

2021

GFA Club Licensing

Application Manual and Templates

CLUB LICENSING DECLARATION LETTER

.....(CLUB NAME)

I am the
General Secretary/CEO of the club and confirms on behalf of the club which hereby applies for
LICENSE for Season 20__ that

- (1) the Club undertakes to adhere to the criteria, process, provisions and conditions of the
CLUB LICENSING SYSTEM;
- (2) the information and documents submitted in support of the application are complete,
true and correct to the best of my knowledge and information;
- (3) the Clubs authorizes the LICENSING ADMINISTRATION to examine the said documents
and to seek from the Clubs all further information required to License;
- (4) the Club agrees to accept and acknowledge the decisions taken by LICENSING
ADMINISTRATION in relation to issuing the license to the club;

Singed

.....

Name

.....

Date

.....

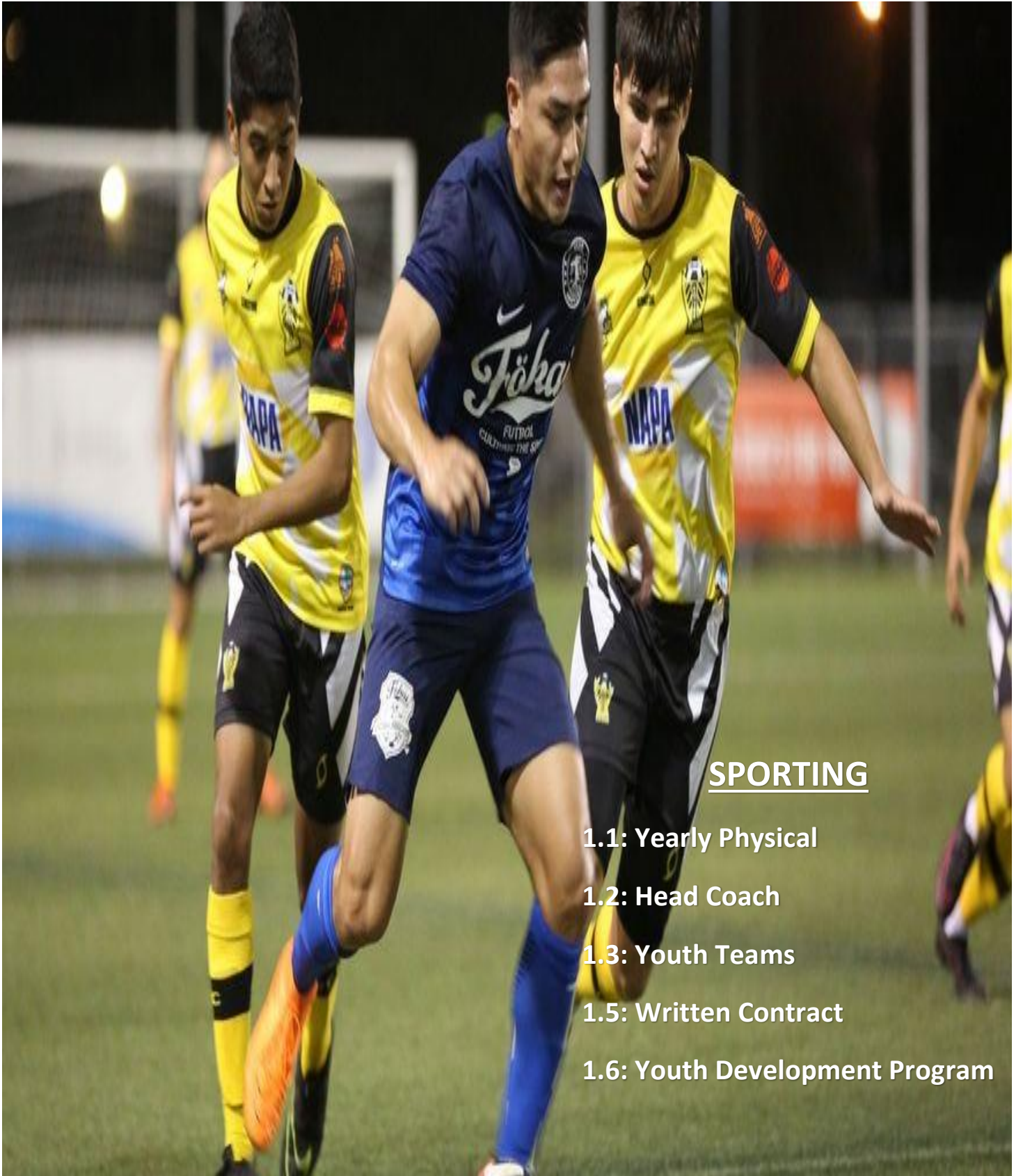
INTRODUCTION

These Club Licensing Regulations are introduced with the aim of establishing reliability, credibility and integrity of the league competitions. The objective of these regulations is to continuously improve the standards of all aspects of league as well as the clubs participating in the league. It is necessary that all the clubs adhere to some minimum standards that need to be achieved in order to improve their management and results on the field and off the field.

The license will be issued after it is determined that the club has fulfilled all the criteria listed in the Club Licensing Regulations. The Club Licensing Regulations consists of five (5) main sections and each contains a set of minimum criteria. This Manual is intended to be a guide to help clubs fulfill those requirements.

S.No	REGULATIONS	REFERNECE	CRITERIA
1.	Sporting	1.1	Yearly Physical
		1.2	Head Coach of First Team
		1.3	Youth Teams
		1.4	Written Contract with Players
		1.5	Youth Development Program
2.	Infrastructure	2.1	Home Playing Field
		2.2	Training Facilities
		2.3	Club Secretariat
3.	Personal and Administrative	3.1	General Manager
		3.2	Finance Officer
		3.3	Security Officer
		3.4	Media Officer
4.	Legal	4.1	Legal Entity
		4.2	Ownership and Control
5.	Financial	5.1	Annual Budget
		5.2	Financial Statements
		5.3	No overdue Payables

For more details on each criteria, please refer to the Club Licensing Regulations.



SPORTING

1.1: Yearly Physical

1.2: Head Coach

1.3: Youth Teams

1.5: Written Contract

1.6: Youth Development Program

1.1	Yearly Physical: Players in the first team must submit a Certified Annual Physical
