



FOOTBALL KENYA FEDERATION

**WOMEN'S CLUB
LICENSING
REGULATIONS 2024**

PREAMBLE

The following regulations are set forth by the Football Kenya Federation (FKF), hereinafter referred to as FKF, in alignment with the principles of the FIFA and CAF Club Licensing Regulations.

Football Kenya Federation acknowledges and appreciates the efforts made by club stakeholders, particularly club owners and administrators, in providing opportunities for female footballers at all levels - professional, amateur, youth, and senior - to participate in the sport.

These collective efforts not only contribute to the continued progress achieved in recent times but also play a significant role in bringing the beautiful game to fans through various platforms such as stadiums, television screens, social media, and radio, ensuring that football can be enjoyed by all.

The FKF Women's Club Licensing Regulations have been specifically designed as a developmental tool for all women's football clubs in Kenya. The criteria outlined in these regulations have been meticulously selected to serve as guidelines for clubs seeking to enhance their professionalism and foster the growth of the women's game.

The current version of the FKF Club Licensing Regulations was adopted by the Executive Committee on January 6, 2024.



TABLE OF CONTENTS

BODIES	7
DEFINITIONS	8
SECTION I: INTRODUCTION	14
Article 1: Goals of the Club Licensing System	14
Article 2: The Two Levels of Criteria	14
Article 3: Scope of Application	14
SECTION II: FKF CLUB LICENSING SYSTEM	15
Article 4: Exception Policy	15
Article 5: FKF Responsibilities	15
Article 6: The FKF's Club Licensing Administration	15
Article 7: The Football Club	16
Article 8: The License	16
Article 9: The Club Licensing Decision-Making Bodies	17
Article 10: The First Instance Body	17
Article 11: Appeals Body	18
Article 12: The Decision-Making Procedure	19
Article 13: The Core Process	20
Article 14: Equal Treatment and Confidentiality	20
Article 15: CAF Spot Checks	21
Article 16: FIFA Spot Checks	21
Article 17: Catalogue of Sanctions	22
Article 18: Option for the FKF to Delegate the Club Licensing System to an Affiliated League	22



SECTION III: FKF WOMEN'S PREMIER LEAGUE CLUB LICENSING CRITERIA	23
I. INFRASTRUCTURE CRITERIA	23
Article 19 IW.01. Stadium Availability and Requirements	23
Article 20 IW.02. Availability of Training Facilities	23
Article 21 IW.03. Availability of Office Space	23
II. SPORTING CRITERIA	24
Article 22 SW.01. Players' Medical Care	24
Article 23 SW.02. Players and Child Safeguarding Policies and Welfare	24
Article 24 SW.03. Youth Team	24
III. PERSONNEL & ADMINISTRATIVE CRITERIA	25
Article 25 PW.01. Secretariat	25
Article 26 PW.02. General Manager / CEO	25
Article 27 PW.03. Team Manager	26
Article 28 PW.04. Physiotherapist	26
Article 29 PW.05. Head Coach	26
Article 30 PW.06. Female Coach	27
Article 31 PW.07. Assistant coaches, Officers, and other Technical Staff	27
Article 32 PW.08. Club Licensing Online Platform Officer	27
Article 33 PW.09. Club Website or Social Media Account	27
Article 34 PW.10. Media and Digital Officer	28
Article 35 PW.11. Safety and Security Officer	28
Article 36 PW.12. Rights and Duties of Staff Members	28
Article 37 PW.13. Duty of Replacement During Licensing Period	29
Article 38 PW.14. Duty To Notify Significant Changes	29

IV. FINANCIAL CRITERIA **29**

Article 39 FW.01. Bank Account	29
Article 40 FW.02. Audited Annual Financial Statements	29
Article 41 FW.03. Annual Budget	30
Article 42 FW.04. No Overdue Payables towards Football Clubs - Transfer Activities	30
Article 43 FW.05. No Overdue Payables towards – Employees	31
Article 44 FW.06. No Overdue Payables – Social and Tax Authorities	31
Article 45 FW.07. No Overdue Payables in respect of FIFA, CAF, CECAFA and the Licensor (FKF)	32
Article 46 FW.08. No Overdue Payables – Explanation	33

V. LEGAL CRITERIA **34**

Article 47 LW.01. Declaration in Respect of Participation in the FKF Women's Premier League	34
Article 48 LW.02. Minimum Legal Documents	35
Article 49 LW.03. Ownership and Club Control	35
Article 50 LW.04. Written Contract with Professional Players & Online Registration	36
Article 51 LW.05. Formal Written Agreement between Men's and Women's Football Club	36

SECTION IV: CAF WOMEN'S CHAMPIONS LEAGUE CRITERIA **37**

SECTION V: FINAL PROVISIONS **38**

Article 52: CAF Club Licensing Online Platform (CLOP)	38
Article 53: Interpretation and Unforeseen Contingencies	38
Article 54: Disciplinary Procedures	38
Article 55: Matters Not Provided For	38
Article 56: Language of Correspondence	39
Article 57: Diverging Texts	39
Article 58: Adoption and Entry into Force	39

BODIES

Club Licensing First Instance Body

The Football Kenya Federation First Instance Body comprises seven (7) members. The committee consists of a chairperson and members representing different criteria.

