

# FOOTBALL ASSOCIATION OF WALES

## TIER 2 CLUB LICENSING REGULATIONS



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

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# Glossary of Terms

**Note** – Definitions are also contained in the FAW’s “Articles of Association”, “Standing Orders” and “Regulations” (including, without limitation, the Regulations for the Pyramid League System) and cross-references are noted where appropriate.

## **DEFINITION**

<b>Applicant</b>	The Club applying to the FAW for assessment against the Tier 2 Compliance Regulations.
<b>Chief Executive Officer</b>	The senior employee of the FAW.
<b>Core Process</b>	Minimum requirements that the FAW has to put in place for verification of compliance with the criteria described in the Regulations as basis for the issuance of Tier 2 Certification to an Applicant [as set out in Appendix 1].
<b>Council</b>	The supreme executive body of the FAW.
<b>Club</b>	Any Qualifying Club, being a full Member of the FAW, defined pursuant to Rule 11.1.1.
<b>Appeals Body</b>	The appeals board appointed by the FAW to deal with an appeal by an Applicant or the FAW against a decision of the First Instance Body.
<b>Decision Making Bodies</b>	The First Instance Body and the Appeals Body.
<b>FASE 1</b>	FASE 1 (First Aid for Sport and Exercise) is a professional sports-specific first aid course delivered by Lubas Medical.
<b>FASE 2</b>	FASE 2 (First Aid for Sport and Exercise) is a professional sports-specific first aid course delivered by Lubas Medical. FASE 2 is the second step in the ‘Sports Trauma Pathway’ and follows the FASE 1 course.
<b>FAW</b>	The Football Association of Wales Limited.
<b>FAW National Leagues Board</b>	The FAW committee of the Council responsible for Tiers 1-4 of the FAW Pyramid.
<b>First Instance Body</b>	The board appointed by the FAW to assess Applicants and decide whether or not to grant the Applicant a Tier 2 Licence.

<b>League General Manager</b>	The FAW employee responsible for the day to day organisation and management of the relevant Tier 2 League.
<b>Ground</b>	Means the venue where the Applicant will play its home matches in domestic competitions including, but not limited to, all properties and facilities near to the Ground(for example offices, hospitality areas.)
<b>Ground Criteria</b>	The infrastructure criteria for the Ground set out or referred to in section 5 of these Regulations, as amended by the FAW from time to time.
<b>Licensor</b>	The body which operates the Club Licensing system and grants licenses. In Wales, the FAW is the Licensor.
<b>Licence Season</b>	FAW season for which a Licence Applicant has applied for / been granted the FAW Tier 2 Club Licence. It starts the day following the deadline for submission of the list of licensing decisions by FAW Board.
<b>May</b>	Indicates a party's discretion to do something (i.e. optional, rather than mandatory).
<b>Must or Shall</b>	Indicates an obligation to do something (i.e. mandatory). Failure to meet the obligation will result in refusal to grant a Tier 2 Licence.
<b>Private Access</b>	Private access for players and match officials only. Public access is not permitted and the area must be stewarded to ensure compliance.
<b>Recommended</b>	This is a best-practice recommendation and therefore, not a Tier 2 Licence failure.
<b>Significant Change</b>	Means an event that is considered material to the documentation previously submitted to the FAW and that would require a different presentation if it had occurred prior to the submission of the documentation.
<b>Tier 2</b>	The second Tier of the FAW Pyramid, being the JD Cymru North and JD Cymru South Leagues.
<b>Tier 2 Licence</b>	The Licence granted by a Decision-Making Body for the Applicant to play in Tier 2 of the FAW Pyramid.

# **1. Introduction**

## **1.1 Tier 2 Club Licensing Regulations**

The Tier 2 Club Licensing Regulations (“Regulations”) set out quality standards and procedures by which Clubs will be assessed as a basis for continuous improvement. It is a modern form of regulation.

The objective of a uniform Tier 2 criteria was first published in the FAW’s Strategic Plan of 2012. The formation of the new National Game Board in September 2014 became the catalyst for the introduction these Regulations. Following a series of taskforce meetings and ground audits, the first version of the Tier 2 Regulations was written.

The National Game Board approved version 1 on 13<sup>th</sup> April 2015, which was ratified by FAW Council on 29<sup>th</sup> April 2015. Version 2 was approved on 1<sup>st</sup> September 2020.

## **1.2 Benefits of Tier 2 Club Licensing Regulations**

The FAW sets the standards for 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 are a transparent process that enables Applicants in particular to demonstrate to all their stakeholders that they meet quality these standards.

These Regulations will help to establish benchmarking information. 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 Applicants to meet their standards. Football will benefit from the adoption of quality management practices by the FAW.

