



TO ALL NATIONAL ASSOCIATIONS AND ZONAL UNIONS OF CAF

Cairo, 5 April 2022

## **CAF Women's Champions League 2022 Participation Criteria, Club Licensing process, and Stadium requirements**

Dear General Secretaries and Zonal Union Directors,

In reference to the **CAF Women's Champions League 2022 (zonal qualifiers and final phase)**, kindly find below key regulatory information of the competition relating to the participation criteria for Member Associations, the club licensing process, and the stadium requirements for the zonal unions.

### **I. Participation criteria for Member Associations**

The member associations affiliated to the respective CAF zones which intend to engage their clubs to participate in the CAF Women's Champions League 2022 (zonal qualifiers and final phase) must fulfil the following criteria:

- ***The Member Association must have an active Women's Domestic League for at least (3) three seasons starting from 2015.***
- ***The Member Association Women's Domestic league must include a minimum of (10) ten teams in each of the active season.***

We kindly request all Member Associations engaging their clubs in the CAF Women's Champions League 2022 (zonal qualifiers and final phase) to send to their respective zonal union an **official letter (stamped and signed)** confirming that the above participation criteria are absolutely fulfilled and respected.

In case a member association does not fulfil the above-mentioned participation criteria and has submitted an engagement for a club, the respective zonal union should inform CAF of such case, which will be later analysed by the CAF competent body.

### **II. Club Licensing Process**

In relation to the CAF Women's Champions League 2022, according to the below articles specified in the competition regulations, all clubs must undergo a licensing process at the Member Association level and have been granted a license to participate in the aforementioned competition.

#### **Chapter 1 – Organisation of CAF Women Champions League, article 2.5**

*"To be eligible to participate in the competition, clubs must have obtained a licence issued by the competent national body...and be included in the list of licensing decisions to be submitted by this body to the CAF administration by the given deadline."*



Thus, the CAF Women's Champions League 2022 edition is still considered within the "Pilot Phase" period of implementation, whereby CAF will make mandatory only selected minimum Club Licensing requirements.

Clubs intending to participate in the CAF Women's Champions League 2022 (zonal qualifiers and final phase) must fulfil the criteria and requirements in **Annex A** related to:

- ***Sporting;***
- ***Infrastructure;***
- ***Administrative and Personnel;***
- ***Legal; and***
- ***Financial.***

Therefore, you are kindly requested to remind all your clubs (Licence applicants) intending to participate in the CAF Women's Champion League 2022 (zonal qualifiers and final phase), that they must undergo the club licensing process with their respective federation (Licensor).

CAF would also like to reemphasize that only licensed clubs which receive the license from their respective federation will be allowed to participate in the CAF Women's Champion League 2022 (zonal qualifiers and final phase).

Spot-checks must be organized by the Federation to ensure that the information provided by the clubs are correct.

Each Member Association must complete the following steps:

1. **Invite the Clubs to apply for a License;**
2. **Follow-up and support the Clubs during the preparation of their documents;**
3. **Setting a deadline for the Clubs to complete the submission of the documents;**
4. **Organizing spot-checks of the Clubs after the deadline and prior to the meeting of the First Instance Body;**
5. **Arranging the meeting of the First Instance Body in order to decide on the licensing of the Clubs;**
6. **Establishing a period of time in which the clubs can appeal a decision in case the club was not granted the license;**
7. **In case an appeal is submitted, arranging a meeting of the Appeals Body which shall only review the process used by the First-Instance body in order to come up with the decision;**
8. **Communicating to CAF the list of licensing decisions for all the Clubs.**

The above-mentioned steps must all be completed before the deadline set by CAF for receiving the license which is the

**31 May 2022**



For communication procedure, you are requested to send to the CAF Club Licensing Department ([club.licensing@cafonline.com](mailto:club.licensing@cafonline.com)) the following documents:

1. **A copy of the Club Licensing Certificate issued by the Member Association signed by the FA President and the FIB Chairman (In case of license granted);**
2. **Licensing decisions + Minutes of the meetings of the decision-making bodies signed by the Chairman and all the members, examining compliance of each criterion by which licenses were granted to a Club;**
3. **Filled Federation Report and Club Report;**
4. **A copy of the Clubs Head Coach and Assistant Coach(es) coaching license.**

Please note that all communications containing the list of licensing decisions and respective documents sent after the above-mentioned deadline without an approval from CAF **will be rejected**.

Kindly note that only the engagement of a club on to the competitions management system of CAF (CMS) and/or engagement through the zone is not sufficient and it must be accompanied by the licensing procedure of the club at the federation. In the case your federation fail to provide the above-mentioned documents, your clubs engagement and participation can be rejected for the CAF Women's Champions League 2022 (zonal qualifiers and final phase).

### **III. Coaching License – Requirement for the CAF Women's Champions League 2022 (zonal qualifiers and final phase)**

In terms of the Coaching License requirements for the CAF Women's Champions League 2022 (zonal qualifiers and final phases), the following coaching requirements are set as mandatory:

<b>Role</b>	<b>License requirement</b>
<b>Head Coach</b>	CAF "A or B" Valid sister confederation "PRO, A or B"
<b>Assistant Coach(es)</b>	CAF "A, B or C" or Valid sister confederation "PRO, A, B, C"

We would like to reiterate that the above-mentioned coaching licenses for the Head coaches of the clubs participating in the CAF Women's Champions League 2022 are compulsory.

Therefore, you are kindly requested to remind all your clubs intending to participate in the CAF Women's Champions League 2022 (zonal qualifiers and final phase), that they must ensure that their coaches licenses are compliant with the conditions specified in this circular.

Notwithstanding, in case a licence applicant (club) as part of the licensing process, appoint a Head coach or an Assistant coach(es) which does not meet the above-mentioned coaching license requirements, the First Instance Body (FIB) should consider the requirement as validated since the club as appointed a coach. Hence, the Head coach or the Assistant coach(es) not fulfilling the coaching license requirement set for the competition, will be registered in the competition but not allowed to sit on the bench during the matches.



In order to provide more clarity, the impact on the roles of those coaches during the CAF Women's Champions League 2022 matches will be as follows:

- a. Formal prohibition will be made for the coaches to sit on the technical bench during the CAF Women's Champions League 2022 (zonal qualifiers and final phase) as head coach, assistant coach or in any other role/capacity.
- b. The coaches will still be allowed to be registered as an official of the team and to take part in all other official activities of the team during the CAF Women's Champions League 2022 (zonal qualifiers and final phase) such as training sessions, media activities (pre-match and post-match), all except sitting on the bench during the match.
- c. During the course of the match of their team, the coach has to sit in the stands and may communicate with the technical bench using alternative forms of communication, but not with the in-field players. Furthermore, the coach as long as properly accredited, can accompany the team in the dressing room for pre-match, halftime and fulltime talk.

#### **IV. Stadium Requirements for the CAF Women's Champions League 2022 (zonal qualifiers)**

All CAF Women's Champions League 2022 (zonal qualifiers) matches must be played in stadiums homologated by CAF.

With the objective of assessing the current state of the all of the proposed venues and in order to ensure the use of stadia that meet the minimum requirement for the CAF Women's Champions League 2022 (zonal qualifiers), the zonal unions are requested to send to the CAF Club Licensing Department ([club.licensing@cafonline.com](mailto:club.licensing@cafonline.com)) an **official letter indicating the stadium(s) name(s)** for the zonal qualifiers along with a **full stadium pre-inspection report**. The report should be completed by the respective zonal union and accompanied of the **CAF stadium checklist, high-quality photos and videos** of each area of the stadium.

Based on the information provided, a decision will be taken by CAF regarding the approval of the stadium. For your reference, we attach the **minimum requirements** to obtain CAF homologation for the CAF Women's Champions League 2022 (zonal qualifiers).

In case any questions arise related to the current circular, our Club Licensing Department ([club.licensing@cafonline.com](mailto:club.licensing@cafonline.com)) is at your disposal to assist with all the necessary clarifications.