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1.2	Head coach of the first team: License Applicant Club must appoint a Head Coach for its first team who is responsible for all matters of the first team. The head coach must hold at least an AFC 'C' Coaching Certificate.
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General Secretary or the Head of Administration of the club is to sign the following declaration stating that Club has appointed a head coach for its first team.

DECLARATION

- i. I,..... is the CEO/GS of the club and is responsible for managing and supervising the administrative matters of the club.
- ii. As the Head of Administration of the club I confirm that the club has appointed as its head coach who has an AFC C Coaching Certificate. The CV and coaching certificate are attached herewith.
- iii. The head coach is appointed by the executive body/club secretariat through a written agreement attached herewith.
- iv. The head coach, will be responsible for the football matters of the first team.

Signature:

Name: Date:

Please attached the following:

- i. CV of the head coach of the first team
- ii. Copy of head coach's coaching qualification/coaching certificate
- iii. An appointment letter or employment contract stating his/her appointment as a head coach of the first team

Assessment Process:

CLA verifies the name and qualification along with the CV and appointment letter/employment contract of the head coach.

1.3	Youth Team: The license applicant club must have at least two (2) youth teams within the age range of U12 – U16 that participates in all the youth competition(s) organized in the national, regional or local level. The youth levels. The youth team should also participate in any youth development activated organized by the licensor.
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General Secretary or the Head of Administration of the club is to sign the following declaration stating that Club has at least two youth team within the are range of **U12 - U16** and participates in the youth competitions and youth development programs.

DECLARATION

- i. I, is the CEO/GS of the club and is responsible for managing and supervising the administrative matters of the club.
- ii. As the Head of Administration of the club I confirm that the club have two youth teams with is the age range of U12 – U16. The lists of players including the name, address and date of birth are attached here with.
- iii. The U12 – U16 youth team participate in youth competitions. The proof of participation is attached herewith
- iv. The youth team(s) also undergoes regular training under the coach Mr./Mrs.

