



NIGERIA FOOTBALL FEDERATION

CLUB LICENSING REGULATIONS 2014/2015 LEAGUE SEASON

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NFF CLUB LICENSING REGULATIONS

TERM	DEFINITION
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.
CAF	Means Confederation Africaine de Football or Confederation of African Football, the continental governing body for Association Football in Africa, founded on February 8, 1957, with its headquarters in Cairo, Egypt.
Control	The power to govern the financial and operating policies of an entity so as to obtain benefits from its activities.
Core Process	Minimum requirements that the licensor must put in place for verification of compliance with the criteria described in these regulations as a basis for the issue of a licence to an applicant.
Criteria	Requirements to be fulfilled by the licence applicant divided into six Categories: sporting, infrastructure, personnel and administrative, legal, financial and business, commercial and promotion, with each category being split into three grades A-C (mandatory and best practice recommendations).
Deadline for Submission	The date by which the licensor requires the licence applicant to have submitted all relevant information for its application for a licence.
Employee Benefits	All forms of consideration given by an entity in exchange for service rendered by employees.
FIFA	Means Federation International de Football Association or International Federation of Association Football, the world football governing body, founded on May 21, 1904, with its headquarters in Zurich, Switzerland.

Licence	Certificate confirming fulfillment of all mandatory minimum requirements by the licensee in order to start the admission procedure for national and confederation club competitions.
Licence Applicant	Legal entity fully and solely responsible for the football team participating in national and/or international club competitions that applies for a licence.
Licensee	Licence applicant which has been granted a licence by the licensor.
Licensor	Shall mean Nigerian Football Federation or its affiliated league or other body to which has been delegated the operation of the club licensing system, subject to the approval of CAF Executive Committee.
LMC	Means League Management Company Limited; the body licensed to administer and manage the premier professional football league in Nigeria, which is the body to which NFF has delegated the operation of the Club Licensing Process under this Regulations.
May	Indicate a party's decision to do something (i.e. optional rather than mandatory).
Must or Shall	Indicates an obligation to do something (i.e. mandatory).
NFA or NFF	Means Nigeria Football Association or Nigeria Football Federation both means being of inter-changeable usage; the football governing body in Nigeria and an affiliate football federation of CAF and FIFA;
NNL	Nigeria National League
NIS	National Institute for Sports
NFF	Means Nigerian Football Federation
NPFL	Means the Nigerian Professional Football League, the premier professional football league in Nigeria.
Related Party	A party is related to an entity if: a. directly, or indirectly through one or more intermediaries, the party:

	<ul style="list-style-type: none"> i. controls, is controlled by, or is under common control with, the entity (this includes parents, subsidiaries and fellow subsidiaries); ii. has an interest in the entity that gives it significant influence over the entity; or iii. has joint control over the entity; <ul style="list-style-type: none"> b. the party is an associate of the entity; c. the party is a joint venture in which the entity is a venturer d. the party is a member of the key management personnel of the entity or its parent; e. the party is a close member of the family of any individual referred to in (a) or (d); f. the party is an entity that is controlled, jointly controlled or significantly influenced by, or for which significant voting power in such entity resides with, directly or indirectly, any individual referred to in (d) or (e); or g. the party is a post-employment benefit plan for the benefit of employees of the entity, or of any entity that is a related party of the entity.
Stadium	Means the venues for a competition match, including, but not limited to, all properties and facilities near such stadium (for example, offices, hospitality areas, press centres and accreditation centres).

- (a) The NFF Club Licensing Regulations is the basic document for club licensing system, through which the different members of the football family aim to promote common principles in the world of football such as sporting value, transparency in their finances, ownership and control of clubs, players and coaches welfare, and the credibility and integrity of club competitions.
- (b) The NFF has delegated the operation of the Club Licensing System under this Regulations to the LMC, which shall constitute the First Instance Body and the NFF shall constitute the Appeals Body.
- (c) The club licensing will ensure that clubs attain minimum standard required by FIFA and CAF for National Championship and Cup competitions. These Club Licensing Regulations are divided into two main sections.
- (d) The first section addresses the Licensor, explaining its task, defining the license applicant and the licensing bodies as well as the core process to be applied.
- (e) The second section is directed at the clubs. The six categories of minimum criteria are described in six chapters, which are as follows: Sporting Criteria, Infrastructure Criteria, Personnel and Administrative Criteria, Legal Criteria and, Financial Criteria and Business, Commercial and Promotion. The criteria are divided into three different grades (“A”, “B” and “C”).
- (f) The clubs are invited to:
 - i. read and understand these Club Licensing Regulations;
 - ii. prepare to under-go application process (criteria building);
 - iii. submit application (correct and comprehensive);
 - iv. submit themselves to spot checks by the licensor; and
 - v. fulfill minimum requirements for license application.

Article 1.1 OBJECTIVE OF THE CLUB LICENSING SYSTEM

The club licensing system has the following overall objectives:

- (a) Safe guarding the credibility of club competitions.
- (b) Improving the level of professionalism within the football family.
- (c) Promoting sporting values in accordance with the principles of fair play as well as safe secure match environment.
- (d) Promoting transparency in the finances of clubs.
- (e) Promoting transparency in the ownership of clubs.
- (f) Promoting transparency in the control of clubs.

Article 1.2

CRITERIA FOR LICENSING

The criteria which the licence applicant shall comply with in order to obtain a licence are in six categories, which include:

- (a) Sporting Criteria
- (b) Infrastructure Criteria
- (c) Personnel & Administrative Criteria
- (d) Legal Criteria
- (e) Financial Criteria and
- (f) Business, Commercial and Promotion Criteria

Criteria Gradation

In line with FIFA regulations on club licensing, the criteria described in these club licensing regulations are graded into three. The different grades have been defined as follows:

- (a) **“A” Criteria – Must:** If the licence applicant does not fulfill any “A” criteria, then it can not be granted a licence to enter the national club competition.
- a) **“B” Criteria – Must:** If the licence applicant does not fulfill any “B” criteria then it is sanctioned as specified by the licensor but may still receive a license to enter confederation/national club competition.
- b) **“C” Criteria – BEST PRACTICE:** “C” criteria are best practice recommendations. Non fulfillment of any “C” criteria does not lead to any sanction or to the refusal of the licence.

Article 2

LICENSING IMPLEMENTATION

- (1) The NFF Club Licensing Regulations is founded on the FIFA Club Licensing Regulations which set the minimum criteria to be fulfilled by Licence applicants before they are granted licence to participate in National and Confederation leagues and Cup competitions.
- (2) The legal basis for the implementation of the Club Licensing Regulations by NFF includes the following:
 - a) The NFF Statute
 - b) The integration of the principles of the respective FIFA and CAF Club Licensing Regulations into NFF Club Licensing Regulations.
 - c) The inclusion of the principles and minimum criteria defined in the respective FIFA and CAF Club Licensing Regulations.
 - d) Establishment of rules regarding sanctions under the National Club Licensing System.
 - e) Option of the NFF to delegate club licensing responsibilities to an affiliated body.
 - f) The delegation of the operation of the Club Licensing System to the LMC.
- (3) The rules regarding sanctions under the National Club Licensing System aimed at guaranteeing appropriate assessment process, include:
 - a) A catalogue of sanctions set out in Article 16 of these Regulations.
 - b) These sanctions may include a caution, a fine and the obligation to submit evidence or fulfill certain conditions by a certain deadline, etc.

(4) The National Club Licensing Regulations shall apply to:

- a) All Premier League Clubs
- b) All Pro-league Clubs
- c) Clubs which qualify for CAF Competitions notwithstanding the class or division they play in, in the national leagues.

(5)

- (a) NFF has exercised the exclusive right to delegate the Club Licensing System to the LMC, subject to the approval of the CAF Executive Committee.
- (b) Vis-à-vis FIFA and CAF, NFF remains responsible for the proper implementation of the club licensing system, regardless of whether there is a delegation or not.

Article 3

LICENSOR

The following provisions shall apply to the licensor in the course of its duties:

- (a) The Licensor shall be the LMC.
- (b) LMC shall govern the licensing system, appoint the First Instance Body (FIB) and determine the corresponding process.
- (c) The Licensor guarantees the licensee full confidentiality with regard to all information given by the license applicant during the licensing process.
- (d) Any person involved in the licensing process or appointed by the licensor must sign a confidentiality clause before commencing his task.

Article 4

DECISION-MAKING BODIES

- (1) The LMC and NFF shall respectively establish the following decision making bodies:
 - a) First-Instance Body (FIB);
 - b) Appeal Body (AB)
- (2) The decision-making bodies shall be independent of each other and may receive administrative support from the Nigeria Football Federation.
- (3) A member shall in all cases automatically abstain if there is any doubt as to his/her independence towards the license applicant or if there is a conflict of interest.
- (4) The independence of a member may not be guaranteed if he/she or any member of his/her family (spouse, children, parents, and siblings) is a member, shareholder, business partner, sponsor or consultant, etc. of the license applicant.
- (5) The NFF shall nominate a Licensing Manager to work with the LMC to facilitate the administrative issuance of licenses in the name of the NFF.

Article 4.1

FIRST INSTANCE BODY (FIB)

- (1) The FIB shall decide on whether a licence shall be granted an applicant on the basis of the documents provided and in accordance with the provisions of the National Club Licensing Regulations at the submission deadline set by the licensor.
- (2) NFF has delegated to the LMC the responsibilities for the operation of the club licensing system for Nigerian Professional Football League and other affiliated

leagues and other clubs that qualify for confederation competitions mentioned in Article 2(4).

(3) The LMC shall exercise the following powers in respect of the FIB:

- a) Decide on the composition of this body.
- b) Decide if the members of the FIB are elected or appointed.
- c) May nominate its administrative staff and members of the FIB, with the exception of the licensing manager, who may not be a member of the FIB.
- d) Decide on the quorum of the FIB. The quorum must be a minimum of three members. The chairman shall have the casting vote.
- e) In case of licence refusal, the decision must be put in writing and include the reasoning.
- f) Members of the FIB must act impartially in the discharge of their duties.

(4) In the event of delegation of the club licensing responsibility by the NFF, the Club Licensing Unit of the NFF shall receive reports and filed returns from the affiliated league for the purpose of accountability to CAF and FIFA.

(5) Notwithstanding the delegation of the operation of the Club Licensing System by the NFF to LMC, the NFF, CAF and FIFA reserve the power to conduct spot checks on the operation of the Club Licensing System at all times

Article 4.2

APPEALS BODY (AB)

(1) The AB shall decide on appeals submitted in writing and make a final and binding decision on whether a license shall be granted.

(2) Appeals may only be lodged by:

- a) the licence applicant following refusal by the FIB;
 - b) by the LMC through its licensing unit.
- (3) The AB shall make its decision based on the decision of the FIB and all the evidence provided by the license applicant or licensor with its written request for appeal within the deadline determined in the appeal procedure by the chairman of the AB. Any further evidence submitted to the AB at a later stage shall not be taken into account.
- (4) In case of licence refusal, the decision must be put in writing and include the reasoning.
- (5) The NFF shall decide on the composition of the AB.
- (6) The NFF shall decide the quorum for the decisions of the AB. The quorum must be a minimum of three members. The chairman shall have the casting vote.
- (7) Administrative staff of the NFF and its affiliated league may not be members of the AB.
- (8) Members of the AB may not simultaneously be members of any other statutory body or committee of the NFF.
- (9) The NFF shall decide if the members of the AB are elected or appointed.
- (10) Due to deadlines for entering the CAF club competitions, the club licensing regulations is not under the jurisdiction of CAS specified in the statutes.

The licensor shall with respect to decision making define procedural rules which shall as a minimum regulate the following standards:

- a) deadlines;
- b) the principle of equal treatment;
- c) representation;
- d) the right to be heard;
- e) official language
- f) time limit to issue a request
- g) time limit to appeal;
- h) effect of the appeal;
- i) burden of proof
- j) type of evidence requested;
- k) form of decisions
- l) ground for complaints;
- m) content and form of pleading;
- n) deliberation/hearings;
- o) cost of procedure/administrative fee/deposit.

Article 6

LICENCE APPLICANT AND LICENCE

- (1) The licence applicant refers to the legal entity that must apply for the license to enter confederation and/or national club competitions.
- (2) The legal entity applying for a licence is called the licence applicant. Once the licence applicant has been granted a license by the licensor it becomes a licensee.
- (3) For the avoidance of doubt, the following shall be the meaning ascribed to a licence applicant:
 - a) The licence applicant is the legal entity, fully responsible for the football team participating in national and international club competitions and which is a member of the Nigeria Football Federation.
 - b) The status of a football club (professional, semi-professional or amateur) is not relevant to the issue of a license.
 - c) Only a registered member may apply for/receive a licence. Individuals may not apply for/receive a licence.
 - d) The licence applicant is fully responsible for participation in national and international football competitions as well as the fulfillment of the club licensing criteria.
- (4) The licence applicant is, in particular, responsible for ensuring the following:
 - a) that all players are registered with the member association and/or its affiliated league and, if professional players, that they have a written employment contract deposited with NFF/NPFL/NNL (articles 2 and 5 of the FIFA Regulations for the Status and Transfer of Players);

- b) that all the compensation paid to the players arising from contractual or legal obligations and all the revenues arising from gate receipts are accounted for in the books of the club;
 - c) that the licence applicant is fully responsible for the football team composed of registered players participating in national and international competitions;
 - d) that the licensor is provided with all necessary information on the reporting entity/entities in respect of which sporting, infrastructure, personnel and administrative, legal, financial and business commercial and promotion criteria set out.
 - e) that the licensor is provided with all necessary information on the reporting entity/entities in respect of which sporting, infrastructure, personnel and administrative, legal, financial and business commercial and promotion criteria information are required to be provided. In turn, the licensor must assess whether, in respect of each licence applicant, the selected reporting entity/entities is appropriate for club licensing purposes.
- (5) In addition to the above-mentioned mandatory provisions, the licence applicant should:
- a) be based legally within Nigeria and plays its home matches in Nigeria;
 - b) have the right to use the name and the brands of the club and not change the name of the club for advertising/promotional purposes;
 - c) Subject to the statutes of the NFF or the various rules of the affiliated league, accept no clauses in contracts with television, sponsors or other commercial partners that could restrict the club in its freedom of decision or affect its management.

The following principles shall guide the issuances of licence to clubs:

- (1) Licences shall be issued according to the provisions of this NFF Club Licensing Regulations.
- (2) The licensor shall issue an invitation to the football clubs to apply for a license punctually and in writing.
- (3) The club applying for a licence shall submit a written application to the licensor. In the application, the club shall, in particular, declare that it shall fulfill the obligations of the licensing system.
- (4) Only clubs which fulfill the criteria set out in this NFF Club Licensing Regulations by the relevant deadline and that have qualified on the basis of their sporting result may be granted a license by the NFF to enter the confederation/national club competitions in the coming season.
- (5) A licence expires without prior notice at the end of the season for which it was issued.
- (6) A licence may be withdrawn by the licensor during a season if:
 - a) for any reason a licensee becomes insolvent and enters into liquidation during the season, as determined by the relevant laws and regulations (where a licensee becomes insolvent but enters administration during the season, the license should not be withdrawn as long as the purpose of the administration is to rescue the club and its business);
 - b) Any of the conditions for the issue of a licence are no longer satisfied;

- c) The licensee violates any of its obligation under the national club licensing regulation.
- (7) As soon as a licence withdrawal is envisaged, the member association must inform the confederation.
- (8) A licence may not be transferred.

