

**TIER 1  
WOMEN'S  
LICENSING  
REGULATIONS  
2023/24**

# **CONTENTS**

<b>GLOSSARY OF TERMS</b>	<b>3</b>
<b>PROCEDURE</b>	<b>9</b>
<b>LICENSOR AND LICENCE APPLICANT</b>	<b>12</b>
<b>LICENCE CRITERIA</b>	<b>16</b>
<b>APPENDICES</b>	<b>35</b>
APPENDIX 1 Core Process	36
APPENDIX 2 Process for Decision-Making	37
APPENDIX 3 Medical Examination	39

# GLOSSARY OF TERMS

## GLOSSARY OF TERMS

Note – Definitions are also contained in the FAW's "Articles of Association", "Standing Orders" and "Standing Committees" and cross-references are noted where appropriate.

### DEFINITION

<b>Adran Premier</b>	The Adran Premier is the current name of the body comprising clubs in Wales' First Division, all members being subject to the Licensing process.
<b>AGM</b>	The Adran Premier Annual General Meeting, which takes place at the end of every football season.
<b>Chief Executive Officer</b>	The senior employee of the Association.
<b>Club Licensing Appeals Body (AB)</b>	The Club Licensing Appeals Board (AB) deals with appeals by clubs against a decision by the FIB.
<b>COMET</b>	The Football Management System used by the Association as set out in these Regulations. Any reference to FAW COMET, COMET or system shall mean the same.
<b>Core Process</b>	Minimum requirements that the Licensor has to put in place for verification of compliance with the criteria described in the Regulations as basis for the issuance of a licence to an applicant.
<b>Council</b>	The shareholders of the Association being the supreme body of the Association.
<b>Criteria</b>	Requirements to be fulfilled by the Licence Applicant divided into six categories: Sporting, Infrastructure, Personnel and Administrative, Legal and Financial and Codes of Practice.
<b>Deadline for submission of the application to the Licensor.</b>	The date by which each Licensor requires Licence applicants to have submitted all relevant information for its application for a Licence.
<b>Decision Making Bodies</b>	The First Instance Body and Club Licensing Appeals Body.
<b>Event or Condition of major economic importance</b>	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.
FAW	The Football Association of Wales.
FAW Club Licensing system	Consists of six categories of criteria and a Core Process.
FAW National Leagues Board (NLB)	The FAW Standing Committee responsible for the criteria of the Club Licensing Regulations on behalf of the Board.
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 Instance Body (FIB)	The First Instance Body is responsible for the granting of a licence.
Independent Auditor / Accountant	An auditor, or accountant, who is independent of the entity, in compliance with the Financial Criteria set out in these Regulations.
Licence	Certificate confirming fulfilment of all mandatory minimum requirements by the licensee.
Licence Applicant	Legal entity fully and solely responsible for the football team participating in the National Club Competition, which applies for a Licence.
Licensee	Licence Applicant, which has been granted with a licence by the licensor.
Licensing Administration	Body or staff within the Licensor that deals with Club Licensing matters.
Licensing Toolkit	All relevant templates and helpful documents to assist clubs in meeting the criteria.
Licensing Cycle	See Core Process.
Licence Season	FAW season for which a Licence Applicant has applied for/ been granted the FAW Adran Premier Club Licence.
Licensing Process	See Core Process.

<b>Licensor</b>	The body (FAW) that operates the licensing system and grants the licence.
<b>May</b>	Indicates a party's discretion to do something (i.e. optional, rather than mandatory).
<b>Must or Shall</b>	Indicates an obligation to do something (i.e. mandatory). Failure to meet the obligation will result in refusal to grant the Tier 1 Women's licence.
<b>Qualifying Club</b>	Any club defined pursuant to FAW Rule 11.1.1
<b>Recommended</b>	This is a best-practice recommendation and therefore, not licence failure.
<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.
<b>SGSA</b>	The Sports Grounds Safety Authority which is the UK Government's advisor on safety at sports grounds and a world leader in safety.
<b>Stadium</b>	Means the venue where the club will play its home matches in Adran Premier competitions including, but not limited to, all properties and facilities near to such stadium (for example offices, hospitality areas.)
<b>Statutory Closing Date</b>	The annual accounting reference date of the reporting entity.
<b>Subsequent Events</b>	Events or conditions occurring after the Licensing decision.
<b>Adran Premier Club Licensing Regulations</b>	Working document which describes the Adran Premier Club Licensing system in Wales with specific national particularities and objectives.
<b>UEFA</b>	Union des Association Européennes de Football.

# INTRODUCTION

## ABOUT LICENSING

The Domestic Club Licensing Regulations for Tier 1 Women set out quality standards and procedures by which clubs will be assessed as a basis for the continuous improvement of many aspects of football.

Licensing requires that those clubs in membership of the Adran Premier meet specific standards presented in the form of criteria under seven headings: Sporting, Football Social Responsibility, Infrastructure, Personnel & Administration, Legal, Financial and Codes of Practice.

The focus on the above areas is to establish quality standards for Tier 1 that are attainable for all current clubs and for those aspiring to join the League. It also provides those wishing to partake in the UEFA Women's Champions League a platform for meeting the criteria UEFA set for the competition.

Licensing is a transparent process that enables clubs to demonstrate to their stakeholders that they meet quality standards.

Licensing will help to establish benchmarking information and clubs will be able to use this information to establish their position and assist them in planning for future improvement. In addition, the FAW may direct its resources in those clubs demonstrating a desire to improve and work in partnership with each other for the benefit of the football community in Wales.

These regulations were adopted by the Football Association of Wales on 12<sup>th</sup> October 2022 and come into force for the 2023/24 season.



# PROCEDURE

## MANAGEMENT OF THE SYSTEM

The Adran Premier Club Licensing Regulations will be managed by the FAW for its members. The system will comprise of audits conducted by the FAW and assessment by the Decision-Making Bodies.

In order to demonstrate that it meets the Criteria, clubs must upload all supporting documents to the FAW COMET system.

In considering a non-Adran Premier club's application, a club will be permitted to make changes or further developments to their infrastructure criteria, if they can evidence by the 31<sup>st</sup> March deadline that quotes, planning permission and the necessary finance are in place in order to complete the required upgrades by a date to be agreed by the FAW Licensing staff.

Those clubs that meet the standards will be issued with a Licence. Those clubs that have not fulfilled the minimum 'A' criteria will not be granted a Licence.

The Deadline for the submission of the list of Licensed Clubs is set by the FAW Board and must be strictly adhered to annually. It must also be before the Adran Premier AGM.

### Licence Refusal

If the club is refused a Licence by the First Instance Body, the following procedure will apply:

<b>April</b>	Clubs refused a Licence, must submit any appeal to the Licensing Manager within 10 days of being informed of the First Instance Bodies decision. Appeals must be forwarded in writing for attention of the Licensing Manager together with the appropriate Appeal's Fee. The Appeals Board is notified and a meeting date agreed.
<b>April</b>	The Licensing Manager prepares a report and dispatches this to the Appeals Body.
<b>April / May</b>	The Appeals Body considers the Licence applicants appeal by the 31 <sup>st</sup> May each year. The decision is made whether to grant a Licence or not. If the Licence is granted, area for future attention may be detailed. If the Licence is refused, areas to be addressed must be detailed and the relevant sanction is applied.
<b>AGM</b>	The Licensing Manager submits the list of licensed clubs to the FAW Board, the Adran Premier and the Leagues at Level 2 of the Pyramid before its Annual General Meeting.