## **2. Procedure**

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

The Tier 2 Club Licensing Regulations will be managed by the FAW for Tier 2 Applicants. The system will comprise of audits conducted by the FAW and assessment by the Decision Making Bodies.

In order to demonstrate that it meets the criteria, an Applicant will make available all necessary documentation including, uploading relevant details to the Comet system.

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

The list of Applicants granted a Tier 2 Licence must be communicated by the FAW to the Leagues' concerned by 31<sup>st</sup> May. This must be strictly adhered to annually, before the relevant League's annual general meeting.

### **2.2 Tier 2 Club Licence Refusal**

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

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

<b>April</b>	An Applicant refused a Tier 2 Licence must submit any appeal to the relevant League General Manager within 10 days of being informed of the First Instance Body's decision. Appeals must be forwarded in writing for the attention of the League General Manager together with the appropriate appeal fee. The Appeals Body is notified, and a meeting date agreed.
<b>April</b>	The General Manager prepares a report and dispatches this to the Appeals Body.
<b>April/May</b>	The Appeals Body considers the Applicant's appeal by 31 <sup>st</sup> May each year. The decision is made whether to grant a Tier 2 Licence or not. If a Tier 2 Licence is granted, any area for future attention may be detailed. If a Tier 2 Licence is refused, areas to be addressed must be detailed.

### **2.3 Criteria Graduation**

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

#### **'A' Criteria – Mandatory**

If the Applicant does not fulfil any A-Criteria, then it cannot be granted a Tier 2 Licence unless the Decision Making Bodies grant an exemption (time limited to one season only) under 4.4 of these Regulations.

### **'B' Criteria – Recommendation**

If the Applicant does not fulfil any B-Criteria, then it may still receive a Tier 2 Licence subject to the Applicant fulfilling the 'A' Criteria.

## **2.4 Development**

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

## **3. Governing Body**

### **3.1 Responsibilities**

1. The Football Association of Wales governs the Tier 2 Club Licensing system.
2. In particular, the FAW must:
  - a) Establish an appropriate administration as defined in 3.2.
  - b) Establish a process for the decision making as defined in 3.3.
  - c) Define the Core Process as defined in 3.5.
  - d) Assess the documentation submitted by the Applicants, consider whether this is appropriate and determine whether each criterion has been met and what further information, if any, is needed.
  - e) Ensure equal treatment of all Applicants and guarantee them full confidentiality with regard to all information provided during the process as defined in 3.6.
  - f) Determine whether a Tier 2 Licence can be granted.

### **3.2 Administration**

1. The administrative tasks of the FAW include:
  - a) Preparing, implementing and further developing the Tier 2 Club Licensing system;
  - b) Providing administrative support to the Decision Making Bodies;
  - c) Assisting, advising and monitoring Applicants during the season; and
  - d) Informing the National Leagues Board of any event occurring after the Decision Making Bodies have made their decisions that constitutes a Significant Change to the information previously submitted.

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

1. The First Instance Body and Appeals Body must be independent of each other.
2. The First Instance Body decides on whether a Tier 2 Licence should be granted to an Applicant on the basis of the documents provided by the submission deadline set by the FAW and on whether a Tier 2 Licence should be withdrawn.
3. The Appeals Body decides on appeals submitted in writing and makes the final decision on whether a Tier 2 Licence should be granted or withdrawn. Should the Licence be granted, the Licence Applicant's appeal fee must be returned.



4. Appeals may only be lodged by:
  - a) An Applicant who received a refusal from the First Instance Body;
  - b) An Applicant whose Tier 2 Licence has been withdrawn by the First Instance Body; or
  - c) The FAW.
5. The Appeals Body makes its decision based on the decision of the First Instance Body and all evidence provided by the Applicant or the FAW with its written request for appeal and by the set deadline.
6. Members of the Decision Making Bodies are appointed by the Chief Executive Officer and must:
  - a) Act impartially in the discharge of their duties;
  - b) Abstain if there is any doubt as to their independence from the Applicant or if there is a conflict of interest. In this connection, the independence of a member may not be guaranteed if he/she or any member of his/her family (spouse, child, parent or sibling) is a member, shareholder, business partner, sponsor or consultant of the Applicant;
  - c) Not act simultaneously as Licensing Manager of the FAW;
  - d) Not belong simultaneously to the Council or any of its affiliated leagues; and
  - e) Not belong simultaneously to the administrative staff of the FAW.
7. The quorum must be at least three members. In case of a tie, the Chairman has the casting vote.
8. The Decision Making Bodies must operate according to the following procedural rules:
  - a) all deadlines as specified in the annual Core Process must be respected;
  - b) the principle of equal treatment;
  - c) legal representation can provide evidence to the Decision Making Bodies on behalf of the Applicant;
  - d) the Applicant can provide evidence to the Decision Making Bodies;
  - e) meetings will be conducted in English;
  - f) extensions will not be permitted;
  - g) Applicants and the FAW will be given 10 days to lodge an appeal against the decision of the First Instance Body;
  - h) Applicants will be allowed to submit their appeal evidence until the deadline stipulated in the Core Process;
  - i) Licence Applicants can be represented at the Appeals Body meeting, if notice is served to the Licensor at least 7 days before the date of the Appeals Body meeting;
  - j) there is no cost to the Applicant for the First Instance Body;
  - k) the cost of the appeal is as per FAW Rule 43.2.3; and
  - l) the decision will be provided in writing to the Applicant with reasoning.