Signature:

Name: Date:

Please attached the following:

- i. List of Players – Name, address, date of birth and other details of the players **U12-U17**
- ii. Proof of participation in youth competitions
- iii. Youth Coach's qualification
- iv. Pictures of youth team training

Assessment Process:

CLA verifies the above documents to make sure that there are youth teams and the teams are trained by a qualified coach and they attend youth competitions.

1.4	Written Contract with Players: All the registered players of the license applicant club must have a written contract with the license applicant and shall incorporate all key provisions required by National Law, FIFA, and AFC.
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General Secretary or the Head of Administration of the club is to sign the following declaration stating that Club has written contract with all its players.	
DECLARATION	
i.	I,..... is the CEO/GS of the club and is responsible for managing and supervising the administrative matters of the club.
ii.	As the Head of Administration of the club I confirm that the club has written contracts with all its players.
iii.	The contract incorporates all key provisions required by National Law and National FA.
Signature:	
Name:..... Date.....	

Please attach the following:
i. List of Players
ii. Contract of all players

Assessment Process:
CLA verifies the contracts and confirms its compliance to National, FIFA, AFC and MA Laws.

1.5	Youth Development Program: The Club must have a written youth development plan
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<p>General Secretary or the Head of Administration of the club is to sign the following declaration stating the Club has a youth development program</p> <p style="text-align: center;">DECLARATION</p> <p>i. I,..... is the CEO/GS of the club and is responsible for managing and supervising the administrative matters of the club.</p> <p>ii. As the Head of Administration of the club I confirm that the club has a written youth development plan as attached.</p> <p>Signature:.....:</p> <p>Name:.....Date.....</p>
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Please attached the following:
<p>i. Written Youth Program</p> <p>ii. Validly Written Youth Program</p> <p>iii. Organization Chart showing bodies involved, Youth Teams, etc.</p> <p>iv. Details on Personnel Involved</p>

<p>Assessment Process:</p> <p>CLA verifies and confirms the plan and its components like Organization Chart, Annual Training Plans and Personnel Involved</p>



INFRASTRUCTURE

2.1: Home Playing Field

2.2: Training Facilities

2.3: Club Secretariat

2.1	Home Playing Field: License Applicant must either own or have a guaranteed access to a Home Playing Field that is considered as its home venue to play its matches.
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Please complete the following information:	
Name of Home Stadium	Guam Football National Training Center
Address of Home Stadium	230 Harmon Loop Road Dededo Guam 96923

Please attached the following:	
i.	Ownership Document or Lease/ Rent contract with owner
ii.	Images of various parts of Stadium
Assessment Process: CLA verifies the existence of Home Playing Field by on-site visit and further checks the agreement/ownership of the Home Playing Field.	

2.2	Training Field: The Club must either own or have a guaranteed access to Training Field/ Training Facilities that is available throughout the year where the players of the club can train on a regular basis.
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Please complete the following information:	
Name of Training Field	
Address of Training Field	

Please attached the following:	
i.	Permits or Memorandum of Understanding (MOU)
ii.	Owner ship of Contract with owner
iii.	Images of various parts of Training Field
Assessment Process: CLA verifies the existence of Training Field/ Training Facilities by on-site visit and further checks the agreement/ ownership of the Training Facilities.	

2.3	Club Secretariat: The Club must either own or have a guaranteed access to an office space to conduct administrative task. The club administration must be based in this office spaces.
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Club Office Address – Please complete the following information:	
Name:	
Street:	
Locality:	
City:	
Province:	
Country:	
Telephone:	
Fax:	
Email:	

Please attached the Following:	
i.	Ownership Document or Lease/ Rent contract with owner
ii.	Images of the premise with allocated infrastructure
Assessment Process: CLA verifies the existence of Club Secretariat by on-site visit and further checks the agreement/ownership of the Club Secretariat.	

A person wearing a dark navy blue suit jacket over a light blue shirt. They are holding a worn, blue and white soccer ball in their left hand. The background is a blurred outdoor setting with some greenery and a building.

