



KFA Club Licensing Policy

Abdulaziz AlSamhan- Board Member

A blue handwritten signature, likely of Abdulaziz AlSamhan, written in a stylized, cursive script.

2022/2023



Introduction / Objectives

Introduction:□

The 'KFA Club Licensing Policy' is the plan of action developed by the Kuwait Football Association. This policy aims to serve as a guide in the efforts to bring about continuous improvement in all aspects of club football in Kuwait. It is designed to assist clubs in Kuwait to develop to a level that will allow them to be sportingly competitive on the field and commercially competitive off the field. The Club Licensing Policy covers AFC and KFA Licensing aspects and it also aims to communicate the various rules and regulations to all relevant stakeholders in a timely manner.

Club Licensing Objectives:

- To promote and improve sporting standards of Kuwaiti Clubs in both Domestic and Asian football across all areas of football in Kuwait and Asia.
- Ensure that clubs have an adequate level of management and organization
- The KFA will encourage coaches and managers to attend the best possible coaching courses.
- The KFA will have a continued priority given to the training and development of young players in every club.
- To adapt clubs' sporting infrastructure to provide players, officials, spectators and media representatives with suitable, well equipped and safe facilities.
- To improve the economic performance and financial viability / sustainability of clubs.
- To continually monitor, assess and review the club licensing processes to ensure continued quality service delivery and a high level of stakeholder satisfaction.
- Protect the integrity and smooth running of KFA\AFC club competitions.
- To continually improve the effectiveness of the Club Licensing System;
- To provide support to the License Applicants/Licensees with regard to the Club Licensing;
- To communicate the various rules and regulations to all relevant stakeholders in a timely manner.
- This policy will be reviewed (and updated if applicable) on annual basis and communicated to all those involved in the Club Licensing, as well as to all License Applicants/Licensees.





- **As a part of AFC Club Licensing System, KFA will cover in the following articles of the policy, the AFC Club Licensing Quality Standard:**

- The member of the Exco/Board, **Mr. Abdulaziz Al Samhan** is responsible for the Club Licensing System.
- The Kuwait FA's organizational structure and CL Structure are enclosed (signed and approved by Mr. Al Samhan).

Annual internal review meeting

1. The efficiency and effectiveness of the Club Licensing System must be reviewed by the Licensor at an annual internal meeting which must cover, as a minimum:

- a) Possible improvements/amendments to the Domestic Club Licensing Regulations;
- b) Feedback from the Club Licensing Administration and licensing experts;
- c) Feedback from the Chairmen of the Decision-Making Bodies;
- d) Feedback from the License Applicants/Licensees;
- e) AFC assistance and compliance visits (if applicable);
- f) The Club Licensing Quality Standard certification audit;
- g) Corrective actions.

2. As a minimum, the member of the top management responsible for the Club Licensing System and the Club Licensing Manager must attend the annual internal review meeting. In addition, the following persons must attend the meeting unless they provide written feedback: a. Chairmen of the Decision-Making Bodies; b. licensing experts.

3. The annual internal review meeting must be appropriately documented and should be organized at the end of the Club Licensing core process.

4. The outcome of the internal review meeting must be presented to the Executive Body of the AFC Member Association.

- The commitment to meeting the set ethical values [AFC Code of Conduct is enclosed] covering the following issues: • Decision-making; • Transparency; • Conflict of interests; • Gifts and favour.
- The Code of Conduct is established, maintained & communicated to all those involved in the national club licensing system.
- The commitment to meeting the applicable national laws and regulations of FIFA, AFC and the Kuwait FA.