Please accept, dear General Secretaries and Zonal Union Directors, the expression of my best regards,

**CONFEDERATION AFRICAINE  
DE FOOTBALL**

Raul Chipenda  
Development Director



**Annex A – List of Club Licensing Criteria and Requirements for the CAF Women’s Champions League 2022**

The criteria outlined below applies to all clubs seeking to obtain a licence to participate in the CAF Women’s Champions League 2022 (zonal qualifiers and final phase).

<b>SPORTING CRITERIA</b>	
<b>Article 25 Medical Care of Players</b>	<p>The Licence applicant shall provide all first team players registered in the club with full access to medical support services, in accordance with the relevant provisions defined by its licensor in line with its domestic legislation. These shall include, but not limited to the following:</p> <ol style="list-style-type: none"> <li>a. yearly medical examination for all its players eligible to play for its first team.</li> </ol>
<b>INFRASTRUCTURE CRITERIA</b>	
<b>Article 28 Availability of Training facilities</b>	<ol style="list-style-type: none"> <li>1. The licence applicant must guarantee access to training facilities for its teams, taking into account its youth development programme. Such access shall be confirmed if one of the following requirements is met: <ul style="list-style-type: none"> <li>Alternative 1: The licence applicant legally owns the training facilities and may use them in the Licence Period; or</li> <li>Alternative 2: The licence applicant concludes a written lease (or usage) agreement with the owner(s) of the training facilities. This lease agreement shall guarantee the use of the training facilities for the Licence Period.</li> </ul> </li> <li>2. The training facilities must meet the category requirements, in accordance with the ones stipulated in the relevant CAF club competition in which licence applicant is applying to participate in.</li> <li>3. The training facilities must fulfil the minimum requirements defined in the CAF Stadium regulations and be classified according to the category defined for the CAF club competition the licence applicant is applying to participate in.</li> </ol>
<b>ADMINISTRATIVE AND PERSONNEL CRITERIA</b>	
<b>Article 31 General Manager/CEO or Individual(s) Responsible for the Management of Women’s</b>	<ol style="list-style-type: none"> <li>1. If the licence applicant exclusively operates a women’s football team, it must appoint a General Manager/CEO that is responsible for running its daily business and operative matters.</li> <li>2. If the licence applicant operates men’s and women’s football teams, it must appoint a minimum of one Individual Responsible for the Management of Women’s Football at the Club. The individual(s) responsible for women’s</li> </ol>

<p><b>Football</b></p>	<p>football at the club shall manage, in collaboration with personnel in other administrative areas of the club, all aspects of the club in relation to the club's women's football activities. Specifically, the individual(s) must fulfil, as a minimum, in collaboration with other personnel at the club, the following functions:</p> <ul style="list-style-type: none"> <li>a. create and manage the club's budget for women's football throughout the year;</li> <li>b. act in the interest of the club's first team and youth women's football teams;</li> <li>c. schedule training days and schedule the coaches for the club's first team and youth women's football teams;</li> <li>d. be present at the administrative and sports meetings of the club to represent the interests of women's football;</li> <li>e. be the point of contact with the Member Association for the Club Licensing process, championship scheduling, and competition meetings;</li> <li>f. participate in the administrative meetings of the Member Association on women's football;</li> <li>g. support the first team and youth coaching staff in recruitment of players, as well as undertake the duties of player registration and the club's general relationship with the players;</li> <li>h. work with the club's marketing and communications departments to create and implement a marketing and communications plan;</li> <li>i. work with the club's marketing department to activate women's football with existing club sponsors;</li> <li>j. work with the club's marketing department to secure new sponsors for the club's women's football.</li> </ul>
<p><b>Article 32 Medical doctor</b></p>	<p>1. The licence applicant must appoint at least one medical doctor responsible for providing medical support and advice to the first team as well as implementing a doping prevention policy. The doctor must ensure medical support during matches and training.</p> <p>2. The doctor must be recognized and certified by the appropriate national health authorities and be duly registered with the Member Association or league.</p>
<p><b>Article 33 Physiotherapist</b></p>	<p>1. The licence applicant must appoint at least one physiotherapist responsible for providing medical support and advice to the first team as well as implementing a doping prevention policy. The physiotherapist must ensure support during matches and training.</p> <p>2. The physiotherapist must be recognized and certified by the appropriate national health authorities and be duly registered with the Member Association or league.</p>



<p><b>Article 34</b> <b>Head Coach of first team</b></p>	<p>1. The Licence Applicant must appoint only one Head coach at a time responsible for all football technical matters of the women’s first team. Additionally, she/he may be involved with the reserve/developmental teams in the club.</p> <p>2. The Head Coach must:</p> <ul style="list-style-type: none"> <li>a. meet the Coaching Requirements as stipulated by CAF for the relevant CAF club competition the licence applicant is applying to participate in;</li> <li>b. be registered with the Member Association and undertaken by the appropriate body of the licence applicant.</li> </ul>
<p><b>Article 35</b> <b>Assistant Coach of first team</b></p>	<p>1. The Licence Applicant must appoint at least one Assistant Coach assisting the Head Coach in all football technical matters of the first team and additionally she/he may coach the reserve/developmental teams in the club.</p> <p>2. The Assistant Coach must:</p> <ul style="list-style-type: none"> <li>a. meet the Coaching Requirements as stipulated by CAF for the relevant CAF club competition the licence applicant is applying to participate in;</li> <li>b. be duly registered with the Member Association and undertaken by the appropriate body of the licence applicant.</li> </ul>
<p><b>Article 36</b> <b>Officers and/or Coaching staff in the Team Delegation</b></p>	<p>1. Each Participating Club in the CAF Women’s Champions League shall be responsible throughout the Competition for ensuring the inclusion of female staff in the official delegation.</p> <p>2. From the list of officers in the team delegation traveling to the CAF Women’s Champions League, a minimum of two (2) officers of the Team Delegation (i.e., Head Coach, Assistant Coach, Goalkeeper Coach, Doctor, Fitness Coach, Physiotherapist, Doctor...) additionally to the football players, must be female (excluding players.).</p>
<p><b>LEGAL CRITERIA</b></p>	
<p><b>Article 43</b> <b>Declaration in Respect of Participation in CAF Women’s Champions League</b></p>	<p>1. The licence applicant must submit a legally valid declaration confirming the following:</p> <ul style="list-style-type: none"> <li>a. it recognises as legally binding the statutes, rules and regulations and decisions of FIFA, CAF, the member association and where such exists the national league;</li> <li>b. it recognises 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;</li> <li>c. it recognises the prohibition to recourse to ordinary courts under the Statutes of FIFA and CAF;</li> <li>d. at National level, it will play in competitions that are recognised and</li> </ul>

	<p>endorsed by the member association (national championship, national cup, etc.);</p> <ul style="list-style-type: none"> <li>e. at continental level, it will play in competitions that are recognised by CAF and FIFA. For the avoidance of doubt, this provision does not relate to friendly matches;</li> <li>f. it undertakes to abide by and respect the provisions and conditions of the licensor's regulations;</li> <li>g. all submitted documents as part of the club licensing application are complete and correct;</li> <li>h. it 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;</li> <li>i. it acknowledges that CAF and/or FIFA reserves the right to execute compliance audits at national level reviewing the assessment procedures and the decision-making of the licensor. This declaration must be validated by an authorised signatory.</li> </ul>
<p><b>Article 44</b> <b>Minimum Legal Documents</b></p>	<p>The Licence Applicant must submit the following documents:</p> <ul style="list-style-type: none"> <li>1. A copy of its constitution, statutes or any other document of similar legal nature;</li> <li>2. An extract from a public register (e.g. trade register) which demonstrates that the Licence Applicant is a legal entity which contains the following information: <ul style="list-style-type: none"> <li>a. complete legal name;</li> <li>b. address of headquarters;</li> <li>c. legal Form;</li> <li>d. list of authorized signatories;</li> <li>e. type of signature (e.g. individual, collective).</li> </ul> </li> </ul>
<p><b>FINANCIAL CRITERIA</b></p>	
<p><b>Article 48</b> <b>Bank Account</b></p>	<p>The Licence Applicant must have a bank account that allows the traceability of transactions related to women's football, in accordance with national legislation.</p>