FOOTBALL ASSOCIATION
OF WALES

TIER 1 CLUB LICENSING REGULATIONS

Edition 2019

Accredited by FAW National Leagues Board on 3rd September 2019
# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction</td>
<td>7</td>
</tr>
<tr>
<td>2. Procedure</td>
<td>8</td>
</tr>
<tr>
<td>3. Licensor</td>
<td>10</td>
</tr>
<tr>
<td>4. Licence Applicant and Licence</td>
<td>14</td>
</tr>
<tr>
<td>5. Sporting: Youth and Development Criteria</td>
<td>16</td>
</tr>
<tr>
<td>6. Infrastructure Criteria</td>
<td>19</td>
</tr>
<tr>
<td>7. Personnel &amp; Administration Criteria</td>
<td>30</td>
</tr>
<tr>
<td>8. Legal Criteria</td>
<td>38</td>
</tr>
<tr>
<td>9. Financial Criteria</td>
<td>41</td>
</tr>
<tr>
<td>10. Codes of Practice</td>
<td>48</td>
</tr>
<tr>
<td>11. Appendices</td>
<td>50</td>
</tr>
</tbody>
</table>
Preface

I am delighted to introduce the updated FAW Tier 1 Club Licensing Regulations – Version 2019.

The Club Licensing system in Wales has gone from strength to strength since its introduction in 2003 and has improved standards across the country and I am confident that it will continue to do so.

Following the FAW’s decision to reward Tier 2 promotion aspirants with financial assistance to aide their bid for promotion and to allow Tier 2 clubs until after the 31st March deadline to make the necessary infrastructure improvements, there have been two promoted clubs from the feeder leagues, every year since the 2014/15 season. With a 12 team Cymru Premier, it is essential that we have two promoted clubs from Tier 2 each season and this change is a positive step towards achieving this goal.

Integrity remains a top priority for the FAW and education is key to combating the very real threat of match-fixing in Wales. The Regulations stipulate that clubs’ Youth Development Programmes must incorporate an education programme on integrity and I am pleased that the FAW have been pioneers in providing clubs with a specialised e-learning programme for youth players to learn about integrity, Laws of the Game and anti-doping.

As the Club Licensing system continues to evolve, the aim of the FAW is to get as many clubs - from both Tier 1 and Tier 2 of the Welsh Football Pyramid – to achieve the Tier 1 Licence. The more clubs that can achieve this, the better it is for all our stakeholders whether it be players, supporters, administrators or media partners. I applaud the updates to these Regulations and encourage all clubs to embrace these changes for the betterment of Welsh football as a whole.

Mr. Kieran O’Connor

President
Football Association of Wales
# Glossary of Terms

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AGM</strong></td>
<td>The Welsh Premier League Annual General Meeting, which takes place at the end of every football season.</td>
</tr>
<tr>
<td><strong>Annual Financial Statements</strong></td>
<td>A complete set of financial statements prepared as at the statutory closing date. Should include a balance sheet, profit and loss account and those notes and other statements and explanatory material that are an integral part of the financial statements.</td>
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<tr>
<td><strong>Chief Executive Officer</strong></td>
<td>The senior employee of the Association</td>
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<tr>
<td><strong>Club Licensing Appeals Body (AB)</strong></td>
<td>The Club Licensing Appeals Board (AB) deals with appeals by clubs against a decision by the FIB.</td>
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<tr>
<td><strong>Core Process</strong></td>
<td>Minimum requirements that the Licensor has to put in place for verification of compliance with the criteria described in the Regulations as basis for the issuance of a licence to an applicant.</td>
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<tr>
<td><strong>Council</strong></td>
<td>The shareholders of the Association being the supreme body of the Association.</td>
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<tr>
<td><strong>Criteria</strong></td>
<td>Requirements to be fulfilled by the Licence applicant divided into five categories (Sporting, Infrastructure, Personnel and Administrative, Legal and Financial.</td>
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<tr>
<td><strong>Cymru Premier</strong></td>
<td>The Cymru Premier is the body comprising clubs in Wales’ First Division, all members being subject to the Licensing process.</td>
</tr>
<tr>
<td><strong>Deadline for submissions of the list of Licensed Clubs to FAW Board</strong></td>
<td>The date by which the Licensor must submit to the FAW Board, the list of clubs that were granted a Licence by the National decision making bodies. This date is defined by the FAW Board each year and announced to the Licensor. The Licensor should also communicate the list to the Welsh Premier League.</td>
</tr>
<tr>
<td><strong>Deadline for submission of the application to the Licensor</strong></td>
<td>The date by which each Licensor requires Licence applicants to have submitted all relevant information for its application for a Licence.</td>
</tr>
<tr>
<td><strong>Decision Making Bodies</strong></td>
<td>The First Instance Body and Club Licensing Appeals Body</td>
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<tr>
<td><strong>Event or Condition of major economic importance</strong></td>
<td>An event or condition is of major economic importance if it is considered material to the financial statements of the reporting entity and would require a different (adverse) presentation of the results of the operations, financial position and net assets of the reporting entity if it had occurred during the preceding financial year or interim period.</td>
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<tr>
<td><strong>FAW</strong></td>
<td>The Football Association of Wales</td>
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<tr>
<td><strong>FAW Club Licensing system</strong></td>
<td>Consists of six categories of criteria and a Core Process.</td>
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<tr>
<td><strong>FAW National Leagues Board (NLB)</strong></td>
<td>The FAW Standing Committee responsible for the criteria of the Club Licensing Regulations on behalf of the Board.</td>
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<tr>
<td><strong>Financial year</strong></td>
<td>The financial reporting period ending on the statutory closing date, whether this is a year or not, and which is not an interim period.</td>
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<tr>
<td><strong>First Instance Body (FIB)</strong></td>
<td>The First Instance Body is responsible for the granting of a licence.</td>
</tr>
<tr>
<td><strong>Independent Auditor / Accountant</strong></td>
<td>An auditor, or accountant, who is independent of the entity, in compliance with the Financial Criteria set out in these Regulations.</td>
</tr>
<tr>
<td><strong>Licence</strong></td>
<td>Certificate confirming fulfilment of all mandatory minimum requirements by the licensee.</td>
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<tr>
<td><strong>Licence Applicant</strong></td>
<td>Legal entity fully and solely responsible for the football team participating in the National Club Competition, which applies for a Licence.</td>
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<tr>
<td><strong>Licensee</strong></td>
<td>Licence applicant, which has been granted with a licence by the licensor.</td>
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<tr>
<td><strong>Licensing Administration</strong></td>
<td>Body or staff within the Licensor that deals with Club Licensing matters.</td>
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<tr>
<td><strong>Licensing Toolkit</strong></td>
<td>A USB, produced by the FAW, which contains all relevant templates and helpful documents to assist clubs in meeting the criteria.</td>
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<td><strong>Licensing Cycle</strong></td>
<td>See Core Process.</td>
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<tr>
<td>Term</td>
<td>Description</td>
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<td>-------------------------------</td>
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<tr>
<td>Licence Season</td>
<td>FAW season for which a licence applicant has applied for / been granted the FAW Tier 1 Club Licence. It starts the day following the deadline for submission of the list of licensing decisions by FAW to the FAW Board.</td>
</tr>
<tr>
<td>Licensing Process</td>
<td>See Core Process.</td>
</tr>
<tr>
<td>Licensor</td>
<td>The body (FAW) that operates the licensing system and grants the licence.</td>
</tr>
<tr>
<td>May</td>
<td>Indicates a party’s discretion to do something (i.e. optional, rather than mandatory).</td>
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<tr>
<td>Must or Shall</td>
<td>Indicates an obligation to do something (i.e. mandatory). Failure to meet the obligation will result in refusal to grant the Tier 1 Licence.</td>
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<tr>
<td>Qualifying Club</td>
<td>Any club defined pursuant to FAW Rule 11.1.1</td>
</tr>
<tr>
<td>Recommended</td>
<td>This is a best-practice recommendation and therefore, not licence failure.</td>
</tr>
<tr>
<td>Significant Change</td>
<td>Means an event that is considered material to the documentation previously submitted to the Licensor and that would require a different presentation if it had occurred prior to the submission of the licensing documentation.</td>
</tr>
<tr>
<td>STM 1</td>
<td>Sports Trauma Management 1 is a professional, sports-specific course delivered by Lubas Medical. The course is designed for medical professionals and teaches core assessment, treatment and leadership skills relating to traumatic sports injuries.</td>
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<tr>
<td>Stadium</td>
<td>Means the venue where the club will play its home matches in Tier 1 competitions including, but not limited to, all properties and facilities near to such stadium (for example offices, hospitality areas.)</td>
</tr>
<tr>
<td>Statutory Closing Date</td>
<td>The annual accounting reference date of the reporting entity.</td>
</tr>
<tr>
<td>Subsequent Events</td>
<td>Events or conditions occurring after the Licensing decision.</td>
</tr>
<tr>
<td>Tier 1 Club Licensing Regulations</td>
<td>Working document which describes the Tier 1 Club Licensing system in Wales with specific national particularities and objectives.</td>
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<tr>
<td>UEFA</td>
<td>Union des Association Européennes de Football.</td>
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<tr>
<td>UEFA Stadium Regulations</td>
<td>The criteria by which UEFA stipulates the classification of stadia.</td>
</tr>
</tbody>
</table>
1. Introduction

1.1 *Tier 1 Club Licensing Regulations*

The Tier 1 Club Licensing Regulations sets out quality standards and procedures by which clubs will be assessed as a basis for continuous improvement of many aspects of football. It is a modern form of regulation.

The Football Association of Wales (FAW) approved the Tier 1 system on 6th December 2005 and the FAW Council has agreed the same criteria subjects as UEFA Licensing, which made its decision following a consultation exercise with a variety of bodies.

Licensing requires that those clubs in membership of the Cymru Premier meet specific standards. The standards are presented in the form of criteria under six headings:

1. Sporting: Youth & Coaching.
2. Infrastructure.
3. Legal.
4. Personnel and Administration.
5. Financial.
6. Codes of Practice.

The criteria are predominantly transparent and consistent with UEFA standards where necessary and a great deal of care and attention has been given to the drafting of these Regulations. The focus has been on establishing a set of quality standards for Welsh Football, which is attainable for all clubs currently in the League and also for those who have aspirations to join the League.

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

1.2 *Benefits of Tier 1 Club Licensing Regulations*

The governing body sets standards for Licensing. By meeting these standards, football as a whole is acknowledging its responsibility to the community at large. Licensing is a transparent process that enables clubs in particular to demonstrate to all their stakeholders that they meet quality standards.

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

FAW resources will be focused on assisting clubs to meet their standards. Football will benefit from the adoption of quality management practices by the FAW.
2. Procedure

2.1 The Management of the System

The Tier 1 Club Licensing Regulations will be managed by the FAW for its members. The system will comprise of audits conducted by the FAW and assessment by the Decision-Making Bodies.

In order to demonstrate that it meets the criteria, a club will make available, a series of club reports and supporting documents at the audit that will be conducted at a pre-agreed time with the club at its ground. An Action Plan will be provided by the FAW, which will outline whether the Club currently meets the Criteria. A template Action Plan is provided in the Licensing Toolkit, which outlines what a club may expect at the audit and how the club should prepare for it.

In considering a non-Cymru League club’s application, a club will be permitted to make changes or further developments to their infrastructure criteria, if they can evidence by the 31st March deadline that quotes, planning permission and the necessary finance are in place in order to complete the required upgrades by a date to be agreed by the FAW Licensing staff.

