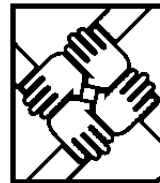




SURINAAMSE VOETBALBOND

Club Licensing Regulations



Preamble

- The following are regulations of the Surinaamse Voetbalbond, hereinafter referred to as SVB, which reflect the principles of the FIFA and Concacaf Club Licensing Regulations.
- The SVB recognizes the everyday effort club stakeholders, especially their owners and administrators, make in order for our footballers, professional and amateur, youth and senior, female and male, to have an opportunity to play football, beach soccer and futsal. These efforts also contribute to bringing the beautiful game to fans at the stadiums, on their television screens and on the radio so that football may be enjoyed by all.
- The Club Licensing Regulations have been designed as a development tool for all football clubs in Suriname. The criteria outlined in these regulations have been carefully selected to serve as guidelines for clubs looking to increase their professionalism.
- The current version of the Surinaamse voetbalbond Club Licensing Regulations was adopted by the Executive Committee on 28th May 2024.

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Section I: Introduction

Article 1: Goals of the Club Licensing Project

The overall aim of Club Licensing is to raise the level of club football. With this in mind, four main goals have been developed:

1. Understand and safeguard club football;
2. Raise the level of professionalism in club football administration;
3. Identify and share best practices of our clubs and leagues;
4. Formalize requirements for participation in domestic and regional club competitions.

Article 2: The Two Levels of Criteria

The criteria described in the SVB Club Licensing Regulations are divided into two separate categories and have been defined as follows:

Domestic Criteria: the fundamental items and procedures that the following categories of clubs need to meet in order to participate in domestic club competitions:

- a) all first and second division men's football clubs.

Regional Criteria: In order to participate in Concacaf Regional Club Competitions, all clubs must first fully comply with both the domestic and regional criteria. The regional criteria consist of all additional items and procedures that every club in the region who has qualified to a Concacaf Regional Club Competition by sporting merit needs to meet in order to participate in the competition.

Article 3: Scope of Application

1. These regulations apply to the following categories of clubs which participate in domestic leagues at the SVB, as well as those clubs aiming to participate in Concacaf club competitions:

- a) first and second division men's football clubs.

2. These regulations govern the rights, duties and responsibilities of all parties involved in the SVB Club Licensing system and define in particular:

- a) the minimum requirements to be fulfilled by the SVB in order to act as the licensor for our clubs;
- b) the license applicant (club) and the license required to enter the domestic club competitions and Concacaf club competitions;
- c) the minimum infrastructure, sporting, administration, financial, legal and social responsibility criteria to be fulfilled by a club in order to be granted a license by the SVB as part of the admission procedure to enter the domestic or Concacaf club competition.

Section II: SVB Club Licensing System

Article 4: Exception Policy

The Concacaf Administration may grant exceptions to the provisions set out in these regulations.

Article 5: SVB Responsibilities

The SVB is the licensor of the Club Licensing system and is therefore in charge of implementing the Club Licensing system at the domestic level. For the implementation of the domestic Club Licensing system, the SVB will:

- a) Include a provision regarding Club Licensing in the Statutes. As an alternative, the Club Licensing system may also be based on a binding agreement between the club and the SVB or between the club and the affiliated league to which the Club Licensing system has been delegated;
- b) Appoint a Club Licensing Manager;
- c) Adapt the Concacaf Club Licensing Regulations to domestic Club Licensing Regulations to be recognized by Concacaf;
- d) Appoint or elect the Decision-Making Bodies;
- e) Establish a Catalogue of Sanctions as outlined in Article 14.

Article 6: The SVB's Club Licensing Administration

Upon completion of the tasks outlined in Article 5, the SVB's established Club Licensing Administration, under the guidance of the Club Licensing Manager, will:

- a) Determine deadlines for documentation to be presented by the club to the SVB Club Licensing Manager;
- b) Review documentation submitted by clubs;
- c) Visit each club during the licensing process;
- d) Base the license decision-making process on a two-instance approach (i.e. first instance and appeal instance);
- e) Inform Concacaf of all license decisions (approvals and denials).

