



BANGLADESH FOOTBALL FEDERATION

BFF CLUB LICENSING APPLICATION MANUAL

FOR

WOMEN'S LEAGUE 2020-21



APPLICATION MANUAL

Name of the Club:

Address:

Date of Submission:



TABLE OF CONTENTS

Sl. No	Title	Page Number
	Bangladesh Football Federation Club Licensing Declaration Letter	4
	Introduction	5
1	Sporting Criteria	7
	1.1 Head Coach for the women's team	8
	1.2 Assistant Coach for the women's team	9
	1.3 Goal Keeper Coach for the women's team	10
	1.4 Team Doctor or Physiotherapist for the women's team	11
	1.5 Physical trainer for the women's team	12
2	Infrastructure Criteria	13
	2.1 Training Facilities	14
	2.2 Club Secretariat	16
3	Personal and Administration Criteria	17
	3.1 Full Time CEO/General Secretary/General Manager	18
	3.2 Full Time Club Coordinator	19
	3.3 Full Time/Part Time Finance Officer	20
	3.4 Full Time/Part Time Security Advisor or Security Officer	21
	3.5 Full Time/Part Time Media Officer	22
4	Legal Criteria	23
	4.1 Legal Entity	24
	4.2 Ownership and control of clubs	24
5	Financial Criteria	25
	5.1 Annual Budget	26
	5.2 Audited Annual Financial Statements	26
	5.3 Declaration regarding no payables overdue towards employees and social/tax authorities	26



**BANGLADESH FOOTBALL FEDERATION CLUB LICENSING
DECLARATION LETTER**

.....

Hereby applies for a **BFF CLUB LICENSE FOR WOMENS LEAGUE** for the football season 2020-21.

It is hereby certified that the.....

Confirms that:

- (1) the Club undertakes to adhere to the criteria, process, provisions and conditions of the BFF CLUB LICENSING SYSTEM;
- (2) the information and documents submitted in support of the application are complete, true and correct;
- (3) the Club authorizes the Bangladesh Football Federation to examine the said documents and to seek from the Club all information relevant to the issue of a BFF Club License;
- (4) the Club agrees to acknowledge the decisions taken by Bangladesh Football Federation in relation to issuing the license to the club;

Signed:

(Authorized Signatory)

Position:

Date:



INTRODUCTION

Bangladesh Football Federation (BFF) has introduced the BFF Club Licensing Regulations for Women's League with the aim of establishing reliability, credibility and integrity of the Women's League. The objective of the regulations is to continuously improve the standards of all aspects of the league and as well as the clubs participating in the leagues. It is necessary that all the clubs have some minimum standards that need to be achieved in order to improve their image and results on the field and off the field. Therefore, it is required that all the clubs who wish to participate in the Women's League must obtain a license from BFF to participate in the women's league.

The license will be issued by BFF after it determines that the club has fulfilled all the criteria listed in the BFF Club Licensing Regulations.

The BFF Club Licensing Regulations consists of a minimum of five (5) main sections and each contains a set of minimum criteria as indicated below:

SL NO	REGUALTION	REF	CRITERIA
1	Sporting Criteria	1.1	Head Coach for the women's team
		1.2	Assistant Coach for the women's team
		1.3	Goal Keeper Coach for the women's team
		1.4	Team Doctor for the women's team
		1.5	Physical trainer for the women's team
2	Infrastructure Criteria	2.2	Training Facilities
		2.3	Club Secretariat
3	Personal and Administrative Criteria	3.1	Full Time CEO/General Secretary/General Manager
		3.2	Full Time Club Coordinator
		3.3	Full Time/Part Time Finance Officer
		3.4	Full Time/Part Time Security Advisor or Security Officer
		3.5	Media Officer
4	Legal Criteria	4.1	Legal Entity
		4.2	Ownership and control of clubs
5	Financial Criteria	5.1	Annual Budget
		5.2	Audited Annual Financial Statements
		5.3	Declaration regarding overdue payables

For more details on each criterion, please refer to the BFF Club Licensing Regulations for Women's League. In order to ensure a consistent and transparent evaluation, BFF has produced this Club Licensing Application Manual. All clubs wishing to obtain a license shall submit all the supporting documents, as required by this Manual, to BFF.



