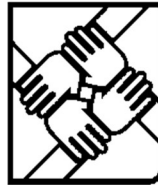




SURINAAMSE VOETBALBOND
Club Licensing Regulations
Men's Divisions



JULY 1ST, 2025

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 July 1st 2025.

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Definition of Terms

For the purpose of these Regulations, the following definitions apply:

Concacaf The Confederation of North, Central America, and Caribbean Association Football.

Club Member of the SVB (that is a member of Concacaf) or a member of a league recognized by the SVB that enters at least one team in a competition.

Club Licensing A system that ensures Clubs meet minimum standards to participate in competitions, both at the domestic and regional level.

Surinaamse Voetbalbond (SVB) The controlling body of Football in Suriname that has been admitted into Concacaf membership by the Concacaf Congress.

League An organization that is subordinate to a Member Association.

Domestic Criteria The minimum requirements that Clubs must meet in order to participate in domestic Club competitions. The fulfillment of all the Domestic Criteria also allows Clubs to participate in any Concacaf-sanctioned Union regional competition, if applicable.

Regional Criteria The minimum requirements that t meet, in addition to the Domestic Criteria, in order to participate in any applicable regional Club competition (with the exception of any Concacaf-sanctioned Union regional competition, if applicable).

Concacaf Administration	The respective individuals overseeing Club Licensing and Club Competitions at the Confederation level.
Club Licensing Administration	As defined in Article 6.
Club Licensing Manager	An individual responsible for the administration of Club Licensing within the Member Association.
Platform	For the purpose of these Regulations, an online platform (currently, "COMET") utilized by Concacaf for Club Licensing implementation. The online tool will monitor and process all aspects of the Club Licensing progress for all MAs, their Club Licensing Manager and Decision-Making Bodies, and the Clubs.
Decision-Making Bodies	The bodies that an MA must set up in order to carry out the decision-making aspect of the Club Licensing process. These bodies are the First Instance Body ("FIB") and the Appeals Body ("AB").
First Instance Body (FIB)	The body responsible for reviewing a Club's application initially to assess its compliance with Domestic Criteria and Regional Criteria. The First Instance Body ultimately provides a recommendation on whether a Club should obtain or be denied a Club License. The First Instance Body is further described in Article 10.
Appeals Body (AB)	The body that is responsible for reviewing a Club's Appeal to a licensing decision. The Appeals Body must review the application and any additional documentation to make a decision on whether to overturn the licensing decision for the

respective Club. The Appeals Body is further described in Article 10.

Appeal

The process of disputing the licensing decision reached by the First Instance Body, triggering a second review of a Club Application by the Appeals Body. In this process, the Club may provide additional documentation to validate any requirements in question.

CFU

Caribbean Football Union

UNCAF

Unión Centroamericana de Fútbol

FIFA

Fédération Internationale de Football Association

Concacaf Disciplinary Code

The Concacaf Disciplinary Code as established and amended from time to time by the Concacaf Council.

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 top-division men's Clubs that participate in domestic leagues at the SVB, as well as those clubs aiming to participate in Concacaf club competitions.
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, must:

- a) Determine deadlines for documentation to be presented by the club to the SVB via the Platform pursuant to the deadlines established by Concacaf and the SVB;
- b) Review documentation submitted by clubs via the Platform;
- 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: Option for the SVB to Delegate the Club Licensing System to an Affiliated League

1. If Concacaf receives prior written notice at least ninety (90) days ahead of the start of a SVB domestic league season, the SVB may delegate the Club Licensing system to an affiliated League, subject to the approval of the Concacaf Administration.

2. The SVB, as a member of Concacaf, remains fully responsible for properly implementing the Club Licensing system, regardless of whether or not there is a delegation.

Article 8: The Club

1. According to Concacaf's Statutes, the "Club" is defined as "a member of the SVB (that is a member of Concacaf) or a member of a league recognized by the SVB that enters at least one team in a competition."
2. The status of a Club (professional, semi-professional, or amateur) is not relevant to the issue of a license.
3. The legal form or structure of a Club is not relevant to the issue of a license.
4. Only a Club that is 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 regional football competitions and fulfilling the Club Licensing criteria within the deadlines established by Concacaf and the SVB.