### **3.4 Sanctions**

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

### **3.5 Core Process**

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

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

1. The FAW ensures equal treatment of all Applicants during the Core Process.
2. The FAW guarantees the Applicants full confidentiality with regard to all information submitted during the licensing process. Anyone involved in the licensing process or appointed by the FAW must sign a confidentiality agreement before assuming their tasks.

## **4.Applicant**

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

1. An Applicant may only be a football Club, i.e. a legal entity fully responsible for a football team participating in FAW competitions which either:
  - a. Is a registered member of the FAW and/or its affiliated league(s) (hereinafter: registered member); or
  - b. Has a contractual relationship with a registered member.

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

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

### **4.3 FAW Tier 2 Licence**

1. An FAW Tier 2 Licence expires without prior notice at the end of the season for which it was issued.
2. An FAW Tier 2 Licence cannot be transferred.
3. An FAW Tier 2 Licence may be withdrawn by the FAW if:
  - a) Any of the conditions for the issuing of the Tier 2 Licence are no longer satisfied; or
  - b) The Applicant violates any of its obligations under these Regulations.
4. As soon as a Tier 2 Licence withdrawal is envisaged, the FAW administration must notify the Chief Executive Officer.

#### **4.4 Clubs outside of Tier 2**

1. Clubs relegated from the Cymru Premier (Tier 1) on sporting merit or for failure to achieve the FAW Tier 1 Licence must meet the criteria of the FAW Tier 2 Club Licensing Regulations. This will be assessed on or before 30<sup>th</sup> April each year.
2. Clubs seeking promotion into Tier 2 must meet all of the 'A' (Mandatory) criteria on or before the 30<sup>th</sup> April each year. An exception to the seating requirement is explained in criteria I.02 (3).

## **5. Infrastructure Criteria**

### **5.1 INTRODUCTION**

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

Consequently, the development of infrastructure is of ultimate significance for the development of Tier 2 Clubs.

If it is brought to the attention of the FAW that the Ground falls below the minimum level required at any time during the season, an inspection must be carried out at the earliest opportunity.

### **5.2 OBJECTIVES**

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The objectives of the criteria are that Applicants have an approved Ground available for playing Tier 2 league matches, which provides stakeholders with well equipped, well-appointed and safe and comfortable facilities.

### **5.3 BENEFITS FOR CLUBS**

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

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

The FAW, or an independent consultant acting on behalf of the FAW, shall inspect the Ground.

## **5.4 GROUND CRITERIA**

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### **Safety and Security**

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

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

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

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

1. The Applicant must have in place an approved capacity level, which is relevant and safe for all competitions. The minimum capacity for Tier 2 Applicants is 750.
2. Tier 2 Applicants must have in place at least 250 covered seats, which are in compliance with criteria I.15.
3. Tier 3 Applicants must have in place at least 100 covered seats, which are in compliance with criteria I.15.

#### **I.03 – Public Access and Egress** **(B criteria)**

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

1. At least two Turnstiles designed in such a way as to avoid congestion and ensure the smooth flow of the crowd.
2. All public passageways and stairways in the spectator areas should be painted in a bright colour, as must all gates leading from the spectator areas into the playing area and all exit doors and gates leading out of the Ground.
3. All exit doors and gates in the Ground, and all gates leading from the spectator areas into the playing area, should:

- a) Be fitted with a locking device which may be operated simply and quickly by anyone from the inside in the case of exit doors and gates or from either side in the case of gates leading into the playing area;
  - b) Be designed to remain unlocked while spectators are in the Ground.
4. Approaches to the Ground should be adequately signposted to guide spectators to their sectors, and all turnstiles, entry and exit gates and doors should be operational and similarly clearly indicated by signs which are universally understood. Commercial signage and signage within Dressing Rooms must also be on display.
  5. The Applicant should submit a Policy stating the procedure for all Players, Officials and Spectators when entering the Ground. A policy must be in place if there is need for segregation.
  6. The boundary wall/fence should be of sound solid construction, secure on all sides and designed to obscure viewing from outside the Ground. (Recommended height of boundary structure is 2 metres).
  7. The Applicant must submit a Layout Plan detailing all facilities within the Ground (1:1000) and a Site Plan showing the Access Routes in to the Ground (1:1500)

#### **1.04 – Public Address System**

**(A criteria)**

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

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

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

#### **1.05 – Field of Play**

**(A criteria)**

The field of play must be smooth and level.

