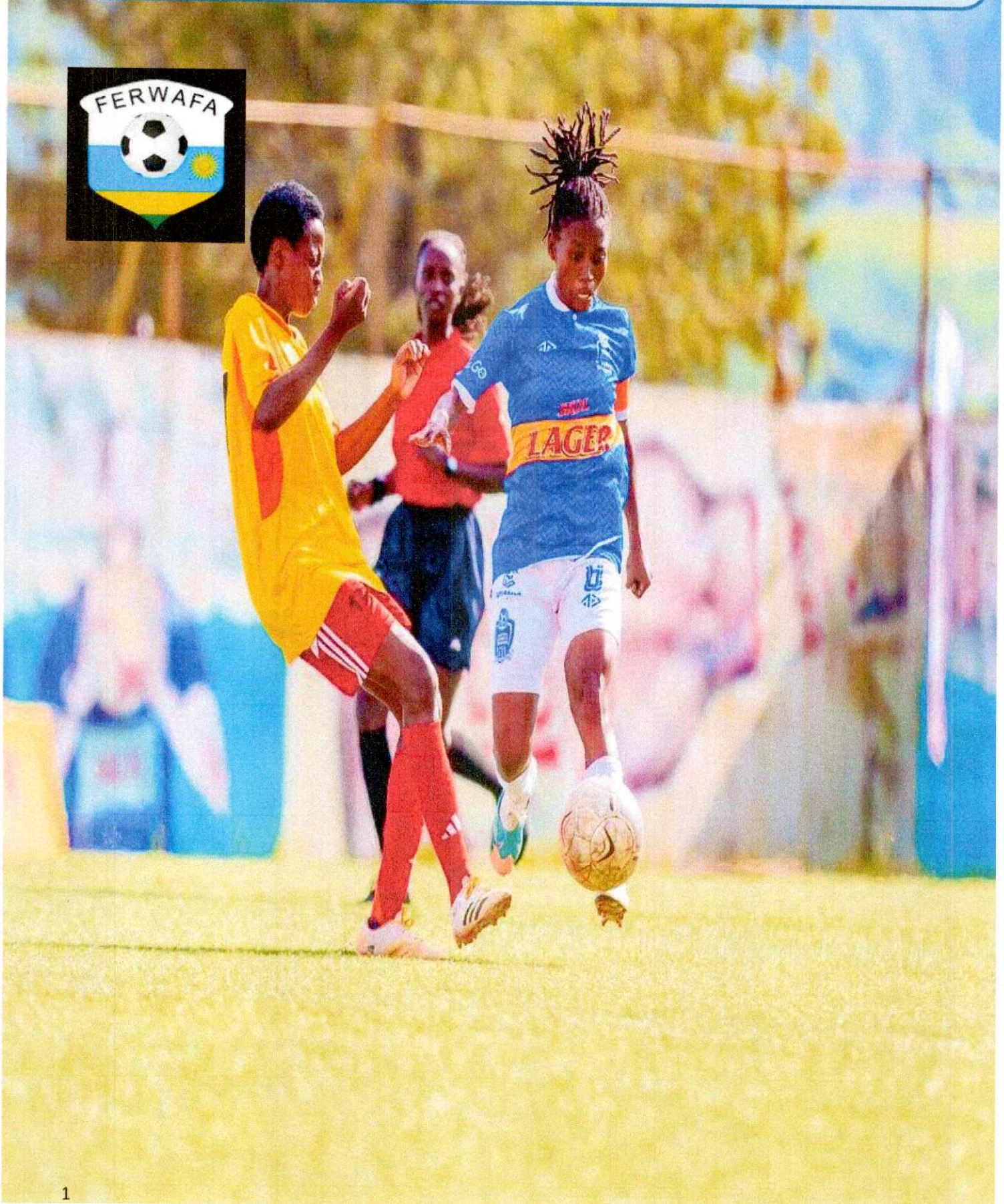


FERWafa WOMEN'S CLUB LICENSING REGULATION EDITION 2025



Preamble

- The following are regulations of the Federation Rwandaise de Football Association, hereinafter referred to as FERWAFA, which reflect the principles of the FIFA and CAF Club Licensing Regulations.
- FERWAFA recognizes the everyday effort club stakeholders, especially their owners and administrators, make in order for our female footballers, professional and amateur, youth and senior, to have an opportunity to play football. These efforts also contribute to bringing the beautiful game to fans at the stadiums, on their television screens, social media, and on the radio so that football may be enjoyed by all.
- The FERWAFA Women's Club Licensing Regulations have been designed as a development tool for all women's football clubs in Rwanda. The criteria outlined in these regulations have been carefully selected to serve as guidelines for clubs looking to increase their professionalism.
- The current version of the FERWAFA Club Licensing Regulations was adopted by the Executive Committee on 19th June ,2025.

