



FKF CLUB LICENSING MANUAL

YEAR 2017

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CHAPTER I - ABBREVIATIONS AND DEFINITIONS

Article 1. ABBREVIATIONS

The abbreviations given below denote the following:

AB	Appellant Body
FIFA	Federation of International Football Associations
CAF	Confederation of African Football
CAS (TAS)	Court of Arbitration for Sport (Tribunal Arbitral du Sport) in Lausanne (Switzerland)
CECAFA	Council of East & Central Africa Football Associations
CEO	Chief Executive Officer
CoR	Certificate of Registration (From the Registrar of Sports)
FKF	Football Kenya Federation
FAC	FKF Appeals Committee
FLCC	FKF Leagues & Competitions Committee
FDC	FKF Disciplinary Committee
FIB	First Instance Body (Also known as the FKF Club Licensing Committee - FLC)
FLC	FKF Club Licensing Committee
FRL	FKF Regional League
FRSC	FKF Referees Standing Committee
KEFORA	Kenya Football Referees Association
MOU	Memorandum of Understanding
ITC	International Transfer Certificate
UA	Unit of Account
KPL	Kenya Premier League
NSL	Nationwide Super League
FD1	FKF Division 1 League
FKC	Football Kenya Cup
FEC	FKF Executive Committee

Article 2. TERMS AND PHRASES

The Terms and Phrases in these regulations have the meaning as defined in the prevailing FKF Leagues & Competitions Rules unless explicitly used herein and shall apply to all documents of the FKF unless indicated in that particular document;

- 1) Annual Financial Statements**
A complete set of financial statements prepared as at the statutory closing date should include **(i)** a balance sheet, **(ii)** a cash-flow and **(iii)** a profit & loss account, as well as other notes, statements and explanatory materials that are integral parts of financial statements;
- 2) Core Process**
Minimum requirements that the Licensor has put in place for compliance and the verification processes described in the Regulations as basis for the issuance of a licence to an applicant;
- 3) Criteria Requirements**
Requirements to be fulfilled by the Licence Applicant divided into five categories (Sporting, Infrastructure, Personnel and Administrative, Legal and Financial);
- 4) Deadline for submission of the application to the Licensor**
The date by which each Licensor requires Licence Applicants to have submitted all relevant information for its application for a Licence;
- 5) Decision Making Bodies**
Either or both the First Instance Body (FIB) and Club Licensing Appeals Body (FAC);
- 6) First Instance Body (FIB)**
The First Instance Body is responsible for the granting of a licence;
- 7) Football Competitions**
FIFA, CAF and FKF Club Competitions;
- 8) Licence**
A Certificate confirming fulfilment of all mandatory minimum requirements by the licensee;
- 9) Provisional Licence**
This is a certificate confirming partial fulfilment of all mandatory minimum requirements by the License Applicant. It will be issued with conditions and attached deadlines for full compliance with mandatory minimum requirements. In the meantime, the Licence Applicant can participate in FKF Football Competitions;
- 10) Licensee**
A Licence Applicant, who has been granted with a licence by the licensor;
- 11) Licensor**
The Licensor shall mean Football Kenya Federation (FKF);
- 12) Licensing Season**
Season for which a Licence has been granted (cf. also Season to be licensed);
- 13) Licence Applicant**
A football club applying for a licence from FKF;
- 14) Football Competitions**
Means football competitions organized by FIFA, CAF and FKF or an entity with a delegated authority from FKF;

CHAPTER II – GENERAL PROVISIONS

Article 3. INTERPRETATION

- 1) Unless the context otherwise requires:
 - a) Words importing the singular number shall include the plural and vice versa;
 - b) Words importing any particular gender shall include all other genders;
 - c) The headings in these Rules are for convenience only and shall not affect their interpretation;
 - d) These Rules shall remain in force until another set of rules are put in place by the FKF Executive Committee.

Article 4. INTRODUCTION

- 1) The FIFA Congress in Munich, 2006 implored National Associations to introduce and enforce Club Licensing Regulations for National Club Competitions within a stipulated time;
- 2) Considering the above directive and pursuant to **Article ????** of the **FKF Statutes**, the FKF Executive Committee hereby enacts and or Amends the Club licensing regulations;
- 3) The standards are presented in the form of criteria under five headings:
 - a) Sporting (Youth & Coaching);
 - b) Infrastructure;
 - c) Legal;
 - d) Personnel & Administration; and
 - e) Finance.

Article 5. OBJECTIVES

The objectives of Club Licensing are:

- 1) To set minimum standards in football;
- 2) To enforce good football governance by safeguarding the credibility and integrity of club competitions;
- 3) To ensure and enforce clubs financial stability and transparency;
- 4) To ensure and enforce sporting values in accordance with the principles of fair play;
- 5) To ensure and enforce commitment to youth education and development;
- 6) To improve the level of professionalism within the football family;
- 7) To ensure and enforce transparency in the ownership of clubs;
- 8) To ensure and enforce transparency in the control of clubs; and

- 9) To help in producing professionally prepared players for the national teams.

Article 6. SCOPE

- 1) These regulations shall establish binding rules and a procedure for the issuance of a licence to a football club to participate in Football Competitions by setting minimum requirements and a procedure to be followed by both the licensor and License Applicants.
- 2) A Club License issued will be valid **for the specific league division issued for** and the **Football Kenya Cup (FKC)** for that particular season.
 - FKF may also qualify the same license for other Football Competitions.

Article 7. LICENCE AND LICENCE APPLICANT

7.1 LICENCE

- 1) Clubs which qualify for KPL, NSL and FD1 on sporting merit (FKF Competitions) must obtain a FKF Club Licence to participate.
- 2) A licence expires without prior notice at the end of the season for which it was issued.
- 3) A licence cannot be transferred from one team to another but will still be deemed valid if a licensed team changes ownership.
- 4) A licence may be withdrawn by the licensor's decision-making bodies if;
 - a) Any of the conditions for the issuing of a licence are no longer satisfied; or
 - b) The licensee violates any of its obligations under the FKF club licensing regulations.

7.2 LICENCE APPLICANT

- 1) Only a football club that holds a Certificate of Registration (CoR) shall be considered as a License Applicant

Article 8. LICENSOR

OBLIGATIONS

- 1) The Licensor governs the club licensing system through the following decision making bodies:
 - a) FIB
 - b) FAC
- 2) The FIB on club licencing matters shall:
 - a) Be the FKF Club Licence Committee (FLC);
 - b) Assess the documentation submitted by the clubs, consider whether this is appropriate and determine whether each criterion has been met and what further information, if any, is needed;
 - c) Inspect the facilities, programmes and projects;
 - d) Ensure equal treatment of all applicants for a licence; and
 - e) Guarantee the Licence Applicants, full confidentiality with regard to all information provided during the licensing process;

CHAPTER III – PROCEDURAL REQUIREMENTS

Article 9. DECISION MAKING BODIES

9.1 LICENCE

The decision-making bodies, which are the First Instance Body (FIB) and the Appeals Body (FAC) and must be independent of each other.

- 1) The FKF Executive Committee shall name the FIB that will implement and enforce these regulations.
- 2) If a member of the FIB is faced with a conflict of interest either with relation to a License Applicant or in general, he will apply to exempt himself from the evaluation exercise leading to award of a licence in the instance or instances affected.
- 3) The FLC shall decide whether a licence should be granted to an applicant on the basis of the documents provided by the submission deadline set by the licensor and on whether a licence should be withdrawn.

9.2 LICENCE APPLICANT

The appeals body shall be the existing FKF Appeals Committee (FAC).

- 1) The FAC will decide on appeals submitted in writing and make a final decision on whether a licence should be granted or withdrawn.
- 2) Appeals may only be lodged by;
 - a) A Licence Applicant who received a refusal from the FIB.
 - b) A Licensee whose licence has been withdrawn by the FIB.
 - c) The FIB.
- 3) The FAC shall make its judgement after reviewing the decision of the FIB and examining all the evidence provided by both the Licence Applicant and the Licensor within a set deadline of two weeks from the date the appeal is lodged.
- 4) Members of the decision-making bodies will be appointed by the FKF Executive Committee and shall:
 - a) Act impartially in the discharge of their duties.
 - b) 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 or any member of his family (spouse, child, parent or sibling) is a member, shareholder, business partner, sponsor or consultant of the Licence Applicant.
 - c) Not act simultaneously as a member in both the FIB and the FAC.
 - d) Include at least one person with a legal background.
- 5) The quorum of the decision-making bodies is three members. In case of a tie, the Chairman has the casting vote.
- 6) The decision-making bodies must operate according to the following procedural rules which include;
 - a) All deadlines as specified in the annual activity calendar must be respected.
 - b) The principle of equal treatment.
 - c) Legal Representation can provide evidence to the decision-making bodies on behalf of the Licence Applicant.

