



TO ALL MEMBER CLUBS

Circular no. 2017-04

25 July, 2017

2018 Club Licensing Criteria

Dear Secretaries

In order to obtain a Barbados Football Association Club License and subsequently become eligible to participate in the domestic club competitions of the BFA in 2018, member associations are required to meet the 2018 club licensing criteria.

These criteria include the accurate completion and submission of the following four forms on the CONCACAF website:

1. Club Infrastructure Form
2. Club General Form
3. Club Finance Form
4. Club Youth Development Form

In addition to these forms the other minimum requirements are:-

1. Appoint a Head Coach to the First Team
(Premier League coaches will require the C-License as a minimum and Division One will require the D-License as a minimum in 2019)
2. Confirmation of Online Registration of First Team and Coaches
3. Appoint a General Manager
4. Appoint a Media Officer
5. Appoint a Finance Officer
6. Appoint a Marketing Officer
(Posts outlined in 3, 4, 5, & 6 must now be filled by at least three persons.)
7. Submit Budget for upcoming season
8. Submit Legal Declaration by authorized signatory
9. Submit club Confidentiality Agreement
10. Submit club ownership structure and control mechanism
11. Submit club statutes or equivalent legal document

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12. Permission from owner for use of grounds
13. Team Registration (Annual Subs) before November 3rd, 2017.
14. Clubs with Premier League teams must submit their Youth Development Plan and must have a youth development programme in place for 2018.
15. All clubs must appoint a medic who has at least basic training in Cardio Pulmonary Resuscitation for First Aid. Proof of certification is to be submitted.

The BFA will offer courses in First Aid to all clubs to ensure that the possibility exists for persons to be certified in this area. Premier League Clubs are encouraged to ensure their coaches attend the CONCACAF Courses in order to be certified in time for 2019. Additionally there are specifics to clubs forming alliances with other clubs or schools to attain a youth arm. Please contact us for information on these specifics.

The following dates are set for the 2018 Club Licensing Process:-

- September 1st, 2017 - Club Licensing for 2018 Begins
- November 3rd, 2017 - Club Licensing Deadline
- November 24th, 2017 - Decisions by Club Licensing Committee
- November 29th, 2017 - Notification to Clubs of Decisions
- December 6th, 2017 - Last day to submit Appeal on Decisions
- December 20th, 2017 - Final Decisions by Appeals Body

Should you have any questions, please do not hesitate to contact the BFA Secretariat at office@barbadosfa.com.

Yours faithfully
BARBADOS FOOTBALL ASSOCIATION

Edwyn Wood
General Secretary