

DBU's Club Licensing System

# CLUB LICENSING REGULATIONS FOR WOMEN'S LEAGUE 2024/2025

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## Preface

2023 has been a fantastic year for women's football so far. This summer, Australia hosted an impressive World Cup, further confirming the global importance and development of women's football. Our own women's national team managed to reach the last 16, where they faced the host nation and played in front of an impressive crowd of over 75,000 fans.

This year, the UEFA Women's Nations League is being held for the first time, and the tournament will impact qualification for the European Championships, World Cup and the Olympics. The women's national team is in a group with Germany, Wales and Iceland, and Denmark has performed excellently, topping the group with maximum points after four games. If Denmark wins the group, a crucial semi-final against one of the other group winners from the Nations League's top tier awaits. A victory for the Danish team in the semi-finals would mean qualification for the Olympics for the first time since 1996.

In addition to the Nations League initiative, UEFA has made it a requirement for men's clubs to invest in women's football in order to participate in European group stages (Conference League, Europa League and Champions League). Around the world, we can see that the big clubs now have both men's and women's teams, and this development is also reflected in Denmark, where clubs such as Brøndby IF, HB Køge, AaB, OB and AGF, as well as others have already established women's teams.

Back on Danish soil, the women's cup final was held for the first time in connection with the Danish Championship Week, where the match served as the opening ceremony. The collaboration between DIF and DBU resulted in an excellent event at Aalborg Stadium, where FC Nordsjælland and Fortuna Hjørring fought for the cup. Over 3,000 spectators attended the match as FCN were victorious for the second time in the club's history.

The summer also brought yet another triumph for HB Køge, as the club secured gold medals in the Gjensidige Women's League for the third time in a row. With Brøndby IF finishing in second place, the two clubs qualified for the preliminary round of the UEFA Champions League qualifying tournament. Both clubs played in a group round to advance to play-off matches for a place in the coveted group stage. Unfortunately, neither Brøndby IF nor HB Køge succeeded. It also worth noting that HB Køge hosted their qualification group games.

The domestic league is in full swing. The Women's League is keeping up with the positive development we are seeing in women's football. For example, the league has never had as many contract players, as high stadium attendances or as much activity in the transfer market as we are currently seeing. The positive development must continue, which naturally places even greater demands on the clubs' finances and professionalisation. Therefore, this licence includes requirements relating to, among other things, stadium capacity (all matches in the future must be played in a stadium with a minimum of 500 covered seats), as well as a requirement to have a mental coach and that the club has a woman as part of the coaching staff in a football-related function to encourage clubs to educate and employ female coaches.

Finally, I would like to thank all the dedicated people who work tirelessly to promote women's football. This applies to DBU's administration and the clubs, where their efforts and commitment make a difference.

On behalf of the DBU's Women's Elite Committee



Mette Bach Kjær,

Chairperson of Women's Elite Committee

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These regulations for the Women's League have been drafted and adopted in accordance with DBU regulations.



# Chapter 1 Introduction and general provisions

## 1.1 Glossary

The following glossary contains definitions of some of the terms used in these regulations:

Term	Definition
<b>C</b> Club:	See <a href="#">4.2.1</a>
<b>L</b> Licence:	An official written confirmation from the DBU that the licence applicant has fulfilled all minimum requirements for admission to the Women's League.
Licence applicant:	Legal entity that bears the full responsibility for the football team's participation in national and international club competitions and which is applying for a licence.
Licence period:	The season for which a licence applicant has applied for, and been granted, a licence. The licence period begins on 1 June and ends on 31 May.
Licensee:	A licence applicant who has been granted a licence by the DBU.
Licensor:	DBU.
<b>F</b> Financial statements closing date as per the articles of association:	The date when an entity submitting financial statements completes its annual report.
Financial year:	In the Club Licensing Regulations, the following financial years are used:  Irregular financial year: Financial year that does not follow the calendar year, and thus does <u>not</u> end on 31 December. Calendar financial year: Financial year which follows the calendar year, ending on 31 December.
<b>S</b> Stadium:	The place where the club's tournament matches take place, including, but not limited to, all surrounding properties and facilities, e.g. offices, entertainment area and press centre.
<b>M</b> Material change:	An event that must be considered material for the documentation previously submitted to DBU, which would require other documentation had it occurred prior to the submission of the original documentation.
Material adverse financial change	An event and/or a situation considered material for the licence applicant's (cf. 10.5.1) annual accounts and/or budget, and which would require a different, more negative presentation of the results and/or budget in relation to the licence applicant's operations/profit and loss statement and balance sheet.
Materiality:	Omissions or misstatements on items or incorrect information are considered material if, individually or collectively, they may affect the user's decisions made on the basis of the information submitted by the club. Materiality depends on the magnitude and type of the omission or erroneous information, assessed based on relevant facts or context. The type or magnitude of the erroneous information, or a combination of both, can be a deciding factor.
Minimum requirements:	The requirements that a licence applicant must meet in order to be granted a licence.
<b>A</b> Annual report:	The complete financial statements, usually comprising management's review, income statement, balance and related notes, as well as cash flow statement, presented as an integral part of the financial statements.



## 1.2 Scope of the regulations

These regulations describe the requirements and regulations of DBU's club licensing system for the Women's League.

### 1.2.1

Section 3.8 of the DBU regulations stipulates that participation in the Women's League is conditional on the club holding a licence issued by the DBU in accordance with these regulations. However, a special exception applies in cases covered by the provision on exceptions in 4.7 'Participation in the Women's League without an issued licence' in these regulations.

### 1.2.2

These regulations define the rights, obligations and responsibilities of all parties in the DBU club licensing system, including in particular:

- a) the minimum requirements which the DBU must satisfy in order to act as a licensor to the clubs in the Women's League, and the minimum procedures which the DBU must follow in assessing licensing requirements, cf. Chapter 2 of the regulations.
- b) the licence applicant and the licence, cf. Chapter 4 of the regulations.
- c) the requirements in Chapters 6–10 (sporting requirements, requirements for stadium and training facilities, administrative and management requirements, legal requirements and financial requirements) which an applicant must as a minimum meet in order to be granted a licence by DBU.

### 1.2.3 Material changes

Section	Change
3.2.6	Incorporated the possibility of financial penalties for failure to meet deadlines, etc.
3.2.7	Incorporated the possibility of financial penalties for significant shortcomings under Chapter 10.
4.6.1	Added the possibility for the licensing administration to end a revocation process upon fulfilment of the relevant requirements.
4.7.2	Clarified rules for promoted teams as a result of new Club Licensing Regulations for the Women's 1st Division.
6.1.1	Requirement for approved youth programme/youth licence changed from B requirement to A requirement
7.1.3	Amended so that all matches must be played in a stadium with a minimum of 500 seats
7.1.6	Incorporated recommendation for electronic ticketing system
8.1.8	Incorporated a requirement for a mental coach
8.1.15	Added data controller requirement
8.1.16	Added requirement for accompanying stewards in case of 500+ away fans
8.1.18	Incorporated requirement for woman among coaching staff
10.5.9	Incorporated cash flow requirements and cost/revenue split for men and women for UEFA licence.

## 1.3 Purpose of the club licensing system

The licensing system has the following purposes:

- a) to further promote and continue to improve standards in all aspects of Danish football and maintain the prioritisation of training of, and care for, elite senior players in each club.
- b) to ensure that a club has an appropriate managerial and organisational level.
- c) to adapt a club's sporting infrastructure with appropriate, well-equipped and safe facilities.
- d) to protect the integrity and functionality of the Women's League.
- e) to increase their financial transparency and credibility.
- f) to secure the necessary focus on protection of creditors by ensuring that clubs discharge their debts to employees, players, public authorities and other clubs in a timely manner.

## 1.4 Timeline

Timeline for the club licensing process in the women's league

<b>Deadline for submission of applications</b>	<b>12 February 2024 at 12:00 noon</b>
For clubs with an irregular financial year – Filing of Chapter 10	15 March 2024
For clubs with a calendar financial year – Filing of Chapter 10	31 March 2024
Submission of ' <a href="#">31 March Declaration</a> '	31 March 2024 (and no sooner)
Submission of ' <a href="#">Chapter 10 – standard declaration</a> '	31 March 2024
First preliminary meeting of the First Instance Body re. Chap. 10	2 April 2024
Second preliminary meeting of the First Instance Body re. Chap. 10	12 April 2024
Submission of 7-day declaration cf. <a href="#">9.1.6</a>	12 April 2024
First ordinary meeting of the First Instance Body	19 April 2024
Second ordinary meeting of the First Instance Body	29 April 2024
Appeals deadline	14 days after receiving the licence decision
Appeals Body Meeting	24 May 2024
Submission of licensing decisions by the DBU to UEFA	31 May 2024
Deadline for granting and refusal of licences	31 May 2024
Submission of the most recent annual report, cf. 10.5.2, for clubs with "irregular financial years"	30 September 2024

## 1.5 How to utilise these regulations

These regulations are addressed directly to clubs and is intended to be an easy-to-read, practical tool for clubs.

### 1.5.1

The first five chapters, 1–5, describe the general conditions of the club licensing system.

The next five chapters, 6–10, contain the DBU's specific club licensing requirements, which are divided into five main areas:

[Chapter 6 Sporting requirements.](#)

[Chapter 7 Requirements concerning stadium and training facilities.](#)

[Chapter 8 Administrative and managerial requirements.](#)

[Chapter 9 Legal requirements.](#)

[Chapter 10 Financial requirements.](#)

UEFA / KL	Beskrivelse
A / A	Her vil det være beskrevet hvad kravet går ud på i sin samlede helhed.
B / B	
C / C	
,	
<b>Aktion i licensansøgningskemaet:</b>	
- Her vil det være forklaret hvilken dokumentation og/eller hvilke valg der skal foretages i licensansøgningskemaet i KlubOffice.	
Guidelines/ Regulativer	<a href="#">Her kan der være indsat link til eventuelle formularer, regelsæt eller øvrige guidelines og datoer der kan være behjælpelige med imødekomelse af kravet og den tilhørende dokumentation.</a>

<b>UEFA/WL</b> - UEFA licence / Women's League licence
<b>A</b> - This is an A requirement for obtaining the above licence type
<b>B</b> - This is a B requirement for obtaining the above licence type

## 1.6 General provisions

### 1.6.1 Annex

The annexes inserted in [Chapter 11](#) form an integral part of these regulations.

### 1.6.2 Auditing

- a) The DBU reserves the right to audit licence applicants/licensees at any time.
- b) The purpose of an audit is to ensure that licence applicants/licensees have fulfilled their obligations and that the licence was issued correctly at the time of DBU's final decision.

### 1.6.3 Adoption and entry into force

These Club Licensing Regulations have been prepared in accordance with DBU regulations and, in the event of inconsistency between the DBU regulations and the Club Licensing Regulations, the former shall prevail.

The DBU Board of Directors determines the contents of the club licensing regulations and also has the authority to make such changes to the regulations as it deems necessary. However, no changes may be made to these regulations during the licence period.

The DBU Board of Directors approved the regulations at its meeting on 20 November 2023. The requirements in these Club Licensing Regulations come into force on 1 June 2024 and replace the requirements in the previously issued Club Licensing Regulations for the Women's League.

The Club Licensing Regulations has been translated into English and approved by UEFA. In the event of discrepancies between the Danish version and the English version, the English version will apply. The English version can be found on DBU's [website](#).

#### Development funds

The clubs in the Women's League may apply for financial support subject to specific conditions. The clubs are asked to familiarise themselves with the requirements for this on the [website](#) of the Women's Division Association.

There is no other financial subsidy associated with meeting the requirements or obtaining a licence.



## Chapter 2 DBU as licensor

### 2.1 Introduction

This chapter defines DBU's role as licensor and describes the composition of the associated bodies and their functions.

### 2.2 Definition of licensor (DBU)

#### 2.2.1

DBU is the licensor and administers the licensing system, appoints members to the decision-making bodies and determines the procedure necessary for the detailed work in accordance with these regulations. DBU has been approved by UEFA to issue licences for UEFA club competitions.

#### 2.2.2

The DBU establishes the necessary administration with the following tasks:

- a) Preparation, implementation and further development of the licensing system.
- b) Administrative support for the associated decision-making bodies.
- c) Assistance with advising of the clubs during the season.
- d) Notification to UEFA of any event that may occur after club licence issuance and which constitutes a material change compared to the information previously received by DBU, including any change in legal form or group structure.
- e) Contact with and dissemination of knowledge and experience accrued in regard to club licensing matters to other national associations' club licensing departments and UEFA.

#### 2.2.3

Within the rules laid down in these regulations, DBU specifies the documents that clubs are required to submit to the DBU, pursuant to these regulations, and assesses whether clubs fulfil the requirements that have been set.

- a) At least one employee or one external financial advisor must have a financial background and a diploma in accounting/auditing recognised by the Danish Business Authority. DBU's club Licensing Administration has engaged the auditing firm Roesgaard to assist them.

#### 2.2.4

The DBU guarantees all licence applicants, licensees and other parties involved full confidentiality and non-disclosure with respect to information that the DBU becomes aware of and comes into possession of, just as the DBU imposes the same obligations on clubs and other parties.

Anyone involved in the licensing work or appointed by the DBU must sign a confidentiality clause before starting their work.

#### 2.2.5

DBU guarantees equal treatment of all licence applicants and licensees.

#### 2.2.6

Unless the regulations' provisions require specific deviation, the DBU guarantees that the principles, procedures and protections of the Danish Public Administration Act apply analogously to all matters addressed in these regulations.

### 2.3 Definition of the licensing system's bodies

#### 2.3.1.1

The licensing system's bodies (decision-making bodies) are as follows:

- a) The First Instance Body, cf. section 24 of the DBU regulations.
- b) The Appeals Body, cf. section 25 of the DBU regulations.

Members of both bodies are elected no later than by the end of March for one year at a time, cf. sections 24.2 and 25.2 of the DBU regulations.

The bodies are independent of each other, so a person can only be a member of one body at a time.

#### 2.3.1.2

Members of both bodies must act impartially in performing their duties.

A body member and, where relevant, their deputy must not participate in the processing of a case in the event of a conflict of interest or if there is doubt about the member's impartiality in relation to the licence applicant.

A member's impartiality cannot be guaranteed if they, or a member of their immediate family, are:

- a) a member of,
- b) a shareholder in,
- c) a business partner of,
- d) a sponsor of,
- e) a consultant for

the club applying for a licence. The above list is indicative and not exhaustive.

The DBU's disqualification provisions can be found in section 26 of the DBU regulations.

- a) A member of one of the DBU's bodies, including its appointed subcommittees, who, pursuant to Chapter 2 of the Danish Public Administration Act on recusal, is disqualified in relation to a case, may not participate in processing or deciding on the case in question.
- b) Each member has a duty to disclose any circumstances that might affect their legal qualification.
- c) The question of whether a member is disqualified will be decided by the body in question by a simple majority vote. The member in question cannot participate in processing and deciding on the question of disqualification.

#### 2.3.2.1 The First Instance Body

The First Instance Body must assess and decide

- a) whether a licence can be issued to a licence applicant on the basis of the information provided, and in accordance with the provisions of the licensing system.
- b) whether any circumstances have arisen that mean that a licence should be revoked.
- c) whether a licence applicant should be granted one or more individual exemptions.

#### 2.3.2.2

All decisions are to be notified in writing, signed by the chairman and accompanied by a justification.

In addition, information must be given regarding the date of the decision, the names of the participating body members and the information and circumstances of the case to which reference has been made.

