



2018 Grenada Football Association Club Licensing Support Manual



The Grenada Football Association Club Licensing Support Manual has been created to guide clubs in the fulfillment of the GFA Club Licensing Regulations for the 2017-2018 season.

I. General Timetable and Deadlines for the Club Licensing System

The Grenada Football Association has established a timetable and deadlines for implementing the Club Licensing System in 2018. The list below contains an overview of the actions which will be taken by the GFA, as well as the associated deadlines, for the Club Licensing process.

Deadline	Action
11-SEPT-2017	Clubs submit the names of its Club License Officer
02-OCT-2017	Sending of letters by GFA to clubs inviting them to apply for the National Club License
16-NOV-2017	Submission of clubs' license applications and all supporting documentation to GFA Club Licensing Manager
30-NOV-2017	Review and decision by first instance decision-making body regarding all clubs' license applications
04-DEC-2017	Notification and communication of first instance decision-making body's licensing decisions to all clubs in writing by GFA
11-DEC-2017	Written appeals submitted by clubs to GFA based on decision of first instance decision-making body
18-DEC-2017	Final decisions by the appeal instance decision-making body regarding the license applications of clubs submitting appeals
27-DEC-2017	Notification and communication of appeal instance decision-making body's licensing decisions to all clubs in writing by GFA
29-DEC-2017	Submission of all licensing decisions by GFA to CONCACAF

II. Responsibilities of the Member Association

In addition to establishing the Club Licensing System, the Grenada Football Association has opted to accept additional responsibilities. The actions and associated deadlines for these responsibilities are outlined below.

Deadline	Action
16-SEPT-2017	Workshop with Club License Officers at the GFA Secretariat 10:00am
14-OCT-2017	Meet with all Clubs to assess the business and sporting plans of the clubs
23 -29 -OCT-2017	Conduct visit to the stadium, headquarters, and training facilities of all clubs applying for a license
DEC- 9 -2017	Meet with all clubs at the conclusion of the season to assess the business and sporting plans of the clubs

III. Responsibilities of the Club

To obtain a Grenada Football Association Club License and subsequently become eligible to participate in the domestic club competition of the GFA for 2018-2019, the club must achieve all Domestic Criteria listed in Section III of the GFA Club Licensing Regulations.

These criteria include the completion of the following four forms, which must be accurately completed and submitted by all clubs as part of their Club License application:

- Club Infrastructure Form
- Club General Form
- Club Finance Form
- Club Youth Development Form

The five tables below indicate all criteria which must be met by the club in order to be granted a license for the **2018-2019** season. The Supporting Documentation indicated must be submitted to the Club Licensing Manager in the club's license application by the specified deadline.

If the club fails to meet ANY of the Domestic Criteria listed in the tables below, the club will not be granted a license for **2018-2019**.

The Regional Criteria listed will come into effect as of the **2016-2017** edition of the CONCACAF Champions League and therefore WILL need to be met in order to be granted a license for the **2018-2019** season.

Infrastructure			
Grade	Criteria	Supporting Documentation	Deadline
Domestic	Art. 16	Club Infrastructure Form accurately completed and submitted.	16-10-17
Domestic	Art. 17.1	Proof of ownership or contract/agreement for rental or use of the stadium for the season provided.	"
Domestic	Art. 17.2	Field of Play section of the Club Infrastructure Form accurately completed and submitted.	"
Domestic	Art. 18	Training Field section of the Club Infrastructure Form accurately completed and submitted.	"
Domestic	Art. 19	General Information section of the Club General Form accurately completed and submitted.	"
<i>Regional</i>	<i>Art. 20</i>	<i>Stadium Inspection approved by CONCACAF.</i>	