SPORTING CRITERIA

- 1.1: Head Coach**
- 1.2: Assistant Coach**
- 1.3: Goal Keeper Coach**
- 1.4: Team Doctor or Physiotherapist**
- 1.5: Physical Trainer**



1.1 Head coach for the women’s team: License Applicant Club must appoint a Head Coach for its Women’s team who is responsible for all matters of the Women’s team. The head coach must hold a **BFF AFC ‘B’ Diploma**.

General Secretary or the Head of Administration of the club is to sign the following declaration stating that Club has appointed a head coach for its Women’s team.

As a participant of the Women’s League the club agrees as follows:

- i. The club has appointed a head coach who has BFF AFC “B” Coaching Diploma, which is the minimum coaching qualification indicated in the BFF Club Licensing Regulation, by the time the club submits the team registration to BFF.
- ii. The head coach is appointed by the executive body/club secretariat through a written agreement endorsed by the head of club administration.
- iii. The head coach, who will be responsible for the football matters of the first team, will be registered with BFF along with his CV and appointment letter.
- iv. Should this club fail to meet this criterion (1.1), BFF can cancel this club’s participation in the Women’s League.

General Secretary of the.....

Signature:

Name:

Please attach the following:

- i. CV of the head coach of the first team
- ii. Copy of head coach’s coaching qualification/coaching certificate
- iii. An appointment letter or an employment contract stating his/her appointment as a head coach of the first team
- iv. CPD requirements

Assessment Process:

BFF verifies the name, CV and qualification along with the CV and appointment letter/employment contract of the head coach



1.2 Assistant coach of the first team: License Applicant Club must appoint an Assistant Coach for its Women’s team who is responsible for assisting the head coach in all the football matters of the first team. For Women’s League the assistant coach must hold a BFF AFC ‘C’ Coaching Certificate.

General Secretary or the Head of Administration of the club is to sign the following declaration stating that Club has appointed an assistant coach for its Women’s team.

As a participant of Women’s League the club agrees as follows:

- i. The club has appointed an assistant coach who has BFF AFC “C” Coaching Certificate, which is the minimum coaching qualification indicated in the BFF Club Licensing Regulation, by the time the club submits the team registration to BFF.
- ii. The assistant coach is appointed by the executive body/club secretariat through a written agreement endorsed by the head of club administration.
- iii. The assistant coach, who will be responsible for assisting the head coach in all the football matters of the first team, will be registered with BFF along with his CV and appointment letter.
- iv. Should this club fail to meet this criterion (1.2), BFF can cancel this club’s participation in the Women’s League.

General Secretary of the.....

Signature:

Name:

Please attach the following:

- I. CV of the assistant coach of the first team
- II. Copy of assistant coach’s coaching qualification/coaching certificate
- III. An appointment letter or an employment contract stating his/her appointment as an assistant coach of the first team
- IV. CPD requirements

Assessment Process:

BFF verifies the name, CV and qualification along with the CV and appointment letter/employment contract of the assistant coach



1.3 Goal Keeper Coach of the first team: The license applicant club must have appointed a Goal Keeper Coach for its Women’s team, who is responsible for assisting the Head Coach in all the football matters of the Women’s team. The potential club has to carry the burden of proof for the equivalent coaching qualification Level-1 or “C” Certificate of the coach.

General Secretary or the Head of Administration of the club is to sign the following declaration stating that Club has appointed a Goal Keeper Coach for its Women’s team.

As a participant of Women’s League the club agrees as follows:

- i. The club has appointed a goal keeper coach who hasCoaching Certificate, which is the minimum coaching qualification indicated in the BFF Club Licensing Regulations, by the time the club submits the team registration to BFF.
- ii. The Goal Keeper Coach is appointed by the executive body/club secretariat through a written agreement endorsed by the head of club administration.
- iii. The Goal Keeper coach, who will be responsible for assisting the head coach in all the football matters of the first team, will be registered with BFF along with his CV and appointment letter.
- iv. Should this club fail to meet this criterion (1.3), BFF can cancel this club’s participation in the Bangladesh Premier and or Championship League.

General Secretary of the.....

