



FUFA WOMEN'S

Club Licensing Regulations

Edition 2023

Table Of Contents

BODIES	4
DEFINITIONS	5
SECTION ONE	9
GENERAL PROVISIONS	9
Article 1 – Introduction	9
Article 2 – Objectives	9
Article 3 – Roles and Responsibilities of FIFA	10
Article 4 – Roles and Responsibilities of CAF	10
Article 5 – Roles and Responsibilities of FUFA	11
Article 6 – Scope of Applicability	12
Article 7 – The Liscensor	13
Article 8 – The Licensing Administration	14
Article 9 – First Instance Body (FIB)	14
Article 10 – Appeals Body (AB)	15
Article 11 – Procedural Rules	16
Article 12 – Catalogue of Sanctions	17
Article 13 – Licence Applicant	17
Article 14 – Licence	18
Article 15 – Core Process	19
Article 16 – Assessment Procedures	20
Article 17 – Equal Treatment and Confidentiality	20
Article 18 – Compliance Audits	20
Article 19 – Exemptions	21
Article 20 – Benchmarking	21
Article 21 – Extraordinary application of the club licensing system for entering the CAF Women's Champions League	22
Article 22 – Option for FUFA to delegate the club licensing system to an affiliated member/league	22
SECTION TWO – CAF WOMEN'S CLUB LICENSING CRITERIA	24
SECTION THREE – FUFA SUPERLEAGUE WOMEN'S CLUB LICENSING CRITERIA	25
Article 23 - SPORTING CRITERIA	25
Article 24 - INFRASTRUCTURE CRITERIA	25
Article 25 - PERSONNEL AND ADMINISTRATIVE CRITERIA	28
Article 26 - LEGAL CRITERIA	30



SECTION FOUR – FUFA ELITE LEAGUE WOMEN’S CLUB LICENSING CRITERIA	31
Article 28 - SPORTING CRITERIA.....	31
Article 29 - INFRASTRUCTURE CRITERIA.....	31
Article 30- PERSONNEL AND ADMINISTRATIVE CRITERIA	33
Article 31 - LEGAL CRITERIA	33
Article 32- FINANCIAL CRITERIA.....	34
SECTION FIVE – FINAL PROVISIONS	35
Article 33 – CAF Club Licensing Online Platform (CLOP).....	35
Article 34 – Interpretation and Unforeseen Contingencies.....	35
Article 35 – Disciplinary Procedures.....	35
Article 36 – Matters not provided for.....	35
Article 37 – Exceptions Policy.....	35
Article 38 – Diverging Texts.....	36
Article 39 – Adoption and Enforcement	37

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.

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 "Confédération Africaine de Football".

CAF Interclub Competitions

Means the club competitions organised by CAF for the National League Competition

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 enforce in order to operate the CAF Club Licensing System.

Consolidated financial statement

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

Continental Licence

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

CAF Continental Criteria

Requirements, divided into five categories (sporting, infrastructure, personnel and administrative, legal and financial) to be fulfilled by a licence applicant for it to be granted a licence 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 to issue a licence 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 Licence 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 licence applicants to have submitted all relevant information for their applications for a licence.

FUFA Domestic Criteria

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

FIFA

Fédération Internationale de Football Association.

Financial year

The financial reporting period as defined in the entity's governance 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 (club), 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.

Licence

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 of the Member Association.

Licence applicant

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

Licensee

Licence applicant which has been granted a licence 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 licence that has been granted is valid. It commences on the day following the deadline laid down by FUFA for submission of licensing decisions by the licensor to FUFA and terminates on the day of the same deadline in the following year.

Licensing process

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

Licensor

The Body that implements the club licensing system, grants or denies licences 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 licence applicants that have undergone the licensing process and been granted or denied a licence by the national decision-making bodies. The list will be in the format established and communicated by CAF.

League

An organisation participating in football activities 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 Licence

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

Member Association

An association that has been admitted into membership of FUFA.

Minimum criteria

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

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 1

GENERAL PROVISIONS

Article 1

Introduction

1. These regulations are divided into five main sections:

- a. the first section addresses FUFA as the "Licensor", and sets out and explains its responsibilities, as well as defining the licence applicant and the licensing bodies including the manner in which the regulations are to be applied;
- b. the second section outlines the mandatory criteria the license applicants must meet in order to be licensed to participate in the CAF Women's Champions League;
- c. the third section outlines the mandatory criteria the license applicants must meet in order to be licensed to participate in the FUFA Women Super League;
- d. the fourth section outlines the mandatory criteria the license applicants must meet in order to be licensed to participate in the FUFA Women Elite League;
- e. the fifth section outlines the final provisions of the regulations.

2. These regulations govern the rights, duties and responsibilities of all parties involved in the FUFA club licensing system and define in particular:

- a. the minimum requirements to be fulfilled by FUFA in order to act as the licensor for its clubs;
- b. the minimum procedures to be followed by FUFA in its assessment of the club licensing criteria;
- c. the license applicant and the licensee required to enter the CAF Women's Champions League and/or the FUFA Women Elite League or the FUFA Women Super League;
- d. the minimum sporting, infrastructure, personnel and administrative, legal and financial criteria to be fulfilled by a club in order to be granted a license by FUFA as part of the admission procedure to enter the CAF Women's Champions League and/or the FUFA Women Elite League or the FUFA Women Super League.