PERSONAL AND ADMISISTRATION

3.1: CEO/ General Manager/ General Secretary

3.2: Finance Officer

3.3: Security Officer

3.4: Media Officer

3.1	Full Time CEO/General Manager/ General Secretary: The Club must have an appointed full time CEO or General Manager or General Secretary who is the head of the administration of the club.
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Please complete the following information:	
Name and Contract details of Head of Administration	
Name:	
Address:	
Telephone:	
Email:	
Other Club Responsibilities (if any):	

Please attached the following:	
i.	Registered Minutes with DRT for Appointment and Duration
ii.	CV of the General Manager / General Secretary
iii.	Passport size Photo

Assessment Process: CLA verifies the name and contact details of CEO/General Manager/ General Secretary along with his/her CV and appointment letter/employment contract
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3.2	Full Time/Part Time Finance Officer: License Applicant Club must have an appointed full time or part time Finance Officer who is responsible for its financial and accounting matters. He/she is responsible for managing and supervising all the financial matters of the club.
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Please complete the following information:	
Name and Contact details of the Finance Officer:	
Name:	
Address:	
Telephone:	
Email	
Other Club Responsibilities (if any):	
Nature of Employment	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time

Please attach the following:	
i.	Appointment letter or Contract
ii.	Duration of Contract
iii.	CV of the Finance Officer
iv.	Passport size photo

Assessment Process: CLA verifies the name and contact details of Finance Officer along with his/her CV and appointment letter/ employment contract
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3.3	Full Time/Part Time Security Officer: The club must have an appointed part time or full-time security officer or a security advisor who is responsible for safety and security matters.
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Please complete the following information:	
Name and Contact details of the Security Officer:	
Name:	
Address:	
Telephone:	
Email	
Other Club Responsibilities (if any):	
Nature of Employment	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time

Please attach the following:	
i.	Name and Contact of Security Company
ii.	Appointment letter or Contract
iii.	Duration of Contract
iv.	CV of Security Officer or Advisor
v.	Passport size photo

Assessment Process: CLA verifies the name and contact details of Security Officer along with his/her CV and appointment letter/ employment contract

3.4	Full Time/Part Time Media Officer: The club must have an appointed part time or full-time media officer who is responsible for media matters.
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Please complete the following information:	
Name and Contact details of the Media Officer:	
Name:	
Address:	
Telephone:	
Email	
Other Club Responsibilities (if any):	
Nature of Employment	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time