- The National Club Licensing Regulations (For the participation in the AFC club competitions) is the same AFC Club Licensing Regulations approved and published on KFA website and is included in the CLAS.
- Confidentiality agreements (enclosed) signed by all those involved in the national club licensing system.
- Independence agreements (enclosed) signed by all those involved in the national club licensing system.
- The decision-making bodies (FIB & AB) have been appointed (4 year-term with the required quorum and other conditions) in accordance with the rules set in the accredited national regulations as per the Board Minutes no. 1 dated 15.06.2022 (enclosed the letters to FIB & AB Members).
- Independence rules for all those involved in the club licensing system are:
 - They have no involvement with any other club, which comes within the jurisdiction of the club-licensing scheme.
 - They understand that I must not be involved in any way with vetting or approving license applications from clubs listed above.
 - They hereby declare that they will act independently in the performance of their duties, and that they will refrain from any action incompatible with the performance of those duties.
 - They also recognize that it is my responsibility to advise Member Association /League immediately in writing should their circumstances change in any way in relation to any club that comes within the jurisdiction of the club licensing system.
- The meetings of the Decision-Making Bodies must be documented (minuted), as a minimum,
 - The name of the Chairman and the members who are present/absent at the meeting (if applicable, also the names of others present at the meeting e.g. Club Licensing Manager, club representatives)
 - That all the members present declared their independence at the beginning of the meeting
 - Date and place
 - Signature of the Chairman and/or the signature of the Secretary of the meeting
 - Decisions have been made in accordance with the procedural rules referred to in the accredited national regulations
- For Documentation Management:
 - The procedure must define the following, as a minimum:



- The duration for which documents and records must be kept. The duration must be in accordance with national legislation. If national legislation does not stipulate a minimum duration, documents and records relating to a license application must be kept for at least five years and actual Club Licensing decisions for ten years;
- A method for identifying and tracing documents and records, including, if applicable, for the identification, protection and return of original documents.
 - What kind of documents and records need to be kept?
 - Where?
 - Evidence of some form of identification.
- Complete and up-to-date list of club-licensing-related documents in use
- Ability to retrieve any document and record on request
- For Meeting with the License Applicants:
 - Must seek feedback from the clubs on the national club licensing system and their level of satisfaction with the effectiveness of implementation by the licensor
 - At least once a year?
 - Collectively or individually?
 - **Agenda**
 - Results achieved as well as existing challenges and trends;
 - Developments in the Club Licensing System;
 - Changes to the scope of application and/or the Club Licensing criteria and club monitoring requirements;
 - Review and assessment of the licensing and/or monitoring documentation.
- For Annual Internal Review Meeting:
 - Documented outcome of the review meeting with the licensor's top management, as a minimum, covers
 - Possible improvements/amendments to the National Club Licensing Regulations
 - Feedback from the Club Licensing Administration and licensing experts
 - Feedback from the Chairmen of the Decision-Making Bodies
 - Feedback from the License Applicants/Licensees
 - AFC assistance and compliance visits (if applicable)
 - The Club Licensing Quality Standard certification audit
 - Corrective actions
- For the establishment of a method of recording and resolving complaints related to the running of the national club licensing system.
 - **Complaints may include**
 - Comments on documentation
 - Respect of deadlines
 - Behaviour or the licensing Process
 - May come from any stakeholders



- To conduct a written risk assessment of the national club licensing system and its core process to identify potential risks and provided with preventive actions annually.
- To conduct an annual review of the accredited national regulations and exceptions granted by AFC to ensure that they are applicable for the next licensing season.
- To apply an appropriate method for implementing agreed corrective actions which were identified during the club licensing process and in the annual review
- To prepare a Summary report on the status of the national club licensing system considering the outcome of the activities required and the summary report must contains at a minimum:
 - A review of the set objectives (Refer to REQ#2 Club Licensing Policy)
 - Analysis of complaints received;
 - Feedback from the clubs;
 - Feedback from the chairmen of the decision-making bodies;
 - Outcome of internal audit;
 - Outcome of risk assessment;
 - Assessment of applicability of the national club licensing regulations;
 - Feedback on staff understanding of the code of conduct;
 - Status of agreed corrective action;
 - Status of the national club licensing system compared to the set objectives
- For Data Analysis: documents, such as:
 - Licensing results;
 - Coaching diplomas;
 - Stadiums and infrastructure;
 - Attendances;
 - Information on transfers;
 - Clubs' financial profiles

This Policy was ratified by the KFA Board of Directors in its meeting (No. 2/2022) dated 30.06.2022 and shall come into force as of the date of publication.