#### 2.3.2.3

The First Instance Body's decision may be appealed in writing to the Appeals Body, accompanied by all necessary supporting documents. Appeals must be received by the DBU Licensing Administration no later than 14 days after the licence applicant has received the First Instance Body's decision, which must be evident from this.

Information other than that which formed the basis for the First Instance Body's processing may be included in the written appeal if it can be reasonably demonstrated that it was not possible to obtain this information during the First Instance Body's processing, or if the new information provides evidence of a capital increase or capital improvement intended to meet the licensing requirements and/or ensure the appellant the possibility of continued operation.

#### 2.3.2.4

The First Instance Body consists of a chairman, a deputy chairman and three other members, all of whom are elected by the DBU Board of Representatives, cf. section 9.9, for one year at a time.

At least one member must be a trained accountant and recognised by the Danish Business Authority, and at least one member must be a lawyer. A body member may not simultaneously be a member of one of the DBU's other bodies, as listed in section 6.1 of the DBU regulations.

Employees of the League Associations and the DBU administration cannot be elected to the body.

#### 2.3.2.5

The First Instance Body is quorate when at least three of its five members are present.

Meetings of the First Instance Body are chaired by the body's chairman and the First Instance Body takes its decisions by simple majority. In the event of a tied vote, the chairman has the casting vote.

In the chairman's temporary absence, the deputy chairman will assume their duties and rights.

#### 2.3.3.1 The Appeals Body

The Appeals Body is tasked with making the final decision on appeals against written decisions of the First Instance Body made by

- a) A licence applicant who has received a rejection from the First Instance Body on the issuing of a licence
- b) A licensee whose licence has been revoked by the First Instance Body
- c) DBU's licence manager, on behalf of DBU.

#### 2.3.3.2

All decisions are to be notified in writing, signed by the chairman and accompanied by a justification.

In addition, details must be provided regarding the date of the decision, the names of the participating body members and the information and circumstances of the case to which reference has been made, including the decision of the First Instance Body.

#### 2.3.3.3

The Appeals Body may, if the situation so warrants, issue a decision without justification. In such cases, the licence applicant or licensee has seven days from receipt of the decision to request justification from the Appeals Body in writing. If a timely request for justification is submitted by the licence applicant or licensee, justification must be received within one month of the issuing of the decision.

#### 2.3.3.4

The Appeals Body may obtain an additional statement from the First Instance Body detailing the basis for the refusal of a licence. If the Appeals Body obtains an additional statement from the First Instance Body, it must be sent to the licence applicant for comment.

#### 2.3.3.5

The Appeals Body's decisions on whether a licence should be issued is final and cannot be appealed.

#### 2.3.3.6

The Appeals Body consists of a chairman, a deputy chairman and three other members, all of whom are elected by the DBU Board of Representatives, cf. section 9.9, for one year at a time.

At least one member must be a trained accountant and recognised by the Danish Business Authority, and at least one member must be a lawyer. A body member may not simultaneously be a member of one of the DBU's other bodies, as listed in section 6.1 of the DBU regulations.

Employees of the League Associations and the DBU administration cannot be elected to the body.

#### 2.3.3.7

The Appeals Body is quorate if at least three of its five members are present.

Meetings of the Appeals Body are chaired by the body's chairman and the Appeals Body takes its decisions by simple majority. In the event of a tied vote, the chairman has the casting vote.

In the chairman's temporary absence, the deputy chairman will assume their duties and rights.



## Chapter 3 Licensing requirements, disciplinary matters, exemptions and forced relegation

### 3.1 Classification of requirements

#### 3.1.1

This licensing system contains different types of requirements. In principle, A and B requirements are mandatory and must as a minimum be met by applicants. C requirements are non-mandatory requirements and only a recommendation to the clubs.

#### 3.1.2

The various types of requirements are defined as follows:

##### **A requirements**

As a minimum, A requirements must be satisfied as indicated and described in these regulations. If the licence applicant is unable to meet an A requirement, the licence applicant cannot be issued a licence for the Women's League and UEFA.

##### **B requirements**

As a minimum, B requirements must be satisfied as indicated and described in these regulations. Failure to meet a B requirement does not in itself lead to the rejection of either a licence for the Women's League or a UEFA licence, but to a sanction by the Disciplinary Committee for Football, cf. 3.2.

##### **C requirements**

C requirements are non-mandatory requirements and only a recommendation to the clubs. Failure to meet a C requirement thus does not lead to a sanction or refusal of a club licence. C requirements may also contain information about future rules, in order to ensure timely implementation in clubs.

##### **UEFA requirements**

UEFA requirements marked with 'A' must, at minimum, be fulfilled as stated and described in these regulations in order to obtain a UEFA licence. If the licence applicant is unable to meet a UEFA A requirement, the licence applicant cannot obtain a UEFA licence and therefore cannot participate in the UEFA Women's Champions League.

### 3.2. Disciplinary provisions and sanctions

#### 3.2.1

In order to ensure full compliance with the B requirements and procedures in these regulations, the Disciplinary Committee is authorised to decide upon disciplinary sanctions for any licence applicant or licensee, cf. section 21.4, no. 2, of the DBU regulations.

#### 3.2.2

If a B requirement or specific duties or requirements are not complied with, e.g. through the submission of documents with incorrect content, failure to meet deadlines, or violations which lead to the revocation of the licence, etc., the Disciplinary Committee may instigate the following disciplinary measures against the club:

- a) issuance of reprimand and warning, or
- b) issuance of a fine.

#### 3.2.3

In repeat cases, or cases of a particularly serious nature, the Disciplinary Committee may recommend to the First Instance Body that the club should not be granted a licence or that the licence be revoked, even if the club may otherwise be eligible to obtain or retain its licence.

#### 3.2.4

Decisions made by the Disciplinary Committee may be referred to the Football Appeals Board by the club in question, cf. section 19.1 of the DBU regulations. Such an appeal must reach DBU's Licensing Administration no later than 14 days after receiving the decision from the Disciplinary Committee. The DBU Board of Directors lays down specific rules on the payment of fees for the processing of cases, cf. section 13.12 of the DBU regulations.

#### 3.2.5

Disciplinary decisions made by the Football Appeals Board may, within four weeks of receipt of the decision, be appealed to DIF – the highest appeal body in sport, cf. section 32.1 of DBU's Articles of Association, if this is not excluded under section 32.2 of DBU's Articles of Association.

#### 3.2.6

In addition to what follows from section 3.2.2 of the regulations, if a club provides incorrect or incomplete information or fails to comply with its duty of disclosure, cf. clause 4.3.c, including failure to fulfil its duty of disclosure within a notified deadline, DBU's club licence administration may impose a financial penalty on the club.

Each individual infringement triggers a financial penalty of DKK 1,000. This is an administrative measure that cannot be appealed.

#### 3.2.7

If the assessment activities defined in Annex 11.1 require an extraordinary amount of time, which is essentially due to the fact that the material from the licence applicant has significant defects or is incorrect in relation to these regulations, DBU's Club Licence Administration may charge the licence applicant for any additional costs DBU may be required to pay to the audit firm, cf. clause 2.2.3(a), in connection with such an extraordinary audit. In such cases, the charge will be an administrative measure that cannot be appealed.

### 3.3. Options for exemption

#### 3.3.1 Exemptions for clubs issued by the DBU

In situations where a licence applicant fails to satisfy one or more A requirements, e.g. due to local circumstances beyond the licence applicant's control, the First Instance Body may grant the licence applicant an exemption. The exemption only applies for a maximum of one season, but can be requested to be renewed for the following season, if the licence applicant can document specific measures toward fulfilling the requirement.

Requests for such an exemption must be received by the DBU Licensing Administration no later than at the time when the licence applicant would otherwise apply for a licence, or no later than 7 days after the club has become aware that it is unable to comply with an A requirement.

### 3.4. Forced relegation upon refusal of a licence, etc.

#### 3.4.1.1

If a club (licence applicant) which currently plays in the Women's League or played in the Women's League in the autumn, and which, due to its sporting results, qualifies for participation in the Women's League in the coming season, is not granted a licence in accordance with the licensing procedure in the version of these regulations that applies for the coming season, and also fails to obtain an exemption, as per 3.3, the club is forcibly relegated to the 1st Division and promotion from the Qualifying Series is extended. In this situation, the vacant place in the Women's League will be filled by the highest ranking team from the Qualifying Series at the end of the season (that has not already qualified for the Women's League through sporting achievement), provided that the club submits documentation of fulfilment of the requirements specified in 4.7.2 for promoted teams within a time limit set by the DBU.

#### 3.4.1.2

If, after the application of 3.4.1.1 above, it remains impossible to fill the vacant places in the Women's League for the coming season with clubs that have either been granted the required licence or an exemption, as set out in 3.3, or meet the requirements for promoted teams, cf. 4.7.2, the coming season will be completed with the clubs from the Women's League that have obtained a licence, as well as teams promoted from the Qualifying Series, cf. 4.7.

#### 3.4.2

If, through sporting achievement, one or more clubs (licence applicants) qualify to participate in the Women's League in the coming season and are granted a licence under the licensing procedure set out in these regulations valid for the coming season or obtain an exemption, as per 3.3, prior to the season but have their licence or exemption revoked immediately before or during the course of the competition, the DBU Board of Directors may choose to either

- a) exclude the club(s) in question from participation in the competition, thus starting or continuing the competition with a correspondingly reduced number of teams, or
- b) start or continue the competition with all teams and instead refer the matter to the Disciplinary Committee to determine the sanction in accordance with 3.2 in these regulations.

## Chapter 4 Clubs' overall relation to the licensing system

### 4.1 Introduction

This chapter outlines application for and revocation of licences. It also defines licensees and their general responsibilities. The chapter also describes the procedure to be used when a club wins promotion from the 1st Division and thus has not entered into DBU's licensing procedure for the Women's League, as described in these regulations.

### 4.2 Definition of licence applicant

#### 4.2.1

A licence applicant may only be a football club ("club"), i.e. the legal entity that has full responsibility for the football team participating in national and international club competitions and is either:

- a) a club as defined in section 5.2.2 of the DBU regulations, or
- b) an associated third party as defined in section 5.2.3 of the DBU regulations, or
- c) a superstructure as defined in section 3 of Circular 107.

Note that team collaborations and club collaborations cannot participate in DBU's divisions, cf. circular 119, sections 4 and 5.

### 4.3. Licence applicant's general responsibilities

The licence applicant is fully responsible for participation in national and international competitions, as well as for satisfying the requirements for obtaining and retaining a licence.

In particular, the licence applicant has a special responsibility to ensure the following:

- a) That the DBU is provided with all necessary information and/or documents relevant for demonstrating that the licensing obligations have been met. In addition, the licence applicant must ensure that the DBU receives any other document relevant for making the necessary decisions.
- b) That any event that occurs after the submission of the application material to the DBU and that constitutes a material change in the information previously submitted must be reported to the DBU via [licenssystem@dbu.dk](mailto:licenssystem@dbu.dk) no later than seven working days after the occurrence of the event.
- c) If one of the positions specified in Chapter 8 becomes vacant during the licence period, the licensee must ensure that the position in question is taken over by a person with the necessary qualifications, who meets the requirements in these regulations. The position must be filled within a period of 60 days.

If the position becomes vacant for reasons beyond the club's control (illness, accident, etc.), this 60-day period may be extended by the DBU if, after medical examination, the person is deemed unable to resume their obligations.

A newly created employment contract, or amendment of an existing contract, must be sent to the DBU, dated and signed by both parties.

### 4.4. Definition of 3-year rule

#### 4.4.1

At the beginning of the club licence period, the applicant club, as defined in 4.2.1, must have existed for at least three consecutive years.

Any change in the licence applicant's legal form or legal group/corporate structure within this period (including e.g. change of head office, name or kit colours, or transfer of shares between different clubs) that is intended to help the licence applicant qualify through sporting achievement to the detriment of a competition's integrity and/or to obtain a club licence is considered an interruption of the required three-year period stated above.

## 4

### 4.5 Application for, and retention of, a licence



#### 4.5.1

The DBU issues a call to the relevant clubs to apply for a licence in writing, on time and within a given deadline.

A licence period lasts 12 months and expires the following year (1 June – 31 May).

Clubs are considered to be licence applicants until a licence has been issued by the DBU. As soon as the DBU has issued a licence, they become licensees.

All clubs that have played in the Women's League in autumn of 2023 must apply for a licence as a Women's League club. This applies regardless of whether the club plays in the qualifiers or playoffs in the spring of 2024.

The deadline for applying for a licence for the Women's League for the 2024/2025 season is **12 February 2024 at 12:00 noon**.

#### 4.5.2

Only clubs and related third parties, as defined in sections 5.2.2 and 5.2.3 of the DBU regulations, may apply for and obtain a licence. Individuals cannot apply for or be granted a licence.

#### 4.5.3

A club's status as professional or amateur is not relevant to the issuing of a licence.

#### 4.5.4

A licence expires without prior notice at the end of the period for which it was issued, and must be maintained in full for the same period. In the event of non-maintenance, refer to 3.2 and 4.6 in the Club Licensing Regulations.

#### 4.5.5

A licence is not transferable to another club or third party without the DBU's prior authorisation, cf. section 17.4 of the DBU regulations.

#### 4.5.6

If a licence applicant is not granted a licence, the process is as set out in 3.4.

## 4.6 Revocation

#### 4.6.1

The licensing system's bodies may revoke a licence during the course of a season if one or more of the conditions for issuing the licence are no longer met or if a club fails to fulfil any obligation set out in these regulations. The sections below describe the detailed procedure for any revocation of a club licence:

1. DBU's Licensing Administration writes to the licensee regarding the information DBU wishes to receive from the licensee. The licensee will subsequently have a deadline of seven calendar days from the dated letter prepared by DBU's Licensing Administration, by which time the requested information must be received of DBU's Licensing Administration.
2. There are then three options for ongoing case processing:
  - a) If all documents have been completed and received by the DBU within the deadline specified in subsection 1, the DBU Licensing Administration will sort, register and forward each main area (chapter) for processing by the relevant chapter processors. The detailed work process then continues as described in subsection 3.
  - b) If the material is incomplete, but nevertheless submitted before the deadline specified in subsection 1 above, the DBU Club Licensing Administration will contact the club licensee to agree on the next steps to be taken, e.g. request for information, supporting documents, questionnaire or missing forms. The club licensee has a maximum of five calendar days to submit what is requested by the DBU Licensing Administration. The detailed process now continues in accordance with an individual procedure.
  - c) If all relevant material is not submitted to the DBU by the deadline specified in subsection 1 above, the detailed work process continues as described in subsection 7.
3. The responsible case processors will review the documents for each of their areas and check that all the requirements are still met. They will then report back, with a reasoned recommendation, to the DBU Licensing Administration within five calendar days of receipt.
4. There are now two options for the ongoing case processing:

- a) The DBU Licensing Administration checks that the material from the case processors is complete and returned to the DBU by the deadline specified in subsection 3. The detailed work process then continues as described in subsection 5.
  - b) If a case processor for an area has identified matters that necessitate further information, the DBU Licensing Administration will contact the club licensee in question. The club licensee has a maximum of five calendar days to deliver what the DBU Licensing Administration may request. The detailed process now continues in accordance with an individual procedure.
5. Based on the case processors' reports, DBU's Licensing Administration will assess the licensee to identify any potential problem areas that may require further investigation.
  6. There are now two options for the ongoing case processing:
    - a) If the DBU Licensing Administration does not identify areas that require additional investigation, the administration prepares a general reasoned recommendation for the First Instance Body. This recommendation may also contain observations made during any visit to the licensee. The recommendation must explain and conclude whether or not revoking the club licence is to be recommended. The detailed work process then continues as described in subsection 7.
    - b) If circumstances have been identified that necessitate the DBU's Licensing Administration taking further action, e.g. make further inquiries of the licensee, the detailed workflow now proceeds according to an individual procedure. The club licensee has a maximum of five calendar days to deliver what the DBU Licensing Administration may request.
  7. The DBU Licensing Administration sends its recommendations to the First Instance Body, which must decide whether or not to revoke within a maximum of five calendar days.
    - a. During the process set out in sections 1–7, the DBU Licensing Administration may at any time terminate the revocation process if the administration can unequivocally conclude that the licensee fully meets the requirements of the Club Licensing Regulations.
  8. Before the body makes its decision, it may request additional information from DBU's Licensing Administration, and from the licensee, and possibly convening a meeting with the body. The licensee may choose to be represented by legal counsel.
  9. The body's decision must be in writing and must, in the event of revocation of the club licence, contain a detailed justification for the revocation.
  10. In the event of a revocation of the club licence, the club may appeal the decision in writing and within 14 calendar days to the Appeals Body, cf. section 2.3.3.1 of the regulations. An appeal, including a preliminary notice of appeal, has suspensory effect.
  11. The Appeals Body must consider the written appeal and make its final decision within five calendar days of receiving the appeal. This decision is final and cannot be appealed, cf. 2.3.3.4 in the regulations.

