



BFF Club Licensing Regulations For Women's League 2020-21



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Terms

Definition

Accounting policies:	The specific principles, bases, conventions, rules and practices adopted by an entity in preparing and presenting its financial statements.
Amortization:	The systematic allocation of the depreciable amount of an intangible asset over its useful life. For example, for the capitalized direct costs of acquiring a player's registration, the useful life is the contract life.
Annual financial statements:	A complete set of financial statements prepared as at the statutory closing date, normally including a balance sheet, profit and loss account, a statement of cash flows and those notes, other statements and explanatory material that are an integral part of the financial statements.
Audit:	The objective of an audit of financial statements is to enable the auditor to express an opinion whether the financial statements are prepared, in all material respect, in accordance with an identified financial reporting framework. The phrases used to express the auditor's opinion are "give a true and fair view" or "present fairly, in all material respects", which are equivalent terms. A similar objective applies to the audit of financial or other information prepared in accordance with appropriate criteria. In an audit engagement, the auditor provides a high but not absolute, level of assurance that the information subject to audit is free of material misstatement. This is expressed positively in the audit report as reasonable assurance.
Budget:	The schedules containing an entity's future financial information, based on management's assumptions about events that may occur in the future and possible actions by an entity.



Cash and cash equivalents: Cash comprises cash on hand and demand deposits. Cash equivalents are short term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Consolidated financial statement: Financial statements of a group presented as those of a single Economic company.

Club Licensing Application Pack (CLAP): The document sent to the License Applicant by the Licensing Administration containing Club Licensing Agreement, the Club Licensing Regulations and the Core Process Timeline.

Control: The power to govern the financial and operating policies of an entity so as to obtain benefits from its activities. Control shall also include the right to appoint majority of the directors or to control the management or policy decisions exercisable by a person or persons acting individually or in concert, directly or indirectly, including by virtue of their shareholding or management rights or shareholders agreements or voting agreements or in any other manner.

Core Process: The Core Process shall be defined as the procedure.

Core Process Timeline: The timeline for the entire Core Process.

CPD: CPD (Continuing Professional Development) is defined as the learning process required for coaches and mentors to ensure that their coaching standards and competencies are maintained and enhanced over time. For the individual coach this means ongoing commitment to developing his/her knowledge base and technical expertise.

Criteria: Requirements to be fulfilled by the License Applicant divided into five categories (sporting, infrastructure, personnel and administrative, legal and financial), with each category being split into three grades: A, B, C (mandatory and best practice recommendation).



- Depreciable amount:** The cost of an asset, or other amount substituted for cost, less its residual value. Residual value is the estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful economic life.
- Employee benefits:** All forms of consideration given by an entity in exchange for service rendered by employees.
- Event or condition of major economic importance:** An event or condition is of major economic importance if it is considered material to the financial statements of the reporting entity and would require a different (adverse) presentation of the results of the operations, financial position and net assets of the reporting entity if it had occurred during the preceding financial year of interim period.
- Financial year:** The financial reporting period ending on the statutory closing date, whether this is a year or not, and which is not an interim period.
- First Team:** All registered players of a license applicant for National Club Competitions and AFC Club Competition.
- Future financial information:** Information about the prospective financial effects of future events and possible actions on the entity concerned.
- Independent auditor:** An auditor who is independent of the entity, in compliance with the relevant Indian Laws. The term ‘auditor’ may also be used when describing related services or assurance engagements other than audits.
- Intangible asset:** An identifiable non-monetary asset without physical substance, such as the registration of a player.
- Interim financial statements:** A financial report containing either a complete set of financial statements or a set of condensed financial statements for an interim period.



Interim period:	A financial reporting period shorter than a full financial year.
Joint venture:	A contractual arrangement whereby two or more parties (the ventures) undertake an economic activity that is subject to joint control. Where an entity included in the consolidation manages jointly with another entity not included in the consolidation an economic activity that other entity (Joint Venture) may be dealt with in the Group accounts.
License:	Certificate confirming fulfillment of all mandatory minimum requirements by the Licensee in order to participate in an AFC club competition and National Club Competition.
License applicant:	Legal entity fully and solely responsible for the football team participating in national and international club competitions which are eligible to apply for a license.
Licensee:	License applicant which has been granted with a license by the licensor.
Licensing administration:	Body or staff within the licensor that deals with club licensing matters.
Licensing Manager:	The person who is heads the Licensing Administration.
Licensing season:	Season for which a license has been granted. It starts the day following the deadline for submission of the list of licensing decision by the licensor to AFC and last until the same deadline next year.
Licensing process:	Process in which a license is granted.
Licensor:	Bangladesh Football Federation (BFF) is the body that operates the Bangladeshi Club licensing system and grants the license.
List of licensing decisions:	List submitted by the licensor to AFC containing, among other things, information about the license applicants that have undergone the licensing process and been granted or refused a license by the national decision-making bodies in the format established and communicated by AFC.