Signature:

Name:

Please attach the following:

- i. CV of the goal keeper coach of the first team
- ii. Copy of the goal keeper coach’s coaching qualification/coaching certificate
- iii. An appointment letter or an employment contract stating his/her appointment as a goal keeper coach of the first team
- iv. CPD requirements

Assessment Process:

BFF verifies the name, CV and qualification along with the CV and appointment letter/employment contract of the goal keeper coach



1.4 Team Doctor or Physiotherapist of the first team: The license applicant club must have appointed a Team Doctor or a Physiotherapist who is responsible for medical support during matches and training as well as for doping prevention. The qualifications of the Team Doctor or Physiotherapist must be recognized by the appropriate national health authorities. The Team Doctor or Physiotherapist must be duly registered with the member association and/or the affiliated league.

Please complete the following information:

Name and Contact details of the Physiotherapist of the Women’s team

Name:

Address:

Postal Code:

Telephone:

Email:

Nature of Employment	Full Time	Part Time
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Please attach the following:

- i. CV of the Team Doctor or Physiotherapist or both.
- ii. Qualification Document of Team Doctor or Physiotherapist or both (Chartered Physiotherapy Qualification).
- iii. Appointment Letter of the Team Doctor or Physiotherapist or both.

Assessment Process:

BFF verifies the name, CV and qualification along with the CV and appointment letter/employment contract of Team Doctor or Physiotherapist



INFRASTRUCTURE CRITERIA

2.1: Training Facilities

2.2: Club Secretariat



2.1 Training Field: License Applicant Club must either own or have a guaranteed access to a Training Field/ Training Facilities that is available throughout the year where the players of the club can train on a regular basis.

Please complete the following information:

Name of the Training Field:

Address of the Training Field:

Assessment Process:

BFF verifies the existence of Training Field/Training Facilities by on-site visit and further checks the agreement/ownership of the Training Field/Training Facilities.

If your club is training in a stadia or playing field that is owned by the club, please complete the form on 2.1.a.

If your club is training in a stadia or playing field that is NOT owned by your club (i.e. your club is renting the stadia or playing field), please complete the form on 2.1.b.

2.1. (a) Training Field (Continue)

Declaration of ownership or lease of training field

Please complete this form if the training field/training facility is owned by your club.

The confirms that the Club will conduct its training at the

The Club also confirms that the training field/training facility is owned by the Club.

General Secretary of the.....

Signature:

Name:

Please attach at least one of the following:

- i. Ownership deed stating that club owns the training field/training facility
- ii. Ownership agreement of the training field/training facility with name and address from the city government



2.1. (b) Training Field (Continue)

Declaration of ownership or lease of training field

Please complete this form if the training field/training facility is not owned by your club.

The confirms that the Club will conduct its training at the

General Secretary of the.....

Signature:

Name:

Owner or Manager of the training field/training facility to fill in and sign

The owner and/or authorities of the:..... confirm(s) that the will conduct its training at theOwner/Manager of the

Signature:

Name:

Please attach the following:

Lease agreement of the training field/training facility from the Owner of the field indicating the duration of the lease agreement and the name and address of the field.



2.2 Club Secretariat: License Applicant Club must either own or have a guaranteed access to an office space to conduct its administrative task. The club administration must be based in this office space

Club office Address- please complete followings information

Name:

Street:

Locality:

Postal Code:

City:

Province:

Country:

Telephone:

Fax:

Email:

Assessment Process:

BFF verifies the details of the club office by on-site visit and further checks of the club secretariat.



Personal and Administration Criteria

- 3.1: CEO/General Manager/General Secretary**
- 3.2: Fulltime Club Coordinator**
- 3.3: Finance Officer**
- 3.4: Security Officer or Security Advisor**
- 3.5: Media Officer**



3.1 Full Time CEO/General Manager/General Secretary: License Applicant Club must have an appointed full time CEO or General Manager or General Secretary who is the head of the administration of the club

Please complete the following information:

Name and Contact details of the Head of Administration

Name:

Address:

Postal Code:

Telephone:

Email:

Other Club Responsibilities (if Any):

Please attach the following:

- i. CV of the full time CEO/General Manager/General Secretary
- ii. An appointment letter or an employment contract stating his/her appointment as a full time head of club administration.