1. The Ground must be equipped with either a natural playing surface or football turf.

Football turf must be in compliance with the FAW Regulations for synthetic pitches.

2. The field of play must be equipped with a drainage system so that it cannot become unplayable due to flooding.
3. The field of play should be 105 metres long and 68 metres wide. If this is not possible due to Ground constraints, the minimum allowable is 98m long and 62 metres wide.
4. There must be a grass verge or alternatively artificial turf of the minimum width of 1.5 metres between the touch line and the perimeter barrier. It is Recommended that this distance is 3 metres.
5. Barriers or emergency gates must surround the perimeter of the pitch, except where permission has been granted by the league for one, two or three of the sides or part thereof, to be closed by spectators

in accordance with criteria I.16 (4). The minimum height of the barriers and / or emergency gates must be in line with the SGSA requirement of a minimum of 1.1 metres.

### **I.06 – Warm-Up Area**

**(A criteria)**

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

### **I.07 – Goals and Spare Goals**

**(A / B criteria)**

1. Goalposts and crossbars must be made out of aluminium or similar material and must be round or elliptical. Moreover, they must be in compliance with the Laws of the Game as promulgated by the International Football Association Board (IFAB), which means, in particular, that:
  - a) the distance between the posts must be 7.32m;
  - b) the distance from the lower edge of the crossbar to the ground must be 2.44m;
  - c) the goalposts and crossbars must be white;
  - d) they must not pose any danger to players. **(A criteria)**
2. A spare goal, which can be easily installed if the circumstances so require, should be available within the Ground for League matches. **(B criteria)**

### **I.08 – Substitutes' benches**

**(A criteria)**

- a) The Ground must be equipped with two covered benches at pitch level, each with seating room for at least 8 adults and positioned either side of the Halfway Line. The two benches must be on the same side as each other.
- b) Any developments to the Substitutes benches, following the first inspection, must increase the capacity to 13 adults.

### **I.09 – Dressing Rooms**

**(A criteria)**

- 1 The Ground must be equipped with:
  - a) A dressing-room for each team with a minimum of four showers, seating room for at least 18 people and exclusive use, with Private Access to one individual seated toilet.
  - b) A referees' dressing-room with a minimum of one shower, access to one exclusive individual seated toilet and seating room for three people.
- 2 A Ground must guarantee a safe walkway for both teams and the referees from their dressing-rooms to the playing area and ensure their safe arrival at/departure from the Ground.



### **I.10 – Match Day Office**

**(A criteria)**

The Ground must be equipped with a match-day office with access to communication facilities such as minimum 3G phone signal and/or internet connection, located nearby and with easy access to the team and referees' dressing rooms.

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

**(A / B criteria)**

1. A defibrillator must be available at the Ground.
2. The Ground should be equipped with a dedicated room for first aid and medical treatment of players and officials. The minimum equipment required is stated in Appendix IV.

### **I.12 – Floodlighting**

**(B criteria)**

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

### **I.13 – Parking Areas**

**(A criteria)**

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

### **I.14 – Refreshment Facilities**

**(A criteria)**

1. Applicants must provide Players and Match Officials with food and drink after the game. This facility can be located off-site.

## **Spectator-Related Areas**

The Applicant shall prepare a report that will be inspected at the audit and which shall refer to the Applicant's procedures and practices with regard to spectators at its games.

### **I.15 – Stands and Spectator Facilities** **(A criteria)**

1. Seats for spectators must be individual, fixed (e.g. to the floor), separated from one another, shaped, made of an unbreakable and non-flammable material and have a backrest of a minimum height of 30 cm when measured from the seat.
2. The use of temporary stands is prohibited.
3. The Ground must be equipped with Refreshment and Catering facilities for all spectators.
4. Bench seating of any description is prohibited.

### **I.16 – Hardstanding** **(A/ B criteria)**

1. There must be hardstanding surrounding one length and one width of the field of play, comprising of concrete, paving stones or tarmac. **(A Criteria)**
2. All mandatory Spectator Areas as defined in I.15 must be accessed by hardstanding. **(A Criteria)**
3. Hardstanding of a temporary nature will not be approved under any circumstances. **(A Criteria)**
4. It is Recommended that it is possible for spectators to be accommodated, either standing or seated, for the full length of all four sides of the playing area, except where permission has been granted by the FAW for one of the sides or part thereof, to be closed by Spectators. **(B Criteria)**
5. It is Recommended that hardstanding surrounds the whole of the field of play. Where the Ground is part of a larger sports complex, the football area must be totally enclosed from all other activities. **(B criteria)**
6. It should be possible, if whenever, necessary to prevent spectators from moving from one sector or sub-sector to another, except as part of the Ground's evacuation process. **(B Criteria)**

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

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

### **I.18 – Emergency Lighting**

**(A criteria)**

1. For the purpose of ensuring safety and guiding spectators and staff, the Ground must be equipped with an emergency lighting system, for use in the event of a general Ground lighting failure.
2. Emergency lighting must be available on at least one side of the field of play to which the public or staff have access, including all egress and evacuation routes.
3. If Emergency lighting is only available on one side of the Ground, only this side of the Ground is permitted to be open at an evening match. This must be reflected in the document used to satisfy I.01 criteria.