Those clubs that meet the standards will be issued with a Licence. Those clubs that have not fulfilled the minimum ‘A’ criteria will not be granted a licence.

The Deadline for the submission of the list of Licensed Clubs is set by the FAW Board and must be strictly adhered to annually. It must also be before the Cymru Premier AGM.

2.2 Licence Refusal

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

April Clubs refused a licence, must submit any appeal to the Licensing Manager within 10 days of being informed of the First Instance Bodies decision. Appeals must be forwarded in writing by recorded delivery mail for attention of the Licensing Manager together with the appropriate Appeal’s Fee. The Appeals Board is notified and a meeting date agreed.

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

April / May The Appeals Body considers the Licence applicants appeal by the 31st May each year. The decision is made whether to grant a licence or not. If the licence is granted, area for future attention may be detailed. If the licence is refused, areas to be addressed must be detailed and the relevant Sanction is applied.

AGM The Licensing Manager submits the list of licensed clubs to the FAW Board, the Cymru Premier and the Leagues at Level 2 of the Pyramid before its Annual General Meeting, which is usually held on the first Saturday in June.
2.3 **Criteria Graduation**

The criteria described in these Tier 1 Club Licensing Regulations are graded into two separate categories. This arrangement corresponds with previous versions of the UEFA Licensing Regulations. It should guide both clubs and the National Association through the whole process.

The different grades have been defined as follows:

- **“A” Criteria – MUST:** If the licence applicant does not fulfil any A-criteria, then it cannot be granted with a ‘Tier 1 Licence’.

- **“B” Criteria – MUST:** If the licence applicant does not fulfil any B-criteria then it may be sanctioned as specified by the Decision-Making Bodies in accordance with 3.4, but can still receive a ‘Tier 1 Licence’.

2.4 **Development**

Licensing is a progressive system designed to deliver continuous improvement. Improvements will be introduced as the system develops. The relevant FAW committee has the authority to review criteria and these recommendations will be referred to the FAW Board for approval following a consultation process with various bodies including the FAW National Leagues Board and the Cymru Premier clubs. The development process will incorporate reasonable timescales, and the Regulations will be reviewed on an annual basis.
3. Licensor

3.1 Responsibilities

1. The Licensor is the Football Association of Wales and governs the club licensing system.

2. In particular, the Licensor must:

   a) The Licensor must establish an appropriate licensing administration as defined in 3.2.
   b) The Licensor must establish at least two Decision Making Bodies as defined in 3.3.
   c) The Licensor must set up a catalogue of sanctions as defined in 3.4
   d) The Licensor must define the core process as defined in 3.5
   e) The Licensor must assess the documentation submitted by the licence applicants, consider whether this is appropriate and define the assessment procedures in accordance with 3.6.
   f) The Licensor must ensure equal treatment of all licence applicants and guarantees the full confidentiality with regard to all information provided during the licensing process as defined in 3.7
   g) The Licensor must determine whether each criterion has been met and what further information, if any, is needed for the licence to be granted.

3.2 The Licensing Administration

1. The tasks of the licensing administration include;

   a) Preparing, implementing ad further developing the club licensing system;
   b) Providing administrative support to the decision-making bodies;
   c) Assisting, advising and monitoring licensees during the season;
   d) Informing the FAW and UEFA of any event occurring after the licensing decision that constitutes a significant change to the information previously submitted to the licensor;
   e) Serving as the contact point for and sharing expertise with the licensing departments of other UEFA member associations and with UEFA itself.

2. At least one staff member or an external financial adviser must have a financial background and a qualification in accountancy/auditing up to degree standard.

3.3 The Decision-Making Bodies

1. The decision-making bodies are the First Instance Body and the Appeals Body and must be independent of each other.
2. The First Instance Body decides on whether a licence should be granted to an applicant on the basis of the documents provided by the submission deadline set by the licensor and on whether a licence should be withdrawn.

3. The Appeals Body decides on appeals submitted in writing and makes a final decision on whether a licence should be granted or withdrawn.

4. Appeals may only be lodged by:
   a) A licence applicant who received a refusal from the First Instance Body.
   b) A licensee whose licence has been withdrawn by the First Instance Body
   c) The licensor (the Licensing Manager)

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

6. As per FAW Rule 149, the licensing of Qualifying Clubs and all other clubs under the jurisdiction of the Association to play in Tier 1 and UEFA Leagues or competitions shall be governed, sanctioned and controlled as set out in these Regulations and the UEFA Club Licensing and Financial Fair Play Regulations respectively.

7. Members of the decision-making bodies are appointed by the Chief Executive Officer of the FAW for a term of three years and must:
   a) act impartially in the discharge of their duties
   b) abstain if there is any doubt as to their independence from the licence applicant or if there is a conflict of interest. In this connection, the independence of a member may not be guaranteed if he/she or any member of his/her family (spouse, child, parent or sibling) is a member, shareholder, business partner, sponsor or consultant of the licence applicant;
   c) not act simultaneously as licensing manager;
   d) not belong simultaneously to the FAW Council or any of its affiliated leagues or clubs;
   e) include at least one qualified lawyer and an auditor holding a qualification recognised by the appropriate national professional body.
   f) not belong simultaneously to the administrative staff.

8. The quorum of the decision-making bodies must be at least three members. In case of a tie, the Chairman has the casting vote.

9. The decision-making bodies must operate according to the following procedural rules;
   a) All deadlines as specified in the annual Core Process must be respected.
   b) The principle of equal treatment
   c) Legal Representation can provide evidence to the decision-making bodies on behalf of the licence applicant.
   d) The licence applicant can provide evidence to the decision-making bodies.
   e) Meetings will be conducted in English.
   f) Extensions will not be permitted.
g) Licence applicants will be given ten days to lodge an appeal against the decision of the First Instance Body.

h) Clubs will be allowed to submit their appeal evidence until the deadline stipulated in the Core Process.

i) The Licence Applicant has the burden of proof to the comfortable satisfaction of the Decision Making Bodies.

j) There is no cost to the licence applicant for the First Instance Body.

k) The cost of the appeal is as per FAW Rule 43.2.3

l) The decision will be provided in writing to the licence applicant with reasoning.

m) Any complaint must be submitted in writing to the Chief Executive Officer.

n) Deliberation / Hearings – The Decision Making Bodies must consider all written and verbal evidence that is provided by the Licence Applicants and Licensing Experts. The Decision Making Bodies must deliberate this evidence before providing the findings of the hearing.

3.4 Catalogue of sanctions

1. To guarantee an appropriate assessment process, the FAW has set up a catalogue of sanctions for the club licensing system for the non-respect of ‘A’ and ‘B’ criteria, which are as follows;

For the non-respect of ‘A’ criteria, the sanctions are;

   a. Club is not granted a Licence by the Decision-Making Bodies

For the non-respect of ‘B’ criteria, the sanctions are;
   a) First offence of each criteria, the sanction is a written caution.
   b) For subsequent offences, any bonus payment may be withheld.
   c) A Tier 1 Licence is withdrawn by the Decision-Making Bodies
   d) Club will not be permitted to apply for a Tier 1 Club Licence the following season.
   e) A fine of up to £10,000
   f) A suspended fine of up to £10,000

2. The FAW Disciplinary Regulations are applicable in respect of violations of the licensing regulations (e.g. submission of falsified documents, sanctions against individuals)

3.5 Core Process

1. The FAW defines the core process in Annex I for the verification of the criteria and thus control the issuing of the FAW Tier 1 Club Licence. The core process must be certified against the Club Licensing Quality Standard on an annual basis by an independent certificate body.

2. The core process starts on August 1st and ends on the submission of the list of licensing decisions to the FAW Board on May 31st each season.

3. The core process consists of the following minimum key steps:
   a) Submission of the licensing documentation to the licence applicants;
   b) Return of the licensing documentation to the licensor;
   c) Assessment of the documentation by the licensing administration;
   d) Submission of the written representation letter to the licensor;
   e) Assessment and decision by the decision-making bodies;
f) Submission of the list of licensing decisions to the FAW Board.

4. The deadlines for the above key process steps must be clearly defined at the beginning of the season and communicated to the clubs concerned in a timely manner by the licensor.

3.6 Assessment Procedures

The licensor defines the assessment procedures, except those used to verify compliance with the financial criteria for which specific assessment processes must be followed as set out in Annex XII.

3.7 Equal Treatment and confidentiality

1. The FAW ensures equal treatment of all licence applicants during the core process.

2. The FAW guarantees the licence applicants full confidentiality with regard to all information submitted during the licensing process. Anyone involved in the licensing process or appointed by the FAW must sign a confidentiality agreement before assuming their tasks.
4. Licence Applicant and Licence

4.1 Definition of the licence applicant

1. A licence applicant may only be a football club, i.e. a legal entity fully responsible for a football team participating in national and international competitions which either;
   a. Is a registered member of the Football Association of Wales and/or its affiliated league(s) (hereinafter: registered member); or
   b. Has a contractual relationship with a registered member (hereinafter: football company)

4.2 General responsibilities of the licence applicant

1. The licence applicant must provide the licensor with:
   a) All necessary information and/or relevant documents to fully demonstrate that the licensing obligations are fulfilled; and
   b) Any other document relevant for decision-making by the licensor.

2. This includes information on the reporting entity/entities in respect of which sporting, infrastructure, personnel and administrative, legal, financial and codes of practice information is required to be provided.

3. Any event occurring after the submission of the licensing documentation to the licensor representing a significant change to the information previously submitted must be promptly notified to the licensor, including a change of the licence applicant’s legal form, group structure or identity.

4.3 Licence

1. Clubs which qualify for the Cymru Premier on sporting merit must obtain an FAW Tier 1 club licence.

2. A licence expires without prior notice at the end of the season for which it was issued.

3. A licence cannot be transferred.

4. A licence may be withdrawn by the licensor’s decision-making bodies if;
   a) Any of the conditions for the issuing of a licence are no longer satisfied; or
   b) the licensee violates any of its obligations under the national club licensing regulations.

5. As soon as a licence withdrawal is envisaged, the licensing administration must notify the Chief Executive.

6. Any club playing in the Cymru Premier that fails to obtain renewal of its licence for the next season shall be relegated one division from the Cymru Premier at the end of the season in which the unsuccessful allocation was made.
4.4 **Clubs outside the Cymru Premier**

Unlike the UEFA Regulations, there will be no scope for the application of a Special Licence within Tier 1 Licensing. Therefore, any club currently playing in Level 2 of the FAW Pyramid, who make application for promotion into the Cymru Premier, must adhere to the ‘A’ Criteria as stated in these Regulations, as the awarding of a Tier 1 Licence is a pre-requisite for promotion into the Cymru Premier.

Clubs in Level 2 of the FAW Pyramid are set the same Deadline for Licence Applications as all other clubs, and these clubs must also pay the same application fee.

Only clubs in Level 1 or Level 2 are permitted to apply for the Tier 1 Club Licence.

When considering this criteria, please also refer to 2.1 paragraph 3.
5. Sporting Criteria

5.1 Introduction

For the future of Welsh football it is absolutely necessary to have a broad basis of footballers available, who possess the necessary skills and motivation to become top-level players in the Cymru Premier. Therefore, it is important to foster youth development programmes and to attract into football more and better educated boys and girls, who not only play the game, but are also supporters of it.

In these FAW Tier 1 Club Licensing Regulations, the FAW stresses the importance of youth education and requires therefore higher quality standards for clubs participating in its Premier League. This is also in line with the UEFA objective of the “Sports rule to encourage local training of players” that aims promoting the training of new local talent in order to safeguard the future of football.