Article 8 EXTRAORDINARY APPLICATION OF THE CLUB LICENSING SYSTEM FOR
ENTERING CAF CLUB COMPETITIONS

The following shall be the guidelines regulating licences in relation to continental competitions:

- (1) If a club qualifies for a CAF cup competition based on its sporting results, but has not undergone a national licensing process at all or has undergone a 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, the club shall apply for an extraordinary application of the club licensing system.
- (2) Such a club may be the winner or the runner-up of the Federation Cup.
- (3) Where there is an extraordinary application, LMC may, with the approval of NFF, grant special permission to enter the corresponding club competition, which only applies to that specific applicant and for the season in question.
- (4) With respect to the 2014 season for CAF Club Competitions, clubs in Nigeria that have already qualified by their sporting results, may be granted approval to enter the CAF club competitions prior to undergoing the club licensing process under these Regulations.
- (5) Any approval granted under Article 8(4) above shall be without prejudice to the obligation of the benefitting clubs to comply with the mandatory club licensing criteria under these Regulations.

This describes the minimum requirements that the licensor must put in place for the verification of the criteria described in this Club Licensing Regulations (sporting criteria, personnel and administrative criteria, legal criteria and financial criteria) in order to control the issue of a license to a license applicant.

The core process must, as a minimum, fulfill the following requirements:

- (a) The deadline for the submission of licensing documentation must be clearly defined and communicated.
- (b) The fulfillment of each set of criteria by the license applicant must be verified by suitable qualified staff acting for the licensor.
- (c) The licensor, as part of its verification process, may carry out spot-checks at any stage in the operation of the club licensing system in this Regulation.
- (d) The decision-making process must be based on a two-set approach (i.e. first instance and appeal).
- (e) The decision-making bodies must fulfill the requirements of qualification, independence and confidentiality.
- (f) The NFF shall submit to CAF the list of licensed clubs within the relevant deadline. The confederation shall submit to FIFA the list of licensed clubs upon request by FIFA.

SPORTING CRITERIA**INTRODUCTION**

For the future of football, it is absolutely necessary to have a broad base of footballers available who have the necessary skills and motivation to become professional players. Therefore, it is important to foster youth development programmes and to attract into football more and better educated boys and girls who not only play the game but also support the game.

BENEFITS FOR THE CLUBS

The first and main advantage of the sporting criteria is to “produce” football talents for the club’s first-team squad since they have partly trained with them, know their tactics and speak the same language, they lack only experience.

Under the FIFA transfer systems, clubs that have trained players younger than 23 years who are then transferred internationally, receive financial compensation. Clubs will thus receive a return on their investment if they train young players.

NO.	GRADE	SPORTING CRITERIA
S.01	"A"	<p data-bbox="591 275 1159 306">Approved Youth Development Program</p> <p data-bbox="488 327 1430 443">The licence applicant must have a written youth development programme approved by the licensor. This education programme must include at least the following:</p> <ul style="list-style-type: none"> <li data-bbox="621 485 1333 516">a) Objectives and youth development philosophy; <li data-bbox="621 552 1393 667">b) Organization of youth sector (organizational chart, bodies involved, relation to licence applicant, youth teams etc.); <li data-bbox="621 688 1419 762">c) Personnel (technical, medical and administrative etc.) and required minimum qualifications; <li data-bbox="621 804 1414 877">d) Infrastructure available for youth sector (training and match facilities, others); <li data-bbox="621 919 1419 993">e) Financial resources (available budget, contribution by licence applicant, players or local community etc.); <li data-bbox="621 1035 1425 1108">f) Football education programme for the different age groups (playing skills, technical, tactical and physical); <li data-bbox="621 1150 1373 1182">g) Educational programme on the Laws of the Game; <li data-bbox="621 1224 1344 1297">h) Medical support for youth players (incl. medical checks).

S.02	“A”	<p style="text-align: center;">Youth Teams</p> <ol style="list-style-type: none"> 1) The licence applicant MUST have at least the following youth teams within its legal entity or affiliated to its legal entity: 2) At least one youth team within the age range of 15-21 years. 3) At least one youth team within the age range of 10 – 14. 4) The licence applicant shall comply with the following criteria: 5) Youth team players, except with the written consent of their parents, shall ordinarily reside within the state of Nigeria in which the licence applicant is based. 6) Licence applicant shall pay a minimum monthly sum of N20, 000 (Twenty thousand Naira) to youth team players that have attained the age of eighteen (18), and stipends to trainees below age 18. 7) At least three youth team players shall be registered with the senior team for each season, and at least two youth team players shall be named in the club team list for every match. 8) The contract of a youth team player shall not exceed a period of two years at a time. 9) Upon graduation into the first team, a youth team player shall after two years, be entitled to negotiate a contract with the licence applicant for the payment of the minimum wage for the senior team. 10) Licence applicant shall register its youth team and ensure its
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		<p>participation in the youth team league or competition organized by its League.</p> <p>11)In addition to all other relevant conditions stipulated under this criteria, eligibility to play in the youth team shall be on the following conditions:</p> <p>12)For players between ages 15 – 21, MRI scan test shall be conducted.</p> <p>13)For players between ages 10 -14, each player shall produce a birth certificate, and not affidavit of declaration of age.</p> <p>14)The licence applicant shall keep a register to monitor the general development, natural attributes, skill ascendancy, attendance to training and departure of each player.</p> <p>15)In the case of a youth team’s affiliation to the licence applicant, the licence applicant shall produce to the licensor a written contract containing the terms and conditions of the affiliation.</p> <p>16)Licence applicants shall support football education and encourage non-football education of their youth players and in particular, the licence applicant shall show a commitment that:</p> <p>17)Its youth development programme is organized in such a manner as not to disrupt the school education of its players.</p> <p>18)Where the player is not in school, proof shall be shown of tuition of the players by the club in acquiring numeracy and literacy skills up to the standard of secondary school leaving certificate grade.</p>
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S.03	“A”	<p style="text-align: center;">PLAYER WELFARE</p> <ol style="list-style-type: none"> 1) All Licence Applicants’ players as registered with the relevant leagues, must have a written contract with the Licence Applicant in accordance with the relevant provisions of the FIFA Regulations for the Status and Transfer of Players and shall incorporate all key provisions required by the national law and FIFA, CAF and NFF's instructions. 2) Each player must be given a copy of his contract with the club as soon as it is signed. He shall, upon receipt of this copy, sign a receipt for the club as evidence. The receipt must contain his phone number and contact details for reference and verification by the licensor. 3) Player contracts shall be in 5 copies: The club's copy, the player's copy, the player’s representative's copy, the league's copy and the Federation's copy. 4) Every player must be represented in contract negotiations with clubs by either a licensed agent, or in accordance with Article 4 (3) of the FIFA Players Agents Regulations, by a lawyer. The Players Representative shall sign as witness to the contract and also keep a copy for his records and take steps to ascertain that the copies lodged with the NPFL/NNL and NFF is the correct contract. 5) Youth team players under 18 may be represented by their parents or guardian or by either a licensed agent or a lawyer with a Power of Attorney given by their parents or guardians. 6) Each player must undergo a yearly medical examination, including a cardiovascular screening.
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S. 04	“A”	<p>7) This examination must include as a minimum:</p> <ul style="list-style-type: none"> a) a cardiac screening questionnaire b) a cardiovascular examination; c) an electrocardiogram (Only necessary for players who do not already have an electrocardiogram in their medical records) d) an echocardiography (Only necessary for players who do not already have an echocardiography in their medical records). <p>8) The medical examination must be carried out at a medical facility approved by the licensor by a doctor who is registered with the Nigerian Medical Association and licensed to practice.</p> <p>9) The result of such examination must be duly authenticated under the hand of the examining doctor and the seal of the medical facility.</p> <p style="text-align: center;">ASSESSMENT PROCESS</p> <p>The Licensor will approve such a programme based on the defined minimum standards above. This body should also monitor the implementation and application of the programme during the year.</p> <p>A youth development programme may cover at least a period from 3 up to a maximum of 7 years depending on the chosen time frame by the Licence Applicant. The approval for a submitted youth development programme may affect therefore several licensing cycles. Unless one of the following cases comes into effect, the Licence Applicant does not need to submit the previously approved youth development programme to the licensor for a subsequent licensing cycle:</p>
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		<p>e) Withdrawal of the approval due to the Licence Applicant's non respect of its programme.</p> <p>f) Expiry of the validity of the programme.</p> <p>g) Change in the required minimum content of the programme.</p> <p>Documents to be attached</p> <ol style="list-style-type: none"> 1. Player's List For Each Youth Team [Appendix 3] 2. List of competition participated by each youth team [Appendix 4] 3. Completed Pre-Competition Medical Examination (PCMA) form for each player [Appendix 25] 4. Youth Team Training Schedule [Appendix 23] 5. Name list of professional players [Appendix 5] 6. Players Medical Passport [Appendix 26] 7. Player Identification Table [Appendix 27] 8. Written youth development programme
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INTRODUCTION

The criteria and requirements contained in this section are based mainly on the following documents:

- *The Laws of the Game (IFAB);*
- *The FIFA book Football Stadiums - Technical Recommendations and Requirements*

On the basis of these documents as well as long-standing experience, strict minimum requirements have been established and are described in the following pages. Because the infrastructure criteria should be seen as long-term investments, several recommendations have been introduced which must be taken into consideration if a stadium is to be built or renovated in the short term (one to three years). These recommendations will probably be essential requirements for stadiums one day. Therefore, it would be appreciated if the recommendations were already incorporated into the stadium planning or stadium adaptations began right away in order to improve quality standards on a voluntary basis.

The national law also needs to be taken into consideration when establishing the stadium and security requirements.

OBJECTIVES

The objectives of the following infrastructure criteria are that:

- *licence applicants have an "approved" stadium available for playing club competition matches that provides spectators and media and press representatives with a well-equipped, well-appointed and safe and comfortable stadium;*
- *licence applicants have suitable training facilities for their players to help them improve their technical skills.*

BENEFITS FOR CLUBS

It is appreciated that nowadays people only follow events that are attractive, entertaining, and are worth spending a certain amount of money on. A match between two football teams is no longer enough to bring people into a football stadium to watch a match live. Therefore, each club, together with the stadium owner and the local community, should try to provide a stadium that is attractive to visit, safe and secure, easily accessible by car (including parking facilities) and/or public transport, has comfortable seats with a close view of the pitch, clean hospitality facilities and shops, is equipped with hygienic and spacious toilets for both sexes, provides communication installations (loudspeakers and a video screen) and, finally, also offers interesting and exciting football on the pitch.

Finally the comfort of a stadium is an important element in terms of having a large crowd to support the teams on the pitch

NO.	GRADE "A"	INFRASTRUCTURE CRITERIA
I.01	"A"	<p>STADIUM CERTIFICATION</p> <ol style="list-style-type: none"> 1) Every stadium that will be hosting the NPFL and NNL matches must be certified. 2) With respect to the minimum capacity of each stadium (10, 000), as stipulated in these regulations, the licence applicant shall obtain the following certificates from the following bodies: <ol style="list-style-type: none"> a) National Emergency Management Agency (NEMA): <i>Emergency and Evacuation Certificate.</i> b) The Fire Brigade: <i>Fire Safety and Ease of Access & Egress Certificate.</i> c) The Local Government Authorities: <i>Sanitation Certificate</i> d) The Local Police: <i>Security Certificate</i> 3) The minimum capacity of the stadium shall be ten thousand (10, 000).

		<div>4) A standard playing pitch (see appendix for specification).</div> <div>5) For evening games, stadium must be equipped with 1500 watts flood light. <i>This provision is not applicable to NNL clubs.</i></div> <div>6) Stadium MUST be equipped with First Aid room(s) to care for spectators in need of Medical assistance.</div> <div>7) Stadium MUST be equipped with Doping-control room, which must be near to the teams' and referees' dressing rooms and inaccessible to the public and the media.</div> <div>8) The licence applicant shall have such number of stadium stewards as shall be necessary to have the entire stadium under their control.</div> <div>9) The licence applicant shall show evidence that its stadium stewards are adequately trained in crowd control, security, emergency evacuation and must be distinctly dressed in high visibility outfits.</div>	
		NPFL	NNL
		A standard changing room with the following features for two teams and match officials. <div>a) Enough room for 30 personnel</div> <div>b) Shower room</div> <div>c) Toilet (modern water systems)</div>	A standard changing room with the following features for two teams and match officials. <div>a. Enough room for 25 personnel.</div> <div>b. Toilet (Modern water system)</div>
		10)Each stadium MUST have ground rules which must be affixed to the stadium in such a way that the spectators can read them. These rules must provide information on at least the following:	

		<p>a) Description of prohibitions and penalties, such as entering the field of play, throwing objects, use of foul or abusive language, verbal or physical intimidation, violence and violent behavior, damage or destruction of property, sale and consumption of drugs and narcotic, racist behavior, etc.</p> <p>b) Restriction with regard to alcohol, fireworks, banners, etc</p> <p>c) Causes for ejection from the ground</p> <p>d) Admission rights.</p> <p>11) Toilet facilities for each stand of the stadium and separate for both sexes. These toilets must be hygienically well kept and must meet the minimum standard set by the local health authorities of licence applicant's domicile.</p> <p>12) Each stadium must have a control room which ensures an overall view of the inside of stadium in accordance with the provisions of the applicable law or according to the requirements of the licensor in consultation with the appropriate civil body e.g. local police, etc.</p> <p>13) Training facilities of the licensee MUST be owned or evidence of contract with owners to use the facility throughout the season be provided.</p> <p>14) The licence applicant shall have electronic changing board for the substitution of its playing staff during matches.</p> <p>15) The licence applicant shall have a defibrillator for any medical emergency that may occur during a match.</p>
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		<p>16)The stadium must be equipped with individual seats that must be:</p> <ul style="list-style-type: none"> ✓ Fixed to the floor ✓ Numbered <p>17)A minimum number of seats must be covered (at least 10% of seats).</p> <p>18)At least 5% of the certified total stadium capacity must be made available for accommodating visiting supporters in a separate area. This provision is subject to the decision of the competent bodies of the licensor and/or local authority regarding safety and security (high - risk matches etc.)</p> <p>19)Clear comprehensive signposting must be provided at the stadium approaches, around and throughout the stadium to point the way to the different sectors.</p> <p>20)Media and Press facilities: There must be suitable media and press facilities (Working room and Press Conference Centre) in all stadia.</p> <p>21)There must be provision of internet facility in all stadia</p>
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	<p>“B”</p> <p>22)The licensor shall set up requirements to accommodate disabled spectators and accompanying persons safely and comfortably.</p> <p>23)Each stadium shall have at least four (4) points of access and exit for ease of movement of persons in and out of the stadium.</p> <p>24)The licence applicant must liaise with the law enforcement officers to prevent the sale and usage of drugs and narcotics in the stadium.</p> <p>“C”</p> <p>25)The Licence Applicant must make available the following training facilities, taking into account the approved youth development programme:</p> <ul style="list-style-type: none"> a) Two outdoor training facilities b) Two full size pitches c) Two (2) dressing rooms within and/or adjacent to one of the training facilities d) the medical room(s). <p>26) The Licence Applicant either:</p> <ul style="list-style-type: none"> a) Owns the training facilities; or b) Can provide a written contract with the owner(s) of the training facilities <p>27)This contract must guarantee the use of the training facilities for the coming season, for which the Licence Applicant qualifies in sporting terms, for all teams which participate in a championship approved by the national/regional association.</p>
I.02	<p style="text-align: center;">ASSESSMENT PROCESS</p> <p>1) The Licensor shall check that:</p> <ul style="list-style-type: none"> a) The Licence Applicant legally owns the stadium (e.g. check land register) or

		<p>b) That a written confirmation by the owner (e.g. contract, intention paper) for usage of the stadium during the entire LMC Club Competitions and CAF Club Competition season is available;</p> <p>c) The stadium is within the territory of the license applicant.</p> <p>i. The Licensor verifies by on-site inspection if the Licence Applicant provides the minimum number and size of the requested facilities.</p> <p>ii. The Licensor checks that:</p> <p>d) The Licence Applicant legally owns the training facilities for usage during the entire NPFL club competition season (e.g. check land register); and/or; the Licence Applicant has concluded a written contract with the owner of training facilities for their usage during the entire NPFL club competition season</p> <p>Documents to be submitted:</p> <p>a) Stadium Certification [Appendix 20]</p> <p>b) Document, stamped by the appropriate body showing ownership of the stadium or</p> <p>c) Written contract guaranteeing use of stadium</p> <p>d) Document showing ownership of training facilities; or</p> <p>e) Written contract guaranteeing use of training facilities.</p>
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Nowadays a football club is not only a sport club but is also in contact with other parties. The members, the supporters, the media, the sponsors, the suppliers, the commercial partners, the local community and, in some cases, the shareholders of football club are increasingly involved and interested in the development and results of a football club.