### **I.19 – Sanitary Facilities**

**(A / B criteria)**

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

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

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

### **I.20 – Facilities for spectators with disabilities**

**(A / B criteria)**

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

### **I.21 – Ground Regulations**

**(A criteria)**

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

### **I.22 – VIP Hospitality Areas**

**(A criteria)**

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

## **Media Related Areas**

The Applicant shall prepare a report that will be inspected at the audit and which shall refer to the Applicant's procedures and practices with regard to representatives of the media at its games. The report shall provide detailed information on each of the sub-headings.

### **I.23 – Media Working Area**

**(B criteria)**

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

### **I.24 – Press Box**

**(A B criteria)**

1. The press box should be covered and centrally located in the main grandstand. They should have an unobstructed view of the entire playing area and easy access to the other media areas. **(A criteria)**
2. In the press box, it is recommended that all seats with desks should be equipped with a power supply and phone or internet connections. **(B criteria)**
3. The desks must be fixed and big enough to accommodate a laptop computer and a notepad. **(A criteria)**
4. There must be 10 covered seats, 5 of which should be equipped with desks. **(A criteria)**

***I.25 – Television Gantry***

***(B criteria)***

1. A television gantry should be provided to meet the broadcaster's requirements.

***I.26 – Radio Commentary positions***

***(B criteria)***

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

***I.27 – Post Match Interview Area***

***(B criteria)***

1. The Ground must provide a dedicated post-match interview area, with relevant backboard. The location must be as close as possible to the dressing room area and the facility must be approved by the host broadcaster.

***I.28 – OB Van Parking Area***

***(B criteria)***

1. The Ground should have hardstanding parking facilities to accommodate the host broadcaster OB Unit in the immediate vicinity. The surface dimension of the area must be at least 100m<sup>2</sup>.

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

### **6.1 INTRODUCTION**

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Nowadays a football club is not only a sports club but is also in contact with other parties. The members, the supporters, the media, the sponsors, the suppliers, the commercial partners, the local community and, in some cases, the shareholders of the football club are more and more involved and interested in the development and results of a club.

Therefore, support should be sought from specialists from various economic fields and industries (e.g. marketing, finance, entertainment, media, etc.). They can share their knowledge and experience with today's football clubs, to better satisfy the needs and demands of those participants and stakeholders of football who must be treated as clients. Football clubs already operate in a competitive environment on the sporting side, but they are increasingly becoming involved in an economic competition. FAW Leagues at Tier 1 and Tier 2 have always had to compete against other winter sports and also the 'Exiled' Welsh Football clubs and subsequently, clubs must look to strengthen their profitability in the long term. Clubs should look for new and different sources of revenue in addition to the existing ones (gate receipts, sponsors) in order to be more independent of the income from the sporting success of the club and to have greater possibilities of functioning as a financially successful entity.

In this respect, football clubs need advice from other professionals, experienced, well-educated and innovative people who can bring different skills and know-how into the club and help to satisfy the additional needs and demands of today's football. It is the Football Association of Wales's intention to support its clubs in this direction and we are convinced that the following requirements constitute a first and right step towards a better and more professional future for the clubs.

Needless to say, the Association does not want every football club in Wales to do the same thing as we believe that clubs should find their own strategy, according to their strength, demands, locality and market possibilities, and do their utmost to achieve their objectives step by step.

This section of the Regulations is very similar to that of the FAW Tier 1 Club Licensing Regulations, because it is the Association's belief that the majority of the key positions contained in the Tier 1 Regulations are both significant and achievable for Tier 2 clubs. All clubs that fulfil this section of the Regulations will undoubtedly further enhance the administration of their club.

## **6.2 OBJECTIVES**

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The objectives of the Personnel and Administrative criteria are that:

- Tier 2 Clubs are managed in a professional way;
- Tier 2 Clubs have available well-educated, qualified and skilled specialists with a certain know-how and experience;
- The players of the first and other teams are trained by qualified coaches and supported by the necessary medical staff.

