



Circular 14 – 2022/23

Annex I

Club Administrator Incentive Scheme

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 List of Registered Officials Report and subsequently confirmed in COMET, as elected by their clubs or appointed and notified to the Malta FA and approved by the Executive Board. 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 runs 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 licensing status of the club as follows:

Professional Clubs

Up to Euro 8,000 per calendar year for a qualified administrator, provided his/her engagement is on a full-time basis and s/he has not attained retirement age. The Administrator must not be a committee member or a registered player or coach of his/her respective club. The Administrator's contract must be for a minimum fixed-term of two years and a maximum fixed-term contract of three-years; or

Financial assistance of €2,500 for a qualified administrator engaged on a part-time basis.

Semi-professional Clubs Up to Euro 2,500 per calendar year for a qualified administrator engaged either on a full-time or part-time basis.

For the purposes of this article, 'qualified' shall mean that the Administrator has successfully undertaken a Course for Football Administrator organised by the Association or a similar qualification recognised by the Association.

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 Malta FA-approved list¹;
- 2.1.2 Submit a copy of the relative contract¹;
- 2.1.3 Submit a copy of the administrator application form¹;
- 2.1.4 Submit a copy of the JobsPlus Engagement Form²;
- 2.1.5 Submit the relative due diligence forms and documents¹;
- 2.1.6 Provide evidence that all applicable taxes and contributions (if any) are paid.

This documentation is be submitted to the Licensing Manager (mario.gauci@mfa.com.mt).

2.2 Mode of payment

Payment under this scheme 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.

2.3 Further considerations

The contribution by the Malta FA should serve as an incentive to all clubs to engage an administrator, however clubs (especially professional-licenced 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.

¹ Available from the following link: <https://info.mfa.com.mt/incentive-schemes/>

² Available from the following link: <https://jobsplus.gov.mt/resources/forms>

2.4 Recognised courses

The Malta FA will be starting its fifth intake for the course that leads to a Certificate in Football Administration in October 2022. The following list of courses shall be deemed to satisfy the 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

The Malta FA may grant applicants an exemption from the requirement for eligibility funding if it is satisfied that the applicants possess an academic qualification in Sport Administration corresponding the Malta Qualifications Framework (MQF) Level 6.

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