



Football Association of Wales
Women's Tier 1 Club Licensing and Financial Sustainability Regulations
Edition 2023

Accredited FAW National League Board on 3rd October 2023

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DEFINITION OF TERMS

1. For the purpose of these regulations, the following definitions apply:

Adran Premier	The Adran Premier is the current name of the body comprising clubs in Wales' First Division, all members being subject to the Licensing process.
AGM	The Adran Premier Annual General Meeting, which takes place at the end of every season.
Agreed-Upon Procedures	Procedures that have been agreed to by the auditor and the engaging party and, if relevant, other parties.
Appeals Body (AB)	The Appeals Body (AB) decides on appeals submitted and makes a final decision on whether or not a Licence is granted.
Association	The Football Association of Wales Limited (company number 00213349) whose registered office is at The Pavilion, Hensol, Vale of Glamorgan, CF72 8JY.
Annual Financial Statements	A complete set of financial statements prepared as at the statutory closing date. Should include a balance sheet, profit and loss account and those note and other statements and explanatory material that are an integral part of the financial statements.
Auditor	An independent audit firm acting in compliance with the International Code of Ethics for Professional Accountants (including International Independence Standards).
Chief Executive Officer	The senior employee of the Association.
Club Licensing Criteria	Requirements, divided into six categories (sporting, football social responsibility, infrastructure, personnel and administrative, legal and financial), to be fulfilled by a licence applicant for it to be granted the Licence.

COMET	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.
Core Process	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 the Licence to a Licence Applicant.
Council	The shareholders of the Association being the supreme body of the Association.
Criteria	Requirements to be fulfilled by the Licence Applicant divided into seven categories: Sporting, Football Social Responsibility Infrastructure, Personnel and Administrative, Legal, Financial and Codes of Practice
Deadline for Submission of the Application to the Licensor	The date by which each Licensor requires the Licence Applicant to have submitted all relevant information for its application for a Licence.
Decision Making Bodies	The First Instance Body (FIB) and Appeals Body (AB).
Event or Condition of Major Economic Importance	An event or condition that is of major economic importance if it is considered material to the financial statements of the reporting entity/entities and would require a different (adverse) presentation of the results of the operations, financial position and net assets of the reporting entity/entities if it occurred during the preceding reporting period.
FAW	Football Association of Wales Limited.
FAW Club Licensing System	Consists of the Criteria and a Core Process

FAW National Leagues Board (NLB)	The FAW Standing Committee is responsible for 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 (FIB) 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.
Licence Season	FAW season for which a Licence Applicant has applied for/been granted a Licence.
Licensee	Licence Applicant, which has been granted 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
Licensor	The FAW shall operate the licensing system and grants Licences.
List of Licensing Decisions	List submitted to the FAW containing, among other things, information about the Licence Applicants that have undergone the club

	licensing process and been granted the FAW Tier 1 Licence by the decision-making bodies.
May	Indicates a party's discretion to do something (i.e. optional, rather than mandatory).
Must or Shall	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.
Minimum Criteria	Criteria to be fulfilled by a Licence Applicant in order to be granted the Licence. Known as A criteria.
Qualifying Club	Any club defined pursuant to FAW Rule 11.1.1
Recommended	This is a best-practice recommendation and therefore, not a licence failure.
Significant Change	An event that is considered material to the documentation previously submitted to the Licensor and that would require a different presentation if it occurred prior to submission of the documentation.
SGSA	The Sports Grounds Safety Authority, which is the UK Government's advisor on safety at sports grounds and a world leader in safety.
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 a reporting entity.
Subsequent Events	Events or conditions occurring after the Licensing decision.
UEFA	Union des Association Européennes de Football

In these regulations, the use of the masculine form refers equally to the feminine.

INTRODUCTION

1.1 Tier 1 Club Licensing Regulations

The Tier 1 Club Licensing Regulations (“Regulations”) sets out quality standards and procedures by which clubs will be assessed as a basis for continuous improvement of many aspects of football. It is a modern form of regulation.

The Football Association of Wales (FAW) approved the Tier 1 system in 2018 and the FAW Council has agreed the same Criteria subjects as UEFA Licensing, which made its decision following a consultation exercise with a variety of bodies.

Licensing requires that those clubs in membership of the Adran Premier meet specific standards. The standards are presented in the form of Criteria under seven headings;

Sporting: Youth & Coaching
Football & Social Responsibility
Infrastructure
Legal
Personnel and Administration
Financial
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.

The criteria are predominantly transparent and consistent with UEFA standards where necessary, and a great deal of care and attention has been given to drafting these regulations. The focus has been on establishing a set of quality standards for Welsh Football, which is attainable for clubs currently in the league and also for those who have aspirations to join the league.

Licensing will have all the characteristics of a quality management system. The FAW’s management of the system will be coherent with UEFA Licensing, which is annually subject to third party scrutiny by UEFA and assessed by two independent bodies (First Instance Body and Appeals Body), in order to guarantee the transparency and integrity of the system.

1.2 Benefits of Tier 1 Club Licensing Regulations

The FAW sets standards for Tier 1 Club Licensing Regulations. By meeting these standards, football as a whole is acknowledging its responsibility to the community at large. Licensing is a transparent process that enables clubs in particular to demonstrate to all their stakeholders that they meet quality standards.

Licensing will help to establish benchmarking information. Clubs will be able to use this information to establish their position and to plan future quality improvement.

FAW resources will be focused on assisting clubs demonstrating a desire to improve and work in partnership with each other for the benefit of the football community in Wales. Football will benefit from the adoption of quality management practices by the FAW.

These regulations were adopted by the Football Association of Wales on 26th October 2023 and come into force for the 2024/2025 season.

2. PRODEDURE

2.1 The 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 necessary supporting documents to the FAW COMET system.

In considering a non-Adran Premier club's application, a non-Adran Premier club will be permitted to make changes or further developments to their infrastructure criteria if they can evidence by the 21st March, that quotes, planning permission approval (if required) 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 and at the sole discretion of the First Instance Body (FIB) or Appeals Body (AB).

If current Adran Premier clubs require upgrading their infrastructure after 21st March, then this can be permitted provided that the club provides quotes, planning permission approval (if required) and necessary finance are in place in order to complete the required upgrades to be agreed by FAW Licensing staff. The decision to grant the Licence on the proviso that additional infrastructure works will be completed after 21st March and before the new season is at the sole discretion of the respective First Instance Body (FIB) or Appeals Body (AB).

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, unless an extension has been granted by the First Instance Body (FIB) or Appeals Body (AB) to carry out any upgrades.

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.

2.2 Licence Refusal

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

April 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.

April The Licensing Manager prepares a report and dispatches this to the Appeals Body.

April / May The Appeals Body considers the Licence applicants appeal by the 31st 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.

AGM

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.

2.3 Criteria Graduation

The Criteria described in these Tier 1 Club Licensing Regulations are graded into two categories.

The different grades have been defined as follows:

“A” Criteria – Mandatory

If the Licence Applicant does not fulfil any A-Criteria, then it cannot be granted a ‘Tier 1 Licence’.

”B” Criteria – Expected

If the Licence Applicant does not fulfil any B-criteria then it May still receive a Tier 1 Licence subject to the Licence Applicant fulfilling the ‘A’ criteria; However, repeated failure to meet these criteria May result in sanctions as specified by the Decision-Making Bodies in accordance with 3.4 of these regulations.

”C” Criteria – Recommended

If the Licence Applicant does not fulfil any C-Criteria, then it May still receive a Tier 1 Licence. These criteria May become ‘A’ or ‘B’ criteria in future licenses or May be requirements of the UEFA Women’s Champions League Licence; However, it is recommended that Licence Applicants have these criteria in place to support the overall development of the club.

2.4 Development

Licensing is a progressive system designed to deliver continuous improvement. Improvements 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.

3. LICENSOR

3.1 Responsibilities of the Licensor

The Licensor is the Football Association of Wales (FAW). It governs the Tier 1 Women's club licensing system.

The Licensor must:

- a. establish an appropriate licensing administration as defined in 3.2;
- b. establish at least two decision-making bodies as defined in Article 3.3;
- c. set up a catalogue of sanctions as defined in Article 3.4;
- d. defines the core process in accordance with Article 3.6;
- e. assesses the documentation submitted by the Licence Applicants, considers whether this is appropriate and defines the assessment procedures in accordance with Article 3.7;
- f. ensure equal treatment of all Licence Applicants and guarantees them full confidentiality with regard to all information provided during the licensing process as defined in Article 3.8;
- g. determine to its comfortable satisfaction whether each criterion has been met and what further information, if any, is needed for a Licence to be granted.

3.2 Licensing Administration

The Licensor must appoint a Licensing Manager who is responsible for the licensing administration. The Licensing Manager should be educated as a minimum to degree level.

The tasks of the licensing administration include:

- a. preparing, implementing, and further developing the club licensing system,
- b. providing administrative support to the decision-making bodies,
- c. assisting, advising and monitoring the licensees during the Licence season.
- 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, including a change of legal form, legal group structure (including change of ownership) or identity;
- e. serving as the contact point for and sharing expertise with the licensing departments of other UEFA member associations and with UEFA itself.

At least one member of the licensing administration or an external financial expert must have a financial background and a diploma in accountancy/auditing recognised by the ACCA (or a recognised equivalent) or must have several years' experience in the above matters (a "recognition of competence").

3.3. Decision-Making Bodies

1. The decision-making bodies are the First Instance Body and the Appeals Body, and they must be independent of each other.
2. The First Instance Body decides on whether the 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 the Licence should be withdrawn.
3. The Appeals Body decides on appeals submitted in writing and makes a final decision on whether the Licence should be granted or withdrawn. Should the Licence be granted, the Licence Applicants 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;
or;
 - c. the Licensing Manager on behalf of the Licensor.
5. The Appeals Body makes its decision based on the decision of the First Instance Body and all the evidence provided by the appellant with its written request for appeal and by the set deadline.
6. As per FAW Rule 149(B), 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 selected by the Chief Executive of the Football Association of Wales 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 they or any member of their family (spouse, child, parent or sibling) is a member, shareholder, business partner, sponsor or consultant of the Licence Applicant;
 - c. not act simultaneously as Club Licensing Manager or a member of the licensing administration
 - d. not belong simultaneously to a judicial statutory body of the Licensor;
 - e. not belong simultaneously to the FAW Council of the FAW or its affiliated leagues, or area associations;
 - f. not belong simultaneously to the personnel of an affiliated club;
 - g. include at least one qualified lawyer and one qualified financial expert holding a qualification recognised by the ACCA (or a recognised equivalent).
 - h. Not belong simultaneously to the administrative staff

8. Members of the Decision-Making Bodies must not belong simultaneously either to the administrative staff or to any statutory decision-making body or committee of the Football Association of Wales or the Cymru Premier.
9. The quorum of the Decision-Making Bodies is three members. In case of a tie, the Chair has the casting vote.
10. The Decision-Making Bodies must operate according to procedural rules – to be defined by the licensor - which are as follows.
 - a. All deadline as specified in the annual CORE Process Must be respected;
 - b. The Licensor, licensing experts and the decision-making body members must all guarantee the principle of equal treatment by annually signing forms of independence and confidentiality;
 - c. Licence Applicants May have legal representation at the First Instance Body or the Appeals Body meeting, if seven days' notice is provided in writing to the Licensor.
 - d. The Licence Applicant has the right to be heard at a decision-making body meeting, by either legal representation as described in 10 c) or by the Club Chairperson or their nominated deputy, if seven days' notice must be provided in writing. The Decision-Making Bodies also have the right to request that their meeting is attended by a club representative.
 - e. The official language for all correspondence and meetings is English.
 - f. The Licensor is permitted to set time limits within the Core Process which guarantees feedback from the licensing experts before the final submission deadline. (e.g. calculation, compliance, interruption, extension).
 - g. A club has the right to submit an appeal in writing to the Licensing Manager within ten days as of the date of the corresponded decision of the First Instance Body.
 - h. All deadlines are clearly defined within the Core Process in order to ensure that there are no delaying effects to Competitions or to process.
 - i. The Licence Applicant May submit supplementary evidence to the Appeals Body.
 - j. The Licence Applicant has the burden of proof to the comfortable satisfaction of the decision-making bodies.
 - k. All decisions made by the First Instance Body and the Appeals Body must be confirmed in writing to the relevant Licence Applicant on the same day as the decision was made.
 - l. Any complaint must be submitted in writing to the Chief Executive Officer.
 - m. Content and form of pleading
 - n. Deliberation / hearings – The Decision-Making Bodies must consider all written and verbal evidence provided by the Licence Applicants and the

licensing experts. The Decision-Making Bodies must deliberate this evidence before providing the findings of the hearing.

- o. Cost of procedure – The cost of the Appeal shall be in accordance with the relevant FAW Rules.

3.4 Catalogue of Sanctions

1. To guarantee an appropriate assessment process, the FAW has in place sanctions. For the Domestic Club Licensing system should a club fail to adhere to the criteria on repeated occasions. It falls to the competent national bodies to impose these sanctions on the Licence Applicants/Licensees.
2. The catalogue of 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 suspended fine can be imposed.
 - d. A Caution can be imposed.
3. To guarantee an appropriate assessment process, the FAW must refer to the national disciplinary regulations in respect of violations of other licensing regulations (e.g. submission of falsified documents, non-respect of deadlines, sanctions against individuals, etc.).

3.5 Licensor's Certification

1. The licensor Must be certified against the UEFA Club Licensing Quality Standard on an annual basis by an independent body appointed by UEFA.

3.6 The Core Process

1. The Licensor has defined the core process for the verification of the Club Licensing Criteria and thus manage the issuing of licences.
2. The core process starts on 1st September and ends on the submission of the list of licensing decisions to the FAW administration by the deadline communicated by the latter.
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 within seven days of each decision being final.

4. The deadlines for the above key process steps must be clearly defined and communicated to the clubs concerned before the start of the core process by the licensor.

3.7 Assessment Procedures

1. The Licensor defines the assessment procedures as set out in these Regulations which Must be followed.

3.8 Equal Treatment and Confidentiality

1. The Licensor ensures equal treatment of all Licence Applicants during the core process.
2. The Licensor guarantees the Licence Applicants' full confidentiality regarding all information submitted during the licensing process. Anyone involved in the licensing process or selected/appointed by the Licensor must sign a confidentiality agreement before assuming his tasks.

3.9 Toolkit

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

4. LICENCE APPLICANT AND TIER 1 FAW WOMEN'S LICENCE

4.1 Definition of Licence Applicant

1. A Licence Applicant may only be a football club, i.e., a legal entity fully and solely responsible for a football team participating in national and international club competitions which either:
 - a. is a registered member of the Football Association of Wales (hereinafter: registered member) or
 - b. has a contractual relationship with a registered member (hereinafter: football company).

4.2 General responsibilities of the Licence Applicant

1. The Licence 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, football social responsibility, 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 and represents a Significant Change to the information previously submitted Must be promptly notified to the Licensor (including a change of the Licence Applicant's legal form, legal group structure including ownership, or identity).

4.3 Tier 1 Women's Licence

1. Clubs which qualify for the Adran Premier on sporting merit Must obtain the Tier 1 Women's Licence, issued by the FAW according to these regulations.
2. A Tier 1 Women's Licence expires without prior notice at the end of the Licence season for which it was issued.
3. A Licence cannot be transferred.
4. A Licence May be withdrawn by the Licensor's Decision-Making Bodies if:
 - a. any of the conditions for the issuing of the Licence are no longer satisfied; or
 - b. the Licensee violates any of its obligations under the present regulations.
5. As soon as a Licence withdrawal is envisaged, the Licensing Administration must inform the Chief Executive Officer accordingly.

6. 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 unsuccessful allocation was made.
7. It Shall cost £100 per club to apply for a Tier 1 Women's Licence. This Must be paid by the application deadline stated in Appendix 1. Clubs successful granted a licence by the First Instance Body shall have their fee refunded.

4.4 Tier 2 Status

1. Any club currently playing at Tier 2 of the FAW Pyramid, who make an 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.
2. Clubs in Tier 2 of the FAW Pyramid are set the same deadline for licence applications as all other clubs and these Must also pay the same application fee.
3. Only clubs in the Adran Premier or Adran North/South are permitted to apply for a Tier 1 Women's Licence.
4. Should a club obtain a Tier 1 Women's Licence but not be eligible to play in the Adran Premier (i.e. 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.

5. CLUB LICENSING CRITERIA

SPORTING CRITERIA

All A Criteria unless specifically defined as *B Criteria* or *C Criteria*

S.01 Youth Development Programme

1. The Licence Applicant should have a written youth development programme, approved by the licensor.
2. The programme Must cover the following areas:
 - a. Promotion women's game
 - b. Youth Development objectives and philosophy;
 - c. Youth sector organisation (organisational chart, bodies involved, relation to licence applicant, youth teams, etc.);
 - d. Personnel (technical, medical, administrative, etc.) and minimum qualifications required;
 - e. Infrastructure (training and match facilities, other);
 - f. Financial resources (budget, contribution from Licence Applicant, players or local community, etc.); This May be copied from the Finance Template provided.
 - g. Football education programme for the different age groups (playing skills, technical, tactical and physical);
 - h. Education initiatives such as; Laws of the Game, anti-doping, integrity, anti-racism;
 - i. Medical support for youth players (including maintaining medical records);
 - j. Review and feedback process to evaluate the results and the achievements of the set objectives;
 - k. Duration of the programme (at least three years but maximum seven).
3. The Licence Applicant Must further ensure that:
 - a. every youth player involved in its youth development programme has the possibility to follow mandatory school education in accordance with UK law; and
 - b. no youth player involved in its youth development programme is prevented from continuing their non-football education.

S.02 – Youth Teams

1. The Licence Applicant Must have at least two women's youth teams within the age range of 10 to 21; affiliated to the club. Where a club does not have a second team, there is the possibility to have the Development Centre approved by the FAW to be recognised in place of a second team. The exception for the

Development Centres will be permitted for the 2024/25 and 2025/26 seasons only.

Each women's youth team, within this age range, Must take part in official competitions or programmes played at national, regional or local level and be recognised by the UEFA member association.

2. The Licence Applicant May have weekly girls provision running for at least 12 weeks of the year. This can be:
 - a. 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 (C Criteria)
 - b. Turn up and play sessions to grow participation or be focused on player development (C Criteria)

S.03 - Medical care of players

1. 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 2. 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.
2. The Licence Applicant Must sign and apply the principles of the FAW Concussion Charter. A template for the FAW Concussion Charter is provided in the Licensing Toolkit.

S.04 – Registration of players

1. 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
2. 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.

S.05 – Contact Time

1. Clubs Shall train at least two days a week, during the season (as 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 sessions or S&C activities.

2. If a team has a midweek fixture, this will supersede this requirement for that week.

S.06 – Refereeing matters and Laws of the Game

1. 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.

FOOTBALL SOCIAL RESPONSIBILITY CRITERIA

All A Criteria

Please note, full Football Social Responsibility templates can be found in the Licensing Toolkit.

FSR 01 – Equality and inclusion

1. 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.

FSR 02 – Anti-discrimination

1. The Licence Applicant Must establish and implement a policy to tackle discrimination and to guarantee that all the licence applicant's policies, programmes, and practices are exercised without discrimination of any kind.

FSR 03 – Safeguarding / Child and youth protection and welfare

1. 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.

FSR 04 – Football social responsibility strategy

1. The Licence Applicant Must establish and implement a football social responsibility strategy in line with the FAW and / or UEFA Football Sustainability Strategy 2030 and relevant FAW and / or UEFA guidelines, for at least the areas of equality and inclusion, anti-discrimination, child and youth protection and welfare, football for all abilities, and environmental protection.

FSR 05 – Football for all abilities

1. 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.

FSR 06 – Environmental protection

1. 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.

INFRASTRUCTURE CRITERIA

All A Criteria unless specifically defined as *B Criteria* or *C Criteria*

1.01 Stadium Safety Assessment

1. The Licence Applicant Must provide a satisfactory stadium safety assessment in accordance with one of the following:
 - a. Stadium Shall have been assessed by the Sports Grounds Safety Authority (SGSA) and the Licence Applicant Must comply with all non-conformities as detailed in the SGSA report.
 - b. Stadium Shall have been issued with a general safety certificate in accordance with the Safety of Sports Ground Act 1975 (as amended). The certifying authority on an annual basis Shall review the certificate.
 - c. Stadium Shall have been issued with one or more general safety certificates to cover one or more regulated stands in accordance with the Fire Safety and Safety of Places of Sports Act 1987 (as amended). The certifying authority on an annual basis Shall review the certificate(s).
 - d. Stadium Shall have a Football Association of Wales Safety Certificate, duly signed by the Local Authority.
2. Safety assessments 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 Licensing Toolkit.

1.02 Event Safety Policy and Contingency Plan

1. The Licence Applicant Must provide an Event Safety Policy and Contingency Plan, which can be self-certified. It should include all the criteria as listed in 1.05 Public Access and Egress.

1.03 Stadium Evacuation Plan

1. The Licence Applicant Must have in place an Evacuation Plan. This can be self-certified but should be formulated in co-operation with and approved by the County Council, Police, Fire and / or Health Services.

1.04 Approved Capacity Level

1. The Licence Applicant Must have in place an approved capacity level, which is relevant and safe for all competitions.
2. The minimum capacity for Adran Premier clubs is 100 spectators with at least 50 covered seats.

1.05 Public Access and Egress

The Licence Applicant should ensure the following is provided in the stadium and the relevant documents provided for the audit.

1. At least one stadium entry point designed in such a way as to avoid congestion and ensure the smooth flow of the crowd.
2. All public passageways and stairways in the spectator areas Must be painted in a bright colour, as Must all gates leading from the spectator areas into the playing area and all exit doors and gates leading out of the stadium.
3. All exit doors and gates in the stadium, and all gates leading from the spectator areas into the playing area, should:
 - a. be fitted with a locking device which Must 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;
 - b. be designed to remain unlocked while spectators are in the stadium;
 - c. open outwards.
4. 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.
5. 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).

1.06 Public Address System

1. The Stadium Must be equipped with a public-address system.
2. The public-address system Must cover both the inside and outside of the Stadium and be secured against failures of the main power supply.

1.08 Field of Play

The field of play Must be smooth and level.

1. The Stadium Must be equipped with either a natural playing surface or football turf and Must be maintained in good condition.
2. Football turf Must be in accordance with the “FAW Regulations for Football Turf Pitches” and Must meet the following conditions:
 - a. It Must have been granted the required FIFA Licence, which can only be delivered after the turf in question has been tested by a FIFA-accredited laboratory as meeting the FIFA quality standards for football turf;
 - b. It Must meet all the requirements of the national legislation in force;

- c. Its surface Must be green and marked with white in accordance with the Laws of the Game. Any other white or coloured lines Must be masked out.
3. The field of play Must be 105m long and 68m wide. If this is not possible due to stadium constraints, the minimum allowable is 98m long and 62 metres wide.
4. There Must be a grass verge or alternatively artificial turf of the minimum width of 1.5 metres between the touch line and the perimeter barrier. It is recommended that this distance is 3 metres.
5. There Must be a fixed, perimeter barrier of at least 1.1m high surrounding the pitch on all sides of the playing area.
6. The field of play must be equipped with a drainage system so that it cannot become unplayable due to flooding. *(B Criteria)*

1.09 Warm-Up Area for substitutes

1. A warm-up area for substitutes Must be available along the touchlines or behind the advertising boards behind the goal.

1.10 Goals

1. Goals Must be in compliance with the Laws of the Game, as promulgated by the International Football Association Board (IFAB), which means, in particular, that:
 - a. the distance between the posts Must be 7.32m;
 - b. the distance from the lower edge of the crossbar to the ground Must be 2.44m;
 - c. the goalposts and crossbars Must be white;
 - d. they Must not pose any danger to players.

1.11 Substitutes' benches

1. The Stadium Must be equipped with two covered benches at pitch level, each with seating room for at least 8 people, and positioned either side of the Halfway Line. The two benches Must be on the same side as each other.
 - a. It is recommended that each substitutes bench has seating room for 13 people. *(C Criteria)*
 - b. Only team managers, substitutes, coaches and medical staff are allowed in the dugouts.
2. The technical areas should be marked to define the area designated for team officials in accordance with the Laws of the Game

1.12 Dressing Rooms

1. The Stadium Must be equipped with:
 - a. A dressing-room for each team with seating room for at least 18 people, a minimum of four showers and one private seated toilet, with appropriate sanitary facilities as described in I.22 – Sanitary Facilities;
 - b. Referees' dressing-room with seating room for at least 3 people, a minimum of one shower, one private seated toilet with appropriate sanitary facilities as described in I.22 – Sanitary Facilities;
 - c. Clubs should consider an appropriate second space, should the officials be of mixed genders and require separate changing areas; (C Criteria)
 - d. All rooms Must be well lit, ventilated and/or heated, and clearly signposted.
2. Any new developments to the player's dressing rooms should have seating room for at least 25 persons and three seated toilets. (C Criteria)
3. Any new developments to the referees' dressing rooms should provide a provision for female match officials. (B Criteria)
4. A Stadium Must guarantee a safe access and egress for both teams and the referees from their dressing-rooms to the playing area and ensure their safe arrival at/departure from the Ground. If deemed necessary, the club will be required to submit a written policy in order to meet this criterion.
5. If it's brought to the attention of the FAW that the changing rooms fall below the minimum hygiene & quality standards required at any stage during the season, the following will take place:
 - a. An inspection must be carried out at the earliest opportunity.
 - b. The club must complete any facility improvement as advised by the FAW.

I.13 Match Day Office / Delegate's Room (C Criteria)

1. The Stadium must be equipped with a room that is exclusively reserved for a match day office, with an easy access to the team's and referee's dressing rooms.
2. It must be well lit, ventilated and/or heated, clearly signposted and equipped with Wi-Fi.

I.14 Emergency Medical Room for Players & Officials

1. The Stadium Must be equipped with an emergency medical room.
 - a. This facility Must be sufficiently large enough for access to accommodate a stretcher (laid horizontally) and medics to be able to effectively provide treatment.
 - b. A treatment table, basic first aid kit and a bin should be located within the room.
 - c. A Wash basin & oxygen bottle with mask should be located within the room. (C Criteria)

2. 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:
 - a. Defibrillator
 - b. Spinal Board
 - c. Uni Collar
 - d. Vacuum or box splints
3. Every club should produce an Emergency Action Plan containing the following information:
 - a. Map of the venue, highlighting key medical areas, such as ambulance parking area, and first aid room, with directional arrows to indicate access routes to/from these for people unfamiliar with the venue
 - b. Postcode of the venue and any specific information about the venue to provide emergency services if required
 - c. Name and contact number of key personnel at the ground on a matchday
 - d. Basic equipment available at the ground (and where it will be during a match)
 - e. Addresses of the nearest hospitals, including travel time and phone number
4. 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.
5. 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).

I.16 Floodlighting

1. The Stadium should be equipped with floodlight installations.
2. The Stadium floodlight LUX levels Must be in compliance with the following:
 - a. Achieve 250 LUX when tested by an independent organisation.
 - b. Applicants 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;
 - c. If the floodlights fall below 150 LUX, they Must be upgraded.
3. The FAW May at any time, request a 96-point lighting test to determine the LUX levels of the floodlights.

I.17 Parking Areas (C Criteria)

1. Parking space for ten cars must be made available for the teams, officials and visiting VIP's in the vicinity of the ground

2. This parking space must
 - a. be located in a safe and secure area in the immediate vicinity of the players' and officials' area.
 - b. be of a secure footing, comprised of concrete, tarmac, gravel or stone.

1.18 Refreshment Facilities *(C Criteria)*

1. Clubs Must provide Players and Match Officials with food and drink after the game.
2. Players should also be allocated an area where the two teams, match officials and family members may congregate at the end of a match, which is segregated from general supporters.
3. The Stadium Must be equipped with refreshment and catering facilities for all spectators in every sector of the Stadium.

1.19 Stand and Spectator Facilities

1. Seats for spectators Must be individual, fixed (e.g. to the floor), separated from one another, shaped, made of an unbreakable and non-flammable material and have a backrest of a minimum height of 30 cm when measured from the seat.
 - a. The use of temporary stands is prohibited.
 - b. Bench seating of any description is prohibited.
2. If it's brought to the attention of the FAW that the spectator stands fall below the minimum quality and safety standards required at any stage during the season, the following will take place:
 - a. An inspection Must be carried out at the earliest opportunity;
 - b. The club Must complete any facility improvement as advised by the FAW
3. There Must be hardstanding surrounding one full length and one full 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.
4. All mandatory spectator areas Must be accessed by hardstanding.
5. It is recommended, with spectators to be accommodated either standing or seated, for hardstanding along the full length of all four sides of the playing area, except where permission has been granted by the FAW for one of the sides or part thereof, to be closed by Spectators *(C Criteria)*
6. It is recommended that hardstanding surrounds the whole of the field of play. Where the ground is part of a larger sports complex, the football area Must be totally enclosed from all other activities *(C Criteria)*

7. It should be possible, if whenever necessary, to prevent spectators from moving from one sector or sub-sector to another, except as part of the Ground's evacuation process. (C Criteria)

1.21 Emergency Lighting

1. For the purpose of ensuring safety and guiding spectators and staff, the Stadium Must be equipped with an emergency lighting system, for use in the event of a general ground lighting failure.
2. The emergency lighting system Must be approved by a competent person / local authority.
3. 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.
4. If emergency lighting is only available on one side of the ground, only this side of the ground is permitted to be open at an evening match. This Must be reflected in the document used to satisfy 1.01 Stadium Safety Assessment criteria.

1.22 Sanitary Facilities

1. Sufficient clean and hygienic sanitary facilities Must be designated and distributed evenly throughout all sectors of the ground for male and female spectators. Toilets designated for females, or unisex facilities Must have a sanitary bin. Toilets and urinals Must be equipped with flushers. Sinks and amenities such as toilet paper and soap Must be available.
2. The recommended requirement for sanitary facilities are the following: (C Criteria)
 - a. 1 seated toilet per 250 males;
 - b. 1 urinal per 125 males;
 - c. 1 seated toilet per 125 females

1.24 Facilities for spectators with disabilities

1. Clubs, in consultation with a local disability group (e.g. Level Playing Field) or an appropriate self-assessment, Shall have undertaken a review of its own procedures with regard to the level of service it provides for spectators with disabilities.
2. The Ground should have dedicated access and seats for spectators with disabilities and their helpers (C Criteria)
3. In addition, persons with disabilities should have dedicated sanitary facilities as well as refreshment and catering facilities nearby (C Criteria)

4. One disabled toilet should be available for every 15 wheelchair users (C Criteria)

1.25 Ground Regulations

1. The Licence Applicant Must arrange to have its Ground Regulations fixed in suitable areas of the Ground in such a way that the spectators can read them.
2. Ground Regulations should at least provide information on; Admission rights, abandonment and postponement of events, a description of prohibitions and penalties such as entering the field of play, throwing objects, use of foul and abusive language, racist behaviour, restrictions with regard to alcohol, fireworks, flares, banners, seating rules and causes for ejection from the Ground.

Where tickets are issued, the Ground Regulations should be clearly detailed on the ticket.

1.27 Media Working Area

1. At least one room equipped with desks, power supply and internet connections Must be provided for media representatives.

1.28 Camera Requirements and Positions

1. At least one TV camera position on the halfway line should be provided, at height and size that meets the broadcasters needs. This structure May be temporary but Must be available as required.
2. Alternative arrangement to a traditional gantry Must be approved by the FAW and broadcaster in advance of the deadline set in the Core Process

1.29 Press Box

1. A press box should be located in the main grandstand, covered and central to the pitch. There should be an unobstructed view of the entire playing area and easy access to the other media areas.
2. The press box should be fitted with five seats, and desks, big enough to accommodate a laptop and notepad, with a power supply and wifi internet connection.

1.30 TV and Radio Commentary Positions

1. One radio commentary position should be identified, with the commentary position having at least three covered seats,

1.31 Presentation and Post Match Interview Area (C Criteria)

1. The Stadium Must provide a pitch-side presentation area for the Host Broadcaster if requested. This area Must also accommodate the technical infrastructure involved.
2. The Stadium Must provide a dedicated post-match interview area for the Host Broadcaster, with relevant backboard. The location Must be as close as possible to the dressing room area and the facility Must be approved by the Host Broadcaster.

I.32 OB Van Parking Area (C Criteria)

1. The Stadium Must have hardstanding parking facilities to accommodate the Host Broadcaster OB Unit in the immediate vicinity. The surface dimension of the area Must be at least 100m².

I.33 Training Facilities – Availability

1. The Licence Applicant Must have training facilities available throughout the year, including a floodlit artificial surface or indoor facility during the winter months.
2. In addition, training facilities should provide;
 - a. A full-sized pitch should be accessible and utilised for training sessions for the first team;
 - b. Bathroom facilities, with appropriate sanitary facilities
 - c. Classroom facilities, which is used for player and coach development on a regular basis;
 - d. Access to a gym through the club for the players. 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.
3. If the Licence Applicant is not the owner of the training facilities, it Must provide a written contract with the owner(s) of the training facilities, confirming the club have access to the nominated training venue. The applicant Must have written evidence that they have appropriate training provision in place for the season which the licence covers.

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 preparation 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.

PERSONNEL & ADMINISTRATIVE CRITERIA

All A Criteria unless specifically defined as B Criteria or C Criteria

Please note, full job roles can be found in the Licensing Toolkit

P.01 – Club Secretary or General Manager

1. The Licence Applicant Must appoint a Club Secretary or General Manager, who is responsible for running its operative matters.
2. The Club Secretary or General Manager's rights and responsibilities should be signed and agreed by the post holder and the individual Must be registered on COMET.
3. The Club Secretary or General Manager Must attend all games to be a point of liaison for the opposition, officials and FAW should the need arise. They 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. They 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.
4. The Club Secretary or General Manager 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 or FAWWomen@hotmail.com etc (where 'FAW' is the club name).

P.02 – Finance Officer (B Criteria)

1. The Licence Applicant must appoint a Finance Officer, who is responsible for managing the financial matters.
2. The Finance Officer's rights and responsibilities should be signed and agreed by the post holder and the individual should be registered on COMET.
3. The Finance Officer should be competent to complete the licencing requirements relating to finances. It would be advantageous if they held one of the following professional qualifications as recognised by the FAW:
 - a. Institute of Chartered Accountant in England and Wales;
 - b. Certified Accountant (ACCA (Association of Chartered Certified Accountants), AAT (Association of Accounting Technicians), ICAEW (Institute of Chartered Accountants in England & Wales) or CIMA (Chartered Institute of Management Accountants));
 - c. Finance Officer qualification, issued by the Licensor or an organisation recognised by the Licensor.

- d. A Recognition of Competence, based on relevant practical experience, reviewed by the FAW Financial Expert and issued by the FAW.

P.03 – Media Officer

1. The Licence Applicant Must appoint a Media Officer who is responsible for media matters.
2. The Media Officer's rights and responsibilities should be signed and agreed by the post holder and the individual Must be registered on COMET.
3. The Media Officer Shall be required to undertake FAW training as is periodically offered throughout the season. It would be advantageous if they held one of the following professional qualifications as recognised by the FAW:
 - a. Nationally recognised qualification in journalism and / or media / marketing; (B Criteria)
 - b. Media officer certificate issued by the FAW or an organisation recognised by the FAW; (B Criteria)
 - c. "Recognition of competence" issued by the FAW, based on practical experience in such matters of at least three years. (B Criteria)

P.03(b) – Media Platforms

1. The Licence Applicant Must have an official club website that is updated frequently with news, fixtures, and results.
 - a. As minimum requirement, the website should provide information on the club, players, management, and stadium (with directions)
 - b. 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.
2. The Licence Applicant Must have an official X (formerly known as Twitter) account, which frequently posts match information, scores, and club & league news.
3. The Licence Applicant Must input all matchday information on COMET, including team, First Team Manager, First Team Assistant Manager, First Team Goalkeeper Coach and Physiotherapist/Sports Therapist (plus Analyst and S&C Coach as appropriate) and update the system with key match action during the game and attendances.

P.03(c) – Content Creator

1. The Licence Applicant Must appoint a Content Creator. This person Must be a current player.

2. The Content Creator's rights and responsibilities Must be signed and agreed by the post holder.

P.04 – Medical Doctor (C Criteria)

1. The Licence Applicant must appoint a Club Medical Doctor, who is responsible for the medical support and advice for the first team squad members.
2. The Medical Doctor must be recognised by the General Medical Council.
3. The Medical Doctor must be duly registered with the FAW and hold a valid FAW enhanced DBS Certificate.

P.05 – Chartered Physiotherapist or Sports Therapist

1. The Licence Applicant Must appoint a Chartered Physiotherapist or Sports Therapist, who is responsible for the treatment and rehabilitation for the first squad during training and matches. This person should liaise with the Medical Doctor (If appointed) regarding all medical matters.
2. The Physiotherapist or Sports Therapist Must be registered on COMET.
3. The Chartered Physiotherapist Must hold all of the following minimum qualifications:
 - a. Must be CSP and HCPC registered with a degree in physiotherapy
 - b. Must possess the appropriate professional indemnity insurance
 - c. Must possess a valid UEFA Pitchside Trauma course or another course which meets the minimum requirements of the UEFA Pitchside Trauma course as decided by the FAW's Medical Services Manager.
4. The Sports Therapist Must hold all of the following minimum qualifications:
 - a. A graduate sports therapist with an accredited degree
 - b. A member of a recognised professional body
 - c. Must possess a valid UEFA Pitchside Trauma course or another course which meets the minimum requirements of the UEFA Pitchside Trauma course as decided by the FAW's Medical Services Manager.
4. They Must hold a valid FAW enhanced DBS Certificate.
5. 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.
6. 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.

7. If the Decision-Making Body is of the view that the Chartered Physiotherapist or Sports Therapist has been appointed only to meet the Criteria stated in P.05, the Decision-Making Body has the right to refuse the Licence.

P.07 – First Aid Officer (C Criteria)

1. The Licence Applicant must appoint a First Aid Officer for the treatment of spectators and visitors off the pitch.
2. They must hold the FAW First Aid Award or equivalent qualification as approved by the FAW.
3. They must be duly registered on COMET and must hold a valid FAW enhanced DBS Certificate.

P.09 – First Team Manager

1. The Licence Applicant Must appoint a First Team Manager, who is responsible for the following matters:
 - a. Players' selection;
 - b. Tactics and training;
 - c. Management of the players and technical staff in the dressing room and the technical area, before during and after matches; and
 - d. Duties regarding media matters (press conferences, interviews, etc.).
2. The First Team Manager Must be registered on COMET.
3. The First Team Manager Must hold one of the following minimum coaching qualifications, issued by a UEFA Member Association, in accordance with the UEFA Coaching Convention:
 - a. Valid 'UEFA/FAW A-Licence'
 - b. Valid non-UEFA coaching diploma which is equivalent to the one required by UEFA.
 - c. Be 'actively engaged' on the required UEFA coaching diploma as described under a. or b. above as applicable. Simple registration is not sufficient to meet this criterion.
4. The First Team Manager Must hold a valid FAW enhanced DBS Certificate
5. 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.
6. Should a club appoint Joint First Team Managers, both individuals Must meet the criteria.

7. 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.
8. If the Decision-Making Body is of the view that the Manager has been appointed only to meet the Criteria stated in P.09, the Decision-Making Body has the right to refuse the Licence.

P.10 – First Team Assistant Manager

1. The Licence Applicant Must appoint a First Team Assistant Manager who assist the First Team Manager in all football matters of the first team squad.
2. The First Team Assistant Manager Must be registered on COMET.
3. The First Team Assistant Manager Must hold one of the following minimum coaching qualifications, issued by a UEFA Member Association, in accordance with the UEFA Coaching Convention:
 - a. Valid 'UEFA/FAW B-Licence'
 - b. Valid non-UEFA coaching diploma which is equivalent to the one required by UEFA.
4. The First Team Assistant Manager Must hold a valid FAW enhanced DBS Certificate
5. The First Team Assistant Manager Must attend at least 70% of the Adran Premier and Adran Trophy matches per season, since their appointment.
6. Clubs applying for a Tier 1 Women's Licence from Adran North/South will be permitted to have a full 'UEFA C Licence' coach by the application deadline, but if promoted will be expected to book onto a 'UEFA B Licence' course at the first available opportunity, at the discretion of the First Instance Body.
7. If the Decision-Making Body is of the view that the First Team Assistant Manager has been appointed only to meet the criteria stated within P.10, the Decision-Making Body has the right to refuse the licence.

P.11 – Head of Youth

1. The Licence Applicant Must appoint a Head of Youth, who is responsible for overseeing the youth development programme and support of players pathways into senior football. This May include:
 - a. Overseeing youth teams at the club
 - b. Actively creating relationships with local junior teams
 - c. Working with local junior teams for player development and player recruitment
2. The Head of Youth Must be registered on COMET.

3. The Head of Youth Must hold a valid 'UEFA B Licence' or a valid non-UEFA coaching diploma which is equivalent to the one required and recognised by UEFA.
 - a. 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.
4. The Head of Youth Must hold a valid FAW enhanced DBS Certificate
5. The Head of Youth Must have the correct safeguarding documentation as defined by the FAW safeguarding Department.
6. The Head of Youth May hold a dual coaching role.
7. If the Decision-Making Body is of the view that the Head of Youth has been appointed only to meet the Criteria stated in P.11, the Decision-Making Body has the right to refuse the Licence.

P.12 – U19 Lead Coach

1. 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.
 - a. The U19 Lead Coach supports the player pathways into senior football.
2. The U19 Lead Coach Must hold one of the following minimum coaching qualifications, issued by a UEFA Member Association, in accordance with the UEFA Coaching Convention:
 - a. Valid 'FAW C Certificate
 - b. 'UEFA C Licence'
 - c. Valid non-UEFA coaching diploma which is equivalent to the one required by UEFA.
3. The U19 Lead Coach Must hold a valid FAW enhanced DBS Certificate
4. The U19 Lead Coach Must have the correct safeguarding documentation as defined by the FAW safeguarding Department.
5. The U19 Lead Coach Must attend at least 70% of the U19 fixtures from the date of their appointment. If they cannot attend a match, a suitably qualified coach should take their place.

6. If the Decision-Making Body is of the view that the U19 Lead Coach has been appointed only to meet the Criteria stated in P.12, the Decision-Making Body has the right to refuse the Licence.

P.13 – First Team Goalkeeper Coach

1. The Licence Applicant Must appoint a Goalkeeper Coach who leads in all football matters of the first team goalkeepers.
2. The Goalkeeper Coach Must be registered on COMET.
3. The Goalkeeper Coach Must hold one of the following minimum coaching qualifications, issued by a UEFA Member Association, in accordance with the UEFA Coaching Convention:
 - a. Valid 'FAW C Certificate Goalkeeper Award'
 - b. Valid non-UEFA coaching diploma which is equivalent to the one required by UEFA.
4. The Goalkeeper Coach Must hold a valid FAW enhanced DBS Certificate
5. The Goalkeeper Coach Must attend at least 70% of the Adran Premier and Adran Trophy matches per season, since their appointment.
6. If the Decision-Making Body is of the view that the First Team Goalkeeper Coach has been appointed only to meet the Criteria stated in P.13, the Decision-Making Body has the right to refuse or remove the Licence.

P.14 – Safeguarding Officer

1. The Licence Applicant Must appoint a Safeguarding Officer who is responsible for Safeguarding matters at the club.
2. The Safeguarding Officer Must be registered on COMET.
3. The Safeguarding Officer Must hold a valid 'FAW Safeguarding Award'.
4. The Safeguarding Officer Must have undertaken the necessary vetting checks and Must hold a valid FAW enhanced DBS Certificate
5. The Safeguarding Officer Must ensure that the club adopts, implements, and applies the FAW Safeguarding Policy, Procedures and Practices.
6. The Safeguarding Officer Must develop and promote best practice; ensuring club personnel understand and fulfil their responsibilities.
7. The Safeguarding Officer is responsible for recording and reporting any concerns that may arise.
8. The Safeguarding Officer Shall be required to undertake FAW training as periodically offered throughout the season.

9. If the Decision-Making Body is of the view that the Safeguarding Officer has been appointed only to meet the Criteria stated in P.14, the Decision-Making Body has the right to refuse or remove the Licence.

P.15 – Performance Analyst

1. The Licence Applicant Must appoint a Performance Analyst, who is responsible for the implementing a formal performance analysis programme.
2. The Performance Analyst Must be registered on COMET.
3. The Performance Analyst should hold the relevant qualification recognised by the FAW.
 - a. 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.
4. The Performance Analyst May hold dual coaching roles.
5. If the Decision-Making Body is of the view that the Performance Analyst has been appointed only to meet the Criteria stated in P.15, the Decision-Making Body has the right to refuse or remove the Licence.

P.16 – Sports Scientist or Strength and Conditioning Coach

1. The Licence Applicant Must appoint a Sports Scientist or Strength and Conditioning Coach, who is responsible for the physical development of players.
2. The Sports Scientist or Strength and Conditioning Coach Must be registered on COMET.
3. The Sports Scientist or Strength and Conditioning Coach Must hold an appropriate qualification recognised by the FAW.
4. The Sports Scientist or Strength and Conditioning Coach May hold dual coaching roles.
5. The Sports Scientist or Strength and Conditioning 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.
6. If the Decision-Making Body is of the view that the Sports Scientist or Strength and Conditioning Coach has been appointed only to meet the Criteria stated in P.16, the Decision-Making Body has the right to refuse or remove the Licence.

P.17 – Duty to Notify Significant Changes

1. Any event occurring after the submission of the licensing documentation to the Licensor representing a Significant Change compared to the information previously submitted and related to all Personnel 'A' Criteria, Must be notified to the Licensor within the fixed deadline of ten working days.

- a. *The compliance with this criterion Shall be assessed by the Licensor in respect of the next licensing cycle.*

P.18 – Duty of replacement during the season

1. The Licence Applicant Must inform the Licensor of any changes to personnel within 60 days.
2. The replacement Must hold the relevant qualifications where appropriate.
3. 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 reasonably satisfied that the person concerned is still medically unfit to resume their duties.
4. The Licence Applicant Must promptly notify the Licensor, in writing, of any such replacement.