Article 2

Objectives

1. The FUFA club licensing system in women's football is aimed at:

- a. promoting and improving the quality and the level of all club football aspects in Uganda;
- b. ensuring that the clubs have the appropriate management and organization;
- c. improving the clubs' sporting infrastructure;

- d. improving the economic and financial capacity of the clubs, through proper corporate governance and control, and place the necessary importance on the protection of creditors and to ensure that clubs settle their liabilities with employees with in time
- e. ensuring and guaranteeing the continuity of the national and international club competitions during the season;
- f. allowing the parallel development and comparison amongst the clubs by ensuring the necessary compliance in terms of sporting, infrastructure, personnel and administrative, legal, and financial criteria.

Article 3

Roles and Responsibilities of FIFA

- 1. FIFA has developed and implemented Club Licensing globally.
- 2. In particular, FIFA has the following responsibilities with regards to Club Licensing:
 - a. to include a legal basis for Club Licensing in its statutes;
 - b. to establish qualified staff in its administration to assist Confederations and Member Associations in the implementation of their Club Licensing systems;
 - c. to monitor and support the Confederations to develop and implement Confederation Club Licensing systems;
 - d. in consultation with CAF, to monitor and support the Member Associations developing and implementing National Club Licensing Regulations in Africa;
 - e. to conduct compliance audits;
 - f. to perform any other rights and responsibilities stipulated in CAF and FUFA's Club Licensing Regulations.
- 3. The FIFA Football Stakeholders Committee is the body in charge of club licensing within FIFA. Within its field of competence, it shall be authorised to issue directives, guidelines, policies, procedures, manuals and similar documents for the implementation of the FIFA Club Licensing Programme.

Article 4

Roles and Responsibilities of CAF

- 1. CAF will include a legal basis for Club Licensing in its statutes.
- 2. CAF shall promulgate all regulations and supporting documents of the FIFA Club Licensing Program.
- 3. CAF will implement club licensing in its region.
- 4. In particular, CAF shall be responsible:

- a. to develop and implement CAF Club Licensing Regulations, in compliance with the FIFA Club Licensing Programme;
- b. to establish a CAF Club Licensing Quality Standard;
- c. to monitor and support Member Associations to develop and implement their Club Licensing Regulations;
- d. to approve the Club Licensing Regulations of its Member Associations;
- e. to conduct compliance audits;
- f. to perform any other roles and responsibilities stipulated in the FIFA Club Licensing Programme or in the applicable CAF Club Licensing Regulations.

Article 5

Roles and Responsibilities of FUFA

The implementation of the club licensing system in Uganda is the responsibility of FUFA and shall include, but not be limited to, the following steps and procedures:

- a. establish a legal basis within the statutes of FUFA;
- b. establish an appropriate licensing administration;
- c. establish FUFA club licensing regulations in line with the CAF club licensing regulations;
- d. determine which national competitions, in addition to the CAF Women's Champions League, the regulations will apply to and the relevant criteria for each competition;
- e. define the scope of application of the club licensing regulations which must apply at a minimum to the clubs participating in CAF Women's Champions League, FWSL and FWEL
- f. publish the approved club licensing regulations on the FUFA website;
- g. establish a catalogue of sanctions for the non-compliance with the club licensing regulations;
- h. establish at least two decision-making bodies as defined in Articles 11 and 12;
- i. define the core process as detailed in Article 17;
- j. assess the documentation submitted by the licence applicants, consider whether this is appropriate and define the procedure rules in accordance with Article 13;
- k. ensure equal treatment of all licence applicants and guarantee them full confidentiality with regard to all information provided during the licensing process as defined in Article 19;

- l. determine whether each criterion has been met and what further information, if any, is needed for a license to be granted;
- m. comply with the CAF Club Licensing Quality Standard.

Article 6

Scope of Applicability

- 1. The FUFA Women's Club Licensing Regulations shall apply to the following Competitions:
 - a. CAF Women's Champions League;
 - b. FUFA Women Elite League;
 - c. FUFA Women Super League;
 - d. Other competitions as defined by FUFA Executive Committee.

Article 7

The Licensor

1. In Uganda, FUFA is the CAF Member Association responsible for implementing and enforcing the club licensing system, establishing a club licensing administration, appointing the appropriate licensing bodies and determining the necessary processes and procedures.
2. FUFA will comply with using the CAF Club Licensing Online Platform (CLOP) for the licensing process once CAF has activated the platform.
3. FUFA must guarantee the licence applicant full confidentiality with regard to all information provided by the licence applicant. Anyone involved in the licensing process or appointed by FUFA must first sign a confidentiality agreement.
4. FUFA shall establish at a minimum two decision-making bodies:
 - a. the First-instance body (FIB) as defined in Article 11;
 - b. the Appeals body (AB) as defined in Article 12.
5. These decision-making bodies shall be independent of each other. They shall receive technical and administrative support from the licensor. Any member of one of these bodies must in all cases automatically excuse him/herself if there is any doubt as to his/her impartiality with respect to the licence applicant, or there is any conflict of interest.
6. Within FUFA, the First Instance Body (FIB) and the Appeals Body (AB) are the only decision-making bodies responsible to grant/deny a license for domestic and continental competitions. The decisions taken by these bodies are final and its implementation is mandatory.
7. No other body within FUFA, nor an external one, may interfere in the decision-making process of the club licensing independent bodies (FIB and AB).