5.2 Objectives

The objectives of the sporting criteria are that:

- Licence applicants invest in quality-driven youth development programmes;
- Licence applicants support football education and encourage non-football education of their youth players;
- Licence applicants foster medical care of their youth players;
- Licence applicants introduce Anti-Doping practices to their youth players;
- Licence applicants apply fair play on and off the pitch (including a common understanding of refereeing matters among all those involved in a match such as referees, players, coaches and officials).
5.3 Benefits For Clubs

The first and main advantage of the sporting criteria is to “produce” football talents for the club’s first squad every year. They also normally fit more easily and quickly into the first team squad since they have partly trained with them, know their tactics and speak the same language. They lack only experience. However, several top clubs in Europe already boast young talents who play regularly for the first team. These players, if trained by the club itself, are also crucial in respect of the identification process between fans and their clubs.

In light of the FIFA transfer system, which was agreed upon with the European Commission, clubs which have trained players under 23 and who are then transferred internationally receive financial compensation. Clubs will thus receive a return on their investment if they train young players. Furthermore, the FAW are adopting similar Regulations and establishing a training compensation package for internal youth transfers, Programmes for improving relations and respect between coaches, officials, players and referees support the idea of fair play on and off the pitch. The image of the players and clubs will improve and on the other hand fines for disciplinary sanctions could be reduced.

5.4 Criteria

S.01 – Youth Development Programme

1. The licence applicant must have a written youth development programme approved by the licensor. The FAW will verify the implementation of the approved youth development programme and evaluate its quality.

2. The programme must cover at least the following areas:
   a) Objectives and youth development philosophy;
   b) Organisation of youth sector (organisational chart, bodies involved, relation to licence applicant, youth teams, etc.);
   c) Personnel (technical, medical, administrative, etc.) and minimum qualifications required;
   d) Infrastructure available for youth sector (training and match facilities, other);
   e) Financial resources (available budget, contribution by licence applicant, players or local community, etc.);
   f) Football education programme for the different age groups (playing skills, technical, tactical and physical);
   g) Education programmes (Laws of the Game, anti-doping, integrity, anti-racism)
   h) Medical support for youth players (including medical checks);
   i) Review and feedback process to evaluate the results and the achievements of the set objectives;
   j) Validity of the programme (at least three years but maximum seven).

3. The licence applicant must further ensure that:
   k) every youth player involved in its youth development programme has the possibility to follow mandatory school education in accordance with UK law; and
   l) no youth player involved in its youth development programme is prevented from continuing their non-football education.
**S.02 – Youth teams** *(A criteria)*

1. The licence applicant must at least have the following youth teams within its legal entity or affiliated to its legal entity:
   a) At least two youth teams within the age range of 15 to 21;
   b) At least two youth team within the age range of 10 to 14;
   c) At least one under-10 team.

2. Each youth team, except of the under-10s, must take part in official competitions or programmes played at national, regional or local level and recognised by the FAW.

**S.03 – Medical Care of Players** *(A criteria)*

1. The licence applicant must establish and apply a policy to ensure that all players in the first team squad undergo a yearly medical examination in accordance with the relevant provisions of Annex II.

2. Cymru Premier clubs must submit this data using the computer systems and procedures as approved by the FAW from time to time.

**S.04 – Registration of players** *(A criteria)*

1. All the licence applicant’s players, including youth players above the age of 10, must be registered with the FAW or its Area Association in accordance with the relevant provisions of the *FIFA Regulations on the Status and Transfer of Players*.

**S.05 – Written contract with professional players** *(A criteria)*

1. All licence applicants’ professional players must have a written contract with the licence applicant in accordance with the relevant provisions of the *FIFA Regulations on the Status and Transfer of Players*.

**S.06 – Refereeing matters and Laws of the Game** *(A criteria)*

1. Licence applicants from the Cymru Premier must attend a session or an event on refereeing matters provided by the FAW or with its collaboration during the year prior to the licence season.

2. As a minimum, the first squad captain (or his replacement) and the first squad Team Manager (or the Assistant Team Manager) must attend this session or event.

**S.07 – Racial equality and anti-discrimination practice** *(A criteria)*

1. The licence applicant must establish and apply a policy to tackle racism and discrimination in football in line with UEFA’s 10-point plan on racism as defined in the *UEFA Safety and Security Regulations*. 
The licence applicant must establish and apply measures in line with any UEFA Guidelines and the FAW Safeguarding Policy, to protect, safeguard and ensure the welfare of youth players and ensure they are in a safe environment when participating in activities organised by the licence applicant.

6. Infrastructure Criteria

6.1 INTRODUCTION

Since the introduction of Club Licensing, the stadium has always proved to be a complex issue due to the vast number of documents related to it and the large number of seats required for UEFA matches. However, Licensing has been a catalyst for the essential development at a number of WPL grounds. The importance of a safe, comfortable and modern stadium, offering a pleasurable experience to the player, official, spectator and sponsor should mean that those individuals return time and time again, consequently the development of Infrastructure is of ultimate significance.

This section has now been developed to work towards the UEFA Stadium Regulations Category 1 Criteria, with the intention of working towards a Category 2 Stadium, thus ensuring the continual development of Stadia within the Cymru Premier.

The Infrastructure Criteria is split into two different sections. Firstly, it is concerned with the Stadium, which will host all of the Tier 1 matches throughout the season and secondly, it is concerned with the training facilities.

In considering a club’s application, no club will be permitted to make changes or further developments to their infrastructure criteria following the March 31st deadline.

If it is brought to the attention of the Football Association of Wales that the Stadium falls below the minimum level required at any time during the Season, an Inspection must be carried out at the earliest opportunity. If the inspection fails to meet these Criteria, the Football Association of Wales should sanction the club with an appropriate Sanction, which could be Licence Failure for the next Season, Points Deduction, Fine or Caution.

6.2 OBJECTIVES

The objectives of the following infrastructure criteria are that:

- Licence applicants have an “approved” stadium available for playing Cymru Premier matches, which provide spectators, media and press representatives with well equipped, well-appointed and safe and comfortable stadium;

- Licence applicants have suitable training facilities for their players to help them improve their technical skills.
6.3 **BENEFITS FOR CLUBS**

With the approach of having separate criteria for Tier 1 and UEFA Licensing, clubs, and in particular the stadium owners, will know exactly where the stadium is rated and what needs to be done to ensure that it is an “approved” stadium for the Cymru Premier. Moreover, once the stadium reaches this standard, clubs and stadium owners can develop strategies to upgrade to the “UEFA quality level”. This approach allows the stadium 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 stadium owner and the local community, should try to provide a stadium 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 facilities and shops, is equipped with hygienic and spacious toilets for both sexes, provides communication installations (loudspeakers) and has also seats and toilets for disabled spectators.

Higher quality standards and better facilities are creating more business opportunities and therefore more income for the owner and/or the club, which helps to finance investments in stadium facilities. Finally, the comfort of a stadium is an important element in terms of having a large crowd to support your team on the pitch.

The FAW shall inspect and “approve” the stadium which will then be classified into one of the given quality categories (e.g. “Cymru Premier Approved”, “UEFA 1-star” or UEFA 2-Star”, etc.).
6.4 **CRITERIA**

**Safety and Security**

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

**I.01 – Stadium Certificate**

The licence applicant must provide a Safety Certificate, as follows;

1. Ground shall be designated under the Safety of Sports Ground Act (1975). The appropriate body on an annual basis shall review the certificate.

2. Ground shall have a certificate and comply with the appropriate legislation in accordance with the Fire Safety and Safety of Places of Sports Act (1987). The local authority concerned in conjunction with the Fire and Police authority shall on an annual basis review the certificate.

3. Ground shall have a Football Association of Wales Safety Certificate, duly signed by the Local Authority.

4. Ground shall be certified by the LABC.

Safety certificates must not be older than one year at the Date of the Deadline for Submission of Documents. Copies of these documents are illustrated in Annex III.

**I.02 – Safety Policy**

The licence applicant must provide a Safety Policy and Contingency Plan, which can be self-certified. It should include all of the Criteria as listed in I.05 – ‘Public Access and Egress’.

**I.03 – Stadium Evacuation Plan**

The licence applicant must have in place an Evacuation Plan. This can be self-certified, but it should be formulated in co-operation with and approved by the County Council, Police, Fire and / or Health Services.

**I.04 – Approved Capacity Level**

1. The licence applicant should have in place an approved capacity level that has been agreed with the local authority or the LABC, which is relevant and safe for all competitions.

2. Clubs are reminded that their own performance in terms of the physical condition of the ground, the (P) factor, and its safety management, the (S) factor, have a direct effect on the capacity level of the ground.

3. The minimum capacity for Cymru Premier and League Cup matches will be 1,500 spectators with at least 500 covered seats.
1.05 – Public Access and Egress  

(A criteria)

The licence applicant should ensure the following is provided in the stadium and the relevant documents provided for the audit.

1. At least two Turnstiles must be 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 must 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 stadium.

3. All exit doors and gates in the stadium, and all gates leading from the spectator areas into the playing area, must:
   a) Be fitted with a locking device which may be operated simply and quickly by anyone from the inside in the case of exit doors and gates or from either side in the case of gates leading into the playing area;
   b) Be designed to remain unlocked while spectators are in the stadium.

4. Approaches to the stadium must be adequately signposted to guide spectators to their sectors, and all turnstiles, entry and exit gates and doors must be operational and similarly clearly indicated by signs which are universally understood. Commercial Signage and Signage within Dressing Rooms must also be on display.

5. Club should submit a Policy stating the procedure for all Players, Officials and Spectators when entering the Stadium. A policy must be in place if there is need for Segregation.

6. The boundary wall/fence must be of sound solid construction, secure on all sides and designed to obscure viewing from outside the ground. (Recommended height of boundary structure is 2 metres).

7. The club must submit a Layout Plan detailing all facilities within the Stadium (1:1000) and a Site Plan showing the Access Routes into the Stadium (1:1500)

1.06 – Public Address System  

(A criteria)

1. The stadium must be equipped with a public-address system.

2. The public-address system must cover both the inside and outside of the stadium and be secured against failures of the main power supply.

1.07 – Control Room  

(B criteria)

The stadium must have a control room that provides a good overview of the inside of the stadium and is equipped with communication facilities.
Areas Relating to Players and Officials

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

I.08 – Field of Play

(A criteria)

The field of play must be smooth and level.

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

2. Football turf must be in accordance with the “FAW Regulations for Synthetic Turf Pitches”:
   a) It must have been granted the required FIFA licence, which can only be delivered after the turf in question has been tested by a FIFA-accredited laboratory as meeting the FIFA quality standards for football turf;
   b) It must meet all the requirements of the national legislation in force
   c) Its surface must be green and marked with white.

3. The field of play must be equipped with a drainage system so that it cannot become unplayable due to flooding.

4. The field of play must be 105m long and 68m wide. If this is not possible due to stadium constraints, the minimum allowable is 100m long and 64 metres wide.

5. There must be a grass verge or alternatively artificial turf of the minimum width of 1.5 metres between the touch line and the perimeter barrier. It is recommended that this distance is 3 metres.

6. Barriers or emergency gates must surround the perimeter of the pitch.

7. If the Licensor believes that the quality of the field of play falls below an acceptable standard, an industry expert must assess the quality of the field of play. The expert will make recommendations to enhance the quality of the field of play which clubs must carry out within reasonable timescales. The groundsman responsible for the maintenance of the field of play must subsequently attend any relevant courses as instructed by the FAW.

I.09 – Warm-Up Area for substitutes

(A criteria)

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

I.09(b) – Flagpoles

(A criteria)

Stadiums must be equipped with a minimum of three flagpoles or another adequate structure allowing three flags to be flown.