Therefore, professional support should be sought from specialist from various economic field and industries (e.g. marketing, finance, entertainment, media etc.) They can share their knowledge and experience in today's football clubs, to better satisfy the needs and demands of participants and stakeholders in football, who must be treated as customers. Football clubs already operate in a competitive environment on the sporting side and they are increasingly becoming involved in an economic competition. Clubs must strengthen profitability in the long term. Football clubs should look for new and different sources of revenue in addition to the existing ones (TV, gate receipts, sponsors) in order to be more independent of the income from the sporting success of the club and have greater chance of functioning as a financially successful entity.

In this respect, football club need advice from other professionals, experienced, well-educated and innovative people who can bring different skills and know-how into the club and help to satisfy the additional needs and demands of the football today.

OBJECTIVES

The objective of the personnel and administrative criteria are that:

- a) License applicants are managed in a professional way.*
- b) License applicant have available well educated, qualified and skilled specialist with a certain know-how and experience.*
- c) The players of the Main team and Youth team are trained by a qualified coach and supported by a necessary medical staff.*

BENEFITS FOR CLUBS

Professionals well – educated staff is of key importance to run a football club in an efficient and effective manner. Being professional at all levels and in all functions does not mean that license applicants must recruit only full–time staff. The focus is on the professional manner in which the persons appointed perform their duties. Each criterion in this chapter is really important for the smooth and successful running of the club, and every club could or should be able to afford these staff in financial terms. The professionalism will also be improved if clubs define clear profiles for these staff, which include the main activities, the main responsibilities (technical, financial and decision making power if applicable) and the requirements for the job (education, work experience, technical know-how, IT-skills, human competencies, language skills and others including football know-how).

It is up to the decision-making body of the applicant to look for people who meet the set requirements and engage those candidates that comply with the defined profile (e.g. full-time, part-time, volunteer).

Each youth player who dreams of becoming a professional footballer is entitled to the best-qualified coaches from younger age. The other skills (e.g. psychological training, media training, social skills, language skills, etc.) are necessary and must be achieved through specific training organized by NFF (NIS and Others) with a view to issuing a license for coaches.

NO.	GRADE	PERSONNEL AND ADMINISTRATIVE CRITERIA	
		NPFL	NNL
P.01	“A”	1) All league Clubs (NPFL and NNL) licence applicants MUST have available office space to run its administration. 2) The office space must as a minimum have the following: a) Adequately furnished reception area. b) An office space adequate for all the personnel listed in P.01 (4 and 5) below.	

		<p>3) The required technical minimum infrastructure including “Phone, fax, Internet access and e-mail” must be available.</p> <p>4) The license applicant must have appointed at least three (3) skilled secretarial staff according to its number to run its daily business. It must also ensure that its office is open to communicate with the licensor and the public.</p> <p>5) The licence applicant must have appointed a “General Manager” responsible for running its daily business (Operative Matters).</p> <p>6) The licence applicant must have appointed the following personnel to assist the general manager in the operative matters:</p> <p>a) Finance Officer, who shall have any of the following qualifications:</p> <ul style="list-style-type: none"> ii) A diploma of certified public accountant iii) A diploma of qualified auditor or iv) A “recognition of competence” issued by the Licensor based on its financial background and a practical experience in financial matters of at least 3 years. <p>b) Media Officer, who must have at least a diploma or degree from a tertiary institution.</p> <p>c) Marketing/Commercial Officer, who shall be responsible for for marketing and commercial matters of the licence applicant. He may either be a staff or in contract with the licence applicant.</p>
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		<p>d) Security Officer, not less than the rank of a retired Assistant Superintendent of Police (ASP) or its equivalent in military or paramilitary forces.</p> <p>e) General Club Co-ordinator who shall be an ex-footballer with a minimum educational qualification of senior school certificate.</p> <p>f) One doctor or a senior Nursing officer (10 years minimum practice experience).</p> <p>g) A Physiotherapist, who must have at least a university degree in Physiotherapy.</p> <p>h) A legal officer, who shall study, interpret and compile the necessary documents and comply with all legal requirements for the licensing process.</p> <p>i) I.T. Specialist (With a minimum qualification of Diploma in Computer Science).</p> <p>j) At least one groundsman, who shall ensure that the playing pitch is in lush condition to improve the standard of play and promote good television pictures.</p> <p>k) Appropriately qualified stewards, which may be internal or external.</p> <p>2) Licence applicant shall submit an organogram showing the hierarchy of its functionaries as contained in criterion P.01 (5 & 6).</p> <p>3) The appointments in criterion P.01 (5 & 6) must have been made by the appropriate body (e.g. executive board) of the license applicant and appointment letters and CV of the functionaries therein shall be submitted to the licensor.</p>
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		4) The Licence applicant shall comply with extant pension legislations.
P.02	“A”	<p>A head coach who must meet any of the following coaching requirements:</p> <ul style="list-style-type: none"> a) Hold the highest available coaching licence (certificate) from NIS, or a valid, equivalent foreign diploma which is recognized by the confederation as such. (for>NNL clubs, same criteria as the Youth team coach of premier league clubs). b) Already have started the required education course recognized by the member association that will allow him/her to achieve the required diploma as defined under ‘a’ above. c) Hold a “recognition of competence” issued by the member association if the head coach has a minimum of 5years experience as head coach in any top or division 2 club in the association or league. d) Is a coach of any of the following National teams, Super Eagles, U – 23, U –21, U – 17, Super Falcons, U – 21 female.
P.03	“A”	<p>The youth team coach must meet any of the following coaching requirements:</p> <ul style="list-style-type: none"> a) Hold the 2nd highest available coaching licence (certificate) from NIS. b) Already have started the required education course recognized by the association that will allow him to achieve the required diploma as defined under “a” above. c) Hold “recognition of competence” issued by the member of association if the head coach has a minimum 2 years practical experience as head coach in any top 2nd division club in the association.

		<p>d) Is a coach of any of the national teams.</p> <p>e) All coaches above MUST be duly registered with the N.F.F and either the NPFL or the NNL.</p>
P.04	“A”	<p>Licence applicant MUST have established a safety and security organization for home matches through the engagement of stewards. For this purpose, the license applicant must:</p> <p>a) Employ stewards directly or</p> <p>b) Conclude, where the stadium is not owned by him, a written contract with the owner to provide the stewards; or</p> <p>c) Conclude written contract with an external security company to provide stewards.</p>
	“B”	<p>The rights and duties of the licensed applicant staff members outlined in criterion P.01 (6) must be defined in writing.</p>
	“B”	<p>Any event occurring after the submission of the licensing documentation to the licensor representing a significant change compared to the information previously submitted and related to criteria ‘A’ & ‘B’ must be notified to the licensor by the set deadline.</p> <p style="text-align: center;">ASSESSMENT PROCESS</p> <p>The licensor shall verify the the CVs and requisite qualifications of all personnel and may sight originals of all documents related thereto. Title deeds and tenancy agreement shall also be sighted and verified.</p>

		<p>Documents to be submitted:</p> <ol style="list-style-type: none"> 1. CV of all personnel (See Appendix for Forms) 2. Employment Contract or Appointment Letter of All Personnel 3. Copies of All Relevant Certificates 4. Tenancy Agreements/ Title Deeds 5. Evidence of Pension Scheme for Employees
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ARTICLE 13

LEGAL CRITERIA

INTRODUCTION

This defines the minimum legal criteria for license applicants.

It is of fundamental importance that the sporting integrity of club competitions be protected. To that end, N.F.F reserves the right to intervene and to take appropriate action, on behalf of FIFA and CAF, in any situation in which it transpires that the same individual or legal entity is in a position to influence the management, administration and/or sporting performance of more than one club participating in the same club competition.

NO.	GRADE	LEGAL CRITERIA	
		NPFL	NNL
L.01	"A"	<p>The licence applicant MUST submit a legally valid declaration by way of an affidavit, sworn to at a High Court or before a notary public, confirming the following:</p> <ul style="list-style-type: none">a. It recognizes as legally binding, the Statutes, Rules and Regulations and Decisions of FIFA, CAF, NFF, NPFL and NNL.b. It recognizes the exclusive jurisdiction of the CAS (Court of Arbitration for Sport in Lausanne) for any dispute of international dimension and in particular involving FIFA and/or CAF.c. It recognizes the prohibition to recourse to ordinary courts under the FIFA, CAF and NFF Statutes.d. It shall not form or belong to an association that purports or seeks to control, administer or speaks for the league other than the league management body duly authorized and recognized by NFF.e. It shall abide with and be bound by all commercial, sponsorship and other branding agreements entered into by the league management entity on behalf of the league.f. At continental level, it will participate in the competitions recognized by the confederation. For the avoidance of	

		<p>doubt this provision does not relate to friendly matches.</p> <ul style="list-style-type: none"> g. It undertakes to abide by and observe the provisions and conditions of this NFF Club Licensing Regulations. h. All submitted documents are complete and correct. i. It acknowledges that all natural or legal persons involved in the management, administration and/or sporting performance of the club shall be subject to and MUST pass a fit and proper person test or criteria of the Licensor before assuming their duties or positions with the club. j. It authorizes the NFF/LMC to examine documents and seek information and, in the event of any appeal procedure, to seek information from any relevant public authority or private body according to national law. k. It recognizes and accepts that any conduct that brings the league and the game of football in Nigeria into disrepute by any natural or legal persons involved in the management, administration and/or sporting performance of the club, including the players shall be subject to sanctions by the licensor. l. It shall ensure that its players and officials subscribe to a code of conduct not to bring the league and the game of football into disrepute by disparaging the NFF, LMC/NNL, other clubs, their officials, their players and fans, match officials and officiating by conduct or communication through any medium whatsoever. m. It undertakes not to incite its fans to violence against opposing teams, their staff, players, their fans or against match officials and officials of the league and NFF. n. It acknowledges that FIFA reserves the right to execute spot checks at national level to review the assessment process and the decision-making in case CAF fails to implement and to execute a spot-check procedure within Nigeria.
L.02	“A”	This declaration must be executed by the General Manager or

		Company Secretary, qualified as a legal practitioner, not more than one month prior to the corresponding deadline for its submission to the Licensor.
L.03	“A”	Applicant “Must” submit copies of its incorporation documents containing information on the license applicant (such as list and particulars of directors, list and particulars of shareholders address, legal form, list of authorized signatories and type of required signature).
L.04	“A”	<p>The licence applicant must submit another legally valid declaration by way of an affidavit, sworn to at a High Court or before a notary public, outlining the ownership structure and control mechanism of the club and confirming the following:</p> <p>No natural or legal person involve in the management, administration and/or sporting performance of the club, either directly or indirectly:</p> <ul style="list-style-type: none"> a) holds or deals in the securities of any other club participating in the same competition; b) holds a majority of the shareholders voting rights of any other club participating in that same competition; c) has the right to appoint or remove majority of the members of the administrative, management or supervisory body of any other club participating in the same competition; d) is a shareholder and alone controls a majority of the shareholders voting rights of any other club participating in the same competition pursuant to an agreement entered into with other shareholders of the club in question; or e) is a member of any other club participating in the same competition; or f) is involved in any capacity whatsoever in the management administration and/or sporting performance of any other club participating in the same competition; or

		<p>g) has any power whatsoever in the management, administration and/or sporting performance of any other club participating in the same competition.</p> <p>h) That the licence applicant shall carry out a restructuring over three consecutive licensing cycles, commencing with its first application for club licence, to ensure that no single person or entity holds in its registered share capital, more than 70% of its allotted shares at the end of the first licensing cycle; more than 50% of its allotted shares at the end of the second licensing cycle and; 30% of its allotted shares at the end of the third licensing cycle.</p> <p>This declaration MUST be executed by the authorized signatory (Chairman of club's board and/or General Manager or, both) not more than two months prior to the corresponding deadline for its submission to the licensor.</p> <p style="text-align: center;">ASSESSMENT PROCESS</p> <p>In order to verify compliance, the Licensor shall ascertain that the declarations were made by the proper persons and in the form contained in this Regulations.</p> <p>Documents to be submitted:</p> <ul style="list-style-type: none"> a) Incorporation Documents [Appendix 30] b) Affidavit of Participation [Appendix 16] c) Affidavit of Ownership [Appendix 22] d) List of Authorized Signatories [Appendix 21] e) Club Code of Conduct
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INTRODUCTION

The preparation and presentation of financial statements by entities differs from country to country due to a variety of social, economic and legal circumstances and due to different countries having in mind different users of financial statements when setting national requirements. FIFA recognizes that the implementation of the financial criteria in the national club licensing regulations presents a challenging task for many member associations and clubs.