8. In the case FUFA has not properly appointed the First Instance Body and/or the Appeals Body in line with the conditions set in these regulations, the licensing process could be deemed invalid, and consequently the clubs will not take part in the CAF Interclub competitions.

Article 8

The Licensing Administration

1. The tasks of the licensing administration include:
 - a. implementing the club licensing system in Uganda in conformity with the FIFA and CAF regulations;
 - b. further developing the club licensing system;
 - c. providing administrative support to the decision-making bodies;
 - d. contact licence applicants to verify the compliance of the documentation presented in the application and/or the declarations made therein;
 - e. assisting, advising and monitoring the licensees during the season;
 - f. assisting and monitoring clubs in the use of the CAF Club Licensing Online Platform;
 - g. informing CAF of any event occurring after a licensing decision that constitutes a significant change to the information previously submitted to the licensor, including a change of legal form or legal group structure;
 - h. serving as the contact point for and sharing expertise with the club licensing administration of other Member Associations, CAF and FIFA.

Article 9

First Instance Body (FIB)

1. The First Instance Body (FIB) is an independent decision-making body which shall decide on whether a licence shall be granted or denied to an applicant club on the basis of the submitted documentation provided it is in accordance with the provisions of FUFA's women's club licensing regulations as at the submission deadline set by FUFA.

2. FUFA shall decide on the composition of the FIB. The FIB shall have a minimum of five members.
3. FUFA shall decide on the quorum of the FIB. The quorum must be a minimum of three 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 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 FUFA FIB are appointed in accordance with the FUFA statutes and must:
 - a. fulfil the requirements of qualification, independence and confidentiality;
 - b. act impartially in the discharge of their duties;
 - c. abstain if there is any doubt as to their independence from the licence applicant or if there is a conflict of interest. In this connection, the independence of a member may not be guaranteed if he/she or any member of his/her family (spouse, child, parent or sibling) is a member, shareholder, business partner, sponsor or consultant of the licence applicant;
 - d. not act simultaneously as the FUFA club licensing manager;
 - e. not belong simultaneously to a judicial statutory body or Executive committee of FUFA;
 - f. not belong simultaneously to the ownership or management personnel of an affiliated club.
7. The FIB should include at least one sporting expert, one qualified infrastructure expert, and one qualified financial expert holding a qualification recognized by the appropriate national professional body.
8. FUFA may recommend a maximum of one staff to serve as a co-opted member of the FIB, with the exception of the club licensing manager and the secretary general of FUFA, who may not be a member of the FIB.

Article 10

Appeals Body (AB)

1. The Appeals Body (AB) is an independent decision-making body which shall decide on submitted appeals and make a final and binding decision on whether a licence should be granted or refused.
2. Appeals may only be lodged by:
 - a. the licence applicant following a refusal or sanction by the FIB;
 - b. a licensee whose licence has been withdrawn by the FIB;
 - c. the licensing manager on behalf of FUFA.

3. The AB decides on appeals submitted in writing and makes a final decision on whether a licence should be granted or withdrawn.
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 of 3 days.
5. An appeal may be made on the basis that the FIB failed to apply the criteria correctly or did not understand the facts as given. An appeal may not be made on the basis of new or additional information, for instance that the club has met the criteria since the First Instance Body process.
6. A vote will be taken to decide whether each club's appeal is approved or rejected, with a simple majority required in order to reach a decision.
7. The AB shall make its decision by reviewing the decision of the FIB and all the evidence provided by the licence applicant or FUFA with its written request for appeal within the deadline determined in the appeal procedure by the FUFA women's club licensing regulations. Any further evidence submitted to the AB at a later stage shall not be taken into account.
8. Once a licence is granted or refused, such decision must be in writing and include reasoning.
9. FUFA shall decide on the composition of the AB. The AB shall have a minimum of three members.
10. FUFA shall decide on the quorum for the decisions of the AB. 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 appointed in accordance with the statutes of FUFA and must:
 - a. fulfil the requirements of qualification, independence and confidentiality;
 - b. act impartially in the discharge of their duties;
 - c. abstain if there is any doubt as to their independence from the licence applicant or if there is a conflict of interest. In this connection, the independence of a member may not be guaranteed if he/she or any member of his/her family (spouse, child, parent or sibling) is a member, shareholder, business partner, sponsor or consultant of the licence applicant;
 - d. not act simultaneously as licensing manager;
 - e. not belong simultaneously to a judicial statutory body or Executive committee of FUFA
 - f. not belong simultaneously to the Executive committee or Administration of FUFA
 - g. not belong simultaneously to the ownership or management personnel of an affiliated club.
12. The AB should include at least a minimum of one member with legal background.