I.10 – Goals and Spare Goals

(A criteria)

1. Goals and Spare Goals must be in compliance with the Laws of the Game as promulgated by the International Football Association Board (IFAB), which means, in particular, that:
   a) the distance between the posts must be 7.32m;
b) the distance 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.

2. A spare goal, which can be easily installed if the circumstances so require, must be available within the stadium for Cymru Premier clubs.

I.11 – Substitutes’ benches  

(A criteria)

1. The Stadium must be equipped with two covered benches at pitch level, each with seating room for at least 13 people and positioned either side of the Halfway Line. The two benches must be on the same side as each other.

2. A position with a desk must be provided for the fourth official, ideally covered and between the substitutes’ benches.

I.12 – Dressing Rooms  

(A criteria)

The Stadium must be equipped with:

a) A dressing-room for each team with a minimum of five showers, one individual seated toilet, seating room for at least 20 people, one massage table and one tactical board;

b) A Referees’ dressing-room with a minimum of one shower, one individual seated toilet, five seats and a desk.

c) All rooms must be well lit, ventilated and/or heated, clearly signposted and equipped with Wi-Fi.

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

N.B. Any new re-developments must have Seating Room for at least 25 persons in the Players Dressing Rooms and three seated toilets.

I.13 – Match Day Office / Delegate’s Room  

(A criteria)

1. The Stadium must be equipped with a room that is exclusively reserved for a match day office, with an easy access to the team’s and referee’s dressing rooms.

2. It must be well lit, ventilated and/or heated, clearly signposted and equipped with Wi-Fi.

I.14 – Emergency Medical Room for Players & Officials  

(A criteria)

1. The stadium must be equipped with an emergency medical room as set out in Annex IV.

2. Emergency vehicles must be able to drive in to the stadium. The access and egress point(s) must not be blocked. A parking space must be identified for an emergency vehicle to park, which must not be occupied by any other vehicle or used for any other purpose.
3. Unobstructed access leading from a spectator area in the stadium to the playing area must be provided to allow access and egress for a stretcher. It is recommended that this access is located as close as possible to the area designated for the access/egress of the emergency vehicle(s).

**I.15 – Doping Control Room** *(A / B criteria)*

1. The stadium must be equipped with a dedicated doping control station. (A Criteria)
2. The station must meet the requirements set out in Annex V of these regulations. (A Criteria)
3. It is recommended that the station meets the requirements set out in Annex VI of these regulations, which is the UEFA criteria. (B Criteria)

**I.16 – Floodlighting** *(A criteria)*

1. The stadium must be equipped with floodlight installations to the value of 500 lux (or 500 lux adjusted) for Cymru Premier and League Cup matches.
2. Clubs will have to provide a report stating the lux value, which must be no more than two years old.

**I.17 – Parking Areas** *(A criteria)*

1. Parking space for a minimum of two buses 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 20 parking spaces available for VIP’s in a safe and secure area.

**I.18 – Refreshment Facilities** *(B criteria)*

1. Clubs must provide Players and Match Officials with food and drink after the game. 2. Ideally players should also be allocated an area where the two teams, match officials and family members may congregate at the end of a match, which is segregated from general supporters.
Spectator-Related Areas

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

I.19 – 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 stadium must be equipped with refreshment and catering facilities for all spectators in every sector of the stadium.

4. Bench seating of any description is prohibited.

I.20 – Stands and Spectator Facilities (A criteria)

1. It must be 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 Cymru Premier for one of the sides or part thereof, to be closed by Spectators.

2. There must be hardstanding surrounding the whole of the field of play, compromising of concrete, paving stones or tarmac. Hardstanding of a temporary nature will not be approved under any circumstances. Where the stadium is part of a larger sports complex, the football area must be totally enclosed from all other activities.

3. 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 stadiums evacuation process

I.21 – Visiting Supporters (A criteria)

1. At least 5% of the total stadium capacity must be available exclusively for visiting supporters, and where necessary, in a segregated area of the stadium.

2. Segregation requirements at specific matches shall be decided by the FAW in liaison with the local authorities concerned.

I.22 – Emergency Lighting (A criteria)

1. For the purpose of ensuring safety and guiding spectators and staff, the stadium must be equipped with an emergency lighting system approved by the competent local authorities/LABC for use in the event of a general lighting failure in any part of the stadium to which the public or staff have access, including all egress and evacuation routes.
I.23 – Sanitary Facilities (A/B criteria)

1. Sufficient clean and hygienic sanitary facilities must be distributed evenly throughout all sectors of the stadium 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 1,500 Capacity as per Regulation I.04
   a) 1 seated toilet per 250 males (5)
   b) 1 urinal per 125 males; (10)
   c) 1 seated toilet per 125 females (3)

I.24 – First Aid Facilities for Spectators (A criteria)

1. Fully equipped first-aid facilities approved by the competent local authorities must be made available for spectators. This can be the same facility as I.14.

2. These facilities must be clearly identified and access to them must be clearly signposted.

3. Clubs must have the Services of at least one fully qualified First Aider for every 500 supporters.

I.25 – Facilities for spectators with disabilities (A criteria)

1. The stadium must have dedicated access and seats for spectators with disabilities and their helpers.

2. In addition, persons with disabilities must have dedicated sanitary facilities as well as refreshment and catering facilities nearby.

3. One disabled toilet must be available for every 15 wheelchair users.

4. Clubs, in consultation with a local disability group (or Level Playing Field for example) shall have undertaken a review of its own procedures with regard to the level of service it provides for spectators with disabilities.

I.26 – Ground Regulations (A criteria)

1. The club should 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 rules 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 etc., Restrictions with regard to alcohol, fireworks, banners etc., Seating rules, Causes for ejection from ground, Risk analysis specific to the stadium.

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

4. Clubs should also give consideration to the presentation within the ground of various Codes of Practice at the club.
I.27 – VIP and Hospitality Areas

1. A Stadium must be equipped with at least 50 VIP seats, which includes 20 for the Visiting Team Officials.

2. The Seats must be situated in the Grandstand and as close to the halfway line as possible, between the two Penalty Areas.

3. A stadium must be equipped with a hospitality area for VIP’s and Club Directors for refreshments both pre and post-match as well as at half time.

Media Related Areas

The club shall prepare a report that will be inspected at the audit and which shall refer to the club’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.28 – Media Working Area

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

I.29 – Camera Requirements and Positions

1. The stadium must accommodate a multi camera TV unit – with specific and general requirements that must be met by each club,

2. One permanent Main Camera Platform must be provided by existing Cymru Premier clubs, which meets the Host Broadcasters requirements. See Annex VII for guidance. A scaffold structure will not be accepted.

3. Clubs seeking promotion to the Cymru Premier must have these in place before the start of the season. Failure to do so will result in Disciplinary procedures as per 2.6 and 3.2.4 (2)

I.30 – Press Box

1. The press box must be covered, signposted and centrally located in the main grandstand. They must have an unobstructed view of the entire playing area and easy access to the other media areas.

2. In the press box, all seats with desks must be equipped with a power supply and phone or internet connections.

3. The desks must be big enough to accommodate a laptop computer and a notepad.

4. There must be 20 covered seats, 5 of which must be equipped with desks.
I.31 – TV and radio commentary positions

(A criteria)

1. The main camera platform must provide covered area for a minimum of 1 x TV commentary position (including technical equipment).

2. The stadium must also identify a secondary TV commentary position, with a clear view of the pitch and all principal boundaries and as close to the halfway line as possible. It is recommended that this is also situated on the camera platform.

3. One covered radio position must also be identified.

4. Each commentary position must have at least three seats.

I.32 – Presentation and Post Match Interview Area

(A criteria)

1. The stadium must provide a pitch-side presentation area for the Host Broadcaster if requested. This area must also accommodate the technical infrastructure involved.

2. The stadium must provide a dedicated post-match interview area for the host broadcaster, 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.33 – OB Van Parking Area

(A criteria)

1. The stadium must 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 100m².

Training Infrastructure

The club shall prepare a report that will be inspected at the audit and which shall refer to the club’s procedures and practices with regard to the availability of the training facilities for the first team and youth teams.

I.34 – Training Facilities – Availability

(A criteria)

1. The licence applicant must have training facilities available throughout the year.

2. If the licence applicant is not the owner of the training facilities, it must provide a written contract with the owner(s) of the training facilities.

3. It must be guaranteed that the training facilities can be used by all teams of the licence applicant during the licence season, taking into account its youth development programme.

I.35 – Training Facilities – Minimum Infrastructure

(B criteria)

1. As a minimum, the infrastructure of the training facilities must include a full size outdoor pitch, and/or indoor facilities if the main pitch is not synthetic turf, dressing rooms and a medical room.
7. Personnel and Administrative Criteria

7.1 INTRODUCTION

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. The Cymru Premier has and always will compete against other Winter Sports and also the ‘Exiled Welsh Football clubs, and subsequently, the Cymru Premier Clubs must look to strengthen their profitability in the long term. Football 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 UEFA Club Licensing regulations (2010), because it is the Association’s belief that all of the key positions identified by UEFA are both significant and achievable for the Cymru Premier clubs. All clubs that fulfil this section of the Regulations will undoubtedly further enhance the administration of their club.
7.2 OBJECTIVES

The objectives of the Personnel and Administrative criteria are that:

- Licence applicants are managed in a professional way;
- Licence applicants 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.

7.3 BENEFITS FOR CLUBS

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 licence applicants have to recruit full-time staff. The Association is fully aware that the role of the volunteer in Welsh Tier 1 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 (technical, financial and decision power, if applicable) and the requirements for the job (education, working experience, technical know-how, IT-skills, human competences and others including knowledge of football.) It is up to the Executive Committee of the licence applicant 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, licence applicants will receive the support of the Football Association of Wales and the Welsh Football Trust, to establish a coach education programme. To improve the football skills of your youth teams as well as your first team squad in all aspects (technically, tactically and physically), trained and qualified coaches are needed. Each youth player who dreams of becoming a professional footballer is entitled to the best-qualified coaches from the youngest age.

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 prerequisites before the UEFA licences.

Additional administrative support from specialists in safety and security matters will then ensure that matches are organised as safe events.
7.4 CRITERIA

P.01 – Club Secretariat  (A criteria)
1. The licence applicant must have appointed an adequate number of skilled secretarial staff according to its need to run its daily business.
2. It must have an office space in which to run its administration. It must ensure that its office is open to communicate with the licensor and the public and that it is equipped, as a minimum, with a phone and a computer with e-mail.

P.02 – General Manager  (A criteria)
1. The licence applicant must have appointed a General Manager who is responsible for running its operative matters.

P.03 – Finance Officer  (A criteria)
1. The licence applicant must have appointed a qualified Finance Officer who is responsible for its financial matters.
2. The Finance Officer must hold as a minimum one of the following qualifications:
   a) Institute of chartered accountant in England and Wales;
   b) Certified accountant (ACCA);
   c) Finance officer qualification, issued by the licensor or an organisation recognised by the licensor.

P.04 – Security Officer  (A criteria)
1. The licence applicant must have appointed a qualified Security Officer who is responsible for safety and security matters.
2. The Security Officer must hold as a minimum one of the following qualifications:
   a) A policeman, retired policeman or security person according to national law, or;
   b) A safety and security diploma based on a specific course issued by the Football Association of Wales or by a state recognised organisation.

P.05 – Media Officer  (A criteria)
1. The licence applicant must have appointed a qualified Media Officer who is responsible for media matters, including the official website and social media accounts.
2. The Media Officer must hold as a minimum one of the following qualifications:
   a) A further education or higher education qualification in journalism;
   b) Media officer certificate, issued 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 three years in such matters.