Sporting

Grade	Criteria	Supporting Documentation	Deadline
Domestic	Art. 21	Club Youth Development Form accurately completed and submitted.	16-10-17
Domestic	Art. 22	Administrative Information section of the Club General Form accurately completed and submitted.	“
Domestic	Art. 23	Confirmation of first team players' and coaches' registration in MyCONCACAF or national online platform.	“
<i>Domestic</i>	<i>Art. 24</i>	<i>Administrative Information section of the Club General Form accurately completed and submitted.</i>	
<i>Domestic</i>	<i>Art. 25</i>	<i>Club Youth Development Form accurately completed and submitted and youth team registered with GFA recognized league.</i>	
<i>Domestic</i>	<i>Art. 26</i>	<i>Youth Teams section of the Club Youth Development Form accurately completed and submitted.</i>	
<i>Domestic</i>	<i>Art. 27</i>	<i>Proof of medical examination and medical insurance for all team players provided.</i>	
<i>Regional</i>	<i>Art. 28</i>	<i>Confirmation of all youth and first team players' and coaches' registration in MyCONCACAF or national online platform.</i>	

Administration

Grade	Criteria	Supporting Documentation	Deadline
Domestic	Art. 29	Club General Form accurately completed and submitted.	16-10-17
Domestic	Art. 30	Administrative Information section of the Club General Form accurately completed and submitted.	“
Domestic	Art. 31	Administrative Information section of the Club General Form accurately completed and submitted.	“
Domestic	Art. 32	Administrative Information section of the Club General Form accurately completed and submitted.	“
Domestic	Art. 33	Administrative Information section of the Club General Form accurately completed and submitted.	“
<i>Regional</i>	<i>Art. 34</i>	<i>Administrative Information section of the Club General Form accurately completed and submitted.</i>	
<i>Domestic</i>	<i>Art. 35</i>	<i>Administrative Information section of the Club General Form accurately completed and submitted.</i>	“

Finance

Grade	Criteria	Supporting Documentation	Deadline
Domestic	Art. 36	Club Finance Form accurately completed and submitted.	16-10-17
Domestic	Art. 37	Budget for upcoming season submitted. (estimate and actual / income & Expense Report of prior season	“
<i>Regional</i>	<i>Art. 38</i>	<i>Audited Financial Statements (Balance Sheet, Income Statement and Audit Report) from 2015 submitted.</i>	

Legal

Grade	Criteria	Supporting Documentation	Deadline
Domestic	Art. 39	Legally valid declaration executed and submitted by authorized signatory of club.	16-10-17
Domestic	Art. 40	Legally valid declaration which outlines the ownership structure (if applicable) and the control mechanism of the club submitted.	"
Domestic	Art. 41	Club Statutes or equivalent legal document submitted and (if applicable) extract from a public register submitted. A copy of the minutes of the Club's last General Council or constitutional meeting. A registered Logo of the Club	"
Domestic	VI	Implement a social project in any community preferably where the Club is located	16-10-17
Regional	Art. 42	<i>Proof of presentation of anti-racism protocol for players and officials submitted. Proof of press release for fans submitted.</i>	"
Regional	Art. 43	<i>Written employment contracts for all professional players submitted.</i>	

IV. Catalogue of Procedures and Sanctions

The Grenada Football Association has increased the Domestic Criteria that must be met in order to be granted a license. As per the GFA Club Licensing Regulations, a Catalogue of Sanctions has been established for the additional criteria put in place by the GFA which exceed the requirements outlined in the CONCACAF Club Licensing Regulations.

The table below contains a list of sanctions which correspond to specific Club Licensing criteria. If a club is unable to meet one or more of the additional criteria, the applicable sanction(s) shall be enforced.

Grade	Criteria	Sanction(s)	Deadline (if applicable)
Domestic	Art.16-19	Caution; Extended deadline to fulfil the criteria; Fine; Deduction of points	
Domestic	Art. 21-28	Fine; Deduction of points; Withholding of grants; Transfer embargo; License withdrawal; Suspension of Member or Personnel of a Member	
Domestic	Art. 29-33	Fine; Deduction of points; Withholding of grants; Transfer embargo; License withdrawal	
Domestic	Art. 36-37	Fine; Deduction of points; Withholding of grants; Transfer embargo; License withdrawal	
Domestic	Art. 39-41	Fine; Deduction of points; Withholding of grants; Transfer embargo; License withdrawal	

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