



TO ALL MEMBERS CLUBS

Circular no. 2017-05

10 August 2017

REMINDER - 2018 Club Licensing Criteria

Dear Secretaries

This is a reminder that the 2018 Club Licensing process will commence on September 01st, 2017 and conclude on November 03, 2017 for all member clubs who will be participating in the 2018 Domestic Season.

These criteria include the accurate completion and submission of the following four (4) forms on the CONCACAF website and which is also available on the BFA website at www.barbadosfa.com/licensing.

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
2. (Premier League Coaches will require the C-License as a minimum and Division One will require the D-License as a minimum in 2019)
3. Confirmation of Online Registration of First Team and Coaches
4. Appoint a General Manager
5. Appoint a Media Officer
6. Appoint a Finance Officer
7. Appoint a Marketing Officer
(Posts outlined in 4, 5, 6 & 7 must now be filled by at least **three persons**)
8. Submit Budget for upcoming 2018 season
9. Submit Legal Declaration by authorized signatory
10. Submit Club Confidentiality Agreement
11. Submit Club ownership structure and control mechanism
12. Submit Club statutes or equivalent legal document
13. Permission from owner for use of grounds
14. Club Registration (Annual Subs) before November 03rd 2017
15. Clubs with Premier League teams must have a youth development programme in place for 2018 and submit the necessary documentation to prove so.
16. 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.

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The BFA will offer courses in First Aid to all Clubs to ensure that persons are certified in this area.

Premier League clubs are encouraged to ensure that their Coaches attend the CONCACAF Coaching Courses in order to be certified in time for 2019.

Additionally there are specifics to club forming alliances with other clubs or schools to attain a youth arm. Please contact us for further information on this specific.

These are the deadlines set for the 2018 Club Licensing Process:

September 1 st 2017	-	Club Licensing for 2018 begins
November 03 rd 2017	-	Club Licensing Deadline
November 24 th 2017	-	Decisions by Club Licensing Committee
November 29 th 2017	-	Notification to Clubs of Decisions
December 06 th 2017	-	Last day to submit Appeal on Decisions
December 20 th 2017	-	Final Decisions by Appeal 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