## **6.3 BENEFITS FOR CLUBS**

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Well-educated and experienced staff is of paramount importance to run a football club in an efficient and effective manner however, this does not mean that clubs have to recruit full-time staff. The Association is fully aware that the role of the volunteer in Welsh football is the spine that holds everything else in place and subsequently, the FAW's intentions are clear in this respect and our focus is on the efficient manner of how the function is carried out, by the persons appointed to do it.

Each criterion in this chapter is really important for the smooth and successful running of the club, and with the possibility that the roles can be performed by volunteers, part time staff or full time staff; every club should be able to afford these functions in financial terms. The professionalism will also be improved if clubs are defining clear profiles for these functions, which include the main activities, the main responsibilities and the requirements for the job. It is up to the Executive Committee of each club to look for people, who meet the set requirements and to engage those candidates that comply with the defined profile (e.g. full-time, part-time, volunteer).

Qualified coaches are the basis for high quality of education within the football teams. In order to achieve this objective, clubs will receive the support of the Football Association of Wales and the Welsh Football Trust, to establish a coach education programme.

In collaboration with the National Associations throughout Europe, UEFA is progressing in the implementation of the UEFA Coach Convention throughout Europe. This offers an opportunity to attend coaching courses at different levels and to achieve corresponding licences. The UEFA Pro-, UEFA A- and UEFA B-licence offers "free movement of coaches" within the member associations being part of the UEFA Coach Convention. The FAW is a member of the UEFA Coach Convention and in addition to the aforementioned qualifications, the FAW also offers the FAW 'C' Licence and the FAW Football Leaders Awards, as pre-requisites before the UEFA licences.

## **6.4 CRITERIA**

### **P.01 – Club Secretary**

1. The Licence Applicant must have appointed a Club Secretary to act as the main point of contact for the club. *(A criteria)*

### **P.02 – General Manager** *(A criteria)*

1. The Applicant must have appointed a General Manager who is responsible for running its operative matters.

### **P.03 – Finance Officer / Club Treasurer** *(A criteria)*

1. The Applicant must have appointed a qualified Finance Officer who is responsible for its financial matters, including the signing of the Annual Accounts.
2. The Finance Officer must hold as a minimum one of the following qualifications:
  - a.) Institute of chartered accountant in England and Wales; or
  - b.) Certified accountant (ACCA); or
  - c.) A “recognition of competence” issued by the licensor based on its financial background and a practical experience in financial matters of at least 2 years.

### **P.05 – Media Officer & Media Output** *(A criteria)*

1. The Applicant must have appointed a qualified Media Officer who is responsible for media matters, including the official website and social media accounts.
2. The Applicant must have the following Media channels;
  - a) Official Website
  - b) Official Social Media (Facebook or Twitter)
3. The Media Officer must hold as a minimum one of the following qualifications:
  - a) A relevant qualification from a Higher Education or Further Education establishment;
  - b) Concluded a media officer education course provided by the Football Association of Wales or an organisation recognised by the Football Association of Wales;
  - c) A “Recognition of Competence” issued by the Football Association of Wales, based on practical experience of at least one year in such matters.

### **P.07 – First Aid Officer** *(A criteria)*

1. The Applicant must have appointed at least one First Aid Officer being responsible for medical treatment and massages for the rehabilitation of first team squad members.
2. The First Aid Officer must hold one of the following minimum qualifications:



- a) Valid FASE 1
  - b) Valid FAW First Aid Award
  - c) Any equivalent award, as approved by the FAW Medical Officer.
3. This individual will also be responsible for first aid relating to spectators.
  4. The First Aid Officer must attend all matches. A replacement can be appointed if they meet the required qualifications or if they have a similar qualification, approved by the FAW.
  5. They must be duly registered with the FAW.

### **P.08 – First Team Manager**

**(A criteria)**

1. The Club must have appointed a First Team Manager who is responsible for football matters of the first team squad and all media duties. The official job-title of this individual must be First Team Manager.
2. The Team Manager must hold one of the following minimum coaching qualifications:
  - a) Hold a valid “UEFA ‘B’ Licence”.
  - b) Valid non-UEFA coaching diploma which is equivalent to the one required under a) above and recognised by UEFA as such.
3. The First Team Manager must attend at least 70% of all League matches per season, since their appointment.
4. A holder of the required UEFA coaching diploma within the meaning of this Regulation is considered a coach who, in accordance with the UEFA implementation provisions of the UEFA Coaching Convention, has;
  - a) Been issued a UEFA coaching diploma by a UEFA member association; or
  - b) At least started the required UEFA coaching diploma course. Simple registration for the required diploma course is not sufficient to meet this criterion.
5. If the Decision-Making Body is of the view that the Manager has been appointed only to meet the criteria stated in P.08, the Decision-Making Body has the right to refuse the Licence.
6. Should the Licence Applicant appoint Joint First Team Managers, *both* individuals must meet the P.08 criteria.