Club Licensing Appeals Body

The Football Kenya Federation Appeals Body comprises three (3) members. A chairperson and two (2) members.

Football Kenya Federation Club Licensing Manager

Appointed by the General Secretary/CEO.

DEFINITIONS

Accounting Policies

The specific principles, bases, conventions, rules and practices adopted by an entity in preparing and presenting its financial statements.

Annual Financial Statements

A complete set of financial statements prepared as at the statutory closing date, normally including a balance sheet, profit and loss account, a statement of cash flows and those notes, other statements and explanatory material that are an integral part of the financial statements.

Appeals Body (AB)

It is an independent decision-making body which shall decide on submitted appeals and make a final and binding decision on whether a license should be granted or refused.

Audit

The objective of an audit of financial statements is to enable the auditor to express an opinion whether the financial statements are prepared, in all material respect, in accordance with an identified financial reporting framework. The phrases used to express the auditor's opinion are "give a true and fair view" or "present fairly, in all material respects", which are equivalent terms. A similar objective applies to the audit of financial or other information prepared in accordance with appropriate criteria. In an audit engagement, the auditor provides a high but not absolute level of assurance that the information subject to audit is free of material misstatement. This is expressed positively in the audit report as reasonable assurance.

Budget

The schedules containing an entity's future financial information, based on management's assumptions about events that may occur in the future and possible actions by an entity.

Cash and Cash Equivalents

Cash comprises cash on hand and demand deposits. Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

CAF

Means the "Confederation Africaine de Football".

CAF Interclub Competitions

Means the club competitions organized by CAF.

CAF Stadium Regulations

Regulations which stipulate the requirements for stadiums to be used by clubs for CAF club competition matches.

CAF Club Licensing Quality Standard

A document that defines the minimum requirements with which licensors must comply in order to operate the CAF Club Licensing System.

Consolidated Financial Statement.

These are financial statements of an entity with multiple divisions or subsidiaries. Such statements consist of the aggregated reporting of their entire business collectively.

Continental License

The license an applicant club applies for to compete in the CAF Women's Champions League.

Continental Criteria

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

Core Process

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

Club Licensing Online Platform “CLOP”

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

Deadline for submission of the application to the licensor the date by which each licensor requires license applicants to have submitted all relevant information for their applications for a license.

FKF Domestic Criteria

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

First Instance Body (FIB)

It is an independent decision-making body which decides on whether a license shall be granted or denied to an applicant club.

FIFA

Fédération Internationale de Football Association

Financial Year

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

FIFA Connect System

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

FIFA ID

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

Independent Auditor

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

License

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

License Applicant

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

Licensee

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

Licensing Administration

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

Licensing Season

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

Licensing Process

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

Licensor

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

List of Licensing Decisions

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

League

An organization that is subordinate to an association.

May

Indicates a party's discretion to do something (i.e. optional rather than mandatory).

Must or Shall

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

National License

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

Member Association

An association that has been admitted into membership of CAF.

Minimum Criteria

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

Review

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

Significant Change

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

Stadium

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

Statutory Closing Date

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

Subsequent Events

Events or conditions occurring after the licensing decision.

Training Facilities

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

SECTION 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:

- a. Understand and safeguard club football.
- b. Raise the level of professionalism in club football administration.
- c. Identify and share best practices of our clubs.
- d. Formalize requirements for participation in domestic and regional club competitions.

Article 2: The Two Levels of Criteria

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

- a. FKF Women's Premier League Criteria: the fundamental items and procedures that the clubs need to meet in order to participate in the FKF Women's Premier League as of the 2024-2025 season.
- b. 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 FKF Women's Premier League clubs.
2. These regulations govern the rights, duties and responsibilities of all parties involved in the FKF Club Licensing system and define in particular:
 - a. the minimum requirements to be fulfilled by the FKF 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 FKF as part of the admission procedure to enter the domestic or CAF club competition.

SECTION II: FKF CLUB LICENSING SYSTEM

Article 4: Exception Policy

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

Article 5: FKF Responsibilities

The FKF is the licensor of the Club Licensing system 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 FKF 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 FKF 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 17.