P.20 Football Social Responsibility Officer (B Criteria)

1. The Licence Applicant must appoint 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.

P.26 Written Agreements

1. All administrative, technical, medical and security staff, volunteers or service providers performing any of the functions referred to in the Criteria P.01-P.16, if appointed, as a minimum Must sign the relevant job description as supplied.
2. Licence Applicants May add further criteria as to meet their needs, but the core duties Must not be amended.
3. All administrative, technical, medical and security staff, volunteers or service providers performing any of the functions referred to in the Criteria P.01-P.16, if appointed, May have written contracts with the licence applicant (or another entity within the legal group structure of the licence applicant) **(C Criteria)**

P.27 Dual Roles

1. Due to the needs of different roles, as proscribed in Criteria P.01-P.20 and their corresponding job descriptions, specifically match day responsibilities, individuals should not hold 'dual roles' (including player).
2. 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.

3. Clubs who have previously met the requirements Shall be expected to continue to do so.
4. Roles which are exempt from dual role restrictions are:
 - a. P.02 – Finance Officer
 - b. P.03(c) – Content Creator (who should be a player)
 - c. P.07 – First Aid Officer (NB, should not be a member of staff required to be Pitchside during the game)
 - d. P.11 – Head of Youth
 - e. P.12 – U19 Lead Coach (NB, should not be the First 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)
 - f. P.14 – Safeguarding Officer
 - g. P.20 – Football Social Responsibility Officer (B Criteria)

LEGAL CRITERIA

All A Criteria unless specifically defined as *B Criteria* or *C Criteria*

L.01 – Declaration in respect of participation in the Adran Premier

1. The Licence Applicant Must submit a legally valid declaration confirming the following:
 - a. 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;
 - b. At national level it will play in competitions recognised and endorsed by the UEFA member association (e.g. national championship, national cup)
 - c. At international level it will participate in competitions recognised by UEFA (to avoid any doubt, this provision does not relate to friendly matches);
 - d. It will promptly inform the Licensor about any Significant Change, Event Or Condition of Major Economic Importance;
 - e. It will abide by and observe the Tier 1 Club Licensing Regulations for the Adran Premier and Adran Trophy;
 - f. All submitted documents are complete and correct;
 - g. It authorises the 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;
 - h. It acknowledges that the UEFA and the Football Association of Wales (FAW) reserves the right to execute compliance audits at National level in accordance with UK and National Law.
2. 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 Licensing Toolkit.

L.02 – Minimum legal information

1. The Licence Applicant Must submit at least the following minimum legal information about the licence applicant and if different, the registered member:
 - a. Complete legal name;
 - b. Legal form;
 - c. Copy of current, valid statutes (e.g. company act);
 - d. Extract from a public register (e.g. trade register);
 - e. List of authorised signatories;
 - f. Type of signature required (e.g. individual, collective).

2. The Licence Applicant Must also provide the following contact information:
 - a. Address of its official headquarters;
 - b. Official contact details (such as phone/fax number and email addresses);
 - c. Address of its official public website;
 - d. Name and direct contact details of its main official contact person for club licensing matters.

L.03 – Security of Tenure at Stadium

1. The Licence Applicant Must have a ground available for FAW club competitions which Must be within the territory of the FAW and approved by the FAW.
 - a. Pre-existing agreements between clubs and the FAW regarding territory are also acceptable
2. If the Licence 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.
3. 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.
4. The Stadium(s) Must fulfil the minimum 'A' requirements defined in infrastructure section of these regulations.

FINANCIAL CRITERIA

All A Criteria unless specifically defined as *B Criteria* or *C Criteria*

Please note, a financial template can be found in the Licensing Toolkit.

F.01 – Bank Account

1. The Licence Applicant Must 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.
2. As a minimum the Secretary should be a signatory for this account, plus one other Club Official.

F.02 – Annual financial statements

1. 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.
2. To meet the future UEFA Champions League reporting, it is recommended that clubs use annual accounting periods 1st January to 31st December. (*C Criteria*)
3. 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.
4. All income and expenditure associated to the Women's sections should be accounted for including as appropriate:
 - a. Employee costs, including those related to employing/recruiting employees including payment of all forms of consideration to employees arising from contractual or legal obligations;
 - b. acquiring/selling players' registrations (including loans);
 - c. ticketing;
 - d. sponsorship and advertising;
 - e. broadcasting;
 - f. merchandising and hospitality;
 - g. club operations (administration, matchday activities, travel, scouting, etc.);
 - h. use and management of stadium and training facilities;
 - i. youth development; and
 - j. 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.

5. Unless complied with and independently audited as per F.02(7) and F.02(8), the template provided by the FAW should be used to complete the balance sheet, detailing monthly expenditure.
6. The Licence Applicant should provide a detailed forecast for the following season, providing information on where the development grant may be used.
7. The annual financial statements, which cover points covered by F.02(4), May be audited by an independent auditor in accordance with national legal framework.
8. 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:
 - a. a balance sheet as at the end of the reporting period; (B Criteria)
 - b. a profit and loss account/income statement for the reporting period; (B Criteria)
 - c. a cash flow statement for the reporting period; (B Criteria)
 - d. a statement of changes in equity over the reporting period; (B Criteria)
 - e. notes, comprising a summary of significant accounting policies and other explanatory notes; (B Criteria)
 - f. a financial review by management. (B Criteria)

Codes of Practice

COP1 – Supporters Charter

1. 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 template for the Supporters Charter can be found in the Licensing Toolkit.

FOOTBALL ASSOCIATION OF WALES CONTACTS:

The Association's point of contact is -

Mr Ian Fisher
Club Licensing Manager
ian.fisher@faw.cymru

Mr Thomas Stiley
Club Licensing Executive
tstiley@faw.cymru

The Football Association of Wales, Hensol, Pontyclun, CF72 8JY.

FAW representatives involved are subject to confidentiality and independence agreements.

APPENDICES

Appendix 1: Core Process

26 th October 2023	Core Process Begins Updated Licence Regulations sent to all FAW Tier 1 & 2 clubs FAW Tier 1 & 2 clubs invited to apply for Tier 1 Licence, via COMET. Tier 1 Licence application costs £100.00
November, December 2023 & January 2024	Site visits for Stadium Audit and / or online meetings to take place with Applicant Clubs.
31 December 2023	Deadline to apply for a Tier 1 Licence.
January 2024	Club profiles to be made available on COMET, assessment will be ongoing until final deadline for submission.
Thursday, 29 th February 2024	Deadline for submission of audited accounts if feedback from expert is required. Deadline for submission of all Legal documentation if feedback from expert is required.
21 st March 2024	Deadline for submission of all documents for Tier 1 Women's Licence
27 th March 2024	First Instance Body meets
6 th April 2024	Deadline to submit appeal
8 th April 2024	Deadline to submit all appeals documents. No further evidence will be accepted after this date
10 th April 2024	Appeals Body meets
17 th April 2024	FAW Licensing Manager submits the list of Tier 1 Licensed Clubs to UEFA
31 st May 2024	FAW Licensing Manager submits the list of FAW Tier 1 Licensed clubs to the FAW Board.

Appendix 2 - Medical Examinations

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).