Article 7: The Football Club

1. The football club is defined as being the legal entity fully responsible for a football team which participates in domestic and international club competitions and is a member of or is affiliated to the SVB.
2. The status of a football club (professional, semi-professional or amateur) is not relevant to the issue of a license.
3. The legal form or structure of a football club is not relevant to the issue of a license.
4. Only a registered member or an affiliate of the SVB may apply for a license. Natural persons may not apply for a license.
5. The club is fully responsible for participation in domestic and international football competitions as well as the fulfillment of the Club Licensing criteria within the deadlines established by Concacaf and the SVB.

Article 8: The License

1. Licenses will be issued by the SVB according to the provisions of these recognized Club Licensing Regulations.
2. The SVB will communicate all Club Licensing deadlines to clubs wanting to apply for a license. Only clubs which fulfill the criteria established in these recognized Club Licensing Regulations by the relevant deadline will receive a license.
3. The SVB will indicate the license expiration date.
4. A license may be withdrawn by the Club Licensing decision-making bodies during a season if:
 - a) for any reason a club becomes insolvent and enters into liquidation during the season, as determined by the applicable national law (where a club becomes insolvent but enters administration during the season, the license should not be withdrawn as long as the purpose of the administration is to rescue the club and its business);
 - b) any of the conditions for the issue of a license are no longer satisfied; or
 - c) the club violates any of its obligations under the domestic regulations.

Article 9: The Club Licensing Decision-Making Bodies

1. The SVB shall establish two Club Licensing decision-making bodies which can be appointed or elected.
2. The Club Licensing decision-making bodies shall be independent from each other. They shall receive administrative support from the Club Licensing Administration. A member of the Club Licensing decision-making bodies must in all cases immediately abstain from participating in the licensing process if there is any doubt as to his/her independence towards the club or if there is a conflict of interest.
3. The SVB may nominate administrative staff of the SVB and the affiliated leagues as members of the first instance Club Licensing decision-making body, with the exception of the Club Licensing Manager.
4. The first instance Club Licensing decision-making body shall decide on whether a license shall be granted to a club on the basis of the documents provided and in accordance with the provisions of the Club Licensing Regulations at the submission deadline set by the SVB.
5. The appeal instance Club Licensing decision-making body shall decide on appeals submitted in writing and make a final and binding decision on whether a license shall be granted.
6. All decisions by the Club Licensing decision-making bodies must be made in writing and if a license is rejected, the motive for refusal must be reasoned.
7. The SVB may delegate the duties of the Club Licensing decision-making bodies to other existing bodies (e.g. committees and commissions).

Article 10: The Decision-Making Procedure

In the Club Licensing Regulations, the SVB shall define procedural rules with respect to decision-making. These shall, as a minimum, regulate the following standards:

- a) deadlines (e.g. submission deadlines);
- b) the principle of equal treatment;

- c) representation (e.g. legal representation);
- d) the right to be heard (e.g. convocation, hearing);
- e) official language(s);
- f) time limit to issue a request (e.g. calculation, compliance, interruption and extension thereof);
- g) time limit to appeal;
- h) effect of the appeal;
- i) type of evidence requested;
- j) burden of proof (e.g. club has burden of proof);
- k) decisions (in writing with reasoning, etc.);
- l) ground for complaint;
- m) content and form of pleading;
- n) deliberation and hearings;
- o) cost of procedure, administrative fee and deposit.

Article 11: Equal Treatment and Confidentiality

1. The SVB ensures equal treatment of all clubs applying for a license.
2. The SVB guarantees the clubs full confidentiality with regard to all information submitted during the licensing process. Anyone involved in the licensing process or appointed by the SVB must sign a confidentiality agreement before assuming their tasks.

Article 12: Concacaf Spot Checks

1. Concacaf reserves the right to conduct spot checks, at any time, to the SVB and/or the clubs, stadiums, training facilities and headquarters.
2. FIFA has the right to request Concacaf to carry out a specific spot check.
3. The spot checks aim to ensure licenses have been correctly awarded by the SVB at the time of the final and binding decision.
4. Upon FIFA's request, Concacaf shall send FIFA comprehensive reports about the results of the spot checks.
5. If Concacaf determines that the SVB issued a license in breach of the domestic and Concacaf Club Licensing Regulations, the Member Association shall be sanctioned by Concacaf's Disciplinary Committee in accordance with the applicable disciplinary regulations. If deemed appropriate, the matter may also be referred to Concacaf's Ethics Committee.

