

# FOOTBALL ASSOCIATION OF WALES

## TIER 3 CLUB LICENSING REGULATIONS



*Approved by the FAW National League's Board on 10<sup>th</sup> August 2021*

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# Glossary of Terms

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

## **DEFINITION**

<b>Action Plan</b>	A document provided to the applicant which outlines how to meet the Tier 3 Ground Criteria.
<b>AGM</b>	The League Annual General Meeting, which takes place at the end of every football season.
<b>Applicant</b>	The Tier 3 Club applying to the FAW for assessment against the Tier 3 Ground Criteria Regulations.
<b>Chief Executive Officer</b>	The senior employee of the Association
<b>Core Process</b>	Minimum requirements that the FAW has to put in place for verification of compliance with the criteria described in the Regulations as basis for the issuance of Tier 3 Ground Criteria certification to an applicant club.
<b>Council</b>	The supreme executive body of the Association.
<b>Councillor</b>	Each member of the Council
<b>Criteria</b>	Requirements to be fulfilled by the Applicant.
<b>Club</b>	Any club defined pursuant to FAW Rule 11.1.1., playing at Tier 3 of the FAW Pyramid.
<b>Cymru Premier</b>	The Cymru Premier is the body comprising clubs in Wales’ First Division.
<b>Deadline for submissions</b>	The date by which the Applicants must submit to the FAW, all documents and evidence in support of their Application for Tier 3 Ground Criteria Certification.
<b>Deadline for submission of the application to the Licensor.</b>	The date by which each Licensor requires Applicants to have submitted all relevant information for its application for Tier 3 Ground Criteria certification.
<b>Event or Condition of major economic importance</b>	An event or condition is of major economic importance if it is considered material to the financial statements of the reporting entity and would require a different (adverse) presentation of the results of the operations, financial position and net assets of the

reporting entity if it had occurred during the preceding financial year or interim period.

**FASE 1**

FASE 1 (First Aid for Sport and Exercise) is a professional sports-specific first aid course delivered by Lubas Medical.

**FAW**

The Football Association of Wales

**FAW National Leagues Board**

The FAW Board responsible for Levels 1-4 of the FAW Pyramid.

**Ground**

Means the venue where the club will play its home matches in domestic competitions including, but not limited to, all properties and facilities near to such stadium (for example offices, hospitality areas.)

**Ground Criteria**

The infrastructure criteria for the Ground set out or referred to in section 5 of these Regulations, as amended by the FAW from time to time.

**Licence Season**

FAW season for which a Licence Applicant has applied for / been granted the FAW Tier 3 Licence. It starts the day following the deadline for submission of the list of licensing decisions by the FAW Board.

**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 do so will result in Tier 3 Ground Criteria certification refusal.

**Recommended**

This is a best-practice recommendation and therefore, not Tier 3 Ground Criteria certification failure.

**Significant Change**

Means an event that is considered material to the documentation previously submitted to the FAW and that would require a different presentation if it had occurred prior to the submission of the documentation.

**Statutory Closing Date**

The annual accounting reference date of the reporting entity.

**Subsequent Events**

Events or conditions occurring after the Licensing decision.

**Tier 3**

The third level of the FAW Pyramid.

**Tier 3 Licence**

The licence granted by the relevant body for the Applicant to play in Tier 3 of the FAW Pyramid.

**UEFA**

Union des Association Européennes de Football.

# **1. Introduction**

## **1.1 Tier 3 Club Licensing Regulations**

The Tier 3 Club Licensing Regulations set out quality standards and procedures by which Clubs will be assessed as a basis for continuous Ground improvement. It is a modern form of regulation.

The objective of a uniformed Tier 3 criteria was first published in the FAW's Strategic Plan of 2012. The formation of the new National Game Board in September 2014 became the catalyst for the introduction of these Regulations. Following a series of taskforce meetings and ground audits, the first Tier 3 Regulations were written.

The National Game Board approved the criteria in its meeting on 13<sup>th</sup> April 2015, which was then ratified by FAW Council on 29<sup>th</sup> April 2015 and updated on 17<sup>th</sup> December 2015.

The FAW Council ratified the following recommendations of the National Game Board, which were identified as part of the FAW Pyramid Review.<sup>1</sup>

1. WPL retains its current 12 club structure, with mandatory Domestic Licence.
2. A Tier 3 North and Tier 3 South League has mandatory Tier 3 Ground Criteria, which must be achieved in time to start the 2017/18 season.
3. Tier 3 Ground Criteria grant of up to £3,000 per club will be paid for two seasons (2015/16 and 2016/17) for clubs progressing their Action Plan in order to work towards the Tier 3 Ground Criteria.
4. A one-off promotion bonus of £10,000 is paid to clubs who gain promotion to the WPL to assist with additional operational costs of playing in National League.
5. A one-off promotion bonus of £5,000 for promoted clubs into the Women's Premier League.
6. The Sub-Committee continues its work to discuss other facets of the Tier 3 criteria. (E.g. Youth Teams, Personnel, Coach Education.)
7. The Level 3 and 4 Pyramid review is placed on hold as the Level 1 and 2 work continues.
8. The FAW Pyramid Regulations are updated to include a mandatory Tier 3 Ground Criteria.

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<sup>1</sup> The Pyramid Review was a National Game Board strategic objective, identified in the FAW's '*More than a Game*' Strategy, page 71.

## ***1.2 Benefits of Tier 3 Club Licensing Regulations***

The FAW sets the standards for the Tier 3 Club Licensing Regulations. By meeting these standards, football as a whole is acknowledging its responsibility to the community at large. The auditing of these Regulations are a transparent process that enables clubs in particular to demonstrate to all their stakeholders that they meet quality standards for their Ground.

These Regulations 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 to meet their standards. Football will benefit from the adoption of quality management practices by the FAW.

## **2. Procedure**

### **2.1 The Management of the System**

The Tier 3 Club Licensing Regulations will be managed by the FAW for Tier 3 Clubs. The system will comprise of audits conducted by the FAW.

In order to demonstrate that it meets the criteria, a Club will make available, a series of club reports and supporting documents at the Audit that will be conducted at a pre-agreed time with the Club at its Ground. A Club Action Plan is provided by the FAW, which outlines whether the respective Club currently meets the Criteria expected.

In considering a club's application, no club will be permitted to make changes or further developments to their ground, nor submit any additional information, following the April 30<sup>th</sup> deadline.

Those clubs that meet all of the mandatory 'A' Criteria standards will be issued with a Tier 3 Licence. Those clubs that have not fulfilled the minimum mandatory 'A' criteria will not be granted a Tier 3 Licence.

The Deadline for the Submission is 30<sup>th</sup> April annually.

The list of Tier 3 licensed Clubs must be communicated by the FAW to the League's concerned by 31<sup>st</sup> May. This must be strictly adhered to annually, before the relevant League's AGM.

### **2.2 Tier 3 Licence**

A Tier 3 Licence is mandatory for participation at Tier 3.

### **2.3 Criteria Graduation**

The Criteria described in these Regulations are graded into two separate categories. The different grades have been defined as follows:

#### **'A' Criteria – Mandatory**

If the Applicant does not fulfil any A-criteria, then it cannot be granted with a Tier 3 Licence.

#### **'B' Criteria – Recommendation**

If the Applicant does not fulfil any B-criteria, then it could be sanctioned in accordance with 3.4, but can still receive a Tier 3 Licence.

### **2.4 Development**

This is a progressive system designed to deliver continuous improvement. Improvements will be introduced as the system develops. The FAW National Leagues Board has the authority to review Criteria and these recommendations will be referred to Council for approval following a consultation process with various bodies including the relevant Leagues and its Clubs. The development process will incorporate reasonable timescales and the Regulations will be reviewed at least every two years.



## **3. Governing Body**

### **3.1 Responsibilities**

1. The Football Association of Wales governs the Ground Criteria system.
2. In particular, the FAW must:
  - a) Establish an appropriate administration as defined in 3.2.
  - b) Establish a process for the decision making as defined in 3.3
  - c) Set up a catalogue of sanctions as defined in 3.4.
  - d) Define the core process as defined in 3.5
  - e) Assess the documentation submitted by the clubs, 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 the clubs full confidentiality with regard to all information provided during the process as defined in 3.6.
  - g) Determine whether a Tier 3 Licence can be granted.

### **3.2 The Licensing Administration**

1. The tasks of the licensing administration include;
  - a) Preparing, implementing and further developing the Ground Criteria system;
  - b) Providing administrative support to the National Leagues Board;
  - c) Assisting, advising and monitoring Applicants during the season;
  - d) Informing the National Leagues Board of any event occurring after the licensing decision that constitutes a significant change to the information previously submitted;

### **3.3 Process for decision-making**

1. The First Instance Body and Appeals Body must be independent of each other.
2. The First Instance Body decides on whether a Tier 3 Licence should be granted to an Applicant on the basis of the documents provided by the submission deadline set by the FAW and on whether a Tier 3 Licence should be withdrawn.

3. The Appeals Body decides on appeals submitted in writing and makes the final decision on whether a Tier 3 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) An Applicant who received a refusal from the First Instance Body;
- b) An Applicant whose Tier 3 Licence has been withdrawn by the First Instance Body; or
- c) The FAW.

5. The Appeals Body makes its decision based on the decision of the First Instance Body and all evidence provided by the Applicant or the FAW with its written request for appeal and by the set deadline.

6. Members of the Decision Making Bodies are appointed by the Chief Executive Officer and must:

- a) Act impartially in the discharge of their duties;
- b) Abstain if there is any doubt as to their independence from the 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 Applicant;
- c) Not act simultaneously as Licensing Manager of the FAW;
- d) Not belong simultaneously to the Council or any of its affiliated leagues; and
- e) Not belong simultaneously to the administrative staff of the FAW.

7. The quorum must be at least three members. In case of a tie, the Chairman has the casting vote.

8. 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 Applicant;
- d) the Applicant can provide evidence to the Decision Making Bodies;
- e) meetings will be conducted in English;
- f) extensions will not be permitted;
- g) Applicants and the FAW will be given 10 days to lodge an appeal against the decision of the First Instance Body;
- h) Applicants will be allowed to submit their appeal evidence until the deadline stipulated in the Core Process;
- i) Licence Applicants can be represented at the Appeals Body meeting, if notice is served to the Licensor at least 7 days before the date of the Appeals Body meeting
- j) there is no cost to the Applicant for the First Instance Body;
- k) the cost of the appeal is as per FAW Rule 43.2.3: and
- l) the decision will be provided in writing to the Applicant with reasoning.

### **3.4** **Catalogue of sanctions**

The breach or abuse of these Regulations (including, without limitation, submission or misleading or falsified documents or information by an Applicant) will be a Disciplinary Offence under the FAW Rules and Section E of the FAW Rules shall apply.

### **3.5** **Core Process**

1. The FAW defines the Core Process in Appendix I for the verification of the criteria and thus control the issuing of the Tier 3 Ground Criteria Certification.
2. The Core Process starts on September 1<sup>st</sup> and ends on the submission of the list of decisions on May 31<sup>st</sup> each season.
3. The deadlines must be clearly defined at the beginning of the season and communicated to the clubs concerned in a timely manner.

### **3.6** **Equal Treatment and confidentiality**

1. The FAW ensures equal treatment of all Applicants during the Core Process.
2. The FAW guarantees the 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.

## **4. Applicant**

### **4.1 Definition of the Applicant**

1. 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 Football Association of Wales and/or its affiliated league(s) (hereinafter: registered member); or
  - b. Has a contractual relationship with a registered member (hereinafter: football company)

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

1. The Applicant must provide the FAW with:
  - a) All necessary information and/or relevant documents to fully demonstrate that the obligations are fulfilled; and
  - b) Any other document relevant for decision making.
2. This includes information on the reporting entity/entities in respect of which information is required to be provided to satisfy the Tier 3 Licensing Criteria.
3. Any event occurring after the submission of the documentation to the FAW representing a Significant Change to the information previously submitted must be promptly notified to the FAW Administration.

### **4.3 Certification**

1. Clubs which qualify for Tier 3 on sporting merit must obtain an FAW Tier 3 Licence.
2. A Tier 3 Licence expires without prior notice at the end of the season for which it was issued.
3. A Tier 3 Licence cannot be transferred.
4. A Tier 3 Licence may be withdrawn by the FAW if;
  - a) Any of the conditions for the issuing of the Licence are no longer satisfied; or
  - b) The Club violates any of its obligations under the Tier 3 Club Licensing.
5. As soon as a Licence withdrawal is envisaged, the FAW Administration must notify the Chief Executive Officer.

#### **4.4 *Clubs outside of Tier 3***

1. Clubs relegated from the Cymru North or South on sporting merit or for failure to achieve a Tier 2 Licence must meet the Tier 3 Club Licensing Criteria, which will be assessed at the same time as its application for a Tier 2 Licence.
2. Clubs seeking promotion into Tier 3 must meet all of the mandatory A criteria on or before 30<sup>th</sup> April each year. An exception to the seating requirement is explained in I.02 (2, b)..

## **5. Infrastructure Criteria**

### **5.1 INTRODUCTION**

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Club Licensing infrastructure criteria has been a catalyst for the essential development at a number of Cymru Premier grounds. The importance of a safe, comfortable and modern stadium, offering a pleasurable experience to the player, official, spectator and sponsor should mean that those individuals return time and time again.

Consequently, the development of Infrastructure is of ultimate significance for the development of Tier 3 clubs.

In considering a club's application, no club will be permitted to make changes or further developments to their ground criteria following the April 30<sup>th</sup> deadline.

If it is brought to the attention of the Football Association of Wales that the Ground falls below the minimum level required at any time during the Season, an Inspection must be carried out at the earliest opportunity. If the inspection fails to meet these Criteria, the Football Association of Wales should sanction the club in accordance with the Catalogue of Sanctions in chapter 3.4.

### **5.2 OBJECTIVES**

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The objective of the Tier 3 Criteria is that Applicants have an approved Ground available to host Tier 3 League matches, which provides stakeholders with well equipped, well-appointed and safe and comfortable stadia.

### **5.3 BENEFITS FOR CLUBS**

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Clubs and Ground owners can develop strategies to upgrade their facilities in order to meet the relevant Criteria. This approach allows the Ground owner in cooperation with the club to clearly plan and invest in missing requirements, which nowadays are necessary to host people at attractive and entertaining events.

Therefore, each Club, together with the Ground owner and the local community, should try to provide a Ground that is attractive, safe and secure, easily accessible by car (including parking facilities) and/or public transport, has comfortable seats with a close view of the pitch, has clean hospitality and refreshment facilities, is equipped with hygienic and spacious toilets for both sexes and provides communication installations with Public Address systems.

The FAW shall inspect and approve the Ground which will then be classified into one of the given quality categories (e.g. 'Tier 3 Certified').

## **5.4 CRITERIA**

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### **Safety and Security**

**The Club shall prepare a report that will be inspected and verified on site at the audit and which shall refer to the Safety and Security of the ground and shall provide detailed information on each of the sub-headings.**

#### **I.01 – Ground Safety Risk Assessment and Evacuation Plan** **(A criteria)**

1. The Applicant must provide a Ground Safety Risk Assessment, which must include, but is not limited to the requirements of the document provided in Appendix III.
2. The Applicant must provide a Safety Policy, which must include all of the Criteria as listed in I.03 – ‘Public Access and Egress’.
3. The Applicant must have in place a Stadium Evacuation Plan, detailing all emergency exits, gates and routes to evacuate the Ground.
4. All documents submitted for the I.01 Criteria must be signed by an authorised signatory of the Club, dated and be no older than two years old.

#### **I.01 (b) – Security of Tenure** **(A criteria)**

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 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.
4. The Ground(s) must fulfil the minimum ‘A’ requirements defined in the FAW Tier 3 Club Licensing Regulations.

#### **I.02 – Approved Capacity Level** **(A criteria)**

1. The Applicant must have in place an approved capacity level, which is relevant and safe for all competitions. The minimum capacity for Tier 3 clubs is 500.
2. The Applicant must;
  - a. have in place at least 100 covered seats, which are in compliance with criteria I.15.
  - b. Or, for clubs promoted to Tier 3 at end of the 2020/2021 season must have 50 seats on 30th April 2021 to meet the seating requirement for Tier 3 Criteria to remain in the League for the 2021/22 season. The same club would require the full criteria of 100 seats

by 30th April 2022 to meet the seating requirement for Tier 3 Criteria to remain in the League for the 2022/23 season.

### **1.03 – Public Access and Egress**

**(B criteria)**

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

1. At least one 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 should 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 ground.
3. All exit doors and gates in the Ground, and all gates leading from the spectator areas into the playing area, should:
  - 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 remain unlocked while spectators are in the Ground.
4. Approaches to the Ground should be adequately signposted to guide spectators to their sectors, and all turnstiles, entry and exit gates and doors should be operational and similarly clearly indicated by signs which are universally understood. Commercial signage and signage within Dressing Rooms must also be on display.
5. Club should submit a Policy stating the procedure for all Players, Officials and Spectators when entering the Ground. A policy must be in place if there is need for Segregation.
6. The boundary wall/fence should be of sound solid construction, secure on all sides and designed to obscure viewing from outside the Ground. (Recommended height of boundary structure is 2 metres).
7. The club must submit a Layout Plan detailing all facilities within the Ground (1:1000) and a Site Plan showing the Access Routes in to the Ground (1:1500)

### **1.04 – Public Communication System**

**(A criteria)**

1. The Ground must be equipped with a public communication system.
2. The public communication system should cover both the inside and outside of the Ground and be secured against failures of the main power supply.

## **Areas Relating to Players and Officials**

**The club shall prepare a report that will be inspected at the audit and which shall refer to the field of play and shall provide detailed information on each of the sub-headings.**



### **I.05 – Field of Play**

**(A/B criteria)**

The field of play must be smooth and level.

1. The Ground must be equipped with either a natural playing surface or football turf. **(A criteria)**
2. Football turf must meet all of the following conditions: **(A criteria)**
  - a) It must have been granted the required FIFA licence in accordance with the 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 with white lines.
3. The field of play must be equipped with a drainage system so that it cannot become unplayable due to flooding. **(B Criteria)**
4. The field of play should be 105 metres long and 68 metres wide. If this is not possible due to Ground constraints, the minimum allowable is 98m long and 62 metres wide. **(A criteria)**
5. 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.
6. Barriers or emergency gates must surround the perimeter of the pitch, except where permission has been granted by the league for one, two or three of the sides or part thereof, to be closed by spectators in accordance with criteria I.16 (4). For newly promoted Tier 3 clubs, the minimum height of the barriers and / or emergency gates must be in line with the SGSA requirement of a minimum of 1.1 metres.

### **I.06 – Warm-Up Area**

**(A criteria)**

A warm-up area for substitutes must be available along the touchlines, behind the advertising boards behind the goal or on a separate area.

### **I.07 – Goals and Spare Goals**

**(A / B criteria)**

1. Goalposts and crossbars must be made out of aluminium or similar material and must be round or elliptical. Moreover, they 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. **(A criteria)**
2. A spare goal, which can be easily installed if the circumstances so require, should be available within the Ground for League matches. **(B criteria)**

### **I.08 – Substitutes’ benches**

**(A criteria)**

- a) The Ground 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.
- b) Any developments to the Substitutes benches, following the first inspection, must increase the capacity to 13 people.

### **I.09 – Dressing Rooms**

**(A criteria)**

1 The Ground must be equipped with:

- a) A dressing room for each team with a minimum of four showers, seating room for at least 18 people and exclusive use, with private access to one individual seated toilet.
  - b) A referees’ dressing room with a minimum of one shower, access to one exclusive individual seated toilet and seating room for three people.
- 2 Clubs must make provision to provide 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.

### **I.10 – Match Day Office**

**(B criteria)**

The Ground should be equipped with a match day office with access to communication facilities such as phone and internet connection, located nearby and with easy access to the team and referees’ dressing rooms.

### **I.11 – First Aid & treatment facilities (Players & Officials)**

**(B criteria)**

The Ground should be equipped with a dedicated room for first aid and medical treatment of players and officials. The minimum equipment required is stated in Appendix IV.

### **I.12 – Floodlighting**

**(B criteria)**

1. The Ground must be equipped with floodlight installations.
2. The Ground floodlight lux levels must be in compliance with the following;
  - a) Achieve 250 lux when tested by an independent organisation.
  - b) Clubs will have to provide a report stating the lux value, which must be no more than three years old, attaining a minimum of 250 lux.
  - c) If the floodlights fall below 150 lux, they must be upgraded to
3. The FAW may at any time, request a 96-point lighting test to determine the current lux levels of the floodlights.

### **I.13 – Parking Areas**

**(A criteria)**

1. Parking space for a minimum of ten cars must be made available for the teams and officials.
2. This parking space must be located in a safe and secure area in the immediate vicinity of the players' and officials' area.
3. In addition, there should be a minimum of 10 parking spaces available for VIP's in a safe and secure area.

### **I.14 – Refreshment Facilities**

**(A criteria)**

1. Clubs must provide players and match officials with food and drink after the game. (A Criteria)

## **Spectator-Related Areas**

### **I.15 – Stands and Spectator Facilities**

**(A criteria)**

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.
2. The use of temporary stands is prohibited.
3. The Ground must be equipped with refreshment and catering facilities for all spectators in every sector of the Ground.
4. Bench seating of any description is prohibited.

### **I.16 – Hardstanding**

**(A/ B criteria)**

1. There must be hardstanding surrounding one length and one width of the field of play, comprising of concrete, paving stones or tarmac. **(A Criteria)**
2. All mandatory Spectator Areas as defined in I.15 must be accessed by hardstanding. **(A Criteria)**
3. Hardstanding of a temporary nature will not be approved under any circumstances. **(A Criteria)**
4. It is Recommended that it is possible for spectators to be accommodated, either standing or seated, for the full length of all four sides of the playing area, except where permission has been granted by the FAW for one of the sides or part thereof, to be closed by Spectators. **(B Criteria)**
5. 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. **(B criteria)**

6. 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. **(B Criteria)**

### **I.17 – Visiting Supporters** **(B criteria)**

1. At least 5% of the total Ground capacity must be available exclusively for visiting supporters, and where necessary, in a segregated area of the Ground.
2. Segregation requirements at specific matches shall be decided by the FAW in liaison with the local authorities concerned.

### **I.18 – Emergency Lighting** **(B criteria)**

1. For the purpose of ensuring safety and guiding spectators and staff, the Ground must be equipped with an emergency lighting system, for use in the event of a general Ground lighting failure.
2. 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.
3. 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 I.01 criteria.

### **I.19 – Sanitary Facilities** **(A/ B criteria)**

1. Sufficient clean and hygienic sanitary facilities must be distributed evenly throughout all sectors of the Ground for male and females spectators. Toilets and urinals must be equipped with flushers. Sinks and amenities such as toilet paper and soap must be available. **(A Criteria)**
2. The recommended requirement for sanitary facilities are the following, based on an 80:20 ratio of male and female: **(B Criteria)**

***Based on 750 Capacity as per Regulation I.02***

- a) 1 seated toilet per 250 males (3)
- b) 1 urinal per 125 males; (5)
- c) 1 seated toilet per 125 females (2)

### **I.20 – First Aid Officer** **(A criteria)**

1. The Club must have appointed at least one First Aid Officer being responsible for medical treatment and massages for the rehabilitation of first team squad members.
3. The First Aid Officer must hold one of the following minimum qualifications:
  - a) Valid FASE 1
  - b) Valid FAW First Aid Award
  - c) Any equivalent award, as approved by the FAW Medical Officer.
4. This individual will also be responsible for first aid relating to spectators.

5. The First Aid Officer must attend all matches. A replacement can be appointed if they meet the required qualifications or if they have a similar qualification, approved by the FAW.
6. They must be duly registered with the FAW.

### **I.21 – Facilities for spectators with disabilities** (A / B criteria)

1. Clubs, in consultation with a local disability group (or Level Playing Field for example) must have undertaken a review of its own procedures with regard to the level of service it provides for spectators with disabilities. *(A criteria)*
2. The Ground should have dedicated access and seats for spectators with disabilities and their helpers. *(B criteria)*
3. In addition, persons with disabilities should have dedicated sanitary facilities as well as refreshment and catering facilities nearby. *(B criteria)*
4. One disabled toilet should be available for every 15 wheelchair users. *(B criteria)*

### **I.22 – Ground Regulations** (A criteria)

1. The Club 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.
3. Where tickets are issued, the Ground Regulations should be clearly detailed on the ticket.

### **I.23 – VIP Hospitality Areas** (B criteria)

1. The Ground must identify at least 10 VIP seats, which includes five for the visiting team officials.
2. A hospitality area must be provided for VIP's and for the visiting team officials.

## **Media Related Areas**

### **I.24 – Media Working Area** (B criteria)

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

### **I.25 – Press Box**

**(B criteria)**

1. The press box should be covered and centrally located in the main grandstand. They should have an unobstructed view of the entire playing area and easy access to the other media areas.
2. In the press box, all seats with desks should be equipped with a power supply and phone or internet connections.
3. The desks should be big enough to accommodate a laptop computer and a notepad.
4. There should be 20 covered seats, 5 of which should be equipped with desks.

### **I.26 – Television Gantry**

**(B criteria)**

1. A television gantry should be provided to meet the Broadcasters requirements.

### **I.27 – Radio Commentary positions**

**(B criteria)**

1. One covered radio position should be identified
2. Each identified commentary position must have at least three seats.

### **I.28 –Post Match Interview Area**

**(B criteria)**

1. The Ground must provide a dedicated post-match interview area, 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.29 – OB Van Parking Area**

**(B criteria)**

1. The Ground should 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 100m<sup>2</sup>.

## **6. Personnel and Administrative Criteria.**

### **P.08 – First Team Manager**

**(A criteria)**

1. The Club must have appointed a First Team Manager who is responsible for football matters of the first team squad and all media duties. The official job-title of this individual must be First Team Manager.
2. The First Team Manager must have completed or, must have at least started and be actively engaged in, the following coaching course:
  - a) A valid FAW ‘C’ Certificate or;
  - b) A valid non-UEFA coaching diploma which is equivalent to the one required under a) above and recognised by UEFA as such.
3. The First Team Manager must attend at least 70% of all League matches per season, since their appointment.
4. If the Decision-Making Body is of the view that the Manager has been appointed only to meet the criteria stated in P.08, the Decision-Making Body has the right to refuse the Licence.
5. Should the Licence Applicant appoint Joint First Team Managers, *both* individuals must meet the P.08 criteria.

## **FOOTBALL ASSOCIATION OF WALES CONTACTS**

The Association’s point of contact is -

**Mr. Steve Jones**  
**Licensing Manager**  
**[sjones@faw.co.uk](mailto:sjones@faw.co.uk)**

Alternative contact and Head of Department;

**Mr. Andrew Howard**  
**Head of Competitions**  
**[ahoward@faw.co.uk](mailto:ahoward@faw.co.uk)**

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

***FAW representatives involved are subject to confidentiality and independence agreements.***

# APPENDICES



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# APPENDIX I – CORE PROCESS

<b>Wednesday, 1 September 2021</b>	2021 / 22 Core Process begins.  Updated Regulations sent to all FAW Tier 3 & 4 clubs.
<b>Friday, 1 October 2021</b>	FAW Tier 3 & 4 clubs invited to apply for Tier 3 Licence, via COMET.  Tier 3 Licence application costs £100.00, which includes the inspection fee as per 3(m) of the 'Regulations for the Pyramid Structure' in the FAW Handbook.
<b>Friday, 31 December 2021</b>	Submission deadline for Tier 3 Licensing applications.
<b>January – April 2022</b>	Site visits (if required) for Stadium Audit and assessment of licensing application & documentation to be undertaken.

<b>Monday, 1 March 2022</b>	<b>Deadline for submission of ground sharing documents in accordance with the FAW Pyramid Regulations.</b>
<b>Monday, 25 April to Friday, 29 April 2022</b>	Final assessment of Grounds to ensure that it meets the Infrastructure Criteria (if required).  <b>There will be no further opportunity for applicant clubs to carry out infrastructure work after this date.</b>
<b>Saturday, 30 April 2022</b>	<b>Deadline for submission of all documents and infrastructure upgrades.</b>  <b>No further documents will be accepted after this date.</b>
<b>Wednesday, 11 May 2022</b>	Tier 3 First Instance Body meeting.
<b>Saturday, 21 May 2022</b>	<b>Deadline to submit appeal.</b>
<b>Wednesday, 25 May 2022</b>	Appeals Body meeting.
<b>Tuesday, 31 May 2022</b>	List of all Tier 3 Licensed clubs to be submitted to the FAW Board.

# APPENDIX II

## STADIUM SAFETY RISK ASSESSMENT AND EVACUATION PLAN

### I.01. Criteria 2 Stadium Policy

The Club has agreed the following Safety Policy, which includes all of the Criteria as listed in FAW Tier 3 Ground Criteria Regulation I.03.

#### **Spectators Access into the Stadium**

The club has \_\_\_\_\_ Turnstiles, which are designed in such a way as to avoid congestion and ensure the smooth flow of the crowd.

Or (And delete as appropriate)

Club has alternative entry to the stadium such as; secure door which allows a safe route and access.

It is / is not possible to segregate spectators when accessing the stadium.

#### **Public Passageways**

It is recommended that all public passageways and stairways in the spectator areas are 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.

#### **Exit Doors / Gates**

It is recommended that 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 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 remain unlocked while spectators are in the stadium.

#### **Signage**

The sign-posting of ingress and egress routes, all exit gates/doors, toilets, refreshments and other facilities, shall be maintained at all times.

#### **Policy for Players, Officials and Spectators**

The procedure for Players, Officials and Spectators when entering the Stadium is as follows;

##### *Policy for Players*

*(should include parking, entrance to the stadium and any safety provision)*

***Policy for Officials***

*(should include parking, entrance to the stadium and any safety provision)*

***Policy for Spectators***

*(should include parking, entrance to the stadium and any safety provision)*

A policy must be in place and adhered to, if there is need for Segregation.

**Boundary wall/fence**

If applicable, the stadium boundary wall or fence should be made of a sound solid construction, secure on all sides and designed to obscure viewing from outside the ground. It is recommended that the height of boundary structure is 2 metres and any further developments should take note of this.

**Layout Plan and Site Plan**

The club should maintain a Layout Plan of the stadium, detailing all facilities within the Ground (1:1000). The club should also maintain a Site Plan showing the Access Routes into the Ground(1:1500). This can be by way of ordnance survey map or Google Map.

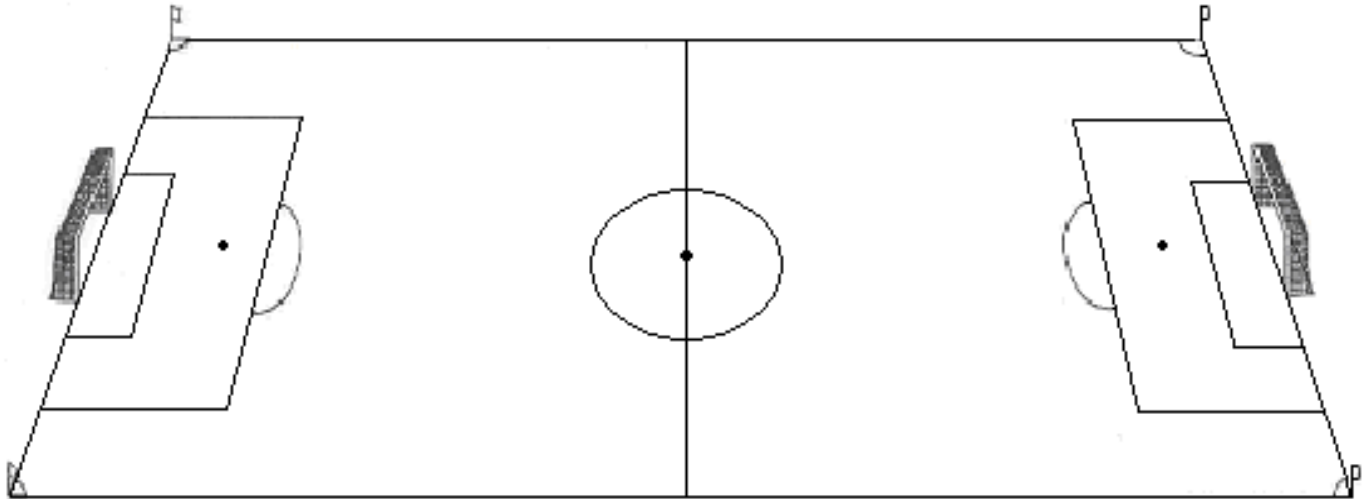
**Contact details of medical personnel available on the day at the Ground:**

**Postcode of the Ground and any specific instructions to give the emergency services:**

**Addresses of the nearest hospitals, including travel time and phone number:**

**Location of first aid equipment available at the Stadium including defibrillator:**

# I.01. Criteria 3 Evacuation Plan



The Plan is designed to cope with any emergency irrespective of how, where or when it occurs, and for this reason the Plan must retain a degree of flexibility.

## Key

- EX = Emergency Exit
- G = Exit Gates
- = Routes

This Safety Policy and Evacuation Plan has been agreed by the Club Committee / Board of Directors at their meeting held on \_\_\_\_\_ .

Signed: - \_\_\_\_\_

Position: \_\_\_\_\_

Date: - \_\_\_\_\_

# **APPENDIX III**

## **MEDICAL ROOM EQUIPMENT**

The stadium should be equipped with a dedicated room for first aid and medical treatment of players and officials. The minimum equipment expected is;

- 1 Examination Table
- 1 Portable Stretcher
- 1 Washbasin
- 1 Medicine Cabinet
- 2 Ice Bags
- 1 Blood pressure gauge
- 1 Oxygen Bottle with mask
- 1 Defibrillator

Access to a telephone is also required at all times when the stadium is in use.