



Overview of Club Licensing

1. **What is Club licensing?** Simply put, it's a development tool that is used to raise the level of club football both on and off the pitch.
2. **Objectives of the Club licensing system?** The adaptation of the club licensing system at the Member Association (JFF) is a long-term process in which the objectives are as follows:
 - Protect the credibility of all club competitions
 - Improve the level of professionalism
 - Promote sporting values
 - Promote financial transparency
 - Promote transparency in club ownership and club control mechanisms
3. **Specific criteria** – Club licensing is based on six (6) specific criteria, i.e. Administration, Infrastructure, Financial, Sporting, Legal and Social Responsibility.
 - **Administration** – Aimed at encouraging club/s to appoint individuals to key administrative roles in order to increase the level of professionalism at the organization, as well as allowing for the creation of a database of club administrators for which Concacaf development tools and programs can then be established for each functional area. General Club information would include: club name, address, telephone, email, social media (twitter, instagram, facebook, etc). Club personnel information (name, position, email address, etc).
 - **Infrastructure** – Aimed at ensuring that club/s has adequate stadium and training facilities for all match/es and training sessions. Clubs are also informed of the minimum requirements for stadium/s for Concacaf club competition/s. Stadium information include: name, address, capacity, length and width of field, proof of ownership, floodlights, dressing room, doping control and medical rooms, press conference room, safety and security etc.
 - **Financial** – Aimed at providing Concacaf and the JFF regarding the financial capabilities of clubs, while safeguarding the continuity of club competitions through the promotion of sustainability principles. Financials include: club budget (upcoming season), club audited financials (previous season), club income, merchandise income, gate receipts income. There is also club expense that includes: total club expense, total player salaries and head coach salary.

- **Sporting** – Aimed at identifying and increasing the number of footballers and coaches in the region while improving the experience for youth players at the club level. This includes:
 - i. Youth Team categories; Team/s, i.e.: U13, U15, U17 etc, Name of Head Coach and qualifications, team roster etc.
 - ii. Youth Development; Youth program philosophy and objectives
 - iii. Women’s Football; Head coach and qualifications as well as providing an overview of the Women’s program.
 - iv. Insurance and medical; Providing an annual medical examination and insurance policy for first team players.
- **Legal** – Aimed at protecting the integrity of club competitions, while formalizing the legal structures of clubs throughout the region. This section includes: club statutes, club control mechanism and ownership structure, annual general meeting date, club legal declaration, anti racism protocol, safeguarding – declaration of implementation and confidentiality agreement.
- **Social Responsibility** – Aimed at increasing the involvement and impact of football clubs in local communities.