OBJECTIVES

The financial criteria aim principally to:

- *improve the economic and financial capability of the clubs;*
- *increase clubs' transparency and credibility;*
- *place the necessary importance on the protection of creditors.*

BENEFITS

For the football family in general, the financial criteria should help to:

- *Safe guard the continuity and integrity of the competitions.*
- *Increase the transparency and credibility of clubs financial operation.*
- *Improve confidence in the probity of the football industry.*
- *Create a more attractive market for the game's commercial partners and investors.*
- *Provide the basis for fair competition because competition is not just about the teams on the pitch.*

For the licensor, the financial criteria should help to:

- *Improve their understanding of the financial position and prospect of their member clubs.*
- *Encourage clubs to settle liabilities to creditors on a timely basis.*
- *Enhance transparency in the money flow of clubs.*
- *Enhance their ability to be proactive in assisting clubs with financial issues.*
- *Provide a starting point for club benchmarking at national level for those licensors and clubs who want to develop this aspect.*

For the clubs, the financial criteria should help to:

- *Improve standard and quality of financial management and planning activities.*
- *Enable better management and decision making.*
- *Enhance clubs financial and business credibility with stakeholders.*
- *Improve financial stability*
- *Enhance revenue – generating ability and cost management.*

NO.	GRADE	FINANCIAL CRITERIA	
		NPFL	NNL
F.01	“A”	<p>Regardless of the legal structure of the licence applicant, annual financial statements consisting of a balance sheet, profit and loss and notes based on the Companies and Allied Matters Act and other relevant legislations for incorporated companies shall be prepared and audited by independent auditors.</p> <p>The licence applicant shall submit to the licensor its financial statements for the three years immediately preceding its application for licence.</p> <p>The financial statements must include the following minimum information in respect of the balance sheet:</p>	

		<p><u>Current Assets</u></p> <ul style="list-style-type: none"> i. cash and cash equivalents ii. accounts receivable from player transfers iii. accounts receivable from group entities and related parties iv. accounts receivable – other v. inventories <p><u>Non-Current Assets</u></p> <ul style="list-style-type: none"> i. tangible fixed assets ii. intangible assets – players iii. intangible assets – others iv. investments <p><u>Current Liabilities</u></p> <ul style="list-style-type: none"> i. bank overdrafts and loans ii. accounts payable relating to player transfers iii. accounts payable to group entities and related parties iv. accounts payable – other v. tax liabilities vi. short-term provisions vii. Net assets/liabilities viii. Net Assets/Liabilities; <p><u>Equity</u></p> <ul style="list-style-type: none"> i. Treasury shares ii. Issued Capital and Reserves. <p>The minimum requirements for the content in respect of profit and loss account are as follows:</p> <p><u>Revenue</u></p> <ul style="list-style-type: none"> i) Gate receipts; ii) Sponsorship and Advertising;
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		<ul style="list-style-type: none"> iii) Broadcasting Rights; iv) Commercial; v) Other Operating Income; <p><u>Expenses</u></p> <ul style="list-style-type: none"> i) Cost of sales/Materials ii) Employee Benefits Expense iii) Depreciation and Amortization iv) Impairment of Fixed Assets v) Other Operating Expenses <p><u>Other</u></p> <ul style="list-style-type: none"> i) Profit/Loss on disposal of assets ii) Finance Costs; iii) Tax Expense; iv) Profit or Loss after Taxation. <p>Notes to the annual financial statements shall be presented in a systematic manner. Each item on the face of the balance sheet, profit and loss account shall be cross-referenced to any related information in the notes.</p> <p>The minimum requirements for disclosure in the notes are as follows:</p> <ul style="list-style-type: none"> a) <u>Accounting Policies</u> <p>The basis for preparation of the financial statements and a summary of the significant accounting policies used.</p> <ul style="list-style-type: none"> b) <u>Controlling Party</u> <p>When the reporting entity is controlled by another party, there must be disclosure of the related-party relationship and the name of that party and, if different, that of the ultimate controlling party. If the controlling party or ultimate controlling party of the</p>
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F.02	<p>reporting entity is not known, that fact shall be disclosed.</p> <p>c) <u>Ultimate Owner</u> There must be disclosure of the owner(s) of the licence applicant. When the reporting entity is controlled by another party there must be disclosure of the ultimate owner(s) controlling such third party.</p> <p>d) <u>Related Party Transactions</u> If there have been transactions between related parties during the period, the reporting entity shall disclose the nature of the related-party relationship, as well as information about the transactions during the period and outstanding balances at the period end necessary for an understanding of the potential effect of the relationship on the financial statements.</p> <p>e) <u>Other Disclosure</u> Any additional information or disclosure that is not presented on the face of the balance sheet, profit and loss statement or cash-flow statement, but is relevant to an understanding of any of those statements and/or is required to meet the minimum financial information requirements.</p> <p>No payables overdue towards football clubs arising from transfer activities; The license applicant must prove that it has no payables overdue (e.g. final and binding decisions of the FIFA players status committee the FIFA Dispute Resolution Chamber, the court of Arbitration for sports, NFF Players Status Committee etc.) towards football clubs arising from transfer activities as at 31 December of the year preceding the season to be licensed, unless by the following 31st March they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not</p>
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		obviously unfounded dispute submitted to a competent authority.	
F.03	“A”	<p>No payables overdue towards employees and social /Tax authorities:</p> <p>The license applicant must prove that, in respect of contractual and legal obligation with its current and former employees (ESPECIALLY PROFESSIONAL PLAYERS) ACCORDING TO APPLICABLE FIFA REGULATIONS for status and Transfer of players and, the general manager, the finance officer, medical doctor/nurse, head coach of 1st team, head coach of Youth team) it has no payables overdue towards employees and social /tax authorities as at 31st December of the year preceding the season to be licensed, unless by the following 31st March they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute submitted to a competent authority.</p>	
F.04	“A”	<p>License applicant must provide evidence from a financial institution of a drawable guarantee for the sum of N100,000,000 (One Hundred Million Naira).</p> <p>Licence applicant must undertake to pay its players not less than the monthly minimum wage of the league, as may be determined from time to time by the LMC.</p> <p>The monthly minimum wage for the league is currently N150,000,00 (One Hundred and Fifty thousand Naira only).</p>	<p>License applicant must provide evidence from a financial institution of a drawable guarantee of at least 50% of the minimum financial requirement of running a football club per season, as may be determined from time to time by the NNL.</p>

F.05	“A”	<p>The licence applicant shall submit the licensor a copy of its management account for the season immediately preceding its application for licence.</p> <p style="text-align: center;">ASSESSMENT PROCESS</p> <p>The licensor shall require submission of the licence applicant’s financial statement or documents and may engage the services of professionals, seek information from public authorities and private sources to inquire into the licence applicant’s financial integrity.</p> <p>Documents to be attached:</p> <ol style="list-style-type: none"> 1. Player Identification Table 2. [Appendix 27] 3. Player Transfer Payable Table [Appendix 28] Player Receivable table [Appendix 29] 4. Audited Statement of Account for the Previous Season 5. Companies Income Tax Clearance Certificate 6. Management Financial Report 	Same as NPFL requirement
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Article 15

BUSINESS, COMMERCIAL & PROMOTION CRITERIA (CRITERIA A)

INTRODUCTION

Football is no longer just a sporting activity. With the amount of interest and fans, football has become a business. The economic situation of football has changed and to remain competitive on the field, it is vital that Licence Applicants are able to compete off the field.

Football clubs should look for new and different sources of revenue in addition to the existing ones (TV, gate receipts, sponsors) in order to be more independent of the income from the sporting success of the Licence Applicant and to have greater possibilities of functioning as a financially successful entity.

OBJECTIVES

The objectives of the business and commercial criteria are, among others, that:

- *Licence Applicants have a set of objectives, targets and strategies so that business performances can be monitored; and*
- *Commercial activities are given a priority with a focus on revenue diversification and increasing fan attendance as well as experience.*

BUSINESS, COMMERCIAL & PROMOTION PLAN		
B.01	"A"	<p>(1) The Licence Applicant must have a written business plan approved by the Licensor. The business plan may cover a period of one (1) to four (4) years and shall include at least the following:</p> <ul style="list-style-type: none">a) Vision, mission and target;b) Marketing research analysis (i.e. SWOT analysis, PEST analysis, etc.)c) Technical plans (short term & long term plans for on the pitch performances).

		<p>d) Strategies and activities to achieve the plans.</p> <p>e) Commercial plans (short term & long term plans on marketing and promotion) including strategies and activities to achieve the plans.</p> <p>f) Human Resource Plan and Management.</p> <p>g) Facility Management and Operation.</p> <p>(2) Each of sections c) to f) of the above must include the following:</p> <p>a) WHAT the Licence Applicant wishes to achieve.</p> <p>b) HOW the Licence Applicant intends to achieve the items indicated in 1(a) above.</p> <p>c) WHO is responsible for each of the activities identified in 1(b) above.</p> <p>d) HOW MUCH financial resources are allocated to the activities identified in 1(b) above;</p> <p>e) WHEN will these activities be conducted, including a timeline to complete and/or achieve the activities identified in 1(b) above;</p> <p>f) HOW does the Licence Applicant intend to MEASURE the success of each activities / objectives identified in 1(a) and 1(b) above.</p> <p>g) The business plan must have been approved by the highest decision making body of the Licence Applicant.</p> <p>(3) Documents to be submitted include:</p> <p>a) Business plan (stamped and initialed on each page)</p> <p>b) Cover letter confirming approval of the Business Plan by the Board and signed by the Chairman and 50% + 1 members of the Board.</p> <p>The Licensor will approve such a business plan based on the afore-stated defined minimum standards.</p> <p>(4) The licensor shall also monitor the implementation and application of the plan during the year.</p>
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		<p>(5) A business plan may cover at least a period from 1 up to a maximum of 4 years depending on the chosen time frame by the Licence Applicant.</p> <p>(6) The approval for a submitted business plan may cover several licensing cycles.</p> <p>(7) Unless one of the following cases comes into effect, the Licence Applicant does not need to submit the previously approved business plan to the Licensor for a subsequent licensing cycle.</p> <ul style="list-style-type: none"> a) Withdrawal of the approval given to the Licence Applicant in respect of its plan. b) Expiry of the validity of the plan. c) Change in the required minimum content of the plan.
B.02	“A”	<p>ACCURATE COUNTING & MATCH PROGRAMME</p> <p>(1) The Licence Applicant shall have a system to accurately count the number of attendance for each of their home match.</p> <p>(2) The Licensor shall make verification of compliance by on-site inspection, on match days, if the Licence Applicant has such a system.</p> <p>(3) The compliance with this criterion shall be assessed by the Licensor in respect of the next licensing cycle.</p> <p>(4) For each of home match, the Licence Applicant must produce a match programme to be distributed to the fans, sponsors and media.</p> <p>(5) The Licence Applicant shall submit a sample of match programme for at least five (5) of their home matches.</p>

		<p>(6) In respect of subsection 5 above, the Licensor may in addition verify the use of match day program by on-site inspection on match days to ensure that match programmes are distributed to fans.</p>
B.03	“B”	<p style="text-align: center;">MERCHANDISING</p> <ol style="list-style-type: none"> 1) The Licence Applicant must produce merchandising for sale to the public. 2) Sale of merchandising could be at the Licence Applicant’s headquarters, within the stadium perimeter on match days or at public locations, or additionally in dedicated club shops in malls or certain products made available for sale with third party retails or flagship stores belonging to their kit suppliers.
B.04	“B”	<p style="text-align: center;">CLUB WEBSITE AND SOCIAL MEDIA</p> <ol style="list-style-type: none"> (1) The Licence Applicant shall develop a website (in English language) to promote the football and social activities of the Club to its fan base and to prospective fans. (2) As a guide, club websites may contain the following: <ol style="list-style-type: none"> a) Club news and features b) Fixtures and results c) Player and coach profiles d) Club information (map, stadium location, contact details) e) Club history f) Merchandising and ticketing information (or online portals) g) Club Membership information h) Community initiatives and activities i) Sponsor logos and links

		<p style="text-align: center;">ASSESSMENT PROCESS</p> <p>The licensor will approve such a business plan based on the minimum requirements above. The licensor may also monitor the application of the business plan within the duration of the licence.</p> <p>Document to be submitted:</p> <ol style="list-style-type: none">1. Merchandizing Evidence [Appendix 18]2. Fan Program Evidence [Appendix 19]
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Article 16

CATALOGUE OF SANCTIONS

In line with principles elaborated by FIFA in the club licensing Regulations, the following sanction represents measures to be taken against erring licensees/license applicants.

NO.	GRADE	CATALOGUE OF SANCTIONS				
		NPFL		NNL		
1	“A”	If the license applicant does not fulfill any of the criteria classified as “A” criteria, the applicant will not be granted license to enter confederation and national club competitions.				
2		The licensor reserve the right to withdraw the license of any licensee who, after fulfilling the “A” criteria, violates any of the “A” criteria before the expiration of the contract.				
3	“B”	Failure to fulfill these criteria will attract the following outlined sanctions.	Sanctions for criteria “B”			
			CRITERIA	DESCRIPTION	PENALTY	
					NPFL	others
			INFRASTRUCTURE	Stadium ground rules	N150,000	N25’000
				Control room		
				Stadium Sanitary	N150,000	N25’000
				Training facility	N250,000	N150’000
			PERS. & ADMIN.	Rights & duties	N200,000	N50’000
				Duty to notify significant changes	N250,000	N150’000
			N.B: In addition to fines, sanctions and penalties can be point deduction.			

Article 17

FINAL PROVISIONS

- (1) All appendices to the present regulations form an integral part thereof.
- (2) Any breach of these regulations may be penalized by the LMC in accordance with the NFF Statute, Regulations and Orders.
- (3) The LMC shall take decisions and adopt in the form of directives the detailed provisions necessary for implementing these regulations.
- (4) Matters not provided for in these regulations shall be decided by the LMC whose decisions are final taking into consideration that decisions made should not be in contradiction to CAF Statutes, Regulations and CAF Club Licensing System.

Article 18**ADOPTIONS AND ENFORCEMENT**

These Regulations were adopted by the NFF Executive Committee on 31st day of January 2014 and came into force immediately.

Dated at Abuja this 31th day of January 2014

For NFF Executive Committee:

Alhaji Aminu Maigari
(President)

Musa Ahmadu
(General Secretary)

APPENDICES

Appendix 1 – Playing Field	[Form 00]
Appendix 2 – Application for NFF Club Licencing	[Form 1]
Appendix 3 – Youth Player Registration	[Form 2]
Appendix 4 – Youth Team Competitions	[Form 3]
Appendix 5 – Named List of Professional Players	[Form 4]
Appendix 6 – Particulars of Club Secretariat	[Form 5]
Appendix 7 – Chief Executive Officer/ General Manager CV	[Form 6]
Appendix 8 – Finance Officer CV	[Form 7]
Appendix 9 – Club Licensing Officer CV	[Form 8]
Appendix 10- Club General Co-ordinator CV	[Form 9]
Appendix 11 – Security Officer CV	[Form 10]
Appendix 12 – Media Officer CV	[Form 11]
Appendix 13 –Medical Doctor CV	[Form 12]
Appendix 14 – Physiotherapist CV	[Form 13]
Appendix 15 – Marketing/Commercial Officer CV	[Form 14]
Appendix 16 – Affidavit of Participation	[Form 15]
Appendix 17 – Legal Officer CV	[Form 16]
Appendix 18 - Merchandizing Evidence	[Form 17]
Appendix 19 – Fan Program Evidence	[Form 18]
Appendix 20 – Stadium Certification	[Form 19]
Appendix 21 – List of Authorized Signatories	[Form 20]
Appendix 22 – Affidavit of Ownership	[Form 21]
Appendix 23 – Youth Team Training Schedule	[Form 22]
Appendix 24 – Youth Coach Qualification	[Form 23]
Appendix 25 – Players Medical Passport	[Form 24]
Appendix 26 – Players Pre-Competition Medical Examination	[Form 25]
Appendix 27 – Player Identification Table	[Form 26]
Appendix 28 – Player Transfer Payable Table	[Form 27]
Appendix 29 – Player Receivable Table	[Form 28]
Appendix 30 - List of Incorporation Documents	

A playing field, the minimum standard as approved by FIFA;

Length	Minimum	90m	(100yds)
	Maximum	120m	(130yds)

Width	Minimum	45m	(50yds)
	Maximum	90m	(100yds)

For international matches

Length	Minimum	100m	(110yds)
	Maximum	110m	(120yds)

Width	Minimum	64m	(70yds)
	Maximum	75m	(80yds)

Matches may be played on artificial or natural surfaces.

❖ Artificial= Synthetic
Astroturf

❖ Natural= Grass

SEASON 2013 - 2014

Full company name: ("the Club"): _____

Hereby notifies its intention to apply for a NFF Club Licence for Season 2013 / 2014.

The Club confirms that it has read and agrees to adhere to the provisions and conditions of the NFF Club Licensing System.

As a prerequisite to the application, a sum of has been paid to the Licensor (please attach proof of payment).

