

FAW ACADEMY PROGRAMME

ACADEMY REGULATIONS

MISSION STATEMENT

The Welsh Football Trust, Football Association of Wales and the Welsh Premier League Panel are committed to a National Player Development structure that gives equal opportunities and choice to players throughout the country. The focus of the programme is the “Player at the Centre”.

These opportunities will be provided and developed within the National Academy structure and will place the welfare of the player as paramount. To ensure this, all Academies will be expected to adopt and operate the FAW Safeguarding Policy.

The Academies will undertake to: -

- Adhere and comply with Club Licensing & FAW Academy Regulations.
- Operate in an open and transparent manner presenting reports as requested
- Ensure the welfare and best interest of the player at all times
- Never place undue pressure on any player which may contravene the FAW Safeguarding policy, which can be viewed on www.faw.org.uk
- Operate within the annual timetable with regards to Accounting and Auditing procedures as agreed by the League and the FAW.

NATIONAL ACADEMY STRUCTURE REGULATIONS

1. National Structure

Under UEFA’s mandatory guidelines for teams within National League Structures, it is necessary for all clubs participating in the Welsh Premier League to achieve the Youth Development Criteria as set out by UEFA in its Club Licensing Regulations. The National Development Structure for Football in Wales has been built around the provision of accessible opportunities in each of the 22 Unitary Authorities. To ensure that nationally, players of potential can access quality coaching via the Academy structure; it is part of the strategy to encourage clubs outside of the Welsh Premier League to establish youth development programmes. These clubs may seek to attain academy status and will undergo an ‘Application for Approval’ Audit to meet the minimum standards before being accepted into the Programme.

2. Application for Approval

- 2.1 All Welsh Premier League Clubs will be approved if they submit their application for approval no later than the annual deadline (See Core Process for Annual Deadline).
- 2.2 Clubs outside of the Welsh Premier League must apply for approval no later than the annual deadline.
- 2.3 In order to gain approval, clubs outside of the Welsh Premier League must prove to the Auditor by the annual deadline that they have fulfilled all of the non-conformities listed in their latest independent academy audit report.

- 2.4 In order to gain approval, clubs outside of the Welsh Premier League must prove to the Auditor by the annual deadline that all players are registered for the mandatory age-groups, coaches (with required qualifications) are in place at all age-groups, training facilities are available for the duration of the season, playing facilities meeting the minimum standards are available for the duration of the season and the season can be financed by providing an annual budget containing the minimum requirements as defined in Appendix 1.

3. Academy Status

- 3.1 Academy status is mandatory for the 12 Welsh Premier League clubs.
- 3.2 Other clubs may be accepted into the programme, subject to adhering to all Regulations, in the following hierarchical order;
- 3.2.1 Clubs playing at Tier 2 of the FAW Pyramid structure, may be considered for Academy Status under the National Academy structure, subject to the Application for Approval.
- 3.2.2 Clubs, based in Wales, whose first team is playing in the English pyramid system, may be considered to hold Academy Status under the National Academy structure, subject to the Application for Approval.
- 3.2.3 Clubs playing at Tier 3 of the FAW Pyramid structure will only be considered for Academy Status if the same club had Academy Status for the duration of the previous football season and met the required audits. The decision will be subject to the Application for Approval.
- 3.3 Any proposed new academy must not impinge on existing academies.
- 3.4 The maximum number of clubs in Wales with FAW Academy status will be 28
- 3.5 For the avoidance of doubt a Club is any legal entity, which is affiliated to either the Football Association of Wales or one of its Area Associations.

N.B. Clubs competing in the FAW Tier 2 Leagues, who seek promotion to the WPL should work towards FAW Academy status by meeting the FAW Tier 1 Licence Criteria, but they do not have to have already gained the status in order to be licensed.

4. Academy Status and Audits

- 4.1 Academy Status will be issued annually and expire at the end of every season.
- 4.2 Only Clubs awarded FAW Accredited Academy Status, can use the FAW defined term "Academy".
- 4.3 The 'Academy' title may only be used in relation to the designated age groups and operating conditions of the Academy as set out in these Regulations.
- 4.4 Academies will be audited in each season with a view to be issued with their approval for status for that season.

- 4.5 Academies are required to submit their Application for Academy Status by 15th July each year.
- 4.6 To gain Academy Status, clubs will be audited by the end of August, based on players, personnel, training facilities and playing facilities. Clubs with Academy Status will then be subject to a minimum of two further annual inspections one based on Technical and the other on their participation of the Games Programme.
- 4.7 All aspects of the criteria will be thoroughly audited at every inspection. All administrative material, accounts, registrations, technical programmes, coaching records and development will be made available for inspection.
- 4.8 Academies failing to meet the criteria will be given an action plan to address all areas of concern with a deadline date for adherence at the Auditors discretion. Those Licence holders not meeting the action plan by the deadline date will be sanctioned by one or more of the following;
- 4.8.1 Academy status will be withdrawn
 - 4.8.2 Funding will be withheld
 - 4.8.3 A fine of up to £1,500
 - 4.8.4 Issued with a final warning
 - 4.8.5 Issued with a caution.
- 4.9 Information must be collated on the official forms or computer software, as provided by the Football Association of Wales Trust or Football Association of Wales, or its official auditors, from time to time.
- 4.10 Clubs relegated from the Welsh Premier League may apply to retain their Academy Status but will not be eligible for UEFA Solidarity Payment.

5. Grievance Procedure

- 5.1 Any Club who is not granted Academy Status has the right to appeal to the FAW.
- 5.2 A first-instance appeal must be submitted in writing as per FAW Rule 43.2 and its sub-clauses.
- 5.3 Any appeal must be submitted with the appropriate appeals fee as set out under Rule 43.2.3.
- 5.4 Until all appeals have been exhausted, a club will not be accepted into the Academy Programme.

6. Partnerships

- 6.1 Academies must be within the legal entity of the club or affiliated to its legal entity through an official partnership, which must be approved by the FAW.
- 6.2 All such affiliations must be recorded, open and transparent with a formal written agreement detailing the roles and responsibilities of both partners on an annual basis.
- 6.3 Financial and technical support must be provided by the club and affiliated Academies.