#### 4.6.2

A club licence is automatically revoked if, regardless of reason, the club licensee is declared bankrupt during the season or declares themselves bankrupt, cf. section 33 of the DBU regulations.

#### 4.6.3

If a licensee has their licence revoked for reasons other than bankruptcy, as stated in 3.4.2. If the revocation is due to bankruptcy, the procedure is as set out in section 33 of the DBU regulations.

## 4.7 Participation in the Women's League without a licence

### 4.7.1

Which clubs advance from the 1st Division to the Women's League via the qualifying division will not be known until DBU's licensing of the clubs for the coming season is completed. Therefore, these clubs do not have to meet all the requirements described in these regulations, but only the requirements that appear in section 4.7.2

### 4.7.2

- a) Clubs promoted from the 1st Division to the Women's League via the qualification series must obtain a licence for the Women's 1st Division in accordance with the procedures and rules in the Club Licensing Regulations for the Women's 1st Division 2024/2025. In addition, the clubs must, within a deadline set by DBU, submit documentation for fulfilment of the following requirements to DBU's Licensing Administration:
- |   |  |
|---|--|
| b) 7.1.1 Stadium                        | f) 8.1.2 Business Manager              |
| c) 7.1.2 Stadium – Stadium requirements | g) 8.1.3 Communications manager        |
| d) 7.1.3 Stadium – Capacity             | h) 8.1.12 TV and livestreaming manager |
| e) 7.1.4 Stadium – The pitch            | i) 10.5.2 Annual Report                |

In cases where a requirement appears both in the Women's 1st Division Club Licensing Regulations and in the list above, the above requirements apply and must be fulfilled by the club.

The DBU reserves the right to request additional information from the club, including supplementary information, during the licence period.

If, based on the above, the club is granted permission to play in the Women's League without an issued Women's League licence, but fails to comply with the requirements during the licensing period, the club may have the permission revoked in accordance with the procedure described in 4.6. This also applies if the club fails to comply with the requirements for the issued licence for the Women's 1st Division.

**NOTE!** Clubs promoted to the Women's League which have played in the Women's League within the last three seasons must meet all stadium requirements in Chapter 7 of this Club Licensing Regulations upon "re-promotion".

## 4.8 Participation in UEFA's club tournament 'Women's Champions League'

The clubs that wish to be able to participate in the UEFA Women's Champions League, by qualification for this, must be aware that all [UEFA requirements](#) must be met for the issuance of a licence for the competition, in connection with the general licence application process.

It is therefore not possible to apply for a licence to participate in UEFA tournaments after the licence application deadline, even if qualification is only achieved after that date. The club must be aware that the requirements for participation in the tournament may be higher than the requirements for obtaining a licence; for example, the requirements for the lighting system/lux intensities are higher in the group stage than for obtaining a licence.

For further information, please consult the [UEFA Regulations for the UEFA Women's Champions League](#)

# Chapter 5 Procedure for application and approval

## Introduction

The following describes the application and approval procedure that the licence applicants and DBU must follow to, respectively, submit and process the material that the licence applicants have prepared in accordance with Chapters 6–10. Reference is also made to the general provisions of administrative law, as mentioned in 2.2.6.

## 5.1 Main features of the procedure

### 5.2.1

Each chapter of the licence applicant's documents is reviewed by the DBU Licensing Administration. The combined material and recommendation are then submitted to the First Instance Body for its decision.

## 5.2 Detailed workflow of the procedure

The sections below describe the detailed application and approval procedure for licence applicants and the DBU:

DBU's Licensing Administration prepares the Regulations for the Women's League. The regulations are sent to all clubs in the Women's League and 1st Division.

1. Licence applicants prepare the application material via the electronic application form found in KlubOffice. The application material must be received by DBU's Licensing Administration no later than the deadline specified in 4.5.1.
2. When the licence application from the licence applicants has been forwarded, DBU's Licensing Administration checks that the material has been completed correctly and adequately, and that everything has been received before the deadline.
3. There are now two possibilities for further case processing:
  - a) If all documents have been completed and received at DBU before the deadline, DBU's Licensing Administration registers and processes each main area (chapter) for further processing by the persons who, on the basis of their special professional expertise, have been appointed to be responsible case processors for each of their specific areas. The detailed workflow then continues as described in subsection 6 (a).
  - b) If the documents have not been completed fully, but still submitted before the deadline, DBU's Licensing Administration contacts the licence applicant to agree on the next steps to be taken, e.g. request for information, underlying documents, questionnaire or missing forms. The detailed process now continues in accordance with an individual procedure.
  - c) If the material is not submitted to DBU before the deadline, the club's possibility to have its licence application processed will lapse.
4. There are now two possibilities for further case processing:
  - a) DBU's Licensing Administration checks that the material is completed and returned to DBU before the deadline stated in subsection 4 (b). The detailed process then proceeds as described in 6.
  - b) If a case processor for an area identifies matters that necessitate additional information, the DBU Licensing Administration contacts the relevant licence applicant. The detailed process now continues in accordance with an individual procedure.
5. There are now two possibilities for further case processing:
  - a) If the DBU Licensing Administration does not identify matters requiring further action, the Licensing Administration draws up an overall recommendation for the First Instance Body. This recommendation may also contain observations made during any visit to the licence applicant. The recommendation must explain and conclude whether the granting of a licence is recommended or not.
  - b) If matters have been identified that necessitate the DBU Licensing Administration taking further action, e.g. making further contact with the licence applicant, the detailed process now continues in accordance with an individual procedure.

6. The First Instance Body must receive the recommendations of the DBU Licensing Administration at least seven days prior to the body's scheduled 1st meeting.
7. Before the body makes its decisions, it may request further information from the DBU Licensing Administration and from licence applicants, possibly by summoning them to a meeting with the body. Licence applicants may choose to be represented by a legal counsel.
8. **The First Instance Body must make its final decision by 29 April 2024**
  - a) The decision must be communicated in writing and, if it is a refusal to grant a licence, contain detailed justification of this refusal.
9. In the event of a refusal to issue a licence due to a failure to meet requirements in 6–10, the licence applicant may appeal the decision in writing to the Appeals Body, cf. 2.3.3.1 in these regulations.
10. The Appeals Body must consider the written appeal and make the final decision by **24 May 2024**. As per 2.3.3.5, this decision is final and cannot be appealed.

## Chapter 6 Sporting requirements

### 6.1 Introduction

Below are the sporting requirements the club must meet in order to be granted a licence:

#### 6.1.1 Approved programme for the development of youth players U13–U18

UEFA / WL	Description
A / A	<p>Each club (licence applicant) must have a development programme that has been reviewed by the DBU in order to be issued a licence.</p> <p>This development programme must include at least the following:</p> <ol style="list-style-type: none"> <li>Goal setting and youth football philosophy for the club, for at least the next 3 years.</li> <li>Organisation of the youth department, including description of any cooperation agreements and superstructures with other clubs as well as organisational chart.</li> <li>Description of the various areas of the development programme in the individual age groups (U13 to U18) covering technical, tactical, physical and mental skills, including a playing style with playing style principles and coherence, organisation and content of the training for U14–U16 and U18.</li> <li>Description of the club's plan for ensuring implementation of the above development plan throughout the club's girls' department, including a description of the process for evaluating results and achieving the set objectives.</li> <li>Ensuring familiarity with Anti-Doping Denmark, Betting Conduct (match-fixing and betting), Anti-racism, Equality and Laws of the Game.</li> <li>Description of plan for training coaches in the youth section.</li> <li>Adequate number of match and training facilities.</li> <li>Sufficient finances to maintain youth academy.</li> <li>Ensuring that the players in the talent sector have access to a qualified health sector.</li> </ol>

In its youth development programme, the club must also ensure:

- that every youth player participating in the above youth development programme has the opportunity to follow the mandatory school education in accordance with Danish law.
- that no youth player participating in this youth development programme is prevented from continuing their non-footballing education, i.e. school education or vocational.
- that the club assists elite team players with their contact with schools and educational institutions, whether it be municipal education officers or coordinators for possible elite classes. The club must thereby ensure that the player's total amount of training (club training, talent training, national team, after-school and elite classes) is adapted to the players' developmental abilities,
- that the club's youth programme complies with the DBU's Principles and Actions (*Holdninger og Handlinger*), and that the club's youth teams only participate in competitions recognised by FIFA, UEFA, the DBU and local associations. This means that the club must, if playing a match against teams from other countries, apply for permission to do so via the form(s) on DBU's or the local association's website.
- the above sections are evaluated at least once a year.

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#### Action in the licence application form:

- *The licence applicant must document that the club's development programme for youth players complies with a) to n)*
  - *If the club is the holder of a youth licence for girls, and/or applies for a licence for girls for the coming season, the requirements are fulfilled through this, and this only needs to be confirmed in the application.*
  -
-



Guidelines/  
Regulations [Club Licensing Regulations – Youth, Girls 2023/2025 \(dbu.dk\)](#) (sections S.01, O.02, O.13, I.01, I.06, I.07, F.01, F.02 and F.06)

### 6.1.2 Number of teams

UEFA / KL	Description
A / B	<p>The licence applicant must meet the following requirements on player numbers:</p> <p>The club must have at least the following teams:</p> <ol style="list-style-type: none"> <li>two senior women's teams for games with 11 players on the pitch, registered for DBU's or the local association's tournament offering</li> <li>two girls' youth teams from U13 to U18, registered for DBU's or the local association's tournament offering</li> </ol>

#### Action in the licence application form:

- *The licence applicants must enter the tournament name of the two 11-man senior women's teams registered for DBU's or the local association's tournament offering*
- *The licence applicant must enter the tournament name of the two girls' youth teams registered for DBU's or the local association's tournament offering.*

Guidelines/  
Regulations See [8.1.17](#) regarding training of coaches for the teams cf. (b)

### 6.1.3 Contracts and registration of players

UEFA / WL	Description
A / A	<p>The licence applicant must have a written agreement with all their contract players, as stated in the FIFA Regulations on the Status and Transfer of Players, and comply with requirements regarding player loans.</p> <p>In accordance with section 17.4.3 of the DBU regulations, the CEO of the DBU is responsible for monitoring and ensuring that the DBU's standard contracts are used if a contractual relationship is established, and that the DBU receives copies of all signed contracts and authorises/refuses their entry into force.</p> <p>All players (over 10 years of age) must be registered with DBU as stated in the FIFA Regulations on the Status and Transfer of Players.</p>

#### Action in the licence application form:

- *The licence applicant must ensure and confirm that all agreements with contract players are available at the club, and that the DBU has received copies. At the request of the DBU, the club's copy of an agreement must be sent to the DBU without undue delay.*
- *The licence applicant must confirm that they have registered all players with all required information in the Club Office*

Guidelines/  
Regulations [Regulations on the Status and Transfer of players \(fifa.com\)](#) (5.1, page 14, and 10, page 18)

### 6.1.4 Medical support for the players on the Women's League team

UEFA / WL	Description
A / C	<p>All players eligible to play in the Women's League team must undergo an annual medical examination in accordance with the propositions for UEFA club competitions, including the UEFA Medical Regulations. All players that the club expects to use in its first team must have completed this annual examination, and the declaration must be sent to DBU together with the licence application. If the club acquires new players during the year for the club's first team, these players must also complete an equivalent examination. Records for the doctor's own use can be downloaded from the link below, titled "Health examination – chart". The chart for each player must <u>not</u> be submitted to DBU, but remain in the safekeeping of the doctor.</p>

Attention is drawn to the fact that medical charts contain sensitive personal data, which must be treated confidentially and in accordance with applicable Danish law.

#### 6.1.4 Medical support for the players on the Women's League team (*continued*)

##### Action in the licence application form:

- The licence applicant must submit a declaration to DBU that the club's first team players have undergone an annual medical examination. The declaration can be downloaded from <https://www.dbu.dk/turneringer-og-resultater/klublicens/kvindeligaen/>
- The declaration must be dated and signed by the club's doctor and at least one person authorised to sign.
- A list with the names of the players who have undergone the medical examination must be attached to the declaration.

Guidelines/  
Regulations [UEFA Medical Regulations](#)  
[Health examination – chart](#)

#### 6.1.5 Medical requirement – players over 12 years of age

##### UEFA / WL Description

##### B / C

All players over the age of 12, within the club's legal entity and accounting framework (cf. 9.1.5 and 10.5.1), must undergo an annual medical examination in accordance with the relevant guidelines prepared by the DBU, and in accordance with national legislation and requirements and recommendations in the UEFA Medical Regulations.

All players over the age of 15 who are under contract at the club are covered by the requirement. However, if the player in question is part of the club's first team or on the club's A or B list, that player is covered by the requirement in 6.1.4 above.

This is not the same thorough medical as that completed for the first team. Guidelines can be downloaded from the website.

Records for the doctor's own use can be downloaded from the *link below*, titled "Health examination – chart". The chart for each player must not be submitted to DBU, but remain in the safekeeping of the doctor.

Attention is drawn to the fact that medical charts contain sensitive personal data, which must be treated confidentially and in accordance with applicable Danish law.

##### Action in the licence application form:

- The licence applicant must submit a declaration to the DBU that the club's players over the age of 12 covered by the requirement have undergone an annual medical examination
- A list with the names of the players who have undergone the medical examination must be attached to the declaration. The declaration must be dated and signed by the club's doctor and an authorised signatory. The declaration can be obtained at <https://www.dbu.dk/turneringer-og-resultater/klublicens/kvindeligaen/> link below.

Guidelines/  
Regulations [UEFA Medical Regulations](#)  
[Health examination – chart](#)

#### 6.1.6 Social responsibility – Action plans

##### UEFA / WL Description

##### B / B

The licence applicant must prepare a strategy and related action plans/policies for their social responsibility in accordance with UEFA's 2030 sustainability strategy for football, as a minimum within the areas:

- |                      |                          |
|----------------------|--------------------------|
| a) Equality          | d) Football for all      |
| b) Anti-racism       | e) Climate & Environment |
| c) Children's rights |                          |

**Action in the licence application form:**

- *The licence applicant must confirm to DBU that they have drawn up written policies in the areas.*

Guidelines/  
Regulations[UEFA Sustainability Strategy for Football 2030 – Strength Through Unity \(uefa.com\)](#)[UEFA Safety and Security Regulations](#)[UEFA 10-point plan against racism](#)[Access for all \(cafefootball.eu\)](#)**6.1.7 Social responsibility – The integrity of the game****UEFA / WL****Description****B / B**

The club must ensure that the players on the Women's League team are aware of, and up to date with, rules and procedures regarding Anti-Doping, Betting Conduct (match fixing and betting) and Laws of the Game.

