

FOOTBALL ASSOCIATION OF MALAWI



CLUB LICENSING REGULATIONS

PRELIMINARY INFORMATION:

I. AUTHORITY

FAM President: Mr. Walter Nyamilandu-Manda

FAM General Secretary: Mr. Alfred Gift Gunda

II. ADDRESS

**FAM – MPIRA VILLAGE,
OFF ILLOVO ROUNDABOUT – CHIWEMBE
P.O BOX 51657 LIMBE, MALAWI.
TEL: +265 111 624566
Email: gs@fam.mw , www.fam.mw**

TABLE OF CONTENTS			Page
Article	1	Introduction Terms and Definitions	4
Article	2	Objectives	6
Article	3	Scope	6
Article	4	Procedure	6
Article	5	The Licensor Licensor First Instance Body (FIB) Appeals Body (AB) Decision Making Procedure	8
Article	6	Licence Applicants	10
Article	7	License	11
Article	8	Necessary Requirements	13
Article	9	Criteria Requirements	13
Article	10	Sporting Criteria – “A”	14
Article	11	Infrastructure Criteria – “A”	15
Article	12	Administrative and Personnel Criteria – “A”	16
Article	13	Legal Criteria – “A”	19
Article	14	Financial Criteria – “A”	20
Article	15	Requirements – “B”	24
Article	16	Specific Requirements – “B”	24
Article	17	Other Football Competitions	26
Article	18	Final Provisions	26

Article 1. INTRODUCTION

1.1 These regulations deal with the status and eligibility of players, as well as the rules Applicable whenever players move between clubs within the jurisdiction of the Football Association of Malawi (FAM) and between such clubs and clubs within the jurisdiction of other national associations.

1.2 TERMS AND DEFINITIONS

TERM	DEFINITION
FAM	The Football Association of Malawi
FAM Football Season	From 1 st April until 31 st December of each calendar year
Affiliated Member	A member of FAM and/or SULOM
Annual Financial Statements	A complete set of financial statements prepared as at the statutory closing date, normally included a balance sheet, profit and loss account, a statement of cash flows and those notes, other statements and explanatory material that are an integral part of the financial statements
CEO	The Chief Executive Officer
Club	A football club company situated within the territory of the Republic of Malawi which is a legal and commercial entity under the Laws of Malawi
Appeals Body (AB)	The appeal body which hears appeals against decisions of the First-Instance Body (FIB)
First-Instance Body (FIB)	The first instance decision-making body which decides on whether a license be granted or whether a license shall be withdrawn
Club Licensing System (CLS)	Consists of five (5) categories and the core process
Club Licensing System Committee (CLSC)	The administrative body in charge of licensing related procedures appointed by FAM EXCO which includes a Chairman, Vice Chairman and other members
Core Process	The minimum requirements that the Licensor has established for the verification of compliance with the criteria described in these Regulations as the basis for the issuance of a License to a license Applicant
Criteria	Requirements to be fulfilled by the License Applicant divided into five (5) categories (Sporting, Infrastructure, Personnel and Administrative, Legal and Financial)
EXCO	Executive Committee of the Football Association of Malawi
Financial Year	The financial reporting period ending on the statutory Closing Date, whether this is a year or not, and which is not an interim period
License	Certificate issued by FAM confirming fulfilment of all mandatory minimum requirements by the Licensee in

	order to participate in the League and if applicable, to enter club competitions organised by FAM
License Applicant	Legal and commercial entity according to Laws of Malawi and/or FAM Statutes, who applies for the FAM License, fully and solely responsible for a Club participating in national and international club competitions
Licensing Circular	A letter communicated by FAM to the relevant Clubs at the commencement of the Licensing Process informing them of the relevant timetables, deadlines, core process and other pertinent information.
Licensing Manager	Chairman of the Club Licensing System Committee
Licensing Process	The assessment process undertaken by Clubs in the FAM football season immediately preceding the FAM football season to be licensed
Licensor	The Football Association of Malawi – the body that operates the Club Licensing System and grants the licenses
SULOM	Super League of Malawi – a body running the elite league in Malawi
Regulations	Refers to these Regulations, i.e. the FAM Club Licensing Regulations
Stadium	Refers to the venue where the club will play its home matches in domestic competitions including, but not limited to, all properties and facilities near to such stadium (for example, offices, hospitality areas, press centres and accreditation centres

- 1.3 These regulations govern the rights, duties and responsibilities of all parties involved in the Football Association of Malawi (FAM) Club Licensing System and define, in particular:
- a) The minimum and recommended requirements to be fulfilled by the Licensor as well as the minimum and recommended procedures to be followed by the Licensor in the assessment of the Core Process;
 - b) The License Applicant as well as the License for participating in the FAM and CAF Club Competitions;
 - c) The minimum sporting, infrastructure, personnel and administrative, legal and financial criteria to be fulfilled by a Club in order to be granted a License by the Licensor for entering the FAM and CAF Competitions;
- 1.4 FIFA Congress in Munich 2006 implored National Associations to introduce and enforce

Club Licensing Regulations for National Club Competitions within a stipulated time.