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Section I: Introduction

Article 1: Goals of the Club Licensing System

The overall aim of Club Licensing is to raise the level of women's club football. With this in mind, four main goals have been developed:

1. Understand and safeguard club football;
2. Raise the level of professionalism in club football administration;
3. Identify and share best practices of our clubs;
4. Formalize requirements for participation in domestic and regional club competitions.

Article 2: The Two Levels of Criteria

The criteria described in the FERWFA Women's Club Licensing Regulations are divided into two separate categories and have been defined as follows:

1. Women's Football League Criteria: the fundamental items and procedures that the clubs need to meet in order to participate in the FERWFA Women's Football League as of the 2024 season.
2. CAF Women's Champions League Criteria: the items and procedures that every club who has qualified by sporting merit to the CAF Women's Champions League (or its preliminary stages) needs to meet in order to participate.

Article 3: Scope of Application

1. These regulations apply to the FERWFA Women's Football League clubs.
2. These regulations govern the rights, duties and responsibilities of all parties involved in the FERWFA Club Licensing system and define in particular:
 - a) the minimum requirements to be fulfilled by the FERWFA in order to act as the licensor for our clubs;
 - b) the license applicant (club) and the license required to enter the domestic club competitions and CAF club competitions;
 - c) the minimum criteria to be fulfilled by a club in order to be granted a license by the FERWFA as part of the admission procedure to enter the domestic or CAF club competition.

Section II: FERWAFA Club Licensing System

Article 4: Exception Policy

The FERWAFA Administration may grant exceptions to the provisions set out in these regulations.

Article 5: FERWAFA Responsibilities

The FERWAFA is the licensor of the Club Licensing system in Rwanda and is therefore in charge of implementing the Club Licensing system at the national level. For the implementation of the national Club Licensing system, the FERWAFA will:

- a) Include a provision regarding Club Licensing in the Statutes. As an alternative, the Club Licensing system may also be based on a binding agreement between the club and the FERWAFA or between the club and the affiliated league to which the Club Licensing system has been delegated;
- b) Appoint a Club Licensing Manager;
- c) Adapt the CAF Women's Club Licensing Regulations to national Women's Club Licensing Regulations to be recognized by CAF;
- d) Appoint or elect the Decision Making Bodies;
- e) Establish a Catalogue of Sanctions as outlined in Article 14.

Article 6: The FERWAFA's Club Licensing Administration

Upon completion of the tasks outlined in Article 5, the FERWAFA's established Club Licensing Administration, under the leadership of the Club Licensing Manager, will:

- a) Determine deadlines for documentation to be presented by the club to the FERWAFA via the CAF Club Licensing Online Platform (CLOP);
- b) Send invitation letters to all local clubs to apply for a FERWAFA Women's Football League and/or CAF Women's Champions League license;
- c) Review documentation submitted by clubs;
- d) Visit each club during the licensing process;
- e) Base the license decision-making process on a two-instance approach (i.e. first instance and appeal instance);
- f) Inform CAF of all license decisions (approvals and denials).

Article 7: The Football Club

1. The football club is defined as being the legal entity fully responsible for a football team which participates in national and international club competitions and is a member of or is affiliated to the FERWAFA.
2. The status of a football club (professional, semi-professional or amateur) is not relevant to the issue of a license.
3. The legal form or structure of a football club is not relevant to the issue of a license.
4. Only a registered member or an affiliate of the FERWAFA may apply for a license. Natural persons may not apply for a license.
5. The club is fully responsible for participation in national and international football competitions as well as the fulfillment of the Club Licensing criteria within the deadlines established by CAF and the FERWAFA.