- During the year prior to the club licence period applied for, the club must organise a meeting, or participate in one organised by DBU, in order to spread knowledge of the Laws of the Game. At minimum, the captain or vice-captain and the head coach or assistant coach of the club's first team must attend this meeting.
- It must be ensured that Women's League players, U18 and U16 players are taught and informed about applicable rules for Anti-Doping and Betting Conduct (match-fixing and betting). (see *Club Licensing Regulations for youth girls 2023/2025, I.07 page 68*)
- The club's coaches, managers and other support staff for the U16 and U18 teams, including the associated doctor and any other person responsible for anti-doping matters, as well as other relevant personnel, must also keep themselves up-to-date in their respective areas.

**Action in the licence application form:**

- *The women's league team and U18 and U16 players must complete Anti-Doping Denmark's most recent e-learning programme. The programme is free and can be accessed via [www.antidoping.dk](http://www.antidoping.dk). The individual player must, at the request of DBU's Licensing Administration, document that the program has been completed. The player can access their diploma online on their user profile.*
- *The club must state which of the two options for a meeting regarding Laws of the Game has been fulfilled. If the club holds its own meeting without participating in the joint meeting, this must be held prior to the club licensing period applied for (i.e. no later than the end of May 2024), and confirmation of the meeting having taken place must be received by DBU no later than 1 June 2024. This confirmation must be dated and signed, at minimum, by the instructor and the club's sporting director.*
- *In addition, the club must organise a meeting to raise awareness of betting conduct and submit a confirmation of the meeting to the DBU, including the date and location of the meeting, the participants and the name of the speaker or instructor. The meeting must be held at the latest in connection with the start of each summer season between 1 June and 1 September, and confirmation of the meeting must be received by DBU no later than 1 September 2024. These must be dated and signed, at minimum, by the instructor and the club's sporting director. The meeting is planned by the club itself, possibly in collaboration with the Centre for Gambling Addiction (Center for Ludomani), Study4Player, TeamDanmark, Elitekommunen or the like.*
- *The club must confirm that it has ensured the briefing of health personnel as well as other coaches and managers about anti-doping and match-fixing rules.*

Guidelines/  
Regulations[Laws of the Game \(theifab.com\)](#)[Anti-Doping Denmark's e-learning programme](#)[Rules and laws regarding match-fixing and other unethical behaviour \(dbu.dk\)](#)[Club Licensing Regulations – Youth, Girls 2023/2025 \(dbu.dk\)](#) (section I.07 page 68)**Note!** Date regarding event confirmations

- Laws of the Game (*Fodboldloven*) – 1 June 2024

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-	Betting Conduct (match fixing and <i>betting</i> ) 2024. <a href="https://www.dbu.dk/media/7438/cirkulaere-nr-117.pdf">https://www.dbu.dk/media/7438/cirkulaere-nr-117.pdf</a>	-	1	September
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#### 6.1.8 Training of new coaches

UEFA / WL	Description
- / B	Annually, the club must ensure that at least two women associated with the club begin coaching training at C1 level.

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##### Action in the licence application form:

- *By 30 June 2024 at the latest, the club must provide the names of two women connected to the club who have completed or are registered for the C1 coaching training course which will take place in the period 1 January 2024–31 December 2024.*
  - *If the club is the holder of a youth licence for girls, and/or applies for a licence for girls for the coming season, the requirements are fulfilled through this, and this only needs to be confirmed in the application.*
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Guidelines/ Regulations	<a href="#">Club Licensing Regulations – Youth, Girls 2023/2025 (dbu.dk)</a> (section 0.02)
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# Chapter 7 Requirements for stadiums and other facilities

## 7.1 Introduction

Below are the requirements that DBU makes for a club's stadium(s) for staging matches in the Women's League's group, qualifying and final games, as well as requirements for training and study facilities as well as changing and treatment rooms.

### 7.1.1 Stadium

#### UEFA /WL Description

**A / A** In order to qualify for a licence, the licence applicant must meet the following requirements:

- a) The licence applicant must have one or more stadium(s) available for matches in the Women's League, which must be located in Denmark and approved by DBU.
- b) If a licence applicant is not the owner of the stadium(s), the licence application must be accompanied by one (or more) written agreement(s) with the owner of the stadium(s) the club intends to use.
- c) The stadium(s) must meet all applicable public authority requirements.

#### Action in the licence application form:

- *The licence applicant must submit the name and address of their stadium(s) to DBU, along with all agreements entered into. These must be dated and signed by both parties.*
- *The licence applicant must confirm that the stadium(s) meet all applicable public authority requirements.*

Guidelines/  
Regulations None

### 7.1.2 Stadium – Stadium requirements

#### UEFA /WL Description

**A / B** In order to be granted a licence to participate in the Women's League and UEFA's tournaments, the licence applicant must indicate a stadium that meets all the requirements for a UEFA Category 1 stadium, cf. UEFA Stadium Infrastructure Regulations – Edition 2018

Listed below are some of the main requirements for a UEFA Category 1 stadium:

- a) The stadium must comply with applicable regulatory requirements.
- b) The stadium must comply with the requirements of the Laws of the Game.
- c) The stadium must have changing rooms for both teams with room for 25 people;
  - i. Preferably divided into a changing room for players with space for a minimum of 18 persons, and a changing room for managers with room for a minimum of 7 persons.
- d) The stadium must have a medical room.
- e) The stadium must have a room available for doping control, cf. UEFA Anti-Doping Regulations.
- f) The stadium must have substitutes' benches for both teams with room for 14 persons.
- g) The stadium must have a scoreboard and clock, as well as a sound system for speaker functions and music, which covers all spectator areas.
- h) The stadium must have a platform for the main camera with a minimum size of 2 x 2 meters.
- i) The stadium must have at least one commentator position.
- j) The stadium must have a minimum of five press seats with tables, power sockets and internet access.
- k) The stadium must have a minimum of 200 individual seats with anatomically shaped backrests.
- l) The stadium must have sales kiosk(s) with food & drink available to all spectators.
- m) The stadium must be equipped with toilet facilities in accordance with the specifications.
- n) The stadium must offer access for disabled spectators and be equipped with accessible toilet(s) for people with disabilities.

- o) The stadium must have at least one defibrillator available during the staging of home matches.

For stadium(s) approved for the 2023/2024 Women's League season, the Licensing Administration may exceptionally grant exemptions for individual deviations from the requirements of the UEFA Stadium Infrastructure Regulations. For the issuance of an exemption, an application for this must be sent alongside the licence application. Exemptions thus cannot be applied for after the application or during an ongoing season. The exemption can only apply in relation to licence for the Women's League and not in relation to UEFA licence.

### 7.1.2 Stadium (continued)

#### Action in the licence application form:

- The licence applicant must confirm that the stadium meets all requirements for a Category 1 stadium, cf. UEFA Stadium Infrastructure Regulations – Edition 2018 – Category 1.
- The club must confirm that defibrillators are available at the stadium(s) in connection with home matches.
- The licence applicant must attach any exemption request that clearly describes the deviation from the requirement.

Guidelines/  
Regulations [UEFA's Stadium Infrastructure Regulations – Edition 2018](#)  
[UEFA Anti-Doping Regulations – Edition 2021](#), see 'Doping Control Station'

### 7.1.3 Stadium – Capacity

#### UEFA /WL Description

- /A In addition to the stadium requirements in 7.1.2 Stadium – UEFA Category 1, the stadium must comply with the following requirements:
- a) The stadium must have a total capacity of at least 2,000 seats, of which at least 500 seats must be covered seating.

Seating should be individual, anatomically shaped seats with backrests with a height of at least 30cm. All seating must be secured to the stands.

#### Action in the licence application form:

- The licence applicant must confirm both the spectator capacity, counted as seated and standing places, and whether all seating is furnished with individual, anatomically shaped seats with backrests with a minimum height of 30cm.

Guidelines/  
Regulations [UEFA's Stadium Infrastructure Regulations – Edition 2018](#)

### 7.1.4 Stadium – The pitch

#### UEFA /WL Description

- /A The following applies for matches in the Women's League:
- a) The size of the pitch must be 68 x 105 metres.
  - b) The pitch at the stadium(s) must either:
    - i. have a grass surface/hybrid grass or
    - ii. be artificial grass
      - I. Artificial grass pitches must be certified as 'FIFA Quality' or 'FIFA Quality Pro' in accordance with the FIFA Quality Program for Football Turf.
  - c) The pitch must be separated by a fence or railing from the spectators.
  - d) Pitch area incl. safety distance must be 76 x 115 metres (*safety distance must be 4 m on the long sides and 5 m behind the goal lines. The safety area can be covered with a material other than grass – no sharp edges etc. or level differences*). For pitches established before 30 June 2023, the safety distance must be at least 2 m x 3 m. (72 m x 111 m in total).



For the approval of the stadium for the UEFA Women's Champions League group stage, any artificial turf must be 'FIFA Quality Pro'-certified.

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**Action in the licence application form:**

- *The licence applicant is asked to confirm the size of the pitch at the stadium(s), as well as inform about the surface of the pitch.*
- *If the surface is artificial grass, a valid FIFA Certificate must be sent. It should be noted that DBU's Tournament Administration may grant an exemption from a valid FIFA Certificate, within applicable propositions for single matches, if this is deemed to be of crucial importance for the tournament.*

Guidelines/  
Regulations [FIFA Quality Programme for Football Turf \(fifa.com\)](https://www.fifa.com/fifa-quality-programme)

### 7.1.5 Stadium – Lighting system

#### UEFA /WL Description

- /A For evening matches, the licence applicant must have a stadium with a lighting system available, with at least 800 lux horizontally above the playing field.

If matches are played in daylight at a stadium with the above lighting system, the lighting system must also be used if this is requested by either the TV rights holder or the referee of the match.

A measurement made with 96 horizontal measuring points must be submitted with the application, and the values for U1h and U2h must be provided in accordance with the UEFA Stadium Lighting Guide 2016 – Chapter 20.

The light measurement must not be older than three years from 13 February of the year in which the club applies for a club licence.

It is also recommended that the vertical light intensities are measured cf. UEFA Stadium Lighting Guide 2016.

For the approval of the stadium for UEFA Women's Champions League group stage matches, the lighting system must meet the applicable requirements, cf. UEFA Women's Champions League Regulations, and the measurement of the light levels must be carried out no earlier than 1 July 2023.

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**Action in the licence application form:**

- *The licence applicant must submit lighting measurements carried out in accordance with the UEFA Stadium Lighting Guide 2016*

Guidelines/  
Regulations [UEFA Stadium Lighting Guide 2016](https://www.uefa.com/uefa-stadium-lighting-guide-2016)  
[UEFA Women's Champions League Regulations](https://www.uefa.com/uefa-womens-champions-league-regulations)

## 7.2 Requirements for training facilities

### 7.2.1 Training facilities

#### UEFA /WL Description

- A /A The licence applicant must have training facilities available for the women's team throughout the year.

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**Action in the licence application form:**

- *The licence applicant must notify the DBU of the name and address of its training facility, as well as the ownership.*
- *If the licence applicant is not the owner of the training facilities, a written agreement with the owner(s) of the training facilities must be submitted, including confirmation that the facilities will be available throughout the year.*

Guidelines/  
Regulations None

### 7.2.2 Training pitches

#### UEFA /WL Description

**B / B** As a minimum, there must be a grass pitch available in the summer and an artificial grass pitch available in the winter, alternatively an artificial grass pitch available all year round.

Hybrid pitches are to be considered as grass pitches.

#### Action in the licence application form:

- *The licence applicant must confirm that the above facilities are available.*

Guidelines/  
Regulations None

### 7.2.3 Strength training facilities

#### UEFA /WL Description

**B / B** The club must have the necessary training facilities available to ensure that players in the Women's League team have access to regular strength training (with free weights) all year round.

These can either be the club's own facilities or facilities that the club rents/borrows.

#### Action in the licence application form:

- *The licence applicant must confirm that the above is available to the players.*
- *If the facilities are rented/borrowed, the licence applicant must attach a written agreement on access to the strength training facilities. The agreement must be signed and dated by both parties.*

Guidelines/  
Regulations None

### 7.2.4 Study and homework facilities

#### UEFA /WL Description

**B / B** The club must have the necessary facilities available, including a study room, which ensures that players on the club's Women's League team can use breaks before, between and after training sessions to study and the like.

#### Action in the licence application form:

- *The licence applicant must confirm that the above is available to the players.*

Guidelines/  
Regulations None

### 7.2.5 Changing rooms

#### UEFA /WL Description

**B / B** For all training sessions, there must be a changing room for the club's Women's League team that accommodates the following:

- a) This must have room for players to store their clothing securely.
- b) The rooms must be cleaned daily.

#### Action in the licence application form:

- *The licence applicant must confirm that the above facilities are available and that there is systematic cleaning as required above.*

Guidelines/  
Regulations None

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#### 7.2.6 Treatment rooms

UEFA /WL	Description
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- |              |  |
|--------------|--|
| <b>B / B</b> | There must be a room available at all times, in which therapists have the opportunity to work and which accommodates the following: <ul style="list-style-type: none"><li>a) The room should be large enough for treatment staff to work unhindered.</li><li>b) The cleaning should be of such a standard that the risk of infection is kept to an absolute minimum.</li></ul> |
|--------------|--|
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**Action in the licence application form:**

- *The licence applicant must confirm that the above facilities are available and that there is systematic cleaning as required above.*
- 

Guidelines/  
Regulations None

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# Chapter 8 Administrative and managerial requirements

## 8.1 Introduction

Here are the requirements for the club's key employees.

If a function is handled by an external company, the agreement between the licence applicant and the company in question must, as a minimum, contain a clear definition of the task and scope. If this function is one which requires training, documentation for the training of the person(s) performing the function must also be submitted.

\*\* A holder of a UEFA coaching licence is a coach who, in accordance with the provisions of the UEFA Coaching Convention, has:

- a) been issued with a valid UEFA coaching licence by a UEFA member association; or
- b) at least started the required UEFA training. Enrolment in the required UEFA training is not sufficient.

### 8.1.1 Administration, organisation and licence officer

UEFA / WL	Description
A / A	<p>The licence applicant must appoint a person as the club's administrative officer in relation to the licence application.</p> <p>In addition, the club must provide the address, website address and contact information for the club's administration.</p> <p>Organisation chart, at least containing the functions mentioned in this Chapter 8, with clear lines of communication, must be forwarded.</p>
<p><b>Action in the licence application form:</b></p> <ul style="list-style-type: none"> <li>- <i>The licence applicant must select the person to be the Licence Officer. The person's KlubOffice profile must contain name, telephone number and email and be up-to-date.</i></li> <li>- <i>The licence applicant must provide the address of the club's administration, as well as the main address, main telephone number and link to the website.</i></li> <li>- <i>The licence applicant must upload an organisational chart.</i></li> </ul>	
Guidelines/ Regulations	None

### 8.1.2 Administration – Business director

UEFA / WL	Description
- / A	<p>The licence applicant must appoint a business director with overall responsibility for the licence applicant's business.</p> <p>This person will be responsible for developing the club's business base, which includes ensuring:</p> <ol style="list-style-type: none"> <li>a) Proper match execution in cooperation with the match day manager.</li> <li>b) Sale of sponsorships and other income-generating activities.</li> <li>c) Spectator recruitment and development of the match concept.</li> </ol> <p><b>NOTE!</b> In line with the Women's League's Development Funds (Kvindeligaens Udviklingsmidler), a financial subsidy can be obtained for this function according to the applicable rules for this.</p>
<p><b>Action in the licence application form:</b></p> <ul style="list-style-type: none"> <li>- <i>The licence applicant must select the person to be the Business Manager. The person's KlubOffice profile must contain name, telephone number and email and be up-to-date.</i></li> <li>- <i>The DBU must receive a copy of the contract entered into between the relevant person and the licence applicant. The agreement must be signed and dated by both parties</i></li> </ul>	
Guidelines/ Regulations	None

### 8.1.3 Administration – Communications manager

UEFA /WL	Description
<b>B / B</b>	The licence applicant must appoint a person who has overall responsibility for the Licence applicant's communications.