- 1.5 Considering the above directive and pursuant to Article 61 of the FAM Statutes, The FAM Executive Committee hereby enacts and or Amends the Club Licensing Regulations.
- 1.6 The standards are presented in the form of criteria under the five headings; sporting (Youth Development), Infrastructure, Administrative and Personnel, Financial and Legal.

Article 2. OBJECTIVES

The FAM Club Licensing System has the following objectives:

- a) The promoting and improving of the quality and the level of all football aspects in Malawi;
- b) Ensuring that the clubs have the appropriate infrastructure, knowledge and application in respect of management and organization;
- c) Adapting and improving the clubs sporting infrastructure;
- d) Improving the economical and financial capacity of the clubs, through proper corporate governance and control;
- e) Ensuring and guaranteeing the continuity of the international competitions of clubs during the season;
- f) Allowing the parallel development and comparison amongst the clubs by ensuring the necessary compliance in terms of financial, sporting, legal, administrative and criteria.

Article 3. SCOPE

- 3.1 These regulations shall establish binding rules and procedure to issuance of a license to a football club/team to participate in Football Competitions by setting minimum requirements and procedure to be followed by the licensor and the Licensee.
- 3.2 A Club License is issued for a specific league division and the FAM Competitions for a particular season. FAM may also qualify the same license for other Football Competitions.

Article 4. PROCEDURE

4.1. Management of the Club Licensing System

- 4.1.1 FAM shall be responsible for the FAM Club Licensing System and shall appoint the relevant administrative and decision-making bodies.

4.1.2 The Process shall be comprised of self-certification on part of the Clubs, together with an audit conducted by FAM.

4.2 **Criteria Grades**

4.2.1 The criteria outlined in the present Regulations are granted into three (3) separate categories. This arrangement corresponds with the relevant CAF and FIFA Club Licensing regulations.

4.2.2 The three (3) different grades are defined as follows:

- “A” criteria – **“MANDATORY”**: If the licence applicant does not fulfil any “A” criteria, then it shall not be granted a License.
- “B” criteria – **“MANDATORY”**: If the licence Applicant does not fulfil any “B” criteria, then it is sanctioned as specified by the Licensor but can still receive a License.
- “C” criteria – **“BEST PRACTICE”**: “C” criteria are best practice recommendations. Non-fulfilment of any “C” criteria does not lead to any sanction or to refusal of the License.

4.3 **The Licensing Process**

4.3.1 For participation in FAM and CAF Club Competitions, Clubs shall undergo the Licensing Process in the FAM football season immediately preceding the FAM football season to be licensed.

4.3.2 The Clubs are required to undergo the Licensing Process each FAM Football Season in order to obtain/renew their License for participation in FAM and, if applicable, CAF Club Competitions.

4.3.3 At the beginning of each Licensing Process, FAM shall issue a Licensing Circular to the relevant processes, procedures and timelines of the Core Process.

4.4 **Development**

4.4.1 The FAM Club Licensing System is a progressive system designed to provide continuous improvement.

4.4.2 The relevant club licensing bodies have the authority to review the criteria and propose relevant amendments to the present Regulations and/or Manual to FAM EXCO for their consideration.

4.4.3 The present Regulations and the Manual may be reviewed from time to time and amended, if necessary, in accordance with the relevant procedures.

4.5 **Sanctions**

- 4.5.1 FAM shall establish a catalogue of sanctions in the Procedural Rules to be applied against the License Applicants and/or Licensees in the event of non-fulfilment of any “B” Criteria as stipulated in the present Regulations. Sanctions may be imposed before the start as well as during the FAM Football Season.
- 4.5.2 Violation of these Regulations as such (e.g. submission of falsified documents, non-respect of deadlines, sanctions against individuals, etc.) by License Applicants, Licensees and/or individuals shall be referred to the FAM Judicial Bodies who shall adjudicate according to FAM Disciplinary Regulations and FAM Catalogue of sanctions if applicable.
- 4.6 Spot Checks**
- 4.6.1 FIFA, CAF and/or its nominated bodies/agencies may, at any time, conduct spot-checks with the Licensors and in the presence of the latter, with the License Applicant/Licensee in order to ensure that its License was correctly awarded at the time of the final and binding decision of the Licensor.
- 4.6.2 FIFA, CAF and/or its nominated bodies/agencies may, at any time, conduct spot-checks with the Licensors to verify that the minimum criteria defined in these Regulations are respected.
- 4.6.3 FIFA, CAF and/or FAM and/or their nominated bodies/agencies may, at any time, conduct spot-checks with the Licensee to ensure that the criteria defined in these Regulations are continued.
- 4.6.4 The non-observance of the minimum mandatory requirements as defined in these Regulations may result in sanctions according to FAM’s recommendations or decisions according to the nature and the gravity of the violations.

