



August 9th, 2018

TO ALL MEMBERS OF THE BFA
Circular no. 2018-08

THE 2018-19 CLUB LICENSING PROCESS FOR ALL CLUBS

Dear All,

Club licensing for the **Premier League and Division One Clubs** will commence on **September 2nd, 2018** and will conclude on **September 28th, 2018**. Club licensing for all other Clubs will commence on **October 1st** and conclude on **October 26th, 2018**.

During this period the following is required to successfully complete the Club Licensing Process to participate in the BFA 2018-19 Domestic Season:-

1. All Clubs must fill out the 4 forms on the Concacaf Website via the links provided.
2. Each Premier League Club must have an active youth component
Each Division One League Club must submit a youth development plan for their club.
3. Each Premier League Club is required to have a certified first aid person on the management team
4. Each Premier League club must have a minimum D Licensed Coach on the first Management Team
5. Appoint a General Manager
6. Appoint a Media Officer
7. Appoint a Finance Officer
8. Appoint a Marketing Officer (Posts in 4, 5, 6 & 7 must be filled by at least 3 persons.)
9. Submit Budget for upcoming season
10. Submit Legal Declaration by authorized signatory
11. Submit club Confidentiality Agreement
12. Submit club ownership structure and control mechanism
13. Submit club statutes or equivalent legal document
14. Permission from owner for use of training grounds
15. Team Registration (Annual Subs) before September 28th, 2018.

Thank you for taking note and should you have any questions, please do not hesitate to contact the BFA Secretariat at telephone number 538-BALL (2255) or via email at office@barbadosfa.com.

Respectfully yours

Edwyn Wood
General Secretary

P.O. Box 1362 Bridgetown, BB11000, Barbados - Telephone: 246-228-1707 - Fax: 246-228-6484

Website: www.barbadosfa.com Email: office@barbadosfa.com