This person must either:

- a) Be a trained journalist.
- b) Have completed or be pursuing a course of higher education in communications.
- c) Be the holder of a certificate of competence issued by DBU with "recognition of practical experience". The recognition must be based on at least three years' practical experience from previous positions in this field.

This person shall be responsible for developing the club's communication strategy including:

- a) Contact with the press and the preparation of editorial content for the press.
- b) Responsibility for the club's website and SoMe platforms.
- c) Contact with the DBU's general communications for the Women's League.

**NOTE!** In line with the Women's League's Development Funds (Kvindeligaens Udviklingsmidler), a financial subsidy can be obtained for this function according to the applicable rules for this.

#### Action in the licence application form:

- The licence applicant must select the person to be the Communications Manager. The person's KlubOffice profile must contain name, telephone number and email and be up-to-date.
- The DBU must receive a copy of the contract entered into between the relevant person and the licence applicant. The agreement must be signed and dated by both parties.

Guidelines/ Regulations	None
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### 8.1.4 Head coach, Women's League team

UEFA /WL	Description
<b>A / A</b>	The club must hire/appoint a qualified head coach for the Women's League team who will be responsible for all team training sessions and matches.

The head coach is responsible for planning and carrying out team training and individual training in close collaboration with the assistant coach, goalkeeping coach, physical trainer and the health sector.

At minimum, this coach must:

- c) Have acquired a valid UEFA A licence\*\*, or
- d) Have acquired a valid "non-UEFA coaching diploma" that is equivalent to (a) and is recognised by UEFA.

#### Action in the licence application form:

- The licence applicant must select the person to be the Head Coach. The person's KlubOffice profile must contain name, telephone number and email and be up-to-date.
- The DBU must receive a copy of the contract entered into between the relevant person and the licence applicant. The agreement must be signed and dated by both parties.
- If the coach has obtained their qualifications abroad, proof of these qualifications must be provided, e.g. a certificate issued by the national football association in question.

Guidelines/ Regulations	None
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**8.1.5 Assistant coach, Women's League team****UEFA /WL Description**

**A / A** The club must employ/appoint an assistant coach who is available to the Women's League team at all team training sessions.

At minimum, this coach must:

- a) Hold a valid UEFA B licence\*\*, or
- b) Have acquired a valid "non-UEFA coaching diploma" that is equivalent to (a) and is recognised by UEFA.

**Action in the licence application form:**

- *The licence applicant must select the person to be the Assistant Coach. The person's KlubOffice profile must contain name, telephone number and email and be up-to-date.*
- *The DBU must receive a copy of the contract entered into between the relevant person and the licence applicant. The agreement must be signed and dated by both parties*
- *If the coach has obtained their qualifications abroad, proof of these qualifications must be provided, e.g. a certificate issued by the national football association in question.*

Guidelines/  
Regulations None

**8.1.6 Physical trainer****UEFA /WL Description**

**- / A** The club must have a coach responsible for the physical training of the players. Said person is responsible for planning and evaluating physical training.

The physical trainer must hold at least one of the following qualifications:

- a) Have at least a bachelor's degree in sports, or
- b) Hold a certificate of competence with "recognition of practical experience" issued by the DBU prior to submission of the licence application, or issued by another organisation where the certificate of competence has been approved by the DBU in advance. The certificate of competence must be based on at least 5 years of practical experience of full-time (primary) employment within the field of sports at talent/elite level as a physical trainer.

The physical trainer must be available at least twice a week for the players on the Women's League team.

The person will be responsible for all physical training, e.g. planning, guidance and supervision, conducted for the Women's League players, individually and at team level, and be responsible for the tests (the Performance Profile) carried out on the Women's League players.

**Action in the licence application form:**

- *The licence applicant must select the person to be the Physical Trainer. The person's KlubOffice profile must contain name, telephone number and email and be up-to-date.*
- *The licence applicant must upload a copy of the agreement entered into between the person in question and the licence applicant. The agreement must be signed and dated by both parties*
- *The licence applicant must upload documentation of the training obtained, alternatively an issued certificate of competence.*

Guidelines/  
Regulations None



**8.1.7 Goalkeeping coach****UEFA /WL Description**

- B / A** The club must hire/appoint a goalkeeping coach for the women's team.  
The coach must hold a valid GK-B licence \*\*.  
DBU recommends securing further training for the coach in order to obtain a GK-A licence.

**Action in the licence application form:**

- *The licence applicant must select the person to be the Goalkeeping Coach. The person's KlubOffice profile must contain name, telephone number and email and be up-to-date.*
- *The DBU must receive a copy of the contract entered into between the relevant person and the licence applicant. The agreement must be signed and dated by both parties*
- *If the coach has obtained their qualifications abroad, proof of these qualifications must be provided, e.g. a certificate issued by the national football association in question.*

Guidelines/  
Regulations None

**8.1.8 Health sector – Mental coach****UEFA /WL Description**

- / A** The club must have a mental coach who shares responsibility for creating a safe environment for development and performance and embedding mental training on and off the pitch. A mental coach may, for example, have the following primary areas of responsibility/tasks:

- Firmly establish and further develop a safe development and performance environment at the club (psychological safety)
- Support the coaching team in developing a healthy performance environment
- Educate the players in handling pressure and adversity
- Give players tools to develop mental resilience
- Promote mental health in the environment
- Conduct individual player interviews

The mental coach must have at least one of the following qualifications:

- a) Master's level education in psychology
- b) Master's level education in sports with specialisation in the areas of talent development/sports psychology
- c) Master's level education in sports psychology, which must be individually approved by the Talent Committee

If the club's mental coach has obtained a permanent exemption, cf. the Club Licensing Regulations for youth, boys, he or she can be approved as a mental coach in the club's licence application for the Women's League. Documentation for exemption must be submitted.

If the club's mental coach has worked as a mental coach in a men's senior environment (minimum men's 1st Division) for at least three years, he or she can be approved as a mental coach for the club's licence application for the Women's League. The club must provide documentation for this.

The mental coach must be present at the club at least once a week for a minimum of three hours, where they must be available to the Women's team's coaching team and the players.

**Action in the licence application form:**

- *The licence applicant must select the person to be the Mental Coach. The person's KlubOffice profile must contain name, telephone number and email and be up-to-date.*
- *DBU must have a copy of the agreement concluded between the person/company in question and the licence applicant. The agreement must be signed and dated by both parties*
- *The licence applicant must upload documentation of the training obtained, alternatively an issued certificate of competence.*

Guidelines/  
Regulations [The Danish Health Authority's authorisation register.](#)

**8.1.9 Health sector – Physiotherapist****UEFA /WL Description****A / A**

The club must engage a trained physiotherapist who, together with the club's wider health sector, is responsible for general sports physiotherapy, rehabilitation guidance and treatment in connection with training and matches for the Women's League team.

- a) The physiotherapist must attend all the Women's League team's home games. It is recommended that the physiotherapist also attend away matches.
- b) The physiotherapist must hold a valid authorisation from the Danish Health Authority.

**Action in the licence application form:**

- *The licence applicant must select the person to be the Physiotherapist. The person's KlubOffice profile must contain name, telephone number and email and be up-to-date.*
- *DBU must have a copy of the agreement concluded between the person/company in question and the licence applicant. The agreement must be signed and dated by both parties*
- *A direct link to the relevant person's valid authorisation from the Danish Health Authority must be inserted.*

Guidelines/  
Regulations[The Danish Health Authority's authorisation register.](#)**8.1.10 Health sector – Doctor****UEFA /WL Description****A / B**

The club must engage a trained physician who fulfils the following:

- a) The doctor is responsible for all matters relating to anti-doping, and on behalf of the licence applicant is part of the reciprocal cooperation between the club, Anti-Doping Denmark, DBU, UEFA and FIFA to inform about and prevent players from taking medication(s) etc. that are listed on the international prohibited list.
- b) The doctor must hold a valid authorisation from the Danish Health Authority.
- c) The doctor must be available during training
- d) The doctor must be present at the stadium for home matches in the Women's League
- e) The doctor must be present at the stadium for matches in the Champions League.

**Action in the licence application form:**

- *The licence applicant must select the person to be the Doctor. The person's KlubOffice profile must contain name, telephone number and email and be up-to-date.*
- *There must be a written contract regarding the performance of the office. The DBU must receive a copy of the contract entered into between the relevant person and the licence applicant. The agreement must be signed and dated by both parties.*
- *A direct link to the relevant person's valid authorisation from the Danish Health Authority must be inserted.*

Guidelines/  
Regulations[The Danish Health Authority's authorisation register.](#)**8.1.11 Sporting director, Women's League team**

UEFA / WL	Description
- / A	<p>The club must employ/appoint a person responsible for the club's sporting set up for the Women's League team, e.g.:</p> <ul style="list-style-type: none"> <li>• Style of play and tactical system</li> <li>• Hiring coaches</li> <li>• Contracts with players</li> <li>• Ongoing dialogue with the person responsible for talent development at the club</li> </ul>

**Action in the licence application form:**

- *The licence applicant must select the person to be the Sporting Director. The person's KlubOffice profile must contain name, telephone number and email and be up-to-date.*
- *The DBU must receive a copy of the contract entered into between the relevant person and the licence applicant. The agreement must be signed and dated by both parties*

Guidelines/  
Regulations

None

### 8.1.12 Match day manager

UEFA / WL	Description
- / B	<p>The licence applicant must appoint a person with overall responsibility for holding the club's home matches in the Women's League.</p> <p>The person must ensure:</p> <ol style="list-style-type: none"> <li>a) Correct staging of the home matches in the Women's League in accordance with the 'Kvindeligaens Match Manual'.</li> <li>b) Optimal composition of personnel for match day in relation to functions in the 'Kvindeligaens Match Manual' for staging matches in the Women's League.</li> </ol>

**Action in the licence application form:**

- *The licence applicant must select the person to be the Match Day Manager. The person's KlubOffice profile must contain name, telephone number and email and be up-to-date.*
- *The DBU must receive a copy of the contract entered into between the relevant person and the licence applicant. The agreement must be signed and dated by both parties*

Guidelines/  
Regulations

[Kvindeliga Match-Manual \(kvindediv.dk\)](https://kvindediv.dk)

### 8.1.13 TV and livestreaming manager

UEFA / WL	Description
- / B	<p>The licence applicant must appoint a person with overall responsibility for the licence applicant's TV and livestreaming of matches in the Women's League.</p> <p>The person must ensure:</p> <ol style="list-style-type: none"> <li>a) Correct execution of livestreaming in connection with matches in the Women's League.</li> <li>b) Contact person for external Women's League streaming partner and/or commercial TV station</li> </ol>

**Action in the licence application form:**

- *The licence applicant must select the person to be the TV and Livestreaming Manager. The person's KlubOffice profile must contain name, telephone number and email and be up-to-date.*
- *The DBU must receive a copy of the contract entered into between the relevant person and the licence applicant. The agreement must be signed and dated by both parties*

Guidelines/  
Regulations

[Kvindeliga Match-Manual \(kvindediv.dk\)](https://kvindediv.dk)

**8.1.14 Spectator and supporter liaison officer**

<b>UEFA /WL</b>	<b>Description</b>
<b>- / B</b>	<p>The licence applicant must appoint a person with overall responsibility for the licence applicant's spectator recruitment and fan engagement.</p> <p>The person must ensure:</p> <ol style="list-style-type: none"> <li>skilled and effective spectator recruitment, so that the club's spectator target is reached.</li> <li>that an atmosphere stand has been established for all home matches.</li> <li>that the team's fan group will be provided with a suitable fan area.</li> </ol>

**Action in the licence application form:**

- *The licence applicant must select the person to be the Spectator and Supporter Liaison Officer. The person's KlubOffice profile must contain name, telephone number and email and be up-to-date.*
- *The DBU must receive a copy of the contract entered into between the relevant person and the licence applicant. The agreement must be signed and dated by both parties*

Guidelines/  
Regulations[Kvindelig Match-Manual \(kvindediv.dk\)](https://kvindediv.dk)**8.1.15 Data controller**

<b>UEFA /WL</b>	<b>Description</b>
<b>- / B</b>	<p>Responsible for the club's data strategy, registration and active utilisation of contact data for all relevant stakeholders – members, spectators/ticket buyers, guests/users of the club's website and SoMe platforms, sponsors, members of any support organisations, including:</p> <ul style="list-style-type: none"> <li>• Ensuring ongoing follow-up on the data analysis report conducted in autumn 2022 by Two Circles and Mindshare</li> <li>• Participating in follow-up seminars organised by the Women's League Office</li> <li>• Ensuring progress in the club's general use of contact data for club stakeholders – and that this is in line with GDPR regulations</li> </ul>

**Action in the licence application form:**

- *The licence applicant must select the person to be the Data Controller. The person's KlubOffice profile must contain name, telephone number and email and be up-to-date.*
- *The DBU must receive a copy of the contract entered into between the relevant person and the licence applicant. The agreement must be signed and dated by both parties.*

Guidelines/  
Regulations[Kvindelig Match-Manual \(kvindediv.dk\)](https://kvindediv.dk)

**8.1.16 Stewards at the stadium****UEFA /WL Description**

- / B** The licence applicant is responsible for establishing and maintaining an internal organisation which enables the club to contribute to peace and order in the stadium before, during and after the match, including engaging a sufficient number of qualified stewards.

For away matches, two accompanying stewards must be provided for every 500 travelling supporters up to a total of 1000. Four additional accompanying stewards must be provided for every additional 1000 travelling supporters. The club's SLO (spectator and fan organiser) can be included in the calculation of the number of stewards.

**Action in the licence application form:**

- *The licence applicant must confirm that they meet the above requirements.*

Guidelines/  
Regulations None

**8.1.17 Youth coaches****UEFA /WL Description**

- A / B** The head coaches of the two girls youth teams from U13 to U18 as defined in [6.1.2](#) must hold, at minimum:

- a) a valid UEFA B licence\*\*, or
- b) a valid "non-UEFA coaching diploma" that is equivalent to (a) and is recognised by UEFA.

**Action in the licence application form:**

- *The licence applicant must select the persons to be the Head Coaches for the girls youth teams. The person's KlubOffice profiles must contain name, telephone number and email and be up-to-date.*
- *DBU must have a copy of the agreements concluded between the persons and the licence applicant. The agreement must be signed and dated by both parties*

Guidelines/  
Regulations None

**8.1.18 Women among coaching staff****UEFA /WL Description**

- / B** The licence applicant must have at least one woman among the team's coaching staff. The coach must fulfil a footballing function. E.g. head coach, assistant coach or goalkeeping coach. It is not a requirement that the person in question performs one of the functions in the Club Licensing Regulations, so they may be e.g. a second assistant or similar.