P.06 – **Medical Doctor**  

(A criteria)

1. The licence applicant must have appointed at least one doctor who is responsible for medical support during UEFA matches and training as well as for all anti-doping matters.
2. The qualification of the medical doctor must be recognised by the General Medical Council.
3. He must be duly registered with the General Medical Council.
4. He must be duly registered with the FAW.

P.07 – **Chartered Physiotherapist or Sports Therapist**  

(A criteria)

1. The licence applicant must have appointed at least one chartered physiotherapist or Sports Therapist, who is responsible for the treatment and rehabilitation for the first squad during training and matches. This person should liaise with the Medical doctor regarding all medical matters.

2. The chartered physiotherapist must hold all of the following minimum qualifications:
   - Must be CSP and HCPC registered with a degree in physiotherapy.
   - Must possess the appropriate professional indemnity insurance.
   - Must possess a valid Sports Trauma Management qualification.

3. The sports therapist must hold all of the following minimum qualifications:
   - A graduate sports therapist with an accredited degree,
   - A member of a recognised professional body.
   - Must possess a valid Sports Trauma Management qualification.

4. He must be responsible for submitting the medical data of players, using the computer systems and procedures as approved by the FAW from time to time.

5. They must be duly registered with the FAW.

P.08 – **First Team Manager**  

(A criteria)

1. The licence applicant 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 ‘A’ Licence”.
   - b) Valid non-UEFA coaching licence which is equivalent to the one required under a) above and recognised by UEFA as such;
3. The Team Manager must attend at least 70% of Cymru Premier matches per season, since their appointment.

4. If the Decision-Making Body is of the view that the Manager has been appointed only to meet the Criteria stated in P.08, the Decision-Making Body has the right to refuse the Licence.

5. A holder of the required UEFA coaching licence 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 licence by a UEFA member association; or
   b) At least started the required UEFA coaching licence course. Simple registration for the required licence course is not sufficient to meet this criterion.

**P.09 – Head of Youth Development** *(A criteria)*

1. The licence applicant must have appointed a head of the youth development programme, who is responsible for running the daily business and the technical aspects of the youth sector.

2. The head of the youth development programme must hold one of the following minimum coaching qualifications:
   a) Valid “UEFA ‘A’ Licence”;
   b) Valid non-UEFA coaching licence, which is equivalent to the one required under a) above and recognised by UEFA as such;
   c) UEFA Elite Youth A-licence or Football Association of Wales A Youth Licence.;

3. A holder of the required coaching licence 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 licence by a UEFA member association; or
   b) At least started the required coaching licence course. Simple registration for the required licence course is not sufficient to meet this criterion.

4. The Head of Youth must attend all of its Club’s Academy Audits.

5. If the Decision-Making Body is of the view that the Head of Youth has been appointed only to meet the Criteria stated in P.08, the Decision-Making Body has the right to refuse the Licence.

**P.10 – Youth Coaches** *(A criteria)*

1. For each mandatory youth team, the licence applicant must have appointed a Head Coach who is responsible for all football matters related to this team.

2. At least one youth team Head Coach must hold one of the following minimum qualifications;
a) Valid “UEFA ‘A’ Licence”;

b) Valid non-UEFA coaching licence, which is equivalent to the one required under a) above and recognised by UEFA as such;

c) UEFA Elite Youth A-Licence or Football Association of Wales A Youth Licence;

3. The Head Coach of two mandatory youth teams, must have the UEFA ‘B’ licence.

4. All other Head Coaches of the mandatory youth teams, must have the FAW ‘C’ certificate.

5. All other coaches working within the youth development programme must have as a minimum, the Football Leaders Award and working towards the ‘C’ certificate

6. A holder of the required UEFA coaching licence within the meaning of this Regulation is considered a coach who, in accordance with the UEFA implementation provisions of the UEFA Coaching Convention, has;

   i. Been issued a UEFA coaching licence by a UEFA member association; or

   ii. At least started the required UEFA coaching licence course. Simple registration for the required licence course is not sufficient to meet this criterion.

P.11 – **Supporter Liaison Officer** *(A criteria)*

1. The licence applicant must have appointed a liaison officer to act as the key contact point for supporters.

2. The supporter liaison officer must regularly attend meetings with the club’s management and must collaborate with the security officer on safety and security-related matters.

P.12 - **Disability Access Officer** *(B criteria)*

1. The licence applicant must have appointed a Disability Access Officer to support the provision of inclusive and accessible facilities and services.

2. The Disability Access Officer will regularly meet and collaborate with the relevant club personnel on all related matters.

P.13 – **Safeguarding Officer** *(A criteria)*

1. The licence applicant must ensure that they have an individual at the club who is responsible for Safeguarding.

2. The Safeguarding Officer must have undertaken the necessary vetting checks and hold a valid DBS certificate.

3. The Safeguarding Officer must hold a valid FAW Safeguarding Award.

4. The Safeguarding Officer must ensure that the club adopts, implements and applies the FAW Safeguarding Policy, Procedures and Practices.

5. The Safeguarding Officer must develop and promote best practice; ensuring club personnel understand and fulfil their responsibilities.
6. The Safeguarding Officer is responsible for recording and reporting any concerns that may arise.

**P.14 – Assistant Manager of First Team** *(A criteria)*

1. The licence applicant must have appointed a qualified coach who assists the Team Manager in all football matters of the first squad. The official job-title of this individual must be Assistant Manager.

2. The assistant manager of the first squad must hold one of the following minimum coaching qualifications;
   
   a) Valid “UEFA ‘A’ Licence”;
   
   b) Valid non-UEFA coaching licence, which is equivalent to the one required under a) above and recognised by UEFA as such;

3. A holder of the required UEFA coaching licence within the meaning of these Regulations is considered a coach who, in accordance with the UEFA implementation provisions of the UEFA Coaching Convention, has;
   
   a) Been issued a UEFA coaching licence by a UEFA member association; or
   
   b) At least started the required UEFA coaching licence course. Simple registration for the required licence course is not sufficient to meet this criterion.

4. The Assistant Manager must attend at least 70% of Cymru Premier matches per season, since their appointment.

5. If the Decision-Making Body is of the view that the Assistant Manager has been appointed only to meet the Criteria stated in P.08, the Decision Making Body has the right to refuse the Licence.

**P.15 – Rights and Duties** *(A criteria)*

1. The rights and duties of the personnel defined in Regulations P.01 to P.14 must be defined in writing.

**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.01 to P.14 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.01 to P.14 becomes vacant during the licence season, the licensee must ensure that, within a period of 60 days, the function is taken over by someone who holds the required qualification.
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 – **Stewards and Stewarding** *(A criteria)*
1. The licence applicant must have engaged stewards to ensure safety and security at home matches.

2. The licence applicant must have established a Stewarding Policy applicable to their stadium and needs.

P.19 – **Club Media Platforms** *(A criteria)*
1. The club must have an official club website, which is updated frequently. The website can either be run by an individual within the club’s administration or outsourced to an external company or individual through an official agreement. The site should provide information on the Club, Players, Management, Stadium (with directions), Fixtures and Results.

2. The Club must have an official social media platform, which is updated frequently, including live match updates. If a club breaches the live match requirements three times in one Season, they shall be subject to a £250.00 fine. For every subsequent breach an additional £100.00 fine must be paid.

P.20 – **Duty to Notify Press** *(A criteria)*
1. At the start of the season the League will provide every Licence Applicant with a list of media contacts who must be informed of various information and when they are to be notified. If a club breaches the requirements three times in one Season, they shall be subject to a £250.00 fine. For every subsequent breach an additional £100.00 fine must be paid.
8. Legal Criteria

8.1 INTRODUCTION

This chapter defines the FAW’s minimum legal criteria for Licence applicants.

8.2 CRITERIA

L.01 – Declaration in respect of participation in the Cymru Premier and UEFA Competitions (A criterion)

1. The licence applicant must submit a legally valid declaration confirming the following:
   a) It recognises as legally binding the statutes, regulations, directives and decisions of FIFA, UEFA, the FAW and the Cymru Premier as well as the jurisdiction of the Court of Arbitration for Sport (CAS) in Lausanne as provided in the relevant articles of the UEFA Statutes;
   b) At national level it will play in competitions recognised and endorsed by the FAW;
   c) At international level it will participate in competitions recognised by UEFA or FIFA (to avoid any doubt, this provision does not relate to friendly matches);
   d) It will promptly inform the FAW about any significant change, event or condition of major economic importance;
   e) It will abide by and observe the Club Licensing Regulations for UEFA Club Competitions of the FAW;
   f) It will abide by and observe the UEFA Club Licensing and Financial Fair Play Regulations;
   g) It will abide by and observe the FAW Club Licensing Regulations
   h) All submitted documents are complete and correct;
   i) It authorises the licensing administration and club licensing bodies of the FAW, the UEFA administration, the Club Financial Control Panel and the UEFA Organs for the Administration of Justice to examine any relevant document and seek information from any relevant public authority or private body in accordance with UK law;
   j) It acknowledges that UEFA reserves the right to execute compliance audits at national level in accordance with the present regulations.

2. The declaration must be executed by an authorised signatory of the licence applicant no more than three months prior to the deadline for its submission to the licensor.
**L.02 – Minimum legal information**

1. The licence applicant must submit a copy of its current, valid statutes.

2. The licence applicant must further submit an extract from a public register or the FAW Full Membership Form, containing the following minimum information:
   a) Complete Legal Name;
   b) Correspondence address;
   c) Legal form;
   d) List of authorised signatories;
   e) Type of required signature. (e.g. individual, collective)

**L.03 – Legal group structure and ultimate controlling party**

1. The licence applicant must provide the licensor with information on its legal group structure at the statutory closing date, prior to the deadline for the submission of the application to the Licensor. It must be presented in a chart and duly approved by management. The Licensor must be informed of any changes there may have been to the legal group structure during the period between the statutory closing date and the submission of the chart to the Licensor.

2. This document must include information on:
   a) The licence applicant, and if different, the registered member of the FAW.
   b) Any subsidiary of the licence applicant and, if different, the registered member of the FAW.
   c) Any associated entity of the licence applicant and, if different, the registered member of the FAW.
   d) Any direct or indirect controlling entity of the licence applicant, up to and including the ultimate controlling party.
   e) Any party that has a 10% or greater direct or indirect ownership of the licence applicant, or 10% of greater voting rights.
   f) Any party with a significant influence over the licence applicants
   g) Any other football club, in respect of which, any other parties identified in (a-f) or any of their key management personnel have any ownership interest, voting rights, and/or any involvement or influence whatsoever in relation to the governance of its financial and operating policies.

   The reporting perimeter as defined in F.01(b) must also be clearly identified.

3. If deemed relevant, the licensor may request the licence applicant / licensee to provide additional information other than that listed above (e.g. information about any subsidiaries and/or associates of the ultimate controlling entity and/or direct controlling entity. The following information must be provided in relation to all entities included in the legal group structure;

   a) Name of the legal entity;
   b) Type of the legal entity;
   c) Main activity of the legal entity
   d) Percentage of ownership interest (and if different % of voting power held)

   For any subsidiary of the licence applicants and, if different, the registered member of the FAW, the following information must also be provided;
   e) Share capital
   f) Total assets
L.04 – **Stadium for FAW club competitions** *(A criteria)*

1. The licence applicant must have a stadium 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 licence applicant is not the owner of the stadium, it must provide a written contract with the owner(s) of the stadium(s) it will use.