- Material or Materiality:** Omissions or misstatements of items or information are material if they could, individually or collectively; influence the economic decisions of users taken on the basis of the financial information. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances or context. The size or nature of the item, or a combination of both, could be the determining factor.
- Review:** The objective of an engagement to review financial information is to enable an auditor to express a conclusion whether, on the basis of the review, anything has come to the auditor's attention that causes the auditor to believe that the financial information is not prepared, in all material respects, in accordance with an identified financial reporting framework. A review, in contrast to an audit, is not designed to obtain reasonable assurance that the financial information is free from material misstatement. A review consists of making inquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A review may bring significant matters affecting the financial information to the auditor's, but it does not provide the evidence that would be required for an audit.
- Significant change:** Means an event that is considered material to the documentation previously submitted to the licensor and that would require a different presentation if it had occurred prior to the submission of the licensing documentation.
- Significant influence:** The power to participate in the financial and operating policy decisions of the entity but is not control or joint control over those policies.
- Stadium:** Means the venue for a competition match including, but not limited to, all surrounding properties and facilities (for example, offices, hospitality areas, press centers and accreditation centers).



Statutory closing date: The annual accounting reference date of the reporting entity.

Subsequent events: Events or conditions occurring after the licensing decision.

Supplementary information: Financial information to be submitted to the licensor in addition to the financial statements if the minimum requirements for disclosure and accounting are not met. The supplementary information must be prepared on a basis of accounting, and accounting policies, consistent with the financial statements. Financial information must be extracted

From sources consistent with those used for the preparation of the annual financial statements. Where appropriate, disclosures in the supplementary information must agree with, or be reconciled to, the relevant disclosures in the financial statements.

Training facilities: The venue(s) at which a club's registered players undertake football training and/or youth development activities on a regular basis.



1. INTRODUCTION

This Regulation is the basic working document in the field of Club Licensing for Bangladesh Football Federation (BFF) which incorporates the AFC and National minimum requirements for **Women's League**.

- Club License, which shall be granted by Bangladesh Football Federation, is required for clubs to be eligible for participating in **Women's League**.
- The BFF Club Licensing Regulations for **Women's League** defines the criteria and procedure, which clubs must comply with to apply and obtain license.

2. OBJECTIVES OF THE BFF CLUB LICENSING SYSTEM

BFF Club Licensing Regulations for **Women's League** have the following objectives-

- Establishing reliability, credibility and integrity of the Women's League along with the clubs participating in the competition.
- Promotion and continuous improvement of standards of all the aspects of football in Bangladesh.
- Ensuring qualified coaches are engaged in training of the players in each participating club with the overall aim to improve the standard and quality of the matches.
- Ensuring adequate facilities for the participating clubs.
- Improving the overall management organization of the clubs in Bangladesh and making them more efficient, productive and transparent.
- Improving the economic and financial standings of the participating clubs of Women's League and generating revenues through effective marketing and commercial exploitation by the clubs.

3. ENFORCEMENT

The regulation come into forces on its approval by the BFF Executive Committee and applies for the Women's League.



3.1 LEGAL BASIS

The licensor has the jurisdiction to govern the Licensing system by virtue of the BFF Statutes.

3.2 LICENSING SANCTIONS

The following sanctions may be set by the Decision-Making Bodies for breaches of these Regulations such as submission of falsified documents, non-respect of deadlines, failure to cooperate with Club Licensing Administration in any way, non-fulfillment and/or noncompliance of “A” & “B” criteria of any sub-criteria in accordance with BFF Club Licensing Regulations. Criteria Gradation Mentioned in Appendix-1.

- a) Caution
- b) Extended deadline to fulfill criteria
- c) Obligation to fulfill criteria deadline
- d) Fine*
- e) Reporting of issues to appropriate bodies within BFF
- f) Obligation to submit guarantees
- g) Withhold grants / prize money
- h) Seek more financial details
- i) License review
- j) License withdrawal

- * **The FIB may also impose a fine minimum Tk.100,000 (One Lac) on the License Applicant, if it fails to fulfill any “A”&“B” Criteria according to “BFF Club Licensing Regulations”.**

4. LICENSOR

A. WHO IS THE LICENSOR?

- BFF is the licensor in Bangladesh.
- BFF as the licensor is legally authorized to draft, finalize and issue the license to any applicant that seeks to get the license for participating in Women’s League.



- BFF governs the licensing system, appoints the corresponding licensing bodies and fix the necessary processes.
- BFF guarantees the license applicant (club) full confidentiality with regards to information given by the license applicant during the licensing process.
- Anyone involved in the licensing process or appointed by BFF will ensure confidentiality of the tasks undertaken.