Assessment Process:

BFF verifies the name and contact details of Full Time CEO/General Manager/General Secretary along with his CV and appointment letter/employment contract



3.2 Full Time Club Coordinator: The club must have an appointed full-time club coordinator for the club who is responsible for managing and coordinating all the communication and activities between the club, BFF and any other stakeholder

Please complete the following information:

Name and Contact details of the Club Coordinator

Name:

Address:

Postal Code:

Telephone:

Email:

Other Club Responsibilities (if any):

Please attach the following:

- i. CV of the full time Club Coordinator
- ii. An appointment letter or an employment contract stating his/her appointment as a full time Club Coordinator

Assessment Process:

BFF verifies the name and contact details of Full Time Club Coordinator along with his CV and appointment letter/employment contract.



3.3 Full Time/Part time Finance Officer: The club must have an appointed full time or part time Finance Officer who is responsible for its financial and accounting matters. He/she is responsible for managing and supervising all the financial matters of the club. The Finance Officer should have adequate financial and accounting academic qualifications and experience in these aspects of football industry/football club.

Please complete the following information:

Name and Contact details of the Finance Officer

Name:

Address:

Postal Code:

Telephone:

Email:

Other Club Responsibilities (if any):

Please attach the following:

- i. CV of the full time /Part time Finance Officer
- ii. An appointment letter or an employment contract stating his/her appointment as a full time Finance Officer

Assessment Process:

BFF verifies the name and contact details of Full Time/Part time Finance Officer along with his CV and appointment letter/employment contract



3.4 Full time/part time security officer or security advisor: The license applicant club must have an appointed part time or full-time security officer or a security advisor who is responsible for safety and security matters.

Please complete the following information:

Name and Contact details of the

Name:

Address:

Postal Code:

Telephone:

Email:

Other Club Responsibilities (if any):

Please attach the following:

- i. CV of the full time/part time security officer or security advisor
- ii. An appointment letter or an employment contract stating his/her appointment as a full time /part time security officer or security advisor

Assessment Process:

BFF verifies the name and contact details of Full time/part time security officer or security advisor along with his CV and appointment letter/employment contract



3.5 Full Time /part time Media Officer: The club must have an appointed part time or full time Media Officer being responsible for all media matters. The Media Officer should have adequate academic qualifications and experience in media aspects of football industry/football club.

Please complete the following information:

Name and Contact details of the Full Time /part time Media Officer

Name:

Address:

Postal Code:

Telephone:

Email:

Other Club Responsibilities (if any):

Please attach the following:

- i. CV of the full time/part time Media Officer
- ii. An appointment letter or an employment contract stating his/her appointment as a full time /part time Media Officer

Assessment Process:

BFF verifies the name and contact details of Full Time /part time Media Officer along with his CV and appointment letter/employment contract.



LEGAL CRITERIA

4.1: Legal Entity

4.2: Ownership and Control of Clubs



4.1 Legal Entity: The license applicant must be registered with an appropriate authority as a legal entity as per the law prevailing in Bangladesh.

Registration with appropriate authority as a legal entity

The confirms that the Club
is registered as a..... and hereby confirms
the requirements of being a registered legal entity.

General Secretary of the.....

Signature:

Name:

Please attach the following:

- i. Certificate/Document stating its legal entity status
- ii. Valid Club Statutes that is approved by the authority confirming the legal entity status of the club
- iii. Declaration regarding the ownership and control of clubs

Assessment Process:

BFF verifies the registration document with the local authorities and ensure that the license applicant club has its own legal status.



FINANCIAL CRITERIA

- 5.1: Financial Budget**
- 5.2: Audited Annual Financial Statements**
- 5.3: Declaration regarding overdue Payables towards employees and social/tax authorities**



5.1 Financial Criteria: The license applicant club must present their budget of football team for the upcoming season to the BFF in accordance with the time period of the financial fiscal year.

Financial Budget

The confirms that the Club has confirmed that they have sent their financial budget for the upcoming season.

General Secretary of the.....

Signature:

Name:

Please attach the following:

- i. Financial Budget of the football team for the upcoming season
- ii. Audited annual financial statements of the previous year's financial budget
- iii. Declaration regarding the overdue payables towards its current or former employees and social/tax authorities.

Assessment Process:

BFF verifies the club's financial budget for the upcoming season, audited annual financial statements of the previous year and the valid papers regarding the declaration of overdue payables towards its current or former employees and social/tax authorities.