3. It must be guaranteed that the stadium(s) can be used for the licence applicant’s home matches during the licence season.

4. The stadium(s) must fulfil the minimum ‘A’ requirements defined in Chapter 6 of these Regulations.
9. Financial Criteria

9.1 INTRODUCTION

This chapter defines the FAW’s minimum financial criteria for Licence applicants.

9.2 CRITERIA

F.01 – Annual Financial Statements (A criteria)

1. Annual financial statements in respect of the statutory closing date prior to the deadline for submission of the application to the licensor and prior to the deadline for submission of the list of licensing decisions to the FAW must be prepared and submitted.

2. Annual financial statements must be audited by an independent auditor as defined in Annex VIII.

3. The annual financial statements must consist of:
   a) a balance sheet;
   b) a profit and loss account;
   c) a cash flow statement
   d) notes, comprising a summary of significant accounting policies and other explanatory notes;
   e) a financial review by management.

4. The annual financial statements must meet the minimum disclosure requirements as set out in Annex IX and the accounting principles as set out in Annex X. Comparative figures in respect of the prior statutory closing date must be provided.

5. If the minimum requirements for the content and accounting as set out in paragraph 4 above are not met in the annual financial statements, then the licence applicant must prepare supplementary information in order to meet the minimum information requirements that must be assessed by an independent auditor as defined in Annex VIII.

F.01(b) – Reporting entity / entities and the reporting parameter (A criteria)

1. The licence applicant determines and provides to the licensor the reporting perimeter, i.e. the entity or combination of entities in respect of which financial information (e.g. single entity, consolidated or combined financial statements) has to be provided in accordance with Annex X (B) and assessed in accordance with Annex XI.

2. The reporting perimeter must include;
   a) The licence applicant and, if different, the registered member of the FAW;
   b) Any subsidiary of the licence applicant and, if different, the registered member of the FAW;
   c) Any other entity included in the legal group structure which generates revenues and/or performs services and/or incurs costs in respect of the football activities defined in paragraph 3 c) to j) below;
d) Any entity, irrespective of whether it is included in the legal group structure, which generates revenues and/or performs services and/or incurs costs in respect of football activities as defined in paragraph 3 a) and b) below.

3. Football activities include:

   a) Employing/engaging personnel (as defined in Criteria F.04) including payment of all forms of consideration to employees arising from contractual or legal obligations;
   b) Acquiring/selling players’ registrations (including loans);
   c) ticketing;
   d) sponsorship and advertising;
   e) broadcasting;
   f) merchandising and hospitality;
   g) club operations (e.g. administration, matchday activities, travel, scouting, etc.)
   h) financing (including financing secured or pledged against the assets of the licence applicant);
   i) use and management of stadium and training facilities;
   j) women’s football
   k) youth sector.

4. An entity may be excluded from the reporting perimeter only if:

   a) Its activities are entirely unrelated to the football activities defined in paragraph 3 above and/or the locations, assets or brand of the football club; or
   b) it is immaterial compared with all the entities that form the reporting perimeter or it does not perform any of the football activities defined in paragraph 3 a) and b) above; or
   c) the football activities it performs are already entirely reflected in the financial statements in one of the entities included in the reporting perimeter.

5. The licence applicant must submit a declaration by an authorised signatory which confirms:

   a) That all revenues and costs related to each of the football activities indicated in paragraph 3 have been included in the reporting perimeter and provide a detailed explanation should this not be the case; and
   b) Whether any entity included in the legal group structure has been excluded from the reporting perimeter justifying any such exclusion with reference to paragraph 4.

F.02 – Financial Statements for the Interim Period

(A criteria)

1. If the statutory closing date of the licence applicant is more than six months before the deadline for submission of the list of licensing decisions to the FAW, then additional financial statements covering the interim period must be prepared and submitted.

2. The interim period starts the day immediately after the statutory closing date and ends on a date within the six months preceding the deadline for submission of the list of licensing decisions to the FAW.

3. Interim financial statements must be reviewed or audited by an independent auditor as defined in Annex VIII.

4. The interim financial statements must consist of:
a. a balance sheet as of the end of the interim period and a comparative balance sheet as of the end of the immediately preceding full financial year;
b. a profit and loss account for the interim period, with comparative profit and loss accounts for the comparable interim period of the immediately preceding financial year;
c. a cash flow statement for the interim period, with a comparative statement for the comparable interim period of the immediately preceding financial year;
d. specific explanatory notes.

5. If the licence applicant did not have to prepare interim financial statements for the comparable interim period of the immediately preceding financial year, comparative figures may refer to the figures from the financial statements of the immediately preceding full financial year.

6. The interim financial statements must meet the minimum disclosure requirements as set out in Annex X. Additional line items or notes must be included if their omission would make the interim financial statements misleading.

7. The interim financial statements must follow the same accounting policies as those followed for the preparation of the annual financial statements, except for accounting policy changes made after the date of the most recent full annual financial statements that are to be reflected in the next annual financial statements – in which case details must be disclosed in the interim financial statements.

8. If the minimum requirements for the content and accounting as set out in paragraphs 6 and 7 above are not met in the interim financial statements, then the licence applicant must prepare supplementary information in order to meet the minimum information requirements that must be assessed by an independent auditor as defined in Annex VIII.

F.03 – *No Overdue Payables towards football clubs*  
(A criteria)

1. The licence applicant must prove that as at 31\textsuperscript{st} March preceding the licence season it has no overdue payables (as defined in Annex XII) that refer to transfer activities that occurred prior to the previous 31\textsuperscript{st} December.

2. Payables are those amounts due to football clubs as a result of transfer activities, including training compensation and solidarity contributions as defined in the *FIFA Regulations on the Status and Transfer of Players*, as well as any amount due upon fulfilment of certain conditions.

3. The licence applicant must prepare and submit to the licensor a transfer payables table. It must be prepared even if there have been no transfers/loans during the relevant period.

4. The licence applicant must disclose all transfer activities (including loans) undertaken up to 31 December, irrespective of whether there is an amount outstanding to be paid at 31 December. In addition, the licence applicant must disclose all transfers subject to a claim pending before the competent authority under national law or proceedings pending before a national or international football authority or relevant arbitration tribunal.

5. The transfer payables table must contain the following information as a minimum (in respect of each player transfer, including loans):  
a. Player (identification by name or number);  
b. Date of the transfer/loan agreement;  
c. The name of the football club that formerly held the registration;  
d. Transfer (or loan) fee paid and/or payable (including training compensation and solidarity contribution) even if payment has not been requested by the creditor;
e. Other direct costs of acquiring the registration paid and/or payable;
f. Amount settled and payment date;
g. The balance payable at 31 December in respect of each player transfer including the due date for each unpaid element;
h. Any payable as at 31 March (rolled forward from 31 December) including the due date for each unpaid element, together with explanatory comment; and
i. Conditional amounts (contingent liabilities) not yet recognised in the balance sheet as of 31 December.

6. The licence applicant must reconcile the total liability as per the transfer payables table to the figure in the financial statements balance sheet for ‘Accounts payable relating to player transfers’ (if applicable) or to the underlying accounting records.

7. The transfer payables table must be approved by management and this must be evidenced by way of a brief statement and signature on behalf of the executive body of the licence applicant.

**F.04 – No Overdue Payables towards employees**

1. The licence applicant must prove that as at 31 March preceding the licence season it has no overdue payables (as defined in Annex XII) towards its employees as a result of contractual and legal obligations towards its employees that arose prior to the previous 31 December.

2. Payables are all forms of consideration due in respect of employees as a result of contractual or legal obligations towards employees. Amounts payable to people who, for various reasons, are no longer employed by the applicant fall within the scope of this criterion and must be settled within the period stipulated in the contract and/or defined by law, regardless of how such payables are accounted for in the financial statements.

3. The term “employees” includes the following persons:
   a) All professional players according to the applicable *FIFA Regulations on the Status and Transfer of Players*; and
   b) The administrative, technical, medical and security staff specified in Regulations P.02 – P.14.

4. The licence applicant must prepare a schedule showing all employees who were employed at any time during the year up to the 31 December preceding the licence season; i.e. not just those who remain at year end. This table must be submitted to the licensor.

5. The following information must be given, as a minimum, in respect of each employee:
   a. Name of the employee;
   b. Position/function of the employee;
   c. Start date;
   d. End date (if applicable);
   e. The balance payable as at 31 December, including the due date for each unpaid element; and
   f. Any payable as at 31 March (rolled forward from 31 December), including the due date for each unpaid element, together with explanatory comment.

6. The licence applicant must reconcile the total liability as per the employee table to the figure in the financial statements balance sheet for ‘Accounts payable towards employees’ or to the underlying accounting records.
7. The employees table must be approved by management and this must be evidenced by way of a brief statement and signature on behalf of the executive body of the licence applicant.

**F.05 – No Overdue Payables towards social/tax authorities (A criteria)**

1. The licence applicant must prove that as at 31 March preceding the licence season it has no overdue payables (as defined in Annex XI) towards social/tax authorities as a result of contractual or legal obligations in respect of its employees that arose prior to the previous 31 December.

2. The licence applicant must submit to the auditor and/or the licensor a social/tax table showing:
   a. the amount payable (if any), to the competent social/tax authorities as at 31 December of the year preceding the licence season;
   b. any claim/proceedings pending.

3. The following information must be given, as a minimum, in respect of each payable towards social/tax authorities, together with explanatory comment:
   a. Name of the creditor;
   b. Any payable as at 31 December, including the due date for each unpaid element;
   c. Any payable as at 31 March (rolled forward from 31 December), including the due date for each unpaid element, together with explanatory comment/supporting evidence; and
   d. Amounts subject to any claim/proceedings pending as at 31 March.

4. The licence applicant must reconcile the total liability as per the social/tax table to the figure in the financial statements balance sheet for ‘Accounts payable to social/tax authorities’ or to the underlying accounting records.

5. The social/tax table must be approved by management and this must be evidenced by way of a brief statement and signature on behalf of the executive body of the licence applicant.

**F.06 – Written Representations prior to the licensing decision (A criteria)**

1. Within seven days prior to the start of the period in which the licensing decision is to be made by the First Instance Body, the licence applicant must make written representations to the licensor.

2. The licence applicant must confirm the following:
   a. Written representations must state whether or not any events or conditions of major economic importance have occurred that may have an adverse impact on the licence applicant’s financial position since the balance sheet date of the preceding audited annual financial statements or reviewed interim financial statements (if applicable).
   b. Whether or not any significant change in relation to all licensing criteria has occurred;
   c. Whether or not any events or conditions of major economic importance have occurred, that may have an adverse impact on the licence applicant’s financial position since the balance sheet date of the preceding audited annual financial statements or reviewed interim financial statements (if applicable). If any events or conditions of major economic importance have occurred, the management representations letter must include a description of the nature of the event or condition and an estimate of its financial effect, or a statement that such an estimate cannot be made;
   d. Whether or not the licence applicant (or the registered member of the UEFA member association which has a contractual relationship with the licence applicant within the
meaning of Article 12) or any parent company of the licence applicant included in the reporting perimeter is seeking or has received protection from its creditors pursuant to laws or regulations (including voluntary or mandated administration procedures) within the 12 months preceding the licence season.

3. Approval by management must be evidenced by way of a signature on behalf of the executive body of the licence applicant.

**F.07 – Future financial information (A criteria)**

1. The licence applicant must prepare and submit future financial information in order to demonstrate to the licensor its ability to continue as a going concern until the end of the licence season if it has breached any of the indicators defined in paragraph 2 below.

