

THE GAMBIA FOOTBALL FEDERATION

Kanifing Estate Layout, Kanifing Municipality, Website www.gambiafa.gm



REGULATIONS



CLUB LICENSING 2017/2018

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GAMBIA FOOTBALL FEDERATION

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Definitions

1. License:

- Is the certificate that confirmed the fulfillment of all the mandatory minimum requirements by the license applicant in order to get admission into the GFF/CAF inter-club competitions

2. Licensor:

- Body that operates the licensing system and grant the necessary license in this case is Gambia Football Federation

3. License Applicant:

- The legal entity that is fully responsible for a football club's participation in GFF/CAF interclub competitions

4. License (Clubs):

- License applicant which has been granted the necessary license by the licensor

5. Criteria:

- Minimum requirements to be fulfilled by the license applicant.

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General Provisions

Article 1

Introduction

GFF Club License Regulations:

A working document which sets out and describes the club license system of the Gambia Football Federation, which shall include all minimum requirements of clubs license system CAF decree in its September 2013 Congress that MAs shall establish National Club Licensing (NCL) regulations and set up decision making bodies required in terms of the licensing program.

Furthermore it stated that MAs that fail to comply with the said deadline risks the exclusion of their clubs from taken part in the CAF Club Championship League. It is worrisome that GFF took so long to implement the guiding principles set out in the CAF Club Licensing regulation locally.

It is obvious that the state of our clubs are poorly resourced with horrible pitches and poor training facilities, coupled with poor management of clubs, which breed inefficiency, and other football related problems and exploitation of participants by individuals. These various challenges therefore obliged the GFF to recognized and implement the club license program in the 2014-2015 league seasons.

The game every where has, like other sport, had its fair share of controversies and success both on and off the field. Distractions seem to form larger share of the off field challenges face by the game and these challenges may include questions of integrity, governance, management. As a result of that the GFF is complying with the CAF club licensing program to strengthen the regulations governing football both on and off the field.

In order to maximize the opportunities available in football, and perhaps curtail the challenges confronting the game. GFF now will put in place measures aimed at creating, the right structures to support and protect the uniformity and preserving the integrity of the game by setting up good examples for others. In doing that, the GFF invite all member-clubs and teams to apply for the club license to establish good practice and support the implementation of the club licensing system as directed by CAF.

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Club Licensing

The GFF club license regulations is a basic working document for the club licensing system through the different stakeholders of football family and it is aimed at promoting common principles in the county's football such as transparency in management and finance, promote sporting values, exercise ownership, proper control of club and curb questions of integrity in sport.

It is evident that the growth of the game has also brought along threats to the credibility of the game as well other concerns relating to finance and team ownership. It is based on these challenges that the GFF/CAF deemed it prudent to provide a framework to regulate the manner in which teams can operate, by setting the minimum criteria necessary as defined in the current regulations mentioned below

Timeline.

In general, by **2014/2015 League Season**, GFF should complete the legal framework locally in consultation with international partners CAF/FIFA/.

Article 2

Objectives

The objectives of the Club Licensing Regulation:

- To promote and improve the quality and level of football in the Gambia
- To ensure that clubs have appropriate infrastructure, improve economic and financial capacity through proper corporate governance procedures and control measures.
- To protect the integrity and credibility of the game.
- To professionalized the game.
- To foster sporting ethics in accordance with the principles of fair play and protect match environment
- To establish proper mechanism for owning and controlling clubs and teams.
- To create the recognition that the Gambia Football Federation is the sole **Licensor**, and shall define the license applicant and licensing bodies, as well as the core

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procedures and process to be followed in dealing with applications to obtain a license from the GFF.

Article 3

3.1 Procedure

- a) "A" Criteria "Must"
- b) "B" Criteria "Must"
- c) "C" Criteria "Best Practice"

3.2 Implementation of the club licensing system

Article 4

Licensors –GFF

- The Gambia Football Federation is the licensor. It shall govern the club licensing system, appoint the corresponding licensing bodies and determines the necessary process and procedures.
- The licensor guarantees the license full confidentiality with regard to all information given by the license applicant. Anyone involved in the licensing process or appointed by the licensor shall be required to sign a confidentiality clause before commencing he/her task.
- The licensor shall be required to establish the appropriate administration and appoint the necessary qualified staff

The Licensor Shall Establish:

- **First Instance Body (FIB)**
- **Appeals Body (AB)**

4.1 First Instance Body (FIB)

- **FIB** shall decide on whether a license shall be granted to an applicant club on the basis of the written documentation provided in accordance with the provisions of the National Club Licensing Regulations as at the submission dateline set by the licensor
- The licensor shall decide on the composition and quorum of the FIB, which must be a minimum of three members with the chairman having the casting vote.
- In the event of a license refusal, such decision must be in writing and set out the reason for such refusal
- Member appointed or elected in the FIB may not simultaneously be part of any other judicial body of the licensor and shall at all times impartially discharge their responsibilities.

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4.2 Appeals Body (AB):

- The AB shall decide on submitted written appeals and make a final and binding decision on whether a license should be granted or not
- Appeals may only be lodge by:
 - a) The license applicant following refusal by FIB
 - b) The licensor
- The AB shall make its decision based on the evidence provided by the license applicant or the licensor with its request of appeal
- In the case of license refusal, the decision must be put in writing and include reasons
- The GFF shall decide whether the clubs licensing system comes under the authority of the court of arbitration
- The licensor shall decide on the quorum for the decision of the AB. The quorum must be a minimum of three members, the chairman shall have the casting vote.
- The admin staff of the licensor affiliated league may not be members of the AB.
- Members of the AB may not be simultaneously members of any other statutory body or committee of the licensor
- The executive committee of the licensor shall decide on the formation of members in the appeal board and on the elections or the designation of its members

4.3 Decision Making Procedure

In the 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:

- Dateline (submission datelines etc).
- Safe guarding the principles of equal treatment
- Representation (legal representation, etc)
- The right to be heard (conversation, hearing, etc)
- Official language
- Time limit to issue a request (calculation, compliance, interruption, extension, etc)
- Time limit to appeal
- Effect of appeal
- Type of evidence requested
- Burden of proof (license applicant has burden of proof etc)
- Decision (in writing with reasoning, etc)
- Ground for complaints
- Content and form of pleading
- Deliberations and hearings

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- Cost of procedure, administrative fees and deposit

Article 5

License applicants

5.1 The legal entity applying for a license is called the license applicant, once the license applicant has been granted a license by the licensor, it becomes a license. The licensor defines the license applicants according to the statutes and regulations of the Gambia Football Federation, the status of a football club, (professional, semi professional or amateur), its legal form, are not relevant to the issue of a license. Only a registered club in the national federation may apply for a license. The license applicant is fully responsible for participation in CAF Inter Club Competitions, according to the club licensing system regulations, as well as the fulfillment of the club license criteria.

5.2 The license applicant is, in particular, responsible for ensuring the following:

- a) That all, players are registered with the federation or affiliates league and, if professional players, that they have a written employment contract with registered team.
- b) That the license applicant is fully responsible for the football club composed of registered players participating in a national and international competition.
- c) That the licensor is provided with all the necessary information and /or documents relevant to proving that the licensing obligations are fulfilled.
 - Sporting
 - Infrastructure
 - Personnel and administrative
 - Legal and financial
 - Criteria set out in the club licensing regulations
- d) 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 license applicant, the selected reporting entity/entities is appropriate for club licensing purposes

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

- a) Have the right to use the name and brands of the club and not change the name of the club for advertisement/promotional purposes

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- b) Accept no clauses in contracts with television, sponsors or other commercial partners that could restrict the club in its freedom of decision or affects its management.

Article 6

License

6.1 License must be issued according to the provisions of the national club licensing regulations. The licensor must issue an invitation to the concerned football clubs to apply for a license in writing within the deadline. The club applying for a license must submit a written application to the federation.

Application must declare that it shall fulfill the obligations of the licensing system. Clubs that has fulfill the criteria set out in the federation licensing regulations by the relevant deadline and have qualified on the basis of their sporting results may be granted a license by the licensor to enter the CAF inter –club competitions .A license is delivered for one or many seasons, it expires without prior notice at the end of the season for which it was issued.

A license 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 applicable national law
- b) Any of the conditions for the issue of a license are no longer satisfied, or the license violates any of its obligations under the national club licensing regulations. The federation will regularly control the licensee in order to guarantee the application of the said regulations. CAF shall be informed as soon as a license withdrawal is envisaged. Any license is unchallengeable

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 competitions based on its sporting results, but has not undergone a club licensing process at all or has undergone a club licensing process which is lower/ or equivalent to the one applicable to top-division clubs, because it belongs to a division other than the top division, the federation on behalf of such a club-shall 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 competition. This permission only applies to that specific applicant and only for the season in question

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

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

Article 7

Necessary requirements

The minimum requirements for the verification of the criteria described is mentioned in these club licensing regulation, in order to control the issue of a license to a license applicant

The core process must, as a minimum, fulfill the following requirements

- a) The deadline for the submission of the licensing documentation must be clearly defined and communicated
- b) The fulfillment of each set of criteria by the license applicant must be verified by suitable qualified staff acting for licensor
- c) The decision making process must be based on two steps approach (first instance and appeal)
- d) The decision making bodies must fulfill the requirements of qualification, independence and confidentiality
- e) The federation shall submit to CAF the list of licensed clubs within the relevant deadline

There are five categories of minimum criteria:

- Sporting Criteria
- Infrastructure Criteria
- Personal And Administrative Criteria
- Legal Criteria
- Financial Criteria

However these criteria's are further divided into three distinct grades namely **“A”, “B” and “C” Categories**

A, and **B** are mandatory and **“C”** category is considered “Best Practice”

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Required Criteria

“A” Criteria is a must

- The license applicant must fulfill all A criteria to be granted a **license A criteria**

“B” Criteria is a must

- The license applicant must fulfill all B criteria to be granted a **license B criteria**, however, it may be subject to sanction as specified by the licensor but still qualify to receive a license to participate in the CAF Clubs competitions

“C” Criteria ‘Best Practice’

- “C” Criteria is best practice recommendations and the non fulfillment of any “C” criteria may or may not lead to a sanction or refusal of the necessary license.

GFF is mandated to establish two separate bodies i.e. the **1st Instance Body** and the **Appeal Body**. The 1st instance body is responsible for deciding whether or not a license should be granted to a club. The appeals body on the other hand shall be responsible for dealing with written appeals making final and binding decisions on whether or not a license should be granted. Appeals body deals with unsatisfied decisions taking by the 1st instance body, however the 1st instance and the appeals body are required to be fully independent have certain minimum procedural standards. Only legal entities are eligible to apply for a license, as it bear the full responsibility for the football team, furthermore license can be granted to any club regardless of club’s status (professional, semi – or amateur)

Requirement:

- All players must be registered with the GFF or its affiliated league
- Have a written contract with players
- Club is responsible for all registered players in the domestic league/international competitions
- GFF is provided and furnish with all information and documents relevant and necessary to providing the licensing obligations have been fulfilled
- That any compensation or payment to a player in terms of legal obligation is accountable

License issued in terms of club licensing regulations may be valid for one or more seasons, however, the license will expire without the need for prior notice at the end of the last season for which it was issued. A license may be withdrawn by the GFF, if the club becomes insolvent and enters into administration (liquidation) during the season as determined by the conditions of the license and violates its obligations under the GFF operates or if the club breaches any of the conditions of the license and violates its obligations under the national club licensing regulation. In order to accommodate unforeseen circumstances, GFF club licensing regulations shall make provision for extra-ordinary license applications, these are cases when

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a club that would not normally require a license to competes in a national competition but has not qualified for a CAF club competition.

Article 8

The following are the guidelines for the GFF Club Licensing Regulations:

Sporting Criteria

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

- ensuring that the club invests in proper youth development programs;
- Place a significant value in long term player development
- Contributes to their welfare, education, encourage the practice of fair play on and off the field.
- GFF should be copied the Club youth development programs and seek for approval as each youth development program must comply with certain minimum requirements, i.e. development concept, qualifications-recruitment of competent personnel, set out infrastructure available for youth training program.
- Outline the funding resources for youth development program
- Shall appoint coaches with CAF "C" License and above
- Shall register up to and not more than five underage (below 18) players to be cleared by the GFF to participate in the national 1st division league
- Set out medical support plans for young player.
- Each club is required to have at least one good U-15 youth team affiliated to the GFF U-15 Youth league.

The main objectives is encouraging the youth player development agenda within the club structure fostering a grassroots policy intended at the early development of players, defining transition model into young adults to elite football. These criteria is off immense benefit to a club as it can claim compensation for players under the age of 23 yrs trained by the local club that is transferred to foreign club

8.1 "A" Criteria

Grade description

1. Youth development program approved by the licensor (GFF)
 - a) A written youth development program includes at least the following:
 - objectives/youth development philosophy
 - organization of youth sector (organizational chart)
 - personnel technical, medical and administrative with minimum qualifications
 - Infrastructure available for youth sector (training facilities)
 - financial resources (available budget)
 - football education program (age appropriate)

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-educational program on the Laws of the Game and medical support plans for youth players

The license applicant must have at least an U-15 Youth League Team within its legal entity or affiliated to its legal entity

Article 9

Infrastructure Criteria

Under this criteria clubs are expected to have a safe and well equipped stadium and in addition providing the environment for long term investment, physical structures i.e. stadia availability to host national/ international competitions home match games that is equipped with conformable spaces for spectators, media personnel and the clubs. The clubs are also required to:

- Have suitable training facilities to improve football skills
- Facilities in good conditions
- Safety compliance measures
- Security compliance measures

It is important that compliance with these measures are put in place that ensure football matches gives enjoyable experiences for football stake holders

9.1 “A” Criteria

Grade Description

1.01 A: Stadium / Training Facility-Certification

The stadium/training facility must be certified.

The certification is issued according to national / local law. It must include provisions related to safety and an evacuation plan. To obtain the stadium/training facility security certificate and the procedure with close collaboration with appropriate bodies local security authorities, hospitals, fire brigade, police etc. the stadium/ training facility certificate issued by the appropriate body must not be older than two years at the beginning of the new inter clubs competition season

1.02 A: Stadium/ Training Facility Control

Stadium/training facility must have control room which ensures an overall view of the inside of the stadium/training facility, 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)

1.03 A: Stadium/Training Facility

The minimum capacity of a stadium/training facility shall be (to be determined according to the average demand of tickets for the national championship)

1.04 A: Availability

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The license applicant must have a stadium/training facility available to host clubs competitions whether:

- a) Legally owned or
- b) Written contract with the owner of a stadium and the contract guarantee the use of the stadium for home matches

1.05 A: First Aid Rooms and Doping Control Room

- Stadium equipped with first aid room (s)
- Doping control room
- Referees dressing rooms
- Access to the public and the media

1.06 A: Field of Play; Specification

Playing field must comply with the laws of the game

- a) Natural grass
- b) Artificial turf

9.2 “B” Criteria

1.09 B: Stadium / Training Facility Rules

Good ground rules and affix them to the stadium/training facility in such a way that the spectators can read them these rules must provide information at least the following

- The admission rights
- Abandonment or postponement of events
- Description of prohibited behavior and penalties
- Restrictions with regard to alcohol, fireworks, banners
- Seating rules
- Causes for ejection from the ground
- Risk analysis to the stadium

1.10 B: Training Facilities- Available

Training facilities must be available to the club year round whether:

- a) Legally owned or
- b) Written contract with the owner of a stadium and the contract guarantee the use of the stadium for home matches

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1.11 B: Stadium Sanitary Facilities

- a) Provide sufficient toilets facilities for both sexes

9.3 “C” Criteria

1.12 C: Stadium/Training Facility

Individual Seats

- The licensor shall determine the minimum number of individual seats in covered stand

1.13 C: Accommodation of Visiting Supporters

- At least 5% of the certified total stadium capacity must be available for accommodating visiting supporters, in a separate area
- This provision is subjected to decision of the competent bodies of the licensor and /or the local authorities regarding safety and security (high risks match)

1.14 C: Media Facilities

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

- Specific entrance/entrances
- Access for photographers/ TV personnel
- Reception desk or room where late accreditations/media information can be collected
- Permanent press seats
- Power supply
- Toilets facilities for both sexes
- Press conference room
- The licensor determine a minimum number of seats in the pressroom

1.15 C: Spectators with Disabilities

The licensor shall set up requirements to accommodate disable spectators and accompanying person safely and comfortable

Article 10

Personnel and Administrative Criteria

The objectives are to ensure that clubs are meaningfully managed professionally with well competent and skilled specialists with certain knowledge and experience i.e. recruit coaches, medical staff with the requisite knowledge to promote and achieve development goals. Administering a football club effectively you required;

- Players are managed by specialist in relevant technical fields i.e. coaches supported by finance, marketing, media

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- Administrative office
- Proper management and governance structures
- Consultancy capacity to compete on and off the field
- License applicants are managed in a professional way

10.1 A: “A” Criteria

Grade Description

P.01 A: Club Secretariat

- The license 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 license 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 licenser and the public

P. 02 A: General Manager

- The license 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 i.e. (Executive Committee)of the license applicant

P.03.A: Finance Officer

- The license 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.04 A: Security officer

- The license applicant must have appointed a qualified security officer (with specific experience) responsible for safety and security matters
- The appointment must have been made by the appropriate body of the license applicant

P.05 A: Medical Doctor

- The license applicant must have appointed at least one doctor and one physiotherapist responsible for providing medical support and advice on doping prevention policy. The license applicant must ensure medical support during the matches and trainings
- The doctor must be recognized and certified by the appropriate national authorities and duly registered with the federation/league

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P.06 A: Head Coach of the First Squad

The license applicant must have appointed a head coach responsible of football matters of the first squad

Requirements of the head coach:

- a) Hold the highest available coaching license of the federation or any foreign diploma which is equivalent to this one and recognized by CAF as such
- b) Start the required education course recognized by the federation to achieve the required diploma
- c) Hold a “recognition of competence” issued by the federation if the head coach has a minimum of five years practical experience as a head coach in any top or 2nd division club. The head coach must be duly registered with the Gambia football coaches association

P.07 A: Head of the Youth Development Program

- The license applicant must have appointed a head of the youth development program responsible for running the daily business and technical aspects of the youth sector

The head of the youth development program must fulfill the following:

- a) Hold the second highest available coaching license of the federation
- b) Start the required education course recognized by the federation to achieve the required diploma
- c) Hold recognition of competence issued by the federation if the head coach has a minimum of two years practical experience as head of the youth development program in any of or 2nd division club.
- d) The appointment of the head youth development program must have been made by the appropriate body of the license applicant

P.08 A: Youth Coaches

- The license applicant must have appointed for each mandatory youth team at least one head coach responsible for this youth team in all football matters
- The youth coach must hold the minimum qualifications as defined by the licensor. He must be duly registered with the coaches association
- The appointment of the youth coach must have been made by the appropriate body of the license applicant

P.09 A: Safety and Security Organization-Stewarding

The license applicant must have established safety and security organization for home matches through the engagement of the necessary number of stewards. For this purpose, he must”

- a) Employ steward, or
- b) Include a written contract with owner of the stadium to provide stewards, or

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c) Conclude a written contract with an external security company to provide stewards
The license applicant must appropriately qualified stewards (internal /external)

10.2 “B” Criteria

P.10 B: Rights and Duties

- The rights and duties of the license applicant staff must be define 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

The legal criteria is aimed at protecting the integrity and credibility of the game to ensure that clubs subject themselves to the legally binding statutes, rules and regulations and decisions of GFF/ CAF /FIFA. The legal criteria also address the issue of ownership and control of clubs, it is aim to improve the issue of third party influence and multiple ownership of clubs. Thus the ownership of or involvement in more than one club by a single person or entity and participation of those clubs in same competition is strictly prohibited. Clubs are required to practice clear and transparent ownership structure to curb the treats of third party influence in the management of clubs i.e. betting syndicates match manipulation. Clubs must provide clear and proper organizational and management structures in their clubs this will dissolve too much power invested in certain individuals

Grade Description

J.01 A: Declaration in Respect of Participation in Inter Clubs Competitions

The license applicant must submit a legally valid declaration confirming the following:

- a) It recognizes as legally binding the statutes, rules and regulations and decisions of FIFA, CAF, the federation and where such exists the national league
- b) It recognizes the exclusives jurisdiction of the CAS court of arbitration for sport in Lausanne for any dispute of international dimension and in particular involving FIFA/ or CAF
- c) It recognizes the prohibition to recourse to ordinary courts under the statutes of FIFA and CAF
- d) At national level it will play in competition that are recognized and endorsed by the federation
- e) At continental level it will play in competitions that are recognized by CAF for the avoidance of doubt

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- 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 authorizes the competent club license 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/CAF reserves the right to execute post checks at national level reviewing the assessment procedures and the decision making incase CAF fails to implement it. The declaration must be validated by an authorized signatory on or more than three months prior to the corresponding deadline for its submission to the licensor

J.02 A: Statutes and Register Extract

The license applicant must submit the following information:

- a) A copy of valid statutes
- b) An extract from a public register containing information on the license applicant (such as name, address, legal form, list of authorized signatures and type of required signature)

J.03 A: Ownership and Control of Clubs

The license 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 ,

- a) Holds securities or shares of any other club participating in the same competition
- b) Holds a majority of the shareholders, voting rights of any other club participating in the same competition or,
- c) Is a shareholder and alone controls a majority shareholder, voting rights of any other club participating in the same competition, pursuant to an agreement entered into with other shareholders of the club or
- d) Has the right to appoint or remove a majority of members of the administrative, management or supervisory body of any other club participation in the same competition
- 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 power whatsoever in the management, administration and/or sporting performance of any other club participating in the same competition

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Article 12

Financial Criteria

Financial criteria clearly address the financial discipline procedures within the club structure and potentially curb the illicit conduct relating to football management and finance. Financial discipline compliance measures shall be:

- Proper management structures
- Maintenance and scrutiny of financial records/statements
- Promote transparency and credibility
- Necessary compliance placed on protecting creditors
- Clubs meets the minimum financial criteria set out in the GFF club licensing regulations
- Submission of an annual audited statements of account i.e. current assets-non - current assets-current liabilities, non- current liabilities, net assets or liabilities and equity of the clubs
- Declaration of revenue and expenses in proper accounting records

Grade Description

F. 01 A: Annual Financial Statement –Audited

Regardless of the legal structure of the license applicant, annual financial statement 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.

The financial statements must include the following minimum information in respect of the balance sheet

Current Assets

- a) Cash and cash equivalent
- b) Accounts receivable from players' transfer
- c) Accounts receivable from group entities and related parties
- d) Accounts receivable-other
- e) Inventories

Non-Current Assets

- a) tangible fixed assets
- b) intangible assets-players
- c) intangible assets –others
- d) investments

Current Liabilities

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- a) bank overdrafts and loans
- b) accounts payable relating to players transfers
- c) accounts payable to group entities and related parties
- d) accounts payable-other
- e) tax liabilities
- f) short –term provisions

Non- Current Liabilities

- a) bank and other loans
- b) other long term liabilities
- c) tax liabilities
- d) long-term provisions

Net Assets/Liabilities

Equity

- a) treasure shares
- b) issued capital and reserves

The minimum requirements for the content in respect of profit and loss account are as follows:

Revenue

- a) Gate receipts
- b) Sponsorship and advertisement
- c) Broadcasting rights
- d) Commercial
- e) Other operating income

Expenses

- a) cost of materials
- b) employees benefits expenses
- c) depreciation and amortization
- d) impairment of fixed assets
- e) other operating expenses

Other

- a) profit/loss on disposal of assets
- b) finance cost
- c) tax expenses
- d) profit or loss after taxation

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:

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- a) accounting policies
- b) controlling party
- c) ultimate owner
- d) related party transactions
- e) other disclosure

10.2 “D” Criteria (Local Best Practice)

“D” License are best practice recommendations and the non fulfillment of any “A” “B” and “C” criteria and may or may not lead to a sanction or refusal of the necessary license

The license applicant must fulfill all “D” criteria to be granted license “D” criteria; **however**, it may be subject to sanction as specified by the licensor but still qualify to receive a license to participate in the CAF Clubs competitions

Sporting Criteria

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

- Registration of License Plus mandatory
- Prohibition of playing Nawettan
- Ensuring that the club invests in proper youth development programs; at least 1 youth team of age between 15-21
- Place a significant value in long term player development
- Shall appoint coaches with CAF “C” License and above
- Shall register up to and not more than five underage (below 18) players to be cleared by the GFF to participate in the national 1st division league
- Medical support plans for players.

The main objectives is encouraging the youth player development agenda within the club structure fostering a grassroots policy intended at the early development of players, defining transition model into young adults to elite football. These criteria is off immense benefit to a club as it can claim compensation for players under the age of 23 yrs trained by the local club that is transferred to foreign clubs.

Infrastructure Criteria

- Own or contracted a suitable training facilities to improve football skills

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- Facilities in a good playing conditions
- Stadium floodlighting
- Training ground shall meet the required standard
- Safety compliance measures

It is important that compliance with these measures are put in place that ensure training gives enjoyable experiences for skills development

Personal and Administrative Criteria

The objectives are to ensure that clubs are meaningfully managed professionally with well competent and skilled specialists with certain knowledge and experience i.e. recruit coaches, medical staff with the requisite knowledge to promote and achieve development goals.

Club Secretariat/Admin Officer

- The license applicant shall 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, web site and e-mail must be available
- The license applicant shall have appointed a secretary/admin officer 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

Team Manager

- The license applicant must have appointed a team manager responsible for running its daily business (operative matters)
- The appointment must have been made by the appropriate body i.e. (Executive Committee)of the license applicant

Treasure

- The license applicant must have appointed a treasure 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/mutual consent

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Physio

- The license applicant must have appointed at least one **Physio** responsible for providing medical support for players and must ensure medical support during the matches and trainings
- The **Physio** must be recognized and certified by the GFF Medical unit head/appropriate national authorities and duly registered with the federation/league/red cross

Head Coach of the First Squad

The license applicant must have appointed and contract a head coach responsible of football matters of the first squad

Requirements of the head coach:

- d) Hold the highest available coaching license of the federation or any foreign diploma which is equivalent to this one and recognized by CAF as such
- e) Start the required education course recognized by the federation to achieve the required diploma
- f) Hold a “recognition of competence” issued by the federation if the heads coach has a minimum of five years practical experience as a head coach in any top or 2nd division club. The head coach must be duly registered with the Gambia football coaches association

Head of the Youth Development Program

The license applicant must have appointed a head of the youth development program responsible for running the daily business and technical aspects of the youth sector

The head of the youth development program must fulfill the following:

- a) Hold the GFF National “D: License Certificate
- b) Start the required education course recognized by the federation to achieve the required diploma
- c) Hold recognition of competence issued by the federation if the head coach has a minimum of two years practical experience as head of the youth development program in any of or 2nd division club.
- d) The appointment of the head youth development program must have been made by the appropriate body of the license applicant

Legal Criteria

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The legal criteria is aimed at protecting the integrity and credibility of the game to ensure that clubs subject themselves to the legally binding statutes, rules and regulations and decisions of GFF/ CAF /FIFA. The legal criteria also address the issue of ownership and control of clubs, it is aim to improve the issue of third party influence and multiple ownership of clubs. Thus the ownership of or involvement in more than one club by a single person or entity and participation of those clubs in same competition is strictly prohibited. Clubs are required to practice clear and transparent ownership structure to curb the treats of third party influence in the management of clubs i.e. betting syndicates match manipulation. Clubs must provide clear and proper organizational and management structures in their clubs this will dissolve too much power invested in certain individuals

Declaration in Respect of Participation in GFF/CAF Competitions

The license applicant must submit a legally valid declaration confirming the following:

- j) It recognizes as legally binding the statutes, rules and regulations and decisions of FIFA, CAF, the federation and where such exists the national league
- k) It recognizes the exclusives jurisdiction of the CAS court of arbitration for sport in Lausanne for any dispute of international dimension and in particular involving FIFA/ or CAF
- l) It recognizes the prohibition to recourse to ordinary courts under the statutes of FIFA and CAF
- m) At national level it will play in competition that are recognized and endorsed by the federation
- n) At continental level it will play in competitions that are recognized by CAF for the avoidance of doubt
- o) It undertakes to abide by and observe the provisions and conditions of the national regulations
- p) All submitted documents are complete and correct
- q) It authorizes the competent club license 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
- r) It acknowledges that FIFA/CAF reserves the right to execute post checks at national level reviewing the assessment procedures and the decision making incase CAF fails to implement it. The declaration must be validated by an authorized signatory on or more than three months prior to the corresponding deadline for its submission to the licensor

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Statutes and Register Extract

The license applicant must submit the following information:

- c) A copy of valid Constitution
- d) An extract from a public register containing information on the license applicant (such as name, address, legal form, list of authorized signatures and type of required signature)

Ownership and Control of Clubs

The license 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 ,

- h) Holds securities or shares of any other club participating in the same competition
- i) Holds a majority of the shareholders, voting rights of any other club participating in the same competition or,
- j) Is a shareholder and alone controls a majority shareholder, voting rights of any other club participating in the same competition, pursuant to an agreement entered into with other shareholders of the club or
- k) Has the right to appoint or remove a majority of members of the administrative, management or supervisory body of any other club participation in the same competition
- l) Is a member of any other club participating in the same competition
- m) Is involved in any capacity whatsoever in the management, administration and/or sporting performance of any other club participating in the same competition
- n) Has power whatsoever in the management, administration and/or sporting performance of any other club participating in the same competition

Financial Criteria

Financial criteria clearly address the financial discipline procedures within the club structure and potentially curb the illicit conduct relating to football management and finance. Financial discipline compliance measures shall be:

- Proper management structures
- No payable overdue towards football clubs arising from transfer activities
- No payables overdue towards employees and social/tax authorities
- Maintenance and scrutiny of financial records/statements
- Promote transparency and credibility

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- Necessary compliance placed on protecting creditors
- Clubs meets the minimum financial criteria set out in the GFF club licensing regulations

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- Submission of an annual audited statements of account i.e. current asserts-non - current assets-current liabilities, non- current liabilities, net assets or liabilities and equity of the clubs
- Declaration of revenue and expenses in proper accounting records
- Declaration of players payroll

Annual Financial Statement –Audited

Regardless of the legal structure of the license applicant, annual financial statement 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. The financial statements must include the following minimum information in respect of the balance sheet

Current Assets

- a) Cash and cash equivalent
- b) Accounts receivable from players' transfer
- c) Accounts receivable from group entities and related parties
- d) Accounts receivable-other
- e) Inventories
- f) Minimum fund balance
- g) Annual budget

Mandatory

These regulations shall be submitted to CAF for approval.

The GFF Regulations is certified and endorsed by the following:

Authorized Signature  Date 8/12/14 Stamp 
Mr. Lamin Kaba Bajo
President of the Gambia Football Federation

Authorized Signature  Date 8/12/14 Stamp 
Mr. Abass Bah
General Secretary of the Gambia Football Federation