



BANGLADESH FOOTBALL FEDERATION

BFF CLUB LICENSING APPLICATION MANUAL for WOMEN'S FOOTBALL LEAGUE 2019

বাংলাদেশ
ফুটবল
ফেডারেশন

APPLICATION MANUAL

Name of the Club:

Address:

Date of Submission:

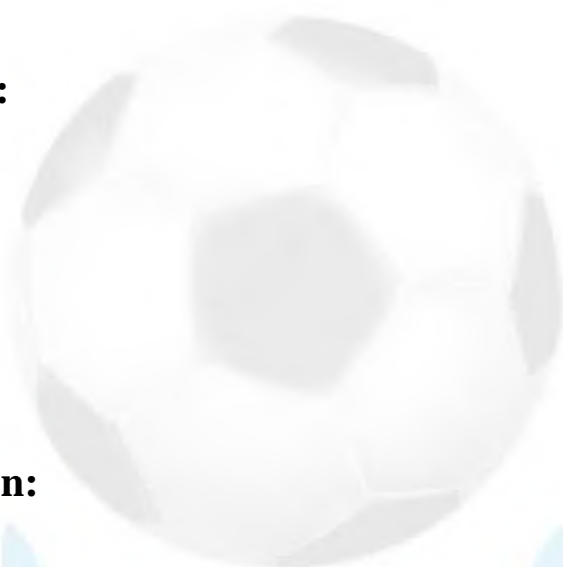


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BANGLADESH FOOTBALL FEDERATION CLUB LICENSING DECLARATION LETTER

.....
Hereby applies for a **BFF CLUB LICENSE** to participate ‘Women’s Football League 2019’

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 to participate in ‘Women’s Football League 2019’;

Signed

.....

(Authorized Signatory)

Position.....

Date.....

INTRODUCTION

Bangladesh Football Federation (BFF) has introduced the BFF Club Licensing Regulations to participate in ‘Women’s Football League 2019’ with the aim of establishing reliability, credibility and integrity of the Women’s elite league or competition of Bangladesh –‘Women’s Football League 2019’. The objective of the regulations is to continuously improve the standards of all aspects of the league and as well as the clubs participating in the leagues. It is necessary that all the clubs have some minimum standards that need to be achieved in order to improve their image and results on the field and off the field. Therefore, it is required that all the clubs who wish to participate in the ‘Women’s Football League 2019’ 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	Qualification (if any)
1	Sporting	1.1	Head Coach	AFC 'C' Certificate
		1.2	Assistant Coach	N/A
2	Infrastructure	2.1	Training Facilities	
		2.2	Club Secretariat	
3	Personal and Administrative	3.1	Full Time CEO/General Secretary/General Manager	
		3.2	Full Time Club Coordinator	Good in English and Computer knowledge
		3.3	Media Officer	Good in English, Computer knowledge and experience in media dealings
4	Legal	4.1	Legal Entity	Legally permitted by proper authority of the country
		5.1	Annual Budget	N/A

For more details on each criteria, please refer to the BFF Club Licensing Regulations (Women's Football League 2019).

In order to ensure a consistent and transparent evaluation, BFF has produced this Club Licensing Application Manual 2019 for women's league. All clubs wishing to obtain a license shall submit all the supporting documents, as required by the Manual to BFF to participate in the 'Women's Football League 2019'.

SPORTING CRITERIA

- 1.1: Head Coach**
- 1.2: Assistant Coach**

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 ‘Women’s Football League 2019’ the head 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 a head coach for its first team.

As a participant of the ‘Women’s Football League 2019’ 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 ‘Women’s Football League 2019’.

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.

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 ‘Women’s Football League 2019’ the club agrees as follows:

- i. The club has appointed an assistant coach, by the time the club submits the team registration to BFF.
- ii. The assistant coach is appointed by the executive body/club secretariat through a written agreement endorsed by the head of club administration.
- iii. The assistant coach, who will be responsible for assisting the head coach in all the football matters of the first team, will be registered with BFF along with his CV and appointment letter.
- iv. Should this club fail to meet this criterion (1.2), BFF can cancel this club’s participation in the ‘Women’s Football League 2019’.

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 a 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

INFRASTRUCTURE CRITERIA

2.1: Training Facilities

2.2: Club Secretariat



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

Please complete the following information:

Name of the Training Field:

Address of the Training Field:

.....

Assessment Process:

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

If your club is training in a stadia or playing field that is owned by the club, please complete **2.1.1**.

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 **2.1.2**.

2.1.1 Training Field (Continue)

Declaration of ownership or lease of training field

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

The confirms that the Club will
conduct its training at the

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

General Secretary of the.....

Signature:

Name:

Please attach at least one of the following:

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

2.1.2 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

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

Club office Address- please complete followings information

Name:

Street:

Locality:

Postal Code:

City:

Province:

Country:

Telephone:

Fax:

Email.....

Assessment Process:

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

Personal and Administration Criteria

- 3.1: CEO/General Manager/General Secretary**
- 3.2: Fulltime Club Coordinator**
- 3.3: Media Officer**



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

Please complete the following information:

Name and Contact details of the Head of Administration

Name:

Address:

Postal Code:

Telephone:

Email:

Other Club Responsibilities (if Any):

Please attach the following:

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

Assessment Process:

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

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

Please complete the following information:

Name and Contact details of the Club Coordinator

Name:

Address:

Postal Code:

Telephone:

Email:

Other Club Responsibilities (if any):

Please attach the following:

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

Assessment Process:

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

3.4 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



4.1 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 Statues 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



5.1 Financial Criteria: The license applicant club must present their budget of football team for the 2018-19 seasons 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.