

FERWAF A MEN'S CLUB LICENSING REGULATION EDITION 2025

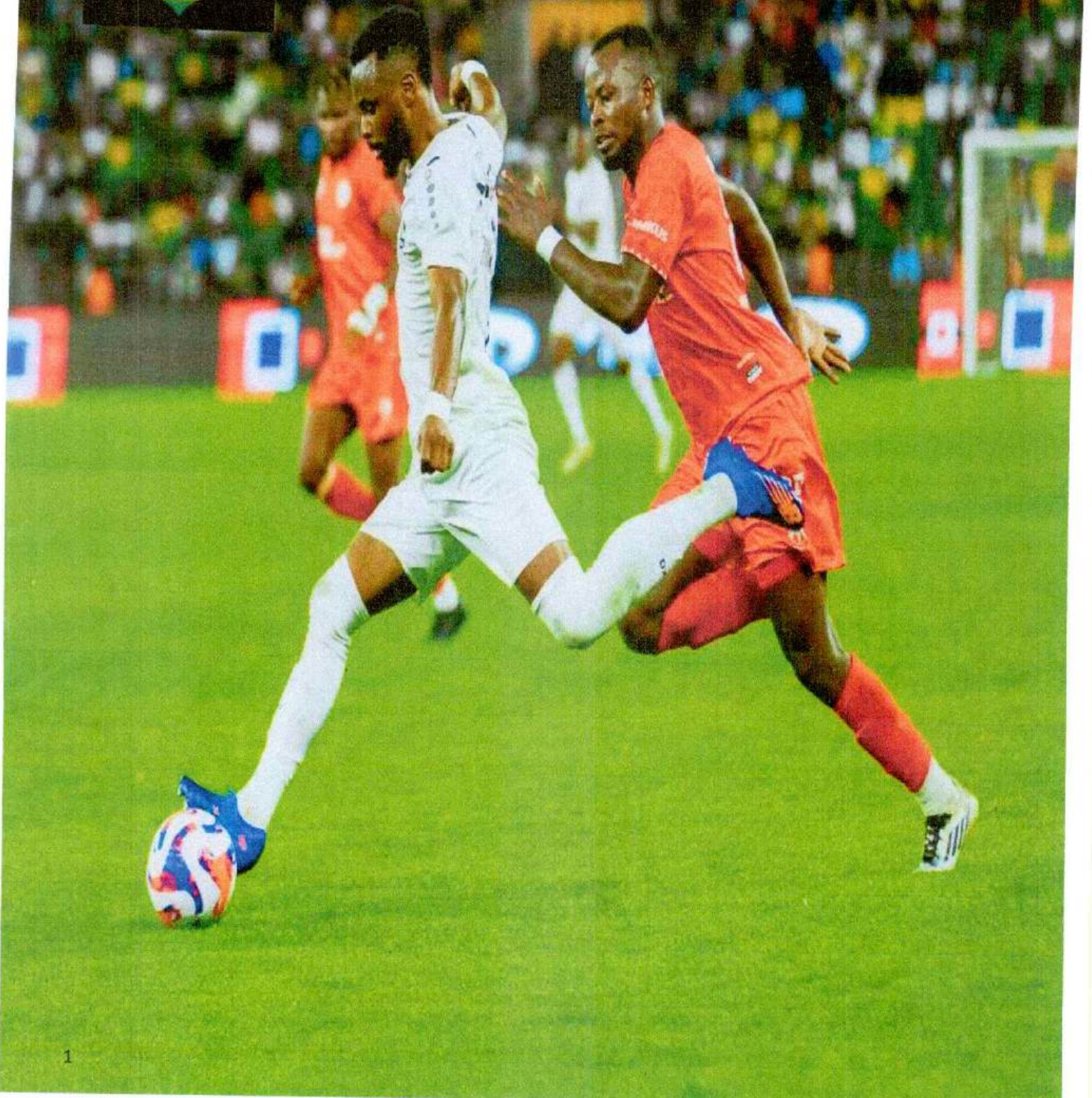


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ABBREVIATIONS AND DEFINITIONS

- 1) Accounting policies**
The specific principles, bases, conventions, rules and practices adopted by an entity in preparing and presenting its financial statements.
- 2) Annual financial statements**
A complete set of financial statements 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 statements.
- 3) Audit**
The objective of an audit of financial statements is to enable the auditor to express an opinion whether the financial statements are prepared, in all material respect, in accordance with an identified financial reporting framework. The phrases used to express the auditor's opinion are "give a true and fair view" or "present fairly, in all material respects", which are equivalent terms. A similar objective applies to the audit of financial or other information prepared in accordance with appropriate criteria. In an audit engagement, the auditor provides a high but not absolute, level of assurance that the information subject to audit is free of material misstatement. This is expressed positively in the audit report as reasonable assurance.
- 4) Budget**
The schedules containing an entity's future financial information, based on management's assumptions about events that may occur in the future and possible actions by an entity.
- 5) Cash and cash equivalents**
Cash comprises cash on hand and demand deposits. Cash equivalents are short term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.
- 6) CAF**
Means the "Confederation Africaine de Football".
- 7) CAF Interclub Competitions**
Means the club competitions organized by CAF.
- 8) CAF Stadium Regulations**
Regulations which stipulate the requirements for stadiums to be used by clubs for CAF club competition matches.
- 9) CAF Club Licensing Quality Standard**
A document that defines the minimum requirements with which licensors must comply in order to operate the CAF Club Licensing System.

10) Consolidated financial statement

Consolidated financial statements are financial statements of an entity with multiple divisions or subsidiaries.

11) Continental License

The license an applicant club applies for to compete in the CAF Champions League and CAF Confederation Cup.

12) Continental Criteria

Requirements divided into five categories (sporting, infrastructure, personnel and administrative, legal and financial) to be fulfilled by a license applicant for it to be granted a license to participate in the CAF Champions League and CAF Confederation Cup.

13) Core process

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

14) Club Licensing Online Platform "CLOP"

The CAF Club Licensing Online Platform is an online tool for managing the club licensing process. The CLOP is an IT system developed by CAF for the purpose of gathering information from License Applicants/Licensees and for sharing information with Licensors concerning their affiliated clubs, within the scope of the implementation, assessment, and enforcement of these Regulations.

15) Coach: an individual employed in a football-specific occupation by a professional club whose:

- i) employment duties consist of one or more of the following: training and coaching players, selecting players for matches and competitions, making tactical choices during matches and competitions; and/or
- ii) Employment requires the holding of a coaching license in accordance with a domestic or continental licensing regulation.

