



## **BFF Futsal Club Licensing Regulations 2025-26**



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## ARTICLE 1: INTRODUCTION

These Regulations have been adopted pursuant to Article 78 of the BFF Statutes. This is the basic working document in the field of Futsal Club Licensing for Bangladesh Football Federation (BFF) which incorporates the minimum requirements for Futsal League.

A Person cannot hold more than one post that is mentioned in these regulations. These Regulations also govern the rights, duties and responsibilities of all parties involved in the BFF Futsal club licensing system and define in particular:

A 'License', shall be granted by the Licensor if the applicant club fulfils the requirements specified below in these regulations.

Should BFF qualify for the AFC Futsal Club Competition based on the AFC's MA assessment, then the futsal club has to obtain a License and undergo an assessment by the AFC Futsal Administration.

## ARTICLE 2: OBJECTIVES OF THE BFF FUTSAL CLUB LICENSING SYSTEM

**BFF Futsal Club Licensing Regulations for Futsal League have the following objectives-**

- i) Establishing reliability, credibility and integrity of the BFF Futsal League along with the clubs participating in the competition.
- ii) Promotion and continuous improvement of standards of all the aspects of Futsal in Bangladesh.
- iii) Ensure qualified coaches are engaged in training of the players in each BFF Futsal League participating club with the overall aim to improve the standard and quality of the matches.
- iv) Ensuring every participating clubs implicates a youth team in its set up and the youth team regularly competes in official Futsal competitions in Bangladesh.
- v) Ensure adequate and good quality match and training facilities for the Futsal clubs participating in the BFF Futsal League.
- vi) Improving the overall management organization of the Futsal clubs in Bangladesh and making them more efficient, productive and transparent.
- vii) Improving the economic and financial standings of the participating clubs of Futsal League and generating revenues through effective marketing and commercial exploitation by the clubs.

## ARTICLE 3: ENFORCEMENT

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

### 3.1 Legal Basis

The licensor has the jurisdiction to govern the Licensing system by virtue Article 78 of the BFF Statutes.



### 3.2 Licensing Sanctions

The following sanctions may be set by the Decision-Making Bodies (FIB & AB) for breaches of these Regulations such as submission of falsified documents, non-respect of deadlines, failure to cooperate with Club Licensing Administration in any way, non-fulfillment and/or noncompliance of “A” & “B” criteria of any sub-criteria in accordance with BFF Futsal Club Licensing Regulations. The licensee or the License applicant may receive sanctions not only before the season but also during the season.

- i) Caution
- ii) Extended deadline to fulfill criteria
- iii) Obligation to fulfill criteria deadline
- iv) Fine\*
- v) Reporting of issues to appropriate bodies within BFF
- vi) Obligation to submit guarantees
- vii) Withhold grants/prize money
- viii) Seek more financial details
- ix) License review
- x) License withdrawal

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

## ARTICLE 4: 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 the BFF Futsal 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.



## ARTICLE 5: 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 decisions making bodies are-

### 5.1. First Instance Body (FIB)

- a) A Committee formed by BFF shall be the First Instance Body (FIB) for the Club Licensing.
- b) The First Instance Body decides on whether a License should be granted to an applicant on the basis of the documents provided in accordance with the Futsal Club Licensing Regulations and the submission deadline set by the Licensor and on whether a License should be withdrawn upon the application of the licensing manager.

### 5.2. Appeals Body (AB)

- a) A committee formed by BFF shall be the Appeals Body (AB) of BFF for the Futsal 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.

## ARTICLE 6: 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.

## **ARTICLE 7: SEASON FOR PARTICIPATING CLUBS OF FUTSAL LEAGUE**

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

## **ARTICLE 8: LICENSE APPLICANT AND LICENSE**

### **8.1. 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 Futsal 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.

### **8.2. 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.

### **8.3 License**

A license is a right given by BFF to the football club to participate in the Futsal 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 Futsal League.

#### **The principles governing the License are:**

- a) BFF issues the license according to the provisions of the BFF Club Licensing Regulations for Futsal League.
- b) BFF will issue an invitation in writing to the football clubs to apply for a license. The club applying for a license (i.e., license applicant) must submit a written application to BFF. In this application, the club must, in particular, declare that it will fulfill the obligations of the licensing system.
- c) Only clubs, which fulfill the criteria set out in the BFF Club Licensing Regulations for Futsal at the deadlines, may be granted a license by BFF to enter into the Futsal League season.
- d) A license expires without prior notice:
  - i. at the end of Futsal League season for which it was issued, or
  - ii. On dissolution of the Futsal 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 Futsal Club licensing regulations.
- f) A license cannot be transferred.

## ARTICLE 9: THE CORE PROCESS

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

The core process consists of the following minimum key steps:

- a) Distribution of the licensing documentation to the License Applicants;
- b) Return of the licensing documentation to the Licensor;
- c) Assessment of the documentation by the Licensing Administration;
- d) Assessment and decision by the decision-making bodies;
- e) Submission of the List of Licensing Decisions to the AFC General Secretariat.

### 9.1 Principle

BFF defines the core process for the verification of the criteria described in these 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.

### 9.2 Implementation Process

**The core process of licensing implementations is as follows-**

- a) BFF Executive Committee approves and adopts the BFF Club Licensing Regulations for Futsal League.
- b) BFF will announce the BFF Club Licensing Regulations for Futsal League to any club who wishes to participate in the Futsal 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 Futsal League license application along with the supporting documents to the FIB.
- h) The First Instance Body (FIB) of BFF will decide on whether a license should be granted to the applicant club on the basis of the documents provided and in accordance of the BFF Club Licensing Regulations for Futsal League.
  - i. If the FIB accepts the application and decides on issuing the license, the decision will be conveyed to the license applicant club in writing within 3 (Three) days of the acceptance;
  - ii. If the FIB refuses to issue the license, the decision will be conveyed to the license applicant in writing along with the reason for refusal within 3 (Three) days of the refusal;
- i) On refusal of the license, the applicant club can lodge an appeal to General Secretary of BFF against the refusal. The appeal should be made in writing along with the supporting documents and evidence within 7 (Seven) days of the receipt of refusal from BFF. It shall be complied by Licensing Administration and forwarded to AB of BFF.
- j) The AB will examine the application, supporting documents and submit evidence to make a decision on the issuing or refusing a license for Futsal League.
  - i. If the AB accepts the application and decides on issuing the license, the decision will be conveyed to the license applicant club in writing within 3 (Three) days of the acceptance;



- ii. If the AB refuses to issue the license, the decision will be conveyed to the license applicant in writing along with the reason for refusal within 3 (Three) days of the refusal;

### **CORE PROCESS TIMELINE FOR FUTSAL LEAGUE**

<b>Date</b>	<b>Action</b>	<b>Action By</b>
DD/MM/YYYY	Club Licensing Administration (CLA) distributes the circulars & Licensing Packs to License Applicant (LA)/Club	CLA
DD/MM/YYYY	Submission Date - LA/Club to submit completed License Applications to CLA (deadlines may vary for each Criterion and for each document type)	LA/Club
DD/MM/YYYY	Assessment of the License Applications (inspection, site visit, etc) and present a report to the Decision-Making Bodies – First Instance Body (FIB)	CLA
DD/MM/YYYY	Decision-making for granting of license by the First Instance Body	FIB
DD/MM/YYYY	Appeal Date – LA/Club may file a request for an appeal against the determination of the FIB (refusal license cases)	LA/Clubs
DD/MM/YYYY	Decision-making for granting of license by the Appeals Body (AB)	AB
DD/MM/YYYY	CL Administration (CLA) to inform the Clubs and AFC of the Club(s) which is/are issued with license, license issued with sanctions, and license not issued	CLA



## ARTICLE 10: EQUAL TREATMENT AND CONFIDENTIALITY

BFF ensures equal treatment and fully confidentiality to all license applicant clubs during the core process timeline.

## ARTICLE 11: RESPONSIBILITIES OF THE LICENSE APPLICANT

1. The License Applicant must provide the Licensor with:
  - a) All necessary information and/or relevant documents to fully demonstrate that the licensing obligations are fulfilled; and
  - b) Any other document relevant for decision-making by the Licensor.
2. This includes information on the Reporting Entity/Entities in respect of which sporting, infrastructure, personnel and administrative, legal and financial information is required to be provided.
3. Any event occurring after the submission of the licensing documentation to the Licensor representing a Significant Change to the information previously submitted must be promptly notified to the Licensor, especially a change of legal form, legal Group structure or identity.

## ARTICLE 12: CRITERIA GRADATION

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

**The different grades have been defined as follows:**

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

## ARTICLE 13: CRITERIA

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

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

## ARTICLE 14: SPORTING CRITERIA

The purpose of having sporting criteria is to encourage the clubs to produce and manage a professional team.

The players need to be provided with effective and quality coaching to develop and achieve positive results for the club.

The objectives of the sporting criteria are:

- a) Provide efficient coaching and support to the players on the field
- b) Continuous production and development of skilled players for the club

14. S.01	Criteria
<b>HEAD COACH OF THE FIRST FUTSAL TEAM</b>	<b>A</b>

The license applicant club must have appointed Futsal Coach for its first Futsal Team, who is responsible for all the sporting matters of the First Futsal Team.

### The First Team Head Coach must:

- a) Hold at least a ‘BFF Futsal Course 2026’ Certificate or any valid coaching qualification that is equivalent to ‘BFF Futsal Course 2026’ 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

- 1) CV of the Head Coach.
- 2) Passport size photo of the Head Coach.
- 3) Copy of NID (mandatory)/Passport of the Head Coach.
- 4) A valid copy of his coaching qualification/coaching accreditation of the Head Coach.
- 5) Registration Documents with BFF by FIFA Connect.
- 6) 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. Finally, BFF would verify the documents to confirm the appointment and authenticity.

14. S.02	Criteria
<b>ASSISTANT COACH OF THE FIRST TEAM</b>	<b>B</b>

The license applicant club must have appointed First Team Assistant Coach for its futsal first team, who is responsible for all the sporting matters of the first team.

**The First Team Assistant Coach must:**

- a) Hold at least a ‘BFF Futsal Course 2026’ Certificate or any valid coaching qualification that is equivalent to ‘BFF Futsal Course 2026’ 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**

- 1) CV of the Assistant Coach.
- 2) Passport size photo of the Assistant Coach.
- 3) Copy of NID (mandatory)/Passport of the Assistant Coach.
- 4) A valid copy of his coaching qualification/coaching accreditation of the Assistant Coach.
- 5) Registration Documents with BFF by FIFA Connect.
- 6) 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. Finally, BFF would verify the documents to confirm the appointment and authenticity.

14. S.03	Criteria
<b>GOAL KEEPER COACH OF THE FIRST TEAM</b>	<b>B</b>

The license applicant club must have appointed a qualified Goal Keeper Coach with a valid coaching diploma/License for its first team, who is responsible for goal keeping matters of the first team. The potential club has to carry the burden of proof for the equivalent coaching qualification of the Goal Keeper Coach.

**The Goal Keeper Coach must:**

- a) The Goal Keeper Coach must hold the Introduction to Goalkeeping 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

- 1) CV of the Goal Keeper Coach.
- 2) Passport size photo of the Goal Keeper Coach.
- 3) Copy of NID (mandatory)/Passport of the Goal Keeper Coach.
- 4) A valid copy of his coaching qualification/coaching accreditation of the Goal Keeper Coach.
- 5) Registration Documents with BFF by FIFA Connect.
- 6) 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 Goal Keeper Coach. Finally, BFF would verify the documents to confirm the appointment and authenticity.

14. S.04	Criteria
<b>TEAM DOCTOR OR PHYSIOTHERAPIST FOR THE FIRST TEAM</b>	<b>A</b>

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) Passport size photo of the Team Doctor or Physiotherapist.
- 3) Copy of NID (mandatory)/Passport of the Team Doctor or Physiotherapist.
- 4) Qualification Document of Team Doctor or Physiotherapist or both (Chartered Physiotherapy Qualification).
- 5) Registration Documents with BFF by FIFA Connect.
- 6) An appointment letter or an employment contract stating the appointment of the person as the Team Doctor or Physiotherapist of the club.

The potential club has to carry the burden of proof for the equivalent qualification certificate of the Team Doctor or Physiotherapist. Finally, BFF would verify the documents to confirm the appointment and authenticity.

14. S.05	Criteria
<b>WOMEN'S TEAM</b>	<b>A</b>

The License applicant club may have women's teams or have them affiliated to a legal entity connected to the License applicant in order to give them the opportunity to gain experience playing with other women's teams. The women's team must take part in official league and competitions which is played at national, regional or local level and recognized by BFF.



### Submission to BFF

- 1) List of Registered Women's Team Players.
- 2) Proof of Participation in the League/Competition(s) - Images

The potential club has to carry the burden of proof for the Women's Team. Finally, BFF would verify the documents to confirm the appointment and authenticity.

14. S.06	Criteria
YOUTH TEAM	C

The license applicant club must have at least ONE (1) futsal youth team with the age category of U15. The futsal youth team should have regular training and must be coached by at least 'BFF Futsal Course 2026' licensed coach. The futsal youth team shall participate in the relevant youth competition(s) organized by the BFF and such other bodies at the national, regional or local level. The futsal youth team should also participate in any futsal youth development activities organized by the BFF.

### Submission to BFF

- 1) List of Registered Youth Players.
- 2) Proof of Participation in League/Competition(s) - Images

The potential club has to carry the burden of proof for the Youth Players. Finally, BFF would verify the documents to confirm the appointment and authenticity.

14. S.07	Criteria
MEDICAL SUPPORT FOR ALL PLAYERS	C

The license applicant club must provide all the players registered in the futsal club with full access to medical support services. The futsal players must undergo a yearly medical examination, including cardiovascular screening. The license applicant club must provide medical treatment to all its players in case of any injuries.

### Submission to BFF

- 1) List of Registered Players
- 2) Passport Size Photos
- 3) Medical Insurance Coverage
- 4) Medical Report of Each Players

The potential club has to carry the burden of proof of the documents. Finally, BFF would verify the documents to confirm the authenticity.

## ARTICLE 15: INFRASTRUCTURE CRITERIA

Infrastructure should be seen as a long-term investment whereby a futsal club can attract more fans to the futsal indoor stadium, create a better atmosphere and generate revenue. Therefore, futsal clubs should ensure that they have access to a futsal indoor stadium that is attractive, safe, secure, hygienic and easy to access for the fans.



**The objectives of the infrastructure criteria are:**

- a) Futsal clubs have access to a futsal indoor stadium that is approved by Licensor that provides necessary and adequate facilities for the players, officials and spectators.
- b) Futsal clubs have suitable training facilities for their players to help them improve their technical skills.

15. I.01	Criteria
<b>HOME PLAYING FIELD (INDOOR STADIUM)</b>	<b>C</b>

The futsal club must either own or have a guaranteed access to a Home Playing Futsal Indoor Stadium that is considered as its home venue for Futsal League. The futsal playing field must be of minimum size as indicated in the FIFA Laws of the Game.

**Home Playing Futsal Indoor Stadium must have adequate:**

- a) Dressing rooms for players (home team and away team)
- b) Referees room
- c) Media facilities (for print, Electronics & Others)
- d) Medical facilities

**Submission to BFF**

- 1) Ownership Document or Contract with owner
- 2) Futsal Field approval document from BFF
- 3) Name and Address of the Futsal Field
- 4) Capacity of Futsal Field
- 5) Futsal Field Checklist – Venue questionnaire
- 6) Images of various parts of the Futsal Field.

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

15. I.02	Criteria
<b>TRAINING FACILITIES</b>	<b>B</b>

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

**The Training Facility must have:**

- a) A full-size futsal pitch of good quality
- b) Goal posts

Necessary training equipment such as balls, cones, bibs, etc. should be provided to the players.

### Submission to BFF

- 1) Ownership Document or Contract with owner
- 2) Name and Address of the Training Futsal Court
- 3) Images of various parts of the Training Futsal Field

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

<b>15. I.03</b>	<b>Criteria</b>
<b>CLUB SECRETARIAT</b>	<b>A</b>

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

- 1) Ownership Document or Contract with owner
- 2) Name and Address of the Secretariat Office
- 3) Images of premise with allocated infrastructure

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.

## ARTICLE 16: PERSONNEL AND ADMINISTRATIVE CRITERIA

Having professional, well-educated and experienced people in the administration of the club is the key in running any professional club in an efficient and effective manner. The license applicant club is responsible for identifying and recruiting people who meet the set requirements and comply with the defined profile either full time or part time.

### The objectives of the personnel and administrative criteria are:

- a) Clubs have well-educated, qualified, and skilled specialists who possess specific knowledge and experience;
- b) Clubs are managed by professionals who have experience and expertise in the professional futsal industry;
- 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.



16. P.01	Criteria
CEO/GENERAL MANAGER/ GENERAL SECRETARY	A

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

The CEO/General Manager/General Secretary should have adequate academic qualifications and must have experience of administration of a futsal club. He/she should have the necessary knowledge and communication skills required in club management.

**He/ She 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 ex-officio;
- d) Be responsible for all the official correspondence and communications with the Licensor, 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 or the part time CEO/General Manager/General Secretary should be done by the Executive Body of the club through a written contract.

**Submission to BFF**

- 1) CV of the CEO/General Manager/General Secretary.
- 2) Passport size photo of the CEO/General Manager/General Secretary.
- 3) Copy of NID (mandatory)/Passport of the Fulltime CEO/General Manager/General Secretary.
- 4) An appointment letter or an employment contract stating the appointment of the person as the Fulltime CEO/General Manager/General Secretary.

BFF would verify the documents to confirm the appointment and authenticity.

16. P.02	Criteria
TEAM MANAGER	A

The club must have an appointed full time or a part time Team Manager. He is responsible for managing and supervising the Football Team of the club.

He should have the necessary knowledge and communication skills required in Football Team Management.



### Submission to BFF

- 1) CV of the Team Manager.
- 2) Passport size photo of the Team Manager.
- 3) Copy of NID (mandatory)/Passport of the Team Manager.
- 4) An appointment letter or an employment contract stating the appointment of the person as the Team Manager.

BFF would verify the documents to confirm the appointment and authenticity.

16. P.03	Criteria
<b>CLUB COORDINATOR</b>	<b>B</b>

The club must have an appointed full time or a part 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/ She 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

- 1) CV of the full-time club coordinator.
- 2) Passport size photo of the full-time club coordinator.
- 3) Copy of NID (mandatory)/Passport (have to submit if any) of the full-time club coordinator.
- 4) 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 to confirm the appointment and authenticity.

16. P.04	Criteria
<b>FINANCE OFFICER</b>	<b>B</b>

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.

### Submission to BFF

- 1) CV of the full time or part time Finance Officer.
- 2) Passport size photo of the full time or part time Finance Officer.
- 3) Copy of NID (mandatory)/Passport of the full time or part time Finance Officer.
- 4) The appointment letter or an employment contract 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

BFF would verify the documents to confirm the appointment and authenticity.



16. P.05	Criteria
<b>MEDIA OFFICER</b>	<b>B</b>

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

#### **Submission to BFF**

- 1) CV of the full time or part time Media Officer.
- 2) Passport size photo of the full time or part time Media Officer.
- 3) Copy of NID (mandatory)/Passport of the full time or part time Media Officer.
- 4) The appointment letter or an employment contract of the full time or 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

BFF would verify the documents to confirm the appointment and authenticity.

16. P.06	Criteria
<b>SECURITY OFFICER OR SECURITY ADVISOR</b>	<b>C</b>

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 of the clubs.

#### **Submission to BFF**

- 1) CV of the full time or part time Security Officer or Advisor.
- 2) Passport size photo of the full time or part time Security Officer or Advisor.
- 3) Copy of NID (mandatory)/Passport of the full time or part time Security Officer or Advisor.
- 4) The appointment letter or an employment contract of the full time or part time Security Officer or Advisor should be done by the head of the club administration, i.e., the CEO/General Manager/General Secretary through a written contract

BFF would verify the documents to confirm the appointment and authenticity.

## ARTICLE 17: 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.

<b>17. L.01</b>	<b>Criteria</b>
<b>LEGAL ENTITY</b>	<b>B</b>

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 BFF

- a) A copy of its current company articles, constitution, statutes or similar- type governing document;
- b) A certificate/document stating its legal entity status;
- c) Valid legal executive committee/board of director list according to club's company articles, constitution or statutes.
- d) List of authorized signatories according to club's company articles, constitution or statutes.
- e) List of General Member of the club.

<b>17. L.02</b>	<b>Criteria</b>
<b>OWNERSHIP AND CONTROL OF CLUBS</b>	<b>A</b>

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.

No natural or legal person involved in the management, administration and/or sporting performance of the club, either directly or indirectly:

- a) holds or deals in the securities or shares that allows such person to exercise Significant Influence in the activities of any other club participating in the same competition;
- b) holds a majority of the shareholders' voting rights of any other club participating in the same competition;
- c) has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of any other club participating in the same competition;
- d) is a shareholder and alone Controls a majority of the shareholders' voting rights of any other club participating in the same competition pursuant to an agreement entered into with other shareholders of the club in question;
- e) is a member of any other club participating in the same competition;
- f) is involved in any capacity whatsoever in the management, administration and/or sporting performance of any other club participating in the same competition; and
- g) has any power whatsoever over the management, administration and/or sporting performance of any other club participating in the same club competition.

### **Submission to BFF**

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

## **ARTICLE 18: 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.

<b>18. F.01</b>	<b>Criteria</b>
<b>ANNUAL BUDGET</b>	<b>A</b>

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 BFF**

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

<b>18. F.02</b>	<b>Criteria</b>
<b>AUDITED ANNUAL FINANCIAL STATEMENTS</b>	<b>C</b>

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 BFF**

The club needs to provide the Annual General Meeting (AGM) approved audited annual financial statements with the above details which will be verified by the Licensor.



18. F.03	Criteria
<b>NO PAYABLES OVERDUE TOWARDS CLUBS, EMPLOYEES, SOCIAL AND TAX AUTHORITIES</b>	C

- The License Applicant must prove that it has no overdue payables towards football clubs arising from transfer activities as at 31 December preceding the season to be licensed, unless by the following 31 March they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute.
- The License Applicant must prove that, in respect of contractual and legal obligations with its current/former employees, social and tax authorities it has no overdue payables as at 31 December preceding the season to be licensed, unless by the following 31 March they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute submitted to a competent authority.

**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 BFF**

The club needs to provide a legally valid declaration that there are no payable overdue towards its Clubs current or former employees, social and tax authorities.

#### **ARTICLE 19: MATTERS NOT PROVIDED FOR**

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

#### **ARTICLE 20: RATIFICATION**

The BFF Futsal Club Licensing Regulations (Edition 2026) were prepared by the BFF Club Licensing Unit and approved by Bangladesh Football Federation (BFF), and came into effect immediately upon ratification.

**Emran Hossain Tushar**  
General Secretary  
Bangladesh Football Federation

**Tabith Awal**  
President  
Bangladesh Football Federation