Article 6: The FKF's Club Licensing Administration

Upon completion of the tasks outlined in Article 5, the FKF'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 FKF via the CAF Club Licensing Online Platform (CLOP);
- b. Send invitation letters to all local clubs to apply for a FKF Women's Premier 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 FKF.
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 FKF may apply for a license. Natural people 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 FKF.

Article 8: The License

1. Licenses will be issued by the FKF according to the provisions of these recognized Club Licensing Regulations.
2. The FKF 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 FKF. 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 FKF Women's Club Licensing Regulations by the relevant deadline will receive a license.
4. The FKF must indicate the license expiration date.
5. A license may be withdrawn by the FKF Club Licensing decision-making bodies during a season if:
 - a. 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 9: The Club Licensing Decision-Making Bodies

1. The FKF shall establish two Club Licensing decision-making bodies which can be appointed or elected.
2. The FKF 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 FKF.
4. The Appeals 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 10: The First Instance Body

1. The FIB is an independent FKF 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 FKF 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 license 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 license applicant;

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

Article 11: 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 license should be granted or refused.
2. Appeals may only be lodged by:
 - a. the license applicant following a refusal or sanction by the FIB;
 - b. a licensee whose license 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 license 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 license 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 license is granted or refused, such decision must be in writing and include reasoning.
9. The FKF 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 FKF 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 license 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 license applicant;
- d. not act simultaneously as the licensor's club licensing manager and/or general secretary;
- e. not belong simultaneously to a judicial statutory body or committee of the licensor;
- f. not belong simultaneously to the executive body or administration of the FKF 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 12: The Decision-Making Procedure

FKF shall define procedural rules with respect to decision-making. These shall, as a minimum, regulate the following standards:

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

Article 13: The Core Process

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

Article 14: Equal Treatment and Confidentiality

1. The FKF ensures equal treatment of all clubs applying for a license.
2. The FKF 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 FKF must sign a confidentiality agreement before assuming their tasks.

Article 15: CAF Spot Checks

1. CAF reserves the right to conduct spot checks, at any time, to the FKF 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 FKF 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 FKF 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 16: FIFA Spot Checks

1. In the event that CAF fails to implement a spot check procedure, does not carry out spot checks to the FKF 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 FKF is obliged to cooperate with FIFA for this purpose and provide FIFA with full access to the files.
2. If FIFA realizes that the FKF 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 15. 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 17: Catalogue of Sanctions

FKF 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.

Article 18: Option for the FKF to Delegate the Club Licensing System to an Affiliated League

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

SECTION III: FKF WOMEN'S PREMIER LEAGUE CLUB LICENSING CRITERIA

I. INFRASTRUCTURE CRITERIA

Article 19 IW.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 20 IW.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 21 IW.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 22 SW.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 or NHIF health cover for contracted players.

Article 23 SW.02. Players and Child Safeguarding Policies and Welfare

The license applicant must establish and apply measures, in line with relevant CAF and FKF 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 24 SW.03. Youth Team

The License applicant to establish a youth team of girls aged 13-17.

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 25 PW.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 26 PW.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 (FKF).

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 27 PW.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 28 PW.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 29 PW.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 FKF 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.

The Head Coach must:

- a. meet the Coaching Requirements as stipulated by the licensor (FKF).

Article 30 PW.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 FKF.
- b. be duly registered with FKF.

Article 31 PW.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 32 PW.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 (FKF) and CAF.

Article 33 PW.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 34 PW.10. Media and Digital Officer

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.

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 35 PW.11. Safety and Security Officer

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.

2. The safety & security officer must hold as a minimum of one of the following qualifications:

- a. a certificate as policeman or security person according to national law, or.
- b. a safety and security diploma based on a specific course issued by the FKF, CAF, FIFA or by a state recognized organization.

Article 36 PW.12. Rights and Duties of Staff Members

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

Article 37 PW.13. 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 sixty (60) 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 (FKF), 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.
 - a. The licensee must promptly notify the licensor (FKF) of any such replacement.

Article 38 PW.14. Duty To Notify Significant Changes

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

IV. FINANCIAL CRITERIA

Article 39 FW.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 40 FW.02. Audited Annual Financial Statements

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 41 FW.03. Annual Budget

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 42 FW.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.
2. 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 FKF statutes and regulations, for the termination of a contract by a player.

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

Article 43 FW.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.
 - a. The term “employees” includes the following persons:
 - i. all professional players according to the applicable FIFA Regulations on the Status and Transfer of Players; and
 - ii. the administrative, technical, medical and security staff specified in these regulations.
 - b. By the deadline and in the form communicated by the FKF administration, the licensee must submit a signed declaration confirming the absence or existence of overdue payables towards current and former employees.

Article 44 FW.06. No Overdue Payables – Social and Tax Authorities

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.