- d) The Licence Applicant can provide evidence to the decision-making bodies.
- e) Meetings will be conducted in English.
- f) Licence Applicants will be given 14 calendar days from the date a decision is communicated to them to lodge an appeal against the decision of the FIB. The deadline will be 5pm of the 14th day.
 - If the 14th day of the deadline falls on a weekend or public holiday, the deadline will move to 5pm of the next working day.
- g) The decision will be provided in writing to the Licence Applicant with reasoning.

Article 10. PROCEDURE

- 1) FKF will issue a deadline for the submission of applications at the beginning of each season for clubs that intend to participate in Football Competitions using the application forms issued by FKF. Templates are attached for ease of reference.
- 2) The Licence Applicant shall submit a written application to the licensor within the stipulated time-frame.
- 3) The Licensor will publicly list all applicants that will have submitted their application for licences before the exercise for evaluation and issuance of license commences.
- 4) The Licensor will evaluate all submitted applications, consider the information provided and conduct a physical inspection where necessary and then compare the findings to the set minimum standards of the License being applied for.

Article 11. CRITERIA REQUIREMENTS

- 1) The requirements stated under **"A" CRITERIA** must be fulfilled by the Licence Applicant in order for them to be granted the FKF Club Licence necessary to participate in FKF club competitions, If the Licence Applicant does not fulfil any "A" Criteria, then they cannot be granted a Licence.
- 2) The requirements stated under **"B" CRITERIA** must also be fulfilled by the Licence Applicant; however, if the Licence Applicant does not fulfil all "B" Criteria, they can be issued with a Provisional Licence subject either to a sanction(s) or to an order by the licensor to fulfil the criteria within a time specified in the order.
- 3) "A" Criteria (Mandatory Requirement) shall not be subject to evaluation percentage scores. No evaluation of "B" Criteria Requirements shall be conducted for a Licence Applicant that fails to meet any mandatory/compulsory requirement under "A" Criteria.
- 4) "B" CRITERIA is subject to attaining a minimum aggregate percentage score as set out in Article 14 hereunder.

Article 12. "A" CRITERIA REQUIREMENTS

The following "A" Criteria Requirements shall be fulfilled by the applicant before the licensor evaluates the applicant under "B" Criteria;

1. "A" CRITERIA REQUIREMENTS FOR FINANCE

- a) The Licence Applicant must submit club's budget for the entire season for which the application is made (including, where required, supplementary information) to the Licensor.

- b) The Licence Applicant must submit duly executed written confirmations from the sources of funds (Guarantee of Sponsorship/Income) in order to demonstrate to the Licensor, its ability to continue as a going concern until the end of the licence season.
- c) The Licence Applicant must submit its current bank statement for the last 12 months.

2. "A" CRITERIA SPORTING REQUIREMENTS.

- a) The Licence Applicant must have qualified **sportingly** (in FKF Competitions) to participate in a particular competition in accordance with the FLCC rules.
- b) The Licence Applicant must own and operate youth teams participating in official FKF Competitions as indicated in Sporting Criteria segment of this manual.
 - i. The Licence Applicant must have a documented youth talent development programme/strategy that will be certified by the Licensor.
 - ii. All the Licence Applicant's players, including youth players, must be registered with FKF in accordance with the relevant provisions of the FIFA and FKF Regulations on the Status and Transfer of Players.
- c) All the Licence Applicants' professional players must have written contracts with the Licence Applicant in accordance with the relevant provisions of the FIFA and FKF Regulations on the Status and Transfer of Players.
 - i. Only contracts registered with FKF shall be considered valid.
- d) A list of the Senior (First) Team Players and their allocated shirt numbers that will not be changed throughout the season will be submitted before the players are allowed to participate in the Football Competitions.

3. "A" CRITERIA INFRASTRUCTURE REQUIREMENTS

- a) A Licence Applicant must have an **"approved"** (Approved by the FIB) stadium available for playing FKF Football Competitions as its Home ground.
- b) Each Club applying for a Licence shall, provide the Licensor with full copies of such documentation as the Licensor may reasonably require to demonstrate the Club's ability to play fixtures at its ground. By way of example, and without limitation, this may include;
 - i. Copies of certificate of title in case of freehold and/or lease tenure ownership.
 - ii. Any licence to occupy and any sub-leases or licence and or a legally enforceable agreement with its ground's owner for its use by the Club, expiring not earlier than the end of the current Season relating thereto.
- c) **Ground sharing** will only be approved at the discretion of the Licensor except in cases where a Club seeks consent to enter into a ground-sharing agreement with another Club, it shall be a condition of any such consent that the ground-sharing agreement shall contain provisions to ensure that:
 - i. The playing of any of the Club's first team matches will always take precedence over the activities of the other party to the agreement; and
 - ii. The Club shall have the ability to postpone other activities scheduled to take place on the pitch in the immediately preceding 48 hour period

where in the opinion of the Club, acting reasonably, there is a risk that such activity may result in the subsequent postponement or abandonment of a match to be played under the auspices of the League.

d) Without prejudice to the provisions of Regulations and notwithstanding the requirement set herein above for the stadium to be approved it must at least comply with the following requirements:

- i. **Condition of Pitch** - The acceptable pitch will be an all green natural grass or artificial turf with proper markings in accordance with the prevailing FIFA Laws of the Game.
- ii. **Internal Perimeter Fence** - There shall be an internal Perimeter Fence that will bar non-authorized persons to interfere with the proceedings of the game.
- iii. **Access Control** - There shall be an outer Access Control mechanism that will be used to allow only authorized persons to watch the License Applicant home matches.
- iv. **Substitution Board** - There shall be a manual or electronic substitution board.
- v. **Physical Separation of Fans** - There shall be a mechanism to separate fans of opposing sides.
- vi. **Sanitary Facilities** - There shall be sanitary provisions for the usage of the match crews and the spectators.
- vii. **Medical facilities** - There shall be a stretcher and a provision for the parking of an Ambulance.
- viii. **Dressing Rooms** - There shall be separate dressing rooms for the Match Officials, Home and Away Teams.

e) **OFFICE PREMISES**

The License Applicant shall submit information and documents about the offices of the Club. The office shall be required to have the following facilities;

- a) Furniture and Fittings;
- b) Computers and Printer;
- c) Access to Internet;
- d) UPS and Alternative Energy Source;
- e) Fixed Telephone;
- f) Filing Cabinets;
- g) Decoration and Signage

The information about the ownership status of the premises shall be required through the submission of the following documents;

- i. Tenancy agreement, if premises are rented to the License Applicant;

- ii. Lease agreement/Title, if premises are leased to the License Applicant;
- iii. Ownership Title, if premises are owned by the License Applicant.

f) LICENSE APPLICANT IDENTITY AND ADDRESS

The License Applicant shall be required to submit information about the identity and addresses of the club that includes the following:

- a) A High Resolution Logo in Electronic format.
- b) The Official Nick-Name of the Club.
- c) The Club Motto/Slogan.
- d) A One Page History of the Club
- e) Samples of full set of the Home and Away Kit.
- f) Physical Address of the Club Offices.
- g) Postal Address of the Club.
- h) Website.
- i) Official E-mail Address.
- j) Official Digital Platforms i.e. Facebook, Twitter and any other Social Media Platforms.

4. "A" CRITERIA ON ADMINISTRATIVE AND PERSONNEL REQUIREMENTS.

For the Kenya Premier League (KPL)

- a) The authority of the board of the Licence Applicant shall employ a Club Chief Executive Officer (Club CEO). The License Applicant shall register the same with FKF and submit an employment contract of the Club CEO.
 - Only a person who hold a **FKF Club Management Certificate** can be employed as a KPL Club CEO.
- b) The Licence Applicant shall employ a Head Coach. The License Applicant shall register the same with FKF and submit an employment contract of the Head Coach.
 - Only a person who hold a minimum of **CAF B License** or its equivalent can be employed as a KPL Club Head Coach.

For the Nationwide Super League (NSL)

- a) The authority of the board of the licence applicant shall employ a Club Chief Executive Officer (Club CEO). The License Applicant shall register the same with FKF and submit an employment contract of the Club CEO.
- b) The licence applicant shall employ a Head Coach. The License Applicant shall register the same with FKF and submit an employment contract of the Head Coach.
 - Only a person who holds a minimum of **CAF C License** or its equivalent can be employed as a NSL Club Head Coach.