16) Deadline for submission of the application to the licensor

The date by which each licensor requires license applicants to have submitted all relevant information for their applications for a license.

17) Domestic Criteria

Requirements divided into categories to be fulfilled by a license applicant for it to be granted a license to participate in the FER national competitions.

18) FIFA

Federation Internationale de Football Association.

19) Financial year

The financial reporting period as defined in the entity's founding documents, ending on the date defined as the financial year end.

20) FIFA Club Licensing Programme

An effective guideline for the implementation of club licensing and is part of FIFA repositioning club licensing from a regulatory instrument to a flexible and principle-based vehicle for the

professionalization of club football.

21) FIFA Connect System

An information online system designed and implemented by FIFA that provides the FIFA ID and the API that provides the technical interface between electronic domestic transfer systems, electronic player registration systems and TMS for the electronic exchange of information.

22) Electronic player registration system:

an online electronic information system with the ability to record the registration of all players at their association. The electronic player registration system must be integrated with the FIFA Connect ID Service and the FIFA Connect Interface in order to exchange information electronically. The electronic player registration system must provide all registration information for all players from the age of 12 through the FIFA Connect Interface and, in particular, must assign each player a FIFA ID utilizing the FIFA Connect ID Service.

23) FIFA ID

The worldwide unique identifier given by the FIFA Connect System to each football stakeholder (club, association and player...).

24) Independent auditor

An auditor who is independent of the entity, in compliance with the IFAC Code of Ethics for Professional Accountants. For additional information, visit www.ifac.org. The term 'auditor' may also be used when describing related services or assurance engagements other than audits.

25) License

Certificate granted by the licensor confirming fulfilment of all mandatory minimum requirements by the licensee in order to participate in a CAF club competition or a National competition of the Member Association.

26) License applicant

A Legal entity fully and solely responsible for the football team participating in national and international club competitions which applies for a license.

27) Licensee

License applicant which has been granted a license by the licensor.

28) Licensing administration

The department or staff within the licensor that deals with club licensing matters.

29) Licensing season

The period of time during which a license that has been granted is valid. It commences on the day following the deadline laid down by CAF for submission of licensing decisions by the licensor to CAF and terminates on the day of the same deadline in the following year.

30) Licensing process

The process which leads to a license being granted (or denied).

31) Licensor

The Body that implements the club licensing system, grants or denies licenses and undertakes certain tasks in respect of the club monitoring process.

32) List of licensing decisions

The list submitted by the licensor to CAF containing, among other things, information about the license applicants that have undergone the licensing process and been granted or denied a license by the national decision-making bodies. The list will be in the format established and communicated by CAF.

33) League

An organization that is subordinate to an association.

34) May

Indicates a party's discretion to do something (i.e., optional).

35) Must or shall

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

36) National License

The license an applicant club applies for, to compete in the national competitions of the Member Association.

37) Member Association

An association that has been admitted into membership of CAF.

38) Minimum criteria

Criteria to be fulfilled by a license applicant in order to be granted a license.

39) Registration: the act of making a written record containing details of a player on the FIFA Connect System that include:

- the start date of the registration (format: dd/mm/yyyy);
- the full name (first, middle and last names) of the player;
- date of birth, gender, nationality and status as an amateur or a professional (as per article 2 paragraph 2 of these regulations);
- the type(s) of football the player will play (eleven-a-side football / futsal / beach soccer);
- the name of the club at the association where the player will play (including the FIFA ID of the club);
- the training categorization of the club at the moment of the registration;
- the FIFA ID of the player;
- the FIFA ID of the association."

40) Review

A review of submitted financial information is carried out by an auditor in order to express a conclusion whether, on the basis of the review, material facts are uncovered that cause the auditor to believe that the financial information may not have been prepared, in all material respects, in accordance with an identified financial reporting framework. A review, in contrast to an audit, is not designed to obtain reasonable assurance that the financial information is free from material misstatement. A review consists of making inquiries, primarily of the persons responsible for financial and accounting matters, and applying analytical and other review procedures. A review may bring significant matters affecting the financial information to the auditor's attention, but it does not provide the evidence that would be required for an audit.

41) Significant change

Means an event that is considered material to the documentation previously submitted to the licensor and that would require a different presentation if it had occurred prior to the submission of the licensing documentation.

42) Stadium

A venue at which a match is played, including the entire premises to the extent that a valid accreditation card or match ticket is required in order to gain access. This is typically the entire property inside the outer stadium perimeter fence.

43) Statutory closing date

This is the last day of the entity's Financial Year.

44) Subsequent events

Events or conditions occurring after the licensing decision.

45) Training facilities

The venue(s) at which a club's registered players undertake football training and/or youth development activities on a regular basis.

SECTION ONE: GENERAL PROVISIONS

Article 1: Introduction

These regulations are divided into three main sections:

- a) The first section addresses the member association as the "Licensor", and sets out and explains its responsibilities, as well as defining the license applicant and the licensing bodies including the way the regulations are to be applied;
- b) The second section outlines the mandatory criteria the license applicant must meet to be licensed to participate in the RWANDA Premier League and Ferwafa Competitions.
- c) The third section outlines the final provisions of the regulations.
- d) These regulations govern the rights, duties and responsibilities of all parties involved in the FERWAFa club licensing system and define in particular:
- e) The minimum requirements to be fulfilled by FERWAFa to act as the licensor for its clubs;
- f) The minimum procedures to be followed by FERWAFa in its assessment of the club licensing criteria
- g) The minimum sporting, infrastructure, personnel and administrative, legal and financial criteria to be fulfilled by a club to be granted a license by its licensor as part of the admission procedure to enter the Ferwafa Competitions.