Article 9: The License

1. Licenses must be issued by the SVB according to the provisions of the recognized domestic Club Licensing regulations, except as explicitly provided in Article 4 (Section V, Annex I).
2. Only Clubs that fulfill the criteria set in the recognized domestic Club Licensing regulations by the relevant deadline will receive a license.
3. The SVB's Decision-Making Bodies will have the responsibility to decide whether the licensee (the Club) should be:
 - a) granted a domestic license (allows participation in domestic Club competitions and any Concacaf-sanctioned Union regional competitions, if applicable);
 - b) granted a regional license (allows participation in domestic and regional Club competitions); or
 - c) denied both a domestic license and a regional license (denies participation in domestic or regional competitions).
4. Licenses must be awarded or rejected for all Clubs in question at least fifteen (15) days in advance of the first official match of the domestic Club competition, unless in the scenario of force majeure. For licensing purposes, force majeure refers to any extraordinary and unforeseeable event or circumstance beyond the Club's reasonable control, making it impossible to fulfill its obligations. These events may include but are not limited to natural disasters, acts of war, civil unrest, or government-imposed restrictions. In such events, the timeline for awarding or rejecting licenses may be extended to accommodate the situation, as determined by the relevant authorities and approved by Concacaf.

5. The SVB must indicate the license expiration date, which may not exceed the period of one (1) year, as applicable to the Club's domestic league season.

6. A license may be withdrawn by the domestic 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 applicable law (where a Club becomes insolvent but enters administration during the season, the license shall 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;
- c) the Club violates any of its obligations under the applicable domestic Club Licensing regulations; or
- d) the Club is found by final judgement in violation of any applicable law.

Article 10: The Club Licensing Decision-Making Bodies

1. The SVB shall establish two (2) Club Licensing decision-making bodies which can be appointed or elected. The bodies are:

- a) the First Instance Body (FIB); and
- b) the Appeals Body (AB).

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. If a Club appeals the FIB decision, the AB shall decide on appeals submitted, via the Platform and via a formal letter to the AB with a copy to clublicensing@concacaf.org and make a final and binding decision on what type of license, if any, shall be granted. The AB should be composed of at least three (3) members, and the chairperson of the AB should be qualified to practice law in the applicable country or territory. The SVB council shall ratify the AB members.

6. Appeals may only be submitted by:

- a) a Club that was granted a domestic license by the FIB, but denied a regional license (Club may play in domestic competitions, but not in regional competitions); or
- b) a Club who was denied both a domestic license and a regional license by the FIB (Club may not play in domestic or regional competitions).

7. The AB makes its decision based on the FIB's decision and all the evidence provided by the appellant, who made their formal request for appeal by the set deadline via the Platform and via a formal letter.

8. All decisions made by the Club Licensing Decision-Making Bodies must be reported via the Platform and via a formal letter, and if a license is rejected, the reason for such rejection must be explained in writing.

9. The MA may delegate the duties of the Appeal Body to other existing bodies (e.g., to the Judicial Bodies, which are independent committees).

10. The MA may ask Concacaf to perform the functions of the Club Licensing Decision-Making Bodies.

Article 11: The Decision-Making Procedure

In the domestic 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 12: Equal Treatment and Confidentiality

1. The SVB shall ensure 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 prior to acting in any such capacity.

Article 13: Concacaf verification and Spot Checks

1. Concacaf reserves the right to review the decisions reached by the SVB Decision-Making Bodies and ultimately confirm or change the final decision based on the documentation submitted by the Club applying for a license.
2. Concacaf reserves the right to conduct spot checks at any time on the SVB and/or the Clubs, stadiums, training facilities, and headquarters, and each MA agrees to cooperate.
3. The spot checks aim to ensure that the SVB correctly awarded licenses at the time of the final and binding decision.
4. If Concacaf determines that the SVB issued a license in breach of the domestic and Concacaf Men's Club Licensing Regulations, the SVB shall be sanctioned by Concacaf's Disciplinary Committee in accordance with the Concacaf Disciplinary Code.

Article 14: Catalogue of Sanctions

Under the domestic Club Licensing Regulations, the SVB must set up a Catalogue of Sanctions for the Club Licensing system. The Catalogue of Sanctions may include, but is not limited to:

- a) a written caution;
- b) a monetary 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; and/or
- 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.

Section III: Concacaf Club Licensing Criteria

All criteria hereafter shall be phased out across a set timeline, with the particular requirements being set for:

(2025): These criteria should be adhered to by all Leagues starting after June 2025, meaning all Clubs participating in the respective competitions.

(2026): These criteria should be adhered to by all Leagues starting after June 2026, meaning all Clubs participating in the respective competitions.

(2027): These criteria should be adhered to by all Leagues starting after June 2027, meaning all Clubs participating in the respective competitions.

A. ADMINISTRATION CRITERIA

Implementing the Administration Criteria aims to encourage Clubs to appoint individuals to key administrative roles to increase the organization's professionalism. Collecting this information will create a database of Club administrators, for which Concacaf development tools and programs can then be established for each functional area.