Article 11

Procedural Rules

In the FUFA women's club licensing regulations or in a specific regulation or circular, FUFA shall define procedural rules with respect to decision-making. The decision-making bodies (FIB and AB) must operate according to the FUFA women's club licensing procedural rules that, as a minimum, must regulate the following standards:

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

Article 12

Catalogue of Sanctions

To guarantee an appropriate assessment process, FUFA must set up:

- a. a catalogue of sanctions for the FUFA Women's Club Licensing System for the non-respect of the criteria which may include a caution, a fine, the obligation to submit evidence, to fulfil certain conditions by a deadline, the deduction of points, a prohibition on concluding new transfer agreements or players' contracts, or the refusal of a licence;
- b. the competent national bodies shall have the authority to impose these sanctions against the licence applicants/licensees;
- c. refer to the CAF and/or FUFA National Disciplinary Regulations in respect of violations of the licensing regulations (e.g., submission of false documents, sanctions against individuals, etc.).

Article 13

Licence Applicant

1. The legal entity responsible for the football team applying for a licence is called the licence applicant. Once the licence applicant has been granted a licence by FUFA, it becomes a licensee.
2. FUFA defines the licence applicants according to the statutes and regulations of FUFA, the CAF regulations and in accordance with national law.
3. The licence applicant is defined as being the legal entity fully responsible for the football team participating in National, Regional, and international competitions recognized by FIFA, CAF and FUFA.

4. The licence applicant is fully responsible for participation in CAF Women's Champions League, the FUFA Women Elite League, the FUFA Women Super League, competitions, according to the FUFA Club Licensing Regulations.

5. The licence applicant is, in particular, responsible for ensuring the following:
 - a. that the licence applicant is fully responsible for the football team composed of FUFA registered players participating in national and international competitions;
 - b. that the licensor 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 required criteria in the regulations;
 - c. is based legally in the territory of FUFA and play its home matches only in that territory. FUFA may define exceptions, subject to the approval of CAF;
 - d. has the right to use the name and the brands of the club and not change the name of the club for advertising/promotional purposes with approval of FUFA

Article 14

Licence

1. Licences must be issued according to the provisions of FUFA's women's club licensing regulations, fulfilling the regional, domestic or the continental criteria.
2. FUFA must issue an invitation to the licence applicants to apply for a licence in writing within the deadline.
3. The licence applicant applying for a licence must submit an application to FUFA via the CAF Club Licensing Online Platform or the method defined by FUFA with the approval of CAF. In this application, the applicant must, in particular, declare that it shall fulfil the obligations of the FUFA women's club licensing system.
4. Only licence applicants which fulfil the criteria set out in the FUFA women's club licensing regulations by the relevant deadline may be granted a licence by FUFA to enter the CAF Women's Champions League, the FUFA Women Elite League, the FUFA Women Super League and Regional Leagues.
5. A licence is granted for one sporting season only. It expires without prior notice at the end of the season for which it was issued.
6. The granting of provisional licenses by FUFA to any license applicant is not permitted.
7. A licence cannot be transferred.
8. A licence may be withdrawn by CAF or FUFA's decision-making bodies during a season if:
 - a. for any reason a licensee becomes insolvent and enters into liquidation during the season as determined by the applicable national law;

- b. any of the conditions for the issue of a licence are no longer satisfied; or the licensee violates any of its obligations under the FUFA women's club licensing regulations.
- C. Also if a club forged a license or other documents based on issuance of the License
- 9. FUFA will regularly monitor the licensee in order to guarantee the application of the FUFA women's club licensing regulations.
- 10. CAF must be informed as soon as a licence withdrawal is envisaged by FUFA.

Article 15

Core Process

- 1. FUFA must define the core process for the verification of the club licensing criteria and thus control the issuing of licences. The core process must be certified against the CAF Club Licensing Quality Standard.
- 2. FUFA must communicate the core process to all licence applicants each season.
- 3. The core process consists of the following minimum key steps:
 - a. invitation to the licence applicants to submit their application for a licence;
 - b. submission of the licensing documentation and deadlines to the licence applicants;
 - c. return of the licensing documentation to the licensor;
 - d. assessment of the documentation by the licensing administration, including visits to the licence applicants;
 - e. submission of the written representation letter to FUFA;
 - f. assessment and decisions by the decision-making bodies;
 - g. communication of the licence decisions, in writing, to the licence applicants;
 - h. communication of any applicable sanctions, in writing, to the licence applicants;
 - i. submission of the list of licensing decisions for national and international club competitions to the CAF administration.
- 4. The deadlines for the above key process steps must be clearly defined and communicated in writing to the licence applicants in a timely manner by FUFA.
- 5. Once the list of licensing decisions is submitted by FUFA to CAF, containing among other aspects, information about the licence applicants (clubs) that have undergone the licensing process for

domestic and continental competitions and have been granted or denied a licence by the national decision-making bodies, these decisions may only be reverted on approval of the AB

- 6. An approval from CAF is required for an extension to submit the list of decisions for continental competitions.

Article 16

Assessment Procedures

FUFA defines the assessment methods based on FUFA Women's Club Licensing Regulations. Should CAF discover that any licensing decisions have been made in violation of the FUFA Women's Club Licensing Regulations, CAF may reject such licensing decisions and may refer FUFA to the CAF Disciplinary Body for its further action.

