



FÉDÉRATION RWANDAISE DE FOOTBALL ASSOCIATION

FERWAF THIRD DIVISION MEN'S LEAGUE 2023 -2024 PARTICIPATING CRITERIAS (CLUB LICENSING CRITERIA)

In relation to club Licensing and Ferwafa Club Licensing regulations , all clubs must undergo a licensing process and grant a license to participate in Ferwafa Third Division men's league 2023 -2024 season.

Club intending to participate in above mentioned competition must fulfill all requirements set in the mentioned regulations related to the following domestic club Licensing Criterias.

The clubs are evaluated on five criteria (pillars) such as :

1. ADMINISTRATIVE AND PERSONNEL
2. SPORTING
3. INFRASTRUCTURE
4. FINANCIAL
5. LEGAL

Each criteria will be grade as follow:

Mandatory : Non -fulfilment of this criteria means that the license applicant shall not be granted a license to enter in national competition.

Obligatory : Non -fulfilment of this criterions means that the license applicant shall not be sanctioned. However , the license applicant may still receive a license to participate in the national competitions organized by FERWAF .

Best Practice : Non - fulfilment of this criterion does not lead to any sanction or rejection of a license . Best Practice are progressive recommendations by Ferwafa Club Licensing to help clubs future licensing requirements and the overall improvement of club management system. Minimum requirement for a Club to be registered in third division.

1. PERSONNEL AND ADMINISTRATIVE

1.02 CLUB SECRETARIAT

- General manager /CEO (**Mandatory**)
- Finance Officer (**Mandatory**)
- Media and digital officer (**best practice**)
- Safety and security officer (**best practice**)
- Medical doctor (**mandatory**)
- Physiotherapist (**mandatory**)
- Marketing and sponsorship officer (**Best practice**)
- Club licensing officer (**Best practice**)

Technical personnel

First team coach (**minimum licence C**) **mandatory**

First team assistant coach (**minimum licence D**) **mandatory**

First team goal keeper coach **best practice**

Fitness coach of the first team **best practice**

Women's first team coach (**best practice**)

Youth coach (**Option of the first team assistant coach or first team second assistant coach doubling**)

N.B In respect of each of the above-mentioned administrative staff, kindly attach a copy of the agreement/contract, job description and the relevant diploma or certificate (where necessary) related to his/her responsibilities and qualifications.

2. SPORTING CRITERIA

S.01. Approved youth development programme

The license applicant must have a youth development program. The license applicant are encouraged to have youth development program (**obligatory**)

S.02 YOUTH TEAM (Mandatory)

The license applicant must have a youth team atleast aged between **11-15** years . This is a mandatory requirement.



S.03 WOMEN'S TEAM (best practice)

The license applicant are encouraged to have one wome's team participating in competition sanctioned by Ferwafa. The applicant may operate the women's team itself or have a written agreement with another entity who operate the team. This Best practice.

S.04 MEDICAL CARE OF PLAYERS

The license applicant must provide all players registered with the club full access to medical support services inand comprehensive medical insurance (mutuelle de sante) coverage for contracted players. This **mandatory**

3. INFRASTRUCTURE CRITERIA

3.01 HOSTING VENUE (MANDATORY)

The license applicant must have a stadium /pitch available to host its home matches. The applicant may legally own the stadium or they may conclude a written lease agreement with the owner of a stadium /pitch (clearly showing hours allowed for using it).

3.02 AVAILABILTY OF TRAINING FACILITIES (MANDATORY)

The license applicant must guarantee access to the training facilities for its teams including First team, youth team and women teams. The applicant may legally own the training facility or they may have a written lease agreement withthe owner the training facilities. This is **mandatory**.

3.03 AVAILABILITY OF OFFICE SPACE (MANDATORY)

The license applicant must have office space for its administration and personnel. The applicant may legally own the office space, or they may have a written agreement with owner of the office space. This mandatory **requirement**.



4. LEGAL CRITERIA

L.01. Declaration in respect of participation in Ferwafa & CAF /FIFA competition

L.02. MINIMUM LEGAL DOCUMENT

- A copy of its constitution , statutes or any other document of similar legal nature Mandatory
- Copy of permanent legal status (Mandatory)

L.03 OWNERSHIP AND CONTROL OF CLUBS(Mandatory)

L.04 WRITTEN CONTRACT OF PLAYERS & ONLINE REGISTRATION

5. FINANCIAL CRITERIA

F.01 ANNUAL FINANCIAL STATEMENT (obligatory)

F.02 BANK ACCOUNT ANNUAL BUDGET (Mandatory)

F.03 NO OVERDUE PAYABLE PAYABLE TOWARDS FOOTBALL CLUB TRANSFER (MANDATORY)

F.04 NO OVERDUE PAYABLE TOWARDS –EMPLOYEES (MANDATORY)

F.05 NO OVERDUE PAYABLE – SOCIAL AND TAX AUTHORITIES (MANDATORY)


F.06 NO OVERDUE PAYABLE IN RESPECT OF CAF AND FERWafa (MANDATORY)



Each clubs must complete the following steps in respect of submission deadline based on the table below of licensing programme:

NO	ACTIVITY	COMPLETION DATE
1	Club Registration to play third Division	20- 31/12/2023
2	Sending Forms & requirements to Clubs (Third Men League to apply for License)	3-4/01/2024
3	Follow -up and support the club during the preparations of their documents	5-12/01/2024
4	Deadline of submission of all documents	17/01/2024
5	Organize spot - checks of the clubs after the deadline	18/01/2024
6	The meeting of the first instance body in order to decide licensing of the clubs	22-23/01/2024
7	Period of clubs appeal body in case the club was not granted for license	24-25/01/2024
8	Meeting of the appeals body to decide whether the license is granted or rejected.	26/01/2024
9	Communicating licensing decision of the clubs	26/01/2024

In case any question arise related to the current circular ,Club Licensing Manager is at your disposal to assist with all the necessary clarifications ferwafaclublicensing@gmail.com phone +250788956312



KALISA ADOPLHE

Secretary General

FEDERATION RWANDAISE DE FOOTBALL ASSOCIATION.