Article 5: The Licensor

5.1 Licensor

- 5.1.1 The Football Association of Malawi (FAM) is the licensor. FAM shall govern the club licensing system, appoint the corresponding licensing bodies and determine the necessary processes and procedures.
- 5.1.2 The licensor guarantees the licensee full confidentiality with regard to all information given by the licence applicant. Anyone involved in the licensing process or appointed by FAM shall be required to sign a confidentiality clause before commencing their tasks.
- 5.1.3 FAM shall be required to establish the appropriate administration as well as appoint the necessary qualified staff members.

5.1.4 FAM shall establish:

- (i) First-instance body (FIB)
- (ii) Appeals body (AB)

Both these decision-making bodies shall be independent of each other. They shall receive technical and administrative support from FAM. Any member of one of these bodies must in all cases automatically recuse themselves if there is any doubt as to his/her impartiality towards the licence applicant in the case of there being a conflict of interest.

5.2 First-Instant Body (FIB)

5.2.1 The FIB shall decide on whether a licence shall be granted to an applicant club on the basis of the written documentation provided it is in accordance with the provisions of the national club regulations as at the submission deadline set by FAM.

5.2.2 FAM shall decide on the composition and quorum of the FIB, which quorum must be a minimum of three members with the Chairman having the casting vote.

5.2.3 In the event of a licence refusal, such decision must be in writing and set out the reason for such refusal.

5.2.4 Members of the FIB who are either elected or appointed in accordance with the statutes of FAM may not simultaneously be part of any other judicial body of FAM and shall at all times impartially discharge their responsibilities.

5.2.5 FAM may recommend administrative staff to assist itself or its affiliated league as members of the FIB, with the exception of the licensing manager, who may not be member of the FIB.

5.3 Appeals Body (AB)

5.3.1 The AB shall decide on submitted written appeals and make a final and binding decision on whether a licence should be granted or not.

5.3.2 Appeals may only be lodged by:

- (a) the licence applicant following a refusal by the FIB;
- (b) the licensor (FAM)

5.3.3 The AB shall make its decision based on the evidence provided by the licence applicant or the licensor (FAM) with its request of appeal.

5.3.4 In the case of a licence refusal, the decision must be put in writing and including reasoning.

5.3.5 FAM shall decide whether the clubs licensing system comes under the authority of the

court of arbitration specified in its statutes.

5.3.6 FAM shall decide on the quorum for the decisions of the AB. The quorum must be a minimum of three members. The chairman shall have the casting vote.

5.3.7 The administrative staff of FAM and its affiliated league may not be members of the AB.

5.3.8 Members of the AB may not be simultaneously members of any other statutory body or committee of FAM.

5.3.9 The Executive Committee of FAM shall decide on the formation of members in the appeal board and on the elections or the designation of its members.

5.4 Decision-Making Procedure

- In these national club licensing regulations or in a specific regulation, FAM shall define procedural rules with respect to decision-making. These shall, as a minimum, the following standards:

- a) deadlines (submission deadlines, etc.);
- b) safeguarding the principle of equal treatment;
- c) representation (legal representation, etc.) ;
- d) the right to be heard (convocation, hearing, etc.) ;
- e) official language;
- f) time limit to issue a request (calculation, compliance, interruption, extension, etc.) ;
- g) time limit to appeal;
- h) effect of the appeal;
- i) type of evidence requested;
- j) burden of proof (licence applicant has burden of proof, etc.);
- k) decision (in writing with reasoning, etc.) ;
- l) ground for complaints;
- m) content and form of pleading;
- n) deliberations and hearings;
- o) cost of procedure, administrative fees and deposit.

Article 6: Licence Applicants

6.1 The legal entity applying for a licence is called the licence applicant. Once the licence applicant has been granted a licence by the licensor, it becomes a licensee.

The licensor (FAM) defines the licence applicants according to the statutes and regulations of FAM, the following regulation and in accordance with national law.

The licence applicant is defined as being the legal entity fully responsible for the football team participating in FAM and CAF inter-clubs competitions.

The status of a football club (professional, semi-professional or amateur), its legal form, are not relevant to the issue of a licence.

Only a registered member in the National Association may apply for a licence.

The licence applicant is fully responsible for participation in FAM and CAF inter-clubs competitions, according to the clubs licensing system regulations, as well as the fulfilment of the clubs licensing criteria.

6.2 The licence applicant is, in particular, responsible for insuring the following:

That all players are registered with FAM and/or its affiliated league and, if professional players, that they have a written employment contract with the registered

That the licence applicant is fully responsible for the football team composed of registered players participating in national and international competitions.

c) That the licensor (FAM) is provided with all the necessary information and/or documents relevant to providing that the licensing obligations are fulfilled, as these obligations relate to the sporting infrastructure, personnel and administrative, legal and financial criteria set out under Articles (10,11,12,13 and 14) respectively.

That all the compensation paid to the players arising from contractual or legal obligations and all the revenues arising from gate receipts are accounted for in the books of either the registered member.