Article 7: The License

1. Licenses will be issued by the FERWAFA according to the provisions of these recognized Club Licensing Regulations.
2. The FERWAFA will issue a written invitation to the football clubs to apply for a license. The club applying for a license must submit a written application to the FERWAFA. In this application, the club must, in particular, declare that it shall fulfill the obligations of the licensing system.
3. Only clubs which fulfill the criteria established in these recognized FERWAFA Women's Club Licensing Regulations by the relevant deadline will receive a license.
4. The FERWAFA must indicate the license expiration date.
5. A license may be withdrawn by the FERWAFA Club Licensing decision-making bodies during a season if:
 - a) for any reason a club becomes insolvent and enters into liquidation during the season, as determined by the applicable national law (where a club becomes insolvent but enters administration during the season, the license should not be withdrawn as long as the purpose of the administration is to rescue the club and its business);
 - b) any of the conditions for the issue of a license are no longer satisfied; or
 - c) the club violates any of its obligations under the national regulations.

Article 8: The Club Licensing Decision-Making Bodies

1. The FERWAFA shall establish two Club Licensing decision-making bodies which can be appointed or elected.
2. The FERWAFA Club Licensing decision-making bodies shall be independent from each other. They shall receive administrative support from the Club Licensing Administration. A member of the Club Licensing decision-making bodies must in all cases immediately abstain from participating in the licensing process if there is any doubt as to his/her independence towards the club or if there is a conflict of interest.
3. The first instance Club Licensing decision-making body shall decide on whether a license shall be granted to a club on the basis of the documents provided and in accordance with the provisions of the Club Licensing Regulations at the submission deadline set by the FERWAFA.
4. The appeal instance Club Licensing decision-making body shall decide on appeals submitted in writing and make a final and binding decision on whether a license shall be granted.
5. All decisions by the Club Licensing decision-making bodies must be made in writing and if a license is rejected, the motive for refusal must be reasoned.

Article 9: The First Instance Body

1. The FIB is an independent FERWAFA decision-making body which decides on whether a licence shall be granted or denied to an applicant club.
2. The FIB shall have a minimum of five (05) members.
3. The quorum must be a minimum of three (03) members.
4. A vote will be taken to decide whether each club's application is approved or rejected, with a simple majority required in order to reach a decision. In case of a tie, the Chairperson of the FIB shall have the casting vote.

5. The decision to grant or deny a license must be substantiated in writing.
6. Members of the FIB are either elected or appointed in accordance with the statutes of the FERWAFA and must:
 - a. fulfil the requirements of qualification, independence and confidentiality;
 - b. act impartially in the discharge of their duties;
 - c. abstain if there is any doubt as to their independence from the licence applicant or if there is a conflict of interest. In this connection, the independence of a 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 licence 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 FERWAFA;
 - f. not belong simultaneously to the executive body or administration of the FERWAFA and/or its affiliated league;
 - g. not belong simultaneously to the ownership or management personnel of an affiliated club.

Article 10: Appeals Body

1. The Appeals Body (AB) is an independent decision-making body which shall decide on submitted appeals and make a final and binding decision on whether a licence should be granted or refused.
2. Appeals may only be lodged by:
 - a. the licence applicant following a refusal or sanction by the FIB;
 - b. a licensee whose licence has been withdrawn by the FIB;
 - c. the club licensing manager on behalf of the licensor.
3. The AB decides on appeals submitted in writing and makes a final decision on whether a licence should be granted or withdrawn. Its decisions are final.
4. The AB makes its decision based on the decision of the FIB and all the evidence provided by the appellant to the FIB with its written request for appeal and by the set deadline.
5. An appeal may be made on the basis that the FIB failed to apply the criteria correctly or did not understand the facts as given. An appeal may not be made on the basis of new or additional information, for instance that the club has met the criteria since the First Instance Body process.
6. A vote will be taken to decide whether each club's appeal is approved or rejected, with a simple majority required in order to reach a decision.
7. The AB shall make its decision by reviewing the decision of the FIB and all the evidence provided by the licence applicant or licensor with its written request for appeal within the deadline determined in the appeal procedure by the licensor's club licensing regulations. Any further evidence submitted to the AB at a later stage shall not be taken into account.
8. Once a licence is granted or refused, such decision must be in writing and include reasoning.
9. The FERWAFA shall decide on the composition of the AB. The AB shall have a minimum of three members.
10. The quorum must be a minimum of three members. In case of a tie, the Chairperson of the AB shall have the casting vote.