2. If a licence applicant exhibits any of the conditions described by indicator 1 or 2, it is considered in breach of the indicator:

   a) **Indicator 1: Going concern**
      The auditor’s report in respect of the annual or interim financial statements submitted in accordance with F.01 & F.02 includes an emphasis of matter or a qualified opinion/conclusion in respect of going concern.

   b) **Indicator 2: Negative equity**
      The annual financial statements (including, where required, the supplementary information) submitted in accordance with F.01 disclose a net liabilities position that has deteriorated relative to the comparative figure contained in the previous year’s annual financial statements, or the interim financial statements submitted in accordance with F.02 (including, where required, the supplementary information) disclose a net liabilities position that has deteriorated relative to the comparative figure at the preceding statutory closing date.

3. Future financial information must cover the period commencing immediately after the later of the statutory closing date of the annual financial statements or, if applicable, the balance sheet date of the interim financial statements, and it must cover at least the entire licence season.

4. Future financial information consists of:
   a) a budgeted profit and loss account, with comparative figures for the immediately preceding financial year and interim period (if applicable);

   b) budgeted cash flow, with comparative figures for the immediately preceding financial year and interim period (if applicable);

   c) explanatory notes, including a brief description of each of the significant assumptions (with reference to the relevant aspects of historic financial and other information) that have been used to prepare the budgeted profit and loss account and cash flow statement, as well as of the key risks that may affect the future financial results.

5. Future financial information must be prepared, as a minimum, on a quarterly basis.

6. Future financial information must be prepared on a consistent basis with the audited annual financial statements and follow the same accounting policies as those applied for the preparation of the annual financial statements, except for accounting policy changes made after the date of the
most recent annual financial statements that are to be reflected in the next annual financial statements – in which case details must be disclosed.

7. Future financial information must meet the minimum disclosure requirements as set out in Annex X. Additional line items or notes must be included if they provide clarification or if their omission would make the future financial information misleading.

8. Future financial information with the assumptions upon which they are based must be approved by management and this must be evidenced by way of a brief statement and signature on behalf of the executive body of the reporting entity.
10. Codes of Practice

10.1 Introduction

The Codes of Practice have been implemented by the Football Association of Wales to improve standards by developing Charters for Cymru Premier clubs and aspiring clubs further down the pyramid. The Codes of Practice are listed in four criteria sections, as follows:

2. Equality
3. Community Involvement.
4. Respect and Fair Play.

10.2 Club Audit Preparation

Prior to the FAW audit, clubs will have prepared a report that relates to each section. Each of the four codes is detailed in full and templates can be found in the Licensing Toolkit USB. The criteria which clubs are required to meet are detailed below. Within the report the club shall include a variety of information and examples on the club’s procedures in relation to the various codes.

10.3 The Criteria

C.01 – Supporters Charter

1. Clubs shall compile a supporter’s charter that will typically include the items detailed in the Club Licensing Toolkit. The charter should be compiled in conjunction with the Supporter Liaison Officer and the supporters club (if one exists.)

2. The charter shall be reviewed annually in order that clubs may measure results against targets.

3. Documentary results of club activity and monitoring procedures must be retained on record by clubs.

C.02 – Equality

1. Clubs shall be able to demonstrate support for the various campaigns aimed at addressing equality issues, specifically Show Racism the Red Card. Clubs may demonstrate this support in a variety of ways and will be able to provide evidence for this at the audit.

2. Typical examples may include, but are not limited to;
   a) Articles in match programmes or newsletters.
   b) Tangible support of its players and officials in the form of club publicity, which can be distributed to supporters or placed in a prominent, viewing position within the ground.
   c) By developing Women’s or Girls football within the club as part of the club’s equal opportunities policy.
d) By incorporating a clear policy against racism and sectarianism within the club and incorporating this policy in supporter charters.

e) The exclusion (by devising strategy and liaison with authorities) of racist material from within the stadium and its immediate surroundings.

f) By developing other ideas that promote the various equity campaigns

**C.03 – Community Involvement** *(A criteria)*

1. Clubs shall have a designated community strategy, which may or may not be linked to its business strategy, aimed at establishing or reaffirming its position in the community.

2. Clubs must hold at least three annual community events during the season and up to the deadline for submission of documents.

3. Documentary evidence shall be retained by the club evidencing these events.

**C.04 – Respect and Fair Play** *(A criteria)*

1. Clubs must be able to demonstrate a support of the FAW Respect Campaign.

2. Clubs must annually participate in a Fair Play Event prior to a League match.

3. Clubs shall retain its own player misconduct records relative to the FAW’s Disciplinary Procedures. Within this record, clubs should record any club activity and actions taken to address misconduct issues.

**FOOTBALL ASSOCIATION OF WALES CLUB LICENSING CONTACTS**

The club shall appoint a nominated club representative as a point of contact for licensing issues.

This representative shall be notified to the FAW and will act as a point of contact for the Association in advance of the audit and on the audit visit itself. The Association’s points of contact are -

Mr. Andrew Howard        Mr. Steven Jones
Head of Competitions     Licensing Manager
0292 20435 847 (T)        0292 20435 859 (T)
02920 496 953 (F)         02920 496 953 (F)
ahoward@faw.co.uk         sjones@faw.co.uk

The Football Association of Wales, 11/12 Neptune Court, Vanguard Way. Cardiff. CF24 5PJ.

*FAW representatives involved in Club Licensing are subject to confidentiality agreements.*
APPENDICES
### INDEX

<table>
<thead>
<tr>
<th>ANNEX I</th>
<th>Core Process Diagram</th>
<th>Page 52</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANNEX II</td>
<td>Medical Examination</td>
<td>Page 54</td>
</tr>
<tr>
<td>ANNEX III</td>
<td>Safety Certificate</td>
<td>Page 58</td>
</tr>
<tr>
<td>ANNEX IV</td>
<td>Minimum Medical Equipment</td>
<td>Page 61</td>
</tr>
<tr>
<td>ANNEX V</td>
<td>Doping Control Room (‘A’ Criteria)</td>
<td>Page 63</td>
</tr>
<tr>
<td>ANNEX VI</td>
<td>Doping Control Room (‘B’ Criteria)</td>
<td>Page 64</td>
</tr>
<tr>
<td>ANNEX VII</td>
<td>Camera Requirements and Positions</td>
<td>Page 65</td>
</tr>
<tr>
<td>ANNEX VIII</td>
<td>Determination of the auditor and auditor’s Assessment procedures</td>
<td>Page 68</td>
</tr>
<tr>
<td>ANNEX IX</td>
<td>Minimum Disclosure Requirements</td>
<td>Page 70</td>
</tr>
<tr>
<td>ANNEX X</td>
<td>Basis for the Preparation of financial Statements</td>
<td>Page 77</td>
</tr>
<tr>
<td>ANNEX XI</td>
<td>Notion of Overdue Payables</td>
<td>Page 80</td>
</tr>
<tr>
<td>ANNEX XII</td>
<td>Licensor’s Assessment Procedures for the Financial criteria and requirements</td>
<td>Page 81</td>
</tr>
</tbody>
</table>
## ANNEX I – Core Process Diagram

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, 1&lt;sup&gt;st&lt;/sup&gt; August 2019</td>
<td>2019 / 20 Core Process begins.</td>
</tr>
<tr>
<td></td>
<td>Copy sent to clubs.</td>
</tr>
<tr>
<td>Monday, 2&lt;sup&gt;nd&lt;/sup&gt; September 2019</td>
<td>FAW to invite clubs to apply for the Tier 1 Licence, as instructed by the FAW.</td>
</tr>
<tr>
<td></td>
<td>Tier 1 Licence costs £350.00, which includes the inspection fee as per 3(m) of the ‘Regulations for the Pyramid Structure’ in the FAW Handbook.</td>
</tr>
<tr>
<td>Monday, 30&lt;sup&gt;th&lt;/sup&gt; September 2019</td>
<td>Submission deadline for Tier 1 Licensing applications.</td>
</tr>
<tr>
<td></td>
<td>Submission of licensing documentation and templates to Licence Applicants.</td>
</tr>
<tr>
<td>October / November 2019</td>
<td>Updated Club Action Plans provided to Licence Applicants by FAW.</td>
</tr>
<tr>
<td></td>
<td>Licence Applicants to review and return to the FAW in time for site visit.</td>
</tr>
<tr>
<td>November / December 2019</td>
<td>Site visits for Stadium Audit and assessment of licensing documentation to be undertaken.</td>
</tr>
<tr>
<td>Monday, 6&lt;sup&gt;th&lt;/sup&gt; January 2020</td>
<td>Clubs to inform Licensor of Overdue Payables as of 31&lt;sup&gt;st&lt;/sup&gt; December 2019.</td>
</tr>
<tr>
<td>Monday, 3&lt;sup&gt;rd&lt;/sup&gt; February 2020</td>
<td>Clubs to be provided with Legal Declarations.</td>
</tr>
<tr>
<td>February – March 2020</td>
<td>Work on all outstanding documents following the completion of Questionnaires and Corrective Action Points at the Site Visit for Stadium Audit.</td>
</tr>
<tr>
<td>Monday, 24&lt;sup&gt;th&lt;/sup&gt; February 2020</td>
<td><strong>Deadline for submission of all Financial documents, if feedback from expert is required.</strong></td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, 23(^{rd}) March to</td>
<td>Final assessment of stadiums to ensure that it meets the Infrastructure Criteria (if</td>
</tr>
<tr>
<td>Friday, 27(^{th}) March 2020</td>
<td>required).</td>
</tr>
<tr>
<td></td>
<td>**There will be no further opportunity for Welsh Premier League clubs to carry out</td>
</tr>
<tr>
<td></td>
<td>infrastructure work after this date, as per Procedure 2.1 of the FAW Tier 1 Club</td>
</tr>
<tr>
<td></td>
<td>Licensing Regulations.</td>
</tr>
<tr>
<td>Monday, 30(^{th}) March 2020</td>
<td>Clubs must make financial submission to satisfy F.05 (within seven days prior to</td>
</tr>
<tr>
<td></td>
<td>the First Instance Body).</td>
</tr>
<tr>
<td>Tuesday, 31(^{st}) March 2020</td>
<td><strong>Deadline for submission of all documents.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>No documents will be accepted after this date.</strong></td>
</tr>
<tr>
<td>Wednesday 1(^{st}) April</td>
<td>**Deadline for submission of ground sharing documents in accordance with the FAW</td>
</tr>
<tr>
<td></td>
<td>Pyramid Regulations.</td>
</tr>
<tr>
<td>Monday, 6(^{th}) April 2020</td>
<td><strong>First Instance Body meets in Cardiff.</strong></td>
</tr>
<tr>
<td>Friday, 17(^{th}) April 2020</td>
<td><strong>Deadline to submit appeal.</strong></td>
</tr>
<tr>
<td>Tuesday, 21(^{st}) April 2020</td>
<td><strong>Deadline to submit appeal documents.</strong></td>
</tr>
<tr>
<td>Wednesday, 22(^{nd}) April 2020</td>
<td><strong>Appeals Body meets in Cardiff.</strong></td>
</tr>
<tr>
<td>Friday, 24(^{th}) April 2020</td>
<td>Final round of Welsh Premier League fixtures.</td>
</tr>
<tr>
<td>Saturday 16th May 2020</td>
<td>Welsh Premier League Play-off Final.</td>
</tr>
<tr>
<td>Friday, 29(^{th}) May 2020</td>
<td>Licensing Manager submits the list of UEFA Licensed clubs to UEFA and FAW Licensed</td>
</tr>
<tr>
<td></td>
<td>clubs to the FAW Board.</td>
</tr>
</tbody>
</table>
ANNEX II – Medical Examination

PLEASE NOTE THAT THIS IS ONLY APPLICABLE TO EXISTING TIER 2 CLUBS THAT ARE APPLYING FOR AN FAW TIER 1 LICENCE

FOOTBALL ASSOCIATION OF WALES MEDICAL QUESTIONNAIRE

This form must be completed for FAW Tier 1 Licensing purposes. It must be completed by all registered members of the first team squad, who have played in their domestic League during the current football season. After the Deadline for Submission of the application to the Licensor has passed, only players who have completed this Medical are permitted to participate in the League. Players who have left the club are not required to complete the form.