B. DECISION MAKING BODIES

BFF has 2 decisions making bodies to decide on the application and hearing appeals on the granting of license to the applicants. These 2 decision making bodies are-

i. First Instance Body (FIB)

- a) A Committee formed by BFF shall be the First Instance Body (FIB) for the Club Licensing.
- b) The FIB of BFF decides on whether a license should be granted to an applicant club on the basis of the documents provided and in accordance to the Women's League Licensing Regulations at the submission deadline.

ii. Appeals Body (AB)

- a) A committee formed by BFF shall be the Appeals Body (AB) of BFF for the BPL and BCL Club Licensing Regulations.
- b) The AB of BFF decides on appeals submitted in writing and makes a final and binding decision on whether a license should be granted.
- c) Appeals may be lodged by-
 - i. The license applicant club, who received the refusal of the FIB
 - ii. The licensee club, whose license has been withdrawn by the FIB
 - iii. BFF, the assigned body of which must be defined (e.g., BFF Licensing Administration)



- d) The AB makes its decision based on the decision of the FIB and all the evidence provided by the license applicant club or licensee club or BFF with its request for appeal.

C. LICENSING ADMINISTRATION

- a) The Licensing Administration of BFF is responsible for all the administrative matters relating to Club Licensing Regulations.
- b) The Licensing Administration is responsible for:
 - i. Preparing, implementing and further developing Club Licensing Regulation.
 - ii. Providing administrative support to the decision making bodies.
 - iii. Assisting, advising and monitoring the licensed clubs during the season.
- c) All persons involved in the licensing process must comply with strict confidentiality rules regarding information received during licensing procedure.
- d) The Licensing Administration will not be influenced or affected by the decision-making bodies in any aspects.

D. SEASON FOR PARTICIPATING CLUBS OF WOMENS LEAGUE

Season for which a license has been granted for participating clubs of women's League defined as one cycle. It starts the day following the deadline for submission of the list of licensing decision by the licensor to AFC and last until the same deadline next year.

4.1. LICENSE APPLICANT AND LICENSE

A. DEFINITION OF LICENSE APPLICANT

A license applicant is defined as a football club that applies to BFF to get a license to participate in the women's League. The football club must be a registered legal entity as per Bangladesh National Law. An individual or a natural person cannot apply for a license.

B. RESPONSIBILITIES OF THE LICENSE APPLICANT

The license applicant is responsible for ensuring that BFF is provided with all necessary information and/or documents relevant to proving that the licensing obligations are fulfilled, as these obligations relate to the criteria set out under the club licensing regulations.

C. LICENSE

A license is a right given by BFF to the football club to participate in the Bangladesh Premier League and Bangladesh Championship League for the upcoming season. Once the license applicant has been granted with a license by BFF, it becomes a licensee, i.e. an entity having a license to participate in the women's League.

The principles governing the License are:

- a) BFF issues the license according to the provisions of the BFF Club Licensing Regulations for women's League.
- b) BFF will issue an invitation in writing to the football clubs to apply for a license. The club applying for a license (i.e. license applicant) must submit a written application to BFF. In this application, the club must, in particular, declare that it will fulfill the obligations of the licensing system.
- c) Only clubs, which fulfill the criteria set out in the BFF Club Licensing Regulations for women's League at the deadlines, may be granted a license by BFF to enter into the women's League season.
- d) A license expires without prior notice:
 - i. at the end of women's League season for which it was issued, or
 - ii. On dissolution of the women's League.
- e) License may be withdrawn during a season by BFF or its decision making bodies if:
 - i. For any reason a licensee becomes insolvent and enters into liquidation during the season, as determined by the Bangladesh National Law: or



- ii. Any of the conditions for the issuing of a license are no longer satisfied; or
 - iii. The licensee violates any of its obligations under the women's League Club licensing regulations.
- f) A license cannot be transferred.

5.1 CORE PROCESS

This article defines the details of process that BFF undertakes before deciding if a license applicant can be a granted a license or not.

A. PRINCIPLE

BFF defines the core process for the verification of the criteria described in this regulations and thus to control the issuance of a license to a license applicant club.

The core process is aimed at –

- a) Establishing an appropriate and efficient licensing process according to its needs and requirements.
- b) Ensuring that the decision of the granting of club license is made by the appropriate decision making body (FIB and/or AB).
- c) Ensuring that the decision making bodies receive adequate support from the Licensing Administration of BFF.

B. PROCESS

The core process of licensing implementations is as follows-

- a) BFF Executive Committee approves and adopts the 'BFF Club Licensing Regulations for women's League'.
- b) BFF will announce the '**BFF Club Licensing Regulations For Women's League**' to any club who wishes to participate in the women's League and will explain the terms, criteria and the requirements to be fulfilled by the applicant clubs as part of the club licensing regulations.