	Administration
	Domestic
1.1	The Club must accurately fill out the "General Club Information" section on the Platform, including the official address of the Club Headquarters. (2025)
1.2	The Club must accurately fill out the Club Administrative Personnel section on the Platform, including all required positions and any applicable certifications. The Club must: <ul style="list-style-type: none">a.) Appoint a General Manager responsible for running its day-to-day operations (2025)b.) Appoint a Media Officer responsible for running its communication matters. (2025)c.) Appoint a Finance Officer responsible for its financial matters. (2025)d.) Appoint a Marketing Officer responsible for its commercial matters. (2025)
	<u>No individual may simultaneously occupy an administrative role AND a sporting role for these requirements. (2026)</u>
	<u>No individual may occupy multiple administrative roles for these requirements. (2027)</u>

	<p>Regional, which includes all of the Domestic requirements listed above and the following:</p> <p>e.) Appoint a Security Officer responsible for security matters, including management of the security plan for home matches. (2025)</p> <p>f.) Appoint a Venue Officer or primary operational contact for all stadium matters. (2026)</p> <p><u>No individual may simultaneously occupy an administrative role AND a sporting role for these requirements. (2026)</u></p> <p><u>No individual may occupy multiple administrative roles for these requirements. (2027)</u></p> <p>1.3 All First Team players and coaches must be properly registered, including all contracts for professional players (refer to Articles 2 and 5 of the SVB Regulations on the Status and Transfer of Players).</p> <p>a.) Upload a roster of all players and coaches in the first team(s).</p> <p>1.4 All youth team players and coaches must be properly registered.</p> <p>a.) Upload a roster of all players and coaches in the youth team(s).</p>
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B. SPORTING CRITERIA

Implementation of the Sporting Criteria aims to identify and increase the number of footballers and coaches in the region while improving the experience for youth players at the Club level.

	<p>Sporting</p> <p>Domestic</p> <p>2.1 The Club must accurately fill out the “Club Sporting Personnel” section on the Platform, to include, at a minimum, all the following required positions and any applicable certifications:</p> <p>a.) Appoint a licensed Head Coach for its first team.</p> <p>b.) Appoint a licensed Assistant Coach for its first team.</p> <p>c.) Appoint a licensed Medical Staff to oversee all Club medical matters, with the appropriate national certification. (2026)</p> <p>d.) Appoint a Physiotherapist to its first team, with the appropriate national certification (if applicable). (2026)</p> <p>e.) Appoint a Goalkeeper Coach to its first team. (2026)</p> <p>f.) Appoint a Physical Trainer for its first team. (2026)</p> <p>No individual may simultaneously occupy an administrative role AND a sporting role for these requirements. (2026)</p>
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<p>2.2</p> <p>2.3</p>	<p>The Club must upload a youth development plan detailing its philosophy and objectives regarding its approach to sustaining youth teams.(2025)</p> <p>The Club must, at a minimum and in line with their youth development plan, satisfy the following youth team requirements (2025: one (1) youth team; 2027: two (2) youth teams):</p> <ul style="list-style-type: none"> a.) Appoint a licensed Head Coach to its youth team(s); b.) Appoint a licensed Assistant Coach to its youth team(s); c.) Youth team categories within the U-10 to U-20 age ranges; d.) Any variation of the above and any other requests to fulfill this requirement must be submitted and approved by the Concacaf Administration. <p><i>No individual may simultaneously occupy an administrative role AND a sporting role for these requirements. (2026)</i></p>
<p>2.4</p> <p>2.5</p>	<p>Regional, which includes all of the Domestic requirements listed above and the following:</p> <p>All first team players must undergo and pass an annual medical examination performed by a certified healthcare professional in accordance with their respective domestic legislation. <i>All players over the age of twelve (12) must undergo and pass an annual medical examination performed by a certified healthcare professional in accordance with their respective domestic legislation (2027)</i></p> <p>All first-team players must have an active health insurance policy as according to the applicable competition's regulations.</p>

C. 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 domestic and/or regional Club competitions.

	Infrastructure
	Domestic
3.1	The Club must accurately fill out the Stadium Overview section on the Platform, providing the following information: <ul style="list-style-type: none"> a.) Name of the stadium used for home matches. b.) Address of the stadium. c.) Capacity of the stadium. d.) Proof of ownership of the stadium, or a written contract for its use, for all home matches.
3.2	The Club must provide a detailed stadium report.
3.3	The Club must provide details of the training fields. These details must include: <ul style="list-style-type: none"> a.) Name of the training field. b.) Address of the training field.
	Regional, which includes all of the Domestic requirements listed above and the following:
3.4	For regional Club competitions, the stadium must comply with the Concacaf Stadium Guidelines and must be approved by the Concacaf Administration. (2025)

D. FINANCIAL CRITERIA

Implementation of the Financial Criteria is aimed at assisting Concacaf and the SVB with understanding the financial capabilities of the Clubs in the region while safeguarding the continuity of Club competitions. The Concacaf Administration reserves the right to review audited financials from any Club.

	Financial
	Domestic
4.1	The Club must provide a budget for the upcoming season and submit it on the Platform.