Signed _____		Stamp of Licence Applicant
	(Authorized Signatory)	
Position:		
Date:		

----- **LMC USE ONLY** -----

Received by (Name)		LMC Stamp
Date:		
Confirmation of deposit received (LMC Finance)		
Date:		

FORM 2:**APPENDIX 3: CRITERIA S.02: YOUTH TEAMS**

NAME OF CLUB:	
AGE GROUP:	

No.	Name of player	Registration number with FA	Date of birth
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

SIGNATURE OF CEO

DATE**STAMP OF LICENCE
APPLICANT****NOTE: PLEASE USE PAGE 2 IF NECESSARY**

FORM 2 (continued):

CRITERIA S.02: YOUTH TEAMS (PAGE 2)

NAME OF CLUB:	
AGE GROUP:	

No.	Name of player	Registration number with FA	Date of birth
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			
31.			
32.			
33.			
34.			
35.			
36.			
37.			
38.			
39.			
40.			

SIGNATURE OF CEO

DATE

STAMP OF LICENCE
APPLICANT

FORM 3:**APPENDIX 4: CRITERIA S.02: YOUTH TEAMS COMPETITIONS****NAME OF CLUB:**

Age Group	Name of Competition	Start date of competition	End date of Competition	Home & Away Venue (if centralized) or Centralised?	Total matches (per team)

SIGNATURE OF CEO_____
DATE_____
STAMP OF LICENCE APPLICANT

APPENDIX 5: CRITERIA S.03: NAME LIST OF PROFESSIONAL PLAYERS

****NOTE: Please list players in numerical order of Shirt number (eg. 1, 2, 3 etc)**

[illegible]

SIGNATURE OF CEO

DATE _____

**STAMP OF LICENCE
APPLICANT**

FORM 4: (continued)

CRITERIA S.04: WRITTEN CONTRACT WITH PROFESSIONAL PLAYERS

ATTACH COPIES OF EACH PLAYER'S SIGNED CONFIRMATION OF RECEIPT OF CONTRACT COPY ATTESTATION

[illegible]

SIGNATURE OF CEO

DATE _____

**STAMP OF LICENCE
APPLICANT**

FORM 5:**APPENDIX 6: CRITERIA P.01: PARTICULARS OF CLUB SECRETARIAT**

NAME OF CLUB:	
PO BOX ADDRESS:	
LOCATION/ADDRESS:	
TELEPHONE(s):	
FAX:	
WEBSITE:	
EMAIL:	
TWITTER (OFFICIAL):	
FACEBOOK (OFFICIAL):	

OPENING HOURS: (EG. 9AM – 1PM / 4PM – 8PM)	
WORKING DAYS: (EG. SATURDAY – THURSDAY)	

ATTACH EVIDENCE OF OWNERSHIP OR RENTAGE OF OFFICE SPACE

SIGNATURE OF CEO

DATE**STAMP OF LICENCE
APPLICANT**

CURRICULUM VITAE FORM

Please complete the form in BLOCK LETTERS AND ATTACH COPIES OF RELEVANT CREDENTIALS

Name of Club:	
Position:	GENERAL MANAGER
Terms of Employment:	Full Time / Part Time (please enclose contract)
First date of Employment:	

PERSONAL DETAILS

First Name:	
Last Name:	
Mobile:	
Telephone (Work):	
Fax (Work):	
E-Mail:	
Alternate E-mail:	

PREVIOUS JOB(S): IN THE LAST FIVE (5) YEARS

Employment dates (to/from)	Job Title	Name of Employer

DECLARATION: I hereby declare that the information provided above is true and accurate.

Signature: _____ Date: _____ Stamp of licence applicant: _____

CURRICULUM VITAE FORM

*Please complete the form in BLOCK LETTERS AND
ATTACH COPIES OF RELEVANT CREDENTIALS*

Name of Club:		
Position:	FINANCE OFFICER	
Terms of Employment:	Full Time / Part Time (please submit contract or letter of appointment)	
First date of Employment:		
If you are part-time OR has other job responsibilities at the club, please answer the following:		
How many days per week do you spend at the Club for its financial matters?		
How many hours per day do you spend at the Club for its financial matters?		

financial matters?

1. PERSONAL DETAILS

First Name:	
Last Name:	
Mobile:	
Telephone (Work):	
Fax (Work):	
E-Mail:	
Alternate E-mail:	

2. IF YOU ARE PART TIME WITH THE CLUB, WHAT IS YOUR FULL TIME JOB?

Profession (Full time):	
Designation / Title:	
Name of Employer:	

3. EDUCATIONAL BACKGROUND

	Type of Degree	Discipline/Subject (e.g. Law or Finance)	Name of University
Highest Educational Degree	Ph D / Masters / Bachelors / Diploma / Other		
2 nd Highest Educational Degree	Ph D / Masters / Bachelors / Diploma / Other		
Other Professional Qualifications			

4. PREVIOUS JOB(S): IN THE LAST FIVE (5) YEARS

Employment date	Job Title	Name of Employer

DECLARATION: I hereby declare that the information provided above is true and accurate.

Signature: _____ Date: _____

Stamp of licence applicant: _____

CURRICULUM VITAE FORM

*Please complete the form in BLOCK LETTERS AND
ATTACH COPIES OF RELEVANT CREDENTIALS*

Name of Club:		
Position:	CLUB LICENSING OFFICER	
Terms of Employment:	Full Time / Part Time (please submit contract or letter of appointment)	
First date of Employment:		
If you are part-time OR has other job responsibilities at the club, please answer the following:		
How many days per week do you spend at the Club for its		
club licensing matters?		
How many hours per day do you spend at the Club for its		
club licensing matters?		

club licensing matters?

1. PERSONAL DETAILS

First Name:	
Last Name:	
Mobile:	
Telephone (Work):	
Fax (Work):	
E-Mail:	
Alternate E-mail:	

2. IF YOU ARE PART TIME WITH THE CLUB, WHAT IS YOUR FULL TIME JOB?

Profession (Full time):	
Designation / Title:	
Name of Employer:	

3. EDUCATIONAL BACKGROUND

	Type of Degree	Discipline/Subject (e.g. Law or Finance)	Name of University
Highest Educational Degree	Ph D / Masters / Bachelors / Diploma / Other		
2 nd Highest Educational Degree	Ph D / Masters / Bachelors / Diploma / Other		
Other Professional Qualifications			

4. INFORMATION TECHNOLOGY (IT) SKILLS (✓ Where Applicable)

How Often Do You Use A Computer For:				
Internet:	Regularly	Sometimes	Seldom	Never
Microsoft Word:	Regularly	Sometimes	Seldom	Never
Microsoft Excel:	Regularly	Sometimes	Seldom	Never
Creating Powerpoint Presentations:	Regularly	Sometimes	Seldom	Never
How Would You Rate Your IT Skills:	Excellent	Good	Average	Need Practice

5. LANGUAGES (✓ Where Applicable)

What Languages Do You Speak:				

Do You Use English At Work:	Regularly	Sometimes	Seldom	Never
Do You Use English At Home:	Regularly	Sometimes	Seldom	Never

**** IMPORTANT NOTICE:** Please note that proficiency in English is a must. _____

DECLARATION: I hereby declare that the information provided above is true and accurate.

Signature: _____ Date: _____

Stamp of licence applicant: _____

CURRICULUM VITAE FORM

*Please complete the form in BLOCK LETTERS AND
ATTACH COPIES OF RELEVANT CREDENTIALS*

Name of Club:	
Position:	CLUB GENERAL COORDINATOR
Terms of Employment:	Full Time / Part Time (please submit contract)
First date of Employment:	

1. PERSONAL DETAILS

First Name:	
Last Name:	
Mobile:	
Telephone (Work):	
Fax (Work):	
E-Mail:	
Alternate E-mail:	

2. LANGUAGES (v Where Applicable)

What Languages Do You Speak:				

Do You Use English At Work:	Regularly	Sometimes	Seldom	Never
Do You Use English At Home:	Regularly	Sometimes	Seldom	Never

3. PREVIOUS JOB(S): IN THE LAST FIVE (5) YEARS

Employment dates (to/from)	Job Title	Name of Employer

4. FOOTBALL BACKGROUND (✓ Where Applicable)

Administrative Experience (eg. Team Media Officer, PR Manager, FIFA Media Officer, Broadcasting Service Manager, Team Manager and etc)

Please use separate sheet of paper, if necessary.

Dates (to/from)	Job Title	Organisation

5. MATCH ORGANISATION BACKGROUND (✓ Where Applicable)

Have You Organised Football Matches:			Yes	No
If Yes, How Long Have You Been Involved In Organising Football Matches: If Yes, At Which Level:	> 5 years	3-5 years	1-3 years	< 1 year
	National	State	District	Local
What Are Your Role And Duties? (please highlight relevant duties)	<input type="checkbox"/> I am the main person responsible for making sure that a match takes place.			
	<input type="checkbox"/> I am part of a group of people responsible for making sure that a match takes place.			
	<input type="checkbox"/> I am responsible for dealing with the team's issues.			
	<input type="checkbox"/> I am responsible for making sure the stadium and its facilities are prepared for the match.			
	<input type="checkbox"/> I am responsible for media organisation for the match.			
	<input type="checkbox"/> I am responsible for safety and security for the match.			
Other Duties (Please Explain):	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			

DECLARATION: I hereby declare that the information provided above is true and accurate.

Signature: _____ Date: _____

Stamp of licence applicant _____

CURRICULUM VITAE FORM

*Please complete the form in BLOCK LETTERS AND
ATTACH COPIES OF RELEVANT CREDENTIALS*

Name of Club:	
Position:	SECURITY OFFICER
Terms of Employment:	Full Time / Part Time (please submit contract)
First date of Employment:	

1. PERSONAL DETAILS

First Name:	
Last Name:	
Mobile:	
Telephone (Work):	
Fax (Work):	
E-Mail:	
Alternate E-mail:	

2. EDUCATIONAL BACKGROUND

	Type of Degree	Discipline/Subject (e.g. Law or Finance)	Name of University
Highest Educational Degree	Ph D / Masters / Bachelors / Diploma / Other		
2nd Highest Educational Degree	Ph D / Masters / Bachelors / Diploma / Other		
Other Professional Qualifications			

4. FOOTBALL BACKGROUND (✓ Where Applicable)

Administrative Experience (eg. Team Media Officer, PR Manager, FIFA Media Officer, Broadcasting Service Manager, Team Manager and etc)

Please use separate sheet of paper, if necessary.

Dates (to/from)	Job Title	Organisation

3. MATCH EXPERIENCE (✓ Where Applicable)

Have you been responsible for security matters at Football Matches?			Yes	No
If Yes, How Long Have You			1-3 years	< 1 year
> 5 years 3-5 years				
Been Involved?	National	State	District	Local
If Yes, At Which Level:				
What Are Your Role And Duties? (please highlight relevant duties)	<input type="checkbox"/> I am the main person responsible for making sure about all security arrangements in a match.			
	<input type="checkbox"/> I am part of a group of people responsible for making sure about the security arrangements in a match.			
	<input type="checkbox"/> I coordinate and liaise with the security forces (police, ambulance, army) to make sure security arrangements at matches are met			

Other Duties (Please Explain):	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

5. PREVIOUS JOB(S): IN THE LAST FIVE (5) YEARS

Employment dates (to/from)	Job Title	Name of Employer

DECLARATION: I hereby declare that the information provided above is true and accurate.

Signature: _____ Date: _____

Stamp of licence applicant: _____

CURRICULUM VITAE FORM

*Please complete the form in BLOCK LETTERS AND
ATTACH COPIES OF RELEVANT CREDENTIALS*

Name of Club:	
Position:	MEDIA OFFICER
Terms of Employment:	Full Time / Part Time (please submit contract)
First date of Employment:	

1. PERSONAL DETAILS

First Name:	
Last Name:	
Mobile:	
Telephone (Work):	
Fax (Work):	
E-Mail:	
Alternate E-mail:	

2. EDUCATIONAL BACKGROUND

	Type of Degree	Discipline/Subject (e.g. Law or Finance)	Name of University
Highest Educational Degree	Ph D / Masters / Bachelors / Diploma / Other		
2nd Highest Educational Degree	Ph D / Masters / Bachelors / Diploma / Other		
Other Professional Qualifications			

3. FOOTBALL BACKGROUND (✓ Where Applicable)

Administrative Experience (eg. Team Media Officer, PR Manager, FIFA Media Officer, Broadcasting Service Manager, Team Manager and etc)

NB: Please use separate sheet of paper, if necessary.

Dates (to/from)	Job Title	Organisation

4. MATCH ORGANISATION BACKGROUND (✓ Where Applicable)

Have You Organised Football Matches:			Yes	No
If Yes, How Long Have You Been Involved In Organising Media Operations in Football Matches:	> 5 years	3-5 years	1-3 years	< 1 year
If Yes, At Which Level:	Int'l/National	State	District	Local
What Are Your Role And Duties? (please highlight applicable duties)	<input type="checkbox"/> I am the main person responsible for making sure that media organisations are prepared.			
	<input type="checkbox"/> I am part of a group of people responsible for making sure that media organisations are prepared.			
	<input type="checkbox"/> I am responsible for dealing with the team related media issues.			
	<input type="checkbox"/> I am responsible for making sure the stadium and its facilities are prepared for the match.			
	<input type="checkbox"/> I am responsible for match operation for the match.			
	<input type="checkbox"/> I am responsible for public relations of a team.			

Other Duties (Please Explain):	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

5. PREVIOUS JOB(S): IN THE LAST FIVE (5) YEARS

Employment dates (to/from)	Job Title	Name of Employer

DECLARATION: I hereby declare that the information provided above is true and accurate.

Signature: _____ Date: _____

Stamp of licence applicant: _____

CURRICULUM VITAE FORM

*Please complete the form in BLOCK LETTERS AND
ATTACH COPIES OF RELEVANT CREDENTIALS*

Name of Club:	
Position:	MEDICAL DOCTOR
Terms of Employment:	Full Time / Part Time (please submit contract)
First date of Employment:	

1. PERSONAL DETAILS

First Name:	
Last Name:	
Mobile:	
Telephone (Work):	
Fax (Work):	
E-Mail:	
Alternate E-mail:	

2. EDUCATIONAL BACKGROUND

	Type of Degree	Discipline/Subject (e.g. Law or Finance)	Name of University
Highest Educational Degree	Ph D / Masters / Bachelors / Diploma / Other		
2nd Highest Educational Degree	Ph D / Masters / Bachelors / Diploma / Other		
Other Professional Qualifications			

3. REGISTRATION WITH MEDICAL AUTHORITIES

Are you registered with the NFF National Olympic Committee?	Yes / No
Are you registered with the Nigerian Medical Association? Please provide proof of registration.	Yes / No

4. FOOTBALL BACKGROUND (✓ Where Applicable)

Administrative Experience (eg. Team Doctor, Physician, Competition Doctor, etc.)

Please use separate sheet of paper, if necessary.

Dates (to/from)	Job Title	Organisation

DECLARATION: I hereby declare that the information provided above is true and accurate.

Signature: _____ Date: _____

Stamp of licence applicant: _____

CURRICULUM VITAE FORM

*Please complete the form in BLOCK LETTERS AND
ATTACH COPIES OF RELEVANT CREDENTIALS*

Name of Club:	
Position:	PHYSIOTHERAPIST
Terms of Employment:	Full Time / Part Time (please submit contract)
First date of Employment:	

1. PERSONAL DETAILS

First Name:	
Last Name:	
Mobile:	
Telephone (Work):	
Fax (Work):	
E-Mail:	
Alternate E-mail:	

2. EDUCATIONAL BACKGROUND

	Type of Degree	Discipline/Subject (e.g. Law or Finance)	Name of University
Highest Educational Degree	Ph D / Masters / Bachelors / Diploma / Other		
2nd Highest Educational Degree	Ph D / Masters / Bachelors / Diploma / Other		
Other Professional Qualifications			

3. REGISTRATION WITH MEDICAL AUTHORITIES

Are you registered with the National Health / Medical authorities?	Yes / No
Are you registered with the NFF National Olympic Committee?	Yes / No
Please provide proof of registration.	

4. FOOTBALL BACKGROUND (✓ Where Applicable)

Administrative Experience (eg. Team Doctor, Physician, Competition Doctor, Physiotherapist etc.)

Please use separate sheet of paper, if necessary.

Dates (to/from)	Job Title	Organisation

DECLARATION: I hereby declare that the information provided above is true and accurate.

Signature: _____ Date: _____

Stamp of licence applicant: _____

CURRICULUM VITAE FORM

*Please complete the form in BLOCK LETTERS AND
ATTACH COPIES OF RELEVANT CREDENTIALS*

Name of Club:	
Position:	MARKETING OFFICER / MARKETING AGENCY
Terms of Employment/Engagement:	Full Time / Part Time / Third Party (please submit contract)
First date of Employment/Engagement:	

1. CONTACT DETAILS

First Name:	
Last Name:	
Company (for 3rd parties)	
Mobile:	
Telephone (Work):	
Fax (Work):	
E-Mail:	
Alternate E-mail:	

2. EDUCATIONAL BACKGROUND (IGNORE IF IT IS A THIRD PARTY)

	Type of Degree	Discipline/Subject (e.g. Law or Finance)	Name of University
Highest Educational Degree	Ph D / Masters / Bachelors / Diploma / Other		
2nd Highest Educational Degree	Ph D / Masters / Bachelors / Diploma / Other		
Other Professional Qualifications			

3. SPORTING BACKGROUND (✓ Where Applicable)

Please use separate sheet of paper, if necessary.

Dates (to/from)	Job Title/Project	Organisation/Client

4. PREVIOUS EMPLOYMENT (IGNORE IF IT IS A THIRD PARTY)

No.	Name of Employer	Job Title	Period of employment

DECLARATION: I hereby declare that the information provided above is true and accurate.

Signature: _____ Date: _____

Stamp of licence applicant: _____

NOTE: This declaration must be executed by an authorised signatory no more than three months prior to the corresponding deadline for its submission to the Licensor.

In relation to our potential participation in the NFF LMC/NNL League for Season 2013/2014,
whereby declare that as authorized signatories of

_____ (NAME OF CLUB, hereinafter
known as the 'Club'), the Club...

- a) recognizes as legally binding the statutes, rules and regulations and decisions of FIFA, CAF, the NFF and, the LMC;
- b) recognizes the exclusive jurisdiction of CAS (the Court of Arbitration for Sport in Lausanne) for any dispute of international dimension and in particular involving FIFA, CAF, the NFF and, the LMC;
- c) recognizes the prohibition on recourse to ordinary courts under the FIFA, CAF, the NFF and, the LMC Statutes;
- d) will play in competitions, at national level, that are recognised and endorsed by the NFF (e.g. national championship, national cup);
- e) will participate in competitions, at continental level, recognised and endorsed by CAF. To avoid any doubt, this provision does not relate to friendly matches;
- f) undertakes to abide by and observe the provisions and conditions of the NFF Club Licensing Regulations;
- g) guarantees that all submitted documents are complete and correct;
- h) authorises the competent club licensing authority to examine documents and seek information and, in the event of any appeal procedure, to seek information from any relevant public authority or private body according to national law;
- i) It shall not form or belong to an association that purports or seeks to control, administer or speaks for the league other than the league management body duly authorized and recognized by NFF.
- j) acknowledges that CAF and / or the NFF reserves the right to execute spot-checks at national level reviewing the assessment process and the decision making;
- k) acknowledges that FIFA reserves the right to execute spot-checks at national level to review the assessment process and the decision making in case CAF fails to implement and execute a sport check procedure at national level.
- l) will inform the Licensor about any significant change, event or condition of major economic importance and subsequent event occurred after the submission of the licensing documentation within the fixed deadlines.
- m) It acknowledges that all natural or legal persons involved in the management, administration and/or sporting performance of the club shall be subject to and MUST pass a fit and proper person test or criteria of the Licensor before assuming their duties or positions with the club.
- n) It recognizes and accepts that any conduct that brings the league and the game of football in Nigeria into disrepute by any natural or legal persons involved in the management, administration and/or sporting performance of the club, including the players shall be subject to sanctions by the licensor.
- o. It shall ensure that its players and officials subscribe to a code of conduct not to bring the league and the game of football into disrepute by disparaging the NFF, LMC/NNL, other clubs, their officials, their players and fans, match officials and officiating by conduct or communication through any medium whatsoever.
- p. It undertakes not to incite its fans to violence against opposing teams, their staff, players, their fans or against match officials and officials of the league and NFF.
- q. It authorizes the NFF/LMC to examine documents and seek information and, in the event of any appeal procedure, to seek information from any relevant public authority or private body according to national law.

DATE: _____ NAME & SIGNATURE: _____

CURRICULUM VITAE FORM*Please complete the form in BLOCK LETTERS*

Name of Club:	
Position:	LEGAL OFFICER / LEGAL FIRM
Terms of Employment/Engagement:	Full Time / Part Time / Third Party (please submit contract)
First date of Employment/Engagement:	

1. CONTACT DETAILS

First Name:	
Last Name:	
Company for 3rd parties):	
Mobile:	
Telephone (Work):	
Fax (Work):	
E-Mail:	
Alternate E-mail:	

2. EDUCATIONAL BACKGROUND (IGNORE IF IT IS A THIRD PARTY)

	Type of Degree	Discipline/Subject (e.g. Law or Finance)	Name of University
Highest Educational Degree	Ph D / Masters / Bachelors / Diploma / Other		
2nd Highest Educational Degree	Ph D / Masters / Bachelors / Diploma / Other		
Other Professional Qualifications			

3. CURRENT AND PREVIOUS EMPLOYMENT (IGNORE IF IT IS A THIRD PARTY)

Name of Employer	Job Title	Period of employment

4. PREVIOUS SPORTING CLIENTELE (FOR THIRD PARTY LEGAL FIRMS ONLY)

Name of Employer	Job Title	Period of employment

DECLARATION: I hereby declare that the information provided above is true and accurate.

Signature: _____ Date: _____

Stamp of licence applicant: _____

LIST OF ITEMS PRODUCED FOR SALE BY THE CLUB TO THE PUBLIC.

No.	Item	Price per	Location of sales	unit	Operating days/hours (if on non-match days (Y/N)?	Open on non-match days

DECLARATION: I hereby declare that the information provided above is true and accurate.

Signature: _____ Date: _____

Stamp of licence applicant: _____

No.	Date of match	League or Cup?	Vs (opponent team)	Detail of activities	Evidence provided Yes / No
					Yes / No
					Yes / No
					Yes / No
					Yes / No
					Yes / No
					Yes / No
					Yes / No
					Yes / No
					Yes / No
					Yes / No
					Yes / No
					Yes / No

DECLARATION: I hereby declare that the information provided above is true and accurate.

Signature: _____

Date: _____

Stamp of licence applicant: _____

FORM 19:

APPENDIX 20: Criteria I.01 - STADIUM CERTIFICATION

Club Name:

Stadium Name:

Stadium Address:

Spectator Capacity:

Art.	Item	Requirement	Criteria Grade	Existing	Pass/Fail?
TECHNICAL					
3	Field of play	Length (100m min -110m max)	A		
		Width (64m min -75m max)	A		
		Minimum of 4 meters between touch lines and spectator fence	A		
4	Warm up area	Grassed area behind goals, or along the touchlines	A		
5	Goals (white)	Width (7.32m)	A		
		Height (2.44m)	A		
		Spare goals as backup	A		
6	Giant Screen / Scoreboard	Giant screen to display match score	A		
	Match Clock	Clock (showing match time)	A		
7	Flagpoles	A minimum of 5 flagpoles	A		
8	Covered Benches	2 x team benches (20pax min)	A		
		1 x officials bench (2pax)	A		
9	Match Officials' seating	Minimum 3 seats (with tables), away from public and media	A		
		TV monitor with live match feed	A		
DRESSING ROOMS AND TEAM MEDICAL					
10	Team Dressing Room (Home)	4 showers	A		
		4 seated toilets (or 3 seated and 1 urinal)	A		
		Seating room for min. of 30 people	A		
		1 x massage table	A		

Art.	Item	Requirement	Criteria Grade	Existing	Pass/Fail?
		Whiteboard, pens, eraser	A		
		Refridgerator	A		
		Air-conditioning	A		
10	Team Dressing Room (Away)	4 showers	A		
		4 seated toilets (or 3 seated and 1 urinal)	A		
		Seating for 30 people	A		
		1 x massage table	A		
		Whiteboard, pens, eraser	A		
		Refridgerator	A		
		Air-conditioning	A		
11	Referees' dressing room	1 shower	A		
		1 seated toilet	A		
		1 table and 5 chairs	A		
		Refridgerator	A		
		Air-conditioning	A		
12	Medical Room (Players and officials)	Emergency medical room in official area	A		
		Oxygen with appropriate masks/oral airway	A		
		Splints (Spinal injuries)	A		
		Stretchers	A		
		Suction machine	A		
		I/V drip sets with emergency injections and medication	A		
		Minor surgery supplies and equipment	A		
		Automated External Defibrillator	A		
13	Doping Control Room	A/c room in official area - 20m2 in size	A		
		Waiting room (separated or partitioned off from testing room)	A		
		Seating for 8 people	A		
		Television with live match feed	A		
		Refridgerator stocked with water and juices	A		

Art.	Item	Requirement	Criteria Grade	Existing	Pass/Fail?
		Testing room with 1 table, 4 chairs	A		
		Lockable cabinet	A		
		Seated toilet, shower, sink	A		
14	LMC office	Table and 5 chairs	A		
		1 desktop computer with Adobe reader installed	A		
		Broadband wireless internet	A		
		Printer (and consumables)	A		
		Scanner	A		
		Photocopier (and consumables)	A		
		Air-conditioning	A		
		Television with a live match feed	A		
		A seated toilet (or an available toilet in close proximity)	A		
15	Ball Boys'/Youth Programme room	Min 1 seated toilet (or in close proximity)	A		
		Tables, Chairs and Sofa Set for at least fifteen (15) persons	A		
		Television (42" min)	A		
16	Storage rooms (x2)	10m2 in size and Air-conditioned	A		
SPECTATOR SEATING AND FACILITIES					
17	Seating and Capacity	Minimum 5000 seats (in min of 4 sectors)	A		
		Up to 25% of stadium capacity for away fans in segregated area	A		
		Minimum of 2 ticketing booths	A		
18	VIP and Hospitality	Minimum 50 VIP/VVIP seats (covered) all individually numbered and corresponding with tickets/invites	A		
		Min of 1 VIP/Hospitality Lounge	A		
19	Disabled spectators	Minimum of 5 Disabled spectator seats C (becomes (with space for accompanying person) in an "A" a safe and covered location; with direct criteria for Season access; unobstructed views; ramps if 2014/2015)necessary and toilet facilities).			

Art.	Item	Requirement	Criteria Grade	Existing	Pass/Fail?
20	Spectator toilets	6 seated toilets for every 1000 spectators	B (becomes an "A" criteria for Season 2014/2015)		
		Minimum 20% of overall toilets dedicated for women			
		3 urinals for every 1000 spectators			
		Minimum 1 disabled toilet close to seating location			
21	First aid (Spectators)	Wheelchair accessible first aid room, minimum of 15m2 accessible to emergency vehicles and signposted and connect by telephone	A		
		Wheelchair accessible doorways and passage ways	A		
		Lighting, non, slip floor, ventilation, a/c, power, running water, seated toilet	A		
		Stocked Glass medicine cabinet with drugs and miscellaneous medical equipment (syringes, needles, antiseptic, hazard container etc)	A		
		Stretchers, blankets, pillows and first aid kit	A		
		Airway, spinal mobilization, circulation and breathing equipment	A		
22	Food and beverage concessions	Sales point for food and beverage on match day	A		
	Merchandising stall(s)	Sales point for merchandising on match day	B		
23	Signposting and directions	Directional signposting for spectators, teams and media (in english)	C		
		Critical facility areas using LMC designed signage templates			
MEDIA AND BROADCAST					
24	Media tribune (covered)	20 seats with desks, individually numbered and corresponding with tickets/invites	A		
		10 seats without desks, individually numbered and corresponding with tickets/invites	A		
		Sufficient lighting, Wireless internet and individual power sockets for each seat with a desk	A		

Art.	Item	Requirement	Criteria Grade	Existing	Pass/Fail?
		Television with a live match feed	A		
		Dedicated access flow for media	A		
25	Press Conference room	20 chairs in classroom format (increases to 30 pax for season 2014/2015)	A		
		Stage and Head table and 5 chairs	A		
		Camera platform (Height: 0.5m / Width: 6m / Depth: 2m) and power for ENG	A		
		An audio distribution amplifier and splitter box (by 2014/2015)	C		
		Sound system with 3 table microphones and 1 roaming wireless microphone	A		
		Dedicated access flow for media	A		
26	Media Centre	Room to accommodate 20 people with tables and chairs (increases to 30 pax for season 2014/2015)	A		
		Broadband wireless internet	A		
		Photocopier and fax machine (and consumables)	A		
		First aid box	A		
		Min of 1 TV with live match feed	A		
		Dedicated access flow for media	A		
27	Mixed zones	Well lit, secured and covered area between team bus dropoff and dressing rooms	A		
28	Camera positions	o Main camera position (15-20 angle) and 12m2 in size	A		
		Close-up camera (next to main camera)	A		
		Pitch side close-up fixed position, near centre line of the pitch, without blocking coaches' view of the full pitch from the team benches	A		
		Offside positions, on 16m line - 2.5m2 platforms @ at the same level as or higher than the main camera platform.	A		
		Low behind goal - behind advertising boards	A		

Art.	Item	Requirement	Criteria Grade	Existing	Pass/Fail?
		Beauty shot - fixed and unmanned camera giving wide view of the Stadia.	C		
		High behind goals each end (platform 2.5m2)	A		
		Pitch side (portable)	A		
		Reverse angle (on the pitch) and high reverse (platform 2.5m2)	A		
		Tunnel camera	A		
		Mini cameras (behind goal, supplied by broadcasters)	A		
		6 metre Camera on each side, each with a 2.5m2 platform	B		
		Crane Camera	C		
		Rail camera	C		
		Steadicam	C		
		Hot head cameras	C		
		High behind goal camera (platform size if any)	C		
		Team arrivals and dressing room	C		
		Aerial camera system	C		
29	TV & radio commentary positions	2 Fully enclosed and a/c positions each with dimensions of 5m (width) x 3m (depth) x 2.5m (height) each with 3 seats	A		
		From 2014/2015 - two (2x) power jacks; two (2x) phone jacks; internet access (Ethernet 10/100, RJ45, minimum of 512 kbps, DHCP, non-blocked, all ports open or WLAN) and a Television	C		
		Patching facility for video from OB to Com Position and audio intercom from Com Position to OB Van (from 2014/2015)	B		
30	TV studios	1 studio with a glass wall and a view across the pitch: 25m2 – 35m2 in size and 2.3m in height.	A		

Art.	Item	Requirement	Criteria Grade	Existing	Pass/Fail?
		From 2014/2015, the TV studio shall be installed with cable path connected to the OB van / OB compound and should be able to carry at least 4 triax cable, 3 video cables, up to 8 audio cables and power (at least 20 sockets). Alternative, the TV studio should have a patch with all the above facilities.	C		
31	OB compound	600m2 in size, flat and paved area	A		
		Clearly marked areas distinguishing between HB and SNG	B		
		(1 x 125 AMPS), lighting (1 x 32 AMPS and 2 x 16 AMPS power supply) and back up power supply	A		
		Fenced and secured on match day	B		
32	Media Registration desk	Reception desk / area must above media entrance for media registration and bib collection in a covered area	A		
33	Media toilets	Min of 1 dedicated seated toilet in close proximity to the media tribune or in the	A		
34	Broadcaster Officer	Office space near the OB compound with a/c, table, 3 chairs and wireless internet	A		
FLOODLIGHTING & POWER					
35	Floodlights	Minimum of 1,200 lux evenly distributed across the field (from 2014/2015 season it must be 1,500 lux)	A		
36	Emergency lighting system	An average illuminance of 800 Ev lux in the direction of the main camera and 500 Ev lux for all areas	A		
37	Power	Back-up power supply	A		
		250Kva (2 x 125Kva) power for LED advertising boards	A		
		Secure Control/storage Room with power outlets – at least 10ft. x 10ft.	A		
		From 2014/2015 season onwards, power circuits for Broadcast, LED, Floodlights and General Stadium purposes must be run on clearly marked, dedicated power circuits and must have back-up facilities	B		
SAFETY & SECURITY					

Art.	Item	Requirement	Criteria Grade	Existing	Pass/Fail?
38	Safety Certification	Certificate(s) from NEMA, Fire Brigade, LG and Police (not more than 2 years old) certifying the safety of the stadium	A		
39	Approved Evacuation Plan	Stadium Evacuation plan approved by NEMA	A		
40	Public access and egress	Brightly painted passageways, stairways, gates and exit doors	A		
		Exit doors and gates in compliance of safety requirements	A		
		Earthed lightning rod in case of lightning strikes	A		
41	Control room	Room with view of pitch close to announcer's room (or connected to a dedicated telephone line) Equipped with Communication facilities	A		
		CCTV facilities (from Season 2014/2015)	A		
42	Public address system	Clear and audible PA System coordinated with giant screen and operational under backup power if necessary	A		
		CD/DVD player	A		
43	Stadium Ground Rules	Terms and conditions of entry at all spectator gates	B		
PARKING					
44	Parking	2 buses (for teams)	A		
		10 cars (for LMC) including Referees	A		
		10 cars (for Media)	A		
		2 ambulances	A		
		Markings for all parking spaces	A		

We (NAME OF LICENCE APPLICANT), hereby declare that the list of people below is a comprehensive list of persons authorized to sign official documents on behalf of (NAME OF LICENCE APPLICANT) and whose signature appears on documents submitted as part of the NFF Club Licensing process for Season 2013/2014.

Name	Designation	Signature

Chairman's Name: _____ Date: _____

Signature: _____

Stamp of Licence Applicant: _____

We(NAME OF LICENCE APPLICANT), (hereinafter referred to as the “Licence Applicant”) hereby declare the following in relation to the ownership of the Licence Applicant.

No natural or legal person involved in the management, administration and/or sporting performance of the Licence Applicant, either directly or indirectly:-

- a) holds or deals in the securities or shares, that can cause significant influence, of any other club participating in the same competition;
- b) holds a majority of the shareholders’ voting rights of any other club participating in the same competition;
- c) has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of any other club participating in the same competition;
- d) is a shareholder and alone controls a majority of the shareholders’ voting rights of any other club participating in the same competition pursuant to an agreement entered into with other shareholders of the club in question;
- e) is a member of any other club participating in the same competition;
- f) is involved in any capacity whatsoever in the management, administration and/or sporting performance of any other club participating in the same competition;
- g) has any power whatsoever over the management, administration and/or sporting performance of any other club participating in the same club competition.
- h) We also further covenant that we shall carry out a restructuring over three consecutive licensing cycles, commencing with our first application for club licence, to ensure that no single person or entity holds in our registered share capital, more than 70% of the club’s allotted shares at the end of the first licensing cycle; more than 50% of its allotted shares at the end of the second licensing cycle and; 30% of its allotted shares at the end of the third licensing cycle.

DATE: _____ NAME & SIGNATURE: _____

FORM 22:**APPENDIX 23: CRITERIA S.01: YOUTH TEAM TRAINING SCHEDULE****Name of Club****NOTE:**

Add multiple lines if an age group team trains on more than 1 day

Age Group	Training Start Date	Training End Date	Training Day	Training time	Training Location
<i>eg. U19</i>	<i>eg. 1st September</i>	<i>eg. 30th May</i>	<i>eg. Monday</i>	<i>eg. 5pm - 7pm</i>	<i>eg. Academy pitch #1</i>

CEO Signature_____
Stamp of Licence Applicant

NAME OF CLUB:

Age Group	Name of Coach	Highest Coaching Qualification/Licence	Issuing body (eg. Confederation)

SIGNATURE OF CEO_____
DATE_____
STAMP OF LICENCE
APPLICANT

MEDICAL PASSPORT

FORM 24

APPENDIX 25

PLAYERS MEDICAL PASSPORT FORM

PLAYER:

FAMILY NAME: _____

FIRST NAME: _____

DATE OF BIRTH: _____ (DAY / MONTH / YEAR)

CLUB: _____

1. COMPETITION HISTORY

Position on the field

☐ goalkeeper
☐ midfielder

☐ defender
☐ striker

Dominant leg

☐ left

☐ right

☐ both

Matches in the last 12 months

2. MEDICAL HISTORY

2.1 PRESENT AND PAST COMPLAINTS

General	no	yes, within the last 4 weeks		yes, prior to the last 4 weeks	
Flu-like symptoms	<input type="checkbox"/>	<input type="checkbox"/>			
Infections (esp. viral)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Rheumatic fever	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Heat illness	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Concussion	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Allergies to food, insects	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Allergies to drugs	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Heart and lung	no	within the last 4 weeks at rest.....during/after exercise		prior to last 4 weeks at rest...during/after exercise	
Chest pain or tightness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shortness of breath	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cough	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bronchitis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Palpitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrhythmias	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other heart problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dizziness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Syncope	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	no	yes, within the last 4 weeks		yes, prior to the last 4 weeks	
Hypertension	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Heart murmur	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Abnormal lipid profile	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Seizures, epilepsy	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Advised to give up sport	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
More quickly tired than team mates	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Diarrhoea illness	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

Severe injury leading to more than four weeks of limited participation or absence from play/training:

<input type="checkbox"/> no	yes,	<input type="checkbox"/> groin strain	when? _____ (year)
		<input type="checkbox"/> strain of m. quadriceps femoris	when? _____ (year)
		<input type="checkbox"/> strain of hamstring	when? _____ (year)
		<input type="checkbox"/> ligament injury of the knee	when? _____ (year)
		<input type="checkbox"/> ligament injury of the ankle	when? _____ (year)
		<input type="checkbox"/> others, please specify: _____	when? _____ (year)

For others please provide diagnosis:

Operations of the musculoskeletal system:

<input type="checkbox"/> no	yes,	<input type="checkbox"/> hip joint	when? _____ (year)
		<input type="checkbox"/> groin (due to pubalgia)	when? _____ (year)
		<input type="checkbox"/> knee ligaments	when? _____ (year)
		<input type="checkbox"/> knee meniscus or cartilage	when? _____ (year)
		<input type="checkbox"/> Achilles tendon	when? _____ (year)
		<input type="checkbox"/> ankle joint	when? _____ (year)
		<input type="checkbox"/> other operations	when? _____ (year)
		<input type="checkbox"/>	

For others please provide
diagnosis: _____

Current complaints, aches or pain:

☐ no ☐ yes, please specify body parts

<input type="checkbox"/> head / face	<input type="checkbox"/> shoulder	right -left		<input type="checkbox"/> hip
<input type="checkbox"/> cervical spine	<input type="checkbox"/> upper arm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> groin
<input type="checkbox"/> thoracic spine	<input type="checkbox"/> elbow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> thigh
<input type="checkbox"/> lumbar spine	<input type="checkbox"/> forearm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> knee
<input type="checkbox"/> sternum / ribs	<input type="checkbox"/> wrist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> lower leg
<input type="checkbox"/> abdomen	<input type="checkbox"/> hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Achilles tendon
<input type="checkbox"/> pelvis / sacrum	<input type="checkbox"/> fingers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> ankle
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> foot, toe

Current diagnosis and treatment:

no		rest	physiotherapy	surgery
<input type="checkbox"/>	pubalgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	hamstring strain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	quadriceps strain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	knee sprain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	meniscus lesion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	tendinosis of Achilles tendon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	ankle sprain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	concussion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	low back pain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.2 FAMILY HISTORY (MALE RELATIVES < 55 YEARS, FEMALE RELATIVES < 65 YEARS)

	no		father	mother	sibling	other
Sudden cardiac death	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sudden infant death	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
Coronary heart disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cardiomyopathy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hypertension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recurrent syncope	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Arrhythmias	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heart transplantation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heart surgery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pacemaker/Defibrillator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Marfan syndrome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unexplained drowning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unexplained car accident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stroke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cancer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Others (arthritis etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2.3 ROUTINE MEDICATION WITHIN LAST 12 MONTHS

	no	yes
Non-steroidal anti inflammatory drugs	<input type="checkbox"/>	<input type="checkbox"/>
Asthma medication	<input type="checkbox"/>	<input type="checkbox"/>
Antihypertensive drugs	<input type="checkbox"/>	<input type="checkbox"/>
Lipid lowering drugs	<input type="checkbox"/>	<input type="checkbox"/>
Antidiabetic drugs	<input type="checkbox"/>	<input type="checkbox"/>
Psychotropic drugs	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>

3. GENERAL PHYSICAL EXAMINATION

Height _____ cm/_____ inch

Weight: _____ kg/_____ lbs

Thyroid gland
Lymph nodes/spleen

☐ normal
☐ normal

☐ abnormal
☐ abnormal

Lungs

Percussion

☐ normal

☐ abnormal

Breath sounds

☐ normal

☐ abnormal

Abdomen

Palpation

☐ normal

☐ abnormal

Marfan Criteria

☐ no

☐ yes, please specify:

- ☐ chest deformities
- ☐ long arms and legs
- ☐ flat footedness
- ☐ scoliosis
- ☐ lens dislocation
- ☐ other: _____

4. BLOOD RESULTS (FASTING)

Haemoglobin	_____ mg/dL
Haematocrit	_____ %
Erythrocytes	_____ mg/dL
Thrombocytes	_____ mg/dL
Leukocytes	_____ mg/dL
MCV	_____ fl
MCHC	_____ g/dL
Sodium	_____ mmol/L
Potassium	_____ mmol/L
Calcium	_____ mmol/L
Phosphorus	_____ mmol/L
Creatinine	_____ umol/L
Cholesterol (total)	_____ mmol/L
LDL Cholesterol	_____ mmol/L
HDL Cholesterol	_____ mmol/L
Triglycerides	_____ mmol/L
Glucose	_____ mmol/L
C-reactive Protein	_____ mg/L
Ferritin	_____ ng/ml

5. CARDIOVASCULAR SYSTEM

Rhythm	<input type="checkbox"/> normal	<input type="checkbox"/> arrhythmic
Heart sounds	<input type="checkbox"/> normal	<input type="checkbox"/> abnormal, please specify: <input type="checkbox"/> split <input type="checkbox"/> paradoxically split <input type="checkbox"/> 3 rd heart sound <input type="checkbox"/> 4 th heart sound
Heart murmurs	<input type="checkbox"/> no	<input type="checkbox"/> yes, please specify: <input type="checkbox"/> systolic - intensity: ____/6 <input type="checkbox"/> diastolic - intensity: ____/6 <input type="checkbox"/> clicks <input type="checkbox"/> changes during Valsalva manoeuvre <input type="checkbox"/> changes when abruptly stands up <input type="checkbox"/>
Peripheral oedema	<input type="checkbox"/> no	<input type="checkbox"/> yes
Jugular veins (45° position)		<input type="checkbox"/> normal <input type="checkbox"/> abnormal
Hepato-jugular reflux	<input type="checkbox"/> no	<input type="checkbox"/> yes
Blood vessels		
Peripheral pulses	<input type="checkbox"/> palpable	<input type="checkbox"/> not palpable
Vascular bruits	<input type="checkbox"/> no	<input type="checkbox"/> yes
Varicose veins	<input type="checkbox"/> no	<input type="checkbox"/> yes

Heart rate after 5 Minutes rest

_____/min

Blood Pressure in Supine Position after 5 minutes rest

Right arm ____ / ____ mmHg

Left arm ____ / ____ mmHg

Ankle ____ / ____ mmHg

5.1 12-LEAD RESTING ECG* IN SUPINE POSITION AFTER 5 MINUTES REST

* Please attach copy

Rhythm/Conduction

☐

normal

☐

abnormal, please specify:

☐

premature ventricular beats

☐

premature supraventricular beats

☐

supraventricular tachycardia

☐

ventricular arrhythmia

☐

atrial flutter/fibrillation

☐

delta wave

☐

atrio-ventricular block, please specify:

☐

first degree

☐

second degree type I

☐

second degree type II

☐

third degree

Time indices

PQ _____ ms

QRS _____ ms

QTc _____ ms

broader in V1, V2

Atrial enlargement

☐

no

☐

yes, left (negative portion of the P wave in lead V1 ≥ 0.1 mV in depth and ≥ 0.04 s in duration)

☐

yes, right (peaked P wave in leads II and III or V1 ≥ 0.25 mV in amplitude)

Depolarisation/QRS complex

Axis

☐

normal

☐

abnormal ($\geq +120^\circ$ or -30° to -90°)

Voltage

☐

normal

☐

abnormal

LV hypertrophy

☐

no

☐

yes

Q Waves

☐

normal

☐

abnormal (>0.04 s in duration or $>25\%$ of height of ensuing R wave or QS pattern in two or more leads)

Bundle Branch Block

☐

no

☐

yes, please specify:

☐

complete (>0.12 s) left

☐

complete (>0.12 s) right

☐

incomplete left anterior

☐

incomplete left posterior

☐

incomplete right

R wave

☐

normal

☐

pathologic R or R' wave in lead V1 (≥ 0.5 mV in amplitude + R/S ratio ≥ 1)

☐

others

Repolarisation (ST-segment, T waves, QT-interval)

☐ normal

☐ abnormal, please specify:

	Lead		III	aVR	aVL	AVF	v1	v2	v3	V4	V5	V6
	I	II										
ST-depression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ST- elevation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T-wave flattenning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T-wave inversion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summarising assessment of ECG

☐ normal

☐ abnormal

4.2 ECHOCARDIOGRAPHY

* Please provide CD-rom/DVD with loops

Body surface area (BSA): _____ m²

Left ventricle (LV) _____

End-diastolic diameter _____ cm/m²
(normal values: ♀ <3.2 cm/m², ♂ <3.1cm/m²)

End-systolic diameter _____ cm/m²

End-diastolic interventricular septum thickness _____ cm/m²
(normal values: ♀ <0.9 cm/m², ♂ <1.0cm/m²)

End- diastolic posterior wall thickness _____ cm/m²
(normal values: ♀ <0.9 cm/m², ♂ <1.0cm/m²)

LV Diastolic volume _____ ml/m²
(normal values: ♀, ♂ < 75 ml/m²)