- c) License Applicants should start the process of fulfilling and implementing the criteria in their respective clubs immediately after BFF has explained the terms, criteria and the requirements they need to fulfill to acquire the license.
- d) The BFF Licensing Administration will closely monitor and follow up on the License Applicants in fulfilling the criteria. If necessary, the BFF Licensing Administration will visit the License Applicants and provide them with any kind of information or assistance that the License Applicant needs.
- e) License Applicants need to submit their written application for the license along with the required supporting documents to BFF in order to prove compliance with the licensing criteria.
- f) Licensing Administration of BFF will assess the documents submitted by the license applicant clubs to verify their compliance with the criteria once the License Applicants submit the application along with the supporting documents.
- g) Licensing Administration of BFF will forward the license application along with the supporting documents to the FIB.
- h) The First Instance Body (FIB) of BFF will decide on whether a license should be granted to the applicant club on the basis of the documents provided and in accordance of the 'BFF Club Licensing Regulations For Women's League'.
 - i. If the FIB accepts the application and decides on issuing the license, the decision will be conveyed to the license applicant club in writing within 3 (Three) days of the acceptance;
 - ii. If the FIB refuses to issue the license, the decision will be conveyed to the license applicant in writing along with the reason for refusal within 3 (Three) days of the refusal;
- i) On refusal of the license, the applicant club can lodge an appeal to General Secretary of BFF against the refusal. The appeal should be made in writing along with the supporting documents and evidence within 7 (Seven) days of the receipt of refusal from BFF. It shall be complied by Licensing Administration and forwarded to AB of BFF.
- j) The AB will examine the application, supporting documents and submitted evidence to make a decision on the issuing or refusing a license for Women's League.

- i. If the AB accepts the application and decides on issuing the license, the decision will be conveyed to the license applicant club in writing within 3 (Three) days of the acceptance;
- ii. If the AB refuses to issue the license, the decision will be conveyed to the license applicant in writing along with the reason for refusal within 3 (Three) days of the refusal;

BFF ensures equal treatment to all license applicant clubs during the core process.

CORE PROCESS TIMELINE FOR WOMENS LEAGUE

Date	Action	Action By
09-01-2021	Club Licensing Administration (CLA) distributes the circulars & Licensing Packs to License Applicant (LA) / Club	CLA
10-02-2021	Submission Date - LA / Club to submit completed License Applications to CLA (deadlines may vary for each Criteria and for each document type)	LA / Club
15-02-2021	Assessment on the License Applications (inspection, site visit, etc) and to present report to the Decision Making Bodies – First Instance Body (FIB)	CLA
20-02-2021	Decision making for granting of license by the First Instance Body	FIB
02-03-2021	Appeal Date – LA / Club may file request for appeal against the determination of the FIB (refusal license cases)	LA / Clubs
06-03-2021	Decision making for granting of license by the Appeals Body (AB)	AB
10-03-2021	CL Administration (CLA) to inform the Clubs and AFC of the Club(s) which is/are issued with license, license issued with sanctions and license not issued	CLA

Criteria Deadline For Women's League 2020-21

	Criteria	Document submitted by the clubs	Document fulfilled by the clubs
Sporting Criteria	Head Coach for the women's team	10-02-2021	15-02-2021
	Assistant Coach for the women's team	10-02-2021	15-02-2021
	Goal Keeper Coach for the women's team	10-02-2021	15-02-2021
	Team Doctor or Physiotherapist for the women's team	10-02-2021	15-02-2021
	Physical Trainer for the women's team	10-02-2021	15-02-2021
Infrastructure Criteria	Training Facilities	10-02-2021	15-02-2021
	Club Secretariat	10-02-2021	15-02-2021
Personnel and Administrative Criteria	Full time CEO/General Manager/ General Secretary	10-02-2021	15-02-2021
	Full time Club coordinator	10-02-2021	15-02-2021
	Full time/ part time Financial Officer	10-02-2021	15-02-2021
	Security Officer or Security Advisor	10-02-2021	15-02-2021
	Full time/ part time Media Officer	10-02-2021	15-02-2021
Legal Criteria	Legal Entity	10-02-2021	15-02-2021
	Ownership and Control of Clubs	10-02-2021	15-02-2021
Financial Criteria	Annual Budget	10-02-2021	15-02-2021
	Audited Annual Financial Statement s	10-02-2021	15-02-2021
	No payables overdue towards employees and social/ tax authorities	10-02-2021	15-02-2021



5.2 CRITERIA GRADATION

The criteria described in these Regulations are minimum requirements. Clubs may increase the minimum requirements and report attainments of higher quality standards for any of the criteria if they wish to. The criteria in the regulations have been graded into three separate categories.

The different grades have been defined as follows;

- a) “**A**”- criteria – “**MANDATORY**”: If the license applicant does not fulfil any A-criteria, then it cannot be granted with a license to enter the women’s competitions.
- b) “**B**” – criteria – “**MANDATORY**”: If the license applicant does not fulfil any B-criteria, then it is sanctioned as specified by the licensor but may still receive a license to enter the women’s competitions.
- c) “**C**”- criteria–“**BEST PRACTICE**”: C-criteria are best practice recommendations. Non- fulfillment of any C-criteria does not lead to any sanction or to the refusal of the license. Certain C-criteria may become “**MANDATORY**” criteria at a later stage.

The licensor is free to increase the minimum requirements or to upgrade the criteria established by AFC for the purposes of entering the AFC and/or the National Club Competitions. The licensor may also introduce additional criteria not included in the AFC Club Licensing Regulations.

6. CRITERIA

The criteria which the license applicant must comply with to obtain the license are divided into 5 categories;

- Sporting Criteria
- Infrastructure Criteria
- Personnel and Administrative Criteria
- Legal Criteria
- Financial Criteria



6.1 SPORTING CRITERIA

One of the most important attributes of a successful football club is to have a base of players having all the necessary technical and sporting skills. It is necessary that the players have the strength, endurance, skills and motivation to play good quality football and bring positive results for the club on the field. The benefit of having sporting criteria is encouraging the clubs to produce and continuously develop good quality players for the team.

