***2019/20 LSCL Circular No. 002***

Accra, November 21, 2019.

ALL PREMIER AND DIVISION ONE LEAGUE CLUBS

Dear Sir/Madam,

**2019/20 LEAGUE SEASON - CLUB LICENSING SYSTEM**

As a follow- up to our letter dated, November 20, 2019 referenced 2019/20 LSCL Circular No. 001 we wish to request Clubs to furnish the Club Licensing Board of the GFA with the following documents and/or information as part of the Club Licensing process:

1. Certificate of Incorporation
2. Copies of the Mandatory Documents required under Article 13 (2) of the GFA Statutes 2019 in consonance with Article 81 (1) of the GFA Statutes 2019.
3. License or Certificate of Coach and others as follows:
4. **Premier League**

Coach - minimum of CAF License A or its equivalent

Assistant. Coach - minimum of CAF License B or its equivalent

Goal Keeper Trainer - minimum of CAF License C or its equivalent

Fitness Trainer - minimum of CAF License C or its equivalent

Head of Youth Development - minimum of CAF License B or its equivalent

1. **Division One League**

The Coach, Asst. Coach, GK Trainer, Fitness Trainer and Head of Youth Development must possess a minimum of CAF License C or its equivalent

1. The appointment letters and/or contract of the person(s) stated in 2a and b must also be submitted.
2. Audited Accounts for the 2017/18 League Season
3. Documentary Proof that the club has the following personnel in place:
4. CEO/General Manager with an appointment letter or contract
5. Accountant with a minimum of HND with an appointment letter or contract (should include a copy of the certificate of Accountant)
6. Media Officer with an appointment letter or contract
7. Club’s Administrative Secretary or Administrative Officer with an appointment letter or contract
8. Other personnel not stated in 5a-d with an appointment letter or contract
9. A well-structured Organogram of the Club
10. Details on a fully-functional Club Secretariat
11. A License application fee of GH¢500.00 for Premier and Gh¢250.00 for Division One must accompany a formal application letter for a License.
12. Prove that the License applicant has its own match venue and training facilities. If the License applicant does not have its own match venue or training facilities, it shall enter into a firm and binding contract with the owner, which is termed as “**Ownership Agreement”**, for the use of the facility.

Kindly also take note that a workshop for the Premier and Division One League Clubs is slated for Friday, November 29, 2019 at the GFA Secretariat at 11.00am.

The deadline for the submission of the documents or information on the above issues should reach the GFA Secretariat on or before close of work, Wednesday, December 4, 2019.

Please do not hesitate to contact the undersigned at 0244252975 or email: emmanuel.dasoberi@ghanafa.org should you require any further assistance.

Accept our warmest sporting regards and the anticipation of your cooperation.

Yours faithfully,

**EMMANUEL NEWTON DASOBERI**

**(CLUB LICENSING MANAGER)**