



Club Licensing and Club Monitoring Policy

information is available to clubs to enable them to apply for a licence. The licensing unit communicates the club licensing policy to all those involved in the club licensing system and monitoring process, including any relevant information and updates on club licensing and monitoring processes, with the policy also being published on the official IFA website.

The licensing process is transparent which enables the licensor to demonstrate to stakeholders that it adheres to the highest ethical standards necessary to maintain the credibility of the scheme. All persons directly involved in the club licensing system and monitoring process are required to sign confidentiality agreements and also declare in writing their independence upon appointment.

The IFA ensures that each licence applicant shall be treated equally and equitably. The licence applicant shall have recourse to the IFA to seek confirmation that all persons involved in the decision making process have no conflict of interest and are independent.

The IFA club licensing policy has been developed in conformance with all applicable legislations, statutes and rules of FIFA, UEFA the IFA and in accordance with national law.

Management of the Club Licensing System

The club licensing unit manages the Irish Football Association's Club Licensing Scheme for all clubs that wish to apply for a licence(s) that enables them to compete in both domestic and UEFA competitions.

The success of the licensing scheme depends largely on two principles working concurrently; clubs committing themselves to the licensing process and the licensing unit providing the necessary support that will enable them to reach their objective of achieving a club licence.

The licensing unit will develop (with UEFA where applicable) all documents relevant to clubs applying for and receiving a club licence. Clubs will be provided with reasonable timescales at the discretion of the Licensing Committee.

The licensor remains committed to regularly communicating the various rules and regulations to all relevant stakeholders in a timely manner. Communication is made via circulars, emails, letters, site visits, seminars etc. Within the IFA, correspondence may be sent internally to keep the staff informed on all licensing principles and changes that may occur during the course of the year.

Secure storage is provided in the licensing unit office for all documents submitted by each club and licensing affiliates. Additionally, information is stored electronically on specially created licensing platform and folders which are backed up should either fail.

Each club that applies for a licence will also be presented with a "Confidentiality Assurance" letter stating the confidentiality principles that the licensing unit abides by. A copy of this letter should be kept by the club and the original copy returned to the licensing administration staff.





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Review and Evaluation of Club Licensing System and Club Monitoring Process

In the interests of promoting a scheme with clear and measurable objectives and results, the club licensing unit has developed a benchmarking scheme that allows the unit to review and evaluate the overall performance of the licensing scheme. Benchmarking will also enable the unit to see how clubs that apply for a club licence are faring against the criteria they are being assessed by and against other licence applicants.

Graham Fitzgerald

Chief Operating Officer

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