- 6.4 All parties within any partnership agreement will be under the direct management of the Head of Youth.
- 6.5 The Head of Youth will be responsible to ensure that the Academy meets the audit Criteria. All partners are bound by the Academy criteria and Academy status is subject to all parties meeting the criteria.
- 6.6 Academy status will be registered to the Club, not to any third-party partnership.
- 6.7 Workshops and/or Grassroots Conferences for junior clubs are held regionally and annually, to promote a working together philosophy. These are delivered by the FAW Trust Officers and delivered through the junior leagues, with invites extended to Clubs, Area Associations and Academies.
- 6.8 Opportunities for Academies and Football League clubs to work together and not in direct conflict with each other are encouraged. Any issues that Academies may face are to be raised as soon as possible to the FAW and the Welsh Football Trust are requested to meet the key stakeholders to promote the working together in Partnership ethic.

7. Academy Age Group Structure - Players Aged Under 10-21

- 7.1 The Academy must have at least the following mandatory youth teams within its legal entity or affiliated to its legal entity.
 - a. Operate one team below the age of 10 (See 8.7).
 - b. Operate a team at U12 to play in the Games Programme
 - c. Operate a team at U14 to play in the Games Programme
 - d. Operate a team at U16 to play in the Games Programme
 - e. Operate a team at U19 to play in an affiliated competition.
- 7.2 Clubs are permitted to run additional age-groups, but with only one team per age band and 18 players maximum.
- 7.3 Clubs are permitted to arrange U13 and U15 friendly matches but must gain FAW sanction. Sanction would be granted for requests made 28 days in advance, if the proposed match did not clash with the FAW Academy programme. Requests made less than seven days in advance of the fixture, may not be sanctioned. Junior Clubs and Leagues are required to release the players for these matches. The maximum number of friendlies must be in accordance with 7.4.
- 7.4 The maximum number of friendly matches for U13 and U15 is fifteen (15) for clubs that do not implement 1 player/1 club or twenty-five (25) for clubs that do implement 1 player/1 club.
- 7.5 The age of the player must conform to the FAW Rules.
- 7.6 The Academy must provide a weekly session specifically for Goalkeepers. The session can accommodate all goalkeepers aged 12 – 21.

8. Games Programme

- 8.1 A League competition will be organised for the Under 12, 14 and 16 ages. The four League winners will progress to the knockout cup, which starts in the Spring.
- 8.2 All academy games should be played in accordance with the Competition Regulations as defined in the Academy Handbook, which is produced annually.
- 8.3 It is mandatory for Academies to fulfil their Academy Games Programme as specified within the National Fixture Calendar.
- 8.4 Academies not fulfilling their fixtures will lose a percentage of the allocated funding or be subject to a sanction as defined in 4.8.
- 8.5 Academies should not play more than the following number of matches or programmes per season and per player:
- Age Range 15-21 – No more than 40
 - Age Range 10 -14 – No more than 30
- 8.6 The completed team sheets, confirming the full names of players taking part and the names of substitutes indicating whether or not they took part in the match must be submitted to the FAW within sixty minutes of the match being played using the systems and procedures set by the FAW from time to time. Failure to comply will automatically result in a £10 fine per offence.
- 8.7 There is no obligation for the Teams at U10 or below to take part in official competitions. For these teams, suitable events should be organised (mini-football festivals, youth gatherings on local level etc.) in order to provide fun and give them the opportunity to gain experience playing with other children teams. No mandatory registration of these players is required.
- 8.8 All Academies must participate in the Under 12, Under 14 and Under 16 Academy Games Programme.
- 8.9 Cross-Border friendly fixtures are permitted, but only through the correct application process as per FAW Rule 108. The maximum number of matches as stated in 7.4 must be adhered to.
- 8.10 The Competition Rules for the Under 12, Under 14 and Under 16 age-groups are provided in a separate document and determined annually by the Football Association of Wales.

9. Futsal

- 9.1 It is mandatory for the Under 12's and Under 14's to participate in the FAW Academy Futsal programme. This programme will be organised in the winter months, in accordance with the Academy Futsal Calendar as provided during the Application for Approval stage.
- 9.2 Academies not fulfilling their Futsal fixtures will lose a percentage of the allocated funding or be subject to a fine or caution from the FAW National Game Board, in accordance with the FAW Academy Competition Regulations.
- 9.3 All Academies are required to contribute financially to the futsal games programme, which will be used to hire facilities on a regional basis.

9.4 At least one Under 12 coach and at least one under 14 coach must complete the FAW Futsal Coach Education course.

10. Facilities for Matches

10.1 Changing rooms must be separate, accessible, safe and in close proximity to the pitch for both teams and the match officials.

10.2 Goal-nets and corner flags must be provided in all matches.

10.3 The pitch must be marked as per the Laws of the Game.

10.4 A 9v9 pitch must be used for Under 12 matches, as described in Competition Rule 1.

10.5 9v9 goals must be used for Under 12 matches as described in Competition Rule 2.

10.6 Access to a 3G facility must be secured for the Under 16 age group during the months of December, January and February.

11. Facilities for Training

11.1 Changing rooms must be accessible, safe and in close proximity to the training venue.

11.2 The facility should have a meeting room to enable the club to meet parents and hold general meetings.

11.3 The playing area must have access to floodlights for session held during evening hours.

11.4 The area for coaching and development should be available in all weathers (ideally 3G / AstroTurf, if available) or a quality grass pitch (60m x 40m minimum).

11.5 There should be access to a suitable indoor facility, to be used as contingency during adverse weather conditions.

11.6 A Medical Room must be available to treat injuries.

11.7 Clubs must ensure and provide documentation that all facilities are adequately insured.

12. Duration and Frequency of coaching activities

12.1 Academies shall operate from 1st August until 31st May for a minimum of 26 weeks and a maximum of 36 weeks in this period.

12.2 All sessions must be a minimum of 1 hour and a maximum of 2 hours in duration.

12.3 There must be a minimum of one session per week, per age-group.

12.4 There must be a weekly programme specifically for goalkeepers. This should be a minimum of 1 hour and a maximum of 3 hours.

12.5 A formal appraisal report should take place twice per year in December and April.

12.6 There must be a minimum of 2 parents' evenings per season to coincide with the appraisal report.

13. Personnel

The Academy must have its own personnel and administrative structure with the minimum areas of responsibilities being;

- Head of Coaching (For Welsh Premier League Clubs only)
- Head of Youth Development
- Academy Administrator
- Head of Foundation Phase (or Foundation Phase Lead Coach)
- Head of Youth Phase (or Youth Phase Lead Coach)
- Head of Performance Phase (or Performance Phase Lead Coach)
- Age Group Coaches
- Goalkeeper Coach
- Assistant Goalkeeper Coach
- Safeguarding Officer
- Academy Medical Officer
- Academy Education Portal Tutor

Staff may take on more than one role but must acknowledge the area of responsibility within each role undertaken.