	<p>Regional, which includes all of the Domestic requirements listed above and the following:</p>
4.2	<p>The Club must prepare and submit its audited Financial Statements (Balance Sheet, Income Statement, and Audit Reports) from the previous fiscal year.</p>
4.3	<p>The Club must provide accurate financial information on:</p> <ul style="list-style-type: none"> a.) Club Total Income (In USD). b.) Club Merchandise Income (In USD). c.) Club Gate Receipts Income (In USD). <p>The Club must provide accurate financial information on:</p> <ul style="list-style-type: none"> d.) Club Total Expenses (in USD). e.) Club Total Player Salaries (In USD). f.) Club Head Coach Salary (In USD).
4.4	<p>The Club must have a bank account under its name.</p>
4.5	<p>The Club must prove it has no overdue payables towards other Clubs.</p>
4.6	<p>The Club must prove 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:</p> <ul style="list-style-type: none"> a.) All professional players according to the applicable SVB Regulations on the Status and Transfer of Players; and <ul style="list-style-type: none"> 1. For this requirement, a signed declaration by the team captain states that there are no overdue payables toward players. b.) The administrative, technical, medical, and security staff specified in the Concacaf Men's Club Licensing Regulations <ul style="list-style-type: none"> 1. For purposes of this requirement, a signed declaration by the Club authorized signatory is required stating that there are no overdue payables toward administrative, technical, medical, and security personnel.

E. LEGAL CRITERIA

Implementation of the Legal Criteria is aimed at assisting Concacaf and the SVB with protecting the integrity of Club competitions while formalizing the legal structures of Clubs throughout the region.

	Legal
5.1	<p>Domestic</p> <p>The Club must provide a copy of their statutes or the equivalent legal document.</p>
5.2	<p>The Club must provide an extract from a public register (e.g., trade register) which demonstrates that the Club is a legal entity which contains the following minimum information:</p> <ul style="list-style-type: none"> a.) Registered Name; b.) Popular Name; c.) Address of Headquarters; d.) Legal Form; e.) List of Authorized Signatories; and f.) Type of Signature (e.g., individual, collective).
5.3	<p>The Club must provide a legally valid declaration outlining the ownership structure and control mechanisms of the Club that details as follows: No natural or legal person involved in the management, administration and/or sporting performance of the Club, either directly or indirectly,</p> <ul style="list-style-type: none"> a.) Holds or deals in the securities or shares that allows such person to exercise significant Influence in the activities of any other Club participating in the same competition; b.) Holds a majority of the shareholders' voting rights of any other Club participating in the same competition; c.) Has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of any other Club participating in the same competition; d.) Is a shareholder and alone Controls a majority of the shareholders' voting rights of any other Club participating in the same competition pursuant to an agreement entered into with other shareholders of the Club in question; e.) Is a member of any other Club participating in the same competition; f.) Is involved in any capacity whatsoever in the management, administration and/or sporting performance of any other Club participating in the same competition; and g.) Has any power whatsoever over the management, administration and/or sporting performance of any other Club participating in the same Club competition.
5.4	<p>The Club must provide the date of their last held Annual General Meeting (AGM).</p>

5.5	<p>The Club must provide a legally valid declaration confirming the following:</p> <ul style="list-style-type: none">a.) It recognizes as legally binding the Statutes, rules and regulations and decisions of FIFA, Concacaf, the MA and of 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 MA;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 MA (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 and regional level to review the assessment and decision-making processes;j.) It acknowledges that FIFA reserves the right to conduct spot checks at domestic and regional level to review the assessment and decision-making processes.
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F. SOCIAL RESPONSIBILITY CRITERIA

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

	Social Responsibility
6.1	Domestic The Club must provide a declaration of implementation of the Concacaf Anti-Discrimination protocol for all home matches.
6.2	Regional, which includes all of the Domestic requirements listed above and the following: The Club must establish and implement a policy, in line with any relevant Concacaf guidelines, to protect, safeguard and ensure the welfare of youth players and ensure they are in a safe environment when participating in activities organized by the Club.

Section IV: Final Provisions

Article 16: Matters not provided for herein

The Concacaf Administration will have the final decision on any matter not provided for in these Regulations or in cases of force majeure or in the event of ambiguity or conflict between Articles.

Article 17: 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 control.

Article 18: Language of Correspondence

All correspondence between Concacaf and the SVB, the affiliated League and/or Club must be in one of Concacaf's official languages (English, Spanish, French, or 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 19: Adoption and Entry into Force

These Regulations were adopted by the Concacaf Council as per the Preamble above and come into force with immediate effect, and as such are adopted by the SVB.

Adopted July 1st, 2025

Addendum

Sanctions Policy

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 July 1st , 2025, 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.

Art. 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.