



BFF Club Licensing Regulations 2018-19
For
Bangladesh Premier League
&
Bangladesh Championship League

TABLE OF CONTENTS

Sl. No	Title	Page number
1	Introduction	3
2	Objectives	3
3	Licensor	3
	A Who is the licensor?	3
	B Decision making bodies	4
	C Licensing administration	4
	D Season for participating clubs of BPL & BCL	4
4	License applicant and license	5
	A Definition of license applicant	5
	B Responsibilities of the license applicant	5
	C License	5
5	Core process	6
	A Principle	6
	B Process	6
6	Criteria	7
	6.1 Sporting criteria	7
	6.2 Infrastructure criteria	10
	6.3 Personnel and administrative criteria	12
	6.4 Legal criteria	17
	6.5 Financial criteria	18
	6.6 Summary of the criteria	20
7	Matters not provided for	21
8	Ratification	21

1. Introduction

- Club License, which shall be granted by Bangladesh Football Federation, is required for clubs to be eligible for participating in **Bangladesh Premier League 2018-19 & Bangladesh Championship League 2018-19**.
- The BFF Club Licensing Regulations **2018-19 for Bangladesh Premier League & Bangladesh Championship League** defines the criteria and procedure, which clubs must comply with to apply and obtain license.

2. Objectives

BFF Club Licensing Regulations 2018-19 for **Bangladesh Premier League & Bangladesh Championship League** have the following objectives-

- Establishing reliability, credibility and integrity of the Bangladesh Premier League 2018-19 & Bangladesh Championship League 2018-19 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 every participating clubs implicates a youth team in its set up and the youth team regularly competes in official competitions in Bangladesh.
- 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 Bangladesh Premier League and Bangladesh Championship League and generating revenues through effective marketing and commercial exploitation by the clubs.

3. 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 Bangladesh Premier League & Bangladesh Championship 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 **BPL and BCL** Club 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 BANGLADESH PREMIER LEAGUE 2018-19 & BANGLADESH CHAMPIONSHIP LEAGUE 2018-19

Season for participating clubs of Bangladesh Premier League 2018-19 and Bangladesh Championship League 2018-19 defined as one cycle of all competitions those, which are designated for them that usually commences in 20 July, 2018 and ends in 19 July, 2019.

4. 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 Bangladesh Premier League & Bangladesh Championship 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 Bangladesh Premier League and Bangladesh Championship League.

The principles governing the License are:

- a) BFF issues the license according to the provisions of the BFF Club Licensing Regulations 2018-19 for BPL and BCL.
- 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 2018-19 for BPL and BCL** at the deadlines, may be granted a license by BFF to enter into the Bangladesh Premier League and Bangladesh Championship League season.
- d) A license expires without prior notice:
 - i. at the end of Bangladesh Premier league and Bangladesh Championship League season for which it was issued, or
 - ii. On dissolution of the Bangladesh Premier League and Bangladesh Championship 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 BPL and BCL Club licensing regulations.
- f) A license cannot be transferred.

5. Core Process

This article defines the details of process that BFF undertakes before deciding if a license applicant can be 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 2018-19 for BPL and BCL’.
- b) BFF will announce the ‘**BFF Club Licensing Regulations 2018-19 For BPL and BCL**’ to any club who wishes to participate in the Bangladesh Premier League and Bangladesh Championship 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 **20 June 2018**.

- 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 2018-19 For BPL and BCL’ by **30th June 2018**.
- 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 by **16th July 2018**.
- 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.

6. 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 first team.

Also, an important aspect of sporting criteria is the youth development in the club. If the club wants to improve its elite team/first team, it needs to focus on its youth football. It takes a lot of efforts and time to develop young talent and make them technically good footballers. It is important to attract more and more young players towards football and the first step in this is through having a good youth development set up at the club level.

The objectives of the sporting criteria are:

- a) Continuous production and development of skilled players for the club
- b) Investment of clubs into youth development
- c) Encourage education (football and non-football) among the youth players
- d) Encourage youth players to adopt a fair play policy on and off the pitch

6.1.1 HEAD COACH OF THE FIRST TEAM

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

The Head Coach must:

- a) For BPL, The head coach must hold at least a valid AFC 'A' Certificate or any valid coaching qualification that is equivalent to AFC 'A' that is recognized by BFF and AFC; For BCL, The head coach must hold at least a valid AFC 'B' Certificate or any valid coaching qualification that is equivalent to AFC 'B' that is recognized by BFF and AFC.
- 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 first 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 head coach of the first team of the club. The potential club has to carry the burden of proof for the equivalent coaching qualification of the coach. Applicable deadline to submit the necessary documents to BFF concerning this criterion is 5 September 2018 which is an exception.

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 first team, who is responsible for assisting the Head Coach in all the football matters of the first team.

The Assistant Coach must:

- a) For BPL the Assistant Coach must hold at least a valid AFC 'B' Certificate or any valid coaching qualification that is equivalent to AFC 'B' and is recognized by BFF and AFC; For BCL, the Assistant Coach must hold AFC 'C' Certificate or any valid coaching qualification.
- 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 first 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 first team of the club. The potential club has to carry the burden of proof for the equivalent coaching qualification 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 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

The Goal Keeper Coach must:

- a) For BPL the Goal Keeper Coach must hold level-1 qualification that is approved by BFF and AFC; For BCL, the Goal Keeper Coach must hold level-1 qualification that is approved by BFF and AFC.
- 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 first 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 of the coach.

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

6.1.4 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 U-17 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. The youth competitions format will be in league format for the BPL clubs and will be in tournament format for the BCL clubs. The youth team in the above mentioned age range should have regular training before and during the youth competition(s) and must be coached by a coaching personnel having at least AFC 'B' certificate qualification that is recognized by BFF and AFC.

Submission to BFF

- 1) CV of the Youth team coach.
- 2) Appointment Letter of the Youth team coach.
- 3) Agreement or contract of the Youth team coach with the club.
- 4) Coaching Certificate of the Youth team coach
- 5) The club needs to provide a signed undertaking in writing stating its commitment to participate in all the youth competitions organized by BFF.
- 6) Annual Youth Development Program & Annual Training Plan.
- 7) List of the Youth team players with photo, birth certificate.

6.1.5 TEAM DOCTOR OR PHYSIOTHERAPIST FOR 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.

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.

6.1.6 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 AFC 'C' certificate qualification that is recognized by BFF and AFC 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 (AFC 'C' certificate qualification).

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 'Bangladesh Premier League 2018-19' and 'Bangladesh Championship League 2018-19' 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 HOME PLAYING FIELD

The BPL & BCL clubs may either own or have a guaranteed access to a Home Playing Field that is considered as its home venue for the **Bangladesh Premier League 2018-19 and Bangladesh Championship League 2018-19 matches**. Maximum two (2) team's can share a specific venue as their home playing field at a time. If more than two teams will apply for the same venue as their home playing field then the relevant club's position in the league point table will add preference to get that concern venue as their home playing field.

The playing field must be of minimum size as indicated in the FIFA Laws of the Game.

The Home Playing Field must have adequate:

- a) Dressing rooms for players (home team and away team);
- b) Referees room;
- c) Media facilities (for print, radio and TV);
- d) Medical room;
- e) VIP facilities
- f) Security

Submission to BFF

The club must submit to BFF the name and address of the Home Playing Field along with the agreement with the owner of the Home Playing Field stating guaranteed access to the club as its Home Playing Field for the **Bangladesh Premier League 2018-19 and Bangladesh Championship League 2018-19 matches**. If the Club owns the Home Playing Field, it must submit the documents proving its ownership.

BFF would verify the documents and visit the field to confirm the venues.

6.2.2 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 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.

The Business Development Officer/Marketing officer should have adequate academic qualifications and experience in business or commercial aspects of football industry. He should have the necessary knowledge and skills in marketing, sponsorship management of football clubs and should beware of the demographic, geographic and marketing environment prevailing in the football industry of Bangladesh.

He shall –

- a) Be responsible for designing and implementing the business policy, marketing and promotional plan for the club;
- b) Be responsible for identifying and approaching all the prospective sponsors and commercial partners for the club;
- c) Be responsible for presenting and selling the marketing opportunities for the club to potential sponsors;
- d) Be responsible for drafting, finalizing and delivering all the sponsorship agreements entered into with the sponsors;
- e) Be responsible for continuously striving towards improving the sponsorship and commercial capabilities of the club thereby increasing the club revenues;
- f) Research the market to exploit any available marketing opportunities;
- g) Plan and supervise the club's marketing operations budget;
- h) Attend all the marketing and sponsorship seminars and workshops organized by BFF or any other governing body for the development of the club in marketing and commercial aspects;

The appointment of full time/part time Business Development Officer should be done by the head of the club administration, i.e. the CEO/General Manager/General Secretary through a written contract. The appointed official should give utmost importance to club's business policy making, marketing, sponsorship and commercial activities.

Submission to BFF

The club must submit the name of the full time/part time Business Development Officer/Marketing officer to BFF along with his CV and an appointment letter or employment contract stating his/her appointment as the head of all the business policy making, marketing, sponsorship and commercial matters relating to the club.

BFF would verify the documents and confirm the appointment.

6.3.3 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.

6.3.4 FULL TIME/PART TIME FINANCE OFFICER (OPTIONAL TO BCL CLUBS)

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.

6.3.5 SECURITY OFFICER OR SECURITY ADVISOR (OPTIONAL TO BCL CLUBS)

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.

6.3.6 FULL TIME/PART TIME MEDIA OFFICER (OPTIONAL TO BCL CLUBS)

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.

6.4 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 proves 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;
- ii. Increase clubs' transparency and credibility;
- iii. Place the necessary importance on the protection of creditors;
- iv. 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 TO BCL CLUBS)

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. Applicable deadline to submit the necessary documents to BFF concerning this criterion is 5 August 2018 which is an exception.

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 its first team, who hold at least an AFC ‘A’ Coaching Certificate for BPL and AFC ‘B’ Coaching Certificate for BCL.
- b) License Applicant Club to appoint an Assistant Coach for its first team, who hold at least an AFC ‘B’ Coaching Certificate for BPL and for BCL AFC ‘C’ Coaching is needed.
- c) License Applicant Club to appoint a Goal Keeper Coach for its first team, who hold at least level 1 qualification for BPL and for BCL.
- d) CV of the Youth team coach, Appointment Letter of the Youth team coach. Agreement or contract of the Youth team coach with the club, Coaching Certificate of the Youth team coach, a signed undertaking in writing stating the club’s commitment to participate in all the youth competitions organized by BFF, Annual Youth Development Program & Annual Training Plan, List of the Youth team players with photo, birth certificate.
- e) CV, qualification document of Team Doctor or a Physiotherapist.
- f) CV, qualification document of Physical Trainer (AFC ‘C’ Coaching Certificate).

INFRASTRUCTURE CRITERIA

- a) Name, address of the Home Playing Field along with the confirmation letter/ownership document of guaranteed access to play its matches there.
- b) Name, address of the Training Field along with the confirmation letter/ownership document of guaranteed access to use the field for the entire season.
- c) 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/part time Business Development Officer/Marketing Officer as the head of all the Business policy making, marketing, sponsorship and commercial matters relating to the club.
- c) 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.
- d) License Applicant Club to appoint an appointed full time or part time Finance Officer who is responsible for its financial and accounting matters
- e) The club must submit the name of the security officer or security advisor to BFF along with his CV and all his contact details.
- f) 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