- a. 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.
- b. By the deadline and in the form communicated by the FKF 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 45 FW.07. No Overdue Payables in respect of FIFA, CAF, CECAFA and the Licensor (FKF)

1. The License applicant must prove that it has no overdue payables towards FIFA, CAF, CECAFA or the Licensor (FKF) 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 FIFA, CAF, CECAFA and Licensor (FKF) include, but are not limited to, financial disciplinary measures and fines imposed by the CECAFA, FKF or CAF Disciplinary Boards or Committees.
3. By the deadline and in the form communicated by the CAF administration and FKF, the License applicant must submit a signed declaration confirming the absence or existence of overdue payables towards FIFA, CAF, CECAFA or the Licensor (FKF).

Article 46 FW.08. No Overdue Payables – Explanation

1. Payables are not considered overdue if the debtor club is able to prove by the relevant time (as to which, see below) that:
 - a. it has paid the relevant amount due in full; or
 - b. it has concluded an agreement which has been accepted in writing by the creditor to extend the deadline for payment beyond the applicable deadline; or
 - c. it has brought a legal claim which has been deemed admissible by the competent authority or decision-making body. If the decision-making body considers that such claim has been brought or such proceedings have been opened for the sole purpose of avoiding the applicable deadlines, the relevant amount will still be considered as an overdue payable; or
 - d. It has contested to the competent authority or arbitration tribunal a claim which has been brought or proceedings which have been opened against it by a creditor in respect of overdue payables and is able to show to the reasonable satisfaction of the relevant decision-making bodies that it has established reasons for contesting the claim or proceedings. However, as above, if the decision-making body considers the reasons for contesting the claim or proceedings to be manifestly unfounded, the amount will still be considered as an overdue payable; or
 - e. It is able to demonstrate to the reasonable satisfaction of the relevant decision-making bodies that it has taken all reasonable measures to identify and pay the creditor clubs in respect of training compensation and solidarity contributions that are due under the FIFA Regulations on the Status and Transfer of Players.
2. Claims which are still pending before a competent authority whose decision has not become final and binding cannot be acted upon by CAF or the licensor.
3. An amount shall not be treated as overdue at the commencement of the licensing period if by that date it has been paid or the date for payment has been extended by means of a written agreement with the creditor or it is the subject of current litigation or arbitration proceedings or has been submitted to a dispute resolution procedure of the competent body.

V. LEGAL CRITERIA

Article 47 LW.01. Declaration in Respect of Participation in the FKF Women's Premier 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, FKF 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 FKF;
 - 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 48 LW.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).
3. Applicants can alternatively provide the following documents if they are registered as limited companies.
 - a. CR 12
 - b. Certificate of registration

Article 49 LW.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 50 LW.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 FKF.
2. Players of the first team must be registered on an online platform of the licensor (FKF), ideally 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 51 LW.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

FKF has modified CAF Women's Continental Club Licensing Criteria into the FKF's Women's Club Licensing Regulations. This criterion applies to all clubs in Kenya seeking to obtain a license to participate in the CAF Women's Champions League. For the minimum club licensing requirements at CAF, please refer to the CAF WOMEN'S CLUB LICENSING REGULATIONS EDITION 2022 as attached herein.

SECTION V: FINAL PROVISIONS

Article 52: CAF Club Licensing Online Platform (CLOP)

All parties must utilize the CAF Club Licensing Online Platform for all relevant steps of the Club Licensing System.

Article 53: Interpretation and Unforeseen Contingencies

1. The FKF Executive Committee shall have the final decision on any matters not provided for in the Women's CAF Club Licensing Regulations in cases of force majeure.
2. The FKF Executive Committee shall have the final decision on any matters not provided for in the FKF Women's Club Licensing Regulations.

Article 54: Disciplinary Procedures

Any breach of these regulations may be penalized by FIFA, CAF and/or FKF Disciplinary and Ethics Committee in accordance with the FKF Club Licensing Regulations catalogue of sanctions and relevant FKF Disciplinary Codes.

Article 55: Matters Not Provided For

1. Matters not provided for in these regulations shall be decided, for non-disciplinary matters by the FKF Executive committee, upon recommendation of the Organizing Committee for the Inter-Clubs Competitions and management of the club licensing system, whose decisions are appealable in accordance with FKF Statutes and Disciplinary and Ethics Code.
2. All Disciplinary aspects will be dealt by the FKF Disciplinary and Ethics Committee.

Article 56: Language of Correspondence

All correspondence between FIFA, CAF, and the FKF the league and/or 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 57: Diverging Texts

The FKF Women's Club Licensing Regulations are only available in English.

Article 58: Adoption and Entry into Force

The FKF Executive Committee adopted these regulations on **January 6, 2024**, and they came into force immediately.





FOOTBALL KENYA FEDERATION