14. Staff Roles and Responsibilities, Qualifications & Payments

Staff must fulfil their specific roles and responsibilities as set out below.

14.1 Academy Administrator

14.1.1 The Academy Administrator is always responsible for completing and updating accurate records through the forms provided by the FAW, FAW Trust or its auditors from time to time.

14.1.2 The Academy Administrator must adhere to the following;

- To ensure the clubs' Youth Development Programme is undertaken. (Licensing Ref: S.01)
- Valid DBS certificate through the FAW
- Have attended FAW Safeguarding and Child Protection Course and abide by the FAW Safeguarding Policy, which must be adopted by the Academy
- To ensure the COMET management system is being used efficiently and on time by all age-groups.
- Liaise with all staff to ensure their duties are carried out, as per job description.
- Liaise with the club's Board of Directors regarding academy affairs.
- Chair the Academy Management Forum.
- Liaise with local partners with regard to Academy Developments.
- Act as lead officer on behalf of the club with grant aid applications and monitoring.
- To provide weekly registers.

- To maintain weekly / monthly income records and receipts and invoices.
- To regularly update the database of players.
- To retain copies of players registrations.
- To supervise the club's website and ensure that it is regularly updated.
- To undertake all Academy correspondence.
- To correlate all technical and financial information as required for the annual audit.
- To ensure that a copy of medical details and parental consent is available at all times.
- To accompany players to hospital in the event of serious injury in the absence of the Safeguarding Officer.
- To report if requested, to the Board of Directors in the absence of the Head of Youth Development.

14.1.3 The maximum payment from the UEFA Solidarity Grant is £2,000.

14.2 **Head of Youth Development**

14.2.1 The Head of Youth development should assist the Academy Administrator with the completion of the documents, specifically the technical documents through the forms provided by the FAW, FAW Trust or its auditors from time to time.

14.2.2 The Head of Youth must abide by the following;

- They must meet the qualification as per the FAW Domestic Licence criteria.
- Valid DBS certificate through the FAW
- Have attended FAW Safeguarding and Child Protection Course and abide by the FAW Safeguarding Policy, which must be adopted by the Academy
- They should attend all academy sessions, where possible.
- They must be in attendance for the Audit inspection visits.
- They must abide by the FAW Safeguarding Policy and coaches' codes of conduct.
- They must hold First Aid Award.
- They must ensure that coaching staff fulfils their duties before, during and after the Academy sessions and matches.
- They must liaise with the coaches to discuss the objectives of the Academy technical programme.
- They must ensure that records of the technical programme are submitted and maintained for every session.
- They must ensure the coaching staff is provided with a programme for on-going professional development.
- They must ensure the coaching staff attends the programme for on-going professional development.
- They must ensure records are maintained recording the coaching staff's on going professional development.
- They must liaise with the Academy Administrator to ensure that all academy records are available for inspection.
- They must be available to answer questions to the Welsh Football Trust and/or the Football Association of Wales, testing their knowledge of the Academy and the club's Youth Development Programme.

14.2.3 The maximum payment from the UEFA Solidarity payment is £5,000.

14.3 **Coaching Staff**

14.3.1 All coaches must abide by the following;

- Have the qualification as per the FAW Domestic Licence criteria.
- Have attended FAW Safeguarding and Child Protection Course and abide by the FAW Safeguarding Policy, which must be adopted by the Academy.
- Hold the First Aid Award.
- Valid DBS certificate through the FAW.
- Abide by the coaches' code of conduct at all times.
- Consult with and inform the Head of Youth of the Technical programme prior to every session.
- Submit a written session planner, outlining details of the session, to the Head of Youth prior to every session.
- Design and undertake the technical programme as per national guidelines.
- Assume responsibility for all kit and equipment necessary for the technical programme.
- Have total responsibility for all safety issues with regard to the technical programme
- Undertake at least 2 written player assessments per year in consultation with the Head of Youth Development.

14.3.2 Coaches can be paid the amount stated in the 'Recommendations for Coach Payment' (See 14.8). The total payment for all other qualified coaches from the UEFA Solidarity Grant is a maximum of £3,000.

14.4 **Goalkeeper and Assistant Goalkeeper Coaches**

14.4.1. The Head Goalkeeper and/or Goalkeeper coach must abide by the following;

- The Head Goalkeeper coach must hold the Goalkeeping 'C' Certificate, working towards the FAW Goalkeepers B Licence.
- The Head Goalkeeper coach must hold the outfield FAW 'C' certificate.
- The Assistant Goalkeeper Coach must have the FAW Goalkeeper Award and be working towards the FAW Goalkeeper 'C' Certificate.
- They must have attended the FAW Safeguarding and Child Protection Course and abide by the FAW Safeguarding policy as adopted by the Academy.
- They must hold the First Aid Award.
- Valid DBS certificate through the FAW.
- Must abide by the coaches' code of conduct at all times.
- To consult with and inform the Head of Youth of the Technical programme for goalkeepers prior to every session.
- To submit a written session planner, outlining details of the session, to the Head of Youth prior to every session.
- To design and undertake the goalkeepers technical programme as per national guidelines.

- To assume responsibility for all kit and equipment necessary for the technical programme.
- To have total responsibility for all safety issues with regard to the technical programme.
- To undertake at least 2 written goalkeepers' assessments per year in consultation with the Head of Youth.

14.4.2. The total payment for all other qualified coaches (including the head goalkeeper coach) from the UEFA Solidarity Grant is a maximum of £3,000.

14.5 ***Safeguarding Officer***

14.5.1 The Safeguarding Officer should assist the Academy Administrator with the completion of the documents, specifically the safeguarding documents through the forms provided by the FAW, FAW Trust or its auditors from time to time

14.5.2 The Safeguarding Officer must abide by the following;

- They must have attended the FAW Safeguarding and Child Protection Course.
- Valid DBS certificate through the FAW.
- To undertake all FAW Safeguarding Procedures.
- To ensure all staff are suitably screened as per FAW Safeguarding guidelines.
- To consult with the Head of Youth and coaching staff on all player Safeguarding issues.
- To ensure all staff abide by the FAW Safeguarding Policy and codes of conduct.
- To submit a written report to the Head of Youth Development regarding details of parental and player concerns and other related safeguarding matters.
- To act on behalf of the players in all disciplinary matters
- To accompany players to hospital in the event of serious injury, should a parent or Guardian not be available,
- To liaise with schools and or club regarding the Academy programme for players.

14.6 ***Head of Foundation Phase (or Foundation Phase Lead Coach)***

Responsible for skill acquisition within the foundation phase (U9-U12). Must ensure that the Foundation phase teams focus on training, learning and engaging.

14.7 ***Head of Youth Phase (or Youth Phase Lead Coach)***

Responsible for encouraging decision-making through football awareness and perception game-related practice within the youth phase (U13-U16). Must ensure that the Youth phase teams focus on embedding game understanding and sound decision-making skills.

14.8 ***Head of Performance Phase (or Performance Phase Lead Coach)***

Responsible for developing tactical specific, game related problems within the Performance phase (U17-U21). Must ensure that the Performance phase teams focus on the refinement of players' technical, tactical, physiological and psychosocial capabilities.

14.9 ***Academy Medical Officer***

Responsible for overseeing all medical matters within the Academy, including but not limited to the following;

- They must be a General Practitioner, a chartered physiotherapist or hold the Sports Trauma Management (STM) qualification.
- Ensuring that a First Aid Officer, as defined in 14.10, is present at all Academy matches.
- They must be FAW DBS Checked
- Ensuring that the minimum First Aid Kit, as described in the Academy Application for Approval Form, is provided at all matches.
- Ensuring that all injuries and treatments are recorded in the medical database. Welsh Premier League Clubs must use the systems and procedures as set out by the FAW from time to time.
- Must ensure that an appropriately qualified person undertakes all primary care.
- Must ensure that an appropriately qualified person undertakes diagnostic and remedial care.
- Must maintain and submit written injury and medical reports to the Safeguarding officer.
- Must maintain medical history and emergency contact details.
- Must liaise with club doctor/physiotherapist, whenever necessary.

14.10 **First Aid Officer**

The First Aid Officer must abide by the following;

- They must have the First Aid for Football Award. For the start of the 2020/21 season, the required qualification is either FASE 1 or FAW Emergency Aid.
- They must be FAW DBS Checked
- They must ensure that the minimum First Aid Kit is available at pitchside for the whole duration of the Match.
- Must maintain and submit written injury and medical reports to the Safeguarding officer.
- Must maintain medical history and emergency contact details
- Must liaise with club doctor/physiotherapist
- Must maintain contact with parents regarding medical issues

14.11 **Head of Coaching (Mandatory for Welsh Premier League Clubs only)**

All Welsh Premier League clubs must appoint a Head of Coaching in a full-time role.

The qualifications required of the Head of Coaching are;

- UEFA 'A' Licence or working towards (*Essential*)
- FAW Accredited Tutor or willingness to working towards (*Essential*)
- Educated to Degree Level or Equivalent (*Desirable*)
- Level 3 Accredited Tutor (*Desirable*)
- Level 3 Mentor & Assessor (*Desirable*)

The purpose of the Head of Coaching role is

- To develop players and increase the number of better players in Wales.
- To establish a sustainable system and approach to coach development within the Academy.

- To develop coaches so that they improve and perform to the best of their potential and are consequently able to maximise the potential of the players that they work with.
- To develop community links so that sustainable relationships are built and perform to the best of their potential.

The competencies required are;

- A strong background in football coaching, player development and coach education;
- Knowledge and understanding of providing TNAs, formal feedback and development/delivery of CPD programmes;
- Proven ability to implement and develop football programmes and philosophy;
- Proven ability to develop and commission community-based football initiatives;
- Strengths in planning and time management;
- Experience in recruitment, relationship building;
- Ability to form strong and operational teams;
- Excellent interpersonal and communications skills;
- Experience in stakeholder and partnership management;
- Proven leadership and supervisory management experience;
- Strategy and policy development, implementation and reporting;
- Ability to be self-directed and work on own initiative;
- Appropriate IT competencies;
- Ability to present/report effectively to Head of Youth and Board/Panel members;
- Spoken and written Welsh desirable;
- Willing to work unsociable hours and weekends;
- Full driving licence

14.12 **Academy Education Portal Tutor**

All Academies must have a designated individual to present the FAW education training programme, which includes; Anti-discrimination, Anti-Doping, Laws of the Game and Integrity. This programme must be delivered to all mandatory age-groups.

14.13 **Recommendations for Coach Payment**

These are the recommended rates for Coach Payment;

Head of Youth Development	-	Up to £30.00 per hour
A Licence coaches	-	Up to £30.00 per hour
B Licence coaches	-	Up to £20.00 per session
C Licence coaches	-	National minimum wage
Futsal coaches	-	National minimum wage
Football Leaders	-	National minimum wage

Clubs may make individual decisions on coach payments.

It may be necessary for personnel at the Academy to adopt more than one role within the Academy staff structure. This is acceptable; however, staff will be responsible for the duties set out within their job descriptions.

15. **Coach to Player Ratio**

- 15.1 There must be one suitably qualified coach for every 16 players for players aged 12 and over.
- 15.2 To ensure that all aspects of the FAW Safeguarding Regulations are undertaken, two coaches must work with each group of players.

15.3 There must be a minimum of one coach who holds the First Aid for Football qualification.

16. Equipment

16.1 Players up to and including Under 12's must use size 4 balls.

16.2 Players at Under 13 and over must use size 5 balls.

16.3 There must be a minimum of 1 ball between 2 players available for coaching sessions at all age groups.

16.4 Marking discs (cones) should be available and must be safe.

16.5 Bibs of at least two differing colours must be available for every age-group.

16.6 Poles should be of a suitable height for each age-group.

16.7 Players should wear adequate shin protection during training and games.

16.8 All equipment must be checked for safety prior to every session.

17. Coach Accreditation

17.1 Each Academy coach must undertake a programme of continuous professional development training per year. This will be a minimum of one accredited workshop per year.

17.2 Training should be delivered through the Accredited Coaches Programme this is delivered at local, regional and national level, supporting the FAW Coach Education Programme.

17.3 A list of accredited coaching workshops, which all Academy coaches must attend, will be circulated annually by the FAW Trust.

17.4 It is the responsibility of all Academy Coaches to revalidate their qualifications as per FAW/UEFA Criteria.

17.5 Each coach should maintain a detailed log of training that they have undertaken.

18. Regional Forums

18.1 Regional Forums will be held at least annually.

18.2 The FAW will facilitate the regional forums and make recommendations to the relevant FAW Board and FAW as a result of the forums findings.

18.3 Each Academy should send two delegates to the Regional Academy Forums, one of which needs to be either the Head of Youth, Head of Coaching or Academy Administrator. Failure to do so will be subject to a fine or caution by the relevant FAW Board.

19. Technical Programme

- 19.1 Staff must work within a technical programme which will clearly outline the expected learning outcomes for every age group.
- 19.2 Weekly session planners must be maintained to support the work undertaken.
- 19.3 At least four hours of classroom-based educational work, which not only includes the playing skills but also the technical, tactical and physical, must be undertaken with each age group throughout the season.
- 19.4 Each player is to attend a minimum of four hours player education seminars on topics such as; Diet & Nutrition, Physical conditioning and preparation, Life Style Management and the Player Development pathway.
- 19.5 A specific workshop on the Laws of the Game with a qualified Match Official must be undertaken with each age group throughout the season.
- 19.6 All players must undertake an anti-doping-education programme. This is coordinated by the 'Coach Clean' representative (Regulation 14.7).

20. Registration of Players

- 20.1 FAW Rule 59 permits the club to make the choice of whether to allow 1 player / 1 club or to permit the player to play for the junior club and the academy. Clubs can make the choice to suit their own needs and geographical requirement but must also record the playing time of each player.
- 20.2 Clubs should also refer to Appendix 1, 'FAW Academy Player Registrations Regulations.'
- 20.3 Players should be registered for attendance at every training session and match.
- 20.4 Details of player's medical conditions should be available at every session.
- 20.5 Players should not be released from the Academy without having an opportunity to address concerns raised on their appraisal. See Appendix 1 for more information.
- 20.6 Players and Parents must abide by the player's code of conduct.

21. Safeguarding - Codes of Conduct & Mission Statement

- 21.1 The Academy must adhere to all Welfare and Safeguarding Rules and Regulations.
- 21.2 Every Academy must have a Mission Statement which is promoted openly.
- 21.3 Every Academy must operate a policy of equality.
- 21.4 Codes of conduct for coaches, parents & players should be signed annually. Codes of Conduct must include consequences for non-compliance.
- 21.5 Players, parents and coaches should sign a copy of the Academy Code of Conduct which should be available for inspection.

21.6 The Academy should draw up a health and safety code, which all staff must work within at all times.

21.7 An induction process for every Member of Staff must be carried out before they can work at the Academy.

22. Financial Procedure

22.1 All Academies are to have their own bank account, separate from the first team. Statements must be accessible at Audit.

22.2 All income and expenditure must go through the bank account of the Academy.

22.3 The income and expenditure of the Academy must include all of the minimum disclosure requirements as stated in Appendix 1.

22.4 Up to date records of expenditure and income with receipts must be maintained for audit.

22.5 As Academy finances must be run independently from the clubs, a formal written agreement must be drawn stating the financial arrangements between both parties and that all money from the UEFA Solidarity grant (if applicable) is spent solely on youth development.

22.6 Records of terms and conditions of employment stating rates of pay must be maintained.

22.7 All cash coaching payments must be reconciled with a signature to confirm receipt of payment.

22.8 Regular interim statements and end of year accounts should be available for the Academy forum and clubs' Board of Directors.

22.9 Parachute payments from the FAW will be at the discretion of the relevant FAW committee annually.

22.10 UEFA Solidarity Payments, which can only be received by top-division clubs must, be used in accordance with the UEFA distribution criteria and the Welsh Premier League Academy Financial Scorecard.

23. Academy Management

23.1 Academy Officers

The Academy should operate under the direct control of appointed Academy officers. These should include; Head of Youth Development, Academy Administrator, a representation from the Clubs Committee or Board of Directors. Welsh Premier league Clubs should also operate with a Head of Coaching. Additional members may be appointed as required.

23.2 Management Forum

The Academy Officers must form an Academy Forum. The Forum will set its own terms of reference which will include; Staff appointments, discipline and grievance procedures, preparation for the Annual Audit, authorisation of the Annual Audit, direct reporting to the club's committee or board of directors.

They should meet a minimum of 4 times per year. A chair shall be appointed, and minutes will be kept of all Academy Forum meetings. A minimum of 5 representatives should be nominated to include a representative of the club's board of directors and the player's parents

23.3 Accountability

The Academy will remain the responsibility of the club it's registered to. Its committee and Board of Directors shall retain input in all Academy matters and should be informed directly on a regular basis of developments within the Academy.

24. Administration

24.1 General Procedures

Every Academy is required to maintain accurate records on the FAW's systems and procedures, as communicated from time to time, and to inform the FAW and FAW Trust regarding any changes in personnel.

24.2 Other Records

A database of Attendance Records and the Technical Programme must be maintained.

25. Insurance

25.1 It is the responsibility of the Academy that all insurance matters relating to the activities of the Academy are covered. This should include players, staff, facilities, matches, travel and any other areas for which the Academy may be liable.

25.2 It is advised that the Academy seek professional guidance regarding all insurance matters.

APPENDIX 1 – FAW ACADEMY PLAYER REGISTRATIONS REGULATIONS

Registered Players

1. All Players must be registered with the Association. The use of the COMET Football Management System is a mandatory step for the registration of all Players. Only such registered Players are eligible to participate in matches. Any Player not registered with the Association will be deemed ineligible.
2. These Regulations should also be read in conjunction with FAW Rules and the [*FAW COMET Football Management System Regulations*].
3. The appropriate COMET generated registration form as prescribed by the Association from time to time must be duly completed for all Players.
4. A player can only participate for one Academy at a time.
5. The provisions of FAW Rule 79 shall apply to the transfer of Players between Academies.
6. Each Academy is permitted to have a maximum of 16 (sixteen) players registered in the Under 12 age group.
7. Each Academy is permitted to have a maximum of 18 (eighteen) players registered in the Under 14 and Under 16 age groups.
8. Each Academy is permitted to have any number of players registered in any other age group, not referred to above, which it operates.
9.
 - a. Players must be under the age of twelve (12) as of midnight on the 31st August in each season in order to be eligible to participate in matches for an U12's Academy Age Group. In addition, all players must be in Year seven (7) of compulsory education.
 - b. Year 6 players (under 11) are permitted to participate in Year 7 (under 12) football at academy level, when 9v9 football is being played.
 - c. Players must be aged twelve (12) as of midnight on the 31st August in any given season and under the age of fourteen (14) as of midnight on the 31st August in the same season to be eligible for the Under 14's Academy Age Group (Years eight (8) & nine (9) of compulsory education).
 - d. Players must be aged fourteen (14) as of midnight on the 31st August in any given season and under the age of sixteen (16) as of midnight on the 31st August in the same season to be eligible for the Under 16's Academy Age Group (Years ten (10) & eleven (11) of compulsory education).
10. An Academy shall be responsible for maintaining its quota of registered Players for the Under 12, Under 14 and Under 16 age groups via the COMET Football Management System.

11. An age group is defined as the one-year age bracket applicable to the competition structure for Under 12's eligibility (i.e. those players in Year 7 of compulsory education during the relevant season) and the two year age bracket applicable to the competition structure for Under 14's and Under 16's eligibility i.e. an academy can only have 18 participating players at Under 16's level even if the academy has a team at Under 15's and Under 16's.
12. An Academy is required to check the COMET Football Management System at regular intervals to establish the eligibility of its Players.

Trial Players

1. Each Academy is permitted to have a maximum of two (2) players participating as Trial Players within each age group at any given time. This is limited to a maximum of four (4) trial players participating per age group in any given playing season.
2. A Trial Player can only participate for one academy at a time.
3. A player may undertake a trial with a maximum of two (2) academies in any given season.
4. A player cannot trial for an academy if already registered for another academy.
5. A Trial Player may participate for an academy for a maximum period of six weeks.
6. The six-week period begins upon receipt of the confirmation from the FAW of receipt of the relevant JA3 Form.
7. At the conclusion of the trial period, the Academy must not permit the player to participate further for the academy in anyway (training and / or match participation).
8. If an Academy wishes to retain a Trial Player it must register said Player with the Association as per these regulations.

Release of players

1. An application to cancel the registration of an Academy Player can be made at any time and must be submitted via COMET by the Academy with which the Player is currently registered.
2. In the event an Academy is operating at the maximum number of registered players, the academy must release one of its players via COMET either before or at the same time as submitting a completed application for registration of a new player.
3. The Academy is not permitted to field a player if it has cancelled said Players registration via COMET.
4. An Academy can choose to release a player. The parent / guardian of a Player can request the release of their child.

Disputes

1. Any disputes relating to the eligibility of a participating player must be forwarded to the FAW Competitions Department within 3 days as of the date of the fixture in which they participated.
2. Any query relating to the operation of these regulations must be addressed to the FAW Registrations Department.

APPENDIX 2 – FAW ACADEMY COMPETITION RULES 2019-20

UNDER 12 AGE GROUP (9 v 9 Football)

1. Playing Area

- 1.1. The width of the pitch must be 44 yards, which is the width of the 11 v 11 penalty area.
- 1.2. The length of the pitch must be from penalty box to penalty box if played on an 11v11 pitch or 70 yards if played on a dedicated 9v9 pitch.
- 1.3. The penalty area must be 28 yards wide and 12 yards from goal line.
- 1.4. The Penalty spot must be 9 yards from goal line.
- 1.5. Goal kicks are to be taken approximately 4 yards from goal line.
- 1.6. A painted marker 4 yards from each post is sufficient for guidance.
- 1.7. For dedicated 9v9 pitches a goal area can be marked out. This is to be 4 yards from goal line and 4 yards from each goal post towards the corner.

2. Size of Goal

- 2.1. The size of the goal must be 16 ft. (width) x 7 ft. (height).

3. Number of players

- 3.1. The maximum number of players per team including the Goalkeeper is nine (9).
- 3.2. The maximum squad for a match day is fifteen. (9 players plus 6 substitutes).

4. Substitutes

- 4.1. A club at its discretion may make substitutions on a rolling basis; except to replace a player or players suspended from the game by the Referee.
- 4.2. Substitutions can only be made when the play has been stopped for any reason and the Referee has given permission. The name(s) and numbers of substitute(s) must be nominated to the Referee on the Official Team Sheet.

5. Size of the ball

- 5.1. The match ball must be size 4.

6. Duration of matches

- 6.1. Matches will last 60 minutes in duration.
- 6.2. Ordinarily, the match lasts two equal periods of 30 minutes, unless otherwise mutually agreed between the referee and the two teams before the start of play. The only alternative permitted is three equal periods of 20 minutes.
- 6.3. Players are entitled to an interval of half-time, which must not exceed 15 minutes.
- 6.4. In Semi-Final or Final matches, if the scores are equal at the conclusion of the match, the outcome will be decided through the taking of penalty kicks from a distance of 9 yards. Other than this, penalty kicks shall be taken in accordance with the Laws of the Game.

7. Back pass rule

- 7.1. The back-pass rule becomes applicable as per the Laws of the Game (Law 12). Clubs are responsible for ensuring that their players know the Law, which differs to the Mini-Football Regulations.

8. Start and Restart play

- 8.1. The kick-off is taken at the centre of the playing area to start the game and after a goal has been scored, as per Law 8 in the Laws of the Game.
- 8.2. The opponents of the team taking the kick-off are at least seven yards from the ball until it is in play.

9. Laws of the Game

- 9.1. Off-side, free kicks and penalty rules apply as per Laws of the Game.
- 9.2. The use of red cards and yellow cards for team officials can be shown by the Referee. Any team official which receives a red card must return to the dressing room immediately.
- 9.3. Disciplinary sanctions for red cards and the accumulation of yellow cards are in accordance with the Disciplinary Regulations, as laid down by the FAW from time to time.
- 9.4. For any provisions not covered within these Rules, the FAW Rules and Regulations and / or the Laws of the Game apply.

10. Retreat Line (Optional Rule, only if agreed by both clubs)

- 10.1. To allow the players to build out the back a retreat line should be marked clearly on the outside of the field of play 10 yards from the penalty area edge.
- 10.2. During a Goal Kick the opposition team have to drop behind the retreat line and can only travel in once the ball moves. This will encourage players to build out from the back.
- 10.3. Both managers have to agree to this rule prior to kick off and have to inform the referee.

11. Playing an Ineligible Player

- 11.1. A club playing an ineligible player in the League will have three points deducted per offence and be liable to a fine not exceeding £250.00.
- 11.2. A club playing an ineligible player in the cup will be deemed to have lost the match and their opponents will progress to the next round. The club causing the offence will also be liable to a fine not exceeding £250.00.
- 11.3. Any club guilty of playing a player who is under suspension by either the Football Association of Wales or its affiliated Associations, will be deemed guilty of playing an ineligible player and the sanctions described in Rules 11a and 11b will be applicable.

12. Club Colours

- 12.1. Each Academy must register details its colours with the FAW by 1st September each season on the form provided for this purpose.
- 12.2. When the colours of two competing clubs are alike or similar, the visiting club shall change to clothing which does not include any of the basic colours of the home club. Neck and cuff trim colours on shirts shall not be regarded as basic colour for the purpose of this rule.
- 12.3. The goalkeeper shall play in a kit clearly distinguishable from the colours of the shirts worn by all outfield players and match officials.
- 12.4. Bicycle shorts worn by any player must be of the same colour to that of his shorts.
- 12.5. The players shirts must be clearly numbered in accordance with the list handed to the Referee before the match and there must be no change of numbers during the match except to change the goalkeeper.
- 12.6. Clubs are not permitted to wear black as the predominant colour.

13. Match Details

- 13.1. The Football Association of Wales shall determine annually the date on which the playing season shall commence and be completed.
- 13.2. Any match not completed may be ordered to stand as a completed match or replayed in full as directed by the committee of the FAW constituted in accordance with the FAW Rules and FAW Regulations in order to administer the League from time to time.
- 13.3. In the event of a game being postponed for any reason, both clubs are to agree an alternative date and notify the FAW Competitions Department within 14 days of the postponement. If the clubs fail to agree, the FAW Competitions Department is to impose a date without right of appeal by either club.
- 13.4. Any club without just cause failing to fulfil an engagement to play its matches on the appointed date or dates shall for each offence be liable to expulsion from the Competition and/or such other disciplinary action the FAW National Game Board may determine, including the deduction of three points from the offending clubs record, the payment of any expenses incurred by their opponents and a fine not exceeding £500.00.

- 13.5. The postponement of any match due to ground conditions is only allowed after the playing surface has been properly inspected by a qualified Referee. In the event of their being any doubt regarding the fitness of the ground the home club should arrange for a local referee to make an inspection at a time appropriate to avoid the visiting club making an unnecessary journey.
- 13.6. Each club must complete their line-up (including the names and numbers of the nominated substitutes) using the systems and procedures set by the FAW from time to time at least 30 minutes prior to the scheduled time for the kick off. Each club must present this line-up either in electronic or paper form, to the Referee at least 30 minutes prior to the scheduled time for the kick off. The player's numbers, the captain, the goalkeeper and the colours of the player's kit must be clearly stated
- 13.7. Each home club must confirm with their opponents and the Referee the match venue and kick off time at least five days before the scheduled date of the match and the visiting club and referee must acknowledge receipt three days before the match. It is the duty of the home club to inform the appointed referee in the event of any match being rearranged or cancelled.
- 13.8. The FAW may change any fixtures during the season to suit the overall interest of the Competition.

14. Group Tables

- 14.1. Three points will be awarded for a win, one for a draw and zero for a defeat.
- 14.2. The top two teams from every group will progress to the Super Six. The remaining teams will play in the Championship.
- 14.3. The scores of the League matches will be recorded for the purposes of identifying the ranking of teams that progress to the Super Six and latterly the National Quarter-Finalists of the Cup Competition or the final rankings of the Championship.
- 14.4. In the Super Six; the two clubs with the highest amount of points from the Southern and the two clubs with the highest amount of points from the Northern Conference will progress to the National Semi Finals. If two or more clubs are equal on points, the placing shall be determined in the following order;
 - Result between the two clubs concerned.
 - In the case of two or more teams, the results between those clubs concerned.
 - In the case of two or more teams, the goal difference between those clubs concerned.
 - Team with the greatest goal difference in the entire League.
 - Total numbers of goals scored.
 - Total number of wins.
 - Toss of a coin

15. Reporting Result and Team Sheets

- 15.1. Each home club shall confirm match results, using the systems and procedures set by the FAW from time to time, no later than twelve hours after the advertised time of the match. Failure to comply will automatically result in a £10 fine per offence.

- 15.2. Each Club competing in a Match shall send the completed standard electronic Match Report Form within sixty (60) minutes of the final whistle, using the systems and procedures set by the FAW from time to time. The Match Report Form must be complete in all details, including the result of the Match, the goal scorers and times of the goals, the full names of the Players taking part in the Match, the names of the substitutes and details of any substitutions made and details of any yellow cards and red cards issued.

16. Referee

- 16.1. Home clubs must appoint and pay for a qualified referee (min. Level 4a) for every League match.
- 16.2. The FAW will appoint and pay for the referee from the Semi-Final stage onwards.
- 16.3. Referees will be entitled to a fee of £15.00 plus 35p per mile expenses.
- 16.4. For matches where only a referee is appointed, the club linesmen should only adjudicate the ball out of play.
- 16.5. Accounting records substantiating each referee claim must be completed and kept on record for auditing purposes.

17. Protests/Appeals

- 17.1. All protests and appeals must be referred to the Football Association of Wales in accordance with FAW Rules and Regulations.

18. Withdrawal of Clubs

- 18.1. If a club withdraws from the competition at any age-group, then (if applicable) UEFA / FAW funding will be withheld (up to 33% of total, per age-group).
- 18.2. If a club is not eligible for funding, then withdrawal is subject to a fine, which must not exceed the total of a club, which benefits from UEFA/FAW funding.
- 18.3. The committee of the FAW constituted in accordance with the FAW Rules and FAW Regulations in order to administer the League from time to time will have the express right to suspend a withdrawing club from the competition the following year.

19. Academy Regulations

- 19.1. At all times, clubs must adhere to the FAW Academy Regulations.

APPENDIX 3 – FAW ACADEMY COMPETITION RULES 2019-20

UNDER 14 AND 16 AGE GROUPS (11 v 11 Football)

1. Playing Area

1.1. Full size pitches are to be used in accordance with the Laws of the Game.

2. Size of Goal

2.1. The size of the goal must be 8 yards (width) x 8 ft. (height) or 2.44m x 7.32m.

3. Number of players

3.1. The maximum number of players per team including the Goalkeeper is eleven (11).

3.2. The maximum squad for a match day is eighteen. (11 players plus 7 substitutes).

4. Substitutes

4.1. A club at its discretion may make substitutions on a rolling basis; except to replace a player or players suspended from the game by the Referee.

4.2. Substitutions can only be made when the play has been stopped for any reason and the Referee has given permission. The name(s) and numbers of substitute(s) must be nominated to the Referee on the Official Team Sheet.

5. Size of the ball

5.1. The match ball must be size 5.

6. Duration of matches and Penalties

6.1. U.14 Matches will last 70 minutes in duration.

U.16 Matches will last 80 minutes in duration.

6.2. The match lasts two equal periods, unless otherwise mutually agreed between the referee and the two teams before the start of play.

6.3. Players are entitled to an interval of half-time, which must not exceed 15 minutes.

6.4. In Semi-Final or Final matches, if the scores are equal at the conclusion of the match, the outcome will be decided through the taking of penalty kicks in accordance with the Laws of the Game.

7. Laws of the Game

7.1. Off-side, free kicks and penalty rules apply as per Laws of the Game

7.2. The use of red cards and yellow cards for team officials can be shown by the Referee. Any team official which receives a red card must return to the dressing room immediately.

- 7.3. Disciplinary sanctions for red cards and the accumulation of yellow cards are in accordance with the Disciplinary Regulations, as laid down by the FAW from time to time.
- 7.4. For any provisions not covered within these Rules, the FAW Rules and Regulations and / or the Laws of the Game apply.

8. Playing an Ineligible Player

- 8.1. A club playing an ineligible player in the League will have three points deducted per offence and be liable to a fine not exceeding £250.00.
- 8.2. A club playing an ineligible player in the cup will be deemed to have lost the match and their opponents will progress to the next round. The club causing the offence will also be liable to a fine not exceeding £250.00.
- 8.3. Any club guilty of playing a player who is under suspension by either the Football Association of Wales or its affiliated Associations, will be deemed guilty of playing an ineligible player and the sanctions described in Rules 11a and 11b will be applicable.

9. Club Colours

- 9.1. Each Academy must register details its colours with the FAW by 1st September each season on the form provided for this purpose.
- 9.2. When the colours of two competing clubs are alike or similar, the visiting club shall change to clothing which does not include any of the basic colours of the home club. Neck and cuff trim colours on shirts shall not be regarded as basic colour for the purpose of this rule.
- 9.3. The goalkeeper shall play in a kit clearly distinguishable from the colours of the shirts worn by all outfield players and match officials.
- 9.4. Bicycle shorts worn by any player must be of the same colour to that of his shorts.
- 9.5. The players shirts must be clearly numbered in accordance with the list handed to the Referee before the match and there must be no change of numbers during the match except to change the goalkeeper.
- 9.6. Clubs are not permitted to wear black as the predominant colour.

10. Match Details

- 10.1. The Football Association of Wales shall determine annually the date on which the playing season shall commence and be completed.
- 10.2. Any match not completed may be ordered to stand as a completed match or replayed in full as directed by the committee of the FAW constituted in accordance with the FAW Rules and FAW Regulations in order to administer the League from time to time.

- 10.3. In the event of a game being postponed for any reason, both clubs are to agree an alternative date and notify the FAW Competitions Department within 14 days of the postponement. If the clubs fail to agree, the FAW Competitions Department is to impose a date without right of appeal by either club.
- 10.4. Any club without just cause failing to fulfil an engagement to play its matches on the appointed date or dates shall for each offence be liable to expulsion from the Competition and/or such other disciplinary action the FAW National Game Board may determine, including the deduction of three points from the offending clubs record, the payment of any expenses incurred by their opponents and a fine not exceeding £500.00.
- 10.5. The postponement of any match due to ground conditions is only allowed after the playing surface has been properly inspected by a qualified Referee. In the event of their being any doubt regarding the fitness of the ground the home club should arrange for a local referee to make an inspection at a time appropriate to avoid the visiting club making an unnecessary journey.
- 10.6. Each club must complete their line-up (including the names and numbers of the nominated substitutes) using the systems and procedures set by the FAW from time to time at least 30 minutes prior to the scheduled time for the kick off. Each club must present this line-up either in electronic or paper form, to the Referee at least 30 minutes prior to the scheduled time for the kick off. The player's numbers, the captain, the goalkeeper and the colours of the player's kit must be clearly stated.
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- 10.8. The FAW may change any fixtures during the season to suit the overall interest of the Competition.

11. Group Tables

- 11.1. Three points will be awarded for a win, one for a draw and zero for a defeat.
- 11.2. The top two teams from every group will progress to the Super Six. The remaining teams will play in the Championship.
- 11.3. The scores of the League matches will be recorded for the purposes of identifying the ranking of teams that progress to the Super Six and latterly the National Semi-Finalists of the Cup Competition or the final rankings of the Championship.
- 11.4. In the Super Six; the two clubs with the highest amount of points from the Southern and the two clubs with the highest amount of points in the Northern Conference will progress to the National Semi Finals. If two or more clubs are equal on points, the placing shall be determined in the following order;
 - Result between the two clubs concerned.
 - In the case of two or more teams, the results between those clubs concerned.
 - In the case of two or more teams, the goal difference between those clubs concerned.

- Team with the greatest goal difference in the entire League.
- Total numbers of goals scored.
- Total number of wins.
- Toss of a coin.

12. Reporting Results and Team Sheets

- 12.1. Each home club shall confirm match results, using the systems and procedures set by the FAW from time to time, no later than twelve hours after the advertised time of the match. Failure to comply will automatically result in a £10 fine per offence.
- 12.2. Each Club competing in a Match shall send the completed standard electronic Match Report Form within sixty (60) minutes of the final whistle, using the systems and procedures set by the FAW from time to time. The Match Report Form must be complete in all details, including the result of the Match, the goal scorers and times of the goals, the full names of the Players taking part in the Match, the names of the substitutes and details of any substitutions made and details of any yellow cards and red cards issued.

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- 15.3. FAW National Game Board will have the express right to suspend a withdrawing club from the competition the following year.

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