6.1.1 HEAD COACH OF THE FIRST TEAM

The license applicant club must have appointed a Head Coach for its women's team, who is responsible for all the football matters of the women's team.

The Head Coach must:

- a) For women's team, the head coach must hold at least a valid BFF AFC 'B' Diploma or any valid coaching qualification that is equivalent to BFF AFC 'B' Diploma that is recognized by BFF and AFC to satisfy CPD requirements at that qualification level.
- b) Be appointed by the executive body or the club secretariat of the license applicant club through a written agreement endorsed by the head of club administration.

Submission to BFF

The club must submit to BFF the name and the CV of the Head Coach of the women's team. The club must also submit a copy of his coaching qualification/coaching accreditation along with an appointment letter or an employment contract stating the appointment of the person as the head coach of the women's team of the club. The potential club has to carry the burden of proof for the equivalent coaching qualification and CPD of the coach.

BFF would verify the documents to confirm the appointment.



6.1.2 ASSISTANT COACH OF THE FIRST TEAM

The license applicant club must have appointed an Assistant 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 Assistant Coach must:

- a) For Women's League the Assistant Coach must hold at least a valid BFF AFC 'C' Certificate or any valid coaching qualification that is equivalent to BFF AFC 'C' Certificate and is recognized by BFF and AFC and to satisfy CPD requirements at that qualification level.
- b) Be appointed by the executive body or the club secretariat of the license applicant club through a written agreement endorsed by the head of club administration.

Submission to BFF

The club must submit to BFF the name and the CV of the Assistant Coach of the women's team. The club must also submit a copy of his coaching qualification/ coaching certificate along with an appointment letter or an employment contract stating the appointment of the person as the assistant coach of the women's team of the club. The potential club has to carry the burden of proof for the equivalent coaching qualification and CPD of the coach.

BFF would verify the coaching certificates and the CV to confirm the authenticity.



6.1.3 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 of the coach.

The Goal Keeper Coach must:

- a) For women's team the Goal Keeper Coach must hold the GK level-1/ "C" Certificate that is approved by BFF and AFC and to satisfy CPD requirements at that qualification level.
- b) Be appointed by the executive body or the club secretariat of the license applicant club through a written agreement endorsed by the head of club administration.

Submission to BFF

The club must submit to BFF the name and the CV of the Goal Keeper Coach of the women's team. The club must also submit a copy of his coaching qualification/ coaching certificate along with an appointment letter or an employment contract stating the appointment of the person as the Goal Keeper Coach of the first team of the club. The potential club has to carry the burden of proof for the equivalent coaching qualification and CPD of the coach.

BFF would verify the coaching certificates and the CV to confirm the authenticity.



6.1.4 TEAM DOCTOR OR PHYSIOTHERAPIST FOR THE WOMENS 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.

Submission to BFF

- 1) CV of the Team Doctor or Physiotherapist or both.
- 2) Qualification Document of Team Doctor or Physiotherapist or both (Chartered Physiotherapy Qualification).
- 3) Appointment Letter of the Team Doctor or Physiotherapist or both.

6.1.5 PHYSICAL TRAINER FOR THE FIRST TEAM

The license applicant club must have appointed a Physical Trainer who is responsible for the improvement of the physical fitness of the players of the first team. The physical trainer must have BFF AFC 'C' Certificate qualification that is recognized by BFF and AFC and need to satisfy CPD requirements at that qualification level and he has to attend in a module of physical conditioning arranged by BFF.

Submission to BFF

- 1) CV of the Physical Trainer of the first team.
- 2) Qualification Document of the Physical Trainer (BFF AFC 'C' Certificate qualification).
- 3) Appointment Letter of the Physical Trainer of the first team.



6.2 INFRASTRUCTURE CRITERIA

Today, the game of football and even a competition has become an event and for an event to be successful, it should be held in good infrastructure conditions. Therefore, a football match should be organized in good stadiums with all the adequate facilities for the players, officials and most importantly for the spectators.

Also for a club, infrastructure criteria should be seen as a long-term investment. It helps in attracting more fans to the stadium, creating a match atmosphere and generating a revenue base too. Therefore, clubs in coordination with BFF, government and the local community should ensure that they have an access to a stadium that is attractive, safe, secured, hygienic and easy to access for the fans.

The objectives of the infrastructure criteria are-

- a) Clubs have access to a stadium that is approved by BFF for women's team that provides necessary and adequate facilities for the players, officials and spectators;
- b) Clubs have suitable training facilities for their players to help them improve their technical skills

6.2.1 TRAINING FACILITIES

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

The Training Field must have adequate:

- a) Full Size football pitch of good quality;
- b) Balls, cones, bibs, goal post and other necessary training equipment's;
- c) Shower room for players;
- d) Gymnasium;

Submission to BFF

The club must submit to BFF the name and address of the Training Field along with the agreement with the owner of the Training Field stating guaranteed access to the club as its training Field for the entire year. If the Club owns the Training Field, it must submit to BFF the documents proving its ownership.

BFF would verify the documents and visit the field to confirm the venue of the training field.



6.2.3 CLUB SECRETARIAT

The 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.

The administrative office must be equipped with all the necessary communication facilities such as telephone, fax, computer, internet, email, etc.

Submission to BFF

The club must submit to BFF the name and address of the club secretariat along with the agreement with the owner of the office space stating guaranteed access to the club as its secretariat to conduct all its administrative tasks. The club must submit all the relevant contact details of the club secretariat.

If the Club owns the office space, it must submit to BFF the documents proving its ownership.

BFF would verify the documents and visit the office space to confirm the facility.

6.3 PERSONNEL AND ADMINISTRATIVE CRITERIA

In today's world, football is not only about results on the field, but also incorporation of professionalism in running the day-to-day administration of the club. In this regard, having professional, well-educated and experienced people in the administration of the club is key in running the club in an efficient and effective manner.

The focus is on the professional and expert manner in which the people that are appointed perform their duties. The professionalism will also be improved if clubs clearly define the profiles for the function to be performed and the requirements for the job (education, working experience, IT skills, language skills, commercial and marketing knowledge pertaining to the football industry). The license applicant club is responsible for identifying and recruiting people who meet these requirements and comply with the defined profile either full time or part time.

The objectives of the personnel and administrative criteria are-

- a) Clubs are managed in a professional way by professional experts;
- b) Clubs have well-educated, qualified and skilled specialists with specific know how and experience;



- c) Clubs are in a position to exploit the commercial and marketing opportunities prevailing in the commercial environment of the country;
- d) It helps the league to become more professional and commercially beneficial over a period of time;

6.3.1 FULLTIME CEO/GENERAL MANAGER/GENERAL SECRETARY

The club must have an appointed full time CEO or General Manager or General Secretary who is the head of the administration of the club. He is responsible for managing and supervising the administrative matters of the club.

The CEO/General Manager/General Secretary should at least be a Graduate from a recognized college/university in or outside Bangladesh and must have experience of administration of football club. He should have the necessary knowledge and communication skills required in club management.

He shall –

- a) Be responsible for executing the decisions of the Executive Body of the club;
- b) Be responsible for the administration of the club secretariat and appointment and supervision of the administrative staff;
- c) Assist and participate the Congress and Executive Committee meetings of the club as an ex-officio;
- d) Be responsible for all the official correspondence and communications with BFF, District FAs, Divisional FA, Government, Other Clubs and any other stakeholders involved;
- e) Attend all the club management and club development seminars organized by BFF or any other governing bodies for the development of the club;

The appointment of the full time CEO/General Manager/General Secretary should be done by the Executive Body of the club through a written contract. The appointed official should not have any other full time activities other than management of the club that has employed him.

Submission to BFF

The club must submit the name and CV of the full time CEO/General Manager/General Secretary to BFF along with an appointment letter or an employment contract stating his/her appointment as a full time head of club administration.

BFF would verify the documents and confirm the appointment.



6.3.2 FULLTIME CLUB COORDINATOR

The club must have an appointed full time club coordinator for the club who is responsible staff in the administration of the club. He will report to the head of the club administration. He is responsible for managing and coordinating all the communication and activities between the club, BFF and any other stakeholder. The Coordinator should have good communication and coordinating skills and lead the coordination between the club and BFF.

He shall –

- a) Be responsible for all the actual communication and correspondence between the club and BFF and any other stakeholders;
- b) Be responsible for informing the head of club administration about all the communications and correspondence between the club and BFF and any other stakeholders;
- c) Be responsible for informing BFF about any of the activities undertaken by the club directly or indirectly affecting BFF or its competitions;
- d) Be responsible for communicating to BFF any problems or issues faced;
- e) Be responsible to communicate with the club administration or club officials about any communication from BFF that needs their attention and action;
- f) Be responsible to communicate to the club about any courses, workshops or seminars being organized by BFF or any other stakeholder for the development of the club;
- g) Be responsible to maintain peaceful and harmonious relationship between the club and BFF and any other stakeholders;

The appointment of the full time club coordinator should be done by the head of the club administration, i.e. the CEO/General Manager/General Secretary of the club through a written contract. The appointed official should not have any other full time activities other than coordinating the activities, communication and correspondence between the club and BFF.

Submission to BFF

The club must submit the name of the full time club coordinator to BFF along with his CV and all his contact details. The club must submit an appointment letter or an employment contract stating the appointment of the official as the official club coordinator and liaison between club and BFF.

BFF would verify the documents and confirm the appointment.



6.3.3 FULL TIME/PART TIME FINANCE OFFICER (OPTIONAL)

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, accounting and book keeping academic qualifications and experience in these aspects of football industry/football club.

He/she shall:

- i. Be responsible to manage and oversee all aspects of club's financial functions and financial risks.
- ii. Be responsible for monitoring, management and reporting of all financial and accounting aspects of the club including: budgeting, accounting, banking, payroll, overhead costs, salaries, expenses and revenues.
- iii. Be responsible for preparing financial statements including profit and loss account and balance sheet.

- iv. Be responsible for preparing the annual budget.
- v. Be responsible for monitoring and control of cash flow and bank accounts.
- vi. Attend all the seminars and workshops organized by the Licensor or any other governing body for the development of the club in financial, accounting and governance aspects.

The appointment of full time/part time Finance Officer should be done by the head of the club administration, i.e., the CEO/General Manager/General Secretary through a written contract.

Submission to the Licensor

The club must submit the name of the full time/part time Finance Officer to the Licensor along with his/her CV and an appointment letter or employment contract stating his/her appointment as the head of all the financial matters relating to the club.

The Licensor shall verify the documents and confirm the appointment.



6.3.4 FULL TIME/PART TIME MEDIA OFFICER (OPTIONAL)

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.

- i. Be responsible to manage and oversee all aspects of club's media management.
- ii. Be responsible for communicating and interacting with mass media and external media/newspaper to provide all relevant information on club matters.
- iii. Be responsible for communicating with FFT and the Licensor for all media related matters of the club
- iv. Be responsible for handling media operations including press conference, flash interviews, media briefing, etc during match days and non match days.
- v. Be responsible for all the Public Relations (PR) and Promotional aspects of the club

The appointment of full time/part time Media Officer should be done by the head of the club administration, i.e. the CEO/General Manager/General Secretary through a written contract.

Submission to the Licensor

The club must submit the name of the full time/part time Media Officer to BFF along with his/her CV and an appointment letter or employment contract stating his/her appointment as the head of all the media commercial matters relating to the club.

The Licensor shall verify the documents and confirm the appointment.



6.3.5 SECURITY OFFICER OR SECURITY ADVISOR (OPTIONAL)

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.

The appointment of full time/part time Security Officer or Security Advisor should be done by the head of the club administration, i.e., the CEO/General Manager/Club Secretary through a written contract.

Submission to Licensor

The club must submit the name of the security officer or security advisor to BFF along with his CV and all his contact details. The club must submit an appointment letter or an employment contract stating the appointment of the official as the security officer or security advisor.

The Licensor will verify the documents and confirm the appointment.

6.4 LEGAL CRITERIA

It is necessary that the club has an appropriate legal personality as per the legal principles in the country. The benefit of having legal criteria is encouraging the clubs to be stable over a long run.

The objectives of the legal criteria are:

- i. Establishing a stable and sustainable entity
- ii. Compliance of the rules and regulations of the national association
- iii. Increased protection for club, players and officials through compliance of contractual obligations
- iv. Increased efficiency in player transfer procedures
- v. Transparency in financial management
- vi. Ability to secure contracts with sponsors and commercial partners
- vii. Streamlining of approvals from government bodies for construction/ownership of club infrastructure



6.4.1 LEGAL ENTITY

The license applicant must be registered with an appropriate authority as a legal entity as per the law prevailing in the country. The license applicant must be in possession of legally valid documents confirming the following:

- i. It is a legal entity registered with a recognized legal authority
- ii. It holds a certificate/document stating its legal entity status

Submission to the Licensor

The club needs to provide the necessary documents and certificates that prove that the club is a legal entity that is registered with the appropriate authority in the country.

6.4.2 OWNERSHIP AND CONTROL OF CLUBS

The License Applicant Club must submit a legally-valid declaration outlining the ownership structure and control mechanism of the Club. Such declaration should ensure conformity with the conditions set out below.

Submission to the Licensor

The club must provide a valid declaration about its ownership & control.

6.5 FINANCIAL CRITERIA

For any organization to sustain and grow, it is of utmost importance that it has a healthy and sound financial position. It not only includes higher revenues but also includes proper maintenance of financial statements and accounts. The financial criteria will help deliver both short and long term improvements for clubs, and football in general.

The financial criteria should help to:

- i. Improve their understanding of the financial position and prospects of their member clubs;
- ii. Enhance their ability to be proactive in assisting clubs with financial issues



For the clubs, the financial criteria should help to:

- i. Improve standards and quality of financial management and planning activities;
- ii. Enable better management decision-making;
- iii. Enhance clubs' financial and business credibility with stakeholders;
- iv. Improve financial stability; and
- v. Enhance revenue generating ability and cost management.

The objectives of the financial criteria are:

- i. Improve the economic and financial capability of the clubs;
Increase clubs' transparency and credibility;
- ii. Place the necessary importance on the protection of creditors;
- iii. Safeguard the continuity of competitions.

6.5.1 ANNUAL BUDGET

The club must submit its annual budget before the start of the season. It should state the following:

- a) projected income for the coming financial year
- b) projected expenditure for the coming financial year
- c) all the sources of revenues and income projected for the financial year along with the amount
- d) all the sources of expenditures projected for the financial year along with the amount

Submission to the Licensor

The club needs to provide the budget with the above details which will be verified by the Licensor.



6.5.2 AUDITED ANNUAL FINANCIAL STATEMENTS (OPTIONAL)

The club must submit its audited annual financial statements for the previous financial year.

The financial statements should include the following –

- ✓ **Balance Sheet**
 - i. Current Assets
 - ii. Fixed Assets
 - iii. Current Liabilities
 - iv. Non Current Liabilities
 - v. Net assets/liabilities

- ✓ **Profit and Loss Account**
 - i. Revenue
 - ii. Expenses
 - iii. Other

Submission to the Licensor

The club needs to provide the audited annual financial statements with the above details which will be verified by the Licensor.

6.5.3 NO PAYABLES OVERDUE TOWARDS EMPLOYEES AND SOCIAL / TAX AUTHORITIES

The license applicant must prove that, it has no payable overdue towards its current or former employees and social/tax authorities in respect of its contractual or legal obligations.

The term “employees” shall include but not limited to:

- a) all professional players according to the applicable FIFA Regulations on the Status and Transfer of Players; and
- b) the administrative, technical, medical and security staff specified in these Regulations.

Submission to the Licensor

The club needs to provide a legally valid declaration that there are no payable overdue towards its current or former employees and social/tax authorities. This declaration must be executed by the General Manager/General Secretary/CEO no more than thirty (30) days prior to the corresponding deadline for its submission to the licensor.



6.6 SUMMARY OF THE CRITERIA

Following is a one-page summary highlighting the club licensing criteria for the clubs to participate in the Bangladesh Premier League –

SPORTING CRITERIA

- a) License Applicant Club to appoint a Head Coach for women's team, who hold at least a BFF AFC 'B' Diploma and need to satisfy CPD requirements at that qualification level 'B' Diploma for Women's League.
- b) License Applicant Club to appoint an Assistant Coach for women's team, who hold at least a BFF AFC 'C' Coaching Certificate and need to satisfy CPD requirements at that qualification level is needed.
- c) License Applicant Club to appoint a Goal Keeper Coach for its first team, who hold at least level-1/ qualification or "C" Certificate and need to satisfy CPD requirements at that qualification level.
- d) CV, qualification document of Team Doctor or a Physiotherapist.
- e) CV, qualification document of Physical Trainer and need to satisfy CPD requirements at that qualification level (AFC 'C' Coaching Certificate).

INFRASTRUCTURE CRITERIA

- a) Name, address of the Training Field along with the confirmation letter/ownership document of guaranteed access to use the field for the entire season.
- b) The club must submit to BFF the name and address of the club secretariat along with the agreement with the owner of the office space stating guaranteed access to the club as its secretariat to conduct all its administrative tasks. The club must submit all the relevant contact details of the club secretariat.

If the Club owns the office space, it must submit to BFF the documents proving its ownership.



PERSONAL AND ADMINISTRATIVE CRITERIA

- a) License Applicant Club to appoint a full time CEO/General Manager/ General Secretary as the head of club administration.
- b) License Applicant Club to appoint a 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 stakeholders.
- c) License Applicant Club to appoint an appointed full time or part time Finance Officer who is responsible for its financial and accounting matters
- d) The club must submit the name of the security officer or security advisor to BFF along with his CV and all his contact details.
- e) The club must have an appointed part time or full time Media Officer being responsible for all media matters.

LEGAL CRITERIA

License Applicant Club to be a legal entity registered with the appropriate authority with having club statutes.

FINANCIAL CRITERIA

- a) Have to submit financial budget for the club.
- b) The club needs to provide the audited annual financial statements with the above details which will be verified by the Licensor.
- c) The club needs to provide a legally valid declaration that there are no payable overdue towards its current or former employees and social/tax authorities.

7. Matters Not Provided For

Matters not provided for in these regulations shall be decided by the BFF Executive Committee, whose decisions are final.

8. Ratification

These Regulations were ratified by the 'Executive Committee' of BFF and came into force immediately.

Kazi Md. Salahuddin

President

Bangladesh Football Federation

Md. Abu Nayeem Shohag

General Secretary

Bangladesh Football Federation



Appendix-1 Criteria Gradation (A, B & C)

SL No	Name of The Criteria	Criteria Gradation
Sporting Criteria		
1.1	Head Coach	A
1.2	Assistant Head Coach of the First team	A
1.3	Goal Keeper Coach of the First team	A
1.4	Team Doctor or Physiotherapist for the first team	A
1.5	Physical Trainer for the first team	A
Infrastructure Criteria		
2.1	Training Facilities	A
2.2	Club Secretariat	A
Personnel and Administrative Criteria		
3.1	Full time CEO/General Manager/ General Secretary	A
3.2	Full Time Club Coordinator	A
3.3	Full time/Part Time Finance Officer	C
3.4	Full time/Part Time Media Officer	C
3.5	Full time/Part Time Security Officer or Security Advisor	C
Legal Criteria		
4.1	Legal Entity	A
4.2	Ownership and Control of Clubs	B
Financial Criteria		
5.1	Annual Budget	A
5.2	No Payable Overdue towards employees and Social/Tax Authorities	C
5.3	Annual audited financial statements	C