5. "A" CRITERIA ON LEGAL /STRUCTURE REQUIREMENTS

- a) The Licence Applicant shall submit a CoR.
- b) The Licence Applicant must submit fully filled FKF Club Licence Application Form - (FKF Form 1).

- c) The Licence Applicant must submit a copy of its current, valid statutes (Memorandum and Articles of Association) to the Licensor.
- d) The Licence Applicant must submit a legally valid declaration (**FKF Form 1**) confirming that it recognizes as legally binding, the statutes, regulations, directives and decisions of FIFA, CAF and FKF 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.
- e) The License Applicant submits **FKF Form 1** and will also ensure inclusion into the Club Statutes the declaration that the Club shall;
 - i. Participate in all Mandatory Football Competitions (The competition whose license is being applied for and the FKF Cup).
 - ii. Recognize as legally binding the statutes, rules, regulations and decisions of FIFA, CAF and FKF.
 - iii. Declare that it shall pay fines, dues and subscriptions to FKF, CAF and FIFA organs if required to do so as per decisions made.
 - iv. Accept the exclusive jurisdiction of CAS.
 - v. **Prohibit recourse to ordinary courts.**
 - vi. Not make contact with persons and bodies that have been banned by FKF, CAF and FIFA.
 - vii. Participate in only competitions recognized and endorsed by FKF, CAF and FIFA (Friendly matches exempted).
 - viii. Abide by and observe the club licensing regulations.
 - ix. Submit complete and truthful documents.
 - x. Authorize the Licensor to examine the documents and seek information.
 - xi. Acknowledge that the Licensor either directly or through any of its attached bodies i.e. CAF and FIFA can execute spot checks.



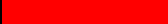
Article 13. DETERMINATION OF SCORES

The FKF Executive Committee will, from time to time, issue by way of circulars, a club licencing score system for the various leagues/competitions.

The scores will be distributed to the various requirements up to a maximum of 100% as indicated herein as "B" CRITERIA requirements.

Article 14. "B" CRITERIA REQUIREMENTS

1. The requirements stated under "B" CRITERIA shall be determined by evaluation of scores in terms of percentage.
2. If the License Applicant fulfils all the "A" CRITERIA requirements, they shall be required to obtain a minimum score of **70%** (Green Range Score) in the "B" CRITERIA for a license to be issued.
3. The Scoring system shall be as stated in table below:

a)	Green Range Score		70% and above
b)	Orange Range Score		Between 50% and above to Below 70%
c)	Red Range Score		Below 50%

4. If the License applicant obtains the Green Range Score, they shall be issued with a License.

5. If the License Applicant obtains the Orange Range Score, it shall be issued with a Provisional License with highlighted items to be fulfilled before the beginning of the second round of the respective League.
 - In the event of a withdrawal of the Provisional License, the affected club;
 - a) If it had applied for a KPL Club License, will thereafter be sportingly eligible to apply for the Nationwide Super League (NSL) Club License.
 - b) If it had applied for a NSL License, will thereafter be sportingly eligible to apply for a FKF Division 1 (FD1) Club License.
 - c) If it had applied for a FD1 License, will thereafter be sportingly eligible to play in a FKF Branch league.

NB

All relegations for **Licensees** who lose their **Provisional Licences** will be effected at the end of the season;

6. If the License Applicant obtains the Red Range Score, it shall not be issued with a License or Provisional License. The affected club;
 - a) If it had applied for a KPL License, will thereafter be sportingly eligible to apply for a Nationwide Super League (NSL) Club License.
 - b) If it had applied for a NSL License, will thereafter be sportingly eligible to apply for a FKF Division 1 League (FD1) Club License.
 - c) If it had applied for a FD1 License, will thereafter be sportingly eligible to play in a FKF Branch league.

7. Before commencement of the Club Licensing process, Clubs that are sportingly eligible to apply for a Club License for the 2017 Kenya Premier League (KPL) may opt to apply for the 2017 Nationwide Super League (NSL) Licence and the Clubs that are sportingly eligible to apply for a 2017 NSL Club License may opt to apply for the 2017 FKF Division 1 League (FD1).
 - For avoidance of doubt after a club has subjected itself to the club licensing process, the procedure for Club Licensing will be applied to determine the status of the Club.

8. In event that a Club that is sportingly eligible to apply for the 2017 Kenya Premier League (KPL) License fails to submit its application for Club Licensing within the stipulated time, it shall be relegated to the Nationwide Super League (NSL) for the 2017 Season.

9. In event that a Club that sportingly eligible to apply for the 2017 Nationwide Super League (NSL) License fails to submit its application for Club Licensing within the stipulated time, it shall be relegated to the FKF Division 1 League (FD1) for the 2017 Season.

Article 15. SPECIFIC "B" CRITERIA REQUIREMENTS

1. FINANCIAL REQUIREMENTS [20%]

The licensor shall evaluate the applicant's financial percentage scores in accordance with table the table below;

FINANCE		
a)	Realizable Budget	25
b)	Naming of Club Certified Public Auditors	30
c)	Audited Books of Accounts of previous season	30
d)	Use of Club Bank Account for Authorized Club Income and Expenditure	20

e)	Financial Accounting Policies	25
f)	Ratio of Football Club Income to Club Expenditure	40
g)	Bank Balance at time of application	30
h)	Indebtedness	0
TOTAL		200

a) Realizable Budget (25 points);

In the opinion of the FIB, points will be awarded on how realizable the expenditure and income projections are with a maximum score of 25 points.

b) Naming of Club Certified Public Auditors (30 points);

The License Applicant will submit fully filled **FKF Form 5** which will indicate the club's appointed Auditors. The form will be filled by the License Applicant Owners and also by the appointed Auditors to confirm their appointment. A maximum of 30 points will be awarded for a FIB accepted **FKF Form 5**.

c) Books of Account (30 Points);

The License Applicant will submit their latest audited books of accounts. Points to a maximum of 30 points will be awarded for the submission, opinion of the auditors and the financial health of the License Applicant.

d) Use of Club Bank Account (20 Points);

Points up to a maximum of 20 Points will be awarded for the bank transactions using the club's bank account compared to the overall License Applicant transactions.

e) Financial Accounting Policies (25 Points);

The License Applicant will submit their club's finance management manual that highlights the management of finances. Points will be awarded for the implementation of the policies based on the evidence of the club's transactional history, banking, withdrawals, vouchering, requisitions, financial reporting, finance document filing, procurement processes, assets disposal policies, etc. A maximum of 25points can be awarded.

f) Ratio of Football Club Income to Club Expenditure (40 Points);

In order to create self-sustainability of the Licensees, the more a Licensee earns its own income through the exploitation of the club commercial properties such as sponsorships, gate collections, sale of players, fan membership fees, sale of merchandise, sale of rights, etc. the better for the club to survive on its own.

Points will be awarded for the ratio of club income to donor income as follows;

RATIO OF FOOTBALL CLUB INCOME TO CLUB EXPENDITURE		
a)	0% Donor Income	40
b)	More than 0% to 20% Donor Income	30
c)	More than 20% and below 40% Donor Income	20
d)	More than 40% and below 60% Donor Income	15
e)	More than 60% and below 80% Donor Income	10
f)	More than 80% of Donor Income	0

NB

- Donor Income is money from the club's owners and/or their related businesses or products.
- These calculations will be made from the budgets submitted by the License Applicant.

g) Bank Balance at time of application (50 Points);

Points will be awarded for the club's bank balance with a maximum score of 50 points as indicated below. The table below indicates scores obtained considering the amount of funds in the club account. The more funds that the club has got the more points scored up to a maximum of 50 points if the club has more than a 100% Value Factor.

The Bank Balance value factor for determining the minimum bank balance shall be determined as follows;

$$\text{Bank Balance Value Factor} = (\text{Bank Balance}/\text{Total Club Expenditure}) \times 100\%$$

BANK BALANCE VALUE FACTOR		
a)	0% and Less	0
b)	More than 0% to 10%	5
c)	More than 10% to 50%	10
d)	More than 50% to 100%	20
e)	More than 100%	30

h) Indebtedness (0 points but could lose a Club up to 50 points);

The License Applicant will submit a list of Creditors. The creditors are expected to include;

- Individuals (inclusive of employees and players of the Licensee) or companies proven to have provided services and/or goods to the Licensee.
- CECAFA, CAF & FIFA and any other parties owed by participation in international competitions.
- Another FKF Registered Football Club or Academy.
- FKF and its affiliates, the League and the lower leagues.
- Any Associated Undertaking or Subsidiary Undertaking of the Club.
- The table below indicates negative scores obtained for the indebtedness of the club where no debt causes 0 loss of points and a maximum of 50 points lost for indebtedness of more than 100%.

The Indebtedness value factor for determining the Indebtedness levels of a club shall be determined as follows;

$$\text{Indebtedness Value Factor} = (\text{Debt}/\text{Total Club Expenditure}) \times 100\%$$

INDEBTEDNESS VALUE FACTOR (scores are negative)

a)	Less than 2%	0
b)	More than 2% and less than 5%	10
c)	More than 5% and less than 10%	20
d)	More than 10% and less than 50%	30
e)	More than 50% and less than 100%	40
f)	More than 100%	50

2. SPORTING REQUIREMENTS [28%]

The Licensor shall evaluate the applicant's sporting percentage scores in accordance with table below:

SPORTING		
a)	Medical	70
b)	Youth Programmes	90
c)	Senior Team	120
TOTAL		280

a) Medical (70 Points)

The License Applicant will be required to provide documentary information about their medical arrangement. This shall include insurance certificates, medical provision contracts by individuals and institutions for long term injuries and sickness, medical personnel presence at matches and training sessions.

The medical arrangement shall be expected to include a compulsory medical check of each player before he is licensed for the FKF competitions and a compilation of medical files of all players that should be accessible by the FKF Sports Medicine Committee. Points will be awarded as elaborated below;

MEDICAL		
a)	Medical Insurance for Players and/or an Arrangement for Injuries/Sicknesses	30
b)	A Medical File Per Player	10
c)	Player Medical Check-up before Licensing	10
d)	Service Contract of Medical Personnel at Training	10
e)	Service Contract of Medical Personnel at Matches	10
TOTAL		70

b) Youth Programmes (90 Points)

The License Applicant will submit a youth programme composed of under-age teams. The programme shall be expected to include a scouting arrangement for youthful players, their development and school education support arrangements.

Alongside the submission, the contracts of the youth coaches is expected. Points will be awarded as further detailed below;

YOUTH PROGRAMS		
a)	Qualified (FKF Certified) Youth Coaches Contract	20
b)	Academic Education Arrangement	20
c)	Scouting Arrangement	10
d)	A U23 Side	10
e)	A U20 Side	10
f)	A U17 Side	10
g)	A U15 Side	10
TOTAL		90

c) Senior Team (120 Points)

The License Applicant will submit information about the senior team players that have been involved with the national teams, a copy of the club Code of Conduct, the list of senior team players promoted from the known club junior sides, the photographs sets of the useable equipment and club dresses.

Up to 120 points will be awarded as detailed in the table below;

SENIOR TEAM		
a)	Number of players in National Teams (1 player = 10 points, 2 = 15, 3 or more players = 20 points)	20
b)	Player Code of Conduct	20
c)	Players promoted from the club's junior sides (10% of senior team = 10 points, 20% = 15, 30% = 25 and 50% and above = 40 points).	40
d)	Level of Useable Equipment	20
e)	Code of Conduct for Players & Technical Bench	20
TOTAL		120

3. INFRASTRUCTURE REQUIREMENTS [20%]

The licensor shall evaluate the applicant's Infrastructure percentage scores in accordance with this table

INFRASTRUCTURE		
a)	Stadium	140
b)	Training Ground	60
TOTAL		200

a) Stadium (140 Points)

Whereas it is an "A" Criteria to provide a stadium, the License Applicant will submit information regarding the home ground stadium. The FLC will physically inspect the registered stadium and the provision of more non-mandatory facilities will be awarded points as detailed below;

STADIUM		
---------	--	--

a)	Ownership and Control Owned (30), Leased (20) with Control (10)	30
b)	Flood Lights Facility	15
c)	Sanitary Facilities	15
d)	Medical Facilities	15
e)	Electricity Access	15
f)	Long-term Development Plan	10
g)	Car Parking	10
h)	Broadcasting Conditions • To be rated by the Television Broadcast Provider(s)	30
TOTAL		140

b) Training Ground (60 Points)

The License Applicant will submit information regarding the training ground. The FLC will physically inspect the registered training ground and will award points up to a maximum of 60 points as detailed below:

TRAINING GROUND		
a)	Ownership and Control Owned (15) or Leased (10) or Control (5)	15
b)	Condition of Pitch	10
c)	Sanitary Facilities	5
d)	Flood Lights Facility	5
e)	Medical Facilities	5
f)	Electricity Access	5
g)	Spectator Access Control	5
h)	Long term development plan	10
TOTAL		60

4. ADMINISTRATION AND PERSONEL REQUIREMENTS [17%]

The licensor shall evaluate the applicant's administration and personnel percentage scores in accordance with table below

ADMINISTRATION AND PERSONNEL		
a)	Personnel	90
b)	Fans & Memberships Development Plan	50
c)	Capacity Building (Training for Staff)	30
TOTAL		170

a) Personnel (90 Points)

Whereas it is an "A" Criteria to hire a qualified Club CEO and Coach, the License Applicant will submit information regarding the other employees. Submission of the CV and Contract for more non-mandatory fulltime staff will be awarded points as detailed below;

PERSONEL		
a)	Head Finance & Administration (Qualified = 10, Contract = 10)	20
b)	Technical Director (Qualified = 10, Contract = 10)	20

c)	Head of Marketing (Qualified = 10, Contract = 10)	20
d)	PR Officer (Qualified = 5, Contract = 5)	10
e)	Human Resource Policy	20
TOTAL		90

b) Fans & Membership Development Plan (50 Points)

Up to 50 Points will be awarded for Clubs that will draw strategies and activations to develop the fan bases of the club.

FAN & MEMBERSHIP DEVELOPMENT		
a)	Summary of Fans Development Strategy • Maximum of 2 Pages	20
b)	Fans Register - A Copy	5
c)	Fans Clubs - A list	5
d)	Merchandise and Memorabilia - Pictures	10
e)	Fan Clubs' Administrative Body - List of Officials	10
TOTAL		50

c) Capacity Building (Training for Staff) (30 Points)

Clubs will need to provide evidence of staff capacity development to earn the up to 30 points available. Such evidence will include proof of trainings attended and who paid for the same.

The points will be distributed as follows:

- **Finance & Administration Department** (Includes Finance, HR and Administration staff) – up to 5 Points.
- **Technical Department** (Includes Coaches and their supporting staff i.e. Medical teams) – up to 10 Points.
- **Commercial Department** (Includes Marketing & PR) – up to 5 Points.
- **Playing Staff** (Senior & Youth Team Members) – up to 10 Points.

5. LEGAL REQUIREMENTS [20%]

The licensor shall evaluate the applicant's percentage scores in accordance with table below:

LEGAL / ORGANIZATIONAL STRUCTURE		
a)	Separation of Powers	100
b)	Professional Club Organogram	50
TOTAL		150

a) Separation of Powers (100 Points)

The Licensee Applicant will submit documents and implementation plans for the separation of powers and duties at the club by indicating the composition of, how they come into being and how they leave office for the following bodies:-

- i) Owners;
- ii) Board of Directors (The Owners Representatives).
- iii) Management (CEO and Staff).
- iv) Consumers of the Club Products (Fans & Supporters Groups).

Each of the four (4) segments listed above shall earn the club a maximum of 25 points.

b) Professional Club Organogram (50 Points)

The License Applicant will submit the Club Organogram.

Points will be awarded for (i) submission (10 points), (ii) clarity & professionalism of the diagram (10 points) and (iii) observation/implementation (30 points).

Article 16. OTHER FOOTBALL COMPETITIONS

1. The parameters will be as designed by FKF.

CHAPTER IV – FINAL PROVISIONS

Article 17. ACTS OF INTEGRITY

1. The Club Licensing Process will be treated with a lot of confidentiality across the board. This will apply to documents and information submitted by the License Applicant as well as information bodies of the Licensor will issue to the License Applicants.
 - i. If a body of the Licensor or a person whether an official or employee of the Licensor is proven by the FKF Disciplinary Committee not to have respected the confidentiality of the submitted information, corrective measures will be applied up to banning from sporting and administrative contact with FKF or its affiliates/bodies.
 - ii. Likewise, if the License Applicant or a person whether an official or employee of the License Applicant is proven by the FKF Disciplinary Committee not to have respected the Club Licensing Process including confidentiality of the submitted information, corrective measures will be applied up to banning from sporting and administrative contact with FKF or its affiliates/bodies.
2. Documents and information submitted by the License Applicant will be expected to be correct and complete. If the License Applicant and/or Person whether an official or employee of the License Applicant is proven by the FKF Disciplinary Committee to have submitted incorrect or incomplete information in order to circumvent these regulations knowingly or unknowingly, corrective measures will be applied that may include:
 - i. Cancellation of the already issued license and immediate demotion to the lower leagues in the following season.
 - ii. Banning from sporting and administrative contact with FKF or its affiliates/bodies.

Article 18. FKF CIRCULARS

1. From time to time, FKF may issue circulars to clarify or even amend any content of these rules. 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 particular incident while amendments will only come into force after they are issued.

Article 19. MATTERS NOT PROVIDED FOR

1. Matters not provided for and force majeure will be decided by the FKF Executive Committee

Article 20. DECLARATION

1. FKF declares that these are the FKF Club Licensing Regulations that shall be used for the 2017 Kenyan Premier League (KPL) and Nationwide Super League (NSL) seasons.
2. These rules come into force upon being signed as provided below and unless amended, these regulations shall remain in force in the seasons beyond 2017.

_____	Signature	_____
Mr. Nick Mwendwa	Name	Mr. Robert Muthomi
FKF President	Designation	FKF C.E.O
1 st of August, 2016	Date of Effect	1 st of August, 2016



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FKF NDA FORM (A)

(Federation Non-Disclosure Form)

FKF CLUB LICENSING FORM – FEDERATION DECLARATION OF NON-DISCLOSURE

- A. Licensor (FIB) is considered as the receiving party.
- B. License Applicant (Club) is considered as the disclosing party.

- I acknowledge that, in my capacity as a member of the FKF Licensing Committee (Licensor), I will have access to certain confidential information received from the License Applicant.
- This information includes, but is not limited to the following: - Sporting Information, Infrastructure Information, Financial Information, Legal Information, Personnel and Administrative Information, etc.
- I understand that all members of the FKF Licensing Committee (Licensor) must sign a Declaration of Non-Disclosure whenever they are involved in the licensing process as appointees of the Licensor in accordance with the relevant Articles of the FKF Clubs Licensing Regulations.
- The Receiving Party shall hold and maintain the confidential information in the strictest confidence for the sole and exclusive benefit of the Disclosing Party.
- The Receiving Party shall not use the information received without prior written approval of the Disclosing Party.
- The Non-Disclosure provisions of this Declaration shall survive the termination of this declaration and receiving party's duty to hold confidential information in confidence shall remain in effect until the confidential information no longer qualifies as a trade secret or until the Disclosing Party notifies the Receiving Party, by written notice, that they are released from this declaration, whichever occurs first.
- The Disclosing Party shall label or stamp all information and documents with the word "Confidential" or some similar warning. If confidential information is transmitted orally, the Disclosing Party shall promptly write to the Receiving Party indicating that such oral communications is confidential information.
- The Recipient agrees not to disclose the confidential information obtained from the discloser to anyone unless required to do so by law.
- This Agreement states the entire agreement between the parties concerning the disclosure of confidential information. Any addition or modification to this Agreement must be made in writing and signed by the parties.
- A copy of this Declaration must be sent to the Disclosing Party and another copy must be sent to FKF.

I acknowledge that I have read and understand this declaration and voluntary accept the duties and obligations set forth herein.

Name of the Disclosing Party:

Name of the Receiving Party:

Position of the Receiving Party at the Federation:

Receiving Party's Signature:

Date:



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FKF NDA FORM (B)

(License Applicant Non-Disclosure Form)

FKF CLUB LICENSING FORM – LICENSE APPLICANT DECLARATION

OF NON-DISCLOSURE

C. Licensor (FIB) is considered as the receiving party.

D. License Applicant (Club) is considered as the disclosing party.

- I acknowledge that, in my capacity as a member of the License Applicant, I may have access to certain confidential information during the Club Licensing Process.
- This information includes, but is not limited to the following: - The Club Licensing Process, Sporting Information, Infrastructure Information, Financial Information, Legal Information, Personnel and Administrative Information, etc.
- I hereby declare that I shall hold and maintain the confidential information in the strictest confidence and will not use the information without the prior written approval of the Licensor.
- I understand that all participants taking part in the Club Licensing Process on both the Licensor and License Applicant sides must sign a Declaration of Non-Disclosure whenever they are involved in the licensing process in accordance with the relevant Articles of the FKF Clubs Licensing Regulations.
- The Non-Disclosure provisions of this Declaration shall survive the termination of this declaration and my duty to hold the confidential information in confidence shall remain in effect until the confidential information no longer qualifies as a trade secret.
- I hereby agree not to disclose this confidential information to anyone unless required to do so by law.
- This Agreement states the entire agreement between the parties concerning the disclosure of confidential information. Any addition or modification to this Agreement must be made in writing and signed by the parties.
- A copy of this Declaration must be retained by the FIB and another copy must be sent to FKF.

I acknowledge that I have read and understood this declaration and voluntarily accept the duties and obligations set forth herein.

Disclosing Party (Club): _____

Club Postal Address: _____

Club Email Address: _____

Club Telephone Nos.: _____

President/Chairman: Name: _____

Cellphone: _____ Signature: _____

CEO/General Manager: Name: _____

Cellphone: _____ Signature: _____

Legal Officer: Name: _____
Cellphone: _____ Signature: _____

Name of the Receiving Party: _____

Position at the Receiving Party: _____

Receiving Party's Signature: _____ Date: _____



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FORM (1) SEASON 2017 FLC
(Legal Criteria)

GENERAL LICENCING APPLICATION - LEGAL DECLARATION

License Applicant: _____
Address: _____
Email: _____
Telephone: _____
President/Chairman: _____
CEO/General Manager: _____
Legal Officer: _____

We hereby apply for a Club License for the 2017 _____ Season.

It is hereby certified that the club has complied and will continue to comply with the criteria referred to in the National Club Licensing Regulation and FKF Club Licensing Regulations and we confirm undertaking the following:

- A. To recognize, as legally binding, "the statutes, rules, regulations and decisions" of FIFA, FKF, (FKF member Associations), and if applicable the national league;
- B. To recognize the exclusive jurisdiction of the Court of Arbitration for Sport (CAS) for any dispute of international dimension, and in particular involving FIFA and/or FKF;
- C. To recognize the prohibition to ordinary courts under the statutes of FIFA and FKF;
- D. At National level, to play in competitions that are recognized and endorsed by the (FKF member Association);
- E. At Continental level, to play in Competitions that are recognized by FKF. (For the avoidance of doubt, this provision does not relate to friendly matches);
- F. To abide by and observe the provision and conditions of the National Regulations;
- G. To ensure that all submitted documents are complete and correct;
- H. To authorize the Club Licensing Authority to examine documents and seek information, and also in the event of any Appeal procedure to seek information from any public Authority or private Body according to National law;
- I. That CAF and/or FKF reserve the right to execute post checks at National level, reviewing the assessment procedures and decision-making in case FIB fails to implement it.
- J. That all our players are registered with FKF.
- K. That all our Professional players have written employment contracts with the registered body, according to articles 2 and 5 of the FIFA regulations, for the status and Transfer of players;
- L. That we are fully responsible for the football team composed of registered players, participating in national and international competition;
- M. That the FKF is provided with all the necessary information and/or documents relevant to proving that the licensing obligations are fulfilled, as these obligations relate to the Sporting, Infrastructure, Legal, Financial, Personnel and Administrative Criteria set out respectively under the relevant articles of the FKF Club Licensing Regulations;
- N. That all compensation paid to players arising from contractual or legal obligation and all revenue arising from gate receipts are accounted for in the books of the license applicant ;
- O. That the (FKF) is provided with information on the reporting entity/entities in respect of which information about the Sporting, Infrastructure, Legal, Financial, Personnel and Administrative Criteria are required to be provided.
 - In turn, the FKF must assess whether, in respect to this, the selected reporting License applicant appropriate for the Club Licensing System;
- P. That the rights and duties of our staff are defined in writing;
- Q. That any event occurring after the submission of the licensing documentation to the (FKF) representing a significant change compared to the information previously submitted, will be notified to the FKF by the set deadline.

We hereby confirm that the information provided is true to the

Club President/Chairman

Club C.E.O/General Manager

DATE: _____

DATE: _____



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SEASON 2017 FLC FORM
(2)

(Legal Criteria)

OWNERSHIP & CONTROL OF CLUBS - LEGAL DECLARATION

License Applicant: _____

Address: _____

Email: _____

Telephone: _____

President/Chairman: _____

CEO/General Manager: _____

Legal Officer: _____

We hereby confirm that no physical or legal person involved in the management, administration and/or sporting performance of the Club, either directly or indirectly:

1. Holds securities or shares of any other club participating in the same league, or
2. Holds a majority of the shareholders voting rights of any other club participating in the same competition; or
3. Has the right to appoint or remove a majority of the members of the Administrative, Management or supervisory bodies of any other club participating in the same competition; or
4. 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;

5. Is a member of any other club participating in the same competition;
6. Is involved in any capacity whatsoever in the management, administration and/or sporting performance of any other club participating in the same competition;
7. Has any power whatsoever in the management, administration and/or sporting performance of any other club participating in the same competition.

We hereby confirm that an authorized signatory validates this declaration no more than 3 Months prior to the corresponding deadline for its submission to the FKF;

Club President/Chairman

Club C.E.O/General Manager

DATE: _____

DATE: _____



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SEASON 2017 FLC FORM (3) (Legal Criteria Form)

APPEAL AGAINST REFUSAL/WITHDRAWAL OF A FKF CLUB

LICENSE

License Applicant: _____
Address: _____
Email: _____
Telephone: _____
President/Chairman: _____
CEO/General Manager: _____
Legal Officer: _____

We hereby appeal to the "Appeals Body of the Federation" against the decision of the Football Association made on (Date) _____ to (refuse the club's application for a) _____ or (withdraw the club's) CAF Club License.

The Club's grounds of appeal are:

Club President/Chairman

Club C.E.O/General Manager

DATE: _____

DATE: _____



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SEASON 2017 FLC FORM (4) (Administrative & Personnel Criteria)

ADMINISTRATIVE & PERSONNEL CRITERIA

CLUB SECRETARIAT INFORMATION

(A)

Name of Club (License Applicant)	
Postal Address	
Physical Address (attach map or sketch)	
Telephone(s)	
Fax	
Website	
E-mail	

We hereby confirm that the following persons form part of the Administrative and Football Staff of our Club for Season 2016.

(B)

DESIGNATION	SURNAME	FIRST NAME	TITLE	FULL-TIME/PART-TIME/VOLUNTARY	QUALIFICATION
GENERAL MANAGER					
FINANCE OFFICER					
SECURITY OFFICER					
MEDICAL DOCTOR					
PHYSIOTHERAPIST					
HEAD COACH OF THE FIRST TEAM					
HEAD OF YOUTH DEVELOPMENT					
YOUTH COACH (AGE 18-21 YRS)					
YOUTH COACH (AGE 16-18YRS)					
YOUTH COACH (AGE 14-16YRS)					
YOUTH COACH (OTHER AGE RANGE) Please specify age range					
<p>In respect of each of the above-mentioned administrative & football staff, kindly attach a copy of the agreement/contract, job description and the relevant diploma or certificate related to his/her responsibilities and qualifications.</p>					

We hereby confirm that the following persons are part of the administrative and football staff of our Club for season 2016.

(C)

SAFETY AND SECURITY ORGANIZATION- STEWARDS		
SURNAME	FIRST NAME(S)	FULL-TIME/PART-TIME/ VOLUNTARY
In respect of each of the above-mentioned administrative & football staff, kindly attach a copy of the agreement/contract, job description and relevant diploma or certificate (where necessary) related to his/her responsibilities and qualifications.		

Table C (SAFETY & SECURITY ORGANIZATION - STEWARDS) could be replaced by providing a copy of either:

- A written contract with the owner of the stadium to provide stewards; or
- A written contract with an external security company to provide stewards.

NB - The safety & security organization remains the responsibility of the License Applicant (Club) under any of the prior 3 options.

(You can attach extra sheets to contain the lists above where necessary).

_____ Club President/Chairman

_____ Club C.E.O/General Manager

DATE: _____

DATE: _____



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SEASON 2017 FLC FORM (5)

(Financial Criteria Form)

FINANCIAL CRITERIA

Regarding the Financial Criteria of FKF Club Licensing Regulations, we hereby confirm submitting the audited financial statements for (The Period) approved during (The Annual General meeting / Extraordinary General meeting) held on (.....date.....) at (.....location.....).

The Audited financial statements were certified by the following (Independent Certified Public Accountant and Auditor / Independent Firm of Certified Public Accountants and Auditors):

Name of Certifying Accountant or Firm:

Postal Address

Telephone Number

Email address

Registration Number

Furthermore, we hereby confirm submitting with this application the financial statements for the interim period (The Period) Starting from (.....).

The Audited financial statements were certified by the following (Independent Certified Public Accountant and Auditor / Independent Firm of Certified Public Accountants and Auditors):

Name of Certifying Accountant or Firm:

Postal Address

Telephone Number

Email address

Registration Number

We hereby authorize the Licensing Body to contact the above named firm(s) or individuals to confirm that they duly undertook the audit process.

Club President/Chairman

DATE: _____

Club C.E.O/General Manager

DATE: _____

Finance Officer

DATE: _____

External Auditor

DATE: _____



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SEASON 2017 FLC FORM (6)

(Financial Criteria Form)

STATEMENT OF FINANCIAL POSITION

Club Name: _____

Address: _____

Email: _____

Telephone: _____

President/Chairman: _____

Phone Number

Email Address

CEO/General Manager: _____

Phone Number

Email Address

Finance Officer: _____

Phone Number

Email Address

STATEMENT OF FINANCIAL POSITION

Year: _____

Currency: _____

Please insert the following information as appears on the Club's audited financial statements

ASSETS	Note	2016	2015
Current Assets			
➤ Cash and cash equivalent		-	-
➤ Accounts receivables from players' transfers		-	-
➤ Accounts receivable from group entities & related parties		-	-
➤ Other Current Assets		-	-
➤ Inventories		-	-
➤ Others (please add)		-	-
Total Current Assets		-	-

ASSETS	Note	2016	2015
Non-current Assets			
➤ Tangible assets (Property and Equipment)		-	-
➤ Work in progress		-	-
➤ Intangible assets – players		-	-
➤ Intangible assets – others		-	-
➤ Investments		-	-
➤ Others (please add)		-	-
Total Non-current Assets		-	-

TOTAL ASSETS	-	-
---------------------	---	---

LIABILITIES	Note	2016	2015
Current Liabilities			
➤ Bank overdrafts		-	-
➤ Short-term loans		-	-
➤ Accounts payable relating to players transfers		-	-
➤ Accounts payable to group entities & related parties		-	-
➤ Accounts payable others		-	-
➤ Accruals and deferred income			
➤ Tax liabilities			
➤ Other liabilities			
➤ Provision			
➤ Others (please add)		-	-
Total Current Liabilities		-	-

LIABILITIES	Note	2016	2015
Non-current Liabilities			
➤ Bank loans		-	-
➤ Long term loans		-	-
➤ Other long-term liabilities		-	-
➤ Tax liabilities		-	-
➤ Others (please add)		-	-
Total Non-current Liabilities		-	-

TOTAL LIABILITIES	-	-
--------------------------	---	---

NET ASSETS & LIABILITIES (WORKING CAPITAL)	-	-
---	---	---

EQUITY & RESERVES	2016	2015
Equity		
➤ Treasure shares	-	-
➤ Issued Capital	-	-
➤ Reserved (.....)	-	-
➤ Reserved (.....)	-	-
➤ Retained earnings (Brought forward)		
➤ Surplus for the year		
➤ Others (please add)	-	-
Total Equity & Reserves	-	-

TOTAL EQUITY, RESERVES & LIABILITIES	-	-
--------------------------------------	---	---

These financial statements were approved by the board of directors and authorized for issue on (DATE) _____

Club CEO/General Manager	Finance Officer	External Auditor
DATE: _____	DATE: _____	DATE: _____



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SEASON 2017 FLC FORM (7) (Financial Criteria Form)

INCOME STATEMENT FORM

License Applicant: _____

Address: _____

Email: _____

Telephone: _____

President/Chairman: _____

CEO/General Manager: _____

Finance Officer: _____

INCOME STATEMENT

Financial Year:	
Currency:	

Please insert the following figures as set out in the Club's audited financial statements.

REVENUES	Note	2016	2015
➤ Gate Receipts		-	-
➤ Sponsorship & Advertising		-	-
➤ Broadcasting Rights		-	-
➤ Commercial		-	-
➤ Other Operating Income		-	-
➤ Other Revenues (please add)		-	-
Total Revenue		-	-

EXPENSES	Note	2016	2015
➤ Employee Benefit Expenses		-	-
➤ Depreciation & Amortization		-	-
➤ Administration Expenses (Other Expenses)		-	-
➤ Impairment of Fixed Assets		-	-
➤ Other Operating Expenses		-	-
➤ Profit/Loss on Disposal of Assets			
➤ Other Expenses (please add)		-	-
Operating Result Before Financial Items		-	-

PROFIT & LOSS	Note	2016	2015
➤ Financial Income		-	-
➤ Financial Expenses		-	-
Profit & Loss Before Taxation		-	-
➤ Tax Expenses		-	-
Profit & Loss After Taxation		-	-

These financial statements were approved by the board of directors and
authorized for issue on (DATE) _____

Club CEO/General Manager	Finance Officer	External Auditor
DATE: _____	DATE: _____	DATE: _____



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SEASON 2017 FLC FORM (8)

(Overdue Payables (Transfer Activities) Form)

PAYABLES OVERDUE TOWARDS FOOTBALL CLUBS ARISING FROM TRANSFER ACTIVITIES

We hereby confirm that the club has no payables overdue towards Football Clubs arising from transfer activities as of (30th November 2015).

However, in the case of overdue payables, shown in the Audited financial statements presented at the end of (Season 2015) and/or in the interim period ending on 30th November 2015, we are hereby submitting:

- ❖ Proof that these overdue payables have now been settled; and/or
- ❖ A written agreement that has been concluded with the creditors in order to extend the deadline for payment of these overdue payables; and /or
- ❖ Proof that proceedings have been opened with a competent body according to FKF's Club Licensing Manual.

(Relevant Documents Attached)

Club President/Chairman

Club C.E.O/General Manager

DATE: _____

DATE: _____



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SEASON 2017 FLC FORM (9) (Financial Criteria Form)

PAYABLES OVERDUE TOWARDS EMPLOYEES AND SOCIAL/TAX AUTHORITIES

We hereby confirm that the club has no payables overdue towards current and/or former employees as of (30th November 2015).

We also hereby confirm that the club has no payables overdue towards social and/or Tax Authorities as of (30 November 2015).

However, in the case of overdue payables, shown in the Audited financial statements presented at the end of (Season 2015) and/or in the interim period ending on 30 of November 2015, we are hereby submitting:

- ❖ Proof that these overdue payables have now been settled; and/or
- ❖ A written agreement that has been concluded with the creditors in order to extend the deadline for payment of these overdue payables; and /or
- ❖ Proof that proceedings have been opened with a competent body according to the FKF Club Licensing Manual

(Relevant Documents Attached)

Club President/Chairman

Club C.E.O/General Manager

DATE: _____

DATE: _____



FOOTBALL KENYA FEDERATION

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SEASON 2017 FLC FORM (10) (Sporting Criteria)

YOUTH TEAMS REGISTRATION FORM

CLUB NAME	
AGE GROUP	
Kindly note that each youth team within the Club's legal entity or affiliated to its legal entity is to be registered on a separate FKF Form (10)	

	NAME OF PLAYER (as indicated on the registration document)	DOB (dd Mmm, yyyy)	NATIONAL REGISTRATION ID or PP No.	MEDICAL CHECK-UP	ATTENDED AN EDUCATIONAL PROGRAM ON THE LAWS OF THE GAME	LEVEL OF MANDATORY AND COMPLEMENTARY SCHOOL EDUCATION
1				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
5				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

7				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
8				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
9				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
10				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
11				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
12				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

NAME OF PLAYER	DOB	NATIONAL REGISTRATION ID or PP No.	MEDICAL CHECK-UP	ATTENDED AN EDUCATIONAL PROGRAM ON THE LAWS OF THE GAME	LEVEL OF MANDATORY AND COMPLEMENTARY SCHOOL EDUCATION
13			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
14			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
15			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
16			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
17			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
18			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
19			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

20				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
21				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
22				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
23				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
24				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
25				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
26				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
27				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
28				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
29				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
30				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Kindly find attached copies of Players' Birth Certificates, Medical Check-up Certificates, Educational Program on the Laws of the Game Certificates and School Education Certificates/IDs.						

Club President/Chairman

Club C.E.O/General Manager

DATE: _____

DATE: _____



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SEASON 2017 FLC FORM (11) (Sporting Criteria)

CONFIRMATION FORM

We _____ and _____ being the Club's President/Chairman (delete as appropriate) and CEO/General Manager (delete as appropriate) respectively hereby declare submitting the following documents in attachment along with the Club's Application for a 2017 Club License:

- A document explaining the objectives and philosophy of the Club's Youth Development program;
- A document presenting the Club's organization of the youth sector (The document includes at least an organizational chart, the bodies involved, relation to the license applicant and the different age group youth teams directly or indirectly affiliated to the Club);
- A document including the names, roles at the Club and the minimum required qualification of each member of the Club's personnel (Technical, Medical and Administrative);
- A document presenting the Financial Resources made available to the Youth Sector (Available Budget, Contribution by License Applicant, Players or Local Community);
- A document presenting the Football Education program for the different Age Groups such as playing skills, technical, tactical and physical training;
- A document presenting the educational program on the Laws of the Game instructed to the youth players by the club;
- A document including information about the medical team of the Youth system and a summary of all check-ups made for the players of the youth sector during the previous year.

Club President/Chairman

Club C.E.O/General Manager

DATE: _____

DATE: _____



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SEASON 2017 FLC FORM (12) (Infrastructure Form)

INFRASTRUCTURE FORM

1. Stadium			
Name of Stadium:			
Physical Address:			
P. O. Box:		Postal Code:	
City:		Country:	
Phone Number:		Fax No:	
Email Address:		Website:	
Presentation on CD-ROM:	<input type="checkbox"/> Yes (If Yes, please attach a copy)	<input type="checkbox"/> No	
Presentation on DVD:	<input type="checkbox"/> Yes (If Yes, please attach a copy)	<input type="checkbox"/> No	

2. Name and Address of Stadium's Owner:			
Name of Stadium's Owner:			
Address:			
Phone Number:		Fax No:	
Email Address:			
In the case that the applicant is not the legal owner of the stadium, a copy of the contract certified as a true copy of the original by an Advocate of the High Court of Kenya must be attached.			

3. Stadium Certification		
3.1 Stadium certified according to National Law	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.2 Issuance date of the certificate		
a) Certificate not older than 2 years at the beginning of the other new CAF Inter-Clubs Season	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Comments	
Major points (License Applicant/FIB)	Measures to be taken
➤	
➤	
➤	
➤	

4. Pitch					
4.1 Pitch Dimensions (in meters)		<input type="checkbox"/> Length:		<input type="checkbox"/> Width:	
4.2 Type of Pitch:		<input type="checkbox"/> Natural grass		<input type="checkbox"/> Artificial grass	
In case of artificial grass:				Product's name:	
		FIFA approved:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.3 Running Track:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
4.4 Infrastructure's specifications:					
Underground heating system		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		Others			
Distance between playing field and tribunes (in meters):					
Branding indicate what is available:					
Drainage System:		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
4.5 Technical infrastructure:					
a) Benches:	<input type="checkbox"/> Covered	<input type="checkbox"/> Not covered	<input type="checkbox"/> Moving	Capacity:	
b) Goals:	Dimensions:			Material:	
c) Reserve goals:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Reserve corner flag:		
d) Location of fourth official	<input type="checkbox"/> Covered	<input type="checkbox"/> Not covered			
e) Location of warm-up area for substitutes:					
f) Flagpoles:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Inside	<input type="checkbox"/> Outside	<input type="checkbox"/> Total:

Comments	
Major points (description)	Measures to be taken
➤	
➤	
➤	
➤	

5. Stands (Capacity)			
5.1 Officially authorized capacity (enclose plans of sectors and seating arrangement)			
a) Seated places equipped with backrests	(covered)	Number:	
	(not covered)	Number:	
b) Seated places without backrests:	(covered)	Number:	
	(not covered)	Number:	
All places are clearly marked and numbered:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
c) VIP tribunes and other hospitality areas:		Number:	
Total Capacity:			
d) Comments:			

Comments	
Major points (description)	Measures to be taken
➤	
➤	
➤	
➤	

6. Segregation Access			
6.1 Separation of spectators from playing area			
a) Is there a separation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b) Security Fences:	Height (cm):	Adjustable:	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Moat:	Depth (cm):	Width (cm):	
d) Distance from Boundary wall:	To the goal line (cm):	<input type="checkbox"/>	
	To the touchline (cm):	<input type="checkbox"/>	
e) Comments:			

Comments	
Major points (description)	Measures to be taken
➤	
➤	
➤	
➤	

7. Visiting Team's Supporters				
7.1 Seated places (covered):	Number:		Location:	
7.2 Seated places (uncovered):	Number:		Location:	
7.3 Separation of supporters:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no separation structure is in place, kindly give an explanation:	
7.4 Separate Sanitary facilities available within the immediate vicinity?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.5 Separate refreshment facilities available in the immediate vicinity?			<input type="checkbox"/> Yes	<input type="checkbox"/> No

Comments	
Major points (description)	Measures to be taken
➤	
➤	
➤	
➤	

8. Floodlighting			
8.1 Lighting intensity (lux):			
8.2 Certification available:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
8.3 Is there an emergency generator?	For the playing field?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Intensity (lux):	<input type="checkbox"/>	
	For other areas of the Stadium	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Intensity (lux):	<input type="checkbox"/>	

8.4 Certification available:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.5 Necessary time to switch to extra generator? Is there an extra generator?		
8.6 Location of spotlights:	sketch with measurements	

Comments	
Major points (description)	Measures to be taken
➤	
➤	
➤	
➤	

9. Premises			
9.1 Teams' dressing rooms			
Total number of available dressing rooms:			
a) Home team's dressing room:	Surface in m ² :	<input type="checkbox"/>	
Number of showers:		Number of toilets:	<input type="checkbox"/>
Number of urinals:		<input type="checkbox"/>	
Air-conditioning	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Heating:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Walking distance to the pitch in metres:			
Is there hot water?			
b) Visiting team's dressing room:	Surface in m ² :		
Number of showers:	Number of Toilets:		
Number of urinals:			
Air-conditioning	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Heating:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Walking distance to the pitch in metres:			

Is there hot water?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
9.2 Referees' dressing rooms			
a) Referees' dressing room:	Surface in m ² :	<input type="checkbox"/>	
Number of showers:		Number of toilets:	
Number of urinals:		<input type="checkbox"/>	
Air-conditioning	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Heating:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b) Assistant referees' dressing rooms:	Surface in m ² :		Number of showers:
Additional changing room for Women referees' dressing rooms:		Number of toilets:	
Is there hot water?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
9.3 FKF office			
Exact location of FKF office (attach a sketch):			
Access to telephone, fax, Internet, photocopier, etc.			
Give details:			
9.4 Infirmary			
Team's infirmary:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Exact location:			
9.5 Doping control room			
a) Doping control room:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b) Sanitary facilities:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
c) Refrigerator:	Exact location:		
d) Doctor's office:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
e) Chairs for doctors and players:		<input type="checkbox"/> Yes	<input type="checkbox"/> No

f) Television:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
g) Air conditioning:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
h) Toilet paper and soap:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
9.6 Reception hall for VIP guests				
Is there a hall for the reception of VIP guests?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Capacity:	
Exact location (attach a map):				

Comments	
Major points (description)	Measures to be taken
➤	
➤	
➤	
➤	

10. Media Facilities			
10.1 Number of journalists that the stadium can accommodate:			
Exact location of places (tribunes, sector, etc.)			
Give details about breakdown:			
10.2 Location of journalists accreditation area at the stadium:			
10.3 Television and radio:			
a) Total number of existing commentary positions:			
b) Location:			
Can this number be increased?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, by how much?
10.4 Press stands			

a) Total number of covered seats:			
With desks:			
Without desks:			
Power plugs:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
b) Location:			
Could this number be increased?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If yes, by how much?	
10.5 Telephone			
Number of telephones available in the press box (Written press):			
Number of telephones available in the press working area in the stadium:			
10.6 Fax/Internet			
Number of fax machines:			
What internet connectivity do you have in the press box:			
10.7 Studios for TV/Radio		Surface in m ² :	Number:
Location:			
10.8 Press conference room		Surface in m ² :	Number of seats:
a) Technical facilities:			
Location:			
10.9 Mixed zone		Surface in m ² :	Number of posts:
a) Technical facilities:			
b) Location:			

10.10 Number of places allocated to photographers in stand:				
10.11 Number of places allocated to photographers behind the goals:				
10.12 Number of places allocated to Engineer crews behind the goals:				
10.13 Number of electrical outlets and internet access points for photographers:				
10.15 Camera positions				
Number:		Permanent:		
		Temporary:		
		Any obstructed view seats:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please explain:				
10.16 TV compound area:				
a) Location:				
b) Dimensions in m ² :		Secured zone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Comments	
Major points (description)	Measures to be taken
➤	
➤	
➤	
➤	

11. Control room		
11.1 Is there a control room that can be used for the coordination of the services of the police force, the fire-fighters, and the stadium's administration?		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Location:		

Comments	
Major points (description)	Measures to be taken
➤	
➤	
➤	
➤	

12. Closed Circuit TV		
12.1 Is there a video surveillance system in place for monitoring the spectators?		
a) Permanent:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b) Temporary:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c) Inside the stadium:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d) Outside of the stadium:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e) How many Black and white/Colour system:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f) Number of cameras:		
g) Number of monitor screens:		

Comments	
Major points (description)	Measures to be taken
➤	
➤	
➤	
➤	

13. Public Announcements' System and Electronic Display Board		
13.1 Is there a public announcements' system in place (For communication with spectators)?		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
a) Type:		
b) Coverage areas:	<input type="checkbox"/> Inside	<input type="checkbox"/> Outside
c) Location of the operating system?		

d) Can it play precoded media flash or cd?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e) CD/DVD reader:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f) Cassettes player:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Comments	
Major points (description)	Measures to be taken
➤	
➤	
➤	
➤	

14. Sanitary Facilities		
14.1 Restrooms		
a) Number of ladies' toilets		
b) Number of gentlemen's toilets		
c) Number of urinals:		
d) Towels available:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e) Hand Dryers	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Location:		
Are they clean and in good working condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Comments	
Major points (description)	Measures to be taken
➤	
➤	
➤	
➤	

15. First-Aid Stations		
15.1 First Aid room for the public	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Backrests	Surface in m ² :	<input type="checkbox"/>

Location of ambulances in and outside of the stadium:

Location of First Aid Room

--

Comments	
Major points (description)	Measures to be taken
➤	
➤	
➤	
➤	

16. Physically-challenged Spectators			
16.1 Places:			
	Number (places covered):		
	Number (places not covered):		
	Location:		
16.2 Sanitary facilities available within the immediate vicinity:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Location:			
Separate access points:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
16.3 Beverage outlets available within the immediate vicinity:			
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Location:			
Separate access points:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
16.4 Number of restrooms:			
16.5 Number of parking spaces:			
		Location:	
16.6 Places for those escorting physically-challenged spectators, have they been planned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Comments	
Major points (description)	Measures to be taken
➤	
➤	
➤	
➤	

17. Training Facilities		
(What training facility are available apart from the main stadium)		
17.1 For visiting teams		
a) Name and location:	<input type="checkbox"/>	
b) Distance from stadium (km and min):	<input type="checkbox"/>	
c) Distance from official hotel (km and min.):	<input type="checkbox"/>	
d) Dressing rooms:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e) Showers equipped with hot water:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f) Restrooms:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g) Available the day before the match:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h) Available on the day of the match:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
i) Type of the field:	<input type="checkbox"/> Natural grass	<input type="checkbox"/> Artificial grass
17.2 In case the training facilities were not owned by the License applicant, kindly provide us the certified true copy contract		

Comments	
Major points (description)	Measures to be taken
➤	
➤	
➤	
➤	

18. Safety and Security Plan		
18.1 Are there security gates in the security perimeter of the playing field?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/>

	Number:	
18.2 Marked escape routes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
18.3 Separation fence in VIP tribunes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How many?		Height: <input type="text"/>
18.4 Number of available electronic barriers (turnstiles):		
18.5 How many spectators can enter per minute?		
18.6 How many minutes does it take to evacuate the spectators when stadium is full?		
18.7 Is there a telescopic tunnel for the protection of players and officials?		
18.8 Is there a security plan for the securing of the stadium and the surrounding areas on the day of the match? Please attach policy and security plan		

Comments	
Major points (description)	Measures to be taken
➤	
➤	
➤	
➤	

19. Infrastructure Available for Youth		
19.1 Match Facilities Availability:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
19.2 Training Facilities Availability:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
19.3 In case any of the above-mentioned facilities are not owned by the License applicant, kindly provide us with a copy of the Authenticated contract		

Comments	
Major points (description)	Measures to be taken
➤	
➤	
➤	
➤	

20. Photos Attached for a Comprehensive and Full Picture	
<p>They must be numbered and captioned.</p> <ol style="list-style-type: none"> 1. Dressing room 2. Doping room 3. Stadium referees room 4. Media room 	

<p>21. CONCLUSION AND COMMENTS BY INSPECTOR</p> <p>(Kindly also mention if this stadium meets FKF Club Licensing Infrastructure Criteria or not.)</p>

<p>22. Instructions to inspector</p>
<p>Inspector is kindly requested to send his report to the FKF Secretariat(Club licensing manager) in the next 48 hours following his visit, in a permanent format such as PDF</p> <p>The photos must also be sent in digital format to the FKF Administration. They must be numbered and named.</p> <p>This report must be sent my e-mail to the Federation.</p> <p>Good Luck.</p>

NAME OF INSPECTOR: _____

SIGNATURE:

DATE:
