

Football Association of Wales

Women's Tier 2 Club Licensing Regulations Edition 2026

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Definition of Terms

For the purpose of these Regulations, the following definitions apply:

Adran North or Adran South	The Adran North and Adran South are the Tier 2 Leagues of the FAW Women's Pyramid.
Adran Premier	The Adran Premier is the Tier 1 League of the FAW Women's Pyramid.
Annual General Meeting	The Adran North/Adran South Annual General Meeting, which takes place at the end of every season.
Appeals Body (AB)	The Appeals Body appointed by the Licensor decides on appeals submitted by the Licence Applicant against a decision of the First Instance Body and makes a final decision on whether or not a Licence is granted.
Association	The Football Association of Wales Limited (company number 00213349) whose registered office is at 'The Pavilion', Hensol, Vale of Glamorgan, CF72 8JY.
Chief Executive Officer	The senior employee of the Association
Club	Any club defined pursuant to FAW Rule 11.1.1.
COMET	The Football Management System used by the Association. Any reference to FAW COMET or COMET Shall mean the same.
Core Process	Minimum requirements that the Licensor has to put in place for verification of compliance with the Criteria described in the Regulations as basis for the issuance of the Tier 2 Club Licence to a Licence Applicant.
Deadline for Submission of the Application to the Licensor	The date by which each Licensor requires the Licence Applicant to have submitted all relevant information for its application for a Tier 2 Club Licence.
Decision Making Bodies	The First Instance Body (FIB) and Appeals Body (AB).
Directors	The body comprising the board of directors of the Association (including its committees and sub-committees) as constituted under the Articles.
Event or Condition of Major Economic Importance	An event or condition that is of major economic importance if it is considered material to the financial statements of the reporting entity/entities and would require a different (adverse) presentation of the results of the operations, financial position and net assets of the reporting entity/entities if it occurred during the preceding reporting period.
FAW	Football Association of Wales Limited.
FAW Club Licensing System	Consists of the Criteria and a Core Process, as set out in these present 'Regulations'.
FAW National Leagues Board	The FAW Standing Committee is responsible for the Club Licensing Regulations on behalf of the Board up to and including 31st July 2025. From 1st August 2025 the responsibility will be referred back to the Directors of the FAW.

First Instance Body (FIB)	The board appointed by the Licensor to assess Licence Applicants and decide whether or not to grant the Licence Applicant a Tier 2 Club Licence.
Ground or Stadium	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.)
Licence Applicant	Legal entity fully and solely responsible for the football team participating in the national club competition, which applies for a Licence for assessment against the Tier 2 Club Licensing Regulations.
Licence Season	FAW season for which a Licence Applicant has applied for/been granted the FAW Tier 2 Club Licence. It starts from the 1st June 2026 to 31st May 2027.
Licensee	Licence Applicant, which has been granted a Licence by the Licensor.
Licensing Administration	Body or staff within the Licensor that deals with club licensing matters.
Licensor	Body that operates the Club Licensing System and grants Licenses. In Wales, FAW is the Licensor.
List of Licensing Decisions	List submitted to the FAW containing, among other things, information about the Licence Applicants that have undergone the club licensing process and been granted the FAW Women's Tier 2 Club Licence by the Decision-Making Bodies.
May	Indicates a party's discretion to do something (i.e. optional, rather than mandatory).
Minimum Criteria	Criteria to be fulfilled by a Licence Applicant to be granted the Tier 2 Club Licence. Known as 'A Criteria'.
Must or Shall	Indicates an obligation to do something (i.e. mandatory). Failure to meet the obligation will result in refusal to grant the Women's Tier 2 Club licence.
Player Registration(s)	Players registration(s) has the meaning set out in the FIFA Regulations on the Status and Transfer of Players.
Professional Game Committee	The Professional Game Committee is a constituted advisory committee as set out in the FAW Standing Orders and will replace the FAW National Leagues Board as of 1st August 2025.
Recommended	This is a best-practice recommendation and therefore, not a Tier 2 Club Licence failure.
Significant Change	An event that is considered material to the documentation previously submitted to the Licensor and that would require a different presentation if it occurred prior to submission of the documentation.
Stadium	The venue for a competition match including, but not limited to, all surrounding properties and facilities (for example offices, hospitality areas, press centre).

Statutory Closing Date	The annual accounting reference date of a reporting entity.
Subsequent Events	Events or conditions occurring after the Licensing decision.
Tier 1	The first tier of the FAW Pyramid as defined in the FAW's *"Regulations for the Women's Pyramid League System"*
Tier 1 Club Licence	Certificate granted by the Licensor confirming fulfilment of all minimum mandatory Criteria by the Licence Applicant as part of the admissions procedures for entering the Adran Premier.
Tier 2	The second tier of the FAW Pyramid as defined in the FAW's *"Regulations for the Women's Pyramid League System"*
Tier 2 Club Licence	Certificate granted by the Licensor confirming fulfilment of all minimum mandatory Criteria by the Licence Applicant as part of the admissions procedures for entering the Adran North/Adran South
Training facilities	The venue(s) at which a club's registered players undertake football training and/or youth development activities on a regular basis.
UEFA	Union des Association Européennes de Football

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

1. Introduction

1.1 FAW Women's Tier 2 Club Licensing Regulations

The FAW Women's Tier 2 Club Licensing Regulations ("Regulations") sets out quality standards and procedures by which clubs will be assessed as a basis for entry to FAW Women's Tier 2 competitions, with continuous improvement of many aspects of football.

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

Licensing requires that those clubs in membership of the Adran North or Adran South ("the league") meet specific standards. The standards are presented in the form of criteria under six headings;

Sporting

Social and Environmental Sustainability

Infrastructure

Personnel and Administration

Financial

Legal

The Criteria are transparent and consistent with UEFA standards where necessary, and a great deal of care and attention has been given to drafting these Regulations. The focus on the above areas is to establish a set of quality standards for Tier 2 that are attainable for all current clubs and for those aspiring to join the Adran North or Adran South. It also provides those wishing to be promoted to the Adran Premier, a platform for meeting the Tier 1 Criteria.

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

1.2 Benefits of Tier 2 Club Licensing Regulations

The FAW sets the standards for Women's Tier 2 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 is a transparent process that enables Licence Applicants to demonstrate to their stakeholders that they meet quality standards.

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

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

These Regulations were adopted by the Football Association of Wales on the 7th September 2026 and come into force for the 2027/2028 season.

2. Procedure

2.1 Management of the System

The Women's Tier 2 Club Licensing Regulations will be managed by the FAW for Licence Applicants to Tier 2. The system will comprise of audits conducted by the FAW and assessments by the Decision-Making Bodies.

In order to demonstrate that it meets the Criteria, an inspection of the Stadium will take place, and the Licence Applicant Must upload all necessary supporting documents using the FAW Club Licensing systems and procedures as set by the Association from time to time.

Applications will be considered by the Decision-Making Bodies, in accordance with these Regulations and the Core Process

If current Adran North or Adran South clubs are upgrading their infrastructure after 27th April 2027, then developments can be permitted provided that the club provides quotes, planning permission approval (if required) and evidence of the necessary finance, in order to complete the required upgrades by a date which is to be agreed at the sole discretion of the Decision-Making Bodies and confirmed by FAW Club Licensing staff that the developments meet the Minimum Criteria.

In considering a non-Adran North or non-Adran South club's licensing application, a non-Adran North or non-Adran South club can be permitted to make developments to their infrastructure, if they can evidence by the 27th April 2027 that quotes, planning permission approval (if required) and necessary finance is in place in order to complete the required upgrades by a date which is to be agreed at the sole discretion of the Decision-Making Bodies and confirmed by the FAW Licensing Staff that the developments meet the Minimum Criteria.

When applying for a Tier 2 Club Licence, required personnel may be permitted to attend mandatory courses after the 27th April 2027 deadline, provided the Licence Applicant can demonstrate that all course pre-requisites have been met and their attendance has been confirmed by the awarding body, The final deadline for course completion must be approved by the Decision-Making Bodies in order for a Tier 2 Club Licence to be granted.

Those Licence Applicants that meet the Criteria will be issued with a Tier 2 Club Licence. Those Licence Applicants that have not fulfilled the minimum 'A' criteria will not be granted a Tier 2 Club Licence, unless an extension has been permitted by the First Instance Body (FIB) or Appeals Body (AB) to carry out any upgrades. Should any infrastructure developments or course qualification requirements not be completed by the date set by the respective Decision-Making Bodies, they will have the right to revoke the applicable Tier 2 Club Licence.

The deadline for the submission of the list of licensed clubs is set by the FAW Board and must be strictly adhered to annually before the Adran North or Adran South Annual General Meeting(s).

2.2 Tier 2 Club Licence Refusal

A Tier 2 Club Licence is mandatory for participation at Tier 2

If a Licence Applicant is refused a Tier 2 Club Licence by the First Instance Body, the following procedure will apply:

A Licence Applicant refused a Tier 2 Club Licence, must submit any appeal to the relevant Club Licensing Manager within 10 days of being informed of the First Instance Body's decision. All appeals must be forwarded in writing for the attention of the Club Licensing Manager together with the appropriate Appeal Fee of £200. The Appeals Body is notified, and a meeting date agreed.

The Club Licencing Manager prepares a report and dispatches this to the Appeals Body.

The Appeals Body considers the Licence Applicant's appeal by 31st May each year. The decision is made whether to grant a Tier 2 Club Licence or not. If a Tier 2 Club Licence is granted, any area for future attention may be detailed. If a Tier 2 Club Licence is refused, areas to be addressed must be detailed and any relevant sanction applied.

The Club Licensing Manager submits the list of licensed applicants to the FAW Board, the Adran North, the Adran South and the Area Associations of the FAW Pyramid before their Annual General Meetings.

2.3 Criteria Graduation

The Criteria described in these Women's Tier 2 Club Licensing Regulations are graded into three separate categories.

The different grades have been defined as follows

'A Criteria' – Mandatory

If the Licence Applicant does not fulfil any 'A' Criteria, then it cannot be granted a Women's Tier 2 Club Licence unless the Decision-Making Bodies grant an exemption under 2.1 of these Regulations.

'B Criteria' – Expected

If the Licence Applicant does not fulfil any 'B' Criteria then it May still receive a Women's Tier 2 Club Licence, subject to the Licence Applicant fulfilling the 'A' Criteria. However, repeated failure to meet these criteria May result in sanctions as specified by the Decision-Making Bodies in accordance with 3.4 of these Regulations.

'C Criteria' – Recommended

If the Licence Applicant does not fulfil any 'C' Criteria, then it May still receive a Women's Tier 2 Club Licence. These Criteria May become 'A' or 'B' in future licenses or May be the requirements of the Women's Tier 1 Club Licence; However, it is recommended that Licence Applicants have these Criteria in place to support the overall development of the club.

2.4 Development

Licensing is a progressive system designed to deliver continuous improvement, which will be introduced as the system develops. The FAW Directors has the ultimate authority to review Criteria. They will consider feedback from the FAW National Leagues Board up to and including 31st July 2025. From 1st August 2025 this will be replaced by the Professional Game Committee. The Directors may also seek further consultation from the League Management Committees, the Adran North and Adran South clubs on the Criteria. The development process will incorporate reasonable time scales, and the Regulations will be reviewed on an annual basis.

3. Licensor

3.1 Responsibilities of the Licensor

The Licensor is the Football Association of Wales (FAW). It governs the Women's Tier 2 Women's Club Licensing system.

The Licensor must:

a. establish an appropriate licensing administration as defined in Article 3.2;

b. establish at least two Decision-Making Bodies as defined in Article 3.3;

c. set up a catalogue of sanctions as defined in Article 3.4;

d. defines the core process in accordance with Article 3.5;

e. assess the documentation submitted by the Licence Applicants, consider whether this is appropriate and defines the assessment procedures as defined in Article 3.6

f. ensure equal treatment of all Licence Applicants and guarantees them full confidentiality with regard to all information provided during the licensing process as defined in Article 3.7;

g. determine to its comfortable satisfaction whether each criterion has been met and what further information, if any, is needed for a Tier 2 Club Licence to be granted.

3.2 Licensing Administration

The Licensor Must appoint a Club Licensing Manager who is responsible for the Licensing Administration. The Club Licensing Manager should be educated as a minimum to degree level.

The tasks of the licensing administration include:

a. preparing, implementing, and further developing the Club Licensing System,

b. providing administrative support to the Decision-Making Bodies,

c. assisting, advising and monitoring the Licensees during the Licence Season;

d. informing the FAW of any event occurring after the licensing decision that constitutes a Significant Change to the information previously submitted to the Licensor, including a change of legal form, legal group structure (including change of ownership) or identity;

e. serving as the contact point for and sharing expertise with the licensing departments of other UEFA member associations and with UEFA itself.

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

3.3. Decision-Making Bodies

1. Decision-Making Bodies are the First Instance Body (FIB) and the Appeals Body (AB), and they must be independent of each other.
2. The First Instance Body decides on whether the Tier 2 Club Licence should be granted to a Licence Applicant on the basis of the documents provided by the submission deadline set by the Licensor and on whether the Tier 2 Club Licence should be withdrawn.
3. The Appeals Body decides on appeals submitted in writing and makes a final decision on whether the Tier 2 Club Licence should be granted or withdrawn. Should the Tier 2 Club Licence be granted, the Licence Applicants appeal fee must be returned.
4. Appeals may only be lodged by:
   a. a Licence Applicant who received a refusal from the First Instance Body;
   b. a Licensee whose Tier 2 Club Licence has been withdrawn by the First Instance Body; or;
   c. the Club Licensing Manager on behalf of the Licensor.
5. The Appeals Body makes its decision based on the decision of the First Instance Body and all the evidence provided by the appellant with its written request for appeal and by the set deadline.
6. As per FAW Rule 149(B), the licensing of Qualifying Clubs and all other clubs under the jurisdiction of the Association to play in Adran North/Adran South, Adran Premier and UEFA Leagues or competitions shall be governed, sanctioned, and controlled as set out in these Regulations.

7. Members of the Decision-Making Bodies are selected by the Directors of the Football Association of Wales for a term of three years and must:
   a. act impartially in the discharge of their duties;
   b. abstain if there is any doubt as to their independence from the Licence Applicant or if there is a conflict of interest. In this connection, the independence of a member may not be guaranteed if they or any member of their family (spouse, child, parent or sibling) is a member, shareholder, business partner, sponsor or consultant of the Licence Applicant;
   c. not act simultaneously as Club Licensing Manager or a member of the Licensing Administration
   d. not belong simultaneously to a judicial statutory body of the Licensor;
   e. not belong simultaneously to the FAW Council of the FAW or its affiliated leagues, clubs or area associations;
   f. not belong simultaneously to the personnel of an affiliated club;
   g. not belong simultaneously to the administrative staff or to any statutory Decision-Making Body or committee of the Football Association of Wales, Adran North or Adran South
8. The quorum of the Decision-Making Bodies is three members. In case of a tie, the Chair has the casting vote.
9. The Decision-Making Bodies must operate according to procedural rules – to be defined by the Licensor – which are as follows;
   a. The submission deadline for all documents in the first instance is 27th April 2027 as specified in the annual Core Process and Must be respected.
   b. The Licensor, licensing experts and the Decision-Making Body members must all guarantee the principle of equal treatment by annually signing forms of independence and confidentiality.
   c. Licence Applicants may have legal representation at the First Instance Body or the Appeals Body meeting, if seven days' notice is provided in writing to the Licensor.
   d. The Licence Applicant has the right to be heard at a Decision-Making Body meeting, by either legal representation as described in Paragraph 3.3(9c) or by the Club Chairperson or their nominated deputy, if seven days' notice must be provided in writing. The Decision-Making Bodies also have the right to request that their meeting is attended by a club representative.
   e. The official language for all correspondence and meetings is English.
   f. The Licensor is permitted to set time limits within the Core Process which guarantees feedback from the licensing experts before the final submission deadline. (e.g., calculation, compliance, interruption, extension).
   g. A Licence Applicant has the right to submit an appeal in writing to the Club Licensing Manager within ten days as of the date of the corresponded decision of the First Instance Body.
   h. All deadlines are clearly defined within the Core Process in order to ensure that there are no delaying effects to Competitions or to process.
   i. The Licence Applicant may submit supplementary evidence to the Appeals Body.
   j. The Licence Applicant has the burden of proof to the comfortable satisfaction of the Decision-Making Bodies.
   k. All decisions made by the First Instance Body and the Appeals Body must be confirmed in writing to the relevant Licence Applicant on the same day as the decision was made. The only exception to this is where a First Instance Body or Appeals Body are meeting over two days, in which case, all decisions will be communicated to the relevant Licence Applicants on the second day of the meeting.
   l. Any complaint must be submitted in writing to the Chief Executive Officer.
   m. Content and form of pleading
   n. Deliberation / hearings – The Decision-Making Bodies must consider all written and verbal evidence provided by the Licence Applicants and the licensing experts. The Decision-Making Bodies must deliberate this evidence before providing the findings of the hearing.
   o. Cost of procedure – The cost of the Appeal shall be £200.

3.4 Catalogue of Sanctions

1. To guarantee an appropriate assessment process, the FAW has set up a catalogue of sanctions for the Club Licensing System for the non-respect of 'B' Criteria referred to in these Regulations. It falls to the competent national bodies to impose these sanctions on the Licence Applicants/Licensees.
2. The catalogue of sanctions are as follows;
   a. A caution
   b. A warning can be issued
   c. For a second offence of the same criteria, the financial incentive for achieving the Licence can be withheld
   d. A suspended fine can be imposed
   e. A fine of up to £10,000 can be imposed
   f. The Tier 2 Club Licence can be withdrawn
   g. A suspension from achieving a Tier 2 Club Licence can be imposed for the following Licence season.
3. To guarantee an appropriate assessment process, the FAW must refer to the national disciplinary regulations in respect of violations of other licensing regulations (e.g., submission of falsified documents, non-respect of deadlines, sanctions against individuals, etc.).

3.5 The Core Process

1. The Licensor has defined the Core Process for the verification of the Club Licensing Criteria and thus manage the issuing of Tier 2 Club Licences.
2. The Core Process starts on 7th September 2026 and ends on the submission of the list of licensing decisions to the FAW administration by the deadline communicated by the latter.
3. The Core Process consists of the following minimum key steps:
   a. Submission of the licensing documentation to the Licence Applicants;
   b. Return of the licensing documentation to the Licensor;
   c. Assessment of the documentation by the Licensing Administration;
   d. Submission of the written representation letter to the Licensor;
   e. Assessment and decision by the Decision-Making Bodies;
   f. Submission of the List of Licensing Decisions to the FAW within seven days of each decision being final.
4. The deadlines for the above key process steps must be clearly defined and communicated to the clubs concerned before the start of the Core Process by the Licensor.

3.6 Assessment Procedures

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

3.7 Equal Treatment and Confidentiality

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

4. Licence Applicant

4.1 Definition of Licence Applicant

1. A Licence Applicant May only be a football blub, i.e., a legal entity responsible for a women's football first team participating in FAW competitions and that either:
   a. is a registered member of the Football Association of Wales 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 (hereinafter: football company).

4.2 General responsibilities of the Licence Applicant

1. The Licence Applicant Must provide the Licensor with:
   a. all necessary information and/or relevant documents to fully demonstrate that the obligations are fulfilled; and
   b. any other document relevant for decision making by the Licensor.
2. This includes information on the reporting entity/entities in respect of which sporting, infrastructure, personnel and administrative and legal information is required to be provided to satisfy the Criteria.
3. Any event occurring after the submission of the documentation to the Licensor and represents a Significant Change to the information previously submitted, Must be promptly notified to the Licensor (including a change of the Licence Applicant's legal form, legal group structure including ownership, or identity).

4.3 FAW Women's Tier 2 Club Licence Certification

1. Licence Applicants which qualify for Adran North or Adran South on sporting merit must obtain the Women's Tier 2 Licence, issued by the Licensor according to the present Regulations.
2. An FAW Women's Tier 2 Club Licence expires without prior notice at the end of the Licence Season for which it was issued.
3. An FAW Women's Tier 2 Club Licence cannot be transferred.
4. An FAW Women's Tier 2 Club Licence May be withdrawn by the Licensor's Decision-Making Bodies if:
   a. any of the conditions for the issuing of the FAW Women's Tier 2 Club Licence are no longer satisfied: or
   b. the Licensee violates any of its obligations under the present Regulations.
5. As soon as a withdrawal of an FAW Women's Tier 2 Club Licence is envisaged, the FAW administration must notify the Chief Executive Officer accordingly. The Chief Executive Officer will have the discretion to refer the withdrawal of an FAW Women's Tier 2 Club Licence to the First Instance Body or Appeals Body, whichever Decision-Making Body granted the Tier 2 Club Licence to the Licence Applicant. The Decision-Making Body will determine whether the Tier 2 Club Licence be withdrawn or not.
6. It shall cost £100.00 per club to apply for an FAW Women's Tier 2 Club Licence. This must be paid by the application deadline stated in the Core Process. Licence Applicants that are successfully granted a Tier 2 Club Licence by the First Instance Body shall have their application fee refunded.

4.4 Clubs outside of Tier 2

1. Only Licence Applicants participating in the Adran Premier, Adran Leagues or highest divisions of the six area associations (Tier 3) are permitted to apply for the FAW Women's Tier 2 Club Licence.
2. Licence Applicants seeking promotion into Tier 2, Must meet all of the 'A' Criteria as stated in these regulations on or before the 27th April each year, unless an exception is granted in accordance with Paragraph 2.1 of these Regulations.
3. Licence Applicants relegated from the Adran Premier (Tier 1) on sporting merit or failure to achieve the FAW Women's Tier 1 Club Licence, Must meet the 'A' Criteria, as stated in the FAW Women's Tier 2 Club Licensing Regulations. This will be assessed on or before 31st May each year The appeals process is detailed in Paragraph 3.3(4).
4. Should a Licence Applicant be granted an FAW Women's Tier 1 Club Licence but not be eligible to play in the Adran Premier (i.e. because of relegation from Tier 1 or not gaining promotion via sporting merit from Tier 2), the Women's Tier 1 licence application, Shall be conferred to FAW Women's Tier 2 application subject to the Licence Applicant achieving the 'A' Criteria for Tier 2.

5. Sporting

S.01 – Youth Development Programme

1. The Licence Applicant Must have a written youth development programme, approved by the Licensor. The FAW will verify the implementation of the approved youth development programme and evaluate its quality.
2. The youth development programme Must cover the following areas:
   a. Promotion of the women's game
   b. Youth development objectives and philosophy;
   c. Youth sector organisation (organisational chart, bodies involved, relation to Licence Applicant, youth teams, etc.);
   d. Personnel (technical, medical, administrative, etc.) and minimum qualifications required;
3. The Licence Applicant Must further ensure that:
   a. every player involved in its youth development programme can follow mandatory school education in accordance with UK law; and
   b. no youth player involved in its youth development programme is prevented from continuing their non-football education.

S.02 – Youth Teams (C Criteria)

1. The Licence Applicant must have the following youth teams within its legal entity, another legal entity included in the reporting perimeter, or a club affiliated to its legal entity:
   a. At least two youth teams within the age range of 10 to 21;
      i. It is recommended that one of the women's youth teams is an U19's age group team

   Each youth team, within this age range, must take part in official competitions or programmes played at national, regional or local level and recognised by the FAW.
2. The Licence Applicant May have weekly girls provision running for at least 12 weeks of the year. This can be:
   a. Girl's teams affiliated to the club, taking part in official competitions or programmes played at national, regional or local level and be recognised by the FAW.
   b. Turn up and play sessions to grow participation or be focused on player development.

S.04 – Registration of Players

1. The Licence Applicant's players, including youth players above the age of 10, Must be registered with the FAW or its area associations in accordance with the relevant provisions of the FIFA Regulations on the Status and Transfer of Players.
2. Safeguarding procedures, as agreed by the FAW from time to time, Must be adhered to in respect of 15-year-old players before they will be eligible to play for the senior and/or U19's team.

S.07 – 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 team squad attend a session or event on refereeing organised by or in collaboration with the Licensor during 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.

S.09 – Contact Time

1. The Licence Applicant Must have at least two contact days during a week throughout the season (For example, training once a week and a match once a week).
   a. A training session May consist of tactical and technical sessions or S&C activities
   b. If a team has a midweek fixture, this will be counted as one of the required contact days for that week.

6. Social and Environmental Sustainability

SES 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.

SES 02 – Anti-discrimination

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

SES 03 – Safeguarding / Child and youth protection and welfare

1. The Licence Applicant Must establish and implement a policy to protect, safeguard and ensure the welfare of youth players and ensure they are in a safe environment when participating in activities organised by the Licence Applicant.

7. Infrastructure

I.01 – Stadium Safety Assessment

1. The Licence Applicant Must provide a Stadium Safety Assessment which Must include but is not limited to the requirement of the documents provided in Appendix II.
2. All safety assessments submitted for Paragraph I.01(1) Must be no older than one year at the date of the deadline for submission of documents and Must be signed by an authorised signatory of the Licence Applicant

I.03 – Stadium Contingency and Evacuation Plan

1. The Licence Applicant Must provide a plan in place to evacuate the Stadium in response to any contingencies which arise, which Must include but is not limited to the requirements of the document provided in Appendix II.
   a. This document should be formulated in co-operation with and approved by the County Council, Police, Fire and/or Health Services.

I.04 – Approved Capacity Level

1. The Licence Applicant Must have in place capacity calculations showing the final safe capacity of the ground as a whole, which is relevant and safe for all competitions. Clubs are reminded that the final safe capacity is the lowest of the entry capacity, holding capacity, exit capacity and evacuation capacity.

2. The minimum capacity for Adran North or Adran South and League Cup matches is 100 spectators with at least 50 covered seats which are in compliance with Paragraph I.19.

I.05 – Public Access and Egress

The Licence Applicant Must ensure the following is provided in the Stadium and the relevant documents provided for the audit:

1. At least one stadium entry point designed in such a way as to avoid congestion and ensure the smooth flow of the crowd and the ability to increase the number of entry points in order to achieve maximum capacity.
2. All public passageways and stairways in the spectator areas Must be painted in a bright colour. This includes all gates leading from the spectator areas into the playing area and all exit doors and gates leading out of the Stadium.
3. All exit doors and gates in the Stadium, and all gates leading from the spectator areas into the playing area Must:
   a. be fitted with a locking device which Must be operated simply and quickly by anyone from the inside in the case of exit doors and gates or from either side in the case of gates leading into the playing area;
   b. be designed to remain unlocked while spectators are in the Stadium;
   c. open outwards

I.06 – Public Address System (C Criteria)

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

I.08 – Field of Play

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

iii. Its surface Must be green and pitch line markings Must be white in accordance with the Laws of the Game. Any pitch line markings for alternative sports are not permitted and Must be masked out prior to a game.

3. The field of play Must be a minimum of 98 metres long and 62 metres wide.
   a. It is recommended the field of play is 105 metres long and 68 metres wide ***(C Criteria)***
4. Dispensation May be granted for Licence Applicants from Tier 3 for a minimum of 90m long and 50m wide, due to stadium constraints, at the discretion of the Decision-Making Bodies.
   a. The Licence Applicant Must then meet the minimum allowable pitch dimensions of 98 metres long and 62 metres wide by the 26th April 2027.
5. There Must be a grass verge or alternatively, artificial turf of a minimum width of 1.5 metres between the touch line and the perimeter barrier.
   b. It is recommended that this distance is 3 metres. ***(C Criteria)***
   c. Any new pitch developments must have a minimum 3 metre run off between touch line and the perimeter barrier. ***(C Criteria)***
6. There Must be a permanent, fixed, barrier surrounding the perimeter of the pitch to a minimum height of at least 1.1 metres high as measured from the spectator side.
   a. A barrier Must be of south construction (e.g. concrete and/or steel) and free from all sharp edges, surrounding the pitch on all sides.
7. If the Licensor believes that the quality of the field of play falls below an acceptable standard, an industry expert must assess the quality of the field of play. The expert will make recommendations to enhance the quality of the field of play which clubs Must carry out within reasonable timescales. The groundsman responsible for the maintenance of the field of play Must subsequently attend any relevant courses as instructed by the FAW.

I.09 – Warm-Up Area for Substitutes

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

I.10 – Goals

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

I.11 – Substitutes' Benches

1. The Stadium Must be equipped with two covered benches at pitch level, each with seating room for at least eight people and positioned either side of the halfway line. The two benches Must be on the same side as each other.
   a. It is recommended that any developments to substitutes benches, must increase seating room to thirteen people ***(C Criteria)***
2. A technical area Must be marked for each substitutes bench to define the area designated for team officials, as per IFAB Laws of the Game

I.12 – Dressing Rooms

1. The Stadium Must be equipped with:
   a. a player's dressing-room for each team with seating room for at least eighteen people, a minimum of four showers, exclusive use to one individual seated toilet with wash basin and appropriate sanitary facilities. as described in ***I.22 – Sanitary Facilities***
      i. It is recommended that any new developments to the player's dressing rooms must have seating room for at least twenty-five persons and three seated toilets. ***(C Criteria)***
      ii. Each player's dressing room Must be a minimum of 20m2 to accommodate the minimum capacity of twenty people. ***(C Criteria)***

b. a match official's dressing room with seating for at least three people, a minimum of one shower, exclusive use to one individual seated toilet with wash basin and appropriate sanitary facilities as described in ***I.22 – Sanitary Facilities***

i. It is recommended the Stadium provides an appropriate second space with a shower, toilet, wash basin and seating, should the match officials team be of mixed genders and require separate changing areas. ***(C Criteria)***

ii. It is recommended that any new developments to the match officials' dressing rooms must provide a provision for female match officials. ***(C Criteria)***

c. All rooms Must be well lit, ventilated and/or heated, and clearly signposted.

2. The Stadium Must guarantee direct, private and secure access for both teams and match officials from their dressing rooms to the playing area and ensure their safe arrival at/departure from the Stadium,

a. If deemed necessary by the Licensor, the Licence Applicant will be required to submit a written policy in order to meet this criterion.

3. If it's brought to the attention of the FAW that the dressing rooms fall below the minimum hygiene and/or quality standards as expected by the FAW at any stage during the season, the following will take place:

a. An inspection and/or evidence gathering Must be carried out at the earliest opportunity.

b. The Licence Applicant Must complete any facility improvements as advised by the FAW.

I.13 – Matchday Operations

1. The Stadium Must be equipped with facilities for matchday operations with easy access to the team and match officials' dressing rooms.

2. Matchday Operations Must have accessible communication facilities such as minimum 3G phone signal and/or WI-FI

3. Matchdays Operations must have a room that is exclusively reserved for a matchday office which is well lit, ventilated and/or heated. ***(C Criteria)***

I.14 – Emergency Medical Room for Players & Officials

1. The stadium Must be equipped with an Emergency Medical Room for the first aid and medical treatment of players and officials.

a. This room 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.

b. This room Must be sufficiently large enough for access to accommodate a stretcher (laid horizontally) and medics to be able to effectively provide treatment.

c. A treatment table, basic first aid kit and a bin Must be located within the room.

d. The Emergency Medical Room must have a minimum internal area of 8m2 and must allow unobstructed access from the field of play to the Emergency Medical Room. ***(C Criteria)***

2. The Licence Applicant Must produce an Emergency Action Plan containing the following information:

a. Map of the venue, highlighting key medical areas, such as ambulance parking area, and first aid room, with directional arrows to indicate access routes to/from these for people unfamiliar with the venue

b. Postcode of the venue and any specific information about the venue to provide emergency services if required

c. Name and contact number of key medical personnel at the ground on a matchday

d. Basic equipment available at the ground (and where it will be during a match)

e. Addresses of the nearest hospitals, including travel time and phone number

3. Emergency vehicles Must be able to drive into the Stadium.

a. The access and egress point(s) Must not be blocked.

b. 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.

c. 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).

4. On matchdays the home clubs will be responsible for first aid relating to match officials and/or spectators.

I.17 – Parking Areas

1. Licence Applicants Must provide parking space for ten cars. These must be provided for the following:
   a. ten parking spaces available for the teams and match officials.
   b. ten additional parking spaces available for VIP's and/or FAW staff. ***(C Criteria)***
2. This parking area Must:
   a. be located in a safe and secure area in the immediate vicinity of the players' and match officials' area.
   b. be of a secure footing. i.e., comprising of concrete, tarmac, gravel or stone.

I.18 – Refreshment Facilities (C Criteria)

1. Licence Applicants must provide players and match officials with food and drink after the game. This facility can be located off-site.
2. The Stadium must be equipped with refreshment and catering facilities for all spectators during the game, in every sector of the Stadium.

I.19 – Stand and Spectator Facilities

1. Seats for spectators Must be individual, fixed (e.g. to the floor), separated from one another, shaped, made of an unbreakable and non-flammable material and have a backrest of a minimum height of 30 cm when measured from the seat.
   a. The use of temporary stands is prohibited.
   b. Bench seating of any description is prohibited
2. If It's brought to the attention of the FAW that the spectator stands fall below the minimum quality and/or safety standards as expected by the FAW at any stage during the season, the following will take place:
   a. An inspection and/or evidence gathering Must be carried out at the earliest opportunity.
   b. The Licence Applicant Must complete any facility improvements as advised by the FAW.
3. There Must be hardstanding surrounding one full length and one full width of the field of play, compromising of concrete, paving stones or tarmac.
   a. Hardstanding of a temporary nature will not be approved under any circumstances.
   b. It is recommended that hardstanding surrounds the whole field of play. ***(C Criteria)***
   c. Where the Stadium is part of a larger sports complex, the football area Must be totally enclosed from all other activities ***(C Criteria)***
4. All mandatory spectator areas Must be accessed by hardstanding.
   a. 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 Stadium evacuation process. ***(C Criteria)***

I.22 – Sanitary Facilities

1. The Stadium Must have sufficient clean and hygienic sanitary facilities designated and distributed evenly throughout all sectors of the Stadium for male and female spectators.
   a. Toilets and urinals Must be equipped with a working flusher.
   b. 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.
   c. Sinks and amenities such as toilet paper and soap Must be available.

2. The recommended requirement for sanitary facilities are the following: ***(C Criteria)***
   a. 1 seated toilet per 250 males;
   b. 1 urinal per 125 males;
   c. 1 seated toilet per 125 females

I.24 – Facilities for Spectators with Disabilities

1. Licence Applicants Must have undertaken an appropriate self-assessment or a consultation with a local disability group (e.g. Level Playing Field), to review their own procedures with regard to the level of service it provides for spectators with disabilities.
2. The Stadium must have dedicated access and seats for spectators with disabilities and their helpers. ***(C Criteria)***

3. The Stadium must have dedicated sanitary facilities for spectators with disabilities as well as refreshment and catering facilities nearby ***(C Criteria)***
4. One disabled toilet must be available for every 15 wheelchair users ***(C Criteria)***

I.25 – Ground Regulations

1. The Licence Applicant Must arrange to have its Ground Regulations fixed in suitable areas of the Stadium in such a way that the spectators can read them.
    a. 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, causes for ejection from the Stadium, risk analysis specific to the Stadium.

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

I.33 – Training Facilities - Availability

1. The Licence Applicant Must have training facilities available throughout the Licence Season.
    a. If the Licence Applicant is not the owner of the training facilities, it Must provide a written contract with the owner(s) of the training facilities, confirming the club has access to the nominated training venue(s).

I.34 – Training Facilities – Minimum Infrastructure

1. As a minimum, the infrastructure of the training facilities Must include;
    a. A full-sized outdoor pitch and/or indoor facilities if the main pitch is not synthetic turf;
    b. Bathroom facilities, with appropriate sanitary facilities
    c. Medical facilities ***(C Criteria)***
    d. Classroom facilities, which is used for player and coach development; ***(C Criteria)***
    e. Access to a gym through the club for the players. This May be a facility at the training ground which is used as part of the club training sessions or by alternative arrangement with players, provided individual programmes, which are monitored by the S&C coach or other appropriately qualified individual. ***(C Criteria)***

Please note, If it's brought to the attention of the FAW that the stadium falls below the minimum standard as expected by the FAW at any stage during the season, the following will take place:

a. An inspection and/or evidence gathering Must be carried out at the earliest opportunity.
b. The Licence Applicant Must complete any facility improvements as advised by the FAW.

8. Personnel & Administrative

P.01 – Club Secretary or General Manager

1. The Licence Applicant Must have appointed a Club Secretary or General Manager, who is responsible for its operative matters.
2. The Club Secretary or General Manager Must be duly registered on COMET.
3. The Club Secretary or General Manager Must attend all games to be a point of liaison for the opposition, officials and FAW should the need arise.
   a. The Club Secretary or General Manager should be available throughout the matchday and therefore, they Must not be a player or key part of the coaching team, so that they can be available for the duration
   b. If the Club Secretary or General Manager cannot attend a match, someone associated with the club should be named in their place, informing the Competition Secretary and opposition in advance.

P.03 – Media Officer & Media Output

1. The Licence Applicant Must have appointed a Media Officer, who is responsible for running its media matters.
2. The Media Officer must hold as a minimum one of the following qualifications: ***(C Criteria)***
   a. Nationally recognised qualification in journalism and/or media/marketing ***(C Criteria)***
   b. Media Officer certificate issued by the FAW or an organisation recognised by the Licensor ***(C Criteria)***
   c. "Recognition of competence" issued by the FAW, based on practical experience in such matters of at least three years ***(C Criteria)***
3. The Media Officer Must be duly registered on COMET.
4. The Licence Applicant Must have the following media channels:
   a. Official club website (to include Supporter Information Charter)
   b. Official social media (for example; Facebook, X (formerly known as Twitter), Instagram or TikTok).

P.05 – First Aid Officer

1. The Licence Applicant Must have appointed a First Aid Officer responsible for the medical treatment and rehabilitation of the first team squad during training and matches.
2. The First Aid Officer Must hold one of the following qualifications:
   a. FAW Football Emergency Aid Award; or
   b. Any equivalent award, as approved by the FAW Head of Medical Services.
3. The First Aid Officer will be responsible for managing first aid relating to spectators.
4. The First Aid Officer Must attend all first team matches and training.
   a. A replacement can be appointed, provided they meet one of the required qualifications as stated in Paragraph P.05(2).
5. The First Aid Officer Must be duly registered on COMET and hold a valid FAW enhanced DBS certificate.
6. If the Decision-Making Body is of the view that the First Aid Officer has been appointed only to meet the criteria stated within P.05, the Decision-Making Body has the right to refuse the Tier 2 Club Licence.

P.08 – Social and Environmental Sustainability Officer (C Criteria)

1. The Licence Applicant must appoint a Social and Environmental Sustainability Officer, who is responsible for the implementation of social and environmental sustainability policies and measures in accordance with the FAW Football Sustainability Strategy and relevant UEFA guidelines.

P.10 – First Team Manager

1. The Licence Applicant Must have appointed a First Team Manager, who is responsible for the following matters of the first team 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 matches; and

d. Duties regarding media matters (press conferences, interviews, etc.).

2. The First Team Manager Must hold one of the following minimum coaching qualifications, issued by a UEFA Member association in accordance with the UEFA Coaching:

   a. Valid 'UEFA B' Licence;

   b. Valid non-UEFA coaching diploma equivalent to the one required under P.10(2a);

   c. Be 'actively engaged' on the required UEFA coaching diploma course as described under P.10(2a). or P.10(2b). Simple registration for the required diploma course is not sufficient to meet this criterion. Evidence of a place on the described course, granted by the awarding body, Must be provided.

3. Licence Applicants applying for an FAW Women's Tier 2 Club Licence from Tier 3 will be permitted to have a fully qualified 'UEFA C' Licence coach for one season if promoted, at the discretion of the Decision-Making Bodies, provided that the nominated First Team Manager signs up for the first available 'UEFA B' Licence course, upon promotion to Tier 2.

4. The First Team Manager Must attend at least 70% of the Adran North or Adran South matches per season, since their appointment.

5. Should a Licence Applicant appoint joint First Team Managers, both individuals Must meet the P.10 Criteria in full.

6. The First Team Manager Must be duly registered on COMET and hold a valid FAW enhanced DBS certificate.

7. If the Decision-Making Body is of the view that the First Team Manager has been appointed only to meet the criteria stated within P.10, the Decision-Making Body has the right to refuse the Tier 2 Club Licence.

P.11 – First Team Assistant Manager

1. The Licence applicant Must have appointed a First Team Assistant Manager, who assists the First Team Manager in all football matters of the first team squad.

2. The First Team Assistant Manager Must hold one of the following minimum coaching qualifications, issued by a UEFA Member Association in accordance with the UEFA Coaching Convention:

   a. Valid 'UEFA C' Licence;

   b. Valid non-UEFA coaching diploma equivalent to the one required under P.11(2a).

   c. Be 'actively engaged' on the required UEFA coaching diploma as described under P.11(2a) or P.11(2b). Simple registration for the required diploma course is not sufficient to meet this criterion. Evidence of a place on the described course, granted by the awarding body, Must be provided.

3. Licence Applicants applying for an FAW Women's Tier 2 Club Licence from Tier 3, will be permitted to have an 'UEFA Grassroots Leaders Award' coach for one season if promoted, at the discretion of the Decision-Making Bodies, provided that the nominated First Team Assistant Manager signs up for the first available 'UEFA C' Licence course upon promotion to Tier 2.

4. The First Team Assistant Manager Must attend at least 70% of the Adran North or Adran South matches per season, since their appointment.

5. The First Team Assistant Manager Must be duly registered on COMET and hold a valid FAW enhanced DBS certificate.

6. If the Decision-Making Body is of the view that the First Team Assistant Manager has been appointed only to meet the criteria stated in P.11, the Decision-Making Body has the right to refuse or remove the Tier 2 Club Licence.

P.12 – Head of Youth Development Programme

1. The Licence Applicant Must have appointed a Head of Youth Development Programme, who is responsible for running the daily business and the technical aspects of the youth sector. This May include:

   a. Overseeing youth teams at the club

   b. Supporting player pathways into senior football

   c. Actively creating relationships with local junior teams

   d. Working with local junior teams for player development and player recruitment.

2. The Head of Youth Development Programme Must hold one of the following minimum coaching qualifications, issued by a UEFA Member Association in accordance with the UEFA Coaching Convention:
   a. Valid 'UEFA C' Licence;
   b. Valid non-UEFA coaching diploma equivalent to the one required under P.12(a).
   c. Be 'actively engaged' on the required UEFA coaching diploma as described under P.12(2a) or P.12(2b). Simple registration for the required diploma course is not sufficient to meet this criterion. Evidence of a place on the described course, granted by the awarding body, Must be provided.
3. Licence Applicants applying for an FAW Women's Tier 2 Club Licence from Tier 3, will be permitted to have an 'UEFA Grassroots Leaders Award' coach if promoted, at the discretion of the Decision-Making Bodies, provided that the nominated Head of Youth Development Programme signs up for the first available 'UEFA C' Licence course, upon promotion to Tier 2.
4. The Head of Youth Development Programme Must be duly registered on COMET and hold a valid FAW enhanced DBS certificate.
5. The Head of Youth Development Programme Must have the correct safeguarding documentation as defined by the FAW Safeguarding Department.
6. This May be a dual role e.g. alongside First Team Manager or Assistant First Team Manager.
7. If the Decision-Making Body is of the view that the Head of Youth Development Programme has been appointed only to meet the criteria stated in P.12, the Decision- Making Body has the right to refuse or remove the Tier 2 Club Licence.

P.13 – Youth Coaches (C Criteria)

1. For each mandatory youth team, the Licence Applicant must have appointed at least one qualified coach who is responsible for all football matters related to that team.
2. At least one youth team Head 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 'UEFA C' Licence;
   b. Valid non-UEFA coaching diploma equivalent to the one required under P13(2a);
   c. Be "actively engaged" on the required UEFA coaching diploma course as described under P.13(2a) or P.13(2b). Simple registration for the required diploma course is not sufficient to meet this criterion. Evidence of a place on the described course, granted by the awarding body, must be provided.
3. All other Head Coaches must hold the FAW Introduction to Football Coaching Award.
4. Youth Coaches Must be duly registered on COMET and hold a valid FAW enhanced DBS certificate.

P.14 – First Team Goalkeeper Coach

1. The Licence Applicant Must have appointed a First Team Goalkeeper Coach who assists the First Team Manager in goalkeeping matters of the first team.
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 Introduction to Coaching Goalkeepers';
   b. Valid non-UEFA coaching diploma which is equivalent to the one required under P.14(2a);
   c. Be 'actively engaged' on the required UEFA coaching diploma as described under P.14(2a) or P.14(2b). Simple registration for the required diploma course is not sufficient to meet this criterion. Evidence of a place on the described course, granted by the awarding body, Must be provided.
3. Licence Applicants applying for an FAW Women's Tier 2 Club Licence from Tier 3, will be permitted to have a First Team Goalkeeper Coach without an 'FAW Introduction to Coaching Goalkeepers' award, if promoted, at the discretion of the Decision-Making Bodies, provided the nominated First Team Goalkeeper Coach signs up for the first available 'FAW Introduction to Coaching Goalkeepers' course upon promotion to Tier 2.
4. The Goalkeeper Coach Must attend at least 70% of the Adran North/South matches per season, since their appointment.
5. The First Team Goalkeeper Coach Must be duly registered on COMET and hold a valid FAW enhanced DBS Certificate.
6. If the Decision-Making Body is of the view that the First Team Goalkeeper Coach has been appointed only to meet the criteria stated in P.14, the Decision-Making Body has the right to refuse or remove the Tier 2 Club Licence.

P.15 – Safeguarding Officer

1. The Licence Applicant Must have appointed a Safeguarding Officer who is responsible for the safeguarding matters.
2. The Safeguarding Officer Must be duly registered on COMET.
3. The Safeguarding Officer Must hold a valid 'FAW Safeguarding Awareness Award'.
4. The Safeguarding Officer Must have undertaken the necessary vetting checks and Must hold a valid FAW enhanced DBS Certificate.
5. The Safeguarding Officer Must ensure that the Club adopts, implements and applies the FAW Safeguarding Policy, Procedures and Practices.
6. The Safeguarding Officer Must develop and promote best practice; ensuring Club personnel understand and fulfil their responsibilities.
7. The Safeguarding Officer is responsible for recording and reporting any concerns that May arise.
8. If the Decision-Making Body is of the view that the Safeguarding Officer has been appointed only to meet the criteria stated in P.15, the Decision-Making Body has the right to refuse or remove the Tier 2 Club Licence.

P.17 – Rights and Duties / Written Contracts

1. The rights and duties of the personnel defined in Criteria P.01 to P.15 Must be defined in writing.
2. All administrative, technical, medical and security staff, volunteers or service providers performing any of the functions referred to in the Criteria P.01-P.15, if appointed, as a minimum Must sign the relevant job description as supplied.
3. Licence Applicants May add further Criteria as to meet their needs, but the core duties Must not be amended.
4. All administrative, technical, medical and security staff, volunteers or service providers performing any of the functions referred to in the Criteria P.01-P.15 must have written contracts with the Licence applicant (or another entity within the legal group structure of the Licence Applicant) in accordance with the national legal framework. ***(C Criteria)***

P.18 – Duty to Notify Significant Changes

1. Any event occurring after the submission of the licensing documentation to the Licensor representing a Significant Change compared to the information previously submitted and related to all Personnel 'A' Criteria, Must be notified to the Licensor within the fixed deadline of ten working days.
   a. The compliance with this criterion Shall be assessed by the Licensor in respect of the next licensing cycle.

P.19 – Duty of Replacement During Licensing Season

1. If a function defined in criteria P.01 to P.15 becomes vacant during the Licence Season, the Licensee Must ensure that within a period of a maximum of 60 days, the function is taken over by someone who holds the required qualification.
   a. 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 Licensee Must promptly notify the Club Licensing Manager and the League Development Manager, in writing, of any such replacement.

P.28 – Occupation of Functions (C Criteria)

1. The mandatory functions defined in Criteria P.01 to P.15 represent the minimum organisational structure required of the Licence Applicant.
2. One person could occupy more than one function, provided the person has sufficient time, adequate competencies and the necessary qualifications for each function, and no conflict of interest.

9. Legal Criteria

L.01 – Declaration in respect of participation in the Adran North or Adran 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 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 FAW;
   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 FAW about any Significant Change, Event Or Condition of Major Economic Importance;
   e. It will abide by and observe the Tier 2 Women's Club Licensing Regulations;
   f. All submitted documents are complete and correct;
   g. It authorises the Licensing Administration and Decision-Making Bodies to examine any relevant document and seek information from any relevant public authority or private body in accordance with national law;
   h. It acknowledges that the UEFA and the Football Association of Wales (FAW) reserves the right to execute compliance audits at national level in accordance with the present regulations and with UK and National Law.
2. The declaration Must be executed by an authorised signatory of the Licence Applicant no more than three months prior to the deadline for its submission to the Licensor.

L.02 - Minimum legal information

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

L.06 – Stadium for FAW Competitions

1. The Licence Applicant Must nominate a stadium that will be available for FAW club competitions which must be within the territory of the FAW and approved by the FAW.

   a. Pre-existing agreement between clubs and the FAW regarding territory are also acceptable.

2. If the Licence Applicant is not the owner of the stadium, it Must confirm the name of the owner and provide a written contract with the owner(s) of the stadium(s) it will use.

3. The Licence Applicant Must guarantee that the stadium(s) can be used for the Licence Applicant's home matches during the licence season.

   a. The Licence Applicant Must confirm there are no other agreements which may affect its ability to use any part of the stadium(s) for the Licence Applicant's home matches during the Licence Season. Any agreements which may affect its use Must be provided.

4. The stadium(s) Must fulfil the minimum 'A' infrastructure requirements as defined in the FAW Women's Tier 2 Club Licensing Regulations.

10. Financial Criteria

F.01 – Bank Account (C Criteria)

1. The Licence Applicant must have a bank account in the name of the Women's team which is solely used to manage income/expenditure relating to the running of the women's/female section.
2. As a minimum the Secretary should be a signatory for this account, plus one other Club Official.
3. A Licence Applicant can be granted a Licence without a bank account in the name of the women's team, provided that a letter is submitted by an authorised signatory from the Licence Applicant to confirm they have a designated budget for the women's and girls football at the club and that this will be used for women's and girls football only throughout the Licence Season.

F.02 - Annual financial statements

1. In accordance with FAW Rule 125, the Licence Applicant Must supply the Licensor with a profit and loss account and a balance sheet ahead of the Licensing Deadline.
2. When the women's football teams and activities are part of the same legal entity/reporting perimeter as men's football teams and activities, the Licence Applicant Must identify the revenues and expenses linked to women's football activities and prepare financial statements accordingly.
3. All income and expenditure associated to the women's sections should be accounted for including as appropriate:
   a. Employee costs, including those related to employing/recruiting employees including payment of all forms of consideration to employees arising from contractual or legal obligations;
   b. acquiring/selling players' registrations (including loans);
   c. ticketing;
   d. sponsorship and advertising;
   e. broadcasting;
   f. merchandising and hospitality;
   g. club operations (administration, matchday activities, travel, scouting, etc.);
   h. use and management of stadium and training facilities;
   i. youth development; and
   j. financing, including equity that results in obligations on the Licence Applicant, or debt directly or indirectly secured or pledged against the licence applicant's assets or revenues.
4. The annual financial statements, which cover points mentioned within Paragraph F.02(4), May be audited by an independent auditor in accordance with national legal framework.
5. Unless complied with and independently audited as per Paragraph F.02(5), the template provided by the FAW should be used to complete the balance sheet, detailing monthly expenditure.
6. The Licence Applicant should provide a detailed forecast for the following season, providing information on where the development grant May be used.

FOOTBALL ASSOCIATION OF WALES CONTACTS:

The Association's point of contact is -

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

Mr Thomas Stiley
Club Licensing Executive
tstiley@faw.cymru

League Development Manager
leaguedevelopment@faw.cymru

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

FAW representatives involved are subject to confidentiality and independence agreements.

APPENDICES

Appendix I: CORE PROCESS

Monday, 7th September 2026	Core Process begins Updated Licence Regulations sent to all FAW Women's Tier 2 clubs & Tier 3 Clubs FAW Women's Tier 2 & Areas Association women's Tier 3 clubs invited to apply for a Women's Tier 2 Licence. Women's Tier 2 Licence application costs £100.00
Thursday, 31 December 2026	Submission deadline to apply for a women's Tier 2 Club Licence
October 2026 – March 2027	Site visits for stadium audit (if required) and assessment of licensing documentation to be undertaken with all Licence Applicant Clubs.
Tuesday, 27 April 2027	Deadline for Submission of all documents.
Wednesday, 5 May 2027	First Instance Body meeting
Saturday, 15 May 2027	Deadline to submit Tier 2 appeal and pay the appeal fee.
Monday, 17 May 2027	Deadline to submit all appeals documents. No further evidence will be accepted after this date
Wednesday, 19 May 2027	Appeals Body meeting
Monday, 31 May 2027	FAW Club Licensing Manager submits the list of FAW Tier 2 licensed clubs to the FAW Board.

APPENDIX II: STADIUM SAFETY ASSESSMENT AND EVACUATION PLAN

I.01. Stadium Safety Assessment

The Club has agreed the following Safety Assessment, which includes all of the Criteria as listed in FAW Tier 2 Club Licensing Regulation I.03.

Spectators Access into the Ground

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 Ground.

Exit Doors / Gates

It is Recommended that 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.

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 Ground is as follows:

Policy for Players

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

Policy for Officials

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

Policy for Spectators

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

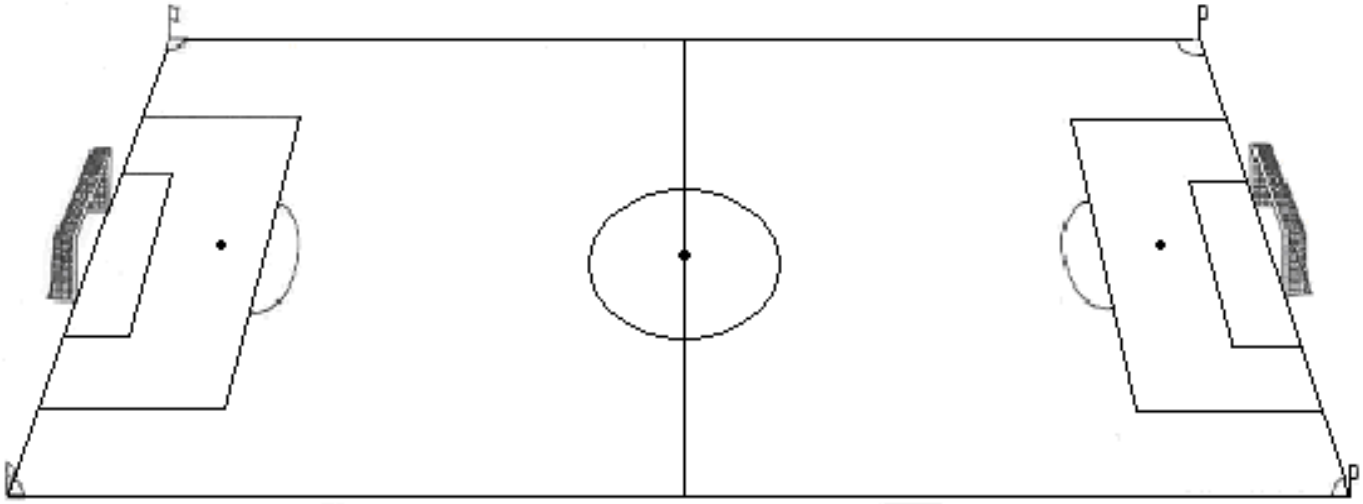
Contact details of medical personnel available on the day at the Ground:

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.03. 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 document has been agreed by the Club Committee / Board of Directors at their meeting held on

Date: - _____

Signed: - _____ Position: _____