### Criteria Graduation

The Criteria for achieving the Licence are split into three categories;

'A Criteria' – clubs must have all these criteria in place in order to achieve the Licence.

'B Criteria' – it is expected that clubs have these criteria in place, but clubs may still be awarded a licence if they are not met. However, repeated failure to meet these criteria may result in sanctions as specified below by the Decision-Making Bodies.

'C Criteria' – it is suggested that clubs have these criteria in place to support the overall development of the club. These criteria may become 'A' or 'B' in future licences or may be requirements of the UEFA Women's Champions League licence.

### **Development**

Licensing is a progressive system designed to deliver continuous improvement, which will be introduced as the system develops. The relevant FAW committee has the authority to review Criteria and these recommendations will be referred to the FAW Board for approval following a consultation process with various bodies including the FAW National Leagues Board and the Adran Premier clubs. The development process will incorporate reasonable timescales, and the Regulations will be reviewed on an annual basis.

# LICENSOR AND LICENCE APPLICANT

## LICENSOR

### Responsibilities

The Football Association of Wales governs the Tier 1 Women's Licensing system.

In particular, the FAW must:

- a) Establish an appropriate administration as defined below.
- b) Establish a process for the decision-making as defined [Appendix 2](#).
- c) The Licensor must set up a catalogue of sanctions as defined below.
- d) Define the Core Process as defined in [Appendix 1](#).
- e) Assess the documentation submitted by the Applicants, consider whether this is appropriate and determine whether each criterion has been met and what further information, if any, is needed.
- f) Ensure equal treatment of all Applicants and guarantee them full confidentiality with regard to all information provided during the process.

### Administration

The administrative tasks of the FAW include:

- a) Preparing, implementing and further developing the Tier 1 Women's Licence system;
- b) Providing administrative support to the Decision-Making Bodies;
- c) Assisting, advising and monitoring Applicants during the season; and
- d) Informing the FAW and UEFA of any event occurring after the licensing decision that constitutes a Significant Change to the information previously submitted to the Licensor;

### Catalogue of Sanctions

The FAW has in place sanctions for the Domestic Club Licensing system should a club fail to adhere to the criteria on repeated occasions.

The sanctions are as follows:

- a) The Panel can refuse clubs a Tier 1 Women's Licence the following season
- b) Withhold FAW payments
- c) A Fine
- d) A Caution

The FAW Disciplinary Regulations are applicable in respect of violations of the licensing regulations (e.g. submission of falsified documents, sanctions against individuals).

### Licensing Deadlines

The Licensing deadlines will be set by the FAW and communicated to all Licence Applicants prior to the commencement of the Licensing process.

### Core Process

A Core Process of the Domestic Club Licensing system will be made available as a guideline of the key steps. This can be found in [Appendix 1](#).

### Toolkit

The FAW will provide Licence Applicants with a Licensing Toolkit, which will include template documents.

## **Equal Treatment and Confidentiality**

The FAW ensures equal treatment of all licence applicants during the core process.

The FAW guarantees the licence applicants full confidentiality with regard to all information submitted during the licensing process. Anyone involved in the licensing process or appointed by the FAW must sign a confidentiality agreement before assuming their tasks.

## **LICENCE APPLICANT**

### **Definition of the Applicant**

An Applicant may only be a Football Club, i.e. a legal entity fully responsible for a football team participating in FAW competitions which either:

- a) Is a registered member of the FAW and/or its affiliated league(s) (hereinafter: registered member); or
- b) Has a contractual relationship with a registered member.

### **General responsibilities of the Applicant**

The Applicant must provide the FAW with:

- a) All necessary information and/or relevant documents to fully demonstrate that the obligations are fulfilled; and
- b) Any other document relevant for decision-making.

This includes information on the reporting entity/entities in respect of which information is required to be provided to satisfy the criteria.

Any event occurring after the submission of the documentation to the FAW representing a Significant Change to the information previously submitted must be promptly notified to the FAW.

### **The Tier 1 Women's Licence**

Clubs which qualify for the Adran Premier on sporting merit must obtain a Tier 1 Women's Licence.

The Tier 1 Women's expires without prior notice at the end of the season for which it was issued.

The Tier 1 Women's cannot be transferred.

A Licence may be withdrawn by the Licensor's Decision-Making Bodies if;

- a) Any of the conditions for the issuing of a Licence are no longer satisfied; or
- b) the Licensee violates any of its obligations under the national club licensing regulations

As soon as a Tier 1 Women's Licence withdrawal is envisaged, the FAW administration must notify the Chief Executive Officer.

Any club playing in the Adran Premier that fails to obtain renewal of its Licence for the next season shall be relegated from the Adran Premier at the end of the season in which the unsuccessful allocation was made.

It shall cost £100 per club to apply for a Tier 1 Women's. This must be paid by the application deadline stated in Appendix 1. Clubs successfully granted a licence by the First Instance Body shall have their fee refunded.

## **Tier 2 Status**

Any club currently playing at Tier 2 of the FAW Pyramid, who make application for promotion into the Adran Premier, must adhere to the 'A' Criteria as stated in these Regulations, as the awarding of a Tier 1 Women's Licence is a pre-requisite for promotion into the Adran Premier.

Clubs in Tier 2 of the FAW Pyramid are set the same Deadline for Licence Applications as all other clubs, and these clubs must also pay the same application fee.

Only clubs in the Adran Premier or Adran North/South are permitted to apply for the Tier 1 Women's Licence.

Should a Club obtain a Tier 1 Women's Licence but not be eligible to play in the Adran Premier, e.g. because of relegation or not gaining promotion via sporting merit, the Tier 1 Women's Licence status shall be conferred to Adran North/South, subject to the club achieving the relevant criteria for Tier 2.

# LICENCE CRITERIA



## SPORTING CRITERIA

### 1) Youth Development

- a) The Licence Applicant to have at least one U19's Development team affiliated to the club. The team must take part in official competitions or programmes played at national, regional or local level and be recognised by the FAW.

*(A criteria)*

- b) The Licence Applicant may have weekly girls provision running for at least 12 weeks of the year. This can be:

- i) Girls teams affiliated to the club, taking part in official competitions or programmes played at national, regional or local level and be recognised by the FAW.
- ii) Turn up and play sessions to grow participation or be focused on player development.

*(C criteria)*

- c) The Licence Applicant should have a written youth development programme, approved by the licensor. The programme must cover at least the following areas:

- i) Promotion of women's game
- ii) Youth development objectives and philosophy
- iii) Youth sector organisation (organisational chart, bodies involved, relation to licence applicant, youth teams, etc.)
- iv) Personnel (technical, medical, administrative, etc.) and minimum qualifications required
- v) Financial resources (budget, contribution from licence applicant, players or local community, etc.)  
This may be copied from the Finance Template provided.
- vi) Football education for various age groups (playing skills, technical, tactical and physical)
- vii) Educational initiatives (Laws of the Game; anti-doping; integrity; anti-racism)
- viii) Medical support for youth players (including maintaining medical records)
- ix) Review and feedback process to evaluate the results and achievements against the objectives
- x) Duration of the programme (at least three years but maximum seven).

*(A criteria)*

- d) In addition, the Licence Applicant must ensure that:

- i) Every player involved in its youth development programme has the possibility to follow mandatory school education in accordance with UK law and
- ii) No youth player involved in its youth development programme is prevented from continuing their non-football education.

*(A criteria)*

### 2) Registration of Players

- a) The Licence Applicant's players, including youth participants, who are involved in Affiliated Competitions must be registered with the FAW on COMET in accordance with the relevant provisions of the FIFA Regulations on the Status and Transfer of Players.

*(A criteria)*

- b) Safeguarding procedures, as agreed by the FAW from time to time, must be adhered to in respect of 15-year-old players before they will be eligible to play for the senior team.

*(A criteria)*

### **3) Medical care of players**

- a) The Licence Applicant must establish and apply a policy to ensure that all players in the first team squad undergo a yearly medical examination covering all areas listed in Appendix 3. The Licence Applicant must use computer systems and procedures as approved by the FAW and submit this data as the FAW may request from time to time.

*(A criteria)*

- b) The Licence Applicant must sign and apply the principles of the FAW Concussion Charter, a copy of which shall be in the Toolkit provided.

*(A criteria)*

### **4) Refereeing Matters and Laws of the Game**

- a) The licence applicant must ensure that all members of the women's first squad (players, coaches and other technical staff) attend a session or an event on refereeing organised by the FAW during the 12 months prior to the licence season.

*(A criteria)*

### **5) Contact Time**

- a) Clubs shall train on at least two days during a week during the season (defined as the club's first scheduled fixture to the last), with a minimum contact time of one hour per session with physical coaching. This may consist of tactical and technical pitch sessions or S&C activities. If a team has a midweek fixture this will supersede this requirement for that week.

*(A criteria)*

## **FOOTBALL SOCIAL RESPONSIBILITY CRITERIA**

### **6) Football Social Responsibility Strategy**

- a) The licence applicant must establish and implement a football social responsibility strategy in line with the [UEFA Football Sustainability Strategy 2030](#) and relevant UEFA guidelines, for at least the areas of equality and inclusion, anti-racism, child and youth protection and welfare, football for all abilities, and environmental protection.

*(B Criteria)*

### **7) Equality and Inclusion**

- a) The licence applicant must establish and implement a policy to ensure equal rights and opportunities for all people following and contributing to football activities organised by the licence applicant.

*(A Criteria)*

### **8) Anti-racism**

- a) The licence applicant must establish and implement a policy to tackle racism and to guarantee that all the licence applicant's policies, programmes and practices are exercised without discrimination of any kind.

*(A Criteria)*

**9) Child and Youth Protection and Welfare**

- a) The licence applicant must establish and implement a policy to protect, safeguard and ensure the welfare of youth players and ensure they are in a safe environment when participating in activities organised by the licence applicant.

*(A Criteria)*

**10) Football For All Abilities**

- a) The licence applicant must establish and implement a policy to make following and contributing to football activities organised by the licence applicant accessible and enjoyable for everyone, irrespective of disability or disabling factors.

*(B Criteria)*

**11) Environmental Protection**

- a) The licence applicant must establish and implement a policy to improve its environmental footprint and sustainability in relation to the organisation of events, infrastructure construction and management.

*(B Criteria)*

## **INFRASTRUCTURE CRITERIA**

**12) Ground Criteria**

The Licence Applicant must have an agreement with a ground that complies with the following criteria:

- a) Stadium Safety Assessment
  - i) The Licence Applicant must provide a stadium safety assessment compiled by the Sports Ground's Safety Authority (SGSA) and the Licence Applicant must comply with all non-conformities as detailed in the SGSA report.

Should the SGSA Report not be available for any reason one of the following alternatives may be accepted:

- (1) Ground shall be designated under the Safety of Sports Ground Act (1975). The appropriate body on an annual basis shall review the certificate.
    - (2) Ground shall have a certificate and comply with the appropriate legislation in accordance with the Fire Safety and Safety of Places of Sports Act (1987). The local authority concerned in conjunction with the Fire and Police authority shall on an annual basis review the certificate.
    - (3) Ground shall have a Football Association of Wales Safety Certificate, duly signed by the Local Authority.
  - ii) The safety assessment must not be older than one year at the date of the deadline for submission of documents. Copies of these documents are illustrated in the toolkit.
- b) If not included in the Stadium Safety Assessment report, clubs must also provide:
  - i) Safety Policy
    - (1) The Licence Applicant must provide a Safety Policy and Contingency Plan, which can be self-certified. It should include all of the Criteria as listed in 6(e) – 'Public Access and Egress'.

- ii) Stadium Evacuation Plan
  - (1) The Licence Applicant must have in place an Evacuation Plan. This can be self-certified, but it should be formulated in co-operation with and approved by the County Council, Police, Fire and / or Health Services. All required information is included in the toolkit.
- iii) Approved Capacity Level
  - (1) The Applicant must have in place an approved capacity level, which is relevant and safe for all competitions. The minimum capacity for Adran Premier clubs is 100, there should be provision for 50 seats, which are under cover.
- c) Public Access and Egress
  - i) There should be at least one stadium entry point designed in such a way as to avoid congestion and ensure smooth flow of the crowd.
  - ii) All public passageways and stairways in the spectator areas should be painted in a bright colour, as must all gates leading from the spectator areas into the playing field and all exit doors and gates leading out of the stadium.
  - iii) All exit doors and gates in the stadium, and all gates leading from the spectator areas into the playing area should:
    - (1) be fitted with a locking device which may be operated simply and quickly by anyone from the inside in the case of exit doors and gates or from either side in the case of gates leading into the playing area;
    - (2) be designed to be unlocked while spectators are in the stadium.
  - iv) Clubs should submit a Policy stating the procedure for all players, officials and spectators when entering the stadium. A policy must be in place if there is a need for segregation.
  - v) The boundary wall/fence must be of sound solid construction, secure on all sides and designed to obscure viewing from outside the Stadium (recommended height of boundary structure is 2 metres).
- d) Stands and Spectator Facilities
  - i) Seats for spectators must be individual, fixed (e.g. to the floor), separated from one another, shaped, made of unbreakable and non-flammable material and have a backrest of a minimum height of 30cm when measured from the seat.
  - ii) The use of temporary stands is prohibited.
  - iii) Bench seating of any description is prohibited.
- e) Sanitary Facilities
  - i) Sufficient clean and hygienic sanitary facilities must be available at the stadium for both male and female spectators. Toilets and urinals must be equipped with flushers. Toilets designated for females, or unisex facilities must have a sanitary bin. Sinks and amenities such as toilet roll and soap must be available.
- f) Facilities for Spectators with Disabilities
  - i) Clubs, must have undertaken a review of its own procedures with regard to the level of service it provides for spectators with disabilities. This may be in consultation with either a local disability group or recognised organisation such as Level Playing Field
- g) Hardstanding
  - i) There must be hardstanding surrounding one length and one width of the field of play, comprising of concrete, paving stones or tarmac. Hardstanding of a temporary nature will not be approved under any circumstances.
  - ii) All mandatory spectator areas must be accessed by hardstanding.
- h) Ground Regulations

- i) The club must arrange to have Ground Regulations fixed in a suitable areas of the ground in such a way that the spectators can read them.
  - ii) Ground Regulations should at least provide information on; admission rights, abandonment and postponements of events, a description of prohibitions and penalties such as entering the field of play, use of foul and abusive language, racist behaviour, restrictions with regard to alcohol, fireworks, flares, banners seating rules and causes for ejection from the stadium.
- i) Public Communications System
  - i) The stadium must be equipped with a public communications system, which should cover both inside and outside of the stadium and be secured against failures of the main power supply.
- j) Field of Play
  - i) The field of play should be smooth and level.
  - ii) The field of play must either be a wholly natural (grass) or football turf and must be maintained in good condition.
    - (1) Football turf must meet the following conditions:
      - (a) It must have been granted the required FIFA Licence in accordance with FAW Regulations for synthetic pitches;
      - (b) It must meet all the requirements of the national legislation in force;
      - (c) Its surface must be green and marked in accordance with the Laws of the Game. Field markings shall be white in colour and clearly visible to match officials and players.
  - iii) The field of play should be 105m long and 68m wide, if this is not possible due to stadium constraints, the minimum allowable is 98m long and 62m wide.
  - iv) The playing area must be fenced to a good standard on all four sides at least two yards from the touch and goal lines.
  - v) A warm-up area for substitutes must be available along the touchlines, behind the goal or on a separate area.
- k) Goalposts and goal nets must be maintained in good condition and meet the requirements of the Laws of the Game.
- l) Substitutes Benches and Technical Area
  - i) Covered dugouts must be provided for both teams, each with seating room for at least 8 adults, ideally 13 adults should be able to be seated.
  - ii) Only the team managers, substitutes, coaches and medical staff are allowed in the dugouts.
  - iii) The technical area should be marked in accordance with the Laws of the Game.
- m) Changing Rooms
  - i) Separate and secure accommodation must be provided for both teams and the match officials. It must be located within a proximity of the playing area acceptable to the League Management Committee.
  - ii) Each team changing room must have seating room for at least 18 people have at least one private seated toilet, with appropriate sanitary facilities.
  - iii) Separate showering facilities must be provided for both teams which need to contain a minimum of four showers.
  - iv) A separate dressing room must be provided for the match officials, with seating for at least three people and include at least one private seated toilet (with appropriate sanitary facilities) and at least one shower as a minimum. Clubs should consider an appropriate second space, should the officials be of mixed genders and require separate changing areas.
  - v) All rooms must be well lit, ventilated and/or heated.
- n) Emergency Medical Facilities

- i) All clubs must have a nominated First Aid room, the location must be clearly marked in all dressing rooms.
  - (1) This facility must be sufficiently large enough for access to accommodate a stretcher (laid horizontally) and medics to be able to effectively provide treatment.
  - (2) A treatment table, basic first aid kit and bin should be located within the room.
- ii) Every club must have the following equipment which should be easily accessible according to activities and for the duration of a match it should be pitch side:
  - (1) Defibrillator
  - (2) Spinal board
  - (3) Uni collar
  - (4) Vacuum or box splints
- iii) Every club should produce an Emergency Action Plan containing the following information:
  - (1) Map of the venue, highlighting key medical areas, such as ambulance parking area and first aid room and with directional arrows to indicate access routes to/from these for people unfamiliar with the venue.
  - (2) Postcode of the venue, and any specific information about the venue to provide emergency services if required.
  - (3) Name and contact number of key medical personnel at the ground on a matchday.
  - (4) Basic equipment available at the ground (and where it will be during a match)
  - (5) Addresses of the nearest hospitals, including travel time and phone number and
- iv) Emergency vehicles must be able to drive into the stadium. The access and egress point(s) must not be blocked. A parking space must be identified for an emergency vehicle to park, which must not be occupied by any other vehicle or used for any other purpose. Unobstructed access leading from a spectator area in the stadium to the playing area must be provided to allow access and egress for a stretcher. It is recommended that this access is located as close as possible to the area designated for the access/egress of the emergency vehicle(s).
- o) Floodlighting
  - i) The stadium should be equipped with floodlight installations.
  - ii) The stadium floodlight lux levels must be in compliance with the following:
    - (1) Achieve 250 lux when tested by an independent organisation;
    - (2) Clubs will have to provide a report stating the lux value, which must be no more than three years old, attaining a minimum of 250 lux;
    - (3) If the floodlights fall below 150 lux, they must be upgraded.
    - (4) The FAW may at any time request a 96-point lighting test to determine the lux levels of the floodlights.
- p) Media Facilities
  - i) At least one room with desks, power supply and phone/internet connections should be provided for media representatives.
  - ii) A press box should be located in the main grandstand, covered and central to the pitch. There should be an unobstructed view of the playing area and have easy access to other media areas. The press box should be fitted with five seats and desks, big enough to accommodate a laptop and notepad, plus ideally have power supply and wifi internet connection.
  - iii) At least one TV camera position on the halfway line should be provided, at a height and size that meets broadcaster needs. This structure may be temporary but must be available as required. Alternative arrangements to a traditional gantry must be approved by the FAW and broadcaster in advance of the deadline set in the Core Process (Appendix 1).

- iv) Radio commentary positions should be identified, with each position having at least three covered seats.

*(A criteria)*

In addition, it is strongly recommended that stadiums have the following facilities:

- q) Additional Medical Provision
  - i) It is strongly recommended the First Aid Room is equipped with the following:
    - (1) Wash basin
    - (2) oxygen bottle with mask
- r) Match Day Office
  - i) The stadium should be equipped with a match-day office with access to communication facilities such as phone and internet connection, located nearby and with easy access to the team and officials dressing rooms.
- s) Spectator Areas
  - i) It is recommended that it is possible for spectators to be accommodated, either standing or seated, for the full length of all four sides of the playing area.
  - ii) Where the stadium is part of a larger sports complex, the football area must be totally enclosed from all other activities, if another activity is going on at the same time.
  - iii) It is recommended that hardstanding surrounds the whole of the field of play, comprising of concrete, paving stones or tarmac. Hardstanding of a temporary nature will not be approved under any circumstances.
  - iv) The stadium should have dedicated access and seats for spectators with disabilities and their helpers. In addition, persons with disabilities should have dedicated sanitary facilities as well as access to refreshment facilities.
- t) Emergency Lighting
  - i) For the purpose of ensuring safety and guiding spectators and staff, the Stadium should be equipped with an emergency lighting system, for use in the event of a general stadium lighting failure.
  - ii) Emergency lighting must be available on at least one side of the field of play to which the public or staff have access, including all egress and evacuation routes.
  - iii) If emergency lighting is only available on one side of the stadium, only this side may be permitted to be used during an evening match. This must be reflected in the Stadium Safety Risk Assessment and Evacuation Plan.
- u) Parking Area
  - i) A safe and secure parking area, with space for a minimum of 10 cars, should be made available for teams, officials and visiting VIP's in the vicinity of the ground.

*(C criteria)*

An Adran North/South club applying for a Tier 1 Women's Licence will be permitted one licensing cycle to complete works relating to floodlights and media facilities, should they be promoted to the Adran Premier, to allow them to access the WGI fund available to the league. Evidence of preparedness to complete the work as required (e.g. an understanding of costs, proposed locations and budgeting) must be provided by the set application deadline in the Core Process.

### 13) Training Facilities

- a) As a minimum the Licence Applicant must have training facilities available throughout the year, including a floodlit artificial surface or indoor facility during Winter months.

*(A criteria)*

- b) In addition:

- i) A full-sized pitch should be accessible and utilised for training sessions for the first team.
- ii) Ideally should have bathroom facilities, with appropriate sanitary facilities.
- iii) Shall have a classroom facility, which is used for player and coach development on a regular basis.
- iv) Players should have access to a gym through the club. This may be a facility at the training ground which is used as part of the club training sessions or by alternative arrangement with players provided individual programmes, which are monitored by the S&C coach or other appropriately qualified individual.

*(A criteria)*

- c) The Applicant must provide written evidence that they have appropriate training provision in place for the season in which the licence covers (also referring to Sporting Criteria 5). This must be provided by the facility owner confirming the club has access to the nominated training venue(s).

*(A criteria)*

## PERSONNEL & ADMINISTRATION CRITERIA

### 14) Club Secretary

- a) The Licence Applicant must appoint a Club Secretary, whose rights and responsibilities must be signed and agreed by the post holder on an annual basis and the individual should be registered on COMET. A template of the role description is in the toolkit..
- b) The Club Secretary must attend all games to be a point of liaison for the opposition, officials and FAW should the need arise. The Secretary should be available throughout the matchday therefore they must not be a player or key part of the coaching team, so that they can be available for the duration. Secretaries should attend at least 70% of matches and if they cannot attend a match, someone associated with the club should be named in their place, informing the Competition Secretary and opposition in advance.
- c) The Club Secretary must have a club email address which is solely for club business. Where clubs do not have their own domain it will be acceptable to use generic hosts, but the username should be tied to the club e.g. [FAWSec@gmail.com](mailto:FAWSec@gmail.com) or [FAWWomen@hotmail.com](mailto:FAWWomen@hotmail.com) etc (where 'FAW' is the club name).

*(A criteria)*

### 15) Finance Officer

- a) The Licence Applicant must appoint a Finance Officer, whose rights and responsibilities should be signed and agreed by the post holder and the individual should be registered on COMET. A template of the role description is in the toolkit.



- b) The Finance Officer should be competent to complete the licencing requirements relating to finances. It would be advantageous if they held a professional qualification as recognised by the FAW.

*(B criteria)*

#### **16) Media Officer**

- a) The Licence Applicant must appoint a Media Officer, whose rights and responsibilities should be signed and agreed by the post holder and the individual should be registered on COMET. A template of the role description is in the toolkit.
- b) The Media Officer shall be required to undertake FAW training as is periodically offered throughout the season.

*(A criteria)*

#### **17) Content Creator**

- a) The Licence Applicant must appoint a Content Creator, this person must be a current player, the rights and responsibilities should be signed and agreed by the post holder. A template of the role description is in the toolkit.

*(A criteria)*

#### **18) Football Social Responsibility Officer**

- a) The licence applicant must have appointed a football social responsibility officer who is responsible for the implementation of football social responsibility policies and measures in accordance with the UEFA Football Sustainability Strategy 2030 and relevant UEFA guidelines. A template of the role description is in the toolkit.

*(B criteria)*

#### **19) Medical Cover**

- a) The Licence Applicant must appoint a Chartered Physiotherapist or Sports Therapist, who is responsible for the treatment and rehabilitation for the first team squad during training and matches. This person should liaise with the Doctor (if appointed) regarding all medical matters.
  - i) If recruiting a Chartered Physiotherapist they must hold all of the following minimum qualifications:
    - (1) Must be CSP or HCPC registered with a degree in physiotherapy.
    - (2) Must possess the appropriate professional indemnity insurance.
    - (3) Must possess a valid Sports Trauma Management (STM) qualification or UEFA Pitchside Trauma course.
  - ii) If recruiting a Sports Therapist, they must hold all of the following minimum qualifications:
    - (1) A graduate sports therapist with an accredited degree.
    - (2) A member of a recognised professional body.
    - (3) Must possess a valid Sports Trauma Management (STM) qualification or UEFA Pitchside Trauma course.
- b) In addition this individual must hold a valid FAW DBS.

- c) This individual should be available for at least one training session each week to provide treatment and rehabilitation of first team squad members and should attend a minimum of 70% of Adran Premier/ Adran Trophy matches to treat players and match officials (when the home side). If they cannot attend a match the club should appoint a qualified replacement.
- d) On matchdays the home club will be responsible for first aid relating to spectators. This role may be covered by the physiotherapist/sports therapist or an appointed First Aid Officer (see Criteria 20).
- e) A full job role can be found in the **toolkit**. The individual should be registered on COMET.

*(A criteria)*

## 20) First Aid Officer

- a) The Licence Applicant may appoint a First Aid Officer for the treatment of spectators and visitors off the pitch. They must hold the FAW First Aid Award or a qualification approved by the FAW. The individual must be registered on COMET.
- b) In addition this individual must hold a valid FAW DBS.
- c) A job role can for the First Aid Officer can be found in the toolkit.

*(C criteria)*

## 21) Medical Doctor

- a) The Licence Applicant may appoint a Club Medical Doctor, who is responsible for medical support and advice for the first team squad members. The Doctor must be recognised by the General Medical Council, as a full member and hold a valid DBS. The Doctor must be registered on COMET.
- b) A job role can for the Doctor can be found in the toolkit.

*(C criteria)*

## 22) First Team Manager

- a) The Licence Applicant must have appointed a First Team Manager who is responsible for the selection, tactics and training of the team squad and who manages the players and technical staff in the dressing room and the technical area before, during and after the match, undertaking the role as defined in the toolkit. The individual should be registered on COMET.
- b) As a minimum, the First Team Manager must hold a valid 'UEFA/FAW A-Licence' or valid non-UEFA coaching diploma which is equivalent to the one required and recognised by UEFA as such.
  - i) A holder of the required UEFA coaching diploma within the meaning of this Regulation is considered a coach who, in accordance with UEFA implementation provisions of the UEFA Coaching Convention, has been issued a UEFA Coaching Diploma by a UEFA Member Association or at least started the required UEFA Coaching Diploma course and is actively engaged in its completion. Simple registration for the required diploma course is not sufficient to meet this criterion.
  - ii) Clubs applying for a Tier 1 Women's Licence from Adran North/South will be permitted to have a fully qualified 'UEFA/FAW B Licence' coach for one season if promoted, at the discretion of the First Instance Body.

- c) This individual must hold a valid FAW DBS.
- d) The First Team Manager must attend at least 70% of the Adran Premier and Adran Trophy matches per season, since their appointment. If the First Team Manager is not in attendance (including in the 60-day replacement phase) the next highest qualified coach should undertake their duties, it is assumed that this will be the registered Assistant Coach.
- e) Should a club appoint Joint First Team Managers, both individuals must meet the criteria.

*(A criteria)*

- f) If the Decision-Making Body is of the view that the Manager has been appointed only to meet the Criteria stated in 22, the Decision-Making Body has the right to refuse the Licence.

### **23) Assistant First Team Manager**

- a) The Licence Applicant must have appointed a qualified coach who assists the First Team Manager in all football matters of the first team squad and undertaking the role as defined in the toolkit. The individual should be registered on COMET.
- b) As a minimum, the Assistant First Team Manager must hold a valid 'FAW B Licence' or valid non-UEFA coaching diploma which is equivalent to the one required and recognised by UEFA as such.
  - i) A holder of the required UEFA coaching diploma within the meaning of this Regulation is considered a coach who, in accordance with UEFA implementation provisions of the UEFA Coaching Convention, has been issued a UEFA Coaching Diploma by a UEFA Member Association or at least started the required UEFA Coaching Diploma course and is actively engaged in its completion. Simple registration for the required diploma course is not sufficient to meet this criterion.
  - ii) Clubs applying for a Tier 1 Women's Licence from Adran North/South will be permitted to have a full 'UEFA/FAW C Licence' coach by the application deadline, but if promoted will be expected to book onto a 'UEFA/FAW B Licence' course at the first available opportunity, at the discretion of the First Instance Body.

- c) This individual must hold a valid FAW DBS.
- d) The Assistant First Team Manager must attend at least 70% of the Adran Premier and Adran Trophy matches per season, since their appointment.

*(A criteria)*

- e) If the Decision-Making Body is of the view that the Assistant Manager has been appointed only to meet the Criteria stated in 23, the Decision-Making Body has the right to refuse the Licence.

### **24) Goalkeeper Coach**

- a) The Licence Applicant must have appointed a qualified coach who leads in all football matters of the first team goalkeepers, undertaking the role as defined in the toolkit. The individual should be registered on COMET.
- b) As a minimum, the Goalkeeper Coach must hold a valid 'FAW C Certificate Goalkeeper Award' or valid non-UEFA coaching diploma which is equivalent to the one required and recognised by UEFA as such.
  - i) A holder of the required UEFA coaching diploma within the meaning of this Regulation is considered a coach who, in accordance with UEFA implementation provisions of the UEFA Coaching Convention, has been issued a UEFA Coaching Diploma by a UEFA Member Association or at least started the required UEFA Coaching Diploma course and is actively engaged in its completion. Simple registration for the required diploma course is not sufficient to meet this criterion.
- c) This individual must hold a valid FAW DBS.
- d) The Goalkeeper Coach must attend at least 70% of the Adran Premier and Adran Trophy matches per season, since their appointment.

*(A criteria)*

## **25) Performance Analyst**

- a) The Licence Applicant must appoint a Performance Analyst, who is responsible for implementing a formal performance analysis programme. It will be mandatory for the Performance Analyst to attend FAW Performance Analysis workshops over the course of the season as a form of CPD.
- b) The Performance Analyst should hold a relevant qualification recognised by the FAW and should also be registered on COMET. The Performance Analyst may hold dual coaching roles. A job role can for the Performance Analyst can be found in the toolkit.

*(A criteria)*

## **26) Sport Scientist/Strength and Conditioning Coach**

- a) The Licence Applicant may appoint a Sports Scientist/ Strength and Conditioning Coach, who is responsible for physical development of players. The Coach must hold an appropriate qualification recognised by the FAW and should also be registered on COMET. The role may be a dual role with other coaching positions. A job role can for the Strength and Conditioning Coach can be found in the toolkit.
- b) The Sport Scientist/ S&C coach must attend at least 70% of the Adran Premier and Adran Trophy matches per season, since their appointment and a minimum of one training session a week.

*(B criteria)*

## **27) Head of Youth**

- a) The Licence Applicant must appoint a Head of Youth, who is responsible for overseeing the youth development programme and support of player pathways into senior football. This may include overseeing youth teams at the club or actively creating relationships with local junior teams, working with them for player development and recruitment. This may be a dual role e.g. alongside first team coach and the individual should also be registered on COMET. A full job role can be found in the toolkit.

- b) As a minimum, the Head of Youth must hold a valid 'UEFA/FAW B Licence' or valid non-UEFA coaching diploma which is equivalent to the one required and recognised by UEFA as such.
  - i) A holder of the required UEFA coaching diploma within the meaning of this Regulation is considered a coach who, in accordance with UEFA implementation provisions of the UEFA Coaching Convention, has been issued a UEFA Coaching Diploma by a UEFA Member Association or at least started the required UEFA Coaching Diploma course and is actively engaged in its completion. Simple registration for the required diploma course is not sufficient to meet this criterion.
- c) This role requires a valid DBS.
- d) The Head of Youth must have the correct safeguarding documentation as defined by the FAW Safeguarding Department.

*(A criteria)*

## 28) U19 Lead Coach

- a) The Licence Applicant must appoint a U19 Lead Coach, who is responsible for the selection, tactics and training of the U19 squad and who manages the players and technical staff in the dressing room and the technical area before, during and after the match and supports player pathways into senior football. A full job role can be found in the toolkit. The U19 Lead Coach should be registered on COMET.
- b) As a minimum, the U19 Lead Coach hold a valid 'FAW C Licence' or valid non-UEFA coaching diploma which is equivalent to the one required and recognised by UEFA as such.
  - i) A holder of the required UEFA coaching diploma within the meaning of this Regulation is considered a coach who, in accordance with UEFA implementation provisions of the UEFA Coaching Convention, has been issued a UEFA Coaching Diploma by a UEFA Member Association or at least started the required UEFA Coaching Diploma course. Simple registration for the required diploma course is not sufficient to meet this criterion.
- c) The U19 Lead Coach must have the correct safeguarding documentation as defined by the FAW Safeguarding Department.
- d) This role requires a valid DBS.
- e) The U19 Lead Coach shall be expected to attend at least 70% of U19 fixtures, from the date of their appointment. If they cannot attend a match a suitably qualified coach should take their place.

*(A criteria)*

## 29) Safeguarding Officer

- a) The Licence Applicant must appoint a Safeguarding Officer who must sign and agree to the rights and responsibilities of their role as set out in the toolkit. The Safeguarding Officer should be registered on COMET.
- b) The Safeguarding Officer shall be required to undertake FAW training as is periodically offered throughout the season.

*(A criteria)*

### 30) Written Agreements

- a) All administrative, technical, medical and security staff/ volunteers or service providers performing any of the functions referred to in Criteria 14-29, if appointed, as a minimum must sign the relevant job description as supplied. Licence applicants may add further criteria as meets their needs, but the core duties must not be amended.

*(A criteria)*

- b) All administrative, technical, medical and security staff or service providers performing any of the functions referred to in Criteria 14-29, if appointed, may have written contracts with the licence applicant (or another entity within the legal group structure of the licence applicant).

*(C criteria)*

### 31) Dual Roles

- a) Due to the needs of different roles, as proscribed in Criteria 14-29 and their corresponding job descriptions, specifically match day responsibilities, individuals should not hold 'dual roles' (including player).
- b) If a person holds a 'dual-role' the club must be able to demonstrate that they are able to fulfil the requirements of all roles in question. The applicant should also ensure that their club development plan clarifies how they will achieve a full cohort of required staff to the satisfaction of the Decision-Making Bodies.
- c) Clubs who have previously met the requirements shall be expected to continue to do so.
- d) Roles which are exempt from dual role restrictions are:
  - 15) Finance Officer
  - 17) Content Creator (who should be a player)
  - 18) Football Social Responsibility Officer
  - 20) First Aid Officer (NB Should not be a member of staff required to be pitchside during the game)
  - 27) Head of Youth
  - 28) U19's Lead Coach (NB Should not be the 1<sup>st</sup> team manager; applicants should note the requirements of the role and ensure the holder is able to meet these criteria if also involved in the first team).
  - 29) Safeguarding Officer

*(A criteria)*

### 32) Duty to Notify Significant Changes

- a) Any event occurring after the licencing documentation to the licensor representing a significant change compared to the information previously submitted must be notified to the licensor within the fixed deadline of ten working days.

*The compliance with this criterion shall be assessed by the licensor in respect of the next licensing cycle.*

*(A criteria)*

### 33) Duty of Replacement During Licensing Season

- a) The Licence Applicant must inform the licensor of any changes to personnel within 60 days. The replacement must also hold the relevant qualifications where appropriate. In the event that a function becomes vacant due to illness or accident, the licensor may grant an extension to the 60-day period only if reasonable satisfied that the person concerned is still medically unfit to resume their duties. The Licence Applicant must promptly notify the FAW of any such replacement.

*(A criteria)*

### 34) Media Platforms

- a) The Licence Applicant must have an official club website that is updated frequently with news, fixtures and results. As a minimum requirement the website should provide information on the club, players, management and stadium (with directions).  
The website can either be run by an individual within the club's administration or outsourced to an external company or individual through an official agreement.
- b) The Licence Applicant must have an official Twitter account, which frequently posts match information, scores and club and League news.
- c) The Licence Applicant must input all matchday information onto COMET, including team, First Team Manager, Assistant Manager, Goalkeeper Coach and Physio/Sports Therapist (plus Analyst and S&C Coach as appropriate) and update the system with key match action during the game and attendances.

*(A criteria)*

## Legal Criteria

### 35) Declaration in respect of participation in Adran Premier and UEFA Competitions

- a) The Licence Applicant must submit a legally valid declaration confirming the following:
  - i) It recognises as legally binding the statutes, regulations, directives and decisions of FIFA, UEFA, the UEFA member association and, if any, the national league as well as the jurisdiction of the Court of Arbitration for Sport (CAS) in Lausanne as provided in the relevant Articles of the UEFA Statutes.
  - ii) At national level it will play in competitions recognised and endorsed by the UEFA member association (e.g. national championship, national cup).
  - iii) At international level it will participate in competitions recognised by UEFA (to avoid any doubt, this provision does not relate to friendly matches).
  - iv) It will promptly inform the licensor about any significant change, event or condition of major economic importance.
  - v) It will abide by and observe the Tier 1 Women's Licensing Regulations for the Genero Adran Premier and Genero Adran Trophy.
  - vi) It will be accountable for any consequences of an entity included in the reporting perimeter not abiding by and observing item (v) above.
  - vii) All submitted documents are complete and correct.
  - viii) It authorises the competent national club licensing administration and national club licensing bodies, the UEFA administration, and the UEFA Organs for the Administration of Justice to examine

any relevant document and seek information from any relevant public authority or private body in accordance with national law.

- ix) It acknowledges that the FAW reserves the right to execute compliance audits.
- b) The declaration must be executed by an authorised signatory of the Licence Applicant no more than three months prior to the deadline for its submission to the licensor.  
A copy of the declaration can be found in the Toolkit.

*(A criteria)*

### **36) Minimum Legal Information**

- a) The licence applicant must submit at least the following minimum legal information about the licence applicant and if different, the registered member:
  - i) Complete legal name;
  - ii) Legal form;
  - iii) Copy of current, valid statutes (e.g. company act);
  - iv) Extract from a public register (e.g. trade register);
  - v) List of authorised signatories;
  - vi) Type of signature required (e.g. individual, collective).
- b) The licence applicant must also provide the following contact information:
  - i) Address of its official headquarters;
  - ii) Official contact details (such as phone/fax number and email addresses);
  - iii) Address of its official public website;
  - iv) Name and direct contact details of its main official contact person for club licensing matters.

*(A criteria)*

### **37) Security of Tenure at Stadium**

- a) The Applicant must have a ground available for FAW club competitions which must be within the territory of the FAW and approved by the FAW, which meets all stipulations outlined in Criteria 12 (pre-existing agreements between clubs and the FAW regarding the territory are also acceptable).
- b) If the Applicant is not the owner of the Ground, it must provide a written contract with the owner(s) of the Ground(s) it will use.
- c) It must be guaranteed that the Ground(s) can be used for the Applicant's home matches during the licence season, at the proscribed KO time in the league rules. The agreement provided must cover the season for which the licence shall be awarded.

*(A criteria)*

## **FINANCE CRITERIA**

### **38) Bank Account**

- a) The Applicant should have a bank account in the name of the Women's team which is solely used to manage income/expenditure relating to the running of the women's/female section.



- b) As a minimum the Secretary should be a signatory for this account, plus one other Club Official.

*(A criteria)*

### **39) Annual financial statements**

- a) In accordance with FAW Rule 125, the Licence Applicant must supply the Licensor with a profit and loss account and a balance sheet ahead of the Licensing Deadline.  
To meet with future UEFA Champions League reporting it is recommended that clubs use annual accounting periods 1<sup>st</sup> January to 31<sup>st</sup> December.
- b) When the women's football teams and activities are part of the same legal entity/reporting perimeter as men's football teams and activities, the licence applicant must identify the revenues and expenses linked to women's football activities and prepare financial statements accordingly.
- c) All income and expenditure associated to the Women's Section should be accounted for including, as appropriate:
- i) Employee costs, including those related to employing/recruiting employees including payment of all forms of consideration to employees arising from contractual or legal obligations;
  - ii) acquiring/selling players' registrations (including loans);
  - iii) ticketing;
  - iv) sponsorship and advertising;
  - v) broadcasting;
  - vi) merchandising and hospitality;
  - vii) club operations (administration, matchday activities, travel, scouting, etc.);
  - viii) use and management of stadium and training facilities;
  - ix) youth development; and
  - x) financing, including equity that results in obligations on the licence applicant, or debt directly or indirectly secured or pledged against the licence applicant's assets or revenues.
- d) Unless being complied and independently audited as per 39 f) and 39 g), the template provided by the FAW should be used to complete the balance sheet, detailing monthly expenditure.
- e) The Applicant should provide a detailed forecast for the following season, providing information on where the development grant may be used.

*(A criteria)*

- f) The annual financial statements, which cover points covered by 39 c), may be audited by an independent auditor in accordance with national legal framework.
- g) Annual financial statements, including comparative amounts for the prior period, may be prepared in accordance with International Financial Reporting Standards or national accounting standards (as applicable) to include:
- i) a balance sheet as at the end of the reporting period;
  - ii) a profit and loss account/income statement for the reporting period;
  - iii) a cash flow statement for the reporting period;
  - iv) a statement of changes in equity over the reporting period;

- v) notes, comprising a summary of significant accounting policies and other explanatory notes; and
- vi) a financial review by management.

*(B criteria)*

## CODES OF PRACTICE

### 40) Supporter's Charter

- f) Licence Applicants shall compile a supporter's charter in conjunction with the supporter's club, if one exists. The charter is to be reviewed annually in order that clubs may measure results against targets. Documentary results of club activity and monitoring procedures must be retained on record by the clubs.

A sample Supporters Charter will be in the toolkit.

*(A criteria)*

# APPENDICES

## APPENDIX 1 Core Process

1. The FAW defines the core process for the verification of the criteria and thus control the issuing of the FAW Adran Premier Club Licence.
2. The core process starts on August 1st and ends on the submission of the list of licensing decisions to the FAW Board no later than May 31st each season.
3. The core process consists of the following minimum key steps:
  - a) Submission of the licensing documentation to the licence applicants;
  - b) Return of the licensing documentation to the licensor;
  - c) Assessment of the documentation by the licensing administration;
  - d) Submission of the written representation letter to the licensor;
  - e) Assessment and decision by the decision-making bodies;
  - f) Submission of the list of licensing decisions to the FAW Board.
4. The deadlines for the above key process steps must be clearly defined and communicated to the clubs concerned in a timely manner by the licensor.

### Core Process Timetable 2022/23

October 2022	Licence Criteria sent to all clubs
31 <sup>st</sup> December 2022	Application and fee deadline
24 <sup>th</sup> March 2023	Deadline for submission of all documents for Tier 1 Women's Licence
30 <sup>th</sup> March 2023	First Instance Body meets
9 <sup>th</sup> April 2023	Deadline to submit appeal
10 <sup>th</sup> April 2023	Deadline to submit all appeals documents. No further evidence will be accepted after this date
13 <sup>th</sup> April 2023	Appeals Body meets
20 <sup>th</sup> May 2023*	Adran Premier AGM

\*Date TBC

## APPENDIX 2 Process for Decision-Making

1. The Decision-Making Bodies are the First Instance Body and the Appeals Body and must be independent of each other.
2. The First Instance Body decides on whether a Licence should be granted to an applicant on the basis of the documents provided by the submission deadline set by the Licensor and on whether a Licence should be withdrawn.
3. The Appeals Body decides on appeals submitted in writing and makes a final decision on whether a Licence should be granted or withdrawn. Should the Licence be granted, the Licence Applicant's appeal fee must be returned.
4. Appeals may only be lodged by;
  - a) A Licence Applicant who received a refusal from the First Instance Body.
  - b) A Licensee whose Licence has been withdrawn by the First Instance Body.
  - c) The Licensor (the Licensing Manager).
5. The Appeals Body makes its decision based on the decision of the First Instance Body and all evidence provided by the Licence Applicant or Licensor with its written request for appeal and by the set deadline.
6. As per FAW Rule 149, the licensing of Qualifying Clubs and all other clubs under the jurisdiction of the Association to play in Adran Premier and UEFA Leagues or competitions shall be governed, sanctioned and controlled as set out in these Regulations and the UEFA Club Licensing and Financial Fair Play Regulations respectively.
7. Members of the Decision-Making Bodies are appointed by the Chief Executive Officer of the FAW for a term of three years and must:
  - a) act impartially in the discharge of their duties;
  - b) abstain if there is any doubt as to their independence from the Licence Applicant or if there is a conflict of interest. In this connection, the independence of a member may not be guaranteed if he/she or any member of his/her family (spouse, child, parent or sibling) is a member, shareholder, business partner, sponsor or consultant of the Licence Applicant;
  - c) not act simultaneously as Licensing Manager;
  - d) not belong simultaneously to the FAW Council or any of its affiliated leagues or clubs;
  - e) include at least one qualified lawyer and an auditor holding a qualification recognised by the appropriate national professional body;
  - f) not belong simultaneously to the administrative staff.
8. The quorum of the decision-making bodies must be at least three members. In case of a tie, the Chairman has the casting vote.
9. The Decision-Making Bodies must operate according to the following procedural rules;

- a) All deadlines as specified in the annual Core Process must be respected;
- b) The principle of equal treatment;
- c) Legal Representation can provide evidence to the decision-making bodies on behalf of the Licence Applicant;
- d) The Licence Applicant can provide evidence to the Decision Making Bodies;
- e) Meetings will be conducted in English;
- f) Extensions will not be permitted;
- g) Licence Applicants will be given ten days to lodge an appeal against the decision of the First Instance Body;
- h) Clubs will be allowed to submit their appeal evidence until the deadline stipulated in the Core Process;
- i) The Licence Applicant has the burden of proof to the comfortable satisfaction of the Decision Making Bodies;
- j) There is no cost to the licence applicant for the First Instance Body (aside from the initial application fee);
- k) The cost of the appeal is as per FAW Rule 43.2.3; £200
- l) The decision will be provided in writing to the Licence Applicant with reasoning;
- m) Any complaint must be submitted in writing to the Chief Executive Officer;
- n) Deliberation / Hearings – The Decision-Making Bodies must consider all written and verbal evidence that is provided by the Licence Applicants and Licensing Experts. The Decision-Making Bodies must deliberate this evidence before providing the findings of the hearing.
- o) Representation – Licence Applicants may have legal representation at the First Instance Body or the Appeals Body, if seven days' notice is provided in writing to the Licensor.

## APPENDIX 3 Medical Examination

This form must be completed for FAW Tier 1 Women's Licensing purposes. It must be completed by all registered members of the first team squad, who have played in their domestic League during the current football season. After the Deadline for Submission of the application to the Licensor has passed, only players who have completed this Medical are permitted to participate in the League. Players who have left the club are not required to complete the form

### Medical Records

Every player must be in possession of a complete medical history that is updated at least annually and which must include the following information:

- 1) History of any of the following medical conditions in the player's immediate family (i.e. parents or siblings):
  - a) hypertension, stroke;
  - b) heart conditions including sudden cardiac death;
  - c) vascular problems including varicose veins and deep venous thrombosis;
  - d) diabetes;
  - e) allergies, asthma;
  - f) cancer, blood diseases;
  - g) chronic joint or muscle problems;
  - h) hormonal problems;
- 2) The player's complete medical history, indicating whether the player has ever suffered any of the following:
  - a) heart problems, arrhythmia, syncope;
  - b) concussion;
  - c) allergies, asthma;
  - d) recurrent infections;
  - e) other major diseases;
  - f) major injuries causing surgery, hospitalisation and/or absence from football of more than one month;
- 3) Details of complaints currently suffered by the player, including any of the following:
  - a) general (muscle or joint) pain;
  - b) chest pain, dyspnoea, palpitation, arrhythmia;
  - c) dizziness, syncope;
  - d) flu-like symptoms including coughing and expectoration;
  - e) loss of appetite, weight loss;
  - f) sleeplessness;
  - g) gastrointestinal upset;
- 4) Details of any medication or supplements the player is taking, and any TUEs that the player has been granted;
- 5) The player's complete vaccination record;
- 6) The results of all cardiological examinations.

## General medical examination

A general physical examination must be conducted annually and must cover all medically relevant organ and function systems.

The general physical examination must cover the following:

- a. height
- b. weight
- c. blood pressure
- d. head and neck (including eyes, nose, ears, teeth, throat and thyroid gland)
- e. lymph nodes
- f. chest and lungs (inspection, auscultation, percussion, and inspiratory and expiratory chest expansion)
- g. heart (sounds, murmurs, pulse and arrhythmias)
- h. abdomen (including any hernias or scars)
- i. blood vessels (e.g. peripheral pulses, vascular murmurs and varicose veins)
- j. skin (general inspection)
- k. nervous system (e.g. reflexes and sensory abnormalities)
- l. motor system (e.g. weakness or atrophy).