Article 13: FIFA Spot Checks

1. In the event that Concacaf fails to implement a spot check procedure, does not carry out spot checks to the SVB or does not send to FIFA, at its request, comprehensive reports about the result of the spot checks, FIFA shall set Concacaf a deadline to do so. If this deadline is not respected by Concacaf, FIFA has the right to carry out the spot checks directly. The SVB is obliged to cooperate with FIFA for this purpose and provide FIFA with full access to the files.
2. If FIFA realizes that the SVB has issued a license in breach of the domestic and Concacaf Club Licensing Regulations, FIFA shall inform Concacaf so the latter can sanction the Member Association in accordance with Article 12. In the event that Concacaf fails to take action or fails to impose sanctions, FIFA shall set Concacaf

a deadline to do so. If this deadline is not respected by Concacaf, the FIFA Disciplinary Committee has the right to sanction the Member Association directly in accordance with the FIFA Disciplinary Code.

Article 14: Catalogue of Sanctions

Under the Club Licensing Regulations, the SVB will establish a Catalogue of Sanctions for the Club Licensing system (e.g. for non-fulfillment of Domestic Criteria). The Catalogue of Sanctions may include, but is not limited to:

- a) a caution;
- b) a fine;
- c) the obligation to submit evidence or fulfill certain conditions by a certain deadline;
- d) the deduction of points;
- e) a prohibition on concluding new transfer agreements or players' contracts;
- f) the obligation to submit guarantees.

Article 15: Sanctions for Regional Competitions

Concacaf will duly notify all Clubs participating in Concacaf Regional Club competitions of the specific sanctions that apply for the non-compliance of the Regional Criteria.

Article 16: Option for the SVB to Delegate the Club Licensing System to an Affiliated League

1. The SVB may delegate the Club Licensing system to an affiliated league, subject to the approval of Concacaf's General Secretariat.
2. The SVB, as a member of Concacaf, remains fully responsible for the proper implementation of the Club Licensing system, regardless of whether or not there is a delegation.

Section III: SVB Club Licensing Criteria

I. INFRASTRUCTURE CRITERIA

Implementation of the Infrastructure Criteria is aimed at ensuring that clubs have adequate stadiums and training facilities for all matches and training sessions, as well as informing clubs of the minimum requirements their stadiums must comply with in order to participate in Concacaf club competitions.

Domestic Criteria

Article 17: Club Infrastructure Section

The club must accurately complete and submit the Club Infrastructure Section on Comet.

Article 18: The Stadium (Domestic Competitions)

1. The club must have a stadium available to host home matches through one of the following options:
 - a) The club legally owns the stadium; or
 - b) The club rents a stadium or is permitted to use a stadium free of charge. The club must provide a copy of the written contract or agreement with the owner of the stadium. The contract or agreement specifying the club's use of the stadium for all home matches should be, at a minimum, for the duration of the upcoming season.

2. The field of play must comply with the IFAB Laws of the Game.

Article 19: The Training Fields

The club must have all its training fields registered with the SVB.

Article 20: The Headquarters

The club must have a registered address with the SVB which represents the headquarters of the club.

Regional Criteria:

Article 21: The Stadium (Regional Competitions)

The stadium registered by the club to host home matches must meet all the requirements of the Concacaf club competition the club is aiming to participate in.

II. SPORTING CRITERIA

Implementation of the Sporting Criteria is aimed at identifying and increasing the number of footballers and coaches while improving the experience for youth players at club level.

Domestic Criteria:

Article 22: Club Youth Development Section

The club must accurately complete and submit the Club Youth Development Section on Comet.

Article 23: Head Coach

The club must appoint a qualified Head Coach to the first team squad.

Article 24: Registration of First Team

All first team players and coaches must be registered with the SVB through the domestic platform.

Regional Criteria:

Article 25: Assistant Coach

The club must appoint a qualified Assistant Coach to the first team squad.

Article 26: Youth Teams

The club must have, at a minimum, one youth team between the ages of 10 to 20 years of age.

Article 27: Youth Team Coach

The club must appoint a qualified coach to the youth team.

Article 28: Women's Football

The club must, at a minimum, incorporate a women's program into their youth development plan. This can include, but is not limited to, any of the following:

- a) Having one or more girls' youth team(s)
 1. At least one girls' youth team between the ages of 10 and 20 years of age.
 2. Each youth team should play a minimum of five competitive games throughout the season.
- b) Organizing girls' grassroots festivals
 1. At least four girls' grassroots festivals throughout the season.
 2. Each festival should be a minimum of 2-3 hours long.
 3. Festivals should focus on development of the fundamentals of football and introduction to the game.
- c) Organizing girls' youth tournaments
 1. At least two girls' youth tournaments, each with a minimum of four teams.
 2. Each team in the tournament should play a minimum of three games.
- d) Organizing girls' football clinics
 1. At least three girls' football clinics throughout the season.
 2. Each clinic should be a minimum of 3-4 hours long.
 3. Clinics should focus on technical and tactical development.

- e) Any customized plan of the above and any other requests to fulfill this requirement must be submitted and approved by Concacaf's Club Licensing Division.

Article 29: Medical Care

All first team players must undergo and pass an annual medical examination and have medical insurance.

Article 30: Registration of All Club Teams

All coaches and players, including youth players at or above the age of 10, must be registered with the SVB through their domestic platform.

III. ADMINISTRATION CRITERIA

Implementation of the Administration Criteria is aimed at encouraging clubs to appoint individuals to key administrative roles in order to increase the level of professionalism at the organizations.

Domestic Criteria:

Article 31: Club General Information

The club must accurately complete and submit the Club General Information Section on Comet.

Article 32: General Manager

The club must appoint a General Manager who is responsible for running its daily operations.

Article 33: Media Officer

The club must appoint a Media Officer who is responsible for its media operations.

Article 34: Finance Officer

The club must appoint a Finance Officer who is responsible for its financial operations. This individual can be either a person working in the club's administration or an external partner mandated by the club through a written contract.

Article 35: Marketing Officer

The club must have appointed a Marketing Officer who is responsible for its marketing activities.

Regional Criteria:

Article 36: Medical Staff

The club must appoint to the first team at least one doctor and one physiotherapist certified by the national health authorities.

Article 37: Security Officer

The club must appoint a Security Officer who is responsible for its safety and security operations.

IV. FINANCIAL CRITERIA

Implementation of the Financial Criteria is aimed at assisting the SVB with understanding the financial capabilities of the clubs, while safeguarding the continuity of club competitions.

Domestic Criteria:

Article 38: Club Finance Section

The club must accurately complete and submit the Club Finance section on Comet.

Article 39: Budget

The club must prepare and submit a budget for the upcoming season.

Regional Criteria:

Article 40: Financial Statements

The club must prepare and submit its audited Financial Statements (Balance Sheet, Income Statement and Audit Reports) from the year prior.

Article 41: Overdue Payables to Clubs

The club must prove that it has no overdue payables towards other football clubs.

Article 42: Overdue Payables to Employees and Social / Tax Authorities

The Club must prove that it has no overdue payables or outstanding contractual and/or legal obligations with its current/former employees, and social/tax authorities. The term “employees” shall include, but is not limited to:

1. all professional players according to the applicable FIFA Regulations on the Status and Transfer of Players; and
2. the administrative, technical, medical and security staff specified in the Concacaf Club Licensing Regulations

V. LEGAL CRITERIA

Implementation of the Legal Criteria is aimed at assisting the SVB with protecting the integrity of club competitions, while formalizing the legal structures of clubs.

Domestic Criteria:

Article 43: Legal Declaration

The club must submit a legally valid declaration confirming the following:

- a) It recognizes as legally binding the Statutes, rules and regulations and decisions of FIFA, Concacaf, the SVB and the domestic league;
- b) It recognizes the exclusive jurisdiction of CAS (the Court of Arbitration for Sport in Lausanne) for any dispute of international dimension and in particular involving FIFA, Concacaf and the SVB;
- c) It recognizes the prohibition on recourse to ordinary courts under the FIFA Statutes and the Concacaf Statutes;
- d) At domestic level, it will play in competitions that are recognized and endorsed by the SVB (e.g. domestic championship, domestic cup);
- e) At regional level, it will participate in competitions recognized by Concacaf. For the avoidance of doubt, this provision does not relate to friendly matches;
- f) It undertakes to abide by and observe the provisions and conditions of the domestic regulations;
- g) All submitted documents under the Club Licensing system are complete and accurate;
- h) It authorizes the competent Club Licensing authority to examine documents, seek information and in the event of any appeal procedure, seek information from any relevant public authority or private body in accordance with national law;
- i) It acknowledges that Concacaf reserves the right to conduct spot checks at domestic level to review the assessment and decision-making processes;

This declaration must be executed by an authorized signatory of the club.

Article 44: Ownership and Control of Clubs

The club must submit a legally valid declaration outlining the ownership structure (if applicable) and control mechanism of the club.

Article 45: Statutes and Extract of Register

The club must provide the following documents:

- a) A copy of the club's valid Statutes or the equivalent legal document;
- b) If applicable, an extract from a public register (e.g. trade register) containing information on the club (such as name, address, legal form, list of authorized signatories and type of required signature).

Regional Criteria:

Article 46: Written Contracts with Professional Players

All professional players employed by the club must have a written employment contract with the club (see Articles 2 and 5 of the FIFA Regulations on the Status and Transfer of Players).

VI. SOCIAL RESPONSIBILITY CRITERIA

Implementation of the Social Responsibility Criteria will be aimed at increasing the involvement and impact of clubs in their local communities.

Article 46: Anti-Racism Protocol

The club must inform (and instruct) its players, officials and fans of the Concacaf Anti-Racism protocol for matches.

Article 47: Players and Children Protection and Welfare

The Club must establish and implement a policy, in line with any relevant FIFA and Concacaf guidelines, to protect, safeguard and ensure the welfare of youth players and ensure they are in safe environment when participating in activities organized by the Club.

Section IV: Final Provisions

Article 46: Authoritative Text

If there is any discrepancy in the interpretation of the English, Spanish, French or Dutch versions of these regulations, the English version shall be authoritative.

Article 47: Language of Correspondence

All correspondence between Concacaf and the SVB, the league and/or club must be in one of Concacaf's official languages (English, Spanish, French, Dutch). If any correspondence is not written in any of Concacaf's official languages, then Concacaf may request any party for a certified translation of documents at their expense.

Article 48: Adoption and Entry into Force

These regulations were adopted by the SVB Executive Committee on May 28, 2024 and come into force with immediate effect.

Addendum

Sanctions Policy 2024

Glossary

Appeal instance Club Licensing decision-making body or Appeal Body (AB)	Organ of the SVB that is part of the SVB club licensing system and decides on appealable decisions of the First Instance Body
Licensee	Legal entity that has been granted an SVB domestic or Concacaf regional license
Licensor	SVB, for the benefit of competitions or delegated leagues organized by or under the responsibility of the board.
First instance Club Licensing decision-making body or First Instance Body (FIB)	Body of the SVB that takes decisions in the context of the SVB Club licensing system
Club Licensing Manager	Officer in charge of the execution and implementation of the SVB Club Licensing system
SVB Club Licensing system	The set of rights and obligations under the SVB and Concacaf licensing requirements
License	SVB domestic and/or Concacaf regional license

Preamble

The sanction policy is drawn up annually by the licensor before the start of the next licensing process. This policy is supported by a sanctions list and made known to the clubs competing in both the professional and amateur sections.

The sanction policy is based on the domestic and regional criteria laid down in the SVB Club Licensing Regulations and applies to all clubs that have a license.

This document regulates the sanctions policy and forms an integral part of the SVB Club Licensing Regulations which were adopted by the Executive Board of SVB on May 28, 2024, approved by FIFA and Concacaf.

Art 1. Application of the sanctions policy

- 1.1. The First Instance Body is charged on behalf of the licensor with the supervision and monitoring of the license requirements as set out in the license issued during the football season for which the license is granted.
- 1.2. If the club no longer meets the requirement(s) as set as license criteria during the course of the corresponding season, the first instance body will send a sanction letter - with substantiation on the basis of the SVB Club Licensing Regulations - **by email** to the **club email address** provided.
- 1.3. A hard copy of the sanction letter (or sanction letters) will also be sent to the club address of the association, on the understanding that the day of sending by email will be counted as the day of receipt.
- 1.4. The sanction letter will state a deadline to be allowed to appeal and/or the opportunity to comply with one or more licensing criterion or criteria.
- 1.5. If the club fails to comply with the instruction(s) in the aforementioned sanction letter, the next sanction (if applicable) will be applied to the sanction list and until the club meets the relevant criterion.
- 1.6. The club will be notified of the application of the sanction by email.

Art.2. Appeal

- 2.1. If a club does not agree with one (or more) sanction(s) which has been applied by the First Instance Body, the club can appeal to the Appeal Body within **48 hours** from the date of receipt, on the understanding that what is stated in article 1.3 will apply with regard to the date of receipt of the letter.
- 2.2. The club submits a notice of objection which is dealt with by the appeal body within **72 hours**.

2.3. The Appeal Body may convene the parties directly linked to the licensing process for the purpose of applying the adversarial principle within a reasonable period of time, taking into account the current competition.

2.4. The decision of the Appeal Body is binding and is immediately notified to the parties (the First Instance Body, Licensor, Club Licensing Manager and Licensee i.c. the Club) and recorded in writing within 24 hours.

Sec. 3. Hear and rehearse

3.1 Where appropriate, the First Instance Body and the Appeal Body are separately authorized to apply an adversarial procedure in the context of the sanction(s) to be imposed.

3.2. If necessary, the First Instance Body may hear a Licensee in order to explain the sanction imposed.

3.3. The First Instance Body is authorized to enter into a written and signed arrangement or settlement with the Licensee, provided that this is determined within an agreed reasonable period of time.

3.4. A copy of the information referred to in art.3.3. The said arrangement or settlement must be sent to the licensor and the license manager for information.

3.3. The parties will receive a written summons in some cases. The convocation can be sent by e-mail, with at least the following information:

- Date and time of the hearing
- Possible presentation of the burden of proof
- Enclosing the notice of objection

3.4. It is permitted to make use of multimedia means and modern means of communication in the context of an adversarial hearing if the parties cannot be physically present.

3.4. If one or more parties, other than the licensee, are unable to attend, they must send their findings in writing to the appeal body at least 1 day before the hearing, after taking cognizance of the described offence.

3.5. The options set out in Article 2.3 shall be subject to prior consultation with the approval of the above-mentioned appeal bodies.

Art.4. Absence from appeals

4.1 If the Licensee fails to appear for a hearing, the sanctions initially imposed shall be confirmed without delay and shall continue to apply. The licensee can no longer appeal. The costs of the proceedings will normally be charged at the expense of the licensee

4.2 If parties other than the Licensee who has filed an appeal do not appear after being summoned to do so, the Licensee will still be given the opportunity to meet the licensing criteria for which it has been addressed and for what reason a sanction has been applied within a period specified by the Appellate Body. If it fails to comply with this within the specified period, the decision of the First Instance Body against which the Licensee has appealed will be in force and no appeal will be possible.

Art 5. Costs and fines

5.1. The administrative costs for appeal against an imposed sanction amount to SRD 5,000.00 per case and must be paid upon filing the appeal in order for it to be processed to the licensor's administration.

5.2. If the payment of the administrative costs as stipulated in article 5.1. has not been done met, the appeal will not be processed.

5.2. These administrative costs are non-refundable regardless of the result.

5.3 Fines imposed by the First Instance Body in accordance with the sanctions list, must be paid within 7 working days after receipt of the invoice to the administration of the licensor (SVB) or by bank transfer.

5.4. If outstanding fines and/or costs are not paid by the licensee before the start of the next license cycle, the club will be excluded from the next application.

Art 6 - Equal treatment

6.1. All cases referred to the First Instance Body and/or the Appeal Body must be dealt with within a reasonable period of time and within the time-limits set by the SVB Club Licensing Regulations and as announced by the SVB

6.2. Cases will be dealt with in the order in which they are submitted.