S.03 MEDICAL CARE OF PLAYERS – CLUB LICENSING DOCUMENT

A.) MEDICAL RECORDS

Every player must have a complete medical record that is updated at least annually. It must include:

- a) details of medical conditions in the player’s immediate family;
- b) the player’s complete medical history;
- c) details of complaints currently suffered by the player;
- d) details of any medications or supplements the player is taking, and any TUEs that the player has been granted;
- e) the player’s complete vaccination record;
- f) the results of all cardiological examinations.

A player’s medical record must state whether there is a history of any of the following medical conditions in the player’s immediate family (i.e. parents or siblings):

- a) Hypertension, stroke;
- b) Heart conditions incl. sudden cardiac death;
- c) Vascular problems, varicose veins, deep venous thrombosis;
- d) Diabetes;
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>e)</td>
<td>Allergies, asthma;</td>
</tr>
<tr>
<td>f)</td>
<td>Cancer, blood diseases;</td>
</tr>
<tr>
<td>g)</td>
<td>Chronic joint or muscle problems;</td>
</tr>
<tr>
<td>h)</td>
<td>Hormonal problems.</td>
</tr>
</tbody>
</table>

2. A player’s complete medical history must state whether the player has ever suffered any of the following:
   a) Heart problems, arrhythmias, syncope;
   b) Concussion;
   c) Allergies, asthma;
   d) Recurrent infections;
   e) Major diseases;
   f) Major injuries causing surgery, hospitalisation, absence from football of more than 1 month.

Details of complaints currently suffered by the player must include any:
   a) General (muscle or joint pain); 
   b) Chest pain, dyspnoea, palpitation, arrhythmia; 
   c) Dizziness, syncope; 
   d) Flu-like symptoms, cough, expectoration; 
   e) Loss of appetite, weight-loss; 
   f) Sleeplessness; 
   g) Gastrointestinal upset;

### B. GENERAL MEDICAL EXAMINATION

   a) Height (metres) 
   b) Weight (Kilograms) 
   c) Blood Pressure 
   d) Head and Neck (including eyes with vision test, nose, ears, teeth, throat, thyroid gland) 
   e) Lymph Nodes 
   f) Chest and Lungs (inspection, auscultation, percussion, inspiratory and expiratory chest expansion) 
   g) Heart (sounds, murmurs, pulse, arrhythmias) 
   h) Abdomen (including, hernia or scars) 
   i) Blood Vessels (e.g. Peripheral pulses, vascular murmurs, varicoses) 
   j) Skin Inspection 
   k) Nervous System (e.g. reflexes, sensory abnormalities) 
   l) Motor System (e.g. weakness, atrophy)
The following tests are only mandatory for players who participate in UEFA Competitions (UEFA Champions League or UEFA Europa League), unless otherwise chosen by club or player at own cost or recommended by Doctor / Cardiologist

C.) SPECIAL CARDIOLOGICAL EXAMINATION

1)

A standard 12-lead ECG must be performed annually, and the results included in the player’s medical record. (UEFA Article 6.01)

An echocardiography must be performed every two years and the results included in the player's medical record. (UEFA Article 6.01)

D.) LABORATORY EXAMINATION

(UEFA Article 7) - Comprehensive laboratory screening must be conducted with the informed consent of the player and in accordance with national legislation (on confidentiality, discrimination, etc.). This screening must include:

- blood count (haemoglobin, haematocrit, erythrocytes, leukocytes, thrombocytes)
- urine test ("dipstick test" to determine levels of protein and sugar)
- sickle cell trait test
- glucose test
- creatinine test
- potassium test

E.) ORTHOPAEDIC EXAMINATION AND FUNCTIONAL TEST

An orthopaedic examination including functional tests must be conducted annually and must include:

1. inspection and functional examination of the spinal column (tenderness, pain and range of movement)
2. shoulder pain, mobility and stability
3. hip, groin and thigh pain and mobility
4. knee pain, mobility, stability and effusion
5. lower leg pain (shin splints or Achilles tendon injury)
6. ankle and foot pain, mobility, stability and effusion

Name of Doctor: ________________________________

Signature of Doctor: ________________________________
Date: ______________________________

Location: __________________________
ANNEX III – Safety Certificate

Safety Certificate

Stadium Name: __________________________

Town / City: __________________________
Safety Certificate

Name and address of stadium: ________________________________

Name and address of stadium owner: ________________________________

Name of club (if any): ________________________________

Name and address of the responsible public authority issuing this Safety Certificate: ________________________________

Name of the person signing this certificate: ________________________________

Position: ________________________________

The above mentioned responsible public authority hereby certifies that the inspections detailed on the accompanying schedule have been carried out to the best of our ability at the ________________________________ stadium by the authorities/companies mentioned on the schedule.

Furthermore, we hereby confirm that this stadium corresponds to local building standards and safety requirements.

Officially-authorised stadium capacity:

- seating accommodation (covered) ________________________________
- seating accommodation (uncovered) ________________________________

Total seating capacity ________________________________

- standing accommodation (covered) ________________________________
- standing accommodation (uncovered) ________________________________

Total standing capacity ________________________________

TOTAL STADIUM CAPACITY ________________________________

Place and date: ________________________________

Stamp and signature: ________________________________

The validity of this certificate cannot exceed 12 months from this date and can only be signed by a responsible public authority.
<table>
<thead>
<tr>
<th>Type of inspection</th>
<th>Date of most recent inspection</th>
<th>Name of inspecting authority/company</th>
<th>Result</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stadium structures (including Gantry)</td>
<td></td>
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<td>☐</td>
<td>☐</td>
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<tr>
<td>Fire risk</td>
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<tr>
<td>Fire-fighting equipment</td>
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<tr>
<td>Electrical installations</td>
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<tr>
<td>Mechanical installations</td>
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<tr>
<td>Public medical facilities</td>
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<td>☐</td>
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<tr>
<td>Lighting</td>
<td></td>
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<td>☐</td>
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<tr>
<td>- public area</td>
<td></td>
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<td>☐</td>
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<tr>
<td>- pitch area</td>
<td></td>
<td></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>- emergency generator</td>
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<td></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Public toilets (male and female)</td>
<td></td>
<td></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Fences, crush barriers, escape gates and exit doors</td>
<td></td>
<td></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Evacuation concept</td>
<td></td>
<td></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Spectator accommodation areas (terracing and seats)</td>
<td></td>
<td></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Access routes to the spectator accommodation areas</td>
<td></td>
<td></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>PA System</td>
<td></td>
<td></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Others</td>
<td></td>
<td></td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
ANNEX IV – Minimum Medical Facilities and Equipment

Emergency Medical Room for Players & Officials
An Emergency Medical Room must be provided for all FAW competitions. This room should be located close to the changing rooms and large enough to allow stretcher access and should include the following equipment:

- 1 examination/treatment table or couch.
- 2 chairs
- 1 washbasin with clean running water
- Paper towels
- Suitable waste bin
- Sharps box
- Hand gel
- Alcohol swabs/wound cleaning solution
- Medical gloves (sterile and non-sterile)
- Tooth transport container
- Foil blankets
- Emergency Action Plan-mounted on the wall

Pitchside Medical Equipment
The following equipment should be provided in an emergency bag and made available at pitchside for the appropriate member of staff who has completed the qualifications as set out in Criteria P.07. This should be available for all FAW and UEFA competitions:

- Handheld suction device
- Respiratory resuscitators with masks and airways
- Lubricant
- Stethoscope
- Pulse oximeter
- Portable oxygen cylinder
- Oxygen masks
- Pocket mask
- Bag valve mask
- Spacer device for bronchodilators
- Infusion equipment with administration sets and solutions
- Blood Pressure monitor with cuff sizes
- Blood sugar gauge
- Tourniquet
- Triangular bandage
- Adhesive fixing materials
- Pupil lamp
- IV cannula of various gauges
- Strong heavy duty scissors
- Disinfection equipment
- Disposable gloves
- Sterile gloves
- Sharps box
- Protective goggles
The following equipment must be also available pitchside for all FAW & UEFA competitions:

- Defibrillator (AED)
- Spinal board, scoop stretcher or vacuum mattress with compatible fixing equipment (side head supports and straps) to permit adequate and safe evacuation from the field of play.
- Cervical collars
- Box splints and/or vacuum splints
- Sam splint
- Basket stretcher
ANNEX V – Doping Control Room (*A* Criteria)

There must be a Doping Control station for all Cymru Premier matches, for UKAD (UK Anti-Doping) to test players.

The facility must provide the following:

- Private toilet area
- Sample Taking Area for the UKAD representatives
- Waiting Area with chairs for 4 people.

**NB:** A screen, which cannot be seen through, is permitted to provide privacy between the three areas.
ANNEX VI - Doping Control Room (‘B’ Criteria)

1. The stadium must be equipped with a dedicated doping control station which meets the requirements set out in the diagram below.

2. The doping control station must be near the team dressing rooms and inaccessible to the public and the media.

3. It must be at least 20m² and comprise a waiting room, testing room and toilet area, all adjoining.

4. The waiting room must form part of or be immediately adjacent to the testing room (a partition dividing the two areas is also acceptable). It must contain sufficient seating for eight people, clothes-hanging facilities or lockers, and a refrigerator.

5. The testing room must contain one table, four chairs, a sink with running water, a lockable cabinet and a toilet area (adjacent to the room or in the room itself). The toilet area must be within the testing room, or immediately adjacent and with direct private access to the testing room. It must contain a seated toilet, a sink with running water and, if possible, a shower.

![Diagram of Doping Control Room]
ANNEX VII - Camera Requirements and Positions

Main Camera Platform

The stadium’s main camera platform must be a permanent structure. Any scaffold type or temporary structure will not be considered as an alternative option.

It is recommended that the gantry is a minimum of 7 metres in length and 2.2m in width, which satisfies the Broadcasters requirements. If the Gantry is less than these dimensions, the Broadcaster will confirm in writing to the Licensor whether it is deemed acceptable or otherwise.

The main camera platform must clearly be able to see all areas of the pitch, including near touchlines and both near side corner flags.

The main camera platform must have appropriate access from ground level as approved by the Host Broadcaster. Any new build, must have stairs as access/egress for TV personnel and equipment as approved by the Host Broadcaster. Cat-Arm for equipment’s access will be acceptable in some cases after consultation with the broadcaster. (Minimum weight on Cat Arm)

It is recommended that it is located 1.5m to the left of the right of the centre line, with the remaining length running in the opposite direction. This would be large enough to accommodate 2 x Cameras (one on the centre-line and 2 x Commentary positions).

It is recommended that the camera platform must be a minimum of 4.5 metres to walkway level, but more importantly are the camera angles to good coverage – See attached plan.
Example of Small Camera Gantry – Football

1100mm Handrail Access Front with Removable 300mm Sections for Cameras – Two Vertical Scaffold Tubes for Standard Camera Scaffold Pod Mounts i.e. Cameras in 200mm gap in Handrail to Maintain Handrail Integrity

150mm Canopy Sloping to Rear above

Method for Hoisