



**BFF CLUB LICENSING APPLICATION MANUAL
FOR
WOMEN'S FOOTBALL LEAGUE 2021-22**



APPLICATION MANUAL

Name of the Club: -----

Address: -----

Date of Submission: -----

TABLE OF CONTENTS

| Sl. No. | Title | Page No. |
|----------------|--|-----------------|
| 01 | BFF Club Licensing Declaration Letter | 04 |
| 02 | Introduction | 05 |
| 03 | Criteria | 06 |
| 04 | Sporting Criteria | 07 |
| 05 | Head coach of the first team | 08 |
| 06 | Assistant Coach | 09 |
| 07 | Goal Keeper Coach | 10 |
| 08 | Team Doctor or Physiotherapist | 11 |
| 09 | Physical Trainer for the First Team | 11 |
| 10 | Infrastructure Criteria | 13 |
| 11 | Training Field | 14 |
| 12 | Club Secretariat | 16 |
| 13 | Personnel and Administrative Criteria | 17 |
| 14 | Full Time CEO/General Manager/General Secretary | 18 |
| 15 | Full Time Team Manager | 18 |
| 16 | Full Time Club Coordinator | 19 |
| 17 | Full Time/Part time Finance Officer | 20 |
| 18 | Full time/part time security officer or security advisor | 21 |
| 19 | Full Time/part time Media Officer | 21 |
| 20 | Legal Criteria | 23 |
| 21 | Legal Entity | 24 |
| 22 | Ownership and Control of Clubs | 24 |
| 23 | Financial Criteria | 26 |



BFF CLUB LICENSING DECLARATION LETTER

Hereby applies for a **BFF CLUB LICENSE SYSTEM** for Women's Football League for the football season of 2021-22.

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 the BFF Club Licensing System;
- (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 2021-22 For WOMEN’S FOOTBALL LEAGUE’ with the aim of establishing reliability, credibility and integrity of the competition of Bangladesh – ‘Women’s Football League’. The objective of the regulations is to continuously improve the standards of all aspects of the league and as well as the clubs participating in the leagues. It is necessary that all the clubs have some minimum standards that need to be achieved in order to improve their image and results on the field and off the field. Therefore, it is required that all the clubs who wish to participate in the ‘Women’s Football League 2021-22’ must obtain a license from BFF to participate in the said 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 2021-22 For Women’s Football League’.

Criteria: The ‘BFF Club Licensing Regulations 2021-22 For Women’s Football League’ consists of a minimum of five (5) main sections and each contains a set of minimum criteria as indicated below:

| SL. No | Criteria | SL. No | Sub Criteria |
|--------|-----------------------------|--------|--|
| 1 | Sporting | I | Head Coach |
| | | II | Assistant Coach |
| | | III | Goal Keeper Coach |
| | | IV | Team Doctor |
| | | V | Physical trainer |
| 2 | Infrastructure | I | Training Facilities |
| | | II | Club Secretariat |
| 3 | Personal and Administrative | I | Full Time CEO/General Secretary/General Manager |
| | | II | Team Manager |
| | | III | Full Time Club Coordinator |
| | | IV | Full Time/Part Time Finance Officer |
| | | V | Full Time/Part Time Security Advisor or Security Officer |
| | | VI | Media Officer |
| 4 | Legal | I | Legal Entity |
| | | II | Ownership and control of clubs |
| 5 | Financial | I | Annual Budget |
| | | II | Audited Annual Financial Statements |
| | | III | Declaration regarding overdue payables |

For more details on each criterion, please refer to the BFF Club Licensing Regulations For Women’s Football League.

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

SPORTING CRITERIA

- 1.1: Head Coach**
- 1.2: Assistant Coach**
- 1.3: Goal Keeper Coach**
- 1.4: Team Doctor or Physiotherapist**
- 1.5: Physical Trainer**



1.1 Head coach of the Women’s Football Team: The license Applicant Club must appoint a Head Coach for its women’s Football Team who is responsible for all matters of the women’s Football Team. The Head Coach must hold at least a valid BFF AFC ‘B’ Diploma or any valid coaching qualification that is equivalent to BFF AFC ‘B’ Diploma that is recognized by BFF and AFC.

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 women’s Football Team.

As a participant of the Women’s Football League the club agrees as follows:

- i. The club has appointed a Head Coach who has BFF, 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 team, will be registered with BFF along with his CV and appointment letter and NID.
- iv. Should this club fail to meet this criterion BFF can cancel this club’s participation in the Women’s Football League 2021-22.

General Secretary of the: -----

Signature: -----

Name: -----

Please attach the following:

- i. CV of the Head Coach of the women’s team;
- ii. Copy of NID (mandatory)/Passport (have to submit if any) Head Coach of the women’s team;
- iii. Passport Size Photo of the Head Coach of the women’s team;
- iv. Copy of head coach’s coaching qualification/coaching certificate;
- v. An appointment letter or an employment contract stating his/her appointment as a head coach of the women’s team;

Assessment Process:

BFF verifies the name, CV, NID (mandatory)/Passport (have to submit if any), Passport Size Photo and qualification documents along with the appointment letter/employment contract of the Head Coach.



1.2 Assistant Coach of the women's team: License Applicant Club must appoint an Assistant Coach for its women's team who is responsible for assisting the Head Coach in all the football matters of the team a valid BFF AFC 'C' Certificate or any valid coaching qualification that is equivalent to BFF AFC 'C' Certificate/Diploma and is recognized by BFF and AFC.

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 women's team.

As a participant of 'Women's Football League' the club agrees as follows:

- i. The club has appointed an assistant coach who has AFC Coaching Certificate/Diploma, which is the minimum coaching qualification indicated in the BFF Club Licensing Regulation, by the time the club submits the team registration to BFF.
- ii. The assistant coach is appointed by the executive body/club secretariat through a written agreement endorsed by the head of club administration.
- iii. The assistant coach, who will be responsible for assisting the head coach in all the football matters of the team, will be registered with BFF along with his CV and appointment letter and NID.
- iv. Should this club fail to meet this criterion BFF can cancel this club's participation in the Women's Football League 2021-22.

General Secretary of the: -----

Signature: -----

Name: -----

Please attach the following:

- i. CV of the Assistant Coach of the women's team;
- ii. Copy of NID (mandatory)/Passport (have to submit if any) of the Assistant Coach of the women's team;
- iii. Passport Size Photo of the Assistant Coach of the women's team;
- iv. Copy of Assistant Coach's coaching qualification/coaching certificate/Diploma;
- v. An appointment letter or an employment contract stating his/her appointment as of the Assistant Coach of the women's team;

Assessment Process:

BFF verifies the name, CV, NID (mandatory)/Passport (have to submit if any), Passport Size Photo and qualification documents along with the appointment letter/employment contract of the Assistant Coach.

1.3 Goal Keeper Coach of the women’s Football Team: The license applicant club must have appointed a Goal Keeper Coach for its women’s Football Team, who is responsible for assisting the Head Coach in all the football matters along with goalkeeping matters of the women’s Football Team. The potential club has to carry the burden of proof for the equivalent coaching qualification of the coach.

General Secretary or the Head of Administration of the club is to sign the following declaration stating that Club has appointed a Goal Keeper Coach for its first team.

As a participant of ‘Women’s Football League’ the club agrees as follows:

- i. The club has appointed a goal keeper coach who has ----- Coaching Certificate/Diploma, which is the minimum coaching qualification indicated in the ‘BFF Club Licensing Regulations for Women’s Football League 2021-22, by the time the club submits the team registration to BFF.
- ii. The Goal Keeper Coach is appointed by the executive body/club secretariat through a written agreement endorsed by the head of club administration.
- iii. The Goal Keeper coach, who will be responsible for assisting the head coach in all the football matters of the team, will be registered with BFF along with his CV and appointment letter.
- iv. Should this club fail to meet this criterion BFF can cancel this club’s participation in the ‘Women’s Football League’.

General Secretary of the: -----

Signature: -----

Name: -----

Please attach the following:

- i. CV of the Goal Keeper Coach of the women’s team;
- ii. Copy of NID (mandatory)/Passport (have to submit if any) of the Goal Keeper Coach of the women’s team;
- iii. Passport Size Photo of the Goal Keeper Coach of the women’s team;
- iv. A valid copy of his coaching qualification/coaching accreditation of the Goal Keeper Coach.
- v. An appointment letter or an employment contract stating his/her appointment as the Goal Keeper Coach of the women’s team;

Assessment Process:

BFF verifies the name, CV, NID (mandatory)/Passport (have to submit if any), Passport Size Photo and qualification certificate along with the appointment letter/employment contract of the Goal Keeper Coach of the Football Team.



1.4 Team Doctor or Physiotherapist of the Football 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.

General Secretary or the Head of Administration of the club is to sign the following declaration stating that Club has appointed a Team Doctor or a Physiotherapist for its women's team.

General Secretary of the: -----

Signature: -----

Name: -----

Please attach the following:

- i. CV of the Team Doctor or a Physiotherapist;
- ii. Copy of NID (mandatory)/Passport (have to submit if any) of the Team Doctor or a Physiotherapist;
- iii. Passport Size Photo of the Team Doctor or a Physiotherapist;
- iv. Copy of Qualification certificate of the Team Doctor or a Physiotherapist;
- v. An appointment letter or an employment contract stating his/her appointment as the Team Doctor or a Physiotherapist;

Assessment Process:

BFF verifies the name, CV, NID (mandatory)/Passport (have to submit if any), Passport Size Photo and qualification certificate along with the appointment letter/employment contract of the Team Doctor or a Physiotherapist.

1.5 Physical Trainer for the Women's 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 women's team. The Physical Trainer must have BFF AFC 'C' Certificate/Diploma or any valid coaching qualification

General Secretary or the Head of Administration of the club is to sign the following declaration stating that Club has appointed a Physical Trainer for its Women's Football Team.

General Secretary of the: -----

Signature: -----

Name: -----



Please attach the following:

- i. CV of the Physical Trainer;
- ii. Copy of NID (mandatory)/Passport (have to submit if any) of the Physical Trainer;
- iii. Passport Size Photo of the Physical Trainer;
- iv. A valid BFF AFC 'C' Certificate/Diploma or any valid coaching qualification that is equivalent to BFF AFC 'C' Certificate/Diploma that is recognized by BFF and AFC;
- v. An appointment letter or an employment contract stating his/her appointment as the Physical Trainer;

Assessment Process:

BFF verifies the name, CV, NID (mandatory)/Passport (have to submit if any), Passport Size Photo and qualification certificate along with the appointment letter/employment contract of the Physical Trainer.

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 women’s players of the club can train on a regular basis.

Please complete the following information:

Name of the Training Field: -----

Address of the Training Field: -----

Assessment Process:

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

If your club is training in a stadia or playing field that is owned by the club, please complete the 2.2.a.

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 2.2.b.

2.2. a Training Field (owned by the club)

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. b Training Field (Not Owned by the club)

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 completes followings information.

Name: -----

Street: -----

Locality: -----

Postal Code: -----

City: -----

Province: -----

Country: -----

Telephone: -----

Fax: -----

Email: -----

Website: -----

Submission to BFF:

If the Club owns the office space, it must submit to BFF the documents proving its ownership document.

Assessment Process:

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

PERSONNEL AND ADMINISTRATIVE CRITERIA

- 3.1: CEO/General Manager/General Secretary**
- 3.2: Team Manager**
- 3.3: Fulltime Club Coordinator**
- 3.4: Finance Officer**
- 3.5: Security Officer or Security Advisor**
- 3.6: Media Officer**



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

Please complete the following information:

Name and Contact details of the Head of Administration

Name: -----

Address: -----

Postal Code: -----

Telephone: -----

Email: -----

Other Club Responsibilities (if Any): -----

Please attach the following:

- I. CV of the Fulltime CEO/General Manager/General Secretary.
- II. Passport size photo of the Fulltime CEO/General Manager/General Secretary.
- III. Copy of NID (mandatory)/Passport (have to submit if any) of the Fulltime CEO/General Manager/General Secretary.
- IV. An appointment letter or an employment contract of the person as the Full time CEO/General Manager/General Secretary.

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 Team Manager: The club must have an appointed 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.

Please complete the following information:

Name and Contact details of the Team manager:-

Name: -----

Address: -----

Postal Code: -----

Telephone: -----

Email: -----

Other Club Responsibilities (if Any): -----



Please attach the following:

- I. CV of the Fulltime Team Manager.
- II. Passport size photo of the Fulltime Team Manager.
- III. Copy of NID (mandatory)/Passport (have to submit if any) of the Fulltime Team Manager.
- IV. An appointment letter or an employment contract of the Fulltime Team Manager.

General Secretary of the: -----

Signature: -----

Name: -----

Assessment Process:

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

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

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 Fulltime Club Coordinator;
- II. Passport size photo of the Fulltime Club Coordinator;
- III. Copy of NID (mandatory)/Passport (have to submit if any) of the Fulltime Club Coordinator;
- IV. An appointment letter or an employment contract of the Fulltime Club Coordinator;



General Secretary of the: -----

Signature: -----

Name: -----

Assessment Process:

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

- 3.4 Full Time/Part time Finance Officer:** The club must have an appointed full time or part time Finance Officer who is responsible for its financial and accounting matters. He/she is responsible for managing and supervising all the financial matters of the club. The Finance Officer should have adequate financial and accounting academic qualifications and experience in these aspects of football industry/football club.

Please complete the following information:

Name and Contact details of the Finance Officer

Name: -----

Address: -----

Postal Code: -----

Telephone: -----

Email: -----

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

Please attach the following:

- I. CV of the Fulltime/Part Time Finance Officer.
- II. Passport size photo of the Fulltime/Part Time Finance Officer.
- III. Copy of NID (mandatory)/Passport (have to submit if any) of the Fulltime/Part Time Finance Officer.
- IV. An appointment letter or an employment contract of the Fulltime/Part Time Finance Officer.

General Secretary of the: -----

Signature: -----

Name: -----

Assessment Process:

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



3.5 Full time/part time security officer or security advisor: The license applicant club must have an appointed part time or full-time security officer or a security advisor who is responsible for safety and security matters.

Please complete the following information:

Name and Contact details of the

Name: -----

Address: -----

Postal Code: -----

Telephone: -----

Email: -----

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

Please attach the following:

- I. CV of the Full time/part time security officer or security advisor;
- II. Passport size photo of the Full time/part time security officer or security advisor;
- III. Copy of NID (mandatory)/Passport (have to submit if any) of the Full time/part time security officer or security advisor;
- IV. An appointment letter or an employment contract of the Full time/part time security officer or security advisor.

General Secretary of the: -----

Signature: -----

Name: -----

Assessment Process:

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

3.6 Full Time /part time Media Officer: The club must have an appointed part time or full time Media Officer being responsible for all media matters. The Media Officer should have adequate academic qualifications and experience in media aspects of football industry/football club.



Please complete the following information:

Name and Contact details of the Full Time /part time Media Officer

Name: -----

Address: -----

Postal Code: -----

Telephone: -----

Email: -----

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

Please attach the following:

- I. CV of the Full time/part time Media Officer.
- II. Passport size photo of the Full time/part time Media Officer.
- III. Copy of NID (mandatory)/Passport (have to submit if any) of the Full time/part time Media Officer.
- IV. An appointment letter or an employment contract of the Full time/part time Media Officer.

General Secretary of the: -----

Signature: -----

Name: -----

Assessment Process:

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

LEGAL CRITERIA

4.1: Legal Entity

4.2: Ownership and Control of Clubs



4.1 Legal Entity: The license applicant must be registered with an appropriate authority as a legal entity as per the law prevailing in Bangladesh.

Registration with appropriate authority as a legal entity

The -----confirms that the Club is registered as a-----and hereby confirms the requirements of being a registered legal entity.

General Secretary of the-----

Signature: -----

Name: -----

Please attach the following:

- i. A copy of its current company articles, constitution, statutes or similar- type governing document;
- ii. A certificate/document stating its legal entity status;
- iii. Valid legal executive committee/board of director list according to club's company articles, constitution or statutes;
- iv. List of authorized signatories according to club's company articles, constitution or statutes.

Assessment Process:

BFF would verify the documents to confirm and authenticity.

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.



The License Applicant Club must submit a legally-valid declaration

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: -----

Submission to the Licensor

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

Assessment Process:

BFF would verify the documents to confirm and authenticity.

FINANCIAL CRITERIA

- 5.1: Financial Budget**
- 5.2: Audited Annual Financial Statements**
- 5.3: Declaration regarding overdue Payables towards employees and social/tax authorities.**



- 5. Financial Criteria:** The license applicant club must present their budget of football team for the upcoming season to the BFF in accordance with the time period of the financial fiscal year, 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.

The ----- confirms that the Club has confirmed that they have sent their financial budget for the upcoming 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.

General Secretary of the-----

Signature: -----

Name: -----

Please attach the following:

- i. Financial Budget of the football team for the upcoming 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 upcoming 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.