



CLUB LICENSING TIMETABLE FOR CLUBS TO PARTICIPATE IN 2017 CAF MATCHES.

The FKF Club Licensing committee has determined the timetable for the Club Licensing Core Process. This considers the deadline set by CAF of October 31, 2016 to receive licensing decisions for admission to CAF Competitions in 2017. A guideline for the key dates is shown below:

09 September 2016 Committee conducts workshop with clubs on the process of club licensing. FKF issues to the concerned licence applicants Licensing documents..

16 September 2016 Deadline for submission of declaration of non-disclosure form (FKF NDA Form B) to the Committee. Report on club licensing status to be submitted to the Licensing Committee by clubs.

19 September – 10 October 2016 Submission of all documentation relating to Sporting, Personnel & Administrative, Infrastructure & Legal .Infrastructure Inspection visits completed by committee.

Financial criteria documents to be submitted.

- FKF Financial criteria forms (Form 5,6,7,8 &9) accurately completed.
- Club budget for entire season.
- Duly executed written confirmations from the sources of funds (Guarantee of Sponsorship/Income).
- Current bank statement for the last 12 months.
- Naming of Club Certified Public Auditors.
- Audited Books of Accounts of previous season.
- Bank Balance at time of application.
- Prove indebtedness i.e submit a list of Creditors.
- Use of Club Bank Account for Authorized Club Income and Expenditure(Copies of bank transactions)

Sporting documents to be submitted.

- FKF Sporting criteria forms (Form 10,11&12) accurately completed.
- Documented youth talent development programme.
- 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.
- Submit copies of contracts for professional players, only contracts registered with FKF shall be considered valid.
- Qualified (FKF Certified) Youth Coaches Contract.
- Prove if club has U23 Side, U20 Side, U17 Side, U15 Side.
- Medical Insurance for Players and/or an Arrangement for Injuries/Sicknesses
- A Medical File Per Player
- Service Contract of Medical Personnel at Matches

Infrastructure documents to be submitted.

- Applicant must have an “approved” (Approved by the FIB) stadium available for playing FKF Football Competitions as its Home ground.
- 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.

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- Tenancy agreement, Lease agreement/Ownership agreement to use premises.
- A High Resolution Logo. The Official Nick-Name of the Club. The Club Motto/Slogan. A One Page History of the Club, Samples of full set of the Home and Away Kit. Physical Address of the Club Offices, Postal Address of the Club, Website, Official E-mail Address, Official Digital Platforms .

Personnel and Administrative documents to be submitted.

- FKF Personnel and Administrative criteria forms (Form 4,) accurately completed.
- Submit names and contracts (Club CEO)(Club finance officer, Club TD, Club Marketing officer and PR.
- Submit name of Head Coach a copy of employment contract. A coach with a minimum of CAF B License or its equivalent for (KPL) CAF B License or its equivalent for (NSL)
- Copy of fans registry.
- Fan Clubs' Administrative Body - List of Officials
- Merchandise and Memorabilia – Pictures
- Summary of Fans Development Strategy

Legal documents to be submitted.

- FKF Legal criteria forms (Form1 & 2,) accurately completed.
- The Licence Applicant shall submit a CoR.
- The Licence Applicant must submit fully filled FKF Club Licence Application Form - (FKF Form 1).
- A copy of its current, valid statutes (Memorandum and Articles of Association) to the Licensor.
- Separation of powers 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,Board of Directors (The Owners Representatives), Management (CEO and Staff),Consumers of the Club Products (Fans & Supporters Groups).

19 September -10 October 2016	Committee to review documents submitted by clubs. 10 October 16 last day clubs to submit any pending documents.
15 – 20 October 2016	Licensing Committee Decision and report submission to FKF CEO.
21 October 2016	Notification of licensing decisions to applicants.
23 October 2016	Licensing Appeals Committee meeting (if required and subject to availability of members)
26 October 2016	Notification of decisions to FKF National Executive Board and CAF.

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