That the licensor (FAM) is provided with information on the sporting entity/entities in respect of which sporting, infrastructure, personnel and administrative, legal and financial information are required to be provided. In turn, the licensor must assess whether, in respect of each licence applicant, the selected reporting entity/entities is appropriate for club licensing purposes.

6.3 In addition to the above mentioned mandatory provisions, it is recommended that the license applicant:

- a) be based legally in the territory of Malawi and play its home matches only in that territory. FAM may define exceptions, subject to the approval of CAF;
- b) have the right to use the name and the brands of the club and not change the name of the club for advertising/promotional purposes;
- c) accept no clauses in contracts with television, sponsors or other commercial partners that could restrict the club in its freedom of decision or affect its management.

Article 7: LICENSE

7.1 Licences must be issued according to the provisions of the FAM club licensing regulations.

The licensor (FAM) must issue an invitation to the concerned football clubs to apply for a licence in writing within the deadline.

The club applying for a licence must submit a written application to the licensor (FAM). In this application, the club must, in particular, declare that it shall fulfil the obligations of the licensing system.

Only clubs which fulfil the criteria set out in the accredited FAM club licensing regulations by the relevant deadline and that have qualified on the basis of their sporting results may be granted a licence by FAM to enter the CAF inter-clubs competitions for the coming season.

A licence is delivered for one or many seasons. It expires without prior notice at the end of the last season for which it was issued.

A licence may be withdrawn by the decision-making bodies during a season if:

- a) For any reason a licensee becomes insolvent and enters into liquidation during the season as determined by the applicable Laws of Malawi.
- b) Any of the conditions for the issue of a licence are no longer satisfied; or the licensee violates any of its obligations under the FAM club licensing regulations.

The licensor (FAM) will regularly control the licensee in order to guarantee the application of the said regulation.

CAF must be informed as soon as a licence withdrawal is envisaged.

Any licence is inalienable.

7.2 Extraordinary Application of the Club Licensing System for entering the CAF inter-clubs Competitions

- 7.2.1 If a club qualifies for a CAF inter-clubs competition based on its sporting results, but has not undergone a clubs licensing process at all or has undergone a clubs licensing process which is lower / not equivalent to the one applicable to top-division, the member association (In this case, FAM) of the club concerned may – on behalf of such a club – request an extraordinary application of the club licensing system.

Based on such an extraordinary application, CAF may grant special permission to enter CAF inter-clubs competitions. This permission only applies to that specific applicant and only for the season in question.

7.2.2 The extraordinary application is granted by CAF to the concerned club under the cover of its licensor (in this case, FAM). The concerned club should fulfil the minimum of the following conditions:

- To own human power, materials and financial capabilities to participate in a CAF interclub competitions.
- To own sport infrastructures that follows the standards set by CAF in order to host matches in CAF clubs' competitions.

Article 8: NECESSARY REQUIREMENTS

The licensor (FAM) must put in place the minimum requirements for the verification of the criteria described in the CAF club licensing regulation, in order to control the issue of a licence to a licence applicant.

The core process must, as a minimum, fulfil the following requirements:

- the deadline for the submission of the licensing documentation must be clearly defined and communicated;
- the fulfilment of each set of criteria by the licence applicant must be verified by suitably qualified staff acting for the licensor (FAM);
- the decision-making process must be based on two-steps approach (first instance and appeal);
- the decision-making bodies must fulfil the requirements of qualification, independence and confidentiality;
- the licensor (FAM) shall submit to CAF the list of licensed clubs within the relevant deadline.

Article 9: CRITERIA REQUIREMENTS

- The requirements stated under “A” CRITERIA must be fulfilled by license applicant in order for them to be granted the FAM Club License necessary to participate in FAM club competitions. If the license applicant does not fulfill any A-criteria, then it cannot be granted a ‘License’.
- The requirements stated under “B” CRITERIA must also be fulfilled by the license

applicant, however, if the licence applicant does not fulfill any B-criteria can still receive a ‘Licence’ subject either to a sanction(s) or to an order by the licensor to fulfill the criteria within a time specified in the order.

- “A” Criteria (Mandatory Requirement) shall not be subject to evaluation percentage scores. No evaluation shall be conducted to license applicant that fails to meet any mandatory/compulsory requirement under the “A” criteria.
- “B” CRITERIA is subject to attaining a minimum aggregate percentage score.

Article 10: SPORTING CRITERIA

The objectives of the sporting criteria are to induce the licence applicants to:

- invest in quality-driven youth development programmes;
- value the young players training and contribute to their education;
- foster medical care of their youth players;
- practise fair-play on and off the pitch.