LV Systolic volume _____ ml/m²
(normal values: ♀, ♂ < 30 ml/m²)

LVMMI (LV mass/BSA; linear method) _____ g/m²
(normal values: ♀ <95 g/m², ♂ <115 g/m²)

Systolic function

Mitral anterior movement _____ mm

Ejection fraction (Simpson biplane or area length method) _____ %
(normal value: ≥ 55%)

Regional wall motion

☐ normal

☐ abnormal

Diastolic function E Wave _____ cm/s

A Wave _____ cm/s

(E/A ratio) _____

Deceleration time _____ ms

E' (Tissue Doppler) septal _____ cm/s

lateral wall _____ cm/s

E/E' _____

Left atrium

Diameter (M-mode, parasternal long axis) _____ cm

Area (4-chamber view)
(normal value: <20 cm²) _____ cm

Right atrium/Inferior Vena cava

Area (4-chamber view)
(normal: <20 cm²) _____ cm

IVC diameter _____ cm

Respiratory variability of the IVC ☐ >50% ☐ <50%

Right ventricle

Mid-RV diameter (4-chamber view, RVD 2)
cm) _____ cm (normal value: < 3.3)

Base-to-apex length (4-chamber view, RVD 3)
cm) _____ cm (normal value: <7.9)

Fac (fractional area change)
32%) _____ % (normal value: > 32)

TAM (tricuspidal anterior motion) _____ mm

Systolic RV/RA gradient _____ mmHg

Regional wall motion ☐ normal ☐ abnormal

Local aneurysm ☐ no ☐ yes

Hypertrophy ☐ no ☐ yes

Free wall thickness _____ cm (normal: < 0.5 cm)

Cardiac valves

Aortic valve	<input type="checkbox"/> normal	<input type="checkbox"/> abnormal
Mitral valve	<input type="checkbox"/> normal	<input type="checkbox"/> abnormal
Tricuspid valve	<input type="checkbox"/> normal	<input type="checkbox"/> abnormal
Pulmonal valve	<input type="checkbox"/> normal	<input type="checkbox"/> abnormal

Specify abnormalities: _____

Aortic root diameter (AoD, Sinus Valsalva) _____ cm

Aorta ascendens _____ cm

Summarising assessment of echocardiography ☐ normal ☐ abnormal

6. MUSCULOSKELETAL SYSTEM

6.1 SPINAL COLUMN AND PELVIC LEVEL

Spine form ☐ normal ☐ flat
☐ hyperkyphosis
☐ hyperlordosis
☐ scoliosis

Pelvic level ☐ even ☐ lower right ☐ lower left

Sacroiliac joint ☐ normal ☐ abnormal

Cervical rotation
right _____ °
left _____ °

painful ☐ no ☐ yes
painful ☐ no ☐ yes

Spinal flexion

Distance fingertips to floor _____ cm

6.2 EXAMINATION OF HIP, GROIN AND THIGH

Flexibility of the hip

Flexion (passive)

right	____°/____°	painful	<input type="checkbox"/> no	<input type="checkbox"/> yes
left	____°/____°	painful	<input type="checkbox"/> no	<input type="checkbox"/> yes

Extension (passive)

right	____°/____°	painful	<input type="checkbox"/> no	<input type="checkbox"/> yes
left	____°/____°	painful	<input type="checkbox"/> no	<input type="checkbox"/> yes

Inward rotation (in 90° flexion)

right	____°	painful	<input type="checkbox"/> no	<input type="checkbox"/> yes
left	____°	painful	<input type="checkbox"/> no	<input type="checkbox"/> yes

Outward rotation (in 90° flexion)

right	____°	painful	<input type="checkbox"/> no	<input type="checkbox"/> yes
left	____°	painful	<input type="checkbox"/> no	<input type="checkbox"/> yes

Abduction

right	____°	painful	<input type="checkbox"/> no	<input type="checkbox"/> yes
left	____°	painful	<input type="checkbox"/> no	<input type="checkbox"/> yes

Tenderness on groin palpation

Right	<input type="checkbox"/> no	<input type="checkbox"/> pubis	<input type="checkbox"/> inguinal canal
Left	<input type="checkbox"/> no	<input type="checkbox"/> pubis	<input type="checkbox"/> inguinal canal

Hernia

right	<input type="checkbox"/> no	<input type="checkbox"/> yes
left	<input type="checkbox"/> no	<input type="checkbox"/> yes

Muscles

Adductors

right	<input type="checkbox"/> normal	<input type="checkbox"/> abnormal, please specify:	<input type="checkbox"/> shortened	<input type="checkbox"/> painful
left	<input type="checkbox"/> normal	<input type="checkbox"/> abnormal, please specify:	<input type="checkbox"/> shortened	<input type="checkbox"/> painful

Hamstrings

right	<input type="checkbox"/> normal	<input type="checkbox"/> abnormal, please specify:	<input type="checkbox"/> shortened	<input type="checkbox"/> painful
left	<input type="checkbox"/> normal	<input type="checkbox"/> abnormal, please specify:	<input type="checkbox"/> shortened	<input type="checkbox"/> painful

Iliopsoas

right	<input type="checkbox"/> normal	<input type="checkbox"/> abnormal, please specify:	<input type="checkbox"/> shortened	<input type="checkbox"/> painful
left	<input type="checkbox"/> normal	<input type="checkbox"/> abnormal, please specify:	<input type="checkbox"/> shortened	<input type="checkbox"/> painful

Rectus femoris

right ☐ normal ☐ abnormal, please specify: ☐ shortened ☐ painful
 left ☐ normal ☐ abnormal, please specify: ☐ shortened ☐ painful

Tensor fascia Latae muscle (iliotibial band)

Right ☐ normal ☐ abnormal, please specify: ☐ Shortened ☐ painful
 Left ☐ normal ☐ abnormal, please specify: ☐ shortened ☐ painful

6.3 EXAMINATION OF KNEE

Knee joint axis

right ☐ normal ☐ genu varum ☐ genu valgum
 left ☐ normal ☐ genu varum ☐ genu valgum

Flexion (passive)

Right ☐ normal ☐ limited _____° painful ☐ no ☐ yes
 Left ☐ normal ☐ limited _____° painful ☐ no ☐ yes

Extension (passive)

right ☐ 0° ☐ limited _____° painful ☐ no ☐ yes
☐ hyper-extension _____°

left ☐ 0° ☐ limited _____° painful ☐ no ☐ yes
☐ hyper-extension _____°

Lachman test

right ☐ normal ☐ + ☐ ++ ☐ +++
 left ☐ normal ☐ + ☐ ++ ☐ +++

Anterior drawer sign (knee joint in 90° flexion)

Right ☐ normal ☐ + ☐ ++ ☐ +++
 Left ☐ normal ☐ + ☐ ++ ☐ +++

Posterior drawer sign (knee joint in 90° flexion)

Right ☐ normal ☐ + ☐ ++ ☐ +++
 Left ☐ normal ☐ + ☐ ++ ☐ +++

Valgus stress, in extension

Right ☐ normal ☐ + ☐ ++ ☐ +++
 Left ☐ normal ☐ + ☐ ++ ☐ +++

Valgus stress, in 30° flexion

Right ☐ normal ☐ + ☐ ++ ☐ +++
 Left ☐ normal ☐ + ☐ ++ ☐ +++

Varus stress, in extension

Right ☐ normal ☐ + ☐ ++ ☐ +++
 Left ☐ normal ☐ + ☐ ++ ☐ +++

Varus stress, in 30° flexion

Right

☐

normal

☐ +☐ ++☐ +++

Left

☐

normal

☐ +☐ ++☐ +++

6.4 EXAMINATION OF LOWER LEG, ANKLE AND FOOT

Tenderness of Achilles tendon

Right

☐ no☐ yes

Left

☐ no☐ yes

Anterior drawer sign

right

☐ normal☐ +☐ ++☐ +++

left

☐ normal☐ +☐ ++☐ +++

Dorsi flexion

right

 °

painful

☐ no☐ yes

left

 °

painful

☐ no☐ yes

Plantar flexion

right

 °

painful

☐ no☐ yes

left

 °

painful

☐ no☐ yes

Total supination

right

☐ normal☐ decreased☐ increased

left

☐ normal☐ decreased☐ increased

Total pronation

right

☐ normal☐ decreased☐ increased

left

☐ normal☐ decreased☐ increased

Metatarsophalangeal joint

Right

☐ normal☐ pathological

Left

☐ normal☐ pathological

7. SUMMARISING ASSESSMENT

Medical History

- ☐ normal
☐ eligible for football, follow up need, specify: _____
☐ play not recommended

please specify: _____

Clinical Examination

- ☐ normal
☐ eligible for football, follow up need, specify: _____
☐ play not recommended

please specify: _____

12-lead resting ECG

- ☐ normal
☐ eligible for football, follow up need, specify: _____
☐ play not recommended

please specify: _____

Echocardiography

- ☐ normal
☐ eligible for football, follow up need, specify: _____
☐ play not recommended

please specify: _____

Other findings

- ☐ normal
☐ eligible for football, follow up need, specify: _____
☐ play not recommended

please specify: _____

ELIGIBILITY FOR COMPETITIVE FOOTBALL

☐ yes ☐ no

8. EXAMINING PHYSICIAN AND INSTITUTION

Name of the examining physician:

Address:

Phone No.: _____ Fax No:

Email _____

Date: _____ Signature: _____

FORM 25:

APPENDIX

FORM 26:

**Players Pre-
Competition Medical
Examination (PCMA)**

PLAYER AND EXAMINING PHYSICIAN DECLARATION FOR PCMA

1. PLAYER

Name: _____

Club: _____

NFFFA Id number: _____

I hereby confirmed that I have undergone Pre-Competition Medical Examination (PCMA).

Date: _____

Signature: _____

2. EXAMINING PHYSICIAN AND INSTITUTION

Name of the examining physician: _____

Address: _____

Phone No.: _____ Fax No: _____

Email _____

I hereby confirmed that the above-named player has undergone a Pre-Competition Medical Assessment (PCMA) which includes family's medical history, a general physical and orthopaedic examination, blood analysis, a clinical cardiovascular examination and a 12-lead-resting ECG as described in the PCMA form.

I hereby confirmed of my evaluation:

ELIGIBILITY FOR COMPETITIVE FOOTBALL

☐ **yes** ☐ **no**

Date: _____ Signature: _____

Interim Financial Statements

A

F.02

Club:

Deadline:

PLAYER IDENTIFICATION TABLE (APPENDIX 27)

Player Details			Direct cost of acquiring the regulations			Accumulated amortization					Carrying Amount		Other	
Name	Start date of contract	End date of contract	B/F from previous period	Additions/ (disposals)	As at end of period	B/F from previous period	Amortization in current period	Impairment in current period	Disposals	As at end of period	B/F from previous period	As at end of period	Sales proceeds	Profit/(loss) on disposal of player registration
			(a)	(b)	(c) = (a) + (b)	(d)	(e)	(f)	(g)	(h) = (d) + (e) + (f) – (g)	(i) = (a) – (d)	(j) = (c) – (h)	(k)	(l)
Acquired players														
Name Player 1														
Name Player 2														
Name Player 3														
Name Player 4														
Name Player 5														
Name Player 6														
Name Player 7														
Name Player 8														
Loaned Players														
Name Player 1														
Name Player 2														
Name Player 3														
Name Player 4														
Name Player 5														
Name Player 6														
Name Player 7														
Name Player 8														
TOTAL														

(e) Aggregate figure must be the same to “Amortization of players” registration as disclosed in Profit & Loss account and/or Balance Sheet in the annual financial statements.

(f) Aggregate figure must agree to “Impairment of player’s registration as disclosed in Profit & Loss account and/or Balance sheet in the annual financial statements.

(i) Aggregate figure must agree to “Carrying value of intangible assets (player’s registrations) as disclosed in in Profit & Loss account and/or Balance sheet in the annual financial statements.

(j) Aggregate figure must agree to profit or loss from disposal of player’s registration as disclosed in the annual financial statements

Confirmed on behalf of (name of Licence Applicant) that the information in the table above is accurately compiled and completed.

(SIGNATURE)

(DATE)

(NAME)

No Payables/overdues (transfer activities)

A

F.03

Club:

Deadline:

TRANSFER PAYABLE TABLE (as of 31 December 2013) - APPENDIX 28

									(g)	(h)				Unrecognised conditional transfer fees at 30 Dec 2013	Comments on overdue payables at 30 Dec. 2013
Serial	Player details			Direct costs of acquiring the registration					Amount paid	Amount payable at 30 Dec 2013	To football club	Due date(s)	To other parties		
	Player Name	Date of transfer/loan agreement	From (Club)	Un-conditional transfer/loan fee to former club paid and/or payable	Conditional transfer fees paid/or payable to former club	Training compensation	Other direct costs	Total amount capitalized at 30 Dec 2013	Total amount paid by 30 Dec 2013	Total amount payable at 30 Dec 2012					
				(a)	(b)	(c)	(d)	(e)=(a)+(b)+(c)+(d)	(f)	(g)=(f)-(e) & (g)=(h)+(i)	(h)		(i)	(j)	
	Acquired players														
1															
2															
3															
4															
5															
	Loaned players														
1															
2															
3															
4															
5															
Total															

Confirmed on behalf of License Applicant that the information in the table above is accurately compiled and completed.

On behalf of License Applicant

Finance Director

CEO

(Date)

Stamp of License Applicant

Signature

Name

Signature

Name

(h) Under the terms of contracts with other football clubs in respect of player transfers, additional amounts will become receivable if certain conditions are met

No Payables/overdues (transfer activities)

A

F.03

Club:

Deadline:

TRANSFER RECEIVABLES TABLE (as of 31 December 2013) – APPENDIX 29

								(f)			
Serial	Player Details			Proceeds from the transfer of a registration				Total received	Amount receivable at 31 Dec 2013		
	Player Name	Date of transfer/loan agreement	To (Club)	Un-conditional transfer/loan fee received or receivable	Conditional transfer fees received and/or receivable	Training compensation	Total Amount recognized at 31 Dec 2013	Total amount receivable at 31 Dec 2013	Total amount receivable at 31 Dec 2013	Receivable date(s)	Unrecognized conditional transfer fees at 31 Dec. 2013
				(a)	(b)	(c)	(d)=(a)+(b)+(c)	(e)	(f)=(d)-(e)	(g)	(h)
	Transferred players										
1											
2											
3											
4											
5											
	Player loans										
1											
2											
3											
4											
5											
Total											

Confirmed on behalf of License Applicant that the information in the table above is accurately compiled and completed.

On behalf of License Applicant

Finance Director

CEO

(Date)

Stamp of License Applicant

Signature

Signature

Name

Name

(f) Aggregate figure must agree to relevant balance sheet disclosure for "Accounts receivable fro player transfers"

(g) Disclose the amount receivable from the football club and the associated due data. If the amount is receivable in more than one installment, disclose the amount of each installment and associated due date

(h) Under the terms of contracts with other football clubs in respect of player transfers, additional amounts will become receivable if certain conditions are met

APPENDIX 30:

INCORPORATION DOCUMENTS

1. Copy of Certificate of Incorporation (original to be sighted) issued by the Corporate Affairs Commission.
2. Certified True Copy of Memorandum & Articles of Association.
3. Certified True Copy of Particulars of Directors (Form CAC7).
4. Certified True Copy of Statement of Share Capital & Return of Allotment (Form CAC 2).
5. Certified True Copy of Notice of Situation/Change of Address (Form CAC 3).
6. Certified True Copy of Particulars of Particulars of Person Who is Company Secretary or Any Changes Therein (Form CAC 2.1)