11. Members of the AB are either elected or appointed in accordance with the statutes of the FERWAFA and must:
- a. fulfil the requirements of qualification, independence and confidentiality;
 - b. act impartially in the discharge of their duties;
 - c. abstain if there is any doubt as to their independence from the licence applicant or if there is a conflict of interest. In this connection, the independence of a 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 licence 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 administration of the FERWAFA or its affiliated league;
 - g. not belong simultaneously to the ownership or management personnel of an affiliated club.

12. The chairperson of the AB must have a legal background.

Article 11: The Decision-Making Procedure

FERWAFA 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 equal treatment;
- c) representation (e.g. legal representation);
- d) the right to be heard (e.g. convocation, hearing);
- e) official language(s);
- f) time limit to issue a request (e.g. calculation, compliance, interruption and extension thereof);
- g) time limit to appeal;
- h) effect of the appeal;
- i) type of evidence requested;
- j) burden of proof (e.g. club has burden of proof);
- k) decisions (in writing with reasoning, etc.);
- l) ground for complaint;
- m) content and form of pleading;
- n) deliberation and hearings;
- o) cost of procedure, administrative fee and deposit.

Article 12: The Core Process

1. The core process consists of the following minimum key steps:
- a. invitation to the licence applicants to submit their application for a licence;
 - b. submission of the licensing documentation and deadlines to the licence applicants;
 - c. return of the licensing documentation to the licensor;
 - d. assessment of the documentation by the licensing administration, including visits to the licence applicants;
 - e. submission of the written representation letter to the licensor;
 - f. assessment and decisions by the decision-making bodies;
 - g. communication of the licence decisions, in writing, to the licence applicants;
 - h. communication of any applicable sanctions, in writing, to the licence applicants;

- i. submission of the list of licensing decisions for national and international club competitions to the CAF administration.
2. The deadlines for the above key process steps must be clearly defined and communicated in writing to the licence applicants in a timely manner by the licensor.

Article 13: Equal Treatment and Confidentiality

1. The FERWAFA ensures equal treatment of all clubs applying for a license.
2. The FERWAFA guarantees the clubs full confidentiality with regard to all information submitted during the licensing process. Anyone involved in the licensing process or appointed by the FERWAFA must sign a confidentiality agreement before assuming their tasks.

Article 14: CAF Spot Checks

1. CAF reserves the right to conduct spot checks, at any time, to the FERWAFA and/or the clubs, stadiums, training facilities and headquarters.
2. FIFA has the right to request CAF to carry out a specific spot check.
3. The spot checks aim to ensure licenses have been correctly awarded by the FERWAFA at the time of the final and binding decision.
4. Upon FIFA's request, CAF shall send FIFA comprehensive reports about the results of the spot checks.
5. If CAF determines that the FERWAFA issued a license in breach of the national and CAF Women's Club Licensing Regulations, the Member Association shall be sanctioned by CAF's Disciplinary Committee in accordance with the applicable disciplinary regulations. If deemed appropriate, the matter may also be referred to CAF's Ethics Committee.

Article 15: FIFA Spot Checks

1. In the event that CAF fails to implement a spot check procedure, does not carry out spot checks to the FERWAFA or does not send to FIFA, at its request, comprehensive reports about the result of the spot checks, FIFA shall set CAF a deadline to do so. If this deadline is not respected by CAF, FIFA has the right to carry out the spot checks directly. The FERWAFA is obliged to cooperate with FIFA for this purpose and provide FIFA with full access to the files.
2. If FIFA realizes that the FERWAFA has issued a license in breach of the national and CAF Club Licensing Regulations, FIFA shall inform CAF so the latter can sanction the Member Association in accordance with Article 12. In the event that CAF fails to take action or fails to impose sanctions, FIFA shall set CAF a deadline to do so. If this deadline is not respected by CAF, the FIFA Disciplinary Committee has the right to sanction the Member Association directly in accordance with the FIFA Disciplinary Code.

Article 16: Catalogue of Sanctions

FERWAFA will establish a Catalogue of Sanctions for the Club Licensing system (e.g. for non-fulfillment of Club Licensing Criteria). The Catalogue of Sanctions may include, but is not limited to:

- a) a caution;
- b) a fine;
- c) the obligation to submit evidence or fulfill certain conditions by a certain deadline;
- d) the deduction of points;

- e) a prohibition on concluding new transfer agreements or players' contracts;
- f) the obligation to submit guarantees.

Article17: Option for the FERWAFA to Delegate the Club Licensing System to an Affiliated League

1. The FERWAFA may delegate the Women's Club Licensing system to an affiliated league, subject to the approval of CAF's General Secretariat.
2. The FERWAFA, as a member of CAF, remains fully responsible for the proper implementation of the Club Licensing system in Rwanda, regardless of whether or not there is a delegation.

Section III: FERWAFA Women's Football League Club Licensing Criteria

I. INFRASTRUCTURE CRITERIA

Article 17

I.01 Stadium Availability and Requirements

The license applicant must have a Stadium available to host football matches for its team participating in a competition. One of the following requirements must be met:

- a. Alternative 1: The license applicant legally owns the Stadium and will play its home matches in this stadium in the license period therein; or
- b. Alternative 2: The license applicant concludes a written lease (or usage) agreement with the owner of a Stadium it will use. This lease agreement shall guarantee the use of the stadium for the Club's home matches in the license Period.

Article 18

I.02 Availability of Training Facilities

The license applicant must guarantee access to training facilities for its team. Such access shall be confirmed if one of the following requirements is met:

- a. Alternative 1: The license applicant legally owns the training facilities and may use them in the license Period; or
- b. Alternative 2: The license applicant concludes a written lease (or usage) agreement with the owner(s) of the training facilities. This lease agreement shall guarantee the use of the training facilities for the license Period.

Article 19

I.03 Availability of Office Space

The license applicant must have office space for its administration and personnel. This availability shall be confirmed if one of the following requirements is met:

- a. Alternative 1: The license applicant legally owns the office space and may use the space in the license Period; or
- b. Alternative 2: The license applicant concludes a written lease (or usage) agreement with the owner(s) of the office space. This lease agreement shall guarantee the use of the office space for the license period.

II. SPORTING CRITERIA

Article 20

S.01 Players' Medical Care

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

These shall include, but are not limited to, the following:

- a. yearly medical examination for all its players eligible to play for its first squad.
- b. comprehensive medical insurance coverage for players.

Article 21

S.02 Players and Child Safeguarding Policies and Welfare

The license applicant must establish and apply measures, in line with relevant CAF and FERWAFA guidelines, to protect, safeguard, and ensure the welfare of players, ensuring they are in a safe environment when participating in activities organized by the license applicant. The License Applicant should work with locally based women/children protection experts and have a club safeguarding officer within its administration to develop and implement such measures, including having a safeguarding policy.

Article 22

S.03 Youth team

The License applicant to establish at a minimum one youth team of girls aged 15-20.

One of the following requirements must be met:

- a) Alternative 1: The team fully manages the youth team
- b) Alternative 2: The team may partner with a primary school and should provide technical support and educational support to the players, while ensuring players have access to competitive opportunities.

III. PERSONNEL & ADMINISTRATIVE CRITERIA

Article 23

P.01 Secretariat

The license applicant should demonstrate they have an adequate number of skilled secretarial staff to run its daily operations in the form of an organogram. Members of the secretariat include but are not limited to those mentioned under this criterion.

Article 24

P.02 General Manager / CEO

The license applicant must employ one full-time General Manager/CEO that is responsible for running its daily business (operative matters) and present his/her employment contract to the licensor (FERWAFA).

Specifically, the individual(s) must fulfil, as a minimum, in collaboration with other personnel at the club, the following functions:

- a) create and manage the club's budget for women's football throughout the year.
- b) be present at the administrative and sports meetings of the club.
- c) be the point of contact with the Member Association for the Club Licensing process, championship scheduling, and competition meetings.
- d) participate in the administrative meetings of the Member Association on women's football;
- e) support the first team coaching staff in recruitment of players, as well as undertake the duties of player registration and the club's general relationship with the players;
- f) work with the club's marketing and communications departments to create and implement a marketing and communications plan;
- g) work with the club's media and communications department to activate women's football with existing club sponsors;
- h) work with the club's media and communications department

Article 25

P.03 Team Manager

The Team Manager will provide management and leadership to the team and will be the link between the club secretariat and the technical team as well as players. The team manager must ensure:

- a) Undertake administrative tasks e.g. in relation to player welfare and maintaining records and data as required.
- b) Manage and coordinate day to day club activities.