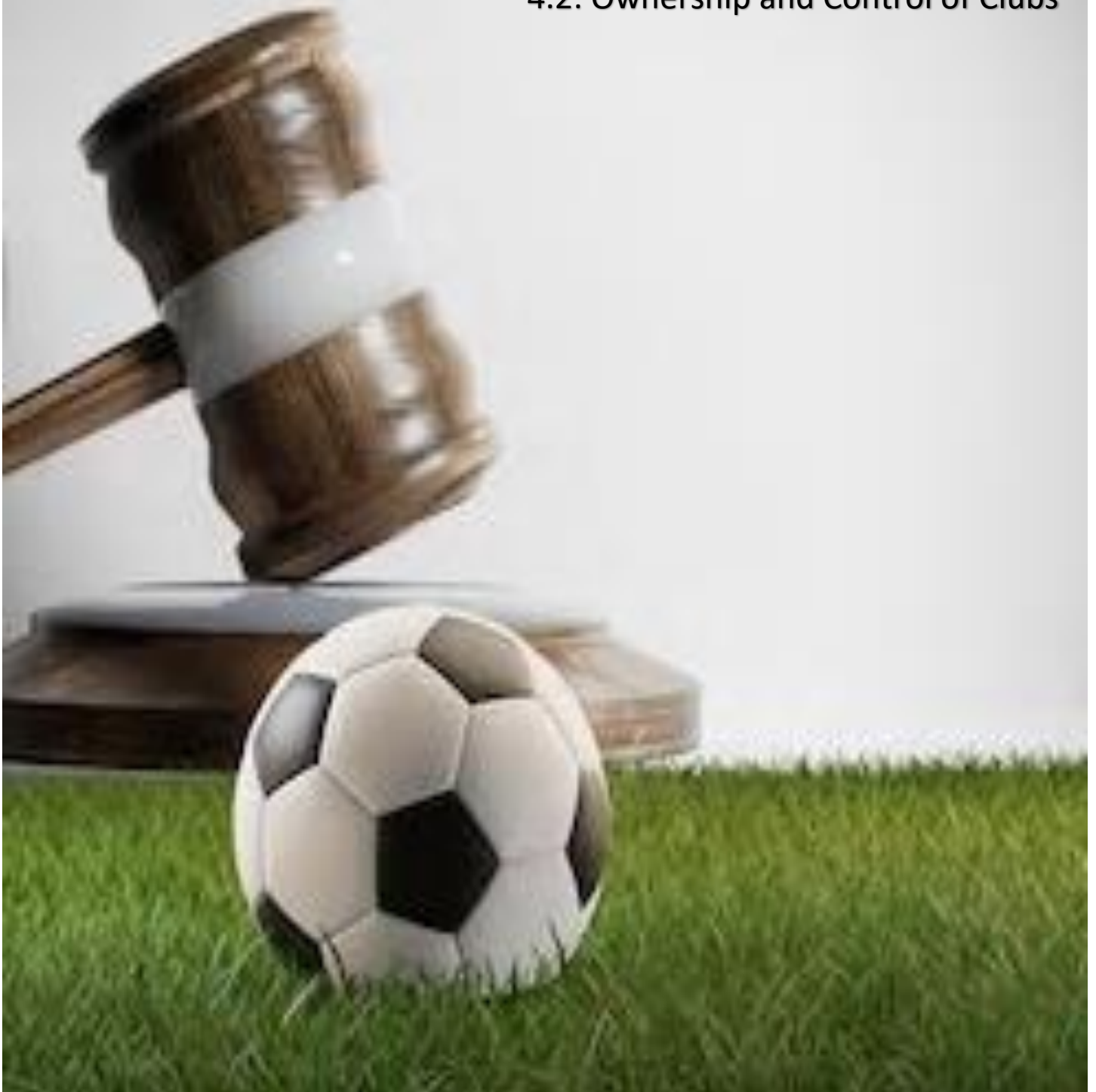
Please attach the following:	
i.	Appointment letter or Contract
ii.	Duration on Contract
iii.	CV of Media Officer
iv.	Passport size photo

Assessment Process: CLA verifies the name and contact details of Media Officer along with his/her CV and appointment letter/ employment contract
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LEGAL

4.1: Legal Entity

4.2: Ownership and Control of Clubs



4.1	Legal Entity: The license applicant must be registered with an appropriate authority as a legal entity as per the law prevailing in the respective country.
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Registration with appropriate authority as a legal entity	
DECLARATION	
I.	I,.....is the CEO/GS of the club and is responsible for managing and supervising the administrative matters of the club.
II.	As the head of administration of the club I confirm that the Club is registered as a.....in the year.....
III.	The registered name of Club is since.....its registration.
IV.	The sporting name of the club is
V.	A copy of the Statutes/Bye law/ Company Article is attached herewith.
VI.	A copy of the certificate of registration/extract from public register is attached herewith.
Signature:	
Name:.....Date	

Please attach the following:	
i.	Status or Company Articles
ii.	Certificate of Registration with Department of Revenue and Taxation.
iii.	Declaration signed by the authorized person
iv.	Date of signature

Assessment Process CLA verifies the registration document with the local authorities and ensure that the license applicant club is a legal entity



FINANCIAL

5.1: Annual Budget

5.2: Financial Statements

5.3: No overdue to Employees and Social/Tax Authorities

5.1	Annual Budget: The club must submit its annual budget before the start of the season.
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Submission of Annual Budget	
DECLARATION	
I.	I,..... is the CEO/GS of the club and is responsible for managing and supervising the administrative matters of the club.
II.	As the head of the administration of the club I confirm that the club has created its budget for next season as attached.
III.	The budget is realistic and includes all the details including projected income and expenditure and the source of revenue and expenditure for next season.
Signature:	
Name: Date	

Please attach the following:
i. Annual Budget

Assessment Process: CLA verifies the annual budget to ensure that the club has enough financial resources to participate and sustain throughout next season.
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5.2	Published Annual Financial Report: The Club must submit its annual financial statements for the previous financial year.
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Financial Statements	
DECLARATION	
I.	I,..... is the CEO/GS of the club and is responsible for managing and supervising the administrative.
II.	As the head of administration of the club I hereby confirm and submit the Financial Statement of the club for previous financial year as attached.
III.	The attached financial statements include all details as required.
Signature:.....	
Name:..... Date.....:	

Please attached the following:
i. Submission of 990-N, 990-EZ, or 990, or if not a 501(c)(3), then of certificate of existence

Assessment Process: CLA verifies the Financial statements to ascertain the financial health and sustainability of the club.

5.3	No Payables Overdue Towards Employees and Social / Tax Authorities: The club must submit a legally valid declaration confirming that there is no payable overdue towards the club's current or former employees and social or tax authorities.
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<p>No Payable Overdue</p> <p style="text-align: center;">DECLARATION</p> <p>I, is the CEO/GS of the club and is responsible for managing and supervising the administrative matters of the club.</p> <p>As the head of administration of the club I confirm that there is no payable overdue towards the club's current or former employees confirming that there is no overdue payable is attached herewith.</p> <p>Signature:</p> <p>Name: Date</p>

Note
<p>This declaration must be executed by an authorized signatory no more than thirty (30) days prior to the corresponding deadline for its submission to the CLA.</p> <ol style="list-style-type: none"> 1. List of employees employed anytime in the year 2. Declaration that there are no dues payable to employees 3. Declaration that there are no dues towards social / tax authorities 4. Confirmation letter from staff P3.1 to P3.4

Templates Acknowledgement Document		
1.	I confirm that _____ (club name) has paid all its obligations arising from contractual agreements as of 30 June 2021	Employee 1 Name..... Signature.....
2.	I confirm that _____ (club name) has paid all its obligations arising from contractual agreements as of 30 June 2021	Employee 1 Name..... Signature.....

Template 17: Employees Payables Reporting: Illustrative Confirmation Letter from Employees

Club Letterhead

In connection with the granting of a license for the 20XX/YY season, we the undersigned confirm that our employer _____ (club name) has paid all contractual obligations due as agreed in our respective contracts as of 30 June 20XX by the date of this letter [or, if date of letter is later than 31 August, by 31 August [20YY] at the latest.

List of players:

S. No	Name of player	Signature

List of club staff (administrative, technical, medical and security staff):

S. No	Name of club staff	Signature

I certify that the information provided above is true and correct to the best of my Knowledge.

(Signature of authorized signatory of Club)

[Name]

[Date]

[Job Title]

[Name of the Club]

TEMPLATE 7															
Player Identification Table															
License Applicant Name															
Year Ended [Date] 20XX															
Player Details				Direct Costs of Acquiring the Registration				Accumulated Amortisation				Carrying Amount		Other	
Name	Date of Birth	Start Date Of Contract	End Date Of Contract	Brought Forward Previous Period	Additions / (Disposals)	As at End Of Period	Brought Forward Previous Period	Amortisation Current Period	Impairment Current Period	Disposals	As at End Of Period	Brought Forward Previous Period	As at End Of Period	Sale Proceeds	Profit / (Loss) Disposal of Player Registration
Acquired Players				(a)	(b)	(c) = (a) + (b)	(d)	(e)	(f)	(g)	(h) = (d) + (e) + (f) - (g)	(i) = (a) - (d)	(j) = (c) - (h)	(k)	(l)
Player 1															
Player 2															
Player 3															
Player 4															
Loaned Players															
Player 5															
Player 6															
Player 7															
Player 8															
Total								(e)	(f)				(j)		(l)
<div>(e) Aggregate figure must agree to Amortisation of players' registrations as disclosed in Profit & Loss statement and/or Balance Sheet in the annual financial statements</div> <div>(f) Aggregate figure must agree to Impairment of players' registrations as disclosed in Profit & Loss statement and/or Balance Sheet in the annual financial statements</div> <div>(j) Aggregate figure must agree to carrying value of intangible assets (players' registrations) as disclosed in the Balance Sheet in the annual financial statements</div> <div>(l) Aggregate figure must agree to profit or loss from disposal of players' registrations as disclosed in the annual financial statements</div>															
Confirmed on behalf of License Applicant that the information in the table above is accurately compiled and completed															
Signature		Date													
On behalf of license applicant															