Article 17

Equal Treatment and Confidentiality

- 1. FUFA must ensure equal treatment of requests for all licence applicants during the core process.
- 2. FUFA must guarantee the licence applicants' full confidentiality with regard to all information submitted during the licensing process.
- 3. Anyone involved in the licensing process or appointed by FUFA must first sign a confidentiality agreement.

Article 18

Compliance Audits

- 1. CAF and FIFA are entitled to conduct Compliance Audits.
- 2. Compliance Audits are a mechanism of supervision of Licensors and Clubs. They aim to control the fulfilment of the applicable requirements and the accuracy of the licences awarded. Compliance Audits may in particular include site inspections (e.g., Stadiums, Training facilities and headquarters), interviews with everyone involved in the licensing process and a full review of documents, information or any other material of any nature held by them or to which they are entitled to obtain.
- 3. Compliance Audits may be carried out at random times, before and after the award of the Licence.
- 4. FUFA and Clubs are obliged to fully cooperate. Non-compliance with such requests or the provision of incomplete or false information may lead to sanctions by CAF and/or FIFA.
- 5. CAF may perform a compliance audit directly or with an external audit firm.
- 6. FIFA may perform a compliance audit directly or with an external audit firm.

7.F IFA may request CAF to conduct a Compliance Audit on behalf of FIFA. CAF shall send FIFA comprehensive reports about the result of the requested Compliance Audit. FIFA may ask for additional information and set reasonable time limits.

8.I f a Compliance Audit reveals that FUFA awarded a licence in breach of the FUFA Women's Club Licensing Regulations, FUFA may be sanctioned by CAF and/or FIFA.

9.F or the purpose of compliance audits, in the event of any discrepancy in the interpretation of the FUFA Women's Club Licensing Regulations between a CAF official language version and the official national language version, the CAF official language version prevails.

Article 19

Exemptions

1. Upon request of FUFA, CAF may exempt FUFA from its obligation to incorporate specific minimum requirements into its FUFA Women's Club Licensing Regulations.

2. The exemption request must be well-founded and demonstrate that FUFA is not capable to fulfil the respective requirements despite its best efforts. The exemption request shall be submitted in writing.

3. In its deliberation, CAF shall consider the status and situation of football within the territory of FUFA, for example:

- size of the territory, population, geography, economic and social background;
- size of FUFA (number of clubs, number of registered players and teams, size and quality of the administration of FUFA, etc.);
- the level of football (professional, semi-professional or amateur clubs);
- status of football as a sport within the territory and its market potential (average attendance, TV market, sponsorship, revenue potential, etc.); and
- national laws.

4. An exemption applies only to the licence period in question. A renewal of the exemption is possible upon submission of a new request.

Article 20

Benchmarking

1. CAF shall act as a central regional benchmarking agent, fostering close collaboration with Licensors.

2. CAF may request FUFA to collect specific benchmarking data from Clubs. Any benchmarking data submitted to CAF shall comply with confidentiality undertakings and the applicable data protection laws.

3. CAF and/or FUFA may:

- a. issue reports and make them available to the public in order to enhance transparency and show football accountability as well as commitment to improve structures and operations;

b. verify the effects of club licensing on elite football, in particular on the specific areas of club development and discussing possible solutions with football stakeholders to improve club football;

c. provide consistent and accurate data for regulatory reform, enacting flexible policy and making the link to the evaluation and monitoring of FIFA development programs;

d. contribute to the knowledge exchange.

4. Benchmarking data may be processed by CAF and/or FUFA in collaboration with external research analysts, who must first sign a confidentiality agreement.

Article 21

Extraordinary application of the club licensing system for entering the CAF Women Champions League

1. If a club qualifies for the CAF Women's Champions League based on its sporting results, but has not undergone a club licensing process at all or has undergone a club licensing process which is lower / not equivalent to the one applicable to top-division clubs, because it belongs to a division other than the top division, FUFA may – on behalf of such a club – request an extraordinary application to CAF.

2. Based on such an extraordinary application, CAF may grant special permission to enter the CAF Women's Champions League competition. This permission only applies to that specific applicant and only for the season in question.

3. The extraordinary application is granted by CAF to the concerned club under the jurisdiction of FUFA. The concerned club should fulfil certain minimum criteria as informed by CAF.

4. A spot check from CAF and/or an external entity may be organized to inspect the club.

Article 22

Option for FUFA to delegate the club licensing system to an affiliated

1. FUFA may delegate the club licensing system to an affiliated entity, subject to the written approval of CAF.

2. The CAF Administration may only approve a delegation request if it is satisfied that the league/member

- a. is affiliated to FUFA and has accepted its statutes, regulations and the decisions of its responsible and competent bodies in writing;
- b. has submitted a written decision by the legislative body of the affiliated league to comply with the following obligations towards CAF:
- c. implements the CAF Women's Club Licensing Criteria according to the provisions of these regulations and any future amendments thereto into Licensor's Club Licensing Regulations;
- d. cooperates with the CAF and its nominated bodies/agencies for the purpose of club monitoring;
- e. grants CAF and its nominated bodies/agencies full necessary access to verify the operation of the Club Licensing System and the decisions of the decision-making bodies at any time;

- f. allows CAF and its nominated bodies/agencies to conduct compliance audits at any time of clubs that qualify for a CAF Club Competition;
- g. accepts any CAF decision made with regard to exceptions and/or compliance audits;
- h. issues the appropriate sanctions to the relevant parties according to the CAF's recommendations or decisions.