### **P.13 – Safeguarding Officer**

**(A criteria)**

1. The Applicant must ensure that they have an individual at the club who is responsible for Safeguarding.
2. The Safeguarding Officer must have undertaken the necessary vetting checks and hold a valid DBS certificate.
6. The Safeguarding Officer must hold a valid FAW Safeguarding Award.

3. The Safeguarding Officer must ensure that the Applicant adopts, implements and applies the FAW Safeguarding Policy, Procedures and Practices.
7. The Safeguarding Officer must develop and promote best practice; ensuring Applicant personnel understand and fulfil their responsibilities.
8. The Safeguarding Officer is responsible for recording and reporting any concerns that may arise.

### **P.16 – Duty to Notify Significant Changes**

**(A criteria)**

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 criteria P.02, P.03, P.05, P.07, P.08 and P.13 must be notified to the Licensor within the fixed deadline of ten working days.

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

### **P.17 – Duty of Replacement during Licensing Season**

**(A criteria)**

1. If a function defined in Regulations P.02, P.03, P.05, P.07, P.08 and P.13 becomes vacant during the Licence Season, the Applicant must ensure that, within a period of 60 days, the function is taken over by someone who holds the required qualification. For the avoidance of doubt, consideration will be given solely to the clubs first appointment, when determining whether or not the club satisfies this criteria.
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 his duties.
3. The licensee must promptly notify the Football Association of Wales of any such replacement.

### **P.18 – Stewarding**

**(A criteria)**

1. The Applicant must have engaged stewards to ensure safety and security at home matches.
2. The Applicant must have established a Stewarding Policy applicable to their Ground.

# **7. Legal Criteria**

## **7.1 INTRODUCTION**

This chapter defines the FAW's minimum legal criteria for Applicants.

## **7.2 CRITERIA**

### **L.02 – Minimum Legal Information**

**(A criteria)**

1. The Applicant must submit a copy of its current, valid statutes.
2. The Applicant must further submit an extract from a public register or the FAW Full Membership Form (as submitted through the COMET system), containing the following minimum information:
  - a) Name;
  - b) Correspondence address;
  - c) Legal form;
  - d) List of authorised signatories;
  - e) Type of required signature. (e.g. individual, collective)

### **L.04 – Security of Tenure at Stadium**

**(A criteria)**

1. The Applicant must have a Ground available for FAW club competitions which must be within the territory of the FAW and approved by the FAW. Pre-existing agreements between clubs and the FAW regarding the territory are also acceptable.
2. If the Applicant is not the owner of the Ground, it must provide a written contract with the owner(s) of the Ground(s) it will use.
3. It must be guaranteed that the Ground(s) can be used for the Applicant's home matches during the Licence Season. 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 Ground(s) must fulfil the minimum 'A' requirements defined in the FAW Tier 2 Club Licensing Regulations.

## FOOTBALL ASSOCIATION OF WALES CONTACTS:

The Association's point of contact is -

**Mr. Dewi Evans**  
**General Manager**  
**JD Cymru North**  
**devans@faw.co.uk**

**Mr Nick Davies**  
**General Manager**  
**JD Cymru South**  
**ndavies@faw.co.uk**

Alternative contact -

**Mr. Steven Jones**  
**Club Licensing Manager**  
**sjones@faw.co.uk**

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

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

# APPENDICES

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# APPENDIX I – CORE PROCESS

Wednesday, 1 September 2021	<p>2021 / 22 Core Process begins.</p> <p>Updated Regulations sent to all FAW Tier 2 &amp; 3 clubs.</p> <p>FAW Tier 2 &amp; 3 clubs invited to apply for Tier 2 Licence, via COMET.</p> <p>Tier 2 Licence application costs £150.00, which includes the inspection fee as per 3(m) of the 'Regulations for the Pyramid Structure' in the FAW Handbook.</p>
Friday, 31 December 2021	Submission deadline for Tier 2 Licensing applications.
January – April 2022	Site visits (if required) for Stadium Audit and assessment of licensing application & documentation to be undertaken.
Monday, 1 March 2022	<b>Deadline for submission of ground sharing agreements, in accordance with the FAW Pyramid Regulations.</b>
Monday, 25 April to Friday, 29 April 2022	<p>Final assessment of Grounds to ensure that it meets the Infrastructure Criteria (if required).</p> <p><b>There will be no further opportunity for clubs to carry out infrastructure work after this date.</b></p>
Saturday, 30 April 2022	<p><b>Deadline for submission of all documents.</b></p> <p><b>No further documents will be accepted after this date.</b></p>
Thursday, 5 May 2022	Tier 2 First Instance Body meets to discuss Tier 2 South applications.
Friday, 6 May 2022	Tier 2 First Instance Body meets to discuss Tier 2 North applications.
Sunday, 15 May 2022	<b>Deadline to submit appeal (Tier 2 South applicant clubs).</b>
Monday, 16 May 2022	<b>Deadline to submit appeal (Tier 2 North applicant clubs).</b>
Thursday, 19 May 2022	Appeals Body meeting.
Tuesday, 31 May 2022	Tier 2 General Manager's to submit list of Tier 2 Licensed clubs to the FAW Board.

# APPENDIX II

## EXTRAORDINARY APPLICATION

1. The FAW National Leagues Board defines the necessary deadlines and the minimum criteria for the extraordinary application of the Tier 2 Licensing system for participation in Tier 2 as specified in Section 4.4 and communicates them to the Tier 3 League Secretaries at the latest by 31 August of the year preceding the Licensing Season.
2. The Tier 3 League Secretaries must notify the FAW administration of such extraordinary application requests in writing, stating the name of the Club concerned by the deadline communicated by the FAW administration.
3. The FAW administration defines the necessary deadlines and forwards these to the Tier 3 League Secretaries.
4. The FAW is responsible for submitting the criteria to the Club(s) concerned for the assessment for the extraordinary procedure. It must also take immediate action with the Club(s) concerned to prepare for the extraordinary procedure.
5. The Club(s) concerned must provide the necessary documentary proof to the FAW that will assess the Club(s) against the fixed minimum standards and forward the following documentation to the FAW administration by the deadline communicated by the latter:
  - a) a written request to apply for special permission to enter Tier 2;
  - b) all documentary evidence provided by the Club as requested by the FAW administration;
  - c) any other documents requested by the FAW administration during the extraordinary procedure.
6. The Decision Making Body will base its decision on the documentation received and grants special permission to enter the Tier 2 if all the set criteria are fulfilled and if the Club(s) ultimately qualifies on sporting merit. The decision will be communicated to the Club(s) concerned directly.
7. If such a Club is eliminated on sporting merit during this extraordinary procedure, the Tier 3 League Secretary has to notify the FAW administration immediately, and this procedure is immediately terminated, without further decision. Such a terminated procedure cannot be restarted at a later stage.



# APPENDIX III

## STADIUM SAFETY RISK ASSESSMENT AND EVACUATION PLAN

### I.01. Criteria 2 Stadium Policy

The Club has agreed the following Safety Policy, which includes all of the Compliance as listed in FAW Tier 2 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 Ground such as; secure door which allows a safe route and access.

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

#### **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.

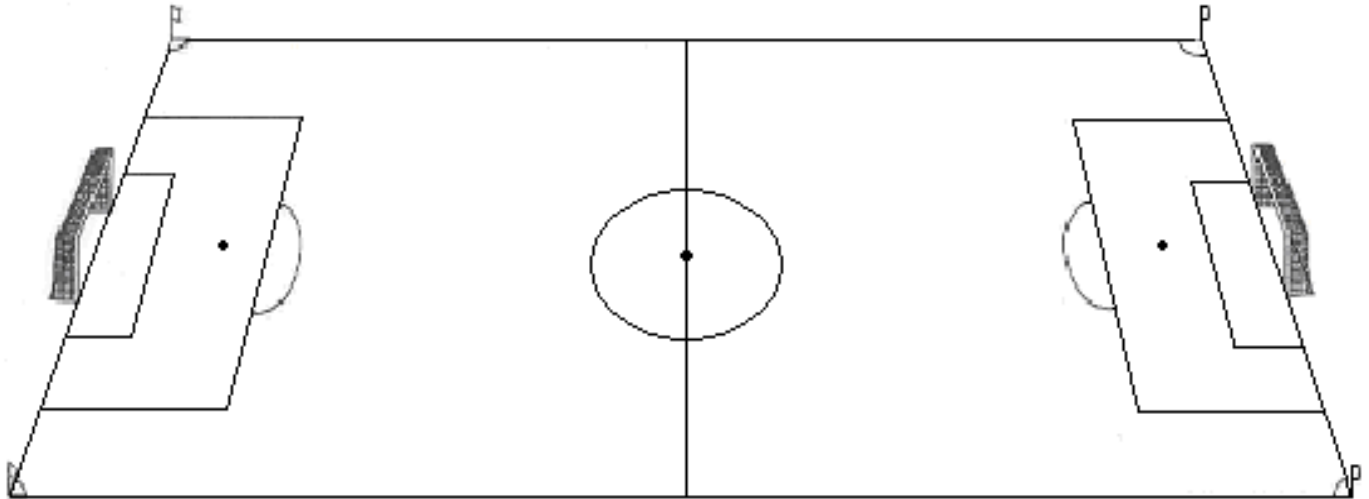
**Contact details of medical personnel available on the day at the Ground:**

**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.01. Criteria 3 Evacuation Plan



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

## Key

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

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

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

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

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

# APPENDIX IV

## MEDICAL ROOM EQUIPMENT

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

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

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