- c) Overall management of players and technical staff
- d) Liaise with external professionals, individuals and families as required to ensure that the needs of the players are reviewed regularly, and timely plans are developed.
- e) Ensure that effective protocols and practices are in place to enable sufficient club operations.

Article 26

P.04 Physiotherapist

1. The license applicant must appoint at least one (01) female physiotherapist responsible for providing medical support and advice to the women's first team. The physiotherapist must ensure support during matches and training.
2. The physiotherapist must be recognized and certified by the appropriate national health authorities and be duly registered with the Member Association or league.

Article 27

P.05 Head Coach

1. The License Applicant must appoint only one (01) Head coach at a time who is confirmed as the Head Coach of the women's team by FERWAFa and will be registered as a team official in all competitions.
2. The Head Coach is responsible for the following matters:
 - a. players' selection.
 - b. tactics and training.
 - c. management of the players and technical staff in the dressing room and the technical area before, during and after matches.
 - d. duties regarding media matters (press conferences, interviews, etc.);
 - e. all football technical matters of the women's first team; and
 - f. additionally, he/she may be involved with the reserve/developmental/youth teams in the club.
3. The Head Coach must meet the Coaching Requirements as stipulated by the licensor (FERWAFa).

Article 28

P.06 Female Coach

1. The License Applicant must appoint at least one (01) female coach assisting the Head Coach or in the position of Head coach.
She may as well coach the reserve/developmental/youth teams in the club.
2. The Coach must:
 - a) meet the Coaching Requirements as stipulated by FERWAFa.
 - b) be duly registered with FERWAFa.
 - c)

Article 29

P.07 Assistant coaches, Officers, and other Technical Staff

From the list of club technical team, the license applicant must ensure a minimum of two (2) other officers of the technical bench (i.e., Assistant Coach, Goalkeeper Coach, Fitness Coach, Physiotherapist, media officer) must be female

Article 30

P.08 Club Licensing Online Platform Officer

1. The license applicant must appoint an individual within the club to be responsible for operating the CAF Club Licensing Online Platform (CLOP).
2. The Club Licensing Online Platform officer will be responsible for:
 - a. collecting and uploading the required documents from the club to the CAF CLOP;
 - b. answering messages and alerts created by the CAF CLOP;
 - c. acting as the point of contact between the club, the licensor (FERWAF) and CAF.
3. The CLOP Officer may conduct other duties at the football club.

Article 31

P.09 Club Website or Social Media account

The License Applicant must have at a minimum, a club website or one (1) official social media account.

Article 32

P.10 Media and Digital Officer

1. The license applicant must appoint one (01) Media and Digital Officer that oversees its media matters, who can be either a person working in the club's administration, or an external partner mandated by the club through a written contract.
2. The Media Officer must hold as a minimum the following qualifications:
 - a. diploma in journalism or
 - b. proven experience and expertise in journalism and/or digital media.

Article 33

P.11 Safety and Security Officer (Best Practice Requirement)

1. The license applicant should appoint one (01) Safety & Security officer that oversees its safety and security matters with the following responsibilities:
 - a. developing, implementing, and reviewing safety and security policy and procedures, including risk management and planning.

- b. being the main point of contact between the public authorities and the license applicant on all safety and security matters.
 - c. managing match-related safety and security operations.
1. The safety & security officer must hold as a minimum of one of the following qualifications: (as from season 2025/2026)
 - a. a certificate as policeman/policewoman or security person according to national law, or.
 - b. a safety and security diploma based on a specific course issued by the FERWAFA, CAF, FIFA or by a state recognized organization.

