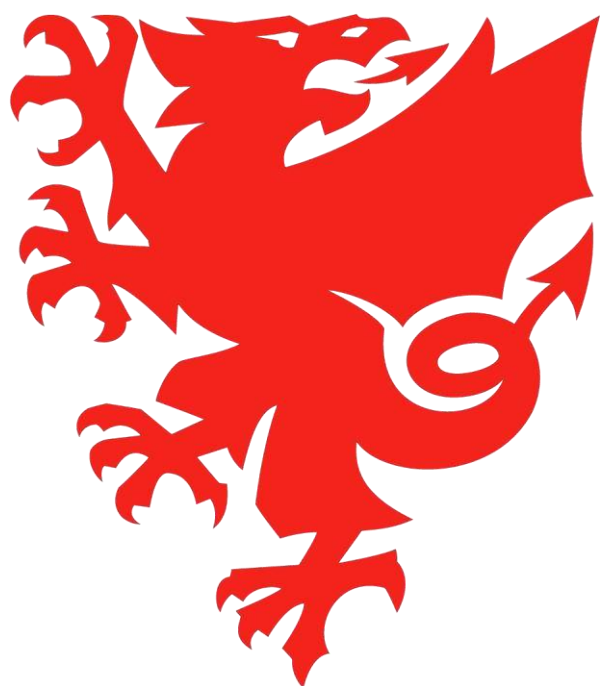


TIER 2 WOMEN'S LICENSING REGULATIONS

2023/24



ACCREDITED BY FAW COMMUNITY GAME BOARD ON 10TH NOVEMBER 2022

CONTENTS

Glossary of terms	5
Introduction	10
About Licensing	11
Procedure	12
Management of the System	13
Licence Refusal	13
Criteria Graduation	14
Development	14
Licensors and Licence Applicant	15
Licence Criteria	20
Sporting	21
S.01 Youth Development Programme	21
S.04 Registration of Players	21
S.06 Refereeing Matters & Laws of the Game	22
Football Social Responsibility	22
FSR.01 Equality & Inclusion	22
FSR.02 Anti-Racism	22
FSR.03 Safeguarding Youth Protection & Welfare	22
Infrastructure	23
I.03 Stadium Contingency and Evacuation Plan	23
I.05 Public Access & Egress	23
I.08 Field of Play	24
I.09 Warm-Up Area for Substitutes	25
I.10 Goals and Spare Goals	25
I.11 Substitutes' Benches & Technical Area	25
I.12 Dressing Rooms	26
I.14 Emergency Medical Room for Players & Officials	27

I.19 Stands and Spectator Facilities	<u>28</u>
I.23 Sanitary Facilities	<u>28</u>
I.26 Ground Regulations	<u>28</u>
I.34 Training Facilities - Availability	<u>29</u>
Personnel	<u>30</u>
P.01 Club Secretary	<u>30</u>
P.03 Media Officer	<u>30</u>
P.09 Head Coach of First Team (First Team Manager)	<u>31</u>
P.10 Assistant Coach (Assistant First Team Manager)	<u>32</u>
P.11 Head of the Youth Development Programme	<u>33</u>
P.14 Safeguarding Officer	<u>34</u>
P.17 Duty to Notify Significant Changes	<u>35</u>
P.18 Duty of replacement during the season	<u>35</u>
P.22 Goalkeeper Coach of the First Squad	<u>35</u>
P.23 First Aid Officer	<u>36</u>
P.24 Media Platforms	<u>37</u>
Legal	<u>37</u>
L.01 Declaration of Participation	<u>37</u>
L.02 Minimum Legal Information	<u>38</u>
L.06 Security of Tenure at Stadium	<u>39</u>
Finance	<u>39</u>
F.01 Annual Financial Statements	<u>39</u>
Appendices	<u>42</u>
A.01 Appendix 1 Core Process	<u>43</u>
A.02 Appendix 2 Process for Decision Making	<u>44</u>
End of Document	<u>48</u>

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

Adran North/South League The Adran Tier 2 League comprising two Divisions (North and South) of Clubs competing in Wales’ Second Division in the Pyramid Structure, all members subject to the Licensing Process.

Adran North/South Club Licensing Regulations

Working document which describes the Adran North/South Club Licensing system in Wales with specific national particularities and objectives.

Adran Premier League The Adran Premier is the body comprising clubs in Wales’ First Division, all members being subject to the Licensing process.

AGM The Adran North/South League Annual General Meeting, which takes place at the end of every football season.

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 notes and other statements and explanatory material that are an integral part of the financial statements.

Chief Executive Officer The senior employee of the Association.

Club Licensing Appeals Body (AB)

The Club Licensing Appeals Board (AB) deals with appeals by clubs against a decision by the First Instance Body.

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 a licence to an 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 six categories The (Sporting, Infrastructure, Personnel & Administration, Financial, Legal and Codes of Practice).

Deadline for submission of the application to the Licensor.

The date by which each Licensor requires Licence applicants to have submitted all relevant information for its application for a Licence.

Decision Making Bodies The First Instance Body (FIB) and Club Licensing Appeals Body.

Event or Condition of major economic importance

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 Licencee.

Licence Applicant	Legal entity fully and solely responsible for the football team participating in the National Club Competition, which applies for a Licence.
Licencee	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 Tool-kit	Produced by the FAW, which contains 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 Tier 2 Club Licence.
Licensing Process	See Core Process.
Licensor	The body (FAW) that operates the licensing system and grants the licence.
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 2 Licence.
Qualifying Club	Any Club defined pursuant to FAW Rule 11.1.1.
Recommended	This is a best-practice recommendation and therefore, not licence failure.
Regulations	Club Licensing system in Wales with specific national particularities and objectives.

Significant Change	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.
SGSA	The Sports Ground Safety Authority which is the UK Government's advisor on safety at Sports Grounds and a World Leader in safety.
STM 1	Sports Trauma Management 1 is a professional, sports-specific course delivered by Lubas Medical. The course is designed for medical professionals and teaches core assessment, treatment and leadership skills relating to traumatic sports injuries.
Stadium	Means the venue where the club will play its home matches in Tier 2 competitions including, but not limited to, all properties and facilities near to such stadium (for example offices, hospitality areas.)
Statutory Closing Date	The annual accounting reference date of the reporting entity.
Subsequent Events	Events or conditions occurring after the Licensing decision.
UEFA	Union des Association Européennes de Football.

INTRODUCTION

ABOUT LICENSING

The Domestic Club Licensing Regulations for the Adran North and Adran South Leagues, 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 North or Adran South meet specific standards presented in the form of criteria under six headings: Sporting, Infrastructure, Personnel & Administration, Financial, Legal and Codes of Practice.

The focus on the above areas is to establish quality standards for Adran North and Adran South that are attainable for all current clubs and for those aspiring to join the League. It also provides those wishing to be promoted a platform for meeting the Adran Premier criteria.

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.

PROCEDURE

Management of the System

The Domestic Club Licensing Regulations for the Adran North/South 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. The Licensing system is run independently of the National Leagues Board and Community Game Board.

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 North or non-Adran South club's application, a club will be permitted to make changes or further developments to their infrastructure criteria, if they can evidence by the 21st April deadline that they have signed permission for use of facilities that meet the criteria, and/or 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 Licenced Clubs is set by the FAW Board and must be strictly adhered to annually. It must also be before the Adran North and Adran South AGMs.

Licence Refusal

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

April/May 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.

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

- 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 Licenced clubs to the FAW Board, the Adran North, the Adran South and the Leagues at Level 3 of the Pyramid before their Annual General Meetings.

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 the current requirements of the Adran Premier 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 Community Games Board, the League Management Committees and the Adran North/South clubs. The development process will incorporate reasonable time scales, and the Regulations will be reviewed on an annual basis.

LICENSOR AND LICENCE APPLICANT

LICENSOR

Responsibilities

The Football Association of Wales governs the Adran North/South 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 2 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 Community Games Board of any event occurring after the Decision-Making Bodies have made their decisions that constitutes a Significant Change to the information previously submitted to the Licensor;

Clubs may also be supported by their relevant leagues, who will have responsibility for providing advice and guidance to clubs throughout the season.

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 2 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](#).

Tool-kit

The FAW will also provide licence applicants with a Licensing Tool-kit, 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) and/or an area association affiliated league (hereinafter: registered member); or

- b) Has a contractual relationship with a registered member.

General responsibilities of the Applicant

The Applicant must provide the Licensing Panel or Appeals Body 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 representing a Significant Change to the information previously submitted must be promptly notified to the FAW.

The Tier 2 Women's Licence

Clubs which qualify for the Adran North or Adran South on sporting merit must obtain a Tier 2 Women's Licence.

The Tier 2 Women's Licence expires without prior notice at the end of the season for which it was issued.

The Tier 2 Women's Licence 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 the Licence are no longer satisfied; or
- b) The Licencee violates any of its obligations under the Adran North/South club licensing regulations.

As soon as a Tier 2 Women's Licence withdrawal is envisaged, the FAW administration must notify the Chief Executive Officer.

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

It shall cost £50.00 per club to apply for a Tier 2 Women's Licence. 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 3 Status

Any club currently playing at Tier 3 of the FAW Pyramid, who make application for promotion into the Adran North/South, must adhere to the 'A' Criteria as stated in these Regulations, as the awarding of a Tier 2 Women's Licence is a pre-requisite for promotion in to the Adran North and Adran South Leagues.

Clubs in Tier 3 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, Adran North, Adran South or Tier 3 of the FAW Pyramid are permitted to apply for the Tier 2 Women's Licence.

Tier 1 Women's Licence Holders

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 Adran Premier licence status shall be conferred to Adran North/South status, subject to the club achieving the relevant criteria for a Tier 2 Women's Licence.

LICENCE CRITERIA

SPORTING 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 at least the following areas:
 - a) Youth Development objectives and philosophy.
 - b) Youth sector organisation (e.g. organisational chart, bodies involved, relation to Licence Applicant, each youth team etc.)
 - c) Personnel (Technical, Medical, Administrative, etc) and minimum Qualifications required.
 - d) Promotion of the Women's game
3. The Licence Applicant must further ensure that:
 - a) Every 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.

(A criteria)

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 U19's team.

(A criteria)

S.06 Refereeing Matters and Laws of the Game

1. The licence applicant must ensure that the First Team Manager and Captain of the women's first squad attend a session or an event on refereeing organised by or in collaboration with the UEFA member association during the 12 months prior to the licence season. If the First Team Manager and/or Captain are unable to make the session, it is acceptable for the Assistant First Team Manager and Vice Captain to attend.

(A criteria)

FOOTBALL SOCIAL RESPONSIBILITY CRITERIA

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.

(A criteria)

FSR.02 Anti-Racism

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

(A criteria)

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 that they are in a safe environment when participating in activities organised by the licence applicant.

(A criteria)

INFRASTRUCTURE CRITERIA

A Tier 3 club applying for an Tier 2 Women's Licence will be permitted one licensing cycle to complete works relating to Ground Requirements, should they be promoted to the Adran North/South.

Depending on the works required, the First Instance Body, at their discretion, can permit a longer time period for Clubs to complete works, providing all evidence of preparedness to complete the work and reasons behind the delay/extension required is appropriately provided.

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.

I.03 Stadium Contingency and Evacuation Plan

1. The Licence Applicant must provide a Safety Policy and Contingency Plan, which can be self certified.
2. They must also have in place an Evacuation plan to evacuate the ground in response to any contingencies which arise. This can also 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 provided for within the Tool-Kit.

(A criteria)

I.05 Public Access and Egress

It is recommended that the Applicant ensures the following is provided in the Ground and the relevant documents provided for the audit:

1. 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.
2. 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.
3. All exit doors and gates in the stadium, and all gates leading from the spectator areas into the playing area must:

- a) 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;
- b) be designed to be unlocked while spectators are in the stadium.

(A criteria)

I.08 Field of Play

The field of play should be smooth and level.

1. The field of play must either be a wholly natural (grass) or football turf and must be maintained in good condition.
2. 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.
3. 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.
4. Clubs applying from Tier 3 may be allowed a minimum of 90m long and 50m wide, due to stadium constraints, at the discretion of the First Instance Body. But it must be noted that FAW and Adran competitions may determine the length of the goal-line and touchline within the 105m x 68m dimensions above in I.08 - 3.
5. The playing area must be fenced to a good standard on all four sides at least 3 metres from the touch and goal lines.

(A criteria)

I.09 Warm-Up Area for Substitutes

1. A warm-up area for substitutes must be available along the touch-lines, behind the goal or on a separate area.

(A criteria)

I.10 Goals and Spare Goals

1. Goals and Spare 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 between the lower each 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.

(A criteria)

I.11 Substitutes' Benches and Technical Area

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 (Any new builds must make room for 13 Adults).
2. Only the team managers, substitutes, coaches and medical staff are allowed in the dugouts.
3. The technical area should be marked in accordance with the Laws of the Game.

(A criteria)

I.12 Dressing Rooms

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.

1. The stadium must be equipped with:

- a) Each team changing room must have seating room for at least 18 people and have a minimum of one private seated toilet, with appropriate sanitary facilities, as described in I.23 - 'Sanitary Facilities.'
- b) Separate showering facilities must be provided for both teams which need to contain a minimum of four showers.
- c) A separate dressing room must be provided for the match officials, with seating for at least three people and include:
 - i. A minimum of one private seated toilet with appropriate sanitary facilities as per I.23 and;
 - ii. At least one shower as a minimum.
- d) Clubs should consider an appropriate second private space, meeting the requirements of I.12.1(c), should the officials be of mixed genders and require separate changing areas.
I.12.1(d) is not a mandatory requirement unless referring to N.B.
- e) All rooms must be well lit, ventilated and/or heated.

2. A Stadium must guarantee direct, private and secure access for both teams and the Match Officials from their dressing rooms to the playing area and ensure their safe arrival at/departure from the Stadium.

N.B Any new developments should have Seating Room for at least 25 persons in the Players Dressing Rooms and three seated toilets. Any new developments to the referees' dressing rooms should provide a provision for female match officials.

(A criteria)

I.14 Emergency Medical Room for Players & Officials

1. All clubs must have a nominated First Aid room, which can be dual use throughout the season, as long as it is available as a First Aid Room on Match days; the location must be clearly marked in all dressing rooms.
 - 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 bin should be located within the room.

(A criteria)

2. Every club should produce an Emergency Action Plan containing the following information:
 - i. 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.
 - ii. Postcode of the venue, and any specific information about the venue to provide emergency services if required.
 - iii. Name and contact number of key medical personnel at the ground on a matchday.
 - i.v Basic equipment available at the ground (and where it will be during a match)
 - v. Addresses of the nearest hospitals, including travel time and phone number and;
3. Emergency vehicles must be able to drive into the stadium.
 - i. The access and egress point(s) must not be blocked.
 - ii. 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.

- iii. 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).

(A criteria)

I.19 Stands and Spectator Facilities

The following only applies to Clubs that have stands within their Grounds:

1. 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.

(A criteria)

2. All other Clubs must adhere to the following:

- a) The use of temporary stands is prohibited.
- b) Bench seating of any description is prohibited.

(A criteria)

I.23 Sanitary Facilities

Sufficient clean and hygienic sanitary facilities must be available at the stadium for both male and female spectators.

1. Toilets and urinals must be equipped with a working flusher.
2. Toilets designated for females, or unisex facilities must have sanitary products of varying kinds available, and must also include the provision of a sanitary bin, for disposal.
3. Sinks and amenities such as toilet roll and soap must be available.

(A criteria)

I.26 Ground Regulations

1. 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.

2. 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.
3. Where tickets are issued, the Ground Regulations should be clearly detailed on the ticket.
4. Clubs should also give consideration to the presentation within the ground of various Codes of Practice at the Club.

(A criteria)

I.34 Training Facilities - Availability

1. 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.
2. The Applicant must provide written evidence that they have appropriate training provision in place for the season in which the licence covers. This must be provided by the facility owner confirming the club has access to the nominated training venue(s).

(A criteria)

PERSONNEL CRITERIA

P.01 Club Secretary

1. 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. A template of the role description is in the Tool-Kit.
2. 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 a 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.
3. 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 user name should be tied to the club e.g. FAWSec@gmail.com or FAWWomen@hotmail.com etc (*where 'FAW' is the club name*).
4. The individual must be registered on COMET.

(A criteria)

P.03 Media Officer

1. 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 Tool-Kit.
2. The Media Officer shall be required to undertake FAW training as is periodically offered throughout the season.

(A criteria)

P.09 Head Coach of the First Team Squad (First Team Manager)

1. The Licence Applicant must have appointed a qualified Head Coach /First Team Manager to undertake the role as defined within the Tool-Kit and who is responsible for the following matters of the First Squad:
 - 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 the match;
 - d) Duties regarding media matters (press conferences, interviews, etc.).
 - e) The individual must be registered on COMET.
2. As a minimum, the Head Coach/First Team Manager must hold or be 'working towards' one of the following minimum coaching qualifications, issued by a UEFA member association in accordance with the UEFA Coaching Convention:
 - a) Valid UEFA 'B' coaching Licence;
 - b) A holder of the required UEFA 'B' within the meaning of this Regulation is considered a coach who has been issued a UEFA 'B' by a UEFA Member Association or at least started the required UEFA Coaching Diploma course to be considered as 'working towards' the Qualification. Simple registration for the required diploma course is not sufficient to meet this criterion.
 - c) Valid UEFA recognition of competence equivalent to the Licence required under a) above as applicable.
3. The Head Coach/First Team Manager must attend at least 70% of the Adran North/South and Adran Trophy matches per season, since their appointment. If the Head Coach/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 of the First Team Squad (Assistant First Team Manager).
4. If the Decision-Making Body is of the view that the Manager has been appointed only to meet the Criteria stated within P.09, the Decision-Making Body has the right to refuse or remove the Licence.

5. Clubs applying for a Tier 2 Women's Licence from Tier 3, will be permitted to have a 'FAW C Certificate' coach in place, at the discretion of the First Instance Body.

(A criteria)

P.10 Assistant Coach of the First Team Squad (Assistant First Team Manager)

1. The Licence applicant must have appointed a qualified Coach /Assistant First Team Manager who assists the First Team Manager in all football matters of the first team squad.
2. As a minimum, the Assistant First Team Manager must hold or be 'working towards' 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) A holder of the required FAW 'C' Certificate within the meaning of this Regulation is considered a coach who has been issued a FAW 'C' Certificate by a UEFA Member Association or at least started the required Coaching course to be considered as 'working towards' the Qualification. Simple registration for the required FAW course is not sufficient to meet this criterion.
 - c) Valid UEFA recognition of competence equivalent to the Licence required under a) above as applicable.
 - d) It is highly recommended that they begin to work towards their UEFA 'C' Licence as soon as possible. But it is not a requirement.
 - e) The individual must be registered on COMET.
3. The Assistant First Team Manager must attend at least 70% of the Adran North/South and Adran Trophy matches per season, since their appointment.
4. If the Decision-Making Body is of the view that the Assistant First Team Manager has been appointed only to meet the Criteria stated in

P.10, the Decision-Making Body has the right to refuse or remove the Licence.

5. Clubs applying for a Tier 2 Women's Licence from Tier 3, will be permitted to have an 'FAW Leaders Award' coach in place at the discretion of the First Instance Body.

(A criteria)

P.11 Head of the Youth Development Programme (Head of Youth)

1. The Licence Applicant must appoint a Head of the Youth Development Programme/Head of Youth, who is responsible for running the daily business and the technical aspects of the Youth Sector; 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.
 - a) This may be a dual role e.g. alongside First Team Manager or Assistant First Team Manager.
 - b) The individual must be registered on COMET.
2. As a minimum, the Head of Youth must hold or be 'working towards' 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) A holder of the required FAW 'C' Certificate within the meaning of this Regulation is considered a coach who has been issued a FAW 'C' Certificate by a UEFA Member Association or at least started the required Coaching course to be considered as 'working towards' the Qualification. Simple registration for the required FAW course is not sufficient to meet this criterion.
 - c) Valid UEFA recognition of competence equivalent to the Licence required under a) above as applicable.

- d) It is highly recommended that they begin to work towards their UEFA 'C' Licence as soon as possible. But it is not a requirement.
- 3. 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 or remove the Licence.
- 4. Clubs applying for a Tier 2 Women's Licence from Tier 3, will be permitted to have an 'FAW Leaders Award' coach in place at the discretion of the First Instance Body.
- 5. The Head of Youth must have the correct safeguarding documentation as defined by the FAW Safeguarding Department, including a valid DBS Certificate.

(A criteria)

P.14 Safeguarding Officer

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

(A criteria)

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, in writing, within the fixed deadline of ten working days.
2. The compliance with this criterion shall be assessed by the licensor in respect of the next licensing cycle.

(A criteria)

P.18 Duty of Replacement During Licensing Season

1. If a function defined in criteria P.01 to P.14 and P.22 to P.23 becomes vacant during the Licence Season, the Licencee must ensure that, within a period of a maximum of 60 days, the function is taken over by someone who holds the required qualification. For the avoidance of doubt, consideration will be given solely to the clubs first appointment, when determining whether or not the Club satisfies this criterion.
2. 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.
3. The Licencee must promptly notify the Licensor, in writing, of any such replacement.

(A criteria)

P.22 Goalkeeper Coach of the First Squad

1. The Licence applicant must have appointed a qualified Goalkeeper Coach who assists the First Team Manager in Goalkeeping matters of the first team squad.
2. 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 'Goalkeepers' Award;

- b) A holder of the required FAW 'Goalkeepers' Award within the meaning of this Regulation is considered a coach who has been issued a FAW 'Goalkeepers' Award by a UEFA Member Association. Simple registration for the required FAW course or 'working towards' is not sufficient to meet this criterion for Clubs who have previously held a Tier 2 Women's Licence and competed in the Adran North/South in the previous Licensing Cycle.
- c) Valid UEFA recognition of competence equivalent to the Licence required under a) above as applicable.
- d) The individual must be registered on COMET.

2. The Goalkeeper Coach must attend at least 70% of the Adran North/South and Adran Trophy matches per season, since their appointment.

3. 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.22, the Decision-Making Body has the right to refuse or remove the Licence.

4. Clubs applying for an Tier 2 Women's Licence from Tier 3, will be permitted to have a Goalkeeper Coach booked onto the 'FAW Goalkeeping Award' with the expectation that they will be qualified within the season, at the discretion of the First Instance Body.

(A criteria)

P.23 First Aid Officer

1. The Licence Applicant must appoint at least one First Aid Officer for the treatment of spectators and visitors off the pitch, as well as their own Squad/Staff.
2. They must hold, as a minimum, the FAW First Aid Award, or a qualification approved by the FAW.
3. This individual must attend all first team matches and training and be responsible for medical treatment and rehabilitation of first team squad members. On home match-days the individual will also be responsible for first aid relating to spectators. A replacement can be appointed if they meet the

required qualification or if they have a similar qualification approved by the FAW.

4. The Individual must be registered on COMET.

(A criteria)

P.24 Media Platforms

1. The licence applicant must have an official Twitter account, which frequently posts match information, scores and club and League news.
2. The Licence Applicant must input all matchday information onto COMET, including Squad, First Team Manager, Assistant First Team Manager, Goalkeeper Coach and First Aid Officer and update the system with key match action during the game, including spectator attendances.

(A criteria)

LEGAL CRITERIA

L.01 Declaration in respect of participation in Adran North/South.

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 (FAW), the Adran North/South 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 (FAW), 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 2 Women's Licensing Regulations for the Adran North, Adran South and Adran Trophy.
 - f) All submitted documents are complete and correct.
 - g) It authorises the Licensing administration and Club licensing bodies of the FAW, 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 UK and National law.
 - h) It acknowledges that both UEFA and the Football Association of Wales (FAW) reserves the right to execute compliance audits at National level in accordance with the present regulations.
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.
3. A copy of the declaration can be found in the Tool-kit.

(A criteria)

L.02 Minimum Legal Information

1. The 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 required signature. (e.g. individual, collective).
2. The Licence applicant must also provide the following contact information:

- a) Address of its 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 the Club Licensing matters.

(A criteria)

L.06 Security of Tenure at Stadium

1. 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. Pre-existing agreements between clubs and the FAW regarding the territory are also acceptable.
2. If the Applicant is not the owner of the Ground, it must confirm the name of the owner(s) and 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 Licence Applicant's home matches during the Licence season. The Licence Applicant must confirm there are no other agreements which may affect its ability to use any part of the Ground(s) for the Licence Applicant's Home matches during the Licence Season. Any agreements which may affect its use must be provided.
4. The Ground(s) must fulfil the minimum 'A' requirements defined in the Infrastructure Criteria section of these Regulations.

(A criteria)

FINANCE CRITERIA

F.01 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. To meet with future UEFA Champions League reporting, it is recommended that Clubs use annual accounting periods 1st January - 31st December.

2. When 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.
3. All income and expenditure associated to the Women's Section 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 applicants assets or revenues.
4. The annual financial statements, which cover points mentioned within F.01 - 3, may be audited by an independent auditor in accordance with national legal framework.
5. Unless being complied and independently audited as per F.01 - 4, the template provided by the FAW should be used to complete the balance sheet, detailing monthly expenditure.

6. The Applicant should provide a detailed forecast for the following season, providing information on where the development grant may be used.

(A criteria)

APPENDICES

A.01 APPENDIX 1 Core Process

1. The FAW defines the core process for the verification of the criteria and thus control the issuing of the Tier 2 Women's 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) Payment of the Application Fee in order to have access to the application, in order to apply for a Tier 2 Women's Licence;
 - b) Submission of the licensing documentation to the licence applicants;
 - c) Return of the licensing documentation to the licensor;
 - d) Assessment of the documentation by the licensing administration;
 - e) Submission of the written representation letter to the licensor;
 - f) Assessment and decision by the decision-making bodies;
 - g) 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 2023/24

November 2022	Licence Criteria sent to all clubs
31st December 2022	Application and Fee deadline
24 th March 2023	Deadline for submission of all documents for Tier 1 Women's Licence (Tier 1 FIB meets on the 30 th March).
21st April 2023	Deadline for submission of ALL documents for the Tier 2 Women's Licence (Adran North/Adran South)
2 nd May 2023	First Instance Body meets
12 th May 2023	Deadline to submit appeal and Fee
14 th May 2023	Deadline to submit all appeals documents. No further evidence will be accepted after this date
17 th May 2023	Appeals Body meets
1 st June 2023*	Adran North and Adran South AGM

*Date TBC by the League Management Committees

A.02 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 the Adran North, Adran South 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; £150
- 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.

END OF DOCUMENT

ACCREDITED BY FAW COMMUNITY GAME BOARD ON 10TH NOVEMBER 2022

genero



ADRAN
LEAGUES