The coach must have completed, as a minimum, UEFA B1 (or GK1 for goalkeeping coaches).

If the person in question is a former elite-level football player (minimum 50 matches in the Women's League or Top 10 leagues, cf. the UEFA Women's association club coefficient), the club must submit an education plan for obtaining the above coaching education.

The coach must appear on the team sheet at the team's matches in the Women's League to a reasonable extent.

**Action in the licence application form:**

- *The licence applicant must select the person who meets the requirement. The person's KlubOffice profile must contain name, telephone number and email and be up-to-date.*
- *If the coach has obtained their qualifications abroad, proof of these qualifications must be provided, e.g. a certificate issued by the national football association in question.*
- *The licence applicant must state which coaching function this person performs.*

Guidelines/  
Regulations None

### 8.1.19 Information about material changes

UEFA /WL	Description
<b>A / B</b>	<p>The licence applicant must unconditionally comply with the obligation to provide information set out in 4.3 (b).</p> <p>In addition, if one of the positions specified in Chapter 8 becomes vacant during the licence period, the licensee must ensure that the position in question is taken over by a person who has the necessary qualifications and meets the requirements of these regulations. The position must be filled within a period of 60 days.</p> <p>If a position defined in Chapter 8 becomes vacant during the licence period, the Licensing Administration must be informed of this within 7 working days after the vacancy has arisen.</p> <p>If the position becomes vacant for reasons beyond the club's control (illness, accident, etc.), the 60-day period may be extended by the DBU if, following a medical examination, it is deemed that the person will not be able to resume their duties.</p> <p>The club must immediately notify the DBU of changes in the club at the time the person resigns, and subsequently when a new appointment is made, and ensure that all new employees have the qualifications required by these regulations. A newly created employment contract, or amendment of an existing one, must be sent to the DBU, updated and signed by both parties.</p> <hr/> <p><b>Action in the licence application form:</b></p> <ul style="list-style-type: none"> <li>- <i>The club must confirm that it has familiarised itself with the above requirements.</i></li> </ul>

Guidelines/  
Regulations None



# Chapter 9 Legal requirements

## 9.1 Introduction

This chapter defines the DBU's legal minimum requirements for clubs. Danish law applies to all legal requirements.

### 9.1.1 Licence applicant's articles of association

UEFA / WL	Description
A / A	<p>The licence applicant must submit a copy of its current articles of association to the DBU Licensing Administration.</p> <p>If it is an incorporated entity, the club must ensure that the date of the articles of association corresponds to the date in the Registry transcript from the Danish Business Authority, cf. 9.1.2.</p>
<p><b>Action in the licence application form:</b></p> <ul style="list-style-type: none"> <li>- <i>The licence applicant must upload a copy of its current articles of association.</i></li> </ul>	
Guidelines/Regulations	None

### 9.1.2 Registry transcript from the Danish Business Authority

UEFA / WL	Description
A / A	<p>If the licence applicant has organised itself as a company (third party), cf. 4.2.1 (b), it must submit a transcript of its registration with the Danish Business Authority to the DBU Licensing Administration.</p> <p>This transcript must contain at least the following information about the licence applicant:</p> <ol style="list-style-type: none"> <li>Registration number.</li> <li>The club's/company's name and address.</li> <li>Company form.</li> <li>Name and address of the licence applicant's board members and director(s).</li> <li>Power to bind.</li> </ol> <p>This transcript may not be dated earlier than one month before 15 February of the year in which the licence applicant is required to submit its application documents to the DBU Licensing Administration.</p>
<p><b>Action in the licence application form:</b></p> <ul style="list-style-type: none"> <li>- <i>The licence applicant must upload a registry transcript from the Danish Business Authority.</i></li> <li>- <i>If the licence applicant is a club, cf. section 4.2.1, (a), the club must notify DBU's Licensing Administration of the names of the persons who sign for the club according to the club's articles of association under 9.1.1.</i></li> </ul>	

[Link to transcript of data from the Danish Business Authority \(virk.dk\)](https://virk.dk)

**Note!** Alongside the basic information, 'Power to bind, personnel and auditor' in the central business register (CVR) fulfils the above requirements in (a)–(e)

Therefore, click the '+' on the left so that the field expands:

+ Tegningsregel, personkreds og revisor

Guidelines/  
Regulations

Then click 'Save PDF' in the top right corner

↓ Gem som PDF

And select 'Save only open bars'

Gem de åbne bjælker

Gem kun data, du har foldet ud på siden.

PDF

### 9.1.3 Declaration by the licence applicant's management

UEFA / WL	Description
A / A	<p>The licence applicant must submit a legally binding declaration to the DBU Licensing Administration, in which the licence applicant attests that the licence applicant:</p> <ul style="list-style-type: none"> <li>a) Acknowledges to be bound by all FIFA, UEFA and DBU regulations, rules and decisions, as well as the jurisdiction of the Court of Arbitration for Sport (CAS) in Lausanne in Switzerland, as specified in the relevant articles of the UEFA Statutes.</li> <li>b) Will, at national level, participate in competitions recognised and approved by the DBU, i.e. the Women's League and Women's Cup.</li> <li>c) Will, at international level, participate in competitions organised by UEFA and FIFA. To avoid any doubt, this provision does not concern friendly matches.</li> <li>d) Will notify DBU immediately of any material change, event or any matter of material financial importance that has occurred after the submission of the licence documents, cf. 4.3, (b) in these regulations.</li> <li>e) Undertakes to comply with the provisions and terms of these regulations.</li> <li>f) Will comply with UEFA's Club Licensing Regulations for the UEFA Women's Champions League (UWCL).</li> <li>g) Has defined the entity presenting accounts in accordance with 10.5.1 in these regulations (<i>clause 55 of UEFA's Club Licensing Regulations for the UWCL.</i>)</li> <li>h) Includes all income and expenses in connection with each of the football activities listed in UEFA's Club Licensing Regulations for the UWCL, 55.03, in the overview cf. 10.5.1.</li> <li>i) Will be responsible for any consequences of compliance and non-compliance by a company that is part of the accounting entity with sections e) and f) above.</li> <li>j) Has reported all relevant information regarding any change to its legal form, legal group structure (including ownership) or identity from the three seasons prior to the start of the Licence Season to the Licensor and UEFA.</li> <li>k) Has ensured that all documents submitted to DBU are complete and correct.</li> <li>l) Authorises the DBU, UEFA's administration and UEFA's judicial bodies to examine all relevant documents and obtain information from any relevant public authority or private body in accordance with national law.</li> <li>m) Acknowledges that the DBU and UEFA reserve the right to conduct compliance audits in accordance with 1.5.2 in these regulations, as well as clause 63 of UEFA's Club Licensing Regulations for the UWCL.</li> </ul>

A template for the declaration from the club's management is available on DBU's website. This template is to be filled in by the club with the date and the club's name and the declaration is to be signed by the club's authorised signatory.

If the licence applicant has organised itself as a company (third party), cf. 4.2.1, (b), this declaration must be signed by the club's authorised signatory in accordance with the attached transcript from the Danish Business Authority, cf. 9.1.2., and is to be attached to the licence applicant's application material.

If the licence applicant is a club, cf. 4.2.1(a), the declaration must be signed by the persons authorised to sign for the club, cf. 9.1.2.

The declaration must not be dated earlier than one month before the licence application is submitted to DBU's Licensing Administration.

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#### Action in the licence application form:

- *The club must upload the completed, dated and signed declaration.*
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Guidelines/ Regulations	<a href="#">9.1.3 – Declaration from the club's management</a> <a href="#">UEFA Statutes (uefa.com)</a> <a href="#">UEFA's Club Licensing Regulations for UEFA Women's Champions League (uefa.com)</a>
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#### 9.1.4 The agreement concluded between the club and a company

UEFA /WL	Description
<b>A / A</b>	<p>If the licence applicant is a third party, cf. 4.2.1(b), the licence applicant must submit a DBU-approved written collaboration agreement entered into with the club (parent club), cf. 4.2.1(a).</p> <p>The collaboration agreement must at least include provisions to the following effect:</p> <ol style="list-style-type: none"> <li>a) The licence applicant must comply with UEFA's, FIFA's and DBU's statutes, rules and decisions in force at all times.</li> <li>b) The licence applicant may not transfer its rights to participate in a competition at national or international level.</li> <li>c) The licence applicant's right to participate in competition activities will cease if the club's (parent club's) membership of the association ceases.</li> <li>d) If the licence applicant is declared bankrupt or goes into liquidation, the procedure set out in 4.6.2 and 4.6.3 is followed. For the sake of clarity, it should be noted that the licence itself, if it has already been issued to the licence applicant, does not revert from the licence applicant to the club (parent club).</li> <li>e) The DBU must approve the name used by the licence applicant for participation in national competitions.</li> <li>f) At the request of the competent national court of arbitration (the Court of Arbitration for Football) or the international Court of Arbitration for Sport (CAS), the licence applicant must provide views and information, as well as documents, on matters relating to the licence applicant's participation in the national and/or international competition.</li> </ol> <p>The collaboration agreement entered into between the licence applicant and the club (parent club), as well as any amendments thereto, must be approved by the DBU, cf. section 17.4 of the DBU regulations.</p>

#### Action in the licence application form:

- *If the section is relevant, please upload a declaration, cf. above.*

Guidelines/ Regulations	<a href="#">9.1.4 – Declaration on a cooperation agreement between company and parent club</a>
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#### 9.1.5 The legal structure, ultimate controlling party, and party/parties with significant influence

UEFA /WL	Description
<b>A / A</b>	<ol style="list-style-type: none"> <li>1. The licence applicant must upload a visual overview of the overall legal (group) structure at the time of the latest general meeting-approved annual accounts, before the deadline for submitting the licence application. The list must show: <ol style="list-style-type: none"> <li>a) the licence applicant and the parent club, if these are not identical</li> <li>b) any subsidiary of the licence applicant, and of the parent club, cf. (a)</li> <li>c) any associated legal entity belonging to the licence applicant, and the parent club, cf. (a),</li> <li>d) any party that, directly or indirectly, holds 10% or more ownership of the licence applicant, or 10% or more of the voting rights,</li> <li>e) any direct or indirect controlling entity of the licence applicant,</li> <li>f) any other football clubs in which some of the parties identified in a) – e) have any ownership interest, voting rights, membership, other involvement or influence whatsoever in relation to their financial, operating conditions or sporting performance; and</li> <li>g) senior management of the licence applicant and of the parent club, cf. (a)</li> </ol> </li> <li>2. The overview must also show:</li> </ol>

- a) the licence applicant's ultimate controlling party;
- b) whether or not there is an ultimate controlling person, i.e. a person on whose behalf an entity is owned or controlled or a transaction is effected and
- c) any party with 'significant influence'\* over the licence applicant.

\* 'Significant influence' is defined by UEFA as: *"The power to participate in the financial, operational or sporting decisions of an entity, but without being in control, or joint control, of that entity by means of shareholding, voting rights, articles of association, agreement to this effect or other."*

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### 9.1.5 The legal structure, ultimate controlling party, and party/parties with significant influence (*continued*)

3. The following information must be provided for each of the parties mentioned in subsection 2 above, as of the date of submission of Chapter 10 of the licence application:
  - a) Name and, if applicable, legal form;
  - b) Primary activity;
  - c) Percentage of ownership and, if different from this, the percentage of voting rights in relation to the licence applicant.
  - d) Senior management; and
  - e) Whether the party or any member of its management has any ownership interest in, voting rights or membership or other involvement or influence in any other football club.
  - f) Which entity is the licence applicant, as well as who is a member of DBU.
4. The licence applicant must confirm whether there have been any changes in relation to the information indicated in subsections 1 and 2 above during the period covered by the annual accounts and until the above information is submitted to DBU.
5. If there has been a change as stated in 4 above, the following must be stated, at minimum:
  - a) Date of the change
  - b) A description of the purpose and reasons for the change
  - c) Consequences of the changes to the licence applicant's financial, operational and sporting setup
  - d) A description of any consequences for the licence applicant's equity or debt situation.
6. If deemed relevant, DBU may request the licence applicant to provide additional information in addition to that listed above.
7. The licence applicant must confirm that the overview of the overall legal (group) structure cf. 1 and the ultimate controlling party cf. 2 (h)–(j) is complete, accurate and in accordance with these rules. This must be documented by a brief declaration and signatures from both the licence applicant and the authorised signatory of the licence applicant's ultimate controlling party.

#### 9.1.5 as a basis for '10.5.1. Accounting entities'

If the club wishes to use the visual overview to answer 10.5.1 (1) to (4), the accounting entities must be established independently of the licence applicant with regard to the financial criteria mentioned in Chapter 10, and which must be submitted to DBU's Licensing Administration for control. The entities must therefore be clearly identified in the overview of the legal (group) structure (e.g. by using a distinctive colour or 'frame' to highlight the relevant entities).

In addition to the entities identified in the overview of the legal (group) structure, reporting entities must also include any other entities not included in the overview of the legal (group) structure. For example, this is the case if an entity outside the group or affiliated with the group generates income and/or performs services and/or incurs costs in connection with women's football activities in relation to players and/or other personnel involved in the football activities. See criteria for this in [10.5.1](#).

#### Action in the licence application form:

- *The licence applicant must upload a visual overview and description of the overall (group) structure, duly signed by the authorised signatories of the licence applicant and the licence applicant's ultimate controlling party.*

Guidelines/  
Regulations

[Examples of company structures, pages 29–32 \(UEFA.com\)](#)

### 9.1.6 Seven-day declaration

UEFA / WL

Description

A / A

Exactly seven days before the First Instance Body's first processing of the submitted licence applications, the licence applicant must send a written declaration to DBU. (see [timeline](#))

The declaration must:

- a) Confirm that all documents submitted to DBU are complete, accurate and in accordance with the rules of these regulations;

- b) State whether there has been any material change(s) or comparable event(s) in connection with the licence application or any of the licence applicant's licence criteria;
- c) State whether events or circumstances of material financial importance have occurred which may negatively impact the licence applicant's financial situation since the balance sheet date for the annual accounts or interim accounts. If events or matters of material financial importance have occurred, a description of the nature of the event or matter and an estimate of the financial impact(s) must be submitted, alternatively a declaration signed by the authorised signatory that such an estimate cannot be made;
- d) State whether the licence applicant (cf. 4.2.1) or the parent company of the licence applicant, which is part of the entity presenting accounts, is seeking/has sought protection or received protection from its creditors in accordance with laws or regulations within the preceding 12 months leading up to start of the licence season, or is receiving protection at the time of making the declaration.

The declaration must be signed in accordance with the company rules on power to bind, cf. 9.1.2.

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**Action in the licence application form:**

- *The licence applicant must upload the declaration.*

**Note Date for the above!** *The seven days is an ultimate date, defined by UEFA. No declaration may be made either before or after this date. The declaration must be made and submitted exactly seven days before the First Instance Body's first processing, irrespective whether this date is a weekend and/or a public holiday.*

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Guidelines/  
Regulations [Timeline for licence application](#)  
[Seven-Day Declaration](#)

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### 9.1.7 Information about material changes

UEFA /WL	Description
A / B	The licence applicant must unconditionally comply with the information obligation laid down in 4.3.  Thus, any event that occurs after the submission of the application material to DBU that constitutes a material change to the information previously submitted must be reported to DBU at <a href="mailto:licenssystem@dbu.dk">licenssystem@dbu.dk</a> no later than seven working days after the event occurred.

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**Action in the licence application form:**

- *The club must confirm that it has familiarised itself with the above requirements.*

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Guidelines/  
Regulations None

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# Chapter 10 Financial requirements

## 10.1 Introduction

This chapter contains the financial minimum requirements which clubs must meet in order to participate in the Women's League.

