

CONFEDERATION AFRICAINE DE FOOTBALL

3 Abdel Khalek Tharwat Street, El Hay El Motamayez, P.O. Box 23

6th October City, Egypt.

Tel.: 202 3837 1000 / Fax : 202 3837 0006



CAF CLUBS LICENSING REGULATIONS

INDEX

DEFINITIONS

1. Licence

Means a certificate confirming the fulfilment of all the mandatory minimum requirements by the licensee in order to activate the admission procedure for CAF inter-clubs licence competitions.

2. Licensor

Means the body that operates the licensing system and grants the necessary licence.

3. Licence applicant

Means the legal entity that is fully responsible for a football team's participation in CAF's inter-clubs competitions.

4. Licensee (Clubs)

Means the licence applicant which has been granted the necessary licence by the licensor.

5. Criteria

Means minimum requirements to be fulfilled by the licence applicant.

6. National club licensing regulations (national regulations)

Means the working document which sets out and describes the national club licensing system of a particular country, and which shall include all the minimum requirements of the CAF clubs licensing system, as well as any specific national requirements of the country in question.

I. GENERAL PROVISIONS

Article 1 INTRODUCTION

This regulation shall apply to all inter-clubs competitions played under the auspices of CAF, and whose regulations are referred to and set out in the CAF Champions League and the Confederation Cup Tournament Competitions.

The regulations govern the rights, tasks and responsibilities of all parties to the CAF club licensing system.

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These regulations are divided into two main sections:

- The first section addresses the member Association as the “licensor”, and shall set out and explain its responsibilities, as well as defining the licence applicant and the licensing bodies inclusive of the manner in which the regulations are to be applied.
- The second section is directed at the clubs of the member associations that participate in the CAF Competitions.

Article 2. OBJECTIVES OF THE CLUBS LICENSING SYSTEM

The CAF clubs licensing system shall have the undermentioned objectives:

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

Article 3 PROCEDURE

Article 3.1 REQUIRED CRITERIA

The criteria described in these CAF regulations are graded into three separate categories.

- a) **“A” criteria - “MUST”**: If the licence applicant does not fulfil any “A” criteria requirements, then it cannot be granted a licence to enter the CAF inter-clubs competitions.
- b) **“B” criteria - “MUST”**: If the licence applicant does not fulfil any “B” criteria required, then it may be subject to sanctions as specified by the licensor but may still qualify to receive a licence to enter the CAF inter-clubs competitions.
- c) **“C” criteria - “BEST PRACTICE”**: C criteria are best practice recommendations. These criteria are best practice recommendations and the Non-fulfilment of any C criteria may or may not lead to a sanction or the refusal of the necessary licence.

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Article 3.2. IMPLEMENTATION OF THE CLUBS LICENSING SYSTEM

Article 3.2.1 EXISTENCE OF A LEGAL BASIS WITHIN THE STATUTES OF THE MEMBER ASSOCIATION

For the implementation of the club licensing system, each member association must have a legal basis within its statutes which fully describes the objective of this system as well as confirming the authority of Clubs Licensing System and shall further contain a provision setting out the detailed regulations necessary to implement the club licensing system.

3.2.2 IMPLEMENTATION AT NATIONAL LEVEL

The implementation of the clubs licensing system at the national level shall include but not be limited to the following steps and procedures:

- a) The establishment of rules and regulations regarding sanctions to be imposed under the national clubs licensing system;
- b) The integration of the minimum criteria necessary as defined in the present regulations;
- c) The implementation of decisions necessary for the applicability of the licensing system to the licence applicants;
- d) The option for the member association to delegate the club licensing system and its responsibilities to its affiliate member (professional / national league).

3.2.3 RULES REGARDING SANCTIONS UNDER THE NATIONAL CLUBS LICENSING SYSTEM

In order to guarantee an appropriate assessment process, the member association shall, amongst other things:

- a) Set up a schedule of sanctions applicable for the club licensing system, which pertains to the relevant licensing bodies to enable them to determine necessary sanctions against the necessary licence applicants/ licensees.

In addition to the obligations to submit full documentary evidence or fulfil certain pre-conditions by a certain deadline, the schedule of sanctions may include a caution, a fine, the deduction of points, a prohibition on concluding new transfer agreements or players' contracts, and the licensor may impose sanction the club of any regulation.

- b) Refer the matter to its national disciplinary regulation with specific regard to the violation of the licensing regulation.

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3.2.4 CONFORMITY OF THE NATIONAL REGULATION TO THE CAF REGULATION

- Each member association shall define in its regulation the parties involved, their rights and duties as well as the criteria and the necessary processes in accordance with CAF inter-clubs licensing regulations for entering the clubs competitions .
- The member association may introduce additional criteria not included in the clubs licensing regulations. The member association may also adapt its regulations according to its members' objectives and priorities, as well as their statutes and regulations, national law that is in force in the frame of the flexibility given by CAF.

3.2.5 OPTION FOR THE MEMBER ASSOCIATION TO DELEGATE THE CLUBS LICENSING SYSTEM TO AN AFFILIATED MEMBER/ LEAGUE

- The member association may delegate the clubs licensing system to an affiliated member/league, subject to the approval of CAF Executive Committee.
- Vis-à-vis FIFA and CAF, the member association remains however responsible for the proper implementation of the clubs licensing.

Article 4 LICENSOR

- a) The member association is the licensor. It shall govern the club licensing system, appoint the corresponding licensing bodies and determine the necessary processes and procedures.
- b) 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 the licensor shall be required to sign a confidentiality clause before commencing their tasks.
- c) The licensor shall be required to establish the appropriate administration as well as to appoint the necessary qualified staff members.
- d) The licensor shall establish:
 - 1) First-instance body (FIB)
 - 2) Appeals body (AB)

Both these decision-making bodies shall be independent of each other. They shall receive technical and administrative support from the licensor. 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.

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Article 4 .1 FIRST-INSTANCE BODY (FIB)

- a) 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 the licensor.
- b) The licensor 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.
- c) In the event of a licence refusal, such decision must be in writing and set out the reason for such refusal.
- d) Members of the FIB who are either elected or appointed in accordance with the statutes of the member association may not simultaneously be part of any other judicial body of the licensor and shall at all times impartially discharge their responsibilities.
- e) The licensor may recommend administrative staff to assist the member association or its affiliated league as members of the FIB, with the exception of the licensing manager, who may not be member of the FIB.

Article 4. 2 APPEALS BODY (AB)

- i) The AB shall decide on submitted written appeals and make a final and binding decision on whether a licence should be granted or not.
- ii) Appeals may only be lodged by:
 - a) the licence applicant following a refusal by the FIB;
 - b) the licensor.
- iii) The AB shall make its decision based on the evidence provided by the licence applicant or the licensor with its request of appeal.
- iv) In the case of a licence refusal, the decision must be put in writing and include reasoning.
- v) The member association shall decide whether the clubs licensing system comes under the authority of the court of arbitration specified in its statutes.
- vi) The licensor 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.
- vii) The administrative staff of the member association and its affiliated league may not be members of the AB.
- viii) Members of the AB may not be simultaneously members of any other statutory body or committee of the licensor.
- ix) The Executive committee of the member association shall decide on the formation of members in the appeal board and on the elections or the designation of its members.

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Article 4.3 DECISION-MAKING PROCEDURE

- In the national club licensing regulations or in a specific regulation, the licensor 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 5 LICENCE APPLICANTS

5.1 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 defines the licence applicants according to the statutes and regulations of the member association, 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 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 CAF inter-clubs competitions, according to the clubs licensing system regulations, as well as the fulfilment of the clubs licensing criteria.

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

- a) That all players are registered with the member association and/or its affiliated league and, if professional players, that they have a written employment contract with the registered (see articles 2 and 5 of the FIFA Regulations for the Status and Transfer of Players);
- b) 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 is provided with all the necessary information and/or documents relevant to proving 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 6,7,8,9 and 10 respectively.
- d) 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.
- e) That the licensor is provided with information on the reporting 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.

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

- a) be based legally in the territory of the member association and play its home matches only in that territory. The member association 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.

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ARTICLE 6 - LICENCE

6.1 Licences must be issued according to the provisions of the accredited national club licensing regulations.

The licensor 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. 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 national club licensing regulations by the relevant deadline and that have qualified on the basis of their sporting results may be granted a licence by the member association 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 national law
- 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 national club licensing regulations.

The licensor 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.

6.2. Extraordinary application of the club licensing system for entering the CAF inter-clubs competitions.

6.2.1. 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 clubs, because it belongs to a division other than the top division, the member association of the club concerned may - on behalf of such a club - request an extraordinary application of the club licensing system.

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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.

6.2.2. The extraordinary application is granted by CAF to the concerned club under the cover of its licensor. The concerned club should fulfil the minimum of the following conditions:

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

Article 7 NECESSARY REQUIREMENTS

The licensor must put in place the minimum requirements for the verification of the criteria described in mentioned in these 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;
- 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 shall submit to CAF the list of licensed clubs within the relevant deadline.

Article 8 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.

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Article 8. 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. 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 (organisational chart, bodies involved, relation to the licence applicant, youth teams, etc.);c) personnel (technical, medical and administrative, etc.) and required minimum qualifications;d) infrastructure available for youth sector (training and match facilities, etc.);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;h) medical support for young players (including medical check-ups). <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> <ul style="list-style-type: none">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.

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Article 9 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 9.1 - CRITERIA

“A” Criteria

No.	Grade	Description
I.01	A	STADIUM - CERTIFICATION The stadium must be certified. The certification is issued according to national/local law. 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 ...). The certificate issued by the appropriate body must not be older than two years at the beginning of the new inter-clubs competition season.
I.02	A	STADIUM -CONTROL ROOM Each stadium must have a control room which ensures an overall view of the inside of the stadium, in accordance with the provisions of the applicable law or according to the requirements of the licensor, in collaboration with the appropriate civil authorities (police, etc.).
I.03	A	Stadium - Capacity The minimum capacity of a stadium shall be... (to be determined according to the average demand of tickets for the national championship.)

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I.04	A	<p>STADIUM - AVAILABILITY 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>Alternative2: The licence applicant may provide a written contract with the owner of a stadium or with owners of different stadiums it will use within the territory of the member association. 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.</p>
I.07	A	<p>STADIUM - FIRST-AID ROOMS AND DOPING CONTROL 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 shall determine the exact number, size and location of these rooms, in consultation with the appropriate civil bodies (local authorities for health and security)</p> <p>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 Alternative 2 : artificial grass (according to the FIFA and CAF quality standards), subject to the relevant approvals.</p>

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Article 9.2 - “B” CRITERIA

I.09	B	<p>STADIUM - GROUND RULES</p> <p>Each stadium must issue stadium ground rules and affix them to the stadium in such a way that the spectators can read them. These rules must provide information on at least the following:</p> <ul style="list-style-type: none">• the admission rights;• abandonment or postponement of events;• description of prohibited behaviour and penalties (entering the field of play, throwing objects, use of foul or abusive language, racist behaviour, etc.);• restrictions with regard to alcohol, fireworks, banners, etc.• seating rules;• causes for ejection from the ground;• risk analysis specific to the stadium.
	B	<p>TRAINING FACILITIES- AVAILABILITY FOR CLUB</p> <p>The training facilities must be available to the club throughout the year.</p> <p>Alternative 1: The licence applicant legally owns the training facilities;</p> <p>Alternative 2: The licence applicant may provide a written contract with the owner(s) of the training facilities. This contract guarantees the use of the training facilities for the coming season for all the clubs teams which participate in a championship approved the member/ regional association</p>
I.11	B	<p>STADIUM -SANITARY FACILITIES</p> <p>Each stand must provide sufficient toilet facilities for both sexes in accordance with the local authorities regulations or the licensor’s requirements.</p> <p>These amenities must include washing facilities with at least cold water and a plentiful supply of towels and /or hand dryers. They must be bright, impeccably clean and hygienic. A procedure should be established to maintain that condition throughout each event.</p>

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Article 9.3 - “C” CRITERIA

I.12	C	<p>STADIUM -INDIVIDUAL SEATS The stadium must be equipped with individual seats that must be:</p> <ul style="list-style-type: none"> • fixed (e.g. to the floor) ; • separated from each other; • comfortable; • numbered and have a backrest of a minimum height of 30cm, when from the seat.
	C	<p>STADIUM-COVERED SEATS The licensor shall determine the minimum number of individual seats in covered stand.</p>
I.14	C	<p>STADIUM - ACCOMMODATION OF VISITING SUPPORTERS At least 5% (five per cent) of the certified total stadium capacity must be available for accommodating visiting supporters, in a separate area. This provision is subject to decisions of the competent bodies of the licensor and/or the local authorities regarding safety and security (high risk matches, etc.).</p>
I.15	C	<p>STADIUM - SIGNPOSTING AND DIRECTIONS All public direction signs inside and outside the stadium must be presented in pictographic language. Clear and comprehensive signposting must be provided at the stadium approaches and throughout the stadium to point the way to the different sectors</p>
I.16	C	<p>STADIUM -MEDIA FACILITIES There must be suitable media facilities (working room and press conference room). The licensor shall determine the criteria for the media facilities according to the needs of national media, taking into consideration the following recommendations and in consultation with the appropriate media bodies (media committee, etc.) :</p> <ul style="list-style-type: none"> • specific entrance or entrances to the stadium for the media, if there is a separate access for photographers and TV personnel; • reception desk or room where late accreditations / media information can be collected; • permanent press seats, equipped with desks big enough to accommodate a laptop, a notepad and a telephone; • power supply and phone/modem connection at each desk; • media working room accommodating a minimum of ... persons (unless separated facilities are provided), included photographers - to be determined according to the average demand in the national championship; • Toilet facilities for both sexes; • press conference room with a suitable number of seats to be determined according to the average demand in the national

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		<p>championship;</p> <ul style="list-style-type: none"> • press conference room to be equipped with a sound system and split box; • photographers with heavy equipment should have parking places as close to the access point as possible and /or a drop off point where they can unload equipment from vehicles; • the licensor determines a minimum number of seats in the press box according to the average demand in the national championship;
I.17	C	<p>SPECTATORS WITH DISABILITIES The licensor shall set up requirements to accommodate disabled spectators and accompanying persons safely and comfortably.</p>

Article 10 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.

Article 10.1 - "A" CRITERIA

No.	Grade	Description
P. 01	A	<p>CLUB SECRETARIAT The licence applicant must have available office space to run its administration. The required surface of the office(s) and the required technical minimum infrastructure including phone, fax, internet access and e-mail must be available. 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 and the public</p>
P. 02	A	<p>GENERAL MANAGER The licence applicant must have appointed a general manager responsible for running its daily business (operative matters). 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 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>

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		The appointment must have been made by the appropriate body of the licence applicant.
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 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 the member association or league.</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 the following requirements:</p> <ol style="list-style-type: none"> a) hold the highest available coaching licence of the member association of the territory on which the licence applicant is situated 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 the member association to achieve the required diploma; c) hold a “recognition of competence” issued by the member association 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 the member association 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>

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		<p>The head of the youth development programme must fulfil the following requirement:</p> <ul style="list-style-type: none"> a) hold the second-highest available coaching licence of the member association on the territory of which the licence applicant is situated; b) start the required education course recognised by the member association to achieve the required diploma; c) hold a “recognition of competence” issued by the member association if the head coach has a minimum of two years’ practical experience as head of the youth development programme in any 1st or 2nd division club. The appointment of the head 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 as defined by the licenser. He must be duly registered with the member association 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> <ul 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 qualified stewards (internal or external).</p>

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Article 10. 2 “B” CRITERIA

P. 10	B	RIGHTS AND DUTIES The rights and duties of the licence applicant’s staff must be defined in writing.
P. 11	B	DUTY TO NOTIFY SIGNIFICANT CHANGES Any event occurring after the submission of the licensing documentation to the licensor representing a significant change compared to the information previously submitted must be notified to the licensor by the set deadline.

Article 11 LEGAL CRITERIA

No.	Grade	Description
J.01	A	DECLARATION IN RESPECT OF PARTICIPATION IN INTER-CLUBS COMPETITIONS The licence applicant must submit a legally valid declaration confirming the following: <ul style="list-style-type: none">a) it recognises as legally binding the statutes, rules and regulations and decisions of FIFA, CAF, the member association 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 the member association (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;g) all submitted documents are complete and correct;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;i) it acknowledges that FIFA and/or CAF reserves the

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		<p>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> <ul style="list-style-type: none"> a) a copy of valid statutes; 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).
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> <ul style="list-style-type: none"> a) holds securities or shares of any other club participating in the same competition ; or b) holds a majority of the shareholders’ voting rights of any other club participating in the same competition; or 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 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; e) is a member of any other club participating in the same competition; f) is involved in any capacity whatsoever in the management, administration and/or sporting performance of any other club participating in the same competition; 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</p>

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		no more than three months prior to the corresponding deadline for its submission to the licensor.
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Article 12 FINANCIAL CRITERIA

The financial criteria aim principally to:

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

Every licensor must ensure that the clubs qualified for clubs competitions should respect the following minimum criteria. The licensor 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> <ul style="list-style-type: none">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>Non-current assets</p> <ul style="list-style-type: none">06) tangible fixed assets;07) intangible assets - players;08) intangible assets - others;09) investments.

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	<p>Current liabilities</p> <ul style="list-style-type: none">10) bank overdrafts and loans;11) accounts payable relating to players transfers;12) accounts payable to group entities and related parties;13) accounts payable - others;14) tax liabilities;15) short-term provisions; <p>Non-current liabilities</p> <ul style="list-style-type: none">16) bank and other loans;17) other long-term liabilities;18) tax liabilities;19) long-term provisions <p>Net assets/ liabilities.</p> <ul style="list-style-type: none">20) Net assets/ liabilities. <p>Equity</p> <ul style="list-style-type: none">21) Treasure shares ;22) Issued capital and reserves. <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) commerciale) 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.
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		<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 or ultimate 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 and outstanding balances of 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 information requirements.</p>
F. 02	A	No payables overdue towards football clubs arising from

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		<p>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 31 December of the year preceding the season to be licensed, unless by the following 31 March 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 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 31 March 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>

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Article 13 OBLIGATIONS

- 1) The member associations shall transform the present regulations of CAF into national club licensing regulations from now till the end of the season 2011/2012 at the latest. This regulation will be submitted to CAF for approval. The member associations will implement the club licensing system in the same timeframe.
- 2) CAF shall support the member associations for the application of the club licensing system at national level.

Article 14 SPOT CHECKS AND SANCTIONS BY CAF

- 1) CAF shall implement a spot-check procedure and carry out spot-checks with the licensor in order to ensure that he correctly awarded the licence at the time of the final and binding decision.
- 2) If CAF realises that a licensor issued a licence in breach of the national licensing regulations, the relevant association shall be sanctioned by CAF disciplinary committee in accordance with the disciplinary code or other relevant regulations of CAF.
- 3) In conformity with article 14 para 5 of FIFA Club Licensing Regulations, FIFA and CAF will cooperate for the right application of these procedures.

Article 15 DIVERGING TEXTS

CAF club licensing regulations are available in the three official languages of CAF (English, French, Arabic). In the event of discrepancy between the three linguistic versions, the French version shall be authoritative.

Article 16:

CAF club licensing regulations have been approved by CAF Executive Committee on January 19th, 2012. The said regulations come into force starting from March 1st 2012.

For the CAF Executive Committee

The President
Issa Hayatou

The General Secretary
Hicham El Amrani