Article 2: Objectives

1. The objectives of Club Licensing are:
 - a) To set minimum standards in football;
 - b) To enforce good football governance by safeguarding the credibility and integrity of club competitions;
 - c) To ensure and enforce clubs' financial stability and transparency;
 - d) To enhance fans development by clubs;
 - e) To ensure and enforce sporting values in accordance with the principles of fair play as well as safe and secure match environments;
 - f) To ensure and enforce commitment to youth education and development; To improve the level of professionalism within the football family;
 - g) To ensure and enforce transparency in the ownership of clubs;
 - h) To ensure and enforce transparency in the control of clubs; and
 - i) To produce professionally prepared players for the national teams.
 - j) To create and sustain a football economy

Article 3: Scope

- a) These regulations shall establish binding rules and procedures for the issuance of a license to a football club/team to participate in Ferwafa Football Competitions by setting minimum requirements and procedure to be followed by the licensor and the Licensee.
- b) A Club License is issued for a specific league division and/or Competition for a particular season. FERWafa may also qualify the same license for other Football Competition

Article 4: License and License Applicant

Obtaining a License

- a) Clubs which qualify for the 1st and 2nd FERWafa Football Divisions on sporting merit must obtain a FERWafa club license to participate in FERWafa competitions.
 - b) Clubs in the lower leagues and other FERWafa organized, authorized competitions on sporting merit may also obtain a club license.
1. A license expires without prior notice at the end of the season for which it was issued.
 2. A license cannot be transferred.
 3. A license may be withdrawn by the licensor's decision-making bodies if:
 - a) Any of the conditions for the issuing of a license are no longer satisfied.
 - b) The licensee violates any of its obligations under the FERWafa club licensing regulations.
 - c) The licensee violates FERWafa Rules and fails to undertake corrective measures as decided by FERWafa

License Applicant

Only a club that has qualified sportingly in a FERWafa authorized/ organized competition may apply for a License.

Article 5: The Licensor

Obligations

1. The Licensor shall govern the licensing system, appoint the corresponding licensing bodies and determine the necessary processes and content.
2. The Licensor guarantees the Licensee full confidentiality regarding all information given by the License Applicant during the licensing process.
3. Anyone involved in the licensing process or appointed by the licensor must sign a confidentiality clause before commencing its tasks

Article 6: Decision-Making Bodies

1. The Licensor shall establish appropriate administration structures and appoint staff members.
2. The Licensor shall establish two decision-making bodies, the names of which it shall determine.
 - a. First-instance body (FIB);
 - b. Appeals Body (AB)
3. The decision-making bodies shall be independent from each other. They shall receive administrative support from the administration of the Licensor.
4. A member of a decision-making body must in all cases automatically abstain if there is any doubt as to his/her independence towards the License Applicant or if there is a conflict of interest.
5. The independence of a member may not be guaranteed if he/she or any member of his/her family (spouse, children, parents, and siblings) is a member, shareholder, business partner, sponsor or consultant, etc. of the license applicant. The foregoing list is illustrative and not exhaustive.
6. The Licensor can hire private and independent entities to evaluate documents and inspect the facilities and submit a report for the decision-making process of the FIB

Article 7: First Instance Body (FIB)

1. The FIB shall decide on whether a license shall be granted to an applicant based on the documents provided and in accordance with the provisions of these regulations at the submission deadline set by the Licensor.
2. The First Instance Body (FIB) shall be composed of five (5) members, namely: President, Vice President, Three (3) Members. Unless otherwise provided by the FERWAFA Statutes, the members of the First Instance Body shall be appointed by the FERWAFA Executive Committee. The appointment shall be based on the individuals' expertise in the following key areas: Sporting matters, Administration and personnel, Legal affairs, Finance and Infrastructure.
3. The Licensor shall decide on the quorum of the FIB. The quorum must have a minimum of three members. The chairman shall have the casting vote.
4. In the case of a licensee approval or refusal, the decision must be communicated in writing with justification.
5. Members of the FIB must:
 - a) Fulfil the requirements of qualification, independence and confidentiality;
 - b) Act impartially in the discharge of duties;
 - c) Abstain if there is any doubt as to their independence from the license applicant or there is a conflict of interest. In this connection, the independence of member may not be guaranteed if he/she or any member of his /her family (spouse, child, parent or sibling) is a member shareholder , business partner, sponsor or consultant of the license applicant.

- d) Not act simultaneously as the licensor's club licensing manager and /or general secretary;
- e) Not belong simultaneously to a judicial statutory body or committee of the licensor;
- f) Not belong simultaneously to the executive body or administrative ferwafa and or its affiliated league.
- g) Not belonging simultaneously to the ownership or management personnel of an affiliated club.

6. Members of the Club Licensing First Instance Body shall serve a mandate of four (4) years renewable .

Article 8: Appeals Body (AB)

- 1. The AB shall decide on appeals submitted against the decision of FIB in writing and make a final and binding decision on whether a license shall be granted or refused.
- 2. Appeals may only be lodged by:
 - a) The license applicant following the refusal or sanction by the FIB
 - b) A license whose licence has been withdrawn by FIB.
 - c) The licensing manager on behalf of the licensor.

3. Appeals may only be lodged by the License Applicant following a refusal or withdraw of license by the FIB
4. The AB shall make its decision based on the decision of the FIB and only based on the evidence provided by the appellant before the FIB. A written request for appeal shall be made by the set deadline.
5. In the case of a license refusal, the decision must be put in writing and justified.
6. The Licensor shall decide whether the club licensing system comes under the jurisdiction of the arbitration specified in its statutes. In this respect, particular attention shall be paid to the relevant deadlines for entering confederation club competitions.
7. The members of the FIB elected in accordance with statutes with statutes of the Federation.
8. In determining an appeal by the AB, the quorum must be a minimum of three members. The chairperson shall have the casting vote.
9. Administrative staff of the Licensor and the Leagues shall not be members of the AB.
10. Members of the AB shall not simultaneously be members of any other judicial body/committee of the Licensor.

Article 9: Decision-Making Procedure

1. In these regulations or in a specific regulation or circulars, the Licensor shall define procedural rules with respect to decision-making. These shall, as a minimum, regulate the following standards:
 - a) deadlines (e.g., submission deadlines);
 - b) the principle of equality and equity treatment;
 - c) representation (e.g., legal representation);
 - d) the right to be heard (e.g., convocation, hearing);
 - e) time limit to issue a request (e.g., calculation, compliance, interruption and extension thereof);
 - f) time limit to appeal;
 - g) effect of the appeal;
 - h) type of evidence requested;
 - i) burden of proof (e.g., License Applicant has burden of proof);
 - j) decisions (in writing with reasons, etc);
 - k) grounds for complaint;
 - l) content and form of pleadings, deliberation and hearings;
 - m) Cost of procedure, administrative fee and deposit.
2. The procedural rules shall be as set out in Annex 1.

Article 10: Extraordinary Application of the Club Licensing System.

1. If a club qualifies for a national or international club competition based on its sporting results but has not undergone a national licensing process at all or has undergone a licensing process which is lower/not equivalent to the one applicable to top-division clubs because it belongs to a division other than the top division, the Licensor may on behalf of such a club – request for the extraordinary application of the club licensing system.
2. Based on such an extraordinary application, the relevant body organizing the respective club competition may grant special permission to enter the corresponding club competition which only applies to that specific applicant and for the season in question.
3. The relevant body organizing the respective club competition shall define the relevant procedure.

Article 11: Compliance Audits

- 1) The Licensor (CAF and/or FERWafa) may conduct compliance audits of a License Applicant / Licensee at any time.
- 2) Compliance audits aim to ensure that the License Applicants have fulfilled their obligations as defined in these Regulations and that the License was correctly awarded at the time of the final decision of the Licensor.
- 3) Non-cooperation of the Licensee to execute a compliance audit shall be referred to the FERWafa judicial bodies for appropriate action.

Article 12: Core Process Introduction

- 1) This article defines the assessment process (hereinafter referred to as “core process”) of the club licensing system.

Principle

- 2) The Core Process describes the minimum requirements that the Licensor must put in place for the verification of the criteria described in the FIFA regulations (sporting criteria, infrastructure criteria, personnel & administrative criteria, legal criteria and financial criteria) to control the issue of a license to a License Applicant.
- 3) The Core Process consists of the following key steps:
 - a) Sending of the Club Licensing Regulation to the License Applicants
 - b) invitation to the License Applicants to submit their application for a License;
 - c) distribution of the licensing documentation and deadlines to the License Applicants;
 - d) return of the licensing documentation from the License Applicants to the Licensor;
 - e) assessment of the documentation by the Licensor, including visits to and / or audits of the License Applicants;

- f) assessment and decisions by the decision-making bodies
- g) communication of the License decisions, in writing, to the License Applicants;
- h) communication of any applicable sanctions, in writing, to the License Applicants;
- i) Appeal (if applicable)

SECTION TWO: CRITERIA REQUIREMENTS

2.1 General Information

The license applicant must submit the following general information as part of the application process:

- Full official name of the club;
- Complete physical and postal address of the club;
- Official club email address;
- Full name of the club president/owner;
- Active WhatsApp number of the president/owner;
- Email address of the president/owner;
- Proof of payment of the registration/licensing fee applicable to the division for which the club is applying."

Article 13: SPORTING CRITERIA

1. The license applicant must submit soft copies (digital images in high resolution) of the official home and away jerseys (front and back), clearly displaying the club logo, main sponsor(s), and player number. The submitted designs must reflect the actual kits to be used in the upcoming season."

2. Medical Care

The License applicants must provide all players registered in the club with full access to medical support services, in accordance with the relevant provisions defined by its licensor in line with its domestic legislation. The applicant shall submit the following: -

- a) Proof of medical examination of the Player
- b) Proof of medical insurance coverage for registered players.

3. Youth team

- i) The license applicant must have at least a youth team (U-20), (U-17) , (U-15) ,(U-13) within its legal entity or affiliated to its legal entity.
- ii) At the time of returning the licensing documentations in art 12 (3) (d) within the issued deadline, the license applicant shall have registered a minimum of 15 (U-20) players and approved by FERWAFA on the FIFA Connect system by the given deadline.
- iii) Each youth team must take part in official competitions or programs played at national, regional or local level and recognized by FERWAFA.

4. Youth Development Plan – Encouragement Clause

To promote the long-term growth and sustainability of Rwandan football, FERWAFa encourages all clubs to: **“Develop, implement, and maintain a structured Youth Development Plan aimed at identifying, training, and nurturing young talents within the club.”**

The Youth Development Plan should include clear objectives, age-group structures, qualified coaching staff, training schedules, and pathways for progression into the senior team.

FERWAFa strongly believes that investment in youth is essential to raising the quality and competitiveness of football at both national and international levels.

6. Encouragement for Integration of Women’s Football

To promote the growth and inclusiveness of football in Rwanda, FERWAFa encourages all men’s clubs applying for a license to:

“Establish and operate their own women’s football team, or enter into a formal cooperation or partnership agreement with an entity that operates a women’s team.”

This approach will support the development of women’s football at the club level, expand opportunities for female players, and align with national and international goals for gender equality in sport. Clubs demonstrating active involvement in women’s football will receive favorable recognition in the club licensing process and may be prioritized for development initiatives and support programs.

FERWAFa strongly encourages all men’s clubs to take an active role in contributing to the advancement of women’s football as part of a sustainable and inclusive football ecosystem.

6. Encouragement to Establish Youth Safeguarding and Welfare Measures

To ensure a safe, supportive, and protective environment for young players, FERWAFa encourages all clubs applying for a license to:

“Establish and implement clear policies and procedures for the protection, safeguarding, and welfare of all youth players within the club’s structure.”

These measures should include, but are not limited to:

- A safeguarding policy aligned with national child protection laws.
- Appointment of a trained **Child Safeguarding Officer**.
- Regular training for youth coaches and staff on child protection.
- Procedures for reporting and responding to safeguarding concerns.
- Education for players and parents on rights and responsibilities.

FERWAFa recognizes the importance of prioritizing the well-being of young players and will positively consider clubs that demonstrate commitment to safeguarding and youth welfare during the licensing process

Article 14: INFRASTRUCTURE CRITERIA

1. Stadium

- a) The license applicant must have a Stadium/pitch available to host football matches for its team participating in a competition. The applicant shall submit one of the following:
 - i) IF the license applicant legally owns the Stadium to host all home matches for the license period, shall submit proof of ownership in form of
 - ii) Photocopy of the certificate of title (Freehold or mailo or lease or certificate of occupancy or any other legally recognized proof of ownership)
- b) If the license applicant does not legally own the stadium, they shall submit either:
 -
 - i) An agreement with the legal owner authorizing the Applicant to use the stadium for a minimum of one season.
 - ii) The agreement shall guarantee the use of the stadium for the Club's home matches in the license Period and the competition matches to take precedence over any other activity on the stadium.
- c) The stadium submitted by the Applicant shall meet the minimum requirements as set up in the FERWafa stadium/pitch regulations and shall be subject to other official decisions by FERWafa (circular letters, etc.).
- d) If the Stadium is re-classified during the season to a standard lower than that of the respective league, the Club shall be required to stop using the Stadium for League matches and shall be required to submit another Stadium of the required standards

2. Training facilities

- a) The license applicant must guarantee access to training facilities for its teams, considering its youth development programme. The applicant shall submit one of the following: -
 - i. If the license applicant legally owns the training facilities and will use it for training in the license period therein shall submit proof of ownership in form of;
 - ii. Photocopy of the certificate of title (Freehold or mailo or lease or certificate of occupancy or any other legally recognized proof of ownership)
- b) If the license applicant does not legally own the training facility, they shall submit either:
 -
 - i. An agreement with the legal owner authorizing the Applicant to use the training facilities for a minimum of one season.
 - ii. The agreement shall guarantee the use of the training facility.

- c) The training facilities must meet the category requirements, in accordance with the ones stipulated in the relevant FERWAFA club competition in which license applicant is applying to participate in.
- d) The training facilities must fulfil the minimum requirements defined in the FERWAFA Stadium regulations and be classified according to the category defined for the FERWAFA club competition the license applicant is applying to participate in.

3. Office Space

- a) The license applicant must have office space for its administration and personnel. The applicant shall submit one of the following: -
 - i. IF the license applicant legally owns the office space therein shall submit proof of ownership in form of
 - ii. Photocopy of the certificate of title (Freehold or lease or certificate of occupancy or any other legally recognized proof of ownership)
- b) If the license applicant does not legally own the office space, they shall submit either:
 -
 - i. An agreement with the legal owner authorizing the Applicant to use the office space for a minimum of one season.
 - ii. The agreement shall guarantee the use of the office space for the Club's home matches in the license Period.
- c) FERWAFA may conduct spot-checks anytime during the year and re-evaluation may be done. Any club found to have changed the premises and/or lowered the standard from those presented at inspection shall lead to sanctions including a fine or deduction of points or both.
- d) The Mandatory Club Offices shall have the following minimum requirements;
 - a. Befitting Furniture and Fittings
 - b. Computers and Printer
 - c. Access to Internet
 - d. UPS and Alternative Energy Source
 - e. Filing Cabinets
 - f. Decoration, Branding and Signage
 - g. Exclusive use by the Club

Article 15: ADMINISTRATION AND PERSONNEL CRITERIA

The license applicant shall employ and or appoint the following skilled personnel to run its daily business.

1. Club Chief Executive Officer.

- i) The license applicant must appoint and employ a CLUB CEO who shall be responsible for day-to-day operation of the Club.
- ii) The license applicant shall submit the employment contract of the Club CEO which contract shall recognize FERWFA and CAF regulations and decisions to take precedence over the terms of the Contract.

2. Finance Officer

- i) The license applicant must appoint and employ a Finance Officer who shall oversee the Clubs financial matters. The Finance officer shall either be employed on full time or part time basis.
- ii) The Finance Officer must possess as a minimum a diploma in finance and accounting.
- iii) The License Applicant shall submit the following;
 - a) Contract of Employment of a finance officer on full time or part time basis.
 - b) Proof of finance officer qualifications (certified academic documents)

3. Medical Personnel

- i) The license applicant must appoint medical personnel responsible for providing medical support and advice to the club as well as implementing a doping prevention policy.
- ii) The medical personnel shall be responsible for medical support during matches and training.
- iii) The medical personnel shall be recognized and certified by the appropriate national health authorities and be duly registered with a relevant professional body

The License Applicant shall submit the following;

- a) Contract of Employment and/or letter of appointment
- b) Copy of qualification
- c) Staff Management Form

4. Physiotherapist

- i) The license applicant must appoint a physiotherapist responsible for providing medical support and advice to the club. The physiotherapist must ensure support during matches and training.

- ii) The physiotherapist shall be recognized and certified by the appropriate national health authorities and be duly registered with a relevant professional body
- iii) The License Applicant shall submit the following;
 - a) Contract of Employment and/or letter of appointment
 - b) Copy of qualification
 - c) Staff Management Form

5. Marketing Officer

- i) The license applicant may appoint or employ a Marketing Officer who will oversee the Club's marketing strategy, The Marketing officer shall either be employed on full time or part time basis.
- ii) The marketing officer must possess as a minimum a diploma in marketing, business or its equivalent.
- iii) The License Applicant shall submit the following;
 - c) Contract of Employment of a marketing officer on full time or part time basis.
 - d) Proof of marketing officer qualifications (certified academic documents)
- iv) The marketing officer will be responsible for:
- g) The club marketing strategy and related activities with the aim of increasing commercial revenue and fan base.
- h) Corporate Social Responsibility, Fan and Community Development, Sponsorship and communications. etc.

6. Media Officer

- i) The license applicant may appoint a Media Officer who will oversee the Club's media matters, The Media officer shall either be appointed or employed on full time or part time basis.
- ii) The media officer must hold as a minimum a diploma in journalism and or mass communication.
- iii) The License Applicant shall submit the following;
 - a) Contract of Employment and/or letter of appointment of a media officer either on full time or part times.
 - b) Copy of qualification.
 - c) Staff Management Form

7. Safety & Security Officer

- i) The license applicant may appoint a Safety & Security officer who shall be responsible for overseeing the Clubs safety and security matters with the following responsibilities:
 - a) developing, implementing, and reviewing safety and security policy and procedures, including risk management and planning

- ii) The security officer must be present and is responsible for all safety and security arrangements at every home match hosted by the License Applicant including attending the pre- and post-match meetings.
- iii) The License Applicant shall submit the following;
 - a) a FERWAFA Safety and Security certificate
 - b) Copy of employment contract and/or letter of appointment.

8. CAF Club Licensing Online Platform (CLOP) personnel

- 1) The license applicant may appoint an individual within the club to be responsible for operating the FERWAFa Club Licensing Online Platform.
- 2) The Club Licensing Online Platform personnel will be responsible for:
 - a) Collecting and uploading the required documents from the club to the FERWAFa CLOP;
 - b) Answering messages and alerts created by the FERWAFa CLOP;
 - c) Acting as the point of contact between club and the licensor
- 3) The License Applicant shall submit the following:
 - a) Contract of employment and/or letter of appointment
 - b) Staff Management Form

The use of the CAF Club Licensing Online Platform (CLOP) is mandatory for all clubs participating in the Rwanda Premier League. For clubs in other leagues, FERWAFa shall issue official communication regarding its use as and when deemed necessary.

Technical Staff.

9. Head Coach

- i) The License Applicant must employ a Head coach who shall be responsible for among others training and coaching players, selecting players for matches and competitions, making tactical choices during matches and competitions;

REQUIRED COACHING QUALIFICATION FOR HEAD COACH IN DIFFERENT DIVISIONS MEN

COMPETITION	HEAD COACH
RWANDA PREMIER LEAGUE	Rwandans :CAF A or B/Equivalent Foreigner : CAF A or equivalent from other sister Confederation
SECOND DIVISION MEN	Rwandans :CAF B or Equivalent Foreigner : CAF A or equivalent from other sister Confederation
THIRD DIVISION MEN OR OTHER	Rwandans :CAF B or C /Equivalent Foreigner : not allowed

- ii) Only persons who hold a valid FERWAFa coaching license shall be employed as a Club head Coach.
- iii) The license applicant must submit the following:
 - a) Employment contract of the Club Head Coach,
 - b) Copy of the respective CAF License or its equivalent.
 - c) FERWAFa Coaching License
- iv) In case of termination of the employment contract by either party during the season, subject to FIFA and FERWAFa RSTP, the Club shall be obliged to employ a caretaker coach for not more than 4 weeks and the caretaker coach shall.
- v) The Rwanda Football Federation (FERWAFa) wishes to inform all clubs participating in the Rwanda Premier League that, starting from the **2027–2028 season**, it will be **mandatory for all head coaches** to hold a valid **CAF A Coaching License**.
- vi) The license applicant must submit an official agreement of the Caretaker Club Head Coach.
- vii) No coach shall be allowed to coach more than 2 clubs in professional leagues in the same season.

10. The Assistant Coach

- i) The License Applicant must appoint or employ an Assistant Head Coach who shall be responsible for assisting the Head Coach in all football technical matters. below are the required qualifications for Assistant coaches

REQUIRED COACHING QUALIFICATION FOR ASSISTANT COACH

COMPETITION	ASSISTANT COACH
RWANDA PREMIER LEAGUE	CAF B or equivalent from other sister Confederations
SECOND DIVISION MEN	CAF C or equivalent from other sister Confederations
THIRD DIVISION MEN	CAF C or D /equivalent from other sister Confederations

- ii) Only persons who hold a valid FERWafa coaching license shall be employed as a Club Assistant Coach.
- iii) The license applicant must submit the following;
 - a) Employment contract of the Club Assistant Coach
 - b) Copy of the CAF License or its equivalent.
 - c) FERWafa Coaching License

11. Fitness Coach

- i) The license applicant must appoint a Fitness Coach.
- ii) Only persons who hold a FERWafa fitness certificate or its equivalent may be employed as a Club fitness Coach.
- iii) The license applicant shall submit the following;
 - a) Employment contract of the Club fitness Coach
 - b) FERWafa Fitness Coaching License

12. Goalkeeper Coach

- i) The license applicant must employ a Goalkeeper Coach
- ii) Only persons who hold a FERWafa Goalkeeper coach certificate or its equivalent may be employed as a Club Goalkeeper Coach
- iii) The license applicant shall submit the following;
 - a) Employment contract of the Club Goalkeeper Coach
 - b) FERWafa Goalkeeper Coaching License

13. Youth Coach

- i) The license applicant must appoint, a Youth Coaches
- ii)
- iii) At least one (2) Youth Coach must;

COMPETITION	HEAD COACH	ASSISTANT COACH
MEN'S U17,U20,U15	CAF A,B,C	CAF D

In accordance with the commitment to ensure the safety and well-being of young players, all football clubs applying for a license must ensure that:

“All coaches working with youth teams (U20 and below) are required to undergo certified training in child safeguarding and protection. This training must be recognized by FERWFA or an approved safeguarding body.”

This requirement aims to create a safe, inclusive, and protective environment for all youth players and is mandatory as part of the club's licensing obligations. Clubs that fail to comply will not meet the criteria under the Sporting requirements and may be denied a license.

- a. hold a valid FERWFA Coaching license.
- b. have specific youth coaching experience and/or supplementary certification/qualification related to coaching and managing young players.
- c. have strong technical competencies to ensure the efficient implementation of the technical programme to develop elite youth players in collaboration with other relevant personnel.
- iv) The license applicant shall submit the following;
 - a) Employment contract of the Youth Coach
 - b) CAFA,B, C,D License or its Equivalent

Article 16: LEGAL CRITERIA

1. Club ownership

all the professional clubs shall be owned by legal entities incorporated or registered in accordance with the laws of the country.

- i) The license applicant shall submit;
 - a) Proof of Club ownership of the Club¹
 - b) Legal entity owning the club, (certificate of Incorporation and memorandum and articles of Association for companies, Certificate of Registration and Constitution for Trustee or NGO) the memorandum of Association of Association or Constitution must be related to the establishment and management of a football club)
 - c) Club Statute
 - d) Club Ownership Declaration and proof of Change of Ownership (If applicable)

2. Declaration in Respect of Participation in CAF and FERWAFA Competitions.

The License Applicant must submit a legally valid declaration confirming that:

- a) it recognizes as legally binding the statutes, rules and regulations and decisions of FIFA, CAF, FERWAFA, as well as the jurisdiction of the Court of Arbitration for Sport (CAS) in Lausanne as provided in the relevant articles of the FIFA Statutes
- b) it recognizes the exclusive jurisdiction of the Court of Arbitration for Sport (domiciled in Lausanne, Switzerland) for any dispute of international dimension and in particular involving FIFA and/or CAF
- c) it recognizes prohibition on recourse to ordinary courts under the FIFA and CAF and FERWAFA Statutes
- d) at national level, it will play in competitions that are recognized and endorsed by FERWAFA

¹ In case the club was started by the Applicant, declaration confirming starting the club and the year the club started, in case the applicant purchased the Club, proof of purchase agreement and transfer agreement or any other proof indicating how the applicant acquired a club.

- e) at international level, it will participate in competitions recognized and endorsed by the CAF and/or FIFA. To avoid any doubt, this provision does not relate to friendly matches
- f) it will abide by and observe the provisions and conditions of the FERWFA club licensing regulations
- g) all submitted documents as part of the club licensing application are complete and correct
- h) it authorizes the Licensor 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; and
- i) it acknowledges that CAF and/or FIFA reserves the right to execute compliance audits at national level reviewing assessment procedures and the decision making of the licensor.
- j) This declaration must be executed by an authorized signatory.

3. Proof of Club's Annual Board Meeting

- i) It is a requirement that the Club organizes the Annual Ordinary Meeting between the Owner and the Board (Executive) and FERWFA, must be invited to attend. This meeting shall be responsible for;
 - a) Amendment of Club Statutes
 - b) Appointment (election) of the Board
 - c) Approval of Club Budgets as presented by the Club CEO through the Board
 - d) Approval of Club Financial Statements as presented by the Club CEO through the Board
 - e) Presentation of the Club Activity Report and Plans
 - f) Appointment of Club External Auditors

4. Ownership and Control of Clubs

- 1) The license applicant must submit a legally valid declaration confirming no physical or moral person involved in the ownership, 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; or
 - b) Holds a majority of the shareholders' voting rights of any other club participating in the same competition; or
 - c) has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of any other club participating in the same competition; or
 - d) is a shareholder and alone controls a majority shareholders' voting rights of any other club participating in the same competition, pursuant to an agreement entered into with other shareholders of the club in question;
 - e) Is a member of any other club participating in the same competition;
 - f) Is involved in any capacity whatsoever in the management, administration and/or sporting performance of any other club participating in the same competition;

- g) Has any power whatsoever in the management, administration and/or sporting performance of any other club participating in the same competition;
- h) This declaration must be validated by an authorized signatory.

5. Written Contract with Professional Players & Online Registration

- I) All the license applicant's professional players must have a written contract with the license applicant in accordance with the relevant provisions of the FERWafa and FIFA Regulations on the Status and Transfer of Players and shall incorporate all key provisions required by the national law and of FIFA, CAF, and FERWafa.
- II) Players of the first team must be registered on an online platform of the licensor, ideally connected with the FIFA Connect ID program to generate a FIFA ID for each player.
- III) The License Applicant must submit;
 - a) Copy of written contract for each player with a professional contract.

Article 17: FINANCIAL CRITERIA

1: Bank Account

The License Applicant must have a bank account that allows the traceability of transactions related to women's football, in accordance with national legislation.

2: Audited Annual Financial Statements – Long term.

- 1. As part of its license application, and regardless of the legal structure, the license applicant must submit its annual financial statements, in respect of the statutory closing date prior to the deadline for submission of the application to the licensor.
- 2. Annual financial statements must be audited and certified by an independent auditor.
- 3. The annual financial statements must consist of:
 - a. a balance sheet.
 - b. a profit and loss account.
 - c. a cash flow statement.
 - d. notes (comprising a summary of significant accounting policies and other explanatory notes) and
 - e. a financial review by the management.
- 4. The auditor must be independent in compliance with the International Federation of Accountants (IFAC) Code of Ethics for Professional Accountants.

3 : Annual Budget – Long term

1. The Annual Budget should state the following:

- a. projected income for the coming Financial Year.
- b. projected expenditure for the coming Financial Year.
- c. all the sources of revenues and income projected for the coming Financial Year along with the amount; and
- d. all the sources of expenditure projected for the coming Financial Year along with the amount.

4: No Overdue Payables towards football clubs - Transfer activities

- 1) The License applicant must prove that there are no overdue payables towards football clubs at the commencement of the licensing period. If a License applicant has overdue payables at the commencement of the licensing period, they shall have a grace period of three (3) months to prove that, such overdue payables have been fully settled, deferred by mutual agreement with the creditor, are still pending before a competent authority and without a final and binding decision or are subject to a not obviously unfounded dispute submitted to a competent authority.
- 1) Payables are those amounts due to football clubs as a result of:
 - a) transfer activities, including any amount due upon fulfillment of certain conditions.
 - b) training compensation and solidarity contributions as defined in the FIFA Regulations on the Status and Transfer of Players; and
 - c) any joint and/or several liability decided by a competent body according to FIFA, CAF and FERWAFA statutes and regulations, for the termination of a contract by a player.

By the deadline and in the form communicated by FERWAFA administration, the License applicant must submit a signed declaration confirming the absence or existence of overdue towards football clubs.

5: No Overdue Payables towards – Employees

1. The License applicant must prove that it has no overdue payables towards current and former employees at the commencement of the licensing period. If the License applicant has overdue payables at the commencement of the licensing period, it shall have a grace period of three (3) months to prove that such overdue payables have been fully settled, deferred by mutual agreement with the creditor, are still pending before a competent authority and without a final and binding decision or are subject to a not obviously unfounded dispute submitted to a competent authority.
2. Payables are all forms of consideration due in respect of employees as a result of contractual or legal obligations, including wages, salaries, image rights payments, bonuses and other benefits. Amounts payable to people who, for various reasons, are no longer employed by the applicant fall within the scope of this criterion and must be settled within the period stipulated in the contract and/or defined by law, regardless of how such payables are accounted for in the financial statements.

1. The term "employees" includes the following persons:
 - a. all professional players according to the applicable FIFA Regulations on the Status and Transfer of Players; and
 - b. the administrative, technical, medical and security staff specified in these regulations.
2. By the deadline and in the form communicated by the FERWafa administration, the licensee must submit a signed declaration confirming the absence or existence of overdue payables towards current and former employees.

6: No Overdue Payables – Social and Tax Authorities – Best practice

1. The License applicant shall prove that there are no overdue payables towards social and tax authorities at the commencement of the licensing period. If the License applicant has overdue payables at the commencement of the licensing period, it shall have a grace period of two (2) months to prove that by the commencement of the next licensing period, such overdue payables have been fully settled, deferred by mutual agreement with the creditor, are still pending before a competent authority and without a final and binding decision or are subject to a not obviously unfounded dispute submitted to a competent authority.

1. Payables are those amounts due to social/tax authorities as a result of contractual or legal obligations in respect of all employed individuals. Payables include, but are not limited to, personal income tax, pension fund payments, social security and similar payments.
2. By the deadline and in the form communicated by the FERWafa administration, the License applicant must submit a signed declaration confirming the absence or existence of overdue payables towards social and tax authorities.

NB: Applicants are encouraged to seek tax exemption certificates.

7: No Overdue Payables in respect of CAF and the Licensor (FERWafa)

1. The License applicant must prove that it has no overdue payables towards CAF, CECAFA or the Licensor (FERWafa) as at the commencement of the licensing period. If the License applicant has overdue payables as at the commencement of the licensing period, it shall have a grace period of three (3) months to prove that such overdue payables have been fully settled, deferred by mutual agreement with the creditor, are still pending before a competent authority and without a final and binding decision or are subject to a not obviously unfounded dispute submitted to a competent authority.

2. Payables in respect of CAF and FERWafa include, but are not limited to, financial disciplinary measures and fines imposed by the FERWafa or CAF Disciplinary Boards or Committees.

3. By the deadline and in the form communicated by the CAF administration and FERWafa, the License applicant must submit a signed declaration confirming the absence or existence of overdue payables towards CAF or the Licensor (FERWafa).

1. Other Financial requirements;

- a) Setting the Financial Year in the Club Statute
- b) The proof of payment to FERWAFA of the License Application Fees as set by FERWAFA
- c) The Club Bank Statement for the last 6 months to-date of submission Proof from the bank
- d) Club CEO must be a Co. signatory to the club bank account
- e) Letter of guarantee of payment of players, coaches and staff for the whole season
- f) Proof of payment of players and coaches every three (3) Months

Article 18: Duty to notify significant changes

- 1) 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 within thirty (15) working days of the event.

Article 19: LOWER LEAGUE DIVISIONS

The parameters will be as designed by FERWAFA Licensing administration.

SECTION 3: FINAL PROVISIONS

Article 20: Other Factors for not issuing a Club License

- 1) Despite fulfilling all licensing requirements, the License may not be granted for the following reasons;
 - a. Where the Applicant has filed and has pending matter(s) of interpretation and application of FERWFA Rules in Courts of Law against another football entity.
 - b. Where the Applicant has unpaid dues to other clubs and/or players as salaries or transfer fees.
 - c. Where the Applicant has outstanding fines and dues to FERWFA

Article 21: The Four-Year Club Licensing work plan

- a. The four-year work plan has been designed in a format that illustrates a progressive curve in the requirements of club licensing season after season.

Article 22: Failure to obtain or apply for a license for a specific division

In the event of failure to obtain or apply for a License, the affected club;

- a. If it had applied for a 1st Division License, it will thereafter be sportingly eligible to apply for the current season FERWFA 2nd Division League Club License
- b. If it had applied for a FERWFA 2nd Division League License, it will thereafter be sportingly eligible to apply for the current season FERWFA 3rd Division League Club License

Article 23: Acts of Integrity

- 1) Documents and information submitted by the License Applicant will be treated with confidentiality. If a body of the Licensor or Person whether an official or employee of the Licensor is proven by the FERWFA Disciplinary Committee to have not respected the confidentiality of submitted information, corrective measures will be applied up to banning from sporting and administrative contact with FERWFA or its affiliates/bodies. however Ferwafa reserve the right to publish information with public nature.
- 2) Documents and information submitted by the License Applicant will be expected to be correct and complete. If the License Applicant or Person whether an official or employee of the License Applicant is proven by the FERWFA Disciplinary Committee to have submitted incorrect or incomplete information to circumvent these regulations knowingly or unknowingly, corrective measures will be applied that may include;

- a) Cancellation of the already issued license and immediate relegation to a lower division than the one applied for in the following season — for example, if the club applied for a First Division license, it will be relegated to the Second Division.
- b) Banning from sporting and administrative contact with FERWAFA or its affiliates/bodies.

Article 24: Control in More than One Club

- 1) Members of the Club Board (Executive Committee) inclusive of the Club President or Chairman may not be appointed/elected as Members of the Board (Executive Committee) of another club in the Professional Leagues until after 5 years from the last time they held a such a position at another club.
- 2) The Club CEO and Club Head Coach may not serve more than 2 clubs in the same season in the same league

Article 25: FERWAFAs Circulars

From time to time, FERWAFAs may issue circulars to clarify or even amend any content of these rules and the circular content shall supersede the content of these rules. Clarifications of the existing rules may be communicated before, during or after any incident and they may be used for the incident while amendments will only come into force after they are issued.

Article 27 : Rights and Duties of Staff Members

The rights and duties of the license applicant's staff members must be defined in writing.

Article 28: Matters not provided for

Matters not provided for and force majeure will be decided by the FERWAFAs Executive Committee, and their decision shall be final.

Article 29: Declaration

- 1) These regulations are approved by the FERWAFAs Executive Committee
- 2) These rules come into force upon being signed as provided below. Unless amended, these regulations shall remain in force.



MUNYANTWALI ALPHONSE
FERWAFAs President



ADOLPHE KALISA
FERWAFAs Secretary General

Annex 1: Procedural Rules

1) Scope of Application

- a) This section defines the procedure to be followed by the Licensor, FIB and AB.
- b) Any provisions in the FERWAFA Statutes or in the Club Licensing Regulations that deviate from these Rules shall have precedence over the provisions of these Rules.
- c) If there are any omissions in these rules, the Decision-Making Bodies will decide in accordance with the FERWAFA statutes and regulations.

2) Procedural Rights

- a) The License applicant or appellant's fundamental procedural rights shall be guaranteed, in particular, the right to equal treatment and have a reasoned decision.

3) Official Language

- a) License applicants must submit all necessary documentary evidence of their compliance with these regulations in English.
- b) Proceedings at decision making bodies may be conducted in English.

4) Deadlines

- a) Deadlines are those defined and outlined in official communications issued by FERWAFA (including circulars, formal letters and email) and via any electronic information platform which may be in use by FERWAFA
- b) The Licensor may, alter the deadlines outlined during a cycle and communicate such changes, in a timely manner, to all those involved in the Club Licensing process.
- c) The deadline shall be deemed to have been observed where the submission is made by midnight the day of the deadline.
- d) Deadlines are triggered when notified and begin on the day after the parties have received the relevant notification or communication.
- e) The deadline shall expire at midnight on the last day. If the last day of the time limit is a public holiday in Uganda, the time limit shall expire the next working day.

5) Notifications or Communications

- a) Notifications or communications shall be served at the contact details of the License Applicant or Appellant as per FERWAFA records. They may also be served on parties' representatives. They may be made by e-mail or any other means of telecommunication that provides a record of sending thereof.

6) Appeal

- a) An appellant wishing to appeal before the AB against a decision of the FIB shall submit its/his Request for Appeal to the AB in writing.
- b) To lodge an appeal, an appellant must pay an appeal fee of 500 UAs
- c) Appeals may only be submitted by the appellants as defined in Article 8 of these present regulations.
- d) The time limit to appeal is 7 days after the date on which the FIB's decision was notified to the License Applicant.
- e) The request for appeal must be dated and signed by the Appellant and it must contain:
 - i. The FIB's decision appealed against;
 - ii. The grounds for the appeal;
 - iii. The legal arguments giving rise to the appeal;
 - iv. All supporting documents and evidences upon which the Appellant intends to rely in accordance with Article 8 above.

If these requirements have not been complied with, the appeal may not be admissible. This decision will be taken by the AB.
- f) The License appellant has the right to be heard.
- g) The appeal shall not have a suspensive effect.

7) Evidence

- a) The appellant has the burden of proof.

8) Hearings/Deliberations

- a) The FIB and AB shall deliberate in chamber