3. Vis-à-vis CAF and FIFA, FUFA remains responsible for the proper implementation of club licensing procedure in Uganda.



SECTION 2

CAF WOMEN'S CLUB LICENSING CRITERIA

In this section, FUFA has modified CAF Women's Continental Club Licensing Criteria into the FUFA's Women's Club Licensing Regulations. This criterion applies to all clubs in Uganda seeking to obtain a licence to participate in the CAF Women's Champions League as defined in the FUFA Competitions Regulations. For the minimum club licensing requirements at CAF, please refer to the CAF WOMEN'S CLUB LICENSING REGULATION EDITION 2022 as attached herein.



SECTION 3

FUFA SUPER LEAGUE

WOMEN'S CLUB

LICENSING CRITERIA

In this section, FUFA has outlined the club licensing criteria that applies to all clubs in Uganda seeking to obtain a licence to participate in the FUFA Women's Super League.

Article 23

Sporting Criteria

The license applicant must submit;

- a) pre-competition medical reports for each player
- b) list of players and their allocated shirt name and numbers
- c) Samples of full set Home and Away Kit
- d) A minimum of 10 players including 2 goal keepers approved on the FUFA Connect System.
- e) All FUFA Women Super League Clubs must be attached to an active men's football club participating in either the Uganda Premier League, FUFA Big League or Regional League.

Article 24

Infrastructure Criteria

1. Stadium

The license applicant must submit;

- a) The FUFA Stadium Certificate of the minimum of level 4 as specified in the FUFA stadium regulations for FUFA Women Super League Clubs.
- b) Documents of security of tenure such as;
 - i) Copies of certificate of title in case of freehold, mailo and or lease tenure ownership or
 - ii) License to occupy and any sub-leases or
 - iii) Legally enforceable agreement from the owner for its use by the Club, expiring not earlier than the end of the current season relating thereto. This Agreement will be submitted with the letter of guarantee of prioritization of the club fixtures ahead of any other event
- c) The license applicant must subject for inspection the Stadium for purposes of issuing the appropriate FUFA Stadium Certification.
- d) FUFA may conduct spot-checks anytime during the year and re-evaluation may be done.

e). If the Stadium is re-classified during the year to standard lower than that of the respective league, the Club shall be required to stop using the Stadium for League matches and shall be required to submit another Stadium of the required standards with in the set deadlines.

f). The Stadium with the natural grass pitch shall not be used for training. FUFA may issue exceptions to this provision and for a limited period. Contravention of this provision shall cause deduction of one point and one goal to the defaulting club

g). Not more than 2 Professional Clubs of all league divisions may share a Stadium with natural grass pitch for matches. Not more than 4 Professional Clubs of all league divisions may share a Stadium with Astro turf pitch for matches and/or training

2. Training ground

- a) The license applicant must subject for inspection the Training Ground for purposes of issuing the appropriate FUFA Training Ground Certificate.
- b) FUFA may conduct spot-checks anytime during the year and re-evaluation may be done
- c) If the Training Ground is found to be of standards lower than required, the Club shall be required to stop using the training ground and shall be required to submit another training ground of the required standards

3. Office Premises

The license applicant must submit;

- a) Documents of security of tenure such as;
 - i. Copies of certificate of title in case of freehold, mailo and or lease tenure ownership or
 - ii. Agreement to occupy and any sub-leases or
 - iii. Legally enforceable agreement from the owner for its use by the Club, expiring not earlier than the end of the current Season relating thereto

- b). The license applicant must subject for inspection the Club Offices for approval.
- c). FUFA may conduct spot-checks anytime during the year and re-evaluation may be done. Any club found to have changed the premises and/or lowered the standard from those presented at inspection shall be sanctioned as per the FUFA catalogue of sanction
- d). The Mandatory Club Offices accepted in the opinion of the inspectors shall have;
 - Befitting Furniture and Fittings
 - Computers and Printer
 - Access to Internet
 - Filing Cabinets
 - Branding and Signage

Article 25

Personnel And Administrative Criteria

1. Chief Executive Officer:

The license applicant shall employ a fulltime Club Chief Executive Officer (Club CEO).

