



## Club Administrator Incentive Scheme Guidelines 2019/20

### 1. Role of the administrator

The de facto and de jure responsible persons of any club and/or entity registered with the Malta Football Association are the committee members listed in the Malta FA's Form C and subsequently confirmed in COMET, as elected by their clubs or appointed and notified to the Malta FA and approved by the Council. However, certain roles and functions may be delegated to an individual, hereinafter known as the "administrator".

The job description is defined by the administrator and the respective club. The role could include:-

- Registration of players;
- Liaison with governmental entities;
- Matchday organisation;
- Liaison with the club's nursery;
- Attendance at club committee meetings;
- Maintenance of proper club records, including memberships and filing;
- Coordination of the usage and maintenance of football facilities.

### 2. Malta FA incentive scheme

In an effort to enhance the administrative setup of clubs, the Malta Football Association has launched a Course in Football Administration, throughout which interested parties have been trained and given the basic knowledge on the running of football clubs.

The Malta FA will also be encouraging clubs to engage these trained administrators. In view of this, the Association will assist clubs financially by covering part of their costs directed towards the engagement of such an administrator. The scheme is open to all member clubs, however the financial assistance shall vary depending on the license of the club as follows:

<u>Professional Clubs</u>	Up to Euro 5,000 per annum
<u>Semi-professional Clubs</u>	Up to Euro 2,500 per annum
<u>Amateur Clubs</u>	Up to Euro 1,000 per annum

## 2.1 Scheme conditions

Clubs wishing to subscribe to the above-mentioned scheme shall adhere to the following conditions:

- 2.1.1 Engage an administrator from the MFA-approved list (available via link below);
- 2.1.2 Submit a copy of the relative contract (template available via link below)
- 2.1.3 Submit a copy of the administrator application form (available via link below);
- 2.1.4 Submit a copy of the JobsPlus Engagement Form;
- 2.1.5 To submit the relative due diligence forms (available via link below);
- 2.1.6 To provide evidence that all relative taxes and contributions (if any) are paid;

**This documentation is be submitted to the Licensing Manager ([mario.gauci@mfa.com.mt](mailto:mario.gauci@mfa.com.mt)).**

## 2.2 Mode of payment

For Professional and Semi-Professional licensed clubs, payment will be made in January of each year upon presentation of the administrator's FS3 for the previous year and the amount paid will be pro-rata with the period covered by the administrator during that year, up to the maximum mentioned above. The said amount will be credited to the club account with the Association.

Amateur-licensed clubs will be credited with the nominal support indicated above in their respective account with the Association.

## 2.2 Further considerations

The contribution by the MFA should serve as an incentive to all clubs to engage an administrator, however clubs (especially professional-licensed clubs) are encouraged to engage administrators on a full-time basis.

Clubs are reminded that the relationship between the club and the employee is of an employer-employee nature, and thus clubs are to ensure that adherence to domestic employment and other legislation is fully maintained.

### 2.3 Recognised courses

The Malta FA is currently holding a course that leads to a Certificate in Football Administration.

The following list of courses shall be deemed to satisfy the minimum requirement for eligibility for funding:

- MFA, Level 1 Course in Football Administration
- University of Malta, Certificate in Sport Administration & Management
- UEFA, Certificate in Football Management
- UEFA, Diploma in Football Management

Applicants should submit a copy of their certificate only when requested to do so.