



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

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## **Definitions**

<b>Terms</b>	<b>Definition</b>
Accounting policies	The specific principles, bases, conventions, rules and practices adopted by an entity in preparing and presenting its financial statements.
Amortization	The systematic allocation of the depreciable amount of an intangible asset over its useful life. For example, for the capitalized direct costs of acquiring a player's registration, the useful life is the contract life.
Annual financial statements	A complete set of financial statements prepared as at the statutory closing date, normally including a balance sheet, profit and loss account, a statement of cash flows and those notes, other statements and explanatory material that are an integral part of the financial statements.
Associate	An entity, including an unincorporated entity such as a partnership, over which the investor has Significant Influence and that is neither a Subsidiary nor an interest in a Joint Venture.
Audit	<p>The objective of an audit of financial statements is to enable the auditor to express an opinion whether the financial statements are prepared, in all Material respects, in accordance with an identified financial reporting framework. The phrases used to express the auditor's opinion are "give a true and fair view" or "present fairly, in all material respects", which are equivalent terms. A similar objective applies to the audit of financial or other information prepared in accordance with appropriate criteria.</p> <p>In an audit engagement, the auditor provides a high but not absolute, level of assurance that the information subject to audit is free of Material misstatement. This is expressed positively in the audit report as reasonable assurance.</p> <p>The term "Audited" shall be interpreted accordingly.</p>
Budget	The schedules containing an entity's Future Financial Information, based on management's assumptions about events that may occur in the future and possible actions by an entity.
WFL	Women's Football League
Cash and cash equivalents	Cash comprises cash on hand and demand deposits. Cash equivalents are short term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.
Consolidated financial statement	Financial statements of a group presented as those of a single Economic company.

## **Definitions**

<b>Terms</b>	<b>Definition</b>
CLAS or Club Licensing Administration System	The IT system developed by the AFC for the purpose of gathering information from License Applicants/Licensees and for sharing information with Licensors concerning their affiliated clubs, within the scope of the implementation, assessment and enforcement of these Regulations.
Club Licensing Application Pack (CLAP)	The document sent to the License Applicant by the Licensing Administration containing Club Licensing Agreement, the Club Licensing Regulations and the Core Process Timeline.
Control	The power to govern the financial and operating policies of an entity so as to obtain benefits from its activities. Control may be gained by share ownership, statutes or agreement.  The terms “Controlled” and “Controlling” shall be interpreted accordingly.
Club Licensing Criteria	The requirements applicable to the grant of Licenses to License Applicants, as set out in these Regulations, which are divided into five categories (sporting, infrastructure, personnel and administrative, legal and financial), with each category being split into three grades: A, B, C (mandatory and best practice recommendation).
Core Process	The Core Process shall be defined as the procedure.
Core Process Timeline	The timeline for the entire Core Process.
Depreciable amount	The cost of an asset, or other amount substituted for cost, less its residual value. Residual value is the estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful economic life.
Employee benefits	All forms of consideration given by an entity in exchange for service rendered by employees.
Event or Condition of Major Economic Importance	An event or condition is of major economic importance if it is considered Material to the financial statements of the Reporting Entity and would require a different (adverse) presentation of the results of the operations, financial position and net assets of the Reporting Entity if it had occurred during the preceding Financial Year or Interim Period.
Financial year	The financial reporting period ending on the statutory closing date, whether this is a year or not, and which is not an interim period.
First Team	All registered players of a license applicant for National Club Competitions and AFC Club Competition.

## **Definitions**

<b>Terms</b>	<b>Definition</b>
Future financial information	Information about the prospective financial effects of future events and possible actions on the entity concerned.
Going Concern	The ‘going concern’ concept, or assumption, is an accountancy term that describes an entity which can continue operating without the significant threat of liquidation, and which can therefore continue in operation for the foreseeable future. A Reporting Entity is normally viewed as a Going Concern. It is assumed that the Reporting Entity has neither the intention nor the necessity of liquidation, ceasing trading nor seeking protection from creditors pursuant to laws or regulations.
Group	A Parent and all its subsidiaries.
Historic Financial Information	Information about the financial effects of past events on the entity concerned. Historic Financial Information is in respect of the financial performance and position prior to the licensing decision.
Independent auditor	An auditor who is independent of the entity, in compliance with the relevant Indian Laws. The term ‘auditor’ may also be used when describing related services or assurance engagements other than audits.
Interim Financial Statements	A financial report containing either a complete set of financial statements or a set of condensed financial statements for an Interim Period.
Interim Period	A financial reporting period shorter than a Financial Year. It does not necessarily have to be a six-month period.
Joint venture	A contractual arrangement whereby two or more parties (the ventures) undertake an economic activity that is subject to joint control. Where an entity included in the consolidation manages jointly with another entity not included in the consolidation an economic activity that other entity (Joint Venture) may be dealt with in the Group accounts.
License	Certificate granted by the Licensor confirming fulfillment of all minimum Club Licensing Criteria by the License Applicant as part of the admission procedure for entering AFC club competitions.
License Applicant	Legal entity fully and solely responsible for the football team participating in national and international club competitions which are eligible to apply for a license.
Licensing Administration	The staff within the Licensor that deals with club licensing matters.
Licensing season	Season for which a license has been granted. 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.

## **Definitions**

<b>Terms</b>	<b>Definition</b>
<b>Licensor</b>	The Body that operates the club licensing system and grants the Licenses in accordance with these Regulations.
<b>List of Licensing Decisions</b>	The list submitted by the Licensor to the AFC containing, among other things, information about the License Applicants that have undergone the licensing process and been granted or refused a License by the national decision-making bodies in the format established and communicated by the AFC General Secretariat.
<b>Licensing Manager</b>	The person who is heads the Licensing Administration.
<b>Material or Materiality</b>	Omissions or misstatements of items or information are material if they could, individually or collectively; influence the economic decisions of users taken on the basis of the financial information. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances or context. The size or nature of the item, or a combination of both, could be the determining factor.
<b>Registered Member</b>	Any legal entity according to national law and/or AFC Member Association statutes, which is member of the AFC Member Association and/or its affiliated league.
<b>Reporting Entity/ Entities</b>	A Registered Member and/or football company or Group of entities or some other combination of entities which is included in the reporting perimeter and which must provide the Licensor with information for club licensing purposes.
<b>Review</b>	<p>The objective of an engagement to review financial information is to enable an auditor to express a conclusion whether, on the basis of the review, anything has come to the auditor's attention that causes the auditor to believe that the financial information is not prepared, in all Material respects, in accordance with an identified financial reporting framework.</p> <p>A review, in contrast to an Audit, is not designed to obtain reasonable assurance that the financial information is free from Material misstatement. A Review consists of making inquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A Review may bring significant matters affecting the financial information to the auditor's attention but it does not provide the evidence that would be required for an audit.</p>
<b>Significant change</b>	Means an event that is considered material to the documentation previously submitted to the licensor and that would require a different presentation if it had occurred prior to the submission of the licensing documentation.



## **Definitions**

<b>Terms</b>	<b>Definition</b>
Significant Influence	Ability to influence but not control financial and operating policy decision-making. Significant Influence may be gained by share ownership, statute or agreement. For the avoidance of doubt, a party or in aggregate parties with the same ultimate controlling party (excluding AFC, an AFC Member Association and an affiliated league) is deemed to have Significant Influence if it provides within a reporting period an amount equivalent to thirty percent (30%) or more of the Licensee's total revenue.
Stadium	The venue for a competition match including, but not limited to, all surrounding properties and facilities (for example, offices, hospitality areas, press centre and accreditation centre).
Statutory Closing Date	The annual accounting reference date of the Reporting Entity.
Subsequent Events	Events or conditions occurring after the licensing decision.
Subsidiary	An entity, including an unincorporated entity such as a partnership that is Controlled by another entity (known as the Parent).
Supplementary information	Financial information to be submitted to the Licensor in addition to the financial statements if the minimum requirements for disclosure and accounting are not met.  The supplementary information must be prepared on a basis of accounting, and Accounting Policies, consistent with the financial statements. Financial information must be extracted from sources consistent with those used for the preparation of the Annual Financial Statements. Where appropriate, disclosures in the supplementary information must agree with, or be reconciled to, the relevant disclosures in the financial statements.
Training Facilities	The venue(s) at which a club's registered players undertake football training and/or youth development activities on a regular basis.

For the purposes of these Regulations, and provided the context so permits:

- a) The singular shall include the plural and vice-versa;
- b) The masculine gender shall include the feminine and vice-versa;
- c) References to natural persons shall include any legal person or corporation; and
- d) All defined terms, unless otherwise stated herein, shall bear the same meaning as ascribed to them in the BFF Statutes.



## **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 Club Licensing for Bangladesh Football Federation (BFF) which incorporates the minimum requirements for Women's Football League (WFL). 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 club licensing system for Women's Football League (WFL) and define in particular:

- Club License, which shall be granted by Bangladesh Football Federation, is required for clubs to be eligible for participating in Women's Football League (WFL).
- The BFF Club Licensing Regulations for Women's Football League (WFL) defines the criteria and procedure, which clubs must comply with to apply and obtain license.

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

BFF Club Licensing Regulations for Women's Football League (WFL) have the following objectives-

- Establishing reliability, credibility and integrity of the Women's Football League (WFL) along with the clubs participating in the competition.
- Promotion and continuous improvement of standards of all the aspects of Women's football in Bangladesh.
- Ensuring qualified coaches are engaged in training of the players in each participating club with the overall aim to improve the standard and quality of the matches.
- Ensuring every participating clubs implicates a youth women's team in its set up and the youth women's team regularly competes in official women's competitions in Bangladesh.
- Ensuring adequate facilities for the participating clubs.
- Improving the overall management organization of the clubs in Bangladesh and making them more efficient, productive and transparent.
- Improving the economic and financial standings of the participating clubs of Women's Football League (WFL) 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 Women's Football League (WFL).

### **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 Club Licensing Regulations for Women's Football League (WFL). The licensee or the License applicant may receive sanctions not only before the season but also during the season.

- a) Caution
- b) Extended deadline to fulfill criteria
- c) Obligation to fulfill criteria deadline
- d) Fine\*
- e) Reporting of issues to appropriate bodies within BFF
- f) Obligation to submit guarantees
- g) Withhold grants / prize money
- h) Seek more financial details
- i) License review
- j) License withdrawal

\*\*\* The FIB & AB may also impose a fine minimum Tk.50,000 (Fifty Thousands Only) on the License Applicant, if it fails to fulfill any "A"&"B" Criteria according to "BFF 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 Women's Football League (WFL).
- 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 decision 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 Women's Football League (WFL) Clubs 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 Women's Football League (WFL) Club Licensing.
- 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 WOMEN'S FOOTBALL LEAGUE (WFL)**

Season for which a license has been granted for participating clubs of Women's Football League (WFL) 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 Women's Football League (WFL). 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 Women's Football League (WFL) 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 Women's Football League (WFL).

The principles governing the License are:

- a) BFF issues the license according to the provisions of the BFF Club Licensing Regulations for Women's Football League (WFL).
- 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 Women's Football League (WFL) at the deadlines, may be granted a license by BFF to enter into the Women's Football League (WFL) season.
- d) A license expires without prior notice:
  - i. at the end of Women's Football League (WFL) season for which it was issued, or
  - ii. On dissolution of the Women's Football League (WFL).
- 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 Women's Football League (WFL) 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 this regulations and thus to control the issuance of a license to a license applicant club.

The core process is aimed at –

- a) Establishing an appropriate and efficient licensing process according to its needs and requirements.
- b) Ensuring that the decision of the granting of club license is made by the appropriate decision making body (FIB and/or AB).
- c) Ensuring that the decision making bodies receive adequate support from the Licensing Administration of BFF.

### 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 Women’s Football League (WFL)’.
- b) BFF will announce the ‘BFF Club Licensing Regulations For Women’s Football League (WFL)’ to any club who wishes to participate in the Women’s Football League (WFL) 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 Women's Football League (WFL) 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 Women's Football League (WFL)'.
  - i. If the FIB accepts the application and decides on issuing the license, the decision will be conveyed to the license applicant club in writing within 3 (Three) days of the acceptance;
  - ii. If the FIB refuses to issue the license, the decision will be conveyed to the license applicant in writing along with the reason for refusal within 3 (Three) days of the refusal;
- i) On refusal of the license, the applicant club can lodge an appeal to General Secretary of BFF against the refusal. The appeal should be made in writing along with the supporting documents and evidence within 7 (Seven) days of the receipt of refusal from BFF. It shall be complied by Licensing Administration and forwarded to AB of BFF.
- j) The AB will examine the application, supporting documents and submitted evidence to make a decision on the issuing or refusing a license for Women's Football League (WFL).
  - 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 WFL**

<b>Date</b>	<b>Action</b>	<b>Action By</b>
26-05-2022	Club Licensing Administration (CLA) distributes the circulars & Licensing Packs to License Applicant (LA) / Club	CLA
25-07-2022	Submission Date - LA / Club to submit completed License Applications to CLA (deadlines may vary for each Criteria and for each document type)	LA/Club
25-08-2022	Assessment on the License Applications (inspection, site visit, etc) and to present report to the Decision Making Bodies – First Instance Body (FIB)	CLA
03-09-2022	Decision making for granting of license by the First Instance Body	FIB
10-09-2022	Appeal Date – LA / Club may file request for appeal against the determination of the FIB (refusal license cases)	LA/Clubs
17-09-2022	Decision making for granting of license by the Appeals Body (AB)	AB
25-09-2022	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

## **CRITERIA DEADLINE FOR WFL 2021-22**

	<b>Criteria</b>	<b>Document Submitted by the Clubs</b>	<b>Document Fulfilled by the Clubs</b>
<b>Sporting Criteria</b>	Head Coach of the first team	25-07-2022	25-08-2022
	Assistant Coach of the first team	25-07-2022	25-08-2022
	Goal Keeper Coach of the first team	25-07-2022	25-08-2022
	Team Doctor or Physiotherapist for the first team	25-07-2022	25-08-2022
	Physical Trainer for the first team	25-07-2022	25-08-2022
<b>Infrastructure Criteria</b>	Training Facilities	25-07-2022	25-08-2022
	Club Secretariat	25-07-2022	25-08-2022
<b>Personnel and Administrative Criteria</b>	Full time CEO/General Manager/ General Secretary	25-07-2022	25-08-2022
	Team Manager	25-07-2022	25-08-2022
	Full time Club coordinator	25-07-2022	25-08-2022
	Full time/part time Financial Officer	25-07-2022	25-08-2022
	Full time/part time Media Officer	25-07-2022	25-08-2022
	Security Officer or Security Advisor	25-07-2022	25-08-2022
<b>Legal Criteria</b>	Legal Entity	25-07-2022	25-08-2022
	Ownership and Control of Clubs	25-07-2022	25-08-2022
<b>Financial Criteria</b>	Annual Budget	25-07-2022	25-08-2022
	Audited Annual Financial Statement s	25-07-2022	25-08-2022
	No payables overdue towards employees and social/ tax authorities	25-07-2022	25-08-2022

## ARTICLE 10: EQUAL TREATMENT AND CONFIDENTIALITY

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

## 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 Women’s Football League (WFL).
- 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 Women’s Football League (WFL).
- 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

One of the most important attributes of a successful football club is to have a base of players having all the necessary technical and sporting skills. It is necessary that the players have the strength, endurance, skills and motivation to play good quality football and bring positive results for the club on the field. The benefit of having sporting criteria is encouraging the clubs to produce and continuously develop good quality players for the first team.

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

The objectives of the sporting criteria are:

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

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

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

### The Head Coach must:

- a) For Women's Football League (WFL), 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.

- 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 (have to submit if any) of the Head Coach.
- 4) A valid copy of his coaching qualification/coaching accreditation of the Head Coach.
- 5) 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.

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

The license applicant club must have appointed an Assistant Coach with a valid coaching diploma/License for its first team, who is responsible for assisting the Head Coach in all football technical matters of the first team.

#### **The Assistant Coach must:**

- a) For Women's Football League (WFL), the Assistant Coach must hold at least a valid BFF AFC 'C' Diploma or any valid coaching qualification that is equivalent to BFF AFC 'C' Diploma and is recognized by BFF and AFC.
- b) Be appointed by the executive body or the club secretariat of the license applicant club through a written agreement endorsed by the head of club administration;

#### **Submission to BFF**

- 1) CV of the Assistant Coach.
- 2) Passport size photo of the Assistant Coach.
- 3) Copy of NID (mandatory)/Passport (have to submit if any) of the Assistant Coach.
- 4) A valid copy of his coaching qualification/coaching accreditation of the Assistant Coach.
- 5) 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 Assistant Coach. Finally BFF would verify the documents to confirm the appointment and authenticity.

<b>14. S.03</b>	<b>WFL Criteria</b>
<b>GOAL KEEPER COACH OF THE FIRST TEAM</b>	<b>A</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 assisting the Head Coach in all the football matters of the first team. The potential club has to carry the burden of proof for the equivalent coaching qualification of the Goal Keeper Coach.

**The Goal Keeper Coach must:**

- For Women's Football League (WFL) the Goal Keeper Coach must hold the GK level-1/'C' Certificate qualification that is approved by BFF and AFC.
- 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**

- CV of the Goal Keeper Coach.
- Passport size photo of the Goal Keeper Coach.
- Copy of NID (mandatory)/Passport (have to submit if any) of the Goal Keeper Coach.
- A valid copy of his coaching qualification/coaching accreditation of the Goal Keeper Coach.
- 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.

<b>14. S.04</b>	<b>WFL Criteria</b>
<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 (have to submit if any) of the Team Doctor or Physiotherapist.
- 4) Qualification Document of Team Doctor or Physiotherapist or both (Chartered Physiotherapy Qualification).
- 5) 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.

<b>14. S.05</b>	<b>WFL Criteria</b>
<b>PHYSICAL TRAINER FOR THE FIRST TEAM</b>	<b>A</b>

The license applicant club must have appointed a Physical Trainer who is responsible for the improvement of the physical fitness of the players of the first team. The physical trainer must have BFF AFC ‘C’ qualification Certificate that is recognized by BFF and AFC.

### Submission to BFF

- 1) CV of the Physical Trainer of the first team.
- 2) Passport size photo of the Physical Trainer of the first team.
- 3) Copy of NID (mandatory)/Passport (have to submit if any) of the Physical Trainer of the first team.
- 4) Qualification Document of the Physical Trainer (BFF AFC ‘C’ Certificate qualification).
- 5) An appointment letter or an employment contract stating the appointment of the person as the Physical trainer of the first team of the club.

The potential club has to carry the burden of proof for the equivalent coaching qualification of the Assistant Coach. Finally BFF would verify the documents to confirm the appointment and authenticity.

## ARTICLE 15: INFRASTRUCTURE CRITERIA

Today, the game of football and even a competition has become an event and for an event to be successful, it should be held in good infrastructure conditions. Therefore, a football match should be organized in good stadiums with all the adequate facilities for the players, officials and most importantly for the spectators.

Also for a club, infrastructure criteria should be seen as a long-term investment. It helps in attracting more fans to the stadium, creating a match atmosphere and generating a revenue base too. Therefore, clubs in coordination with BFF, government and the local community



should ensure that they have an access to a stadium that is attractive, safe, secured, hygienic and easy to access for the fans.

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

- a) Clubs have access to a stadium that is approved by BFF for Women's Football League (WFL) that provides necessary and adequate facilities for the players, officials and spectators;
- b) Clubs have suitable training facilities for their players to help them improve their technical skills.

<b>15. I.01</b>	<b>WFL Criteria</b>
<b>TRAINING FACILITIES</b>	<b>A</b>

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

**The Training Field must have adequate:**

- a) Full Size football pitch of good quality;
- b) Balls, cones, bibs, goal post and other necessary training equipment's;
- c) Shower room for players;
- d) Gymnasium;

**Submission to BFF**

The club must submit to BFF the name and address of the Training Field along with the agreement with the owner of the Training Field stating guaranteed access to the club as its training Field for the entire year. If the Club owns the Training Field, it must submit to BFF the documents proving its ownership.

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

<b>15. I.02</b>	<b>WFL 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**

The club must submit to BFF the name and address of the club secretariat along with the agreement with the owner of the office space stating guaranteed access to the club as its secretariat to conduct all its administrative tasks. The club must submit all the relevant contact details of the club secretariat.

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

BFF would verify the documents and visit the office space to confirm the facility.

## **ARTICLE 16: PERSONNEL AND ADMINISTRATIVE CRITERIA**

In today's world, football is not only about results on the field, but also incorporation of professionalism in running the day-to-day administration of the club. In this regard, having professional, well-educated and experienced people in the administration of the club is key in running the club in an efficient and effective manner.

The focus is on the professional and expert manner in which the people that are appointed perform their duties. The professionalism will also be improved if clubs clearly define the profiles for the function to be performed and the requirements for the job (education, working experience, IT skills, language skills, commercial and marketing knowledge pertaining to the football industry). The license applicant club is responsible for identifying and recruiting people who meet these requirements and comply with the defined profile either full time or part time.

**The objectives of the personnel and administrative criteria are-**

- a) Clubs are managed in a professional way by professional experts;
- b) Clubs have well-educated, qualified and skilled specialists with specific know how and experience;
- c) Clubs are in a position to exploit the commercial and marketing opportunities prevailing in the commercial environment of the country;
- d) It helps the league to become more professional and commercially beneficial over a period of time;

<b>16. P.01</b>	<b>WFL Criteria</b>
<b>FULLTIME CEO/GENERAL MANAGER/GENERAL SECRETARY</b>	<b>A</b>

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

The CEO/General Manager/General Secretary should at least be a Graduate from a recognized college/university in or outside Bangladesh and must have experience of administration of football club. He should have the necessary knowledge and communication skills required in club management.

**He/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 an ex-officio;
- d) Be responsible for all the official correspondence and communications with BFF, District FAs, Divisional FA, Government, Other Clubs and any other stakeholders involved;
- e) Attend all the club management and club development seminars organized by BFF or any other governing bodies for the development of the club;

The appointment of the full time CEO/General Manager/General Secretary should be done by the Executive Body of the club through a written contract. The appointed official should not have any other full time activities other than management of the club that has employed him.

#### **Submission to BFF**

- 1) CV of the Fulltime CEO/General Manager/General Secretary.
- 2) Passport size photo of the Fulltime CEO/General Manager/General Secretary.
- 3) Copy of NID (mandatory)/Passport (have to submit if any) 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.

<b>16. P.02</b>	<b>WFL Criteria</b>
<b>FULLTIME TEAM MANAGER</b>	<b>A</b>

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.

#### **Submission to BFF**

- 1) CV of the Team Manager.
- 2) Passport size photo of the Team Manager.
- 3) Copy of NID (mandatory)/Passport (have to submit if any) 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.

<b>16. P.03</b>	<b>WFL Criteria</b>
<b>FULLTIME CLUB COORDINATOR</b>	<b>A</b>

The club must have an appointed full time club coordinator for the club who is responsible staff in the administration of the club. He will report to the head of the club administration. He is responsible for managing and coordinating all the communication and activities between the club, BFF and any other stakeholder. The Coordinator should have good communication and coordinating skills and lead the coordination between the club and BFF.

**He/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.

<b>16. P.04</b>	<b>WFL Criteria</b>
<b>FULL TIME/PART TIME 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 (have to submit if any) 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.

<b>16. P.05</b>	<b>WFL Criteria</b>
<b>FULL TIME/PART TIME 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 media 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 (have to submit if any) 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.

<b>16. P.06</b>	<b>WFL Criteria</b>
<b>SECURITY OFFICER OR SECURITY ADVISOR</b>	<b>B</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 club's.

#### **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 (have to submit if any) 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. Transparency in financial management
- v. Ability to secure contracts with sponsors and commercial partners
- vi. Streamlining of approvals from government bodies for construction/ownership of club infrastructure

<b>17. L.01</b>	<b>WFL Criteria</b>
<b>LEGAL ENTITY</b>	<b>A</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 the Licensor

- 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.



<b>17. L.02</b>	<b>WFL 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.

### **Submission to the Licensor**

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>WFL 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 the Licensor**

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

<b>18. F.02</b>	<b>WFL Criteria</b>
<b>AUDITED ANNUAL FINANCIAL STATEMENTS</b>	<b>B</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 the Licensor**

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.

<b>18. F.03</b>	<b>WFL Criteria</b>
<b>NO PAYABLES OVERDUE TOWARDS EMPLOYEES AND SOCIAL/TAX AUTHORITIES</b>	<b>B</b>

The license applicant must prove that, it has no payable overdue towards its current or former employees and social/tax authorities in respect of its contractual or legal obligations. The term “employees” shall include but not limited to:

- a) All professional players according to the applicable FIFA Regulations on the Status and Transfer of Players; and
- b) The administrative, technical, medical and security staff specified in these Regulations.

### **Submission to the Licensor**

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

This declaration must be executed by the General Manager/General Secretary/CEO no more than thirty (30) days prior to the corresponding deadline for its submission to the licensor.

## **ARTICLE 19: SUMMARY OF THE CRITERIA**

Following is a summary highlighting the club licensing criteria for the clubs to participate in the Women’s Football League (WFL).

### **SPORTING CRITERIA**

- a) License Applicant Club to appoint a Head Coach for its first team, who hold at a valid BFF AFC ‘B’ Diploma or any valid coaching qualification that is equivalent to BFF AFC ‘B’ Diploma that is recognized by BFF.
- b) License Applicant Club to appoint an Assistant Coach for its first team, who hold at least an AFC ‘C’ Diploma or any valid coaching qualification that is equivalent to BFF AFC ‘C’ Diploma that is recognized by BFF and AFC.
- c) License Applicant Club to appoint a Goal Keeper Coach for its first team, who hold at least level 1/‘C’ qualification or appeared in level-1 Goal Keeper coaching course.
- d) CV, qualification document of Team Doctor or a Physiotherapist.
- e) CV, qualification document of Physical Trainer (AFC ‘C’ Coaching Certificate).

## **INFRASTRUCTURE CRITERIA**

- a) Name, address of the Training Field along with the confirmation letter/ownership document of guaranteed access to use the field for the entire season.
- b) The club must submit to BFF the name and address of the club secretariat along with the agreement with the owner of the office space stating guaranteed access to the club as its secretariat to conduct all its administrative tasks. The club must submit all the relevant contact details of the club secretariat.

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

## **PERSONAL AND ADMINISTRATIVE CRITERIA**

- a) License Applicant Club to appoint a full time CEO/General Manager/ General Secretary as the head of club administration.
- b) License Applicant Club to appoint a full time Team Manager who is responsible for Team management.
- c) License Applicant Club to appoint a full time Club Coordinator for the club who is responsible for managing and coordinating all the communication and activities between the club, BFF and any other stakeholders.
- d) License Applicant Club to appoint an appointed full time or part time Finance Officer who is responsible for its financial and accounting matters
- e) The club must submit the name of the security officer or security advisor to BFF along with his CV and all his contact details.
- f) The club must have an appointed part time or full time Media Officer being responsible for all media matters.

## **LEGAL CRITERIA**

License Applicant Club to be a legal entity registered with the appropriate authority with having club statutes, Executive Committee/Board of Director and valid current company article/constitution/statutes or similar type governing document.

## **FINANCIAL CRITERIA**

- a) Have to submit financial budget for the club.
- b) The club needs to provide the audited annual financial statements with the above details which will be verified by the Licensor.

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

#### **ARTICLE 20: MATTERS NOT PROVIDED FOR**

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

#### **ARTICLE 21: RATIFICATION**

These Regulations were ratified by the 'Executive Committee' of BFF and came into force immediately.



**Kazi Md. Salahuddin**  
President  
Bangladesh Football Federation



**Md. Abu Nayeem Shohag**  
General Secretary  
Bangladesh Football Federation