- a). The Club CEO shall be the head of the club secretariat composed of both Administrative and Technical Personnel.
- b). The Applicant Club Shall Submit a FAMACO II Certificate for the contracted CEO of the FWSL
- c). The license applicant must submit the employment agreement of the Club CEO

2. Technical Personnel

- a). **Head Coach:** The relevant authority at the Club shall employ a fulltime Club Head Coach.
- b). The Club Head Coach shall be the coach of the club senior Team
- c). Only persons who hold a minimum of CAF B license or its equivalent may be employed as a Club Head Coach
- d). Only persons who hold a valid FUFA coaching license can be employed as a Club Head Coach
- e). The license applicant must submit the following;
 - i) Employment agreement of the Club Head Coach,
- f). Where either or both the Club and the Head Coach may terminate the contract during the season, a caretaker coach for not more than 4 weeks may be hired and shall have minimum of CAF C License. The license applicant must submit the employment agreement of the Caretaker Club Head Coach.
- g). One person shall not be allowed to coach more than 2 clubs in the same league in the same season

3. Other Mandatory Technical Personnel

- a) The Head Coach or the relevant authority at the Club shall employ the following staff on fulltime basis;
 - i) **Assistant Coach** shall have a minimum of CAF C license

4. Essential Persons

- a). The Club or relevant authority shall appoint and name the following persons;
 - i) Club Medical Personnel with qualifications,
 - ii) Media and communications personnel

5. Administration

The License Applicant shall be required to submit the following:

- a) High Resolution Logo in Electronic format (PDF, PNG)
- b) The official Nickname of the Club
- c) The Club Motto/Slogan
- d) One Page History of the Club
- e) E-mail Address (in the names of the club)
- f) Official telephone Contact(s)
- g) Official Digital Platform; Facebook, Twitter Platforms

Article 26

Legal Criteria

- i) The license applicant must submit;
 - a) FUFA Club Statutes
 - b) Club Ownership Declaration and File Change of Ownership (If applicable)
 - c) Declaration of Compliance Form, that the license applicant is subject to the fact that the applicant recognizes as legally binding the statutes, regulations, directives and decisions of FIFA, CAF, and FUFA 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
 - d) Application for Club Licensing form
 - e) FUFA Club Registration Form
 - f) Concluded Player Contracts for All players
- ii) The Club Statutes shall only be approved by FUFA if in accordance with the FUFA Clubs Statutes Template and if compulsory provisions are included

Article 27

Financial Criteria

- ii) The license applicant must submit;
 - a) The proof of payment to FUFA of the License Application Fees as set by FUFA
 - b) The Annual Financial Statements for the previous Financial Year of the Club
 - c) The club's balanced or surplus budget for the entire season
 - d) The Club Bank Statement for the last 6 months to-date of submission, Club bank account in the names of the club



SECTION 4

FUFA ELITE LEAGUE

WOMEN'S CLUB LICENSING CRITERIA

In this section, FUFA has outlined the club licensing criteria that applies to all clubs in Uganda seeking to obtain a licence to participate in the FUFA Women's Elite League.

Article 28

Sporting Criteria

1. The license applicant must submit;
 - a) list of players and their allocated shirt numbers
 - b) Samples of full set Home and Away Kit
 - c) A minimum of 10 players including 2 goal keepers registered on the FUFA Connect System.

Article 29

Infrastructure Criteria

1. Stadium

The license applicant must submit;

- a) The FUFA Stadium Certificate of the minimum of level 4 as specified in the FUFA stadium regulation for FUFA Women Elite League Clubs the whose date of expiry is after the end of the season for which the application is being made.
- b) Documents of security of tenure such as;
 - i) Copies of certificate of title in case of freehold, mailo and or lease tenure ownership or
 - ii) Agreement to occupy and any sub-leases or
 - iii) Legally enforceable agreement from the owner for its use by the Club, expiring not earlier than the end of the current season relating thereto. This Agreement will be submitted with the letter of guarantee of prioritization of the club fixtures ahead of any other event
- c) The license applicant must subject for inspection the Stadium for purposes of issuing the appropriate FUFA Stadium Certification.
- d) FUFA may conduct spot-checks anytime during the year and re-evaluation may be done and a new classification issued

- e). If the Stadium is re-classified during the year to standard lower than that of the respective league, the Club shall be required to stop using the Stadium for League matches and shall be required to submit another Stadium of the required standards with in the set deadlines.
- f). The Stadium with the natural grass pitch shall not be used for training. FUFA may issue exceptions to this provision and for a limited period. Contravention of this provision shall cause deduction of one point and one goal to the defaulting club
- g). Not more than 2 Professional Clubs of all league divisions may share a Stadium with natural grass pitch for matches. Not more than 4 Professional Clubs of all league divisions may share a Stadium with Astro turf pitch for matches and/or training

2. Office Premises

The license applicant must submit;

- a) Documents of security of tenure such as;
 - i) Copies of certificate of title in case of freehold, mailo and or lease tenure ownership or
 - ii) Agreement to occupy and any sub-leases or
 - iii) Legally enforceable agreement from the owner for its use by the Club, expiring not earlier than the end of the current Season relating thereto.
- b). The license applicant must subject for inspection the Club Offices for approval
- c). FUFA may conduct spot-checks anytime during the year and re-evaluation may be done. Any club found to have changed the premises and/or lowered the standard from those presented at inspection shall be fined as per the FUFA catalogue of sanctions

d). The Mandatory Club Offices accepted in the opinion of the inspectors shall have;

Befitting Furniture and Fittings
 Computers and Printer
 Access to Internet
 Filing Cabinets
 Branding and Signage

Article 30**Personnel And Administrative Criteria****1. Chief Executive Officer:**

- a) The license applicant shall employ a fulltime Club Chief Executive Officer (Club CEO).
- b). The Club CEO shall be the head of the club secretariat composed of both Administrative and Technical Personnel
- c). The Club CEO shall be required to have a FAMACO 1 Certificate
- d.) Medical personnel.

