



BANGLADESH FOOTBALL FEDERATION
CLUB LICENSING REGULATIONS
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	3
	Introduction	4
1	Sporting Criteria	5
	1.1 Head Coach of the first team	6
	1.2 Assistant Coach of the first team	7
	1.3 Participation in Youth Competitions	8
2	Infrastructure Criteria	9
	2.1 Home Playing Field	10
	2.2 Training Field	13
	2.3 Club Secretariat	16
3	Personal and Administration Criteria	17
	3.1 Full Time CEO/General Secretary/General Manager	18
	3.2 Full Time/Part Time Marketing Director	19
	3.3 Full Time Club Coordinator	20
4	Legal Criteria	23
	4.1 Legal Entity	22
5	Financial	23
	5.1 Financial Budget	24

BANGLADESH FOOTBALL FEDERATION CLUB LICENSING DECLARATION LETTER

.....
hereby applies for a **BFF CLUB LICENSE** for Season 2017

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 authorises 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 with the aim of establishing reliability, credibility and integrity of the elite league competition of Bangladesh –“Bangladesh Premier and Championship League”. The objective of the regulations is to continuously improve the standards of all aspects of league the 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 2017” 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 four (4) main sections and each contains a set of minimum criteria as indicated below:

SL	REGUALTION	REFERENCE	CRITERIA
1	Sporting	1.1	Head Coach
		1.2	Assistant Coach
		1.3	Youth Competitions
2	Infrastructure	2.1	Home Playing Field
		2.2	Training Facilities
		2.3	Club Secretariat
3	Personal and Administrative	3.1	General Manager
		3.2	Marketing Director
		3.3	Club Coordinator
4	Legal	4.1	Legal Entity
5	Financial	5.1	Financial Budget

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

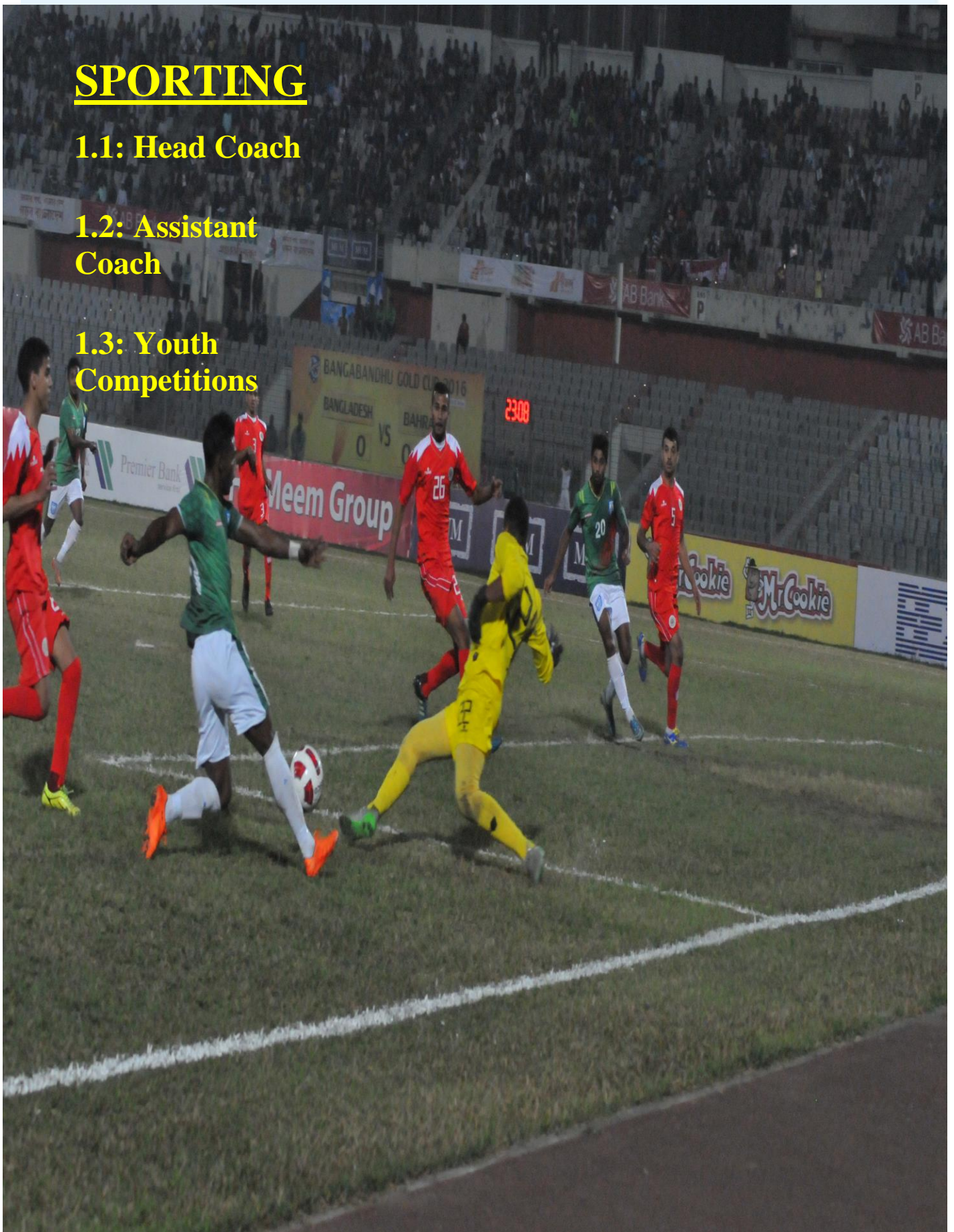
In order to ensure a consistent and transparent evaluation, BFF has produced this Club Licensing Application Manual. All clubs wishing to obtain a license shall submit all the supporting documents, as required by this Manual, to BFF.

SPORTING

1.1: Head Coach

1.2: Assistant
Coach

1.3: Youth
Competitions



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 ‘B’ Coaching Certificate for a BCL Club the Head coach must hold an AFC ‘C’ Coaching Certificate
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<p>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.</p>
<p>As a participant of in the Bangladesh Premier and or Championship League for 2017 the club agrees as follows:</p>
<ul style="list-style-type: none"> 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.
<p>General Secretary of the.....</p>
<p>Signature:</p>
<p>Name:</p>

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 alongwith 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 ‘C’ Coaching Certificate for BCL Club the assistant coach doesn’t need to hold any accreditation
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<p>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.</p> <p>As a participant of Bangladesh Premier and or Championship League 2017 the club agrees as follows:</p> <p>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.</p> <p>ii. The assistant coach is appointed by the executive body/club secretariat through a written agreement endorsed by the head of club administration.</p> <p>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.</p> <p>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.</p> <p>General Secretary of the.....</p> <p>Signature:</p> <p>Name:</p>
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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
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1.3	<p style="text-align: center;">Participation in Youth Competitions:</p> <p>License Applicant Club must have at least one youth team within the age range of U/18 that participates in all the youth competition(s) organised by BFF in the national, regional or local level in Bangladesh. The youth team should also participate in any youth development activities organised by BFF.</p>
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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/18 and it participates in the youth competitions and youth development programme organized by the BFF.

As a participant of Bangladesh Premier and or Championship League 2017 the club agrees as follows:

- i. The club has at least one youth team within the age range of U/18.
- ii. The youth team(s) undergoes regular training before and during the youth competition(s).
- iii. The club will participate and field its U/18 youth team in the youth competitions organised by BFF
- 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:

<p>Assessment Process:</p> <p>BFF verifies and confirms the participation of the youth team</p>
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THE BEAUTIFUL GAME

INFRASTRUCTURE

**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.
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Please complete the following information:	
Name of Home Playing Field	
Address of Home Playing Field	

<p>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.</p>

<p>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 11.</p> <p>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 12.</p>
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2.1	Home Playing Field: (Continue)
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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. Ownership agreement of the playing field with name and address from the city government |

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:

- i. Lease agreement of the playing field from the Owner of the field indicating the duration of the lease agreement and the name and address of the field

2.2	Training Field: License Applicant 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
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Please complete the following information:	
Name of Training Field	
Address of Training Field	

<p>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.</p>
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If your club is training in a stadia or playing field that is owned by the club, please complete the form on page 14.

If your club is training in a stadia or playing field that is NOT owned by your clubp (i.e. your club is renting the stadia or playing field), please complete the form on page 15.

2.2	Training Field (Continue)
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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)
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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:

- i. Lease agreement of 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
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Club office Address- please complete followings information
Name:
Street:
Locality:
Postal Code:
City:
Province:
Country:
Telephone:
Fax:
Email

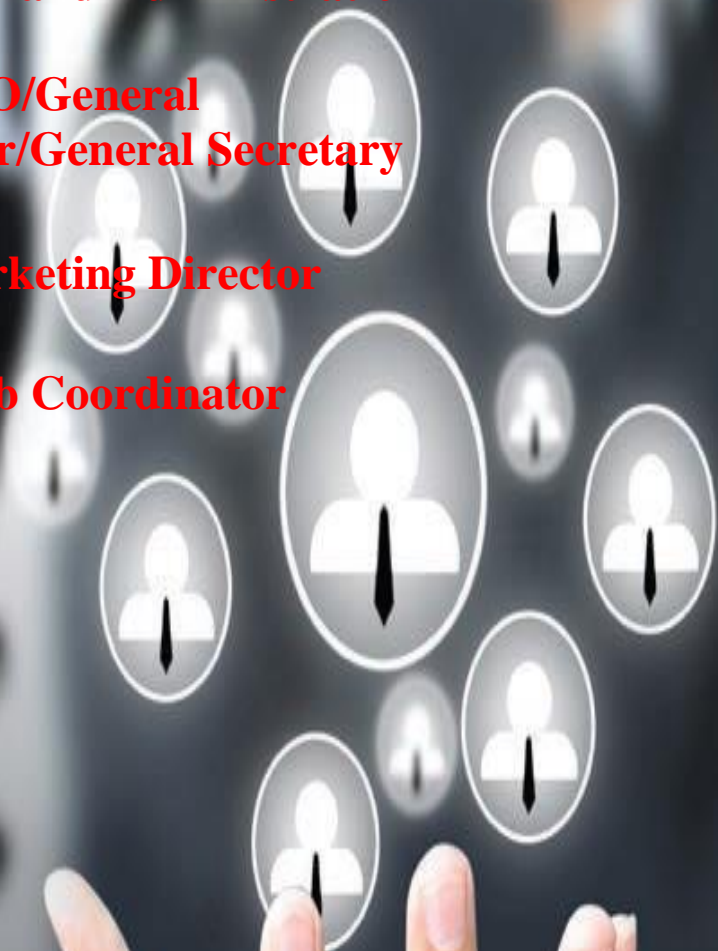
Assessment Process: BFF verifies the details of the club office by on-site visit and further checks of the club secretariat.
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Personal and Administration

**3.1: CEO/General
Manager/General Secretary**

3.2: Marketing Director

3.3: Club Coordinator



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
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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. |

<p>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</p>
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3.2	Full Time/Part Time Marketing Director: License Applicant Club must have an appointed full time or part time Marketing Director who is the head of all the marketing, sponsorship and commercial matters relating to the club. He is responsible for managing and supervising all the marketing matters of the club
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Please complete the following information:			
Name and Contact details of the Marketing Director			
Name:			
Address:			
Postal Code:			
Telephone:			
Email:			
Other Club Responsibilities (if any):			
Nature of Employment	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">Full Time</td> <td style="width: 33%; text-align: center;">Part Time</td> </tr> </table>	Full Time	Part Time
Full Time	Part Time		

Please attach the following:
i. CV of the full time/part time Marketing Director
ii. An appointment letter or an employment contract stating his/her appointment as a full time/part time Marketing Director

<p>Assessment Process: BFF verifies the name and contact details of Full Time/Part Time Marketing Director along with his CV and appointment letter/employment contract</p>

3.3	Full Time Club Coordinator: The club must have an appointed full time coordinator for the club who is responsible for managing and coordinating all the communication and activities between the club, BFF and any other stakeholder
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Please complete the following information:	
Name and Contact details of the Club Coordinator	
Name:	
Address:	
Postal Code:	
Telephone:	
Email:	
Other Club Responsibilities	

Please attach the following:
CV of the full time Club Coordinator
i. 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
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4.1:
Legal
Entity

4.1	<p>Legal Entity:</p> <p>The license applicant must be registered with an appropriate authority as a legal entity as per the law prevailing in Bangladesh.</p>
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Registration with appropriate authority as a legal entity	
<p>The confirms that the Club is registered as a..... thereby confirming the requirement of being a registered legal entity</p> <p>General Secretary of the.....</p> <p>Signature:</p> <p>Name:</p>	

- | |
|---|
| 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 |

<p>Assessment Process:</p> <p>BFF verifies the registration document with the local authorities and ensure that the license applicant club has its own statutes</p>
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Finance

5.1: Financial Budget

Finance

SUCCESS

5	Financial Budget:
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5.1	Financial Budget: The license applicant must present their budget for the 2017 season to the BFF
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Financial Budget	
The confirms that the Club Has confirmed that they have sent their financial budget for the 2017 season. General Secretary of the	
Signature:	
Name:	

- | |
|--|
| Please attach the following: |
| i. Document outlining the financial budget |
| ii. Financial Budget for the 2017 season |

Assessment Process: BFF verifies the club's financial budget for the 2017 season.
