supplementary Information must be prepared by the License Applicant and evaluated by the auditor.

## **2. Annual Budget**

Clubs or License Applicants must submit their Annual Budgets before the start of the season. And must show:

- a) financial income for each annual activity
- b) financial expenditure per year
- c) Source of income and total activity income per year together with the amount; and
- d) Source of all activity financial expenses per year together with the amount.

**3. No overdue payable towards players, employees, or Social Security/Fiscal Authority**

a. The License Applicant must provide evidence that there are no late payments to players, employees, or social/fiscal authorities, as determined in the Contract.

## Football Federation of Timor-Leste

Approved by FFTL Executive Committee



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**Lieutenant General Domingos 'Raul Falur Rate Laek'**  
Interim President of FFTL



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**Gregorio Correia**  
General Secretary of FFTL



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