2. Technical

- a). **Head Coach:** The relevant authority at the Club shall employ a fulltime Club Head Coach.
- b). The Club Head Coach shall be the coach of the club senior Team
- c). Only persons who hold a minimum of CAF C License or its equivalent may be employed as a Club Head Coach
- d). Only persons who hold a valid professional coaching license can be employed as a Club Head Coach

3. Administration

Identity, Branding and Address: The License Applicant shall be required to submit the following;

- a) High Resolution Logo in Electronic format (PDF, PNG)
- b) The official Nickname of the Club
- c) The Club Motto/Slogan
- d) 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) E-mail Address (in the names of the club)
- h) Official telephone Contact(s)
- i) Postal Address

Article 31**Legal Criteria**

1.The license applicant must submit;

- a) FUFA Approved Club Statutes
- b) FUFA Club License Application (Form F908)
- c) Club Ownership Declaration and File Change of Ownership (If applicable)
- d) Declaration of Compliance Form (Form F901) that the license applicant is subject to the

fact that the applicant recognizes as legally binding the statutes, regulations, directives and decisions of FIFA, CAF, and FUFA 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

The Club Statutes shall only be approved by FUFA if in accordance with the FUFA Clubs Statutes Template and if compulsory provisions are included.

All forms shall be provided to the clubs via Email Address.

Article 32**Financial Criteria**

- 1. The license applicant must submit;
- a) The proof of payment to FUFA of the License Application Fees as set by FUFA
- b) the club's balanced or surplus budget for the entire season for which the application is made to the licensor.
- c) Club Bank Account in the names of the club

SECTION 5

FINAL PROVISIONS

Article 33

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 34

Interpretation and Unforeseen Contingencies

1. The FUFA Executive 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 FUFA Executive Committee shall have the final decision on any matters not provided for in the FUFA Women's Club Licensing Regulations.

Article 35

Disciplinary Procedures

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

In the event of failure to obtain License, the affected club;

- a) If it had applied for a FUFA Women 1st Division License, it will thereafter be sportingly eligible to apply for the current season FUFA women 2nd Division League Club License
- b) If it had applied for a FUFA Women 2nd Division League License, it will thereafter be sportingly eligible to apply for the current season FUFA Women 3rd Division League Club License

Article 36

Matters not provided for;

1. Matters not provided for in these regulations shall be decided, for non-disciplinary matters by the FUFA Executive, 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 FUFA Statutes, Disciplinary and Ethics Code.
2. All Disciplinary aspects will be dealt with by the FUFA Disciplinary and Ethics Committee.

—

Article 37

Exceptions Policy

1. The CAF administration or the Organizing Committee for the Inter-Clubs Competitions and management of the club licensing system may, in accordance with Article 21, grant exceptions on the following matters:
 - a. non-applicability of a minimum requirement concerning the decision-making bodies or process defined in Articles 11 and 12 due to national law or any other reason;
 - b. non-applicability of a minimum requirement concerning the core process defined in Article 17 due to national law or any other reason;
 - c. non-applicability of a minimum assessment procedure defined in Article 18 due to national law or any other reason;
 - d. non-applicability of a certain criterion defined in part II, section 2 and 3 due to national law or any other reason;
 - e. extension of the introduction period for the implementation of a criterion or a category of criterion defined in section 2 and 3.
2. Exceptions related to items a), b), c), d) and e) are granted to a CAF member association and apply to all clubs which are registered with the CAF member association and which submit a licensing application to enter the CAF club competitions. Exceptions related to item d) are granted to the individual club that applies for a licence.
3. In principle an exception is granted for a period of one season. Under specific circumstances, this period may be extended, and the CAF member association may be placed on an improvement plan.
4. A renewal of the exception is possible upon a new request.
5. The CAF Administration acts as the first instance decision making body on exception requests.
6. The decision will be communicated to the CAF Member Association. The decision shall be in writing and state the reasoning. The CAF Member Association shall then communicate it to all Licence Applicants concerned.
7. Appeals can be lodged against decisions made by the CAF Administration in writing before the Court of Arbitration for Sport (CAS) in accordance with the relevant provisions laid down in the CAF Statutes.

Article 38

Diverging Texts

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

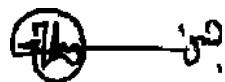
Article 39

Adoption and Enforcement

1. The FUFA Women's Club Licensing Regulations have been approved by the FUFA Executive Committee on 31st August 2022 and will come into force season 2023/24.
2. CAF approved the FUFA Women's Club Licensing Regulations on [REDACTED] The FUFA Women's Club Licensing Regulations shall apply beginning with the 2022 CAF Women's Champions League, 2023 FUFA Women Elite League and 2023 FUFA Women Super League.



ENG. MOSES MAGOGO
FUFA PRESIDENT



MR. EDGAR WATSON
FUFA CEO





Federation of Uganda Football Associations

P. O. Box 22518, Kampala - Uganda

www.fufa.co.ug