Article 34 Rights and Duties of Staff Members

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

Article 35: Duty of Replacement During Licensing Period

1. If any function defined in these regulations becomes vacant during the licensing period, the licensee must ensure that, within a period of a maximum of thirty (30) days, the function is taken over by someone who holds the required qualification.
2. In the event that a function becomes vacant due to illness or accident, the licensor (FERWAFA), may grant an extension to the sixty (60) day period only if reasonably satisfied that the person concerned is still medically unfit to resume duties. The licensee must promptly notify the licensor (FERWAFA) of any such replacement.

Article 36 Duty To Notify Significant Changes

Any event occurring after the submission of the licensing documentation to the licensor (FERWAFA) representing a significant change compared to the information previously submitted must be notified to the licensor (FERWAFA) within fifteen (15) working days of the event.

IV. FINANCIAL CRITERIA

Article 38:

F.01 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.

Article 39

F.02 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.

Article 40

F.03 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.

Article 41

F.04 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.

Article 42

F.05 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.

Article 43

F.06 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.

Article 44

F.06 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).

V. LEGAL CRITERIA

Article 45

L.01 Declaration in Respect of Participation in the FERWAFA Women Football League

1. The license applicant must submit a legally valid declaration confirming the following:
 - a. it recognizes as legally binding the statutes, rules and regulations and decisions of FIFA, CAF, FERWAFA and where such exists the national league.
 - b. it recognizes the exclusive jurisdiction of the CAS (Court of Arbitration for Sport in Lausanne) for any dispute of international dimension and in particular involving FIFA and/or CAF.
 - c. It recognizes the prohibition to recourse to ordinary courts under the Statutes of FIFA and CAF.
 - d. at National level, it will play in leagues and competitions that are recognized and endorsed by the FERWAFA;
 - e. at continental level, it will play in competitions that are recognized by CAF and FIFA. For the avoidance of doubt, this provision does not relate to friendly matches.
 - f. it undertakes to abide by and respect the provisions and conditions of the licensor's regulations.
 - g. all submitted documents as part of the club licensing application are complete and correct.
 - h. It authorizes the competent club licensing authority 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.
 - i. It acknowledges that CAF and/or FIFA reserves the right to execute compliance audits at continental and national level reviewing the assessment procedures and the decision-making of the licensor. This declaration must be validated by an authorized signatory.
2. This declaration must be executed by an authorized signatory prior to the corresponding deadline for its submission to the Licensor.

Article 46

L.02 Minimum Legal Documents

The License Applicant must submit the following documents:

1. A copy of its constitution, statutes or any other document of similar legal nature.
2. An extract from a public register (e.g. trade register) which demonstrates that the License Applicant is a legal entity which contains the following information:
 - a. complete legal name.
 - b. address of headquarters.
 - c. legal form;
 - d. list of authorized signatories.
 - e. type of signature (e.g. individual, collective).:
 - f. List of members update for clubs registered as associations

Article 47

L.03 Ownership and Club Control

Applicants must submit a list of all club officials and board members on a club letterhead.

1. The license applicant must submit a legally valid declaration stamped by a commissioner of oaths 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 the 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.

2. This declaration must be validated by an authorized signatory.

Article 48

L.04 Written Contract with Professional Players & Online Registration

1. All of the license applicant's professional players must have a written contract with the license applicant in accordance with the relevant provisions of the 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.

2. Players of the first team must be registered on an online platform of the licensor (FERWAFA), connected with the FIFA Connect ID program in order to generate a FIFA ID for each player.

NB: The contracts should include medical cover for the players.

Article 49

L.05 Formal Written Agreement between Men's and Women's Football Club

In the event that the women's football club partners with a different entity (e.g Men's team) the club must provide the Licensor with a duly signed formal agreement between the two parties.

Section IV: CAF Women's Champions League Criteria

For the minimum club licensing requirements at CAF, please refer to the CAF WOMEN'S CLUB LICENSING REGULATIONS.

Section V: Final Provisions

Article 50: Language of Correspondence


All correspondence between FIFA, CAF, FERWAFA and the football club must be in one of CAF's official languages. If any correspondence is not written in any of CAF's official languages, then CAF may request any party for a certified translation of documents at their expense.

Article 51: Adoption and Entry into Force

These regulations were adopted by the FERWAFA Executive Committee on 19th June 2025 and come into force with immediate effect.


MUNYANTWALI ALPHONSE
FERWAFA President




ADOLPHE KALISA
FERWAFA Secretary General