## 10.2 Financial statement

The financial information, including the annual report, must be prepared in accordance with the Danish Financial Statements Act or the International Accounting Standards.

The financial requirements that must be met in order to participate in a future season (licensing period) are based on the financial result on 31 December of the previous year, whether this is an annual or interim report.

## 10.3 Changes of material importance

Like other licensing requirements, the financial requirements must be satisfied at all times. The licence applicant is therefore obliged to notify the DBU if a requirement is no longer satisfied or if there have been financial issues of significance to the club.

## 10.4 Documentation and assessment basis

In its application, the licence applicant must be able to demonstrate compliance with all Licensing requirements.

As the licensor, the DBU must review and assess the application documents, including any audit reports and statements prepared by the auditor. The DBU may require the licence applicant to provide supplementary information – including information to be reviewed by the licence applicant's auditor – in the assessment process. See full description in [Annex 11.1](#).

Accounting period	Submission of	
	'Chap. 10 – Standard declaration'	'31 March Declaration'
Irregular annual accounts	15 March	31 March
Calendar financial year	31 March	31 March



## 10.5 Requirements for clubs

In relation to the clubs' participation in the Women's League, the following financial requirements must be met:

### 10.5.1 Entity/entities submitting financial statements

UEFA / WL A / A	Description
	<ol style="list-style-type: none"> <li>1. The licence applicant determines which legal entities are to be included in the application.</li> <li>2. The licence applicant sends an overview of the entities established in section 1 to DBU's Licensing Administration. The overview of 'entities presenting accounts' must include:               <ol style="list-style-type: none"> <li>e) The licence applicant and the club, where these are not identical.</li> <li>f) Any subsidiaries owned by the licence applicant and, if relevant, the club, cf. (a).</li> <li>g) Any entities which – regardless of whether these may be part of the legal group structure/ownership structure – generate income and/or perform services and/or generate costs in connection with women's football activities, cf. 3 below.</li> </ol> </li> <li>3. Women's football activities include:               <ol style="list-style-type: none"> <li>a) Employment of employees (see 10.5.5), including payment of any form of remuneration to employees arising from contractual or legal obligations.</li> <li>b) Purchase/sale of players, including loan agreements.</li> <li>c) Entrance fees.</li> <li>d) Sponsorship and advertising.</li> <li>e) TV revenue.</li> <li>f) Merchandise and hospitality.</li> <li>g) Running the club, administration, activities on match day, travel activity, scouting, etc.</li> <li>h) Use and operation of the stadium and training facilities.</li> <li>i) Youth Department.</li> <li>j) Financing, including equity, which entails obligations for the licence applicant, or payables that are directly or indirectly secured or pledged in the licence applicant's assets or income.</li> </ol> </li> <li>4. An entity can only be omitted from the application if the football activities carried out are already fully reflected in the annual report of one of the entities included in the application and:               <ol style="list-style-type: none"> <li>h) its activities are completely unrelated to the aforementioned football activities or the various addresses, activities or brand of the football clubs, or</li> <li>i) it is immaterial in relation to the entities of the application and is not engaged in the football activities defined in subsection 3, (a) and (b).</li> </ol> </li> <li>5. The licence applicant must submit 'Chapter 10.5.1 – Standard declaration' duly signed by the authorised signatory, cf. information in 9.1.2 (e), which:               <ol style="list-style-type: none"> <li>a) confirms that all income and costs in connection with the various football activities, cf. 3, is contained in entities in the application, and, if this is not the case, provide a detailed explanation for this, and informs whether entities that are part of the legal group structure/ownership structure have been omitted from the application, as such omission must be justified according to subsection 4.</li> </ol> </li> </ol>

#### Action in the licence application form:

- Licence applicant must upload a signed 'Chapter 10 – Standard declaration' (in addition to 10.5.1, the declaration includes requirements from 10.5.4, 10.5.5, 10.5.6 and 10.5.7 – but the declaration is only to be attached under 10.5.1).
- The licence applicant must submit a visual overview of the ownership structure to DBU. If the licence applicant is a company, a description of any overall company structure of which the legal entity applying for the licence may be part is to be included.
- If the licence applicant is a company, the description of the group structure must state; who is the main shareholder; the percentage of ownership in the companies; what is the main activity of the companies and what (if any) subsidiaries are part of the group.

Guidelines/ [Examples of company structures, pages 29–32 \(UEFA.com\)](#)

Regulations [10.5.1 – Chapter 10 – Standard declaration'](#)

### 10.5.2 Annual report

UEFA / WL	Description
A / A	<ol style="list-style-type: none"> <li>1. An annual report must be prepared and submitted in accordance with the regular closing date for financial statements preceding the deadline for submission of the application to the DBU.</li> <li>2. The annual report must at a minimum comply with the provisions of The Danish Financial Statements Act for the accounting class to which the licence applicant belongs, or IFRS or, if the licence applicant is an association, the association's articles of association and good accounting practices for associations.</li> <li>3. The annual report must always be signed by the company/club's daily management and Board of Directors (elected bodies). The club/company must elect an approved auditor (registered accountant or state-authorized accountant). The approved auditor must issue a statement based on the conceptual framework for extended review or audit. The annual report is sent to the DBU with the licence application.</li> <li>4. The annual report approved by the general meeting must be submitted to DBU no later than 29 May 2024.</li> </ol>

#### Action in the licence application form:

- *The club must submit the latest approved annual report to DBU, so that it is received by DBU within eight calendar days of publication of the annual report, however no later than 31 March 2023 or, for clubs with an 'irregular financial year' no later than 14 March.*
- *Clubs with an 'irregular financial year' must also submit their latest annual report on 30 September 2024. For clubs with a financial year ending on a date other than 31 December or 30 June, an annual report signed by the executive board and the board of directors, together with an auditor's report, must also be uploaded no later than three months after the end of the financial year.*

Guidelines/ Regulations	<p><b>Note!</b> The deadline for submitting the annual report is <b>no later than 8 days</b> after the club has published its annual accounts. <i>(If the club publishes the annual accounts on or after 24 March, the deadline remains 31 March.)</i></p> <p><b>Note!</b> The annual report must be submitted, as approved by the general meeting, <b>no later than 29 May 2024</b>.</p>
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### 10.5.3 Interim accounts

UEFA / WL	Description
A / A	<ol style="list-style-type: none"> <li>1. If the licence applicant's articles of association stipulate an 'irregular financial year', an additional interim account must be prepared and submitted for the period from the end of the financial year and until 31 December.</li> <li>2. The interim financial statements must consist of: <ol style="list-style-type: none"> <li>j) Balance as of the period end date (31 December) and the comparable balance as of the year-end date for the immediately preceding full financial year.</li> <li>k) Income statement for the interim accounts and a comparable income statement for the corresponding period for the immediately preceding financial year.</li> <li>l) Signatures of the Board of Directors and the Executive Board</li> <li>m) Auditor's review statement</li> </ol> </li> <li>3. The interim financial statements shall comply with the same requirements as the annual report under The Danish Financial Statements Act or IFRS or, if the licence applicant is an association, the association's articles of association and good accounting practices for associations.</li> <li>4. The interim financial statements must follow the same accounting policies as those applied in the preparation of the annual report.</li> </ol>

#### Action in the licence application form:

- *The interim accounts and thus requirement 10.5.3 must only be submitted and met if the club has an irregular financial year.*

- *If the club has a calendar financial year, the club simply has to confirm this.*

Guidelines/  
Regulations None

#### 10.5.4 No overdue payables from transfer activities

UEFA / WL	Description
A / A	<ol style="list-style-type: none"> <li>1. The licence applicant must document that, as of 31 March prior to the start of the club licensing period, it has no outstanding debts, as set out in <a href="#">Annex 11.2</a>, to other football clubs as a result of transfer activities that have taken place before 28 February 2024.</li> <li>2. The licence applicant must submit a letter of representation (31 March statement) to DBU in which the club's authorised signatories state whether the club has any overdue payables related to transfer activities as of 28 February prior to the licence season. This statement must be submitted on 31 March and, no later than on the same date, uploaded to the IT system.</li> <li>3. Payables are amounts owed to football clubs as a result of: <ol style="list-style-type: none"> <li>n) Transfer of professional players, as stated in the FIFA Regulations on the Status and Transfer of Players,</li> <li>o) Players registered as professionals for the first time,</li> <li>p) Reimbursement for the training of players and training compensation and solidarity payments as set out in the FIFA Regulations on the Status and Transfer of Players,</li> <li>q) Any liability for damages awarded by a court of competent jurisdiction or arbitration institute for termination of a player contract.</li> </ol> </li> <li>4. The licence applicant must provide information on the transfer agreements that are the subject of pending legal proceedings. If the licence applicant does not have transfer agreements that are the subject of pending legal proceedings, this must be positively confirmed.</li> <li>5. The licence applicant must prepare a transfer overview and submit this to DBU. The summary must be prepared even if no player purchases/loans have taken place within the period in question but there are overdue payables for previous player purchases/loans. It must be possible to align this with the content of the annual report.</li> <li>6. The licence applicant must provide information on all new player acquisitions (including loan agreements) that have been completed in the 12 months preceding 28 February, regardless of whether, per 28 February, there is a balance outstanding for these. In addition, the licence applicant must disclose all transfer agreements where, as of 28 February, a balance outstanding remains to be paid, regardless of whether these were entered into during the 12 months preceding 28 February or earlier, just as the licence applicant must provide information on all transfer agreements that are the subject of pending legal proceedings at the competent authority according to Danish legislation or a pending case before a Danish or international football authority or relevant arbitration court.</li> <li>7. The transfer summary should at least provide the following information for each player purchase, including loans: <ol style="list-style-type: none"> <li>r) Player's name and date of birth or civil registration number (CPR).</li> <li>s) Date of commencement of contract or loan agreement.</li> <li>t) Name of the club that previously held the player's contract.</li> <li>u) Paid and/or payable transfer or loan fees, including training compensation and solidarity contributions, even if the creditor has not requested payment.</li> <li>v) Other direct costs associated with the acquisition of players, paid and/or payable.</li> <li>w) Any other compensation paid or payable</li> <li>x) Settled amounts and payment dates.</li> <li>y) Due balance as of 28 February for each player contract, including the due date for each unpaid part.</li> <li>z) Due amounts as of 28 February, including the due date(s) for each unpaid item</li> <li>aa) Amounts deferred as of 28 February, as defined in <a href="#">Annex 11.2</a></li> <li>bb) Amounts that are subject to a pending case/litigation, as defined in <a href="#">Annex 11.2</a></li> <li>cc) Contingent amounts (contingent liabilities) not yet recognised in the balance sheet as of 28 February.</li> </ol> </li> </ol>

8. The licence applicant must align the total carrying amount of the transfer summary with the figure in the annual report's balance sheet for "Payables in connection with player purchases."
9. The transfer overview must be approved by management, which must be documented by a declaration (ch. 10 standard declaration, cf. 10.5.1) signed by the authorised signatory for the licence applicant.

#### 10.5.4 No overdue payables from transfer activities (continued)

##### Action in the licence application form:

- 'Overview of transfer costs' must be completed and uploaded. The overview consists of – and must continue to consist of – the columns that correspond to the information listed in 10.5.4, subsection 5 (a)–(l).
- The licence applicant must submit a '31 March Declaration' to DBU, in which the club's authorised signatory must state whether the club has overdue payables from transfer activities as of 28 February in the licence application year. This declaration **must be submitted on 31 March** and must be uploaded in KlubOffice by the same date. For this, use 'Chapter 10 – 31 March Declaration'

Guidelines/ [Regulations on the Status and Transfer of Players March 2022.pdf \(fifa.com\)](#)

Regulations/ [10.5.4 – Overview of transfer costs](#)

[Chapter 10 – 31 March Declaration](#)

**Note! Regarding date in the above** 31 March is an ultimate date. No declaration may be made either before or after this date. The declaration must be made and submitted on 31 March.

### 10.5.5 No overdue payables to employees

UEFA /WL	Description
A / A	<ol style="list-style-type: none"> <li>1. The licence applicant must document that, as of 31 March prior to the start of the club licence period, it has no outstanding debts as set out in <a href="#">Annex 11.2</a> to its employees as a result of contractual or legal obligations arising before 28 February 2024.</li> <li>2. The licence applicant must submit a letter of representation (31 March declaration) to DBU in which the club's authorised signatories state whether the club has any overdue payables in respect of salaries to its employees of 28 February prior to the licence season. This declaration <u>must</u> be submitted on 31 March and must be uploaded in the Licence Application.</li> <li>3. Payables are all forms of remuneration that must be paid to employees as a result of contractual or legal obligations, including wages, payments for image rights, bonuses etc.</li> <li>4. The term "employees" includes the following persons: <ol style="list-style-type: none"> <li>dd) All professional players in accordance with the FIFA Regulations on the Status and Transfer of Players.</li> <li>ee) Administrative, technical, medical and security personnel, as listed in Chapter 8, including any former employees.</li> <li>ff) Service providers that perform some of the functions listed in Chapter 8.</li> </ol> </li> <li>5. If any of the "employees" are employed by, or otherwise provide services to, an entity within the legal group structure or financial reporting framework other than the licence applicant, these liabilities should also be included in the scope of subsection 1 above.</li> <li>6. Payables owed to persons who, for various reasons, are no longer employed by the licence applicant, are also covered by these requirements and must be settled within the period specified in the contract and/or according to applicable legislation, regardless of how the amounts in question have been handled in terms of accounting.</li> <li>7. The licence applicant must prepare and submit an overview of the following total balances for the employees as of 28 February prior to the licence season: <ol style="list-style-type: none"> <li>gg) Total balance due</li> <li>hh) Total due amount and any remaining due amount as of 31 March; <ol style="list-style-type: none"> <li>i. Total amount deferred, as defined in <a href="#">Annex 11.2</a>; and</li> <li>ii. Total amount disputed, as defined in <a href="#">Annex 11.2</a>.</li> </ol> </li> </ol> </li> <li>8. As a minimum, the following information must be provided for each due, deferred or disputed amount as of 28 February, along with an explanatory comment: <ol style="list-style-type: none"> <li>ii) The employee's name and position/function.</li> <li>jj) Start date and end date (if applicable);</li> <li>kk) Amounts due, including due date(s) for any unpaid item and, if applicable, amounts settled between 28 February and 31 March along with settlement dates and any remaining overdue payables due as of 31 March. <ol style="list-style-type: none"> <li>ll) Deferred amounts, including the original and new due date(s) for each deferred item, and the date of a written agreement between the parties; and</li> <li>mm) Disputed amounts, including case references and a brief description of the positions of all parties involved.</li> </ol> </li> </ol> </li> <li>9. The licence applicant must reconcile the total debt obligation according to the employee overview against the balance sheet.</li> <li>10. The employee overview must be approved by management, which must be documented in a declaration (ch. 10 standard declaration, cf. 10.5.1) signed by an authorised signatory for the licence applicant.</li> </ol> <p>For the record, it should be noted that the term employees covered by 10.5.5 also covers amateur players who receive remuneration pursuant to the DBU's Amateur Provisions, but not amateur players who do not receive any payment.</p>

#### Action in the licence application form:

- The licence applicant must submit to DBU an overview of total employee balances for employees as specified above.
- The licence applicant must submit a '31 March Declaration' to DBU, in which the club's authorised signatory must state whether the club has overdue payables from transfer activities as of 28 February

*in the licence application year. This declaration **must be submitted on 31 March** and must be uploaded in KlubOffice by the same date. For this, use 'Chapter 10 – 31 March Declaration'*

Guidelines/  
Regulations

[Chapter 10 – 31 March Declaration](#)

**Note!** Regarding the date in the above: 31 March is an ultimate date. No declaration may be made either before or after this date. The declaration must be made and submitted on 31 March.

### 10.5.6 No overdue payables to public authorities

UEFA /WL

Description

A / A

1. The licence applicant must document that, as of 31 March prior to the start of the club licence period, it has no outstanding debts as set out in [Annex 11.2](#) to the social security/tax authorities as a result of contractual or legal obligations relating to its employees that have arisen prior to 28 February 2024.  
In addition, the Licence Applicant must submit a letter of representation (31 March declaration) to DBU in which the club's authorised signatories state whether the club has any overdue payables to public authorities on 31 March 2024. This declaration must be submitted on 31 March and must be uploaded in the licence application on the same date.
2. Payables are amounts payable to social/tax authorities as a result of contractual or legal obligations in respect of all employed persons. Payables include, but are not limited to, personal income tax, pension fund payments and similar payments.
3. The licence applicant must prepare and submit an overview of the following total balances regarding public authorities as of 28 February:
  - nn) Total balance due
  - oo) Total due amount and any remaining due amount as of 31 March;
    - i. Total amount deferred, as defined in [Annex 11.2](#);
    - ii. Total disputed amount, as defined in [Annex 11.2](#)
    - iii. The total amount subject to a pending decision by the competent authority.
4. As a minimum, the following information must be provided for each due, deferred or disputed amount as of 28 February, along with an explanatory comment:
  - pp) Creditor's name.
  - qq) Amounts due, including the due date(s) for any unpaid item and, if applicable, amounts settled between 28 February and 31 March along with settlement dates and any remaining overdue payables as of 31 March.
  - rr) Deferred amounts, including the original and new due date(s) for each deferred item, and the date of entering into a written agreement between the parties.
  - ss) Amounts subject to a pending decision by the competent authority and a brief description of the licence applicant's request; and
  - tt) Disputed amounts, including the case references and a brief description of the positions of all parties involved
5. The licence applicant must reconcile its liabilities under the list of public authorities against the balance sheet.

#### Action in the licence application form:

- *The licence applicant must submit to DBU an overview of total balances for public authorities as specified above.*
- *The licence applicant must submit a '31 March Declaration' to DBU, in which the club's authorised signatory must state whether the club has overdue payables from transfer activities as of 28 February in the licence application year. This declaration **must be submitted on 31 March** and must be uploaded in KlubOffice by the same date. For this, use 'Chapter 10 – 31 March Declaration'*

[Chapter 10 – 31 March Declaration \(dbu.dk\)](#)

Guidelines/  
Regulations

**Note!** Regarding the date in the above: 31 March is an ultimate date. No declaration may be made either before or after this date. The declaration must be made and submitted on 31 March.



**10.5.7 No overdue payables to UEFA, DBU and the Women's Division Association****UEFA /WL Description**

**A / A** The licence applicant must document that, as of 31 March prior to the licence season, it has no overdue debts, as defined in [Annex 11.2](#), to UEFA, DBU or the Women's Division Association as a result of obligations that must be paid by 28 February prior to the licence season.

Debts relating to UEFA include, but are not limited to, financial contributions imposed by UEFA's Club Financial Control Body.

**Action in the licence application form:**

- *On 31 March, the licence applicant must submit a management declaration (31 March Declaration) to DBU, in which the club's authorised signatory must state whether the club has overdue payables to UEFA, DBU and the Division Association ("Divisionsforeningen") as of 28 February. This declaration must be submitted on 31 March and must be uploaded to KlubOffice by the same date*
- *The licence applicant must submit to DBU a specification of any sums owed.*

Guidelines/  
Regulations

[Chapter 10 – 31 March Declaration \(dbu.dk\)](#)

**Note! Regarding date in the above** 31 March is an ultimate date. No declaration may be made either before or after this date. The declaration must be made and submitted on 31 March.

**10.5.8 Information on future financial outlook****UEFA /WL Description**

**- / A** The licence applicant must prepare a budget for the licence period, which must contain a profit and loss statement and balance sheet. The budget must be prepared every half-year (from 1 January 2024 to 30 June 2024) and according to the same accounting principles as the annual report. Any drawing rights (financing options) with banks or owners must be disclosed.

1. The club licence applicant must prepare and submit information on its financial outlook to the DBU to demonstrate its ability to continue operating (going concern) until the end of the club licence period.
2. Information on financial prospects must cover the period beginning immediately after the accounting cut-off date for the annual report dictated by the articles of association or, if applicable, the balance sheet date for the interim financial statements, whichever is later, and must cover at least the entire club licence period.
3. Information on future financial outlook includes:
  - a) A budgeted income statement with comparative figures for the immediately preceding financial year and interim financial statements (if applicable).
  - b) A budgeted balance sheet with comparative figures for the immediately preceding financial year and interim financial statements (if applicable).
  - c) A cash budget with comparative figures for the immediately preceding financial year and interim financial statements (if applicable).
  - d) Explanatory notes, including a brief description of material assumptions, with reference to the relevant aspects of historical financial information and other information used to prepare the budget and cash budget, as well as the principal risks that may affect future financial performance.

**10.5.8 Financial outlook information (continued)**

4. The club must submit information to DBU about the future financial outlook, cf. what is described in the Club Licensing Regulations under this section, including:
  - a) An operating budget for the period 1 January 2024 to 30 June 2025 (18 months).
  - b) A budgeted balance for the period 1 January 2024 to 30 June 2025 (18 months).
  - c) A cash budget for the period 1 January 2024 to 30 June 2025 (18 months).
  - d) Explanatory notes, remarks and assumptions where budget figures are compared with latest realised figures, etc.
5. Information on future financial outlook must be prepared at least every six months.
6. Information on future financial outlook shall be prepared on the same basis as the annual report and follow the accounting policies used for the preparation of the annual report, except for changes in accounting policies made after the last annual report, which shall be reflected in the next annual report, in which case details shall be provided.
7. The clubs must provide information about drawing rights and terms (financing available from e.g. banks or owners)

**Action in the licence application form:**

- *The club must submit the above information to DBU no later than 31 March 2024 or, for clubs with an 'irregular financial year', no later than 14 March 2024. For information on the DBU's assessment of financial information, see Section 11.1.*

Guidelines/  
Regulations**Note!** Dates in the above:14 March for irregular financial year  
31 March for calendar financial year**10.5.9 New financial requirements for UEFA licence****UEFA /WL****Description****A /C**

Effective from the 2024/25 licensing season, the following requirements will come into force as UEFA A requirements:

1. The prepared annual report must contain a cash flow statement.
2. If the annual report does not meet the minimum requirements (as set out in Annex E of the Club Licensing Regulations UWCL), the licence applicant must also submit:
  - a) Supplementary information to meet the minimum requirements (as set out in Annex E of the Club Licensing Regulations UWCL).
  - b) An assessment report prepared by the auditor who signs the financial statements to confirm the completeness and accuracy of the supplementary information.
3. In the event that the women's football teams and activities are part of the same legal entity/accounting framework as the men's football teams and activities, the licence applicant must identify income and expenses associated with women's football activities and prepare an income statement (in accordance with the requirements of Annex E of the Club Licensing Regulations UWCL).
- 4.

**Action in the licence application form:**

- *The licence applicant must state whether the annual report and income statement comply with the above requirements.*

Guidelines/  
Regulations[Club Licensing Regulations UWCL Annex E \(uefa.com\)](https://uefa.com/uefa-club-licensing-regulations-uwcl-annex-e)



**10.5.10 Future UEFA financial requirements****UEFA /WL Description**

**- /C** *The licence applicant is made aware that the above will be phased in, cf. the schedule below*

For licence applicants participating in the group stage of the 2024/25 UEFA Women's Champions League, the following UEFA A requirements will come into effect for the 2025/26 licence season (application March 2025):

1. The annual report must be audited by an independent auditor, in accordance with the Danish Financial Statements Act.

Effective from the 2026/2027 licence season, the following UEFA A requirements shall enter into force for all licence applicants:

2. The annual report must be audited by an independent auditor, in accordance with the Danish Financial Statements Act.

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**Action in the licence application form:**

- *The licence applicant must confirm that they have familiarised themselves with the above, upcoming UEFA A requirements.*

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Guidelines/  
Regulations [Club Licensing Regulations UWCL Annex E \(uefa.com\)](#)

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# Chapter 11 – Annexes

## Annex 11.1

### The DBU's assessment actions relating to financial criteria and requirements

#### A. Method

The assessment-related actions performed to verify whether the criteria laid down in 2.2.3 of the regulations have been met involve various steps that the DBU must follow as set out below.

#### B. Assessment of the auditor's statement in the annual report and in the interim financial statements.

1. With regard to the annual report and the interim financial statements, the DBU must at least perform the following assessment-related actions:
  - a. Assess whether the selected reporting entity/entities (the club) can be granted a licence.
  - b. Assess the information (annual report and interim financial statements, which may include supplementary information) submitted as a basis for the licensor's decision on licensing.
  - c. Read and consider the annual report, interim financial statements and accompanying auditor's statement.
  - d. If the submitted financial documents do not otherwise give rise to comments, where necessary after obtaining supplementary information from the licence applicant, this is a sufficient basis for granting the licence.
  - e. Consider the consequences of any modification of the auditor's endorsement (relative to the usual form of an endorsement without reservations) and/or deficiencies relative to the minimum requirements for information and financial reporting.
2. When the DBU has reviewed the auditor's statement on the annual report and interim financial statements, the DBU must assess it according to the following sections:
  - a. If the auditor's statement contains a conclusion without reservations and modifications, this is a sufficient basis for granting the licence.
  - b. If the auditors' report/audit opinion contains material uncertainty about continuing operations (going concern), or a negative opinion about going concern, or does not contain an opinion, no licence can be issued unless one of the following is issued:
    - i. A subsequent audit opinion that does not contain material uncertainty regarding continued operation (going concern), in relation to the same financial year, or
    - ii. A subsequent audit opinion that does not contain a negative conclusion on going concern in relation to the same financial year; or
    - iii. A subsequent audit opinion containing a positive conclusion in relation to the same financial year; or
    - iv. Further evidence to the DBU, who will then assess this, in the form of evidence that the club is able to continue as a going concern at least until the end of the licence season. Such additional documentation includes, but is not necessarily limited to, the information described in 10.5.9 in these regulations (information about future financial outlook).
  - c. If the auditor's statement contains material uncertainty or a conclusion with reservations that do not relate to going concern, or key audit matters regarding going concern, the DBU must consider whether the modifications will have an impact in connection with the possible issuing of a licence. A licence may be refused unless additional documentation is provided to, and deemed adequate by, the DBU. The additional documentation that the DBU might request will depend on the reason for the modified auditor's statement.
  - d. If the submitted financial documents do not otherwise give rise to comments, where necessary after obtaining supplementary information from the licence applicant, this is a sufficient basis for granting the licence.

## C. Assessment of information on future financial outlook

1. DBU must assess whether the club is able to continue as a going concern until the end of the licensing season. A licence shall not be issued if, based on its assessment of the financial information, the DBU's opinion is that the licence applicant may not be able to continue as a going concern, at least until the end of the licence season.
2. DBU must assess the licence applicant's liquidity and whether the licence applicant is able to, at minimum, continue as a going concern until the end of the licence period. A licence may not be issued if, based on its assessment of the information on future financial prospects, the DBU finds that the licence applicant will not be able to pay its liabilities as they fall due and continue as a going concern until the end of the licence period.

## D. Assessment of licence documentation regarding no outstanding payables

1. With regard to overdue payables to other clubs, employees and the social authorities and the tax authorities:
  - a) Obtain tables of payables as of 31 March submitted by licence applicants regarding obligations to be paid by 28 February at the latest.
  - b) Perform the necessary steps to assess the completeness and accuracy of the reported balances.
  - c) Check the completeness of any overdue balance reported by the licence applicant as of 28 February.
  - d) Check the settlement of any overdue payables between 28 February and 31 March.
  - e) Identify any overdue balance per 31 March.
2. As regards overdue payables to UEFA, the DBU shall, as a minimum, carry out the following assessment procedures:
  - a) Review all information received from UEFA in respect of pending overdue payables owed by DBU's affiliated clubs and verify settlement of any outstanding balance between 28 February and 31 March.
  - b) Conduct any additional assessment and request additional documentation from the licence applicant as deemed necessary

## E. Assessment of the seven-day declaration prior to the licensing decision

1. With respect to the written declaration, DBU must assess the impact of any material change that has occurred in relation to the licence application or any of the licence applicant's licence criteria.
2. DBU must also assess the information in connection with any event or situation of material financial importance in combination with the financial declaration, future accounting information and any additional documentation provided by the licence applicant. DBU may decide to have this assessment carried out by an auditor.
3. DBU must assess whether the club is able to continue as a going concern until the end of the licensing season. A licence shall not be issued if, based on its assessment of the financial information, the DBU's opinion is that the licence applicant may not be able to continue as a going concern, at least until the end of the licence season.
4. If the licence applicant (cf. 4.2.1) or the parent company of the licence applicant, which is part of the entity presenting accounts, seeks/has sought protection or has received protection from its creditors in accordance with laws or regulations within the preceding 12 months leading up to the licence season's start, or receives protection at the time of the assessment, the UEFA licence must be denied. For the avoidance of doubt, the UEFA licence must also be denied even if the entity concerned no longer has protection against its creditors at the time the licensing decision is made.

## Annex 11.2

### Notion of "overdue payables"

(Notion of "overdue payables")

1. Payables are considered overdue if they have not been paid in accordance with the agreed terms.
2. According to the rules of the Club Licensing regulations for Women, payables are not considered overdue if the licence applicant (debtor) is able to prove before 31 March, in accordance with 10.5.4, 10.5.5, 10.5.6 and 10.5.7 of these regulations, that:
  - c) It has paid the full amount, or
  - d) It has reached an agreement, accepted by the creditor in writing, extending the deadline for payment beyond the agreed deadline (note that the fact that a creditor may not have requested payment of an amount does not constitute an extension of the deadline) or
  - e) It has made a legal claim which a competent authority under Danish law has found fit for trial or brought the case before a body included in the DBU regulations, or international football authorities, or a relevant court of arbitration, in order to contest its obligation to pay the overdue payables. However, if the decision-making bodies (the DBU and/or UEFA Club Financial Control Body) believe these measures have been taken solely to avoid payment before the deadlines laid down in these regulations (e.g. to buy time), the corresponding amount will still be considered overdue payables, or
  - f) It, vis-à-vis an authority competent under national law, national or international football authorities or a relevant court of arbitration, has disputed a claim that has been made or an action that has been brought against it by a creditor regarding overdue payables and is able to demonstrate, to the reasonable satisfaction of the relevant decision-making bodies (the DBU and/or UEFA Club Financial Control Body), that it has found a legal basis for contesting the claim made or action brought; however, if the decision-making bodies (the DBU FA and/or UEFA Club Financial Control Body) consider the reasons for contesting the claim made or action brought as clearly inadequate, the amount will still be considered overdue payables, or
  - g) It has requested in writing and in accordance with applicable law that a competent authority extends the deadline for payment of debts to social/tax authorities, and the competent authority has confirmed in writing that this request has been considered admissible and is still being processed.
  - h) It can prove to the relevant decision-making bodies (the DBU and/or UEFA Club Financial Control Body) that it has taken all reasonable steps to identify and pay training compensation and solidarity contributions (as defined in FIFA's Regulations on Status and Transfer of Players) to the creditor club(s).