



2024 Jamaica Football Federation Club Licensing Support Manual

The Jamaica Football Federation Club Licensing Support Manual has been created to guide clubs in the fulfillment of the JFF Club Licensing Regulations for the 2024-2025 season.

I. General Timetable and Deadlines for the Club Licensing System

The Jamaica Football Federation has established and implemented the Club Licensing System in September 2015. The list below contains an overview of the actions which will be taken by the JFF, as well as the associated deadlines, for the Club Licensing process.

Deadline	Action
1 July 2024	Clubs receive notification inviting them to apply for the National Club License via the Concacaf Comet platform.
31 July 2024	Submission of clubs' license applications and all supporting documentation via the Concacaf Comet platform.
1-8 August 2024	Review and decision by the JFF First Instance Decision-making body regarding all clubs' license applications.
9 August 2024	Notification and communication of the first instance decision-making body's licensing decisions to all clubs in writing by the JFF on the Concacaf Comet platform.
14 August 2024	Written appeals submitted by clubs to the JFF based on decision of the JFF first instance decision-making body.
19 August 2024	Final decisions by the Appeal instance decision-making body regarding the license applications of club/s submitting appeals.
21 August 2024	Notification and communication of the Appeal instance decision-making body's licensing decisions to all clubs in writing by the JFF via the Concacaf Comet platform.
23 August 2024	Submission of all licensing decisions by the JFF to Concacaf.

II. Responsibilities of the Member Association

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

Deadline	Action
22-26 July 2024	Meet with all clubs individually at the beginning of the season to assess the business and sporting plans of the clubs.
26-31 July 2024	Conduct visit to the stadium, headquarters, and training facilities of all clubs applying for a license.
31 May 2025	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

In order to obtain a Jamaica Football Federation Club License and subsequently become eligible to participate in the domestic club competition of the JFF for 2024-2025 season, the club must meet all Domestic Criteria listed in Section III of the JFF Club Licensing Regulations.

These criteria include the completion of the following four (4) forms, which must be accurately completed and submitted by all clubs as part of their Club License application on the Concacaf Comet platform.

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

The five (5) tables below indicate all criteria which must be met by the club in order to be granted a license for the 2024-2025 season. The Supporting Documentation indicated must be submitted in the club's license application by the specified deadline on the Concacaf Comet platform.

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 the 2024-2025 season.

The Regional Criteria listed came into effect as of the 2016-2017 edition of the CONCACAF Champions League.

Infrastructure			
Grade	Criteria	Supporting Documentation	Deadline
Domestic	Art. 16	Club Infrastructure Form accurately completed and submitted.	14 July 2024
Domestic	Art. 17.1	Proof of ownership or contract/agreement for rental or use of the stadium for the season provided.	14 July 2024
Domestic	Art. 17.2	Field of Play section of the Club Infrastructure Form accurately completed and submitted.	14 July 2024
Domestic	Art. 18	Training Field section of the Club Infrastructure Form accurately completed and submitted.	14 July 2024
Domestic	Art. 19	General Information section of the Club General Form accurately completed and submitted.	14 July 2024
<i>Regional</i>	<i>Art. 20</i>	<i>Stadium Inspection approved by CONCACAF.</i>	31 July 2024

Sporting

Grade	Criteria	Supporting Documentation	Deadline
Domestic	Art. 21	Club Youth Development Form accurately completed and submitted.	14 July 2024
Domestic	Art. 22	Administrative Information section of the Club General Form accurately completed and submitted.	14 July 2024
Domestic	Art. 23	Confirmation of first team players' and coaches' registration in Concacaf Comet or the JFF Connect online platform.	14 July 2024
<i>Regional</i>	<i>Art. 24</i>	<i>Administrative Information section of the Club General Form accurately completed and submitted.</i>	14 July 2024
<i>Regional</i>	<i>Art. 25</i>	<i>Club Youth Development Form accurately completed and submitted, and youth team/s registered with JFF recognized league.</i>	14 July 2024
<i>Regional</i>	<i>Art. 26</i>	<i>Youth Teams section of the Club Youth Development Form accurately completed and submitted.</i>	14 July 2024
<i>Regional</i>	<i>Art. 27</i>	<i>Proof of medical examination and medical insurance for all team players provided.</i>	31 July 2024
<i>Regional</i>	<i>Art. 28</i>	<i>Confirmation of all youth and first team players' and coaches' registration in Concacaf Comet or national online platform.</i>	31 July 2024

Administration

Grade	Criteria	Supporting Documentation	Deadline
Domestic	Art. 29	Club General Form accurately completed and submitted.	14 July 2024
Domestic	Art. 30	Administrative Information section of the Club General Form accurately completed and submitted.	14 July 2024
Domestic	Art. 31	Administrative Information section of the Club General Form accurately completed and submitted.	14 July 2024
Domestic	Art. 32	Administrative Information section of the Club General Form accurately completed and submitted.	14 July 2024
Domestic	Art. 33	Administrative Information section of the Club General Form accurately completed and submitted.	14 July 2024
<i>Regional</i>	<i>Art. 34</i>	<i>Administrative Information section of the Club General Form accurately completed and submitted.</i>	14 July 2024
<i>Regional</i>	<i>Art. 35</i>	<i>Administrative Information section of the Club General Form accurately completed and submitted.</i>	14 July 2024

Finance

Grade	Criteria	Supporting Documentation	Deadline
Domestic	Art. 36	Club Finance Form accurately completed and submitted.	31 July 2024
Domestic	Art. 37	Budget for upcoming season submitted.	31 July 2024
<i>Regional</i>	<i>Art. 38</i>	<i>Audited Financial Statements (Balance Sheet, Income Statement and Audit Report) latest 2023</i>	31 July 2024

Legal

Grade	Criteria	Supporting Documentation	Deadline
Domestic	Art. 39	Legally valid declaration executed and submitted by authorized signatory of club.	19 July 2024
Domestic	Art. 40	Legally valid declaration which outlines the ownership structure (if applicable) and the control mechanism of the club submitted.	19 July 2024
Domestic	Art. 41	Club Statutes or equivalent legal document submitted and (if applicable) extract from a public register submitted. *	19 July 2024
<i>Regional</i>	<i>Art. 42</i>	<i>Proof of presentation of anti-racism protocol for players and officials submitted. Proof of press release for fans submitted.</i>	19 July 2024
<i>Regional</i>	<i>Art. 43</i>	<i>Written employment contracts for all professional players submitted.</i>	31 July 2024