



**BANGLADESH FOOTBALL FEDERATION**

**BFF CLUB LICENSING APPLICATION  
MANUAL 2018-19**

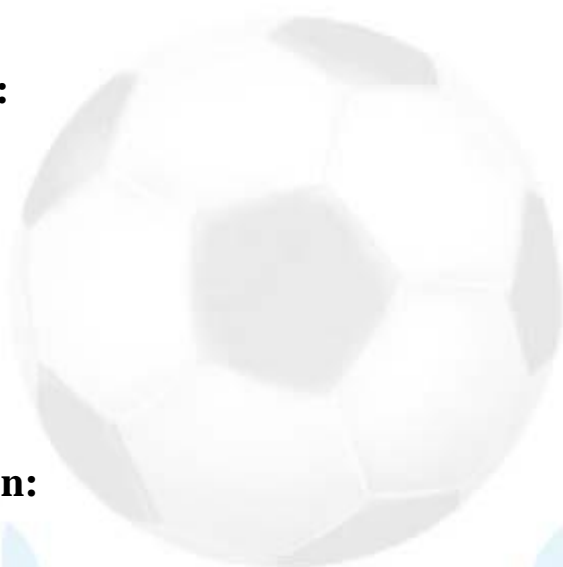
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## APPLICATION MANUAL

**Name of the Club:**

**Address:**

**Date of Submission:**



## TABLE OF CONTENTS

Sl. No	Title	Page Number
	Bangladesh Football Federation Club Licensing Declaration Letter	
	<b>Introduction</b>	5
1	<b>Sporting Criteria</b>	7
	1.1 Head Coach of the first team	8
	1.2 Assistant Coach of the first team	9
	1.3 Goal Keeper Coach of the first team	10
	1.4 Youth Development Program and Participation in Youth Competitions	11
	1.5 Team Doctor or Physiotherapist for the first team	12
	1.6 Physical trainer for the first team	13
2	<b>Infrastructure Criteria</b>	14
	2.1 Home Playing Field	15
	2.2 Training Facilities	18
	2.3 Club Secretariat	21
3	<b>Personal and Administration Criteria</b>	22
	3.1 Full Time CEO/General Secretary/General Manager	23
	3.2 Full Time/Part Time Business Development Officer or Marketing Officer	24
	3.3 Full Time Club Coordinator	25
	3.4 Full Time/Part Time Finance Officer	26
	3.5 Full Time/Part Time Security Advisor or Security Officer	27
	3.6 Full Time/Part Time Media Officer	28
4	<b>Legal Criteria</b>	29
	4.1 Legal Entity	30
	4.2 Ownership and control of clubs	30
5	<b>Financial Criteria</b>	31
	5.1 Annual Budget	32
	5.2 Audited Annual Financial Statements	32
	5.3 Declaration regarding no payables overdue towards employees and social/tax authorities	32

**BANGLADESH FOOTBALL FEDERATION CLUB LICENSING DECLARATION LETTER**

.....  
Hereby applies for a **BFF CLUB LICENSE** for the football season 2018-19

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 2018-19 with the aim of establishing reliability, credibility and integrity of the elite league competition of Bangladesh –“Bangladesh Premier League and Bangladesh Championship 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 “Bangladesh Premier and or championship League – season 2018-19” must obtain a license from BFF to participate in the 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	REGUALTION	REF	CRITERIA
1	Sporting	1.1	Head Coach
		1.2	Assistant Coach
		1.3	Goal Keeper Coach
		1.4	Youth Development Program and Participation in Youth Competitions
		1.5	Team Doctor
		1.6	Physical trainer
2	Infrastructure	2.1	Home Playing Field
		2.2	Training Facilities
		2.3	Club Secretariat
3	Personal and Administrative	3.1	Full Time CEO/General Secretary/General Manager
		3.2	Full Time/Part Time Business Development Officer or Marketing Officer
		3.3	Full Time Club Coordinator
		3.4	Full Time/Part Time Finance Officer
		3.5	Full Time/Part Time Security Advisor or Security Officer
		3.6	Media Officer
4	Legal	4.1	Legal Entity
		4.2	Ownership and control of clubs
5	Financial	5.1	Annual Budget
		5.2	Audited Annual Financial Statements
		5.3	Declaration regarding overdue payables

For more details on each criteria, please refer to the BFF Club Licensing Regulations.

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: Youth Development Program and Participation in Youth Competitions**
- 1.5: Team Doctor or Physiotherapist**
- 1.6: Physical Trainer**

**1.1 Head coach of the first team:** License Applicant Club must appoint a Head Coach for its first team who is responsible for all matters of the first team. For a BPL Club the head coach must hold an **AFC ‘A’ Coaching Certificate** and for a BCL Club the Head coach must hold an **AFC ‘B’ Coaching Certificate**.

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 first team.

As a participant of the Bangladesh Premier League or Bangladesh Championship League for 2018-19 the club agrees as follows:

- i. The club has appointed a head coach who has AFC ..... 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 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 Bangladesh Premier and or Championship 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

**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 first team who is responsible for assisting the head coach in all the football matters of the first team. For BPL Club the assistant coach must hold an AFC ‘B’ Coaching Certificate and for BCL Club the assistant coach must hold an 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 first team.

As a participant of Bangladesh Premier and or Championship League 2018-19 the club agrees as follows:

- i. The club has appointed an assistant coach who has AFC ..... 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 Bangladesh Premier and or Championship 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

**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 first team, who is responsible for assisting the Head Coach in all the football matters of the first team. The potential club has to carry the burden of proof for the equivalent coaching qualification 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 first team.

As a participant of Bangladesh Premier and or Championship League 2018-19 the club agrees as follows:

- i. The club has appointed a goal keeper coach who has ..... Coaching 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

**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 Youth Development Program and Participation in Youth Competition (S):** The license applicant club must have at least one youth team within the age range of U17 that participates in all the youth competition(s) organized by BFF in the national, regional or local level in Bangladesh. The youth team should also participate in any youth development activities organized by BFF.

General Secretary or the Head of Administration of the club is to sign the following declaration stating that Club has at least one youth team within the age range of U/17 and it participates in the youth competitions organized by the BFF and the club has a valid youth development programme.

As a participant of Bangladesh Premier and or Championship League 2018-19 the club agrees as follows:

- i. The club has at least one youth team within the age range of U/17 and the club has a valid youth development programme for its youth team.
- ii. The youth team(s) undergoes regular training before and during the youth competition(s).
- iii. The club will participate and field its U/17 youth team in the youth Competitions that organized by BFF.
- iv. Should this club fail to meet this criterion (1.4), 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, Appointment Letter / Agreement or contract of the Youth team coach with the club along with his/her coaching qualification/coaching certificate
- ii. A signed undertaking in writing stating the club's commitment to participate in all the youth competitions organized by BFF.
- iii. Annual Youth Development Program & Annual Training Plan
- iv. List of the Youth team players with photo, birth certificate.

**Assessment Process:**

BFF verifies the youth team's related documents and will inspect the each component relating to it.

**1.5 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 Physical Trainer of the first 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

1.7 **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.

**Please complete the following information:**

**Name and Contact details of the Physical Trainer of the first team**

Name: .....

Address: .....

Postal Code: .....

Telephone: .....

Email: .....

Nature of Employment  Full Time  Part Time

**Please attach the following:**

- i. CV of the Physical Trainer of the first team.
- ii. Qualification Document of the Physical Trainer (AFC ‘C’ Certificate).

**Assessment Process:**

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

## **INFRASTRUCTURE CRITERIA**

**2.1: Home Playing Field**

**2.2: Training Facilities**

**2.3: Club Secretariat**





2.1 **Home Playing Field:** License Applicant Club must either own or have a guaranteed access to a Home Playing Field that is considered as its home venue to play its Bangladesh Premier or Championship League matches.

**Please complete the following information:**

Name of Home Playing Field: .....

Address of Home Playing Field: .....

.....

**Assessment Process:**

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

If your club is playing its Bangladesh Premier and or Championship League home matches in a stadia or playing field owned by your club, please complete the form on page 16.

If your club is playing its Bangladesh Premier and or Championship League matches 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 page 17.

## 2.1 Home playing Field: (Continue)

### Declaration of ownership or lease of “Home” playing field

Please complete this form if the stadia or playing field is owned by your club.

The..... confirms that the Club will play its home matches at the .....

**The Club also confirms that the Stadia/Playing field 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 Stadium/Playing Field.
- ii. Images of the various parts of the Stadium/Playing Field.



## 2.1 Home playing Field: (Continue)

### Declaration of ownership or lease of “Home” playing field.

Please complete this form if the stadia or playing field is not owned by your club.

The ..... confirms that the Club  
will play its home matches at the .....

General Secretary of the.....

Signature: .....

Name: .....

### Owner or Manager of the stadia/playing field to fill in and sign

The owner and/or authorities of the .....

Confirm (s) that the .....

will play its home matches at the .....

Owner/Manager of the .....

Signature: .....

Name: .....

### Please attach the following:

Lease agreement of the playing field from the Owner of the field indicating the duration of the lease agreement and the name, address & images of the field

**2.2 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 page 19.

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 page 20.

## 2.2 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

## 2.2 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 the .....

Owner/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

**2.3 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: Business Development Officer/Marketing Officer**
- 3.3: Fulltime Club Coordinator**
- 3.4: Finance Officer**
- 3.5: Security Officer or Security Advisor**
- 3.6: 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/Part Time Business Development Officer/Marketing Officer:** The club must have an appointed full time or part time Business Development Officer/ Marketing officer who will be responsible for the business policy making, marketing, sponsorship and commercial matters relating to the club. He is responsible for managing and supervising all the promotional & branding matters of the club.

**Please complete the following information:**

**Name and Contact details of the Business Development Officer Or Marketing Officer**

Name: .....

Address: .....

Postal Code: .....

Telephone: .....

Email: .....

Other Club Responsibilities (if any): .....

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

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

**Assessment Process:**

BFF verifies the name and contact details of Full Time/Part Time Business Development Officer or Marketing Officer along with his CV and appointment letter/employment contract



**3.3 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

**3.4 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, accounting and book keeping 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

**3.5 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

3.6 **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 2018-19 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 2018-19 season.

General Secretary of the.....

Signature: .....

Name: .....

**Please attach the following:**

- i. Financial Budget of the football team for the 2018-19 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 2018-19 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.