

# CLUB LICENSING REGULATIONS

## **THE GHANA FOOTBALL ASSOCIATION CLUB LICENSING REGULATIONS**

### Article 1: **DEFINITIONS** **ACCOUNTING POLICIES**

The specific principles, basis, conventions, rules and practices adopted by an entity in preparing and presenting its financial statements.

### **ANNUAL FINANCIAL STATEMENTS**

A complete set of financial statement prepared as at the statutory closing date, normally including a balance sheet, profit and loss account, a statement of cash flows and those notes, other statements and explanatory material that are an integral part of the financial statement.

### **CONTROL**

The power to govern the financial and operating policies of an entity so as to obtain benefits from its activities.

### **CORE PROCESS**

Minimum requirements that the licensor must put in place for verification of compliance with the criteria described in these regulations as a basis for the issue of a license to an applicant.

## **CRITERIA**

Requirements to be fulfilled by the license applicant divided into five categories (sporting, infrastructure, personnel and administrative, legal and financial), with each category being split into three grades A-C (mandatory and best practice recommendation).

## **DEADLINE FOR SUBMISSION OF THE APPLICATION TO THE LICENSOR**

The date by which each licensor requires the license applicant to have submitted all relevant information for its application for a license

## **EMPLOYEE BENEFITS**

All forms of consideration given by an entity in exchange for service rendered by employees

## **LICENCE**

Certificate confirming fulfillment of all mandatory minimum requirements by the licenses in order to start the admission procedure for confederation club competitions.

## **LICENCE APPLICANT**

Legal entity fully and solely responsible for the football team participating in national and international club competitions that applies for a licence.

## **LICENSEE**

Licence applicant which has been granted a licence by the licensor.

## **LICENSOR**

Body that operates the licensing system and grants the licence.

## **MAY**

Indicates a party's discretion to do something (i.e. optional rather than mandatory)

## **MUST OR SHALL**

Indicates an obligation to do something (i.e. mandatory)

## **NATIONAL CLUB LICENSING REGULATIONS**

Working documents which describes the national club licensing system in a particular country. It includes all the minimum requirements of the FIFA and Confederation licensing system as well as any specific national particularities and objectives.

## **RELATED PARTY**

A party is related to an entity if:

1. Directly, or indirectly through one or more intermediaries, the party:
  - a. controls, is controlled by, or is under common control with, the entity (this includes parents, subsidiaries and fellow subsidiaries);
  - b. has an interest in the entity that gives it significant influence over the entity; or
  - c. has joint control over the entity
2. the party is an associate of the entity
3. the party is a joint venture in which the entity is a venture;
4. the party is a member of the key management personnel of the entity or its parents;
5. the party is a close member of the family of any individual referred to in (1) or (4);
6. the party is an entity that is controlled, jointly controlled or significantly influenced by, or for which significant voting power in such entity resides with, directly or indirectly, any individual referred to in (4) or (5); or
7. the party is a post-employment benefit plan for the benefit of employees of the entity, or of any entity that is a related party of the entity

## **STADIUM**

The venue for a competition match, including, but not limited to, all properties and facilities near to such stadium (e.g. offices, hospitality areas, press centres and accreditation centres)

## **Article 2: INTRODUCTORY PROVISION**

These regulations which are intended to regulate the Ghana Football Association (GFA)'s Premier and Division One League competitions as well as its representative clubs' participation in CAF Inter Clubs' competition within the framework of GFA clubs licensing system are premised on the need to introduce good governance, financial stability and transparency in football club management. They are further meant to ensure a safe and secure football infrastructure, encourage sporting values, a commitment to youth education and development, and finally, to create a stable basis for future club competition in line with the objectives.

The regulations are based on those developed by CAF from the blueprint crafted by FIFA after its congress in Munich, Germany in 2006.

## **Article 3: OBJECTIVES OF THE CLUB LICENSING SYSTEM**

The objectives of the national club licensing regulations are:

- 3.1. Safeguarding the integrity and credibility of club competitions;
- 3.2 Improving the level of professionalism within the football family;
- 3.3 Promoting sporting values in line with the principles of fair play;
- 3.4 Promoting a safe and secure match environment; and
- 3.5 Promoting transparency in the finance, ownership and control of clubs.

## **Article 4: CRITERIA GRADING**

The five criteria described in these regulations are graded into three different categories as follows:

4.1 **'A' Criteria - 'MUST'**: If the license application does not fulfill any 'A' criteria it cannot be granted a license to enter CAF inter-clubs and national club competitions;

4.2 **'B' Criteria - 'MUST'**: If the applicant does not fulfill any 'B' criteria, then it is liable to sanction as specified by the GFA (the licensing authority) but may still be granted a license to enter into CAF inter - clubs and national competitions; and

4.3 **'C' criteria - 'BEST PRACTICE' 'C'** criteria are best practice recommendations, non-fulfillment of which does not lead to any sanction or to a refusal of a license. Certain 'C' criteria may however become 'MUST' criteria at a later stage.

4.4 Chart summarizing the various criteria/grades

<b>CRITERIA</b>	<b>A</b>	<b>B</b>	<b>C</b>
7. Sporting	i. Youth Development Programme ii. Youth Team	—	—
8. Infrastructure	i. Stadium Certification ii. Stadium Control Room iii. Stadium Capacity iv. Stadium Availability <b>(alternative 1: Ownership, alternative 2: Rental)</b> v. Stadium Floodlighting vi. Stadium Spectator area vii. Stadium First Aid viii. Stadium Field of Play - Specification (natural grass or artificial turf)	i. Stadium Ground Rules ii. Training Facilities iii. Stadium Sanitation	i. Stadium individual Seats ii. Stadium Covered stand iii. Stadium visitors stand iv. Stadium signpost/dir. v. Stadium Media facilities vi. Disability facilities
9. Adm. Personnel( HR)	i. Club secretariat ii. General Manager iii. Finance Officer iv. Security Officer v. Medical Doctor/Physiotherapist vi. Head Coach of 1 <sup>st</sup> Squad vii. Head Youth Dev. Programme viii. Youth Coaches	Job description for staff Job description for each member of staff to be defined in writing Duty to notify significant changes. The Licensor should be notified of any change occurring after submission of licensing documents by a certain deadline	—
10. Legal	i. Declaration - inter - clubs competitions ii. Statutes/Register Extract iii. Ownership/Control of Clubs	—	—
11. Financial	i. Annual Financial Statements(Audited) ii. Account Payables	—	—

	iii. Tax/Reposts		
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Article 5:1 **THE LICENSOR**

1. The GFA shall be the LICENSOR.

The Licensor shall be responsible for:

- a. Governing the Licensing System
- b. Determining the necessary processing and procedures
- c. Appointing the two Decision-Making Bodies, namely, the First Instance and the Appellate Bodies.

Both bodies shall operate independently of each other.

2. The Licensor shall establish an appropriate administration and appoint qualified staff members.

3. The two decision-making bodies shall be called the GFA Club Licensing Board (CLIB) and the GFA Club Licensing Appeals Committee (CLAC) respectively

4. The licensor guarantees full confidentiality with respect to any information obtained from the license applicant.

5. Anyone involved in the licensing process shall execute a non-disclosure agreement at the time of application.

6. Members of both FIB and AB shall at all times avoid conflict of interest.

7: Any member of one or both bodies shall automatically abstain from deliberations if any doubt is expressed by the license applicant with respect of a member's independence, or if he finds himself in a position of conflict of interest. In this connection, the independence of a member may be compromised if he/she or any close relation such as a spouse, child, parent or sibling is a member, shareholder, business partner, sponsor, etc, of the license applicant.

5.2. **COMPOSITION OF THE CLUB LICENSING BOARD**

1. The CLIB shall be composed of seven (7) members

2. The Chairman and six (6) other members shall be appointed by the Executive Committee of the GFA.



3. The composition of membership shall take into account the requisite skill needed for the discharge of the statutory functions such as, legal, administrative, finance, technical, security etc.
4. Four out of this seven members shall form a quorum.
5. In the absence of the Chairman, the members present shall elect one of the members as Chairman for the meeting.
6. The Chairman shall have a casting vote
7. The Executive Committee shall designate one of the Secretariat regular staff as Licensing Manager
8. The Licensing Manager shall serve as Secretary to the CLIB.
9. The CLIB shall decide on whether to issue a license to an applicant on the basis of the documents submitted by the applicant in accordance with the provisions of the national club license regulations, by the deadline set by the Licensor.
10. The license shall be jointly signed by the President of the GFA and Chairman of CLIB.

### **5.3 THE CLUB LICENSING APPEALS COMMITTEE (CLAC) COMPOSITION**

1. The Club Licensing Appeals Committee (CLAC) shall be composed of five (5) members
2. The Committee shall decide on appeals submitted in writing and make a final and binding decision on whether a license shall be granted.
3. Appeals may only be lodged by:
  - i. A license applicant following a refusal
  - ii. The Licensor (e.g. the License Manager)
4. The CLAC shall make a determination based on the decision of the first instance body, and all the evidence provided by the license applicant or the licensor with its written request for appeal or within the dead line determined in the appeal procedure by the Chairman of the Club Licensing Board.

5. The Chairman and the remaining four (4) members shall be appointed by  
the Executive Committee
6. The quorum for the CLAC shall be three (3) members
7. In the absence of the Chairman, members present shall elect a Chairman  
for the meeting.

#### 5.4 **DECISION MAKING PROCEDURE**

1. The Club Licensing Board shall be put in place by the Executive Committee and all applications for club licenses shall be submitted to the Board in line with Article 16 of this Regulation. However, applications for subsequent years shall be submitted not later than the last day of each year.
2. All applications shall be subjected to the same process of evaluation, using  
agreed criteria indicated on forms of application to be designed by the Club Licensing Board and the Appeals Committee, to govern the principle of equal treatment to all applicants.
3. A workshop for stakeholders (clubs) to sensitize them on the concept and the  
application requirements, shall be organized by November 2012.
4. Applicants may use the services of consultants and legal advisors to represent them in the application process.
5. Applicant shall be entitled to a hearing before the Club Licensing Board when their applications are being considered.
6. An application fee of Gh¢500.00 for Premier and Gh¢250.00 for Division One shall accompany all applications for a license.
7. All proceedings before the CLIB shall be conducted in English language
8. Time limit to appeal is seven days after the decision of the CLIB has been communicated to the applicant in writing.
9. The effect of the appeal is that it has no suspensive effect - i.e. no stay of

execution is allowed so the applicant will have to maintain its current status pending the determination of its appeal by the CLAC.

5.5. **TYPE OF EVIDENCE REQUESTED FROM APPLICANTS**

The applicant shall be obliged to provide documentary evidence of the relevant facts on which their application is based.

5.6. **BURDEN OF PROOF**

The burden of proof of the authenticity of information/documents provided by applicants, rests on them.

5.7. **DECISION**

The Decision of the CLIB and the CLAC must be rendered in writing, indicating the reasons for the decision reached.

5.8. **GROUND FOR COMPLAINTS:**

Applicants who have reason to complain against any decision of the CLIB, may appeal against the decisions, stating clear grounds of appeal on prescribed forms (to be designed by the CLAC).

5.9. **CONTENT AND FORM OF PROCEEDING:**

The appeal should follow an outline to be indicated on the prescribed forms for appeals.

#### **5.10. DELIBERATIONS AND HEARINGS:**

The Appellate Body shall meet and deliberate on all appeals filed, and the applicant shall be given a hearing by that body.

#### **5.11. FILING FEES**

There shall be a fee Gh¢1,000.00 for Premier and Gh¢500.00 for Division One Clubs to be paid for filing appeals. The fee shall cover the cost of the proceedings. The fee is refunded when the applicant wins the case.

### Article 6 **LICENSE APPLICANT**

1. The club or member applying for license shall be a legal entity duly incorporated with the Registrar-General's Department as a company limited either by shares or guarantee.
2. The applicant shall be a registered member of the Association
3. The applicant shall complete a prescribed form and offer information and clarification as the Licensing Manager may require.
4. The licensor shall not divulge any information that is submitted for the purpose of acquiring a license to any third party.
5. The applicant shall be responsible for the authenticity of information presented to the Licensing Manager.
6. It shall be mandatory for any member of the Association to obtain a valid license as a condition to participate in any of the approved competitions and matches set out in Article 4 of GFA Regulations

### Article 7 **LICENSE**

1. The applicant shall be issued with club license upon fulfillment of all the necessary criteria.
2. The licensor shall stipulate terms and conditions of the license
3. The licensor shall reject any application that does not meet the necessary criteria.

4. A license may be withdrawn by the licensor during the season if;
  - a. for any reason a licensee becomes insolvent and enters into liquidation in accordance with the laws of Ghana.
  - b. any of the conditions precedent for the issue of license is no longer satisfied.
  - c. if the licensee violates any of its obligations under the licensing arrangements.
5. The licensor (FIB) shall inform the applicant in writing the basis for the rejection or suspension or cancellation of a license.
6. The affected club shall have the right of appeal
7. A license shall expire without prior notice at the end of the season for which it was issued.
8. The GFA shall take steps to notify CAF or FIFA within seven (7) working days after the withdrawal, suspension, cancellation as the case may be to the licensee.
9. If a club license is withdrawn it will be demoted to the lowest league.
10. In addition to (9) above the club's conduct shall be referred to the Disciplinary Committee.

Article 8 **EXTRAORDINARY APPLICATION FOR LICENSE TO PARTICIPATE IN CAF INTER-CLUBS COMPETITIONS**

If a club qualifies for a CAF Inter-Club Competition based on its sporting results, but has not undergone the club licensing process at all or has undergone the club licensing process which is lower than Premier and Division One clubs, the GFA may on behalf of such a club request an extraordinary license from CAF on behalf of the club. Such a license shall be valid for that specific applicant for that particular season and competition.

Article 9 **CORE PROCESS**

The Core Process is the assessment process of the club licensing system. It describes the minimum requirement that the licensor (GFA) must put in place for the verification of the criteria defined in the regulations in order to control the issue of a license to an applicant.

1. The minimum requirements of the Core Process shall include:
  - a. A definition of the deadline for the submission of applications
  - b. Verification of the fulfillment of the criteria must be conducted by experts or suitably-qualified persons acting for the Licensor.
  - c. Members of the Decision Making Bodies must fulfill the requirements of qualification, independence and confidentiality
  - d. The GFA shall submit to CAF its list of license clubs by the deadline set by CAF.
2. Clubs applying for license from the Association shall be evaluated on the basis of the following five criteria:
  - a. Sporting Criteria
  - b. Infrastructure Criteria
  - c. Personnel and Administrative Criteria
  - d. Legal criteria
  - e. Financial Criteria

#### Article 10 **SPORTING CRITERIA**

1. The objectives of the sporting criteria are to induce the license applicant to:
  - a. invest in quality-driven youth development programmes
  - b. value the young players training and contribute to their education
  - c. provide medical care for the youth player
  - d. instill the spirit of fair play and discipline among the youth on and off the field of play

Each applicant shall fulfil the following 'A' Criteria

#### 10.1 **PROGRAMME**

Approved Youth Development Programme:

The license applicant shall submit a detailed youth development programme for approval by the licensing authority which shall include the following:

- a. Objectives and youth development philosophy;
- b. Organisation of youth sector (organizational chart, bodies involved, relation to the license applicant, youth teams etc);
- c. Personnel (technical, medical and administrative, etc) and required minimum qualifications as stated in Article 12;
- d. Infrastructure available for youth sector (training and match facilities, etc)
- e. Financial resources (available budget, contribution by license applicant, players or Local Assembly, 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)

The license applicant must demonstrate a commitment to and support for mandatory and complimentary school education for its young players by way of the establishment of football academy.

The programme shall among other things highlight the following:

- plan of implementation for the programme over a maximum period of five years.

## 10.2. **YOUTH TEAMS**

1. The license applicant shall put in place two youth teams.

- a. one youth team shall be within the age bracket of 15 - 19 to play in Reserve League.
- b. one youth team shall be within the age bracket of 12 - 15

2. The applicant may adopt an existing juvenile club or set up a new one for this purpose.
3. The license applicant shall not register any youth player (minor) who is outside the formal education system.
4. The license applicant shall enter into formal contract with the parent/guardians of the minor in line with national laws and Article 19 of the FIFA regulations for the status and transfer of players.

#### Article 11 **INFRASTRUCTURE CRITERIA**

1. The objectives of the infrastructure criteria are to ensure that license applicant has, unfettered access to:
  - a. an approved stadium available for playing premier division and CAF matches
  - b. suitable training facilities (pitch and equipment) for the technical and skills development of players.
- 2.a Each license applicant must fulfil the following 'A' Criteria;
  - b Stadium Certification
    - c In licensing the stadium for premier league and CAF matches, the licensing manager shall ensure that the license applicant's match venue complies with the Laws of the game;
3. the field of play shall be either natural grass or FIFA approved synthetic material. The colour of artificial surface must be green. The field of play shall be rectangular and boundries marked with white lines.
4. The length (touch line) shall be minimum 90m and maximum 110m
5. The width (goal line) shall be minimum 64m and maximum 75m.
6. The markings shall conform to the FIFA Laws of the game.
7. The stadium shall be suitable to accommodate at least 2000 spectators.



8. Seats shall be provided for at least 20% of the spectators.
9. To ensure uninterrupted water supply, each match venue shall be provided
  - with adequate water storage system, e.g. borehole with water distribution system.
10. The match venue shall provide the following amenities:
  - a. Spectator Areas, divided into separate areas such as VIP, Main Stand, etc.
  - b. Adequate sanitary facilities with running water/separated for both sexes.
  - c. Two separate changing rooms with furniture and sanitary facilities for clubs and match officials.
  - d. Press Center
  - e. Adequate secure and separate parking facilities in the stadium to accommodate:
    - \* Team buses
    - \* Team Officials vehicles
    - \* Match officials vehicles
    - \* Other dignitaries
  - f. Adequate, secure and separate parking facilities outside the stadium for spectators
  - g. Managed access for players and match officials into the stadium.
  - h. Access for spectators
  - i. Public address system for both inside and outside the match venue for the purposes of crowd management
  - j. Closed circuit television (CCTV) system to monitor hooligans
  - k. Command post (control room) for security co-ordinator
  - l. Medical facilities, including:

- \* Treatment room
- \* Defibrillator
- \* First aid kit
- \* Doping control
- \* Ambulance with two duty nurses

There must also be qualified medical personnel to operate these equipments and facilities.

m. **Floodlights**: License applicant that hosts evening matches shall be equipped with floodlighting installation in good working condition.

11. Ownership of match venue

12. The license applicant shall own its match venue and training facilities

13. Where license applicant does not have its own match venue and training facilities, the license applicant shall enter into a firm and binding contract with the National Sports Authority or other service provider for the use of approved facilities.

14. The license manager shall ensure that such facilities provided by third parties conform to the above stated criteria.

15. It shall be the responsibility of the license applicant to ensure that the match venue conforms to the requirements stipulated by the licensing authority.

16. Training Facilities:

- a. license applicant shall legally own the training facilities or
- b. license applicant shall provide a written contract with owners of training facilities guarantees availability of training facilities for the period stipulated.

## **B CRITERIA**

1. The license applicant shall fulfill the following 'B' Criteria in order to be issued with license. Failure to meet this will incur either:
  - a. Setting of a deadline
  - b. Attract a fine or both
  
2. The criteria are;
  - a. Stadium Ground RulesEach stadium must have clearly defined ground rules posted at a vantage point for spectators to read.
  
3. Availability of training facilities for use by the club
  - a. the license applicant either owns its own training facility or
  
  - b. the license applicant shall provide a signed contract with the owner of the training facilities allowing the club the use of the facilities for the ensuing season.
  
4. Stadium Sanitary Facilities  
Distinct sanitary facilities for both sexes and physically challenged must be provided.

### **C CRITERIA**

The license Applicant should fulfill the following 'C' Criteria. However these are best practice recommendations, the non-fulfilment of which may not lead to the refusal of the license or the imposition of sanctions. Certain 'C' criteria may however become 'must' criteria at a certain stage in the future at the discretion of the licensing authority.

#### **1. Stadium Seats**

The stadium must be equipped with individual seats.

#### **2. Stadium Seats Covering**

The seats must be covered

3. Provision must be made for accommodation of visiting supporters. ***(at least 10 per cent of seats must be reserved for the visiting team supporters)***

4. There must be directional signing post inside and outside of the stadium.

5. The stadium must be equipped with media and press facilities

6. The stadium must be equipped with facilities for the physically challenged

Article 12 **PERSONNEL AND ADMINISTRATIVE CRITERIA**

The objective of the administrative and human resource framework shall be to ensure that:

- i. license applicants manage resources professionally
- ii. license applicants have the services of well-educated, qualified and skilled professionals with adequate experience and exposure
- iii. Players of the first and junior teams are trained by qualified coaches supported by the necessary medical staff.

## **A CRITERIA**

No Premier Division Club shall be licensed if it does not fulfill the following ('A' Criteria) with respect to administrative/technical and human resource requirements.

### **12.1 TECHNICAL PERSONNEL**

- a. A Coach with a minimum of CAF A Coaching license or its equivalent for the  
First Team
- b. An Assistant Coach with minimum qualification of CAF B Coaching license or  
its equivalent.
- c. An Assistant Coach with minimum qualification of CAF C Coaching license or  
its equivalent designated as Goal-Keepers Trainer
- d. An Assistant Coach with minimum qualification of CAF C Coaching license or  
its equivalent designated as Fitness Trainer
- e. A Welfare Officer who shall manage logistics registration, records and needs of  
players
- f. The Services of Sports Medical Doctor.
- g. The services of an Exercise Physiotherapist either in regular employment with  
the club or on contract.

### **12.2 ADMINISTRATIVE AND FINANCE PERSONNEL**

The applicant shall employ the services of the following administrative/finance staff:

- a. A General Manager/CEO who shall run the day to day affairs of the  
applicants secretariat, appointed by the Board of the club.
- b. Finance Officer with a minimum qualification of RSA grade II or Diploma in  
Accounting from a Polytechnic or equivalent qualification.
- c. Receptionist/Secretary with a minimum qualification of  
Stenographer  
Grade II

### 12.3 **SAFETY AND SECURITY**

The license applicant shall establish a safety and security scheme for its home matches. For this purpose the applicant must employ;

- a. A safety and security co-ordinator who shall have a specific diploma or  
experience responsible for safety and security matters.
- b. stewards, or
- c. may out source these services by concluding a separate written contract  
with a service provider for the provision of stewarding services.

### 12.4 **CLUB SECRETARIAT**

The license applicant shall have office premises i.e. Club Secretariat, with sufficient space to accommodate the following personnel.

- The Head Coach
- The General Manager/Chief Executive Officer
- The Finance Officer

12.4.1 . There shall also be space for:

- The General Office
- Reception
- Meeting Room
- Sanitary facilities

The Secretariat shall also be equipped with information and communication technology equipment facilities including computer, fax, telephone, e-mail, website, etc.

The license applicant shall own a team bus and one other motor vehicle.

### 12.5 **YOUTH DEVELOPMENT**

The following personnel shall be engaged to run the Youth Development Programme of the applicant.

- a. Head of the Youth Development Programme, who shall run the day to day  
and technical affairs of the applicants youth team
- b. The Head of the Youth Development Programme shall hold a CAF B License  
as a minimum qualification.

- c. Each of the age category youth team shall have its separate coach
- d. Medical and other supporting services shall be sourced from the First Team staff.

**B CRITERIA**

The applicant should satisfy the following criteria 'B' requirements.

- a. The applicant shall provide job description and specification in writing for every member of staff.
- b. The applicant shall notify the licensing authority of any significant changes after the original information has been submitted.

## Article 13 **FINANCIAL CRITERIA**

The objectives for the establishment of the financial framework are to

- Improve the economic and financial capabilities of clubs
- Increase transparency in the running of the affairs of the club
- Protect the interest of creditors and operators

The applicant shall comply with the obligations enshrined in the companies code.

### **A CRITERIA**

13.1 The applicant must fulfil the following 'A' Criteria

13.2 The club shall present audited annual financial statements consisting of:

- a. a balance sheet
- b. income and expenditure account
- c. cash flow statement

13.3 There shall be full disclosure of owner(s) of the license applicant, including  
third parties, stating the nature of relationship.

13.4 The applicant shall disclose details of all financial transactions with  
employees, players, sponsors and other business associates.

13.5 The applicant shall not carry any overdue payables in respect of transfer  
Activities for any football season.

13.6 The applicant shall fully settle its responsibilities to the social security and  
tax authorities.

## Article 14 **LEGAL CRITERIA**

It shall be mandatory for any club that applies for a license to fulfill the following 'A' criteria.

### **14.1 DECLARATION IN RESPECT OF PARTICIPATION IN INTER-CLUBS COMPETITIONS.**

In addition to the legal identity the license applicant shall sign a declaration form recognizing;

- a. that statutes, rules and regulations and decisions of FIFA, CAF and GFA are  
legally binding.



- b. the exclusive jurisdiction of CAS (Court of Arbitration for Sports in Lausanne) for any international football dispute.
- c. the prohibition of recourse to ordinary courts under the Statutes of the GFA,  
CAF and FIFA.
- d. that it will play in all competitions organized or sanctioned by the GFA  
(Article 4 of GFA Regulations)
- e. that clubs that qualify for continental competitions shall participate in  
such competitions
- f. that all documents submitted for the application for license are complete  
and correct.
- g. the authority of the licensing body 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 in accordance with the  
laws of Ghana.
- h. the right of the licensing body to undertake spot checks to review the  
assessment procedures to facilitate correct implementation.

This declaration shall be validated by an authorized signatory of the applicant.

#### 14.2 **OWNERSHIP AND CONTROL OF CLUBS**

The license applicant shall further submit a statutory declaration to the effect that no person in the club, natural or legal shall:

- a. hold a majority shareholding in any other club participating in the same  
competition; or
- b. have the right to appoint or remove majority of the members of the  
administrative, management or supervisory body of any other club participating in  
the same competitions; or

- c. be a shareholder and alone controls majority shares of any other club participating in the same competition, pursuant to an agreement entered into with other shareholders of the club in question.
  - d. be involved in any capacity whatsoever in the management, administration and/or sporting performance of any other club participating in the same competition
  - e. have any power whatsoever in the management, administration and/or sporting performance of any other club participating in the same competition.
- This declaration shall be notarized.

#### 14.3 **ACCOMPANYING COMPANY REGISTRATION DOCUMENTS**

The applicant shall submit;

- a. copy of the Company Regulations
- b. certificate of incorporation
- c. certificate to commence business
- d. names of shareholders, directors and management officials of the club, registered place of business and address
- e. list of authorized signatories

#### Article 15 **LICENSING REQUIREMENTS FOR DIVISION ONE LEAGUE CLUBS**

##### 15.1 Legal identity

- a. Every member of the association, for the avoidance of doubt, shall register with the Registrar Generals Department as company limited by guarantee or shares.
- b. The objective is to secure for the member legally binding privileges and responsibilities conferred by the Companies Code.
- c. To enable prospective investors ascertain the true owner and value of the club
- d. To ensure that clubs are managed as going concerns and as business entities.

- e. Promote stability and flexibility in trade and exchange of costs and benefits associated with marketing of players
- f. To secure creditor protection and debtor rehabilitation.

**15.2 ADMINISTRATIVE/TECHNICAL PERSONNEL AND FACILITIES**

- a. It shall be the minimum requirement for license applicants wishing to participate in Division One League

**15.3. CLUB MANAGER**

- a. License applicant shall designate one person as Club Manager
- b. The Club Manager shall manage the day to day business of the applicant
- c. The Club Manager shall carry out the affairs of the applicant from a recognized office with fixed address, telephone/fax numbers and mail address

**15.4. TREASURER**

The member shall employ the services of a treasurer who shall assist in book keeping and preparation of financial statements

**15.5. AUDITOR**

The member shall retain the services of an auditor who will assist in the finalization of financial statements.

**15.6. HEAD COACH**

- a. The license applicant shall employ a Head Coach with minimum CAF license C in the case of Division One clubs and any other GFA license in the case of Division Two clubs and below.
- b. No member shall employ the services of a coach who does not possess a license from the GFA.

**15.7. MEDICAL SUPPORT**

- a. License applicants playing in the Division One league shall obtain the services of qualified sports medical doctor on a contract basis.

- b. The terms of the contract shall be referred to the GFA Medical Committee for approval.
- c. The license applicant playing in Division One shall employ the services of either a physical trainer or masseur
- d. It shall be sufficient for license applicants playing in the second division and lower leagues to designate a medical officer who accepts to offer medical cover to the club on pro bono basis.
- e. The GFA Medical Committee shall maintain a register of all medical practitioners offering services to license applicants.

### 15.8 **INFRASTRUCTURE**

License applicants shall own or contract the use of playing and training field as match venue. The dimensions of the facilities shall conform to minimum stipulated in the regulations. The facilities shall provide sanitary facilities, and seating for dignitaries. The facilities shall be safe and secure and it shall be the responsibility of the license applicant to ensure security.

### Article 16 **ADOPTION AND ENFORCEMENT**

These regulations were adopted by the GFA Congress of 27<sup>th</sup> September, 2012, and comes into force as per the time table below;

#### **TIME TABLE FOR IMPLEMENTATION**

(a) CAF Inter-Clubs Competitions - effective January 2013

(b) Domestic League;

<b>Competition</b>	<b>2012 / 2013</b>	<b>2013 / 2014</b>	<b>2014 / 2015</b>	<b>2015 / 2016</b>
Premier	Legal	Infrastructure, Human Resource and Personnel	Sporting and Financial	—
Division One	Awareness	Legal	Infrastructure, Human Resource and Personnel	Sporting and Financial