Article 10.1: “A” Criteria

No.	Grade	Description
S. 01	A	<p>APPROVED YOUTH DEVELOPMENT PROGRAMME</p> <p>The licence applicant must have a written youth development programme approved by the licensor (FAM). This education programme must include at least the following:</p> <ul style="list-style-type: none"> a) Objectives and youth development philosophy; b) Organisation of youth sector (organizational chart; bodies involved, relation to clubs, youth teams etc.) ; c) Personnel (technical, medical and administrative etc) and required minimum qualifications; d) Infrastructure available for youth sector (training and match facilities, others); e) Financial resources (available budget, contribution by licence applicant, players or local community, etc.) ; f) Football education programme for the different age groups (playing skills, technical, tactical and physical); g) Educational programme on the Laws of the Game;

		<p>h) Medical support for young players (including medical check-ups).</p> <p>The youth education programme must further show the licence applicant's commitment to and support of mandatory and complementary school education for young players.</p>
S. 02	A	<p>YOUTH TEAMS</p> <p>The licence applicant must have at least the following youth teams within its legal entity or affiliated to its legal entity:</p> <p>a) At least one youth team within the age range of 15 to 21; b) At least one youth team within the age range of 10 to 14;</p>

Article 11: INFRASTRUCTURE CRITERIA

The infrastructure criteria constitute long-term investments.

The objectives of the following infrastructure criteria are to guarantee that:

- the licence applicant has an approved stadium available for playing inter-clubs competition matches that provides spectators and media representatives with a comfortable space;
- the licence applicant has suitable training facilities for his players to help them improve their technical skills.

Article 11.1 – CRITERIA

No.	Grade	Description
I.01	A	<p>STADIUM – CERTIFICATION</p> <p>The stadium must be certified.</p> <p>The certification is issued according to the Laws of Malawi. It must include provisions related to safety and an evacuation plan. If such law does not exist, the licensor shall establish the content of the stadium security certificate and the procedure in close collaboration with appropriate bodies (local security authorities, hospitals, fire brigade, police, etc...)</p> <p>The certificate issued by the appropriate body must not be older than two years at the beginning of the new inter-clubs competition season.</p>
I.02	A	<p>STADIUM – CONTROL ROOM</p> <p>Each stadium must have a control room which ensures an overall</p>

		view of the inside of the stadium, in accordance with the provisions of the applicable law or according to the requirements of the licensor (FAM), in collaboration with the appropriate civil authorities (police, etc.).
I.03	A	<p>STADIUM – CAPACITY</p> <p>The minimum capacity of a stadium shall be..... (to be determined according to the average demand of tickets for the national championship.)</p>
I.04	A	<p>STADIUM – AVAILABILITY</p> <p>The licence applicant must have a stadium available to host clubs competitions.</p> <p>Alternative 1: The licence applicant legally owns the stadium</p> <p>Alternative 2: The licence applicant may provide a written contract with the owner of a stadium or with owners of different stadiums it will use within Malawi. This contract guarantees the use of the stadium for home matches in the coming season for which the club qualifies in sporting terms.</p>
I.05	A	<p>STADIUM – FLOODLIGHTING</p> <p>For evening matches, the stadium must be equipped with floodlight installations which comply with the standard values.</p>
I.06	A	<p>STADIUM – SPECTATORS AREAS</p> <p>Each stand within the stadium must be capable of being divided into several separate sectors according to the requirements of the local security authorities, or if no such requirements exist, those of the licensor (FAM).</p>
I.07	A	<p>STADIUM – FIRST-AID ROOMS AND DOPING ROOM</p> <p>Each stadium must be equipped with first-aid room(s) to care for spectators, according to the local authorities regulations. Otherwise, the licensor (FAM) shall determine the exact number, size and location of these rooms, in consultation with the appropriate civil bodies (local authorities for health and security). The doping-control room must be near the teams’ and referees’ dressing rooms and inaccessible to the public and the media.</p>
I.08	A	<p>FIELD OF PLAY – SPECIFICATION</p> <p>The playing field must comply with the laws of the game and be:</p> <p>Alternative 1: natural grass</p>

		Alternative 2: artificial grass (according to the FIFA and CAF quality standards), subject to the relevant approvals.
--	--	---

Article 12: ADMINISTRATIVE AND PERSONNEL CRITERIA

The objectives of the personnel and administrative criteria are that:

- licence applicants are managed in a professional way;
- licence applicants have available well-educated, qualified, and skilled specialists with a certain know-how and experience;
- the players of the first and other teams are trained by qualified coaches and supported by the necessary medical staff.

No.	Grade	Description
P.01	A	<p>CLUB SECRETARIAT</p> <p>The licence applicant must have available office space to run its administration.</p> <p>The required surface of the office(s) and the required technical minimum infrastructure including phone, fax, internet access and e-mail must be available.</p> <p>The licence applicant must have appointed the appropriate number of skilled secretarial staff according to its needs to run its daily business. It must also ensure that its office is open to communicate with the licensor (FAM) and the public.</p>
P.02	A	<p>GENERAL MANAGER</p> <p>The licence applicant must have appointed a general manager responsible for running its daily business (operative matters).</p> <p>The appointment must have been made by the appropriate body (e.g executive board) of the licence applicant.</p>
P.03	A	<p>FINANCE OFFICER</p> <p>The licence applicant must have appointed a qualified finance officer responsible for its financial matters who can be either a person working in the club’s administration or an external partner mandated by the club through a written contract.</p> <p>The appointment must have been made by the appropriate body of the licence applicant.</p>
P.04	A	<p>SECURITY OFFICER</p> <p>The licence applicant must have appointed a qualified security officer (with specific diploma or experience) responsible for safety and security matters.</p> <p>The appointment must have been made by the appropriate body of the licence applicant.</p>
P.05	A	<p>MEDICAL DOCTOR AND PHYSIOTHERAPIST</p> <p>The licence applicant must have appointed at least one doctor and one physiotherapist responsible for providing medical support and</p>

		<p>advice to the first squad as well as doping prevention policy. The licence applicant must ensure medical support during matches and trainings.</p> <p>The doctor must be recognised and certified by the appropriate national authorities and duly registered with FAM or SULOM.</p>
P.06	A	<p>HEAD COACH OF THE FIRST SQUAD</p> <p>The licence applicant must have appointed a head coach responsible of football matters of the first squad.</p> <p>The head coach must fulfil one of the following requirements:</p> <ol style="list-style-type: none"> a) hold the highest available coaching licence of FAM (CAF – B Licence minimum) or any valid foreign diploma which is equivalent to this one and recognised by CAF as such; b) start the required education course recognised by FAM to achieve the required diploma; c) hold a “recognition of competence” issued by FAM if the head coach has a minimum of five years’ practical experience as head coach in any top or 2nd division club. The head coach must be duly registered with FAM or league. <p>The appointment of the head coach must have been made by the appropriate body of the licence applicant.</p>
P.07	A	<p>HEAD OF THE YOUTH DEVELOPMENT PROGRAMME</p> <p>The licence applicant must have appointed a head of the youth development programme responsible of running the daily business and the technical aspects of the youth sector.</p> <p>The head of the youth development programme must fulfil the following requirement:</p> <ol style="list-style-type: none"> a) hold the second-highest available coaching licence of FAM on the territory of which the licence applicant is situated; b) start the required education course recognized by FAM to achieve the required diploma; c) hold a “recognized of competence” issued by FAM if the head coach has a minimum of two years’ practical experience as head of the youth development programme in any to or 2nd division club. The appointment of the head of youth development programme must have been made by the appropriate body of the licence applicant.
P.08	A	<p>YOUTH COACHES</p> <p>The licence applicant must have appointed for each mandatory youth team at least one coach responsible for this youth team in all football matters.</p>

		<p>The youth coach must hold the minimum qualifications (CAF C) as defined by the licensor (FAM). He must be duly registered with FAM or the league.</p> <p>The appointment of the youth coach must have been made by the appropriate body of the licence applicant.</p>
P.09	A	<p>SAFETY AND SECURITY ORGANISATION – STEWARDING</p> <p>The licence applicant must have established a safety and security organisation for home matches through the engagement of the necessary number of stewards. For this purpose, he must:</p> <ol style="list-style-type: none"> a) employ stewards; or b) conclude a written contract with the owner of the stadium to provide stewards; or c) conclude a written contract with an external security company to provide stewards. <p>The licence applicant must appropriately have qualified stewards (internal or external).</p>

Article 13: LEGAL CRITERIA

No.	Grade	Description
J.01	A	<p>DECLARATION IN RESPECT OF PARTICIPATION IN INTER-CLUBS COMPETITIONS</p> <p>The licence applicant must submit a legally valid declaration confirming the following:</p> <ol style="list-style-type: none"> a) it recognises as legally binding the statutes, rules and regulations and decisions of FIFA, CAF, FAM and where such exists the national league; b) it recognises the exclusive jurisdiction of the CAS (Court of Arbitration for Sport in Lausanne) for any dispute of international dimension and in particular involving FIFA and/or CAF. c) It recognises the prohibition to recourse to ordinary courts under the Statutes of FIFA and CAF; d) at national level it will play in competitions that are recognised and endorsed by FAM (national championship, national cup, etc.); e) at continental level it will play in competitions that are recognised by CAF. For the avoidance of doubt, this provision does not relate to friendly matches; f) it undertakes to abide by and observe the provisions and conditions of the national regulations;

		<p>g) all submitted documents are complete and correct;</p> <p>h) it authorises the competent club licensing authority to examine documents and seek information and in the event of any appeal procedure – to seek information from any relevant public authority or private body according to national law;</p> <p>i) it acknowledges that FIFA and/or CAF reserves the right to execute post checks at national level reviewing the assessment procedures and the decision-making in case CAF fails to implement it.</p> <p>This declaration must be validated by an authorised signatory no more than three months prior to the corresponding deadline for its submission to the licensor.</p>
J.02	A	<p>STATUTES AND REGISTER EXTRACT</p> <p>The licence applicant must submit the following information:</p> <p>a) a copy of valid statutes;</p> <p>b) an extract from a public register (trade register, etc.) containing information on the licence applicant (such as name, address, legal form, list of authorised signatories and type of required signature).</p>
J.03	A	<p>OWNERSHIP AND CONTROL OF CLUBS</p> <p>The licence applicant must submit a legally valid declaration confirming no physical or moral person involved in the management, administration, and/or sporting performance of the club, either directly or indirectly,</p> <p>a) hold securities or shares of any other club participating in the same competition; or</p> <p>b) holds a majority of the shareholders’ voting rights of any other club participating in the same competition; or</p> <p>c) has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of any other club participating in the same competition; or</p> <p>d) is a shareholder and alone controls a majority shareholders’ voting rights of any other club participating in the same competition, pursuant to an agreement entered into with other shareholders of the club in question;</p> <p>e) is a member of any other club participating in the same competition;</p> <p>f) is involved in any capacity whatsoever in the management, administration and/or sporting performance of any other club participating in the same competition;</p> <p>g) has any power whatsoever in the management, administration and/or sporting performance of any other club participating in the same competition;</p>

		This declaration must be validated by an authorised signatory no more than three months prior to the corresponding deadline for its submission to the licensor (FAM).
--	--	---

Article 14: FINANCIAL CRITERIA

The financial criteria aim principally to:

- improve the economic and financial capabilities of clubs;
- increase clubs’ transparency and credibility;
- place the necessary importance on the protection of creditors

Every licensor (e.g. FAM) must ensure that the clubs qualified for clubs competition should respect the following minimum criteria. The licensor (FAM) may develop additional criteria, information requirements and assessment procedures for implementation in the national regulations.

No.	Grade	Description
F.01	A	<p>ANNUAL FINANCIAL STATEMENTS – AUDITED</p> <p>Regardless of the legal structure of the licence applicant, annual financial statements consisting of a balance sheet, profit and loss and notes based on national legislation for moral persons shall be prepared and audited by independent auditors.</p> <p>The financial statements must include the following minimum information in respect of the balance sheet.</p> <p>Current assets</p> <p>01) cash and cash equivalent; 02) accounts receivable from players’ transfers; 03) accounts receivable from group entities and related parties; 04) accounts receivable – other; 05) inventories.</p> <p>Non-current assets</p> <p>06) tangible fixed assets; 07) intangible assets – players; 08) intangible assets – others; 09) investments.</p> <p>Current liabilities</p> <p>10) bank overdrafts and loans; 11) accounts payable relating to players transfers; 12) accounts payable to group entities and related parties;</p>

		<p>13) accounts payable – others; 14) tax liabilities; 15) short-term provisions;</p> <p>Non-current liabilities 16) bank and other loans; 17) other long-term liabilities; 18) tax liabilities 19) long-term provisions</p> <p>Net assets/liabilities 20) Net assets/liabilities</p> <p>Equity 21) Treasure shares; 22) Issued capital and reserves.</p> <p>The minimum requirements for the content in respect of profit and loss account are as follows:</p> <p>Revenue</p> <ul style="list-style-type: none"> a) Gate receipts; b) Sponsorship and advertising; c) Broadcasting rights; d) Commercial; e) Other operating income. <p>Expenses</p> <ul style="list-style-type: none"> f) Cost of materials; g) Employee benefits expenses; h) Depreciation and amortisation; i) Impairment of fixed assets; j) Other operating expenses. <p>Other</p> <ul style="list-style-type: none"> k) Profit/loss on disposal of assets; l) Finance costs; m) Tax expenses; n) Profit or loss after taxation. <p>The annex notes to the annual financial statements shall be presented in a systematic manner. Each item on the balance sheet, profit and loss account be cross-referenced to any related information in the notes. The minimum requirements for information are as follows:</p>
--	--	---


		<p>a) Accounting policies The basis for preparation of the financial statements and a summary of the significant accounting policies used.</p> <p>b) Controlling party When the reporting entity presenting the financial statements is controlled by another party, there must be disclosure of the related-party relationship and the name of that party and, if different, that of the ultimate controlling party. If the controlling party is not known, that fact shall be disclosed.</p> <p>c) Ultimate owner There must be disclosure of the owner(s) of the licence applicant. When the reporting entity is controlled by another party, there must be disclosure of the ultimate owner(s) controlling such third party.</p> <p>d) Related party transactions If there have been transactions between related parties during the period, the reporting entity shall disclose the nature of the related-party relationship, as well as information about the transactions during the period end necessary for an understanding of the potential effect of the relationship on the financial statements.</p> <p>e) Other disclosure Any additional information or disclosure that is not presented in the balance sheet, profit and loss statement or cash-flow statement, but is relevant to an understanding of any of those statements and/or is required to meet the minimum financial requirements.</p>
F.02	A	<p>No payables overdue towards football clubs arising from transfer activities</p> <p>The licence applicant must prove that it has no payables overdue (final and binding decisions of the FIFA players’ Status Committee, the FIFA Dispute Resolution Chamber, the Court for Arbitration for Sport, etc.) towards football clubs arising from transfer activities as at 31st December of the year preceding the season to be licensed, unless by the following 28 February they have been fully settled, deferred by mutual agreement with the creditor or are subject a not obviously unfounded dispute, submitted to competent authority.</p>
F.03	A	<p>No payables overdue towards employees and social/tax authorities</p> <p>The licence applicant must prove that, in respect of contractual and legal obligations with its current and former employees (including all professional players according to the applicable FIFA Regulations for the Status and Transfer of Players and the general</p>

		manager, the finance officer, the security officer, the medical doctor, the physiotherapist, the head coach of first squad, the head of youth development programme and the youth coaches; list exhaustive) it has no payables overdue towards employees and social/tax authorities as at 31 December of the year preceding the season to be licensed, unless by the following 28 February they have been fully settled, deferred by mutual agreement with the creditor or are subject a not obviously unfounded dispute, submitted to competent authority.
--	--	---

“B” CRITERIA

Article 15: REQUIREMENTS

- The requirements stated under “B” CRITERIA shall be determined by evaluation of scores in terms of percentage.
- If the License Applicant fulfills the “A” CRITERIA, it shall be required to obtain a minimum score of the “B” CRITERIA before a license may be issued.
- The Scoring system shall be as stated in table below:

a)	Green Range		70% - 100%
b)	Yellow Range		56% - 69%
c)	Purple Range		46% - 55%
d)	Red Range		0% - 45%

- If the License applicant obtains the Green Range Score, it shall be issued with a license.
- If the License applicant obtains the Yellow Range Score, it shall be issued with a Provisional License with highlighted items to be fulfilled before the beginning of the Second Round of the Super League.
- If the License Applicant obtains the Purple Range Score, it shall be required to fulfill the highlighted items within the provided timelines by the Licensor before the final FIB verdict to grant or not to grant the License is issued.
- If the License Applicant obtains the Red Range Score, it shall not be issued with a License.

Article 16: SPECIFIC REQUIREMENTS

16.1 SPORTING REQUIREMENTS [25%]

The Licensor shall evaluate the applicant’s sporting percentage scores in accordance with the

table below:

Sporting		
1	Established Youth Team (Under-20) or U17 (where the U20 is non-existent)	13%
2	Formulated a youth development programme	7%
3	Provision of medical	3%
4	Training facility for the Youth	2%

16.2 INFRASTRUCTURE REQUIREMENTS [10%]

The Licensor shall evaluate the applicant's Infrastructure percentage scores in accordance with the table below:

Infrastructure		
1	Stadium (Owned or Leased) – with proper contract	5%
2	Safety Certificate of Stadium	3%
3	Training Ground	2%

16.3 ADMINISTRATIVE AND PERSONNEL REQUIREMENTS [25%]

The Licensor shall evaluate the applicant's administrative and personnel percentage scores in accordance with table below:

Administrative and Personnel		
1	Players and Coaches contracts (minimum – 20 players) – Minimum Government Wage	10%
2	Head Coach – CAF B Minimum	8%
3	Secretariat Details – Submission of Professional Club Organogram	2%
4	Employment of Medical Doctor, Security Officer,	2%
5	Mandatory Medical Insurance for Players	2%
6	Employment of Office Staff (Minimum 1)	1%

16.4 FINANCIAL REQUIREMENTS [25%]

The Licensor shall evaluate the applicant's financial percentage scores in accordance with the table below:

Financial		
1	Payment of Application Fees	1%
2	Submission & use of Club Bank Account	1%
3	Written confirmation from sources of funds	3%
4	Books of Accounts – Audited	8%
5	Submission of MK3 million surety	8%

6	Submission of 2019 Season Budget	1%
7	No overdue payables towards players & officials	3%

16.5 LEGAL REQUIREMENTS [15%]

The Licensor shall evaluate the applicant's percentage scores in accordance with the table below:

Legal		
1	Submission of Club Statutes/Register Extract	7%
2	Submission of General License Applicant Declaration Form	2%
3	Submission of Ownership & Control of Clubs Legal Declaration Form	2%
4	Proof of (minutes) of holding a statutory annual general meeting and adherence to governance	2%
5	Compliance Declaration	2%

Article 17: Other Football Competitions

- The parameters will be as designed by FAM.

Article 18: Final Provisions

18.1 Implementing Provisions

18.1.1. The FAM Club Licensing Committee shall take the decisions and adopt, in the form of directives, the detailed provisions necessary for implementing the present Regulations.

18.2 Matters not provided for

18.2.1. Matters not provided for in these Regulations shall be decided by the FAM Executive Committee, whose decision shall be final.

FAM club licensing regulations have been approved by FAM Executive Committee on 15th October 2017. The said regulations come into force starting from 1st January 2018.

For the FAM Executive Committee

The President
Walter Nyamilandu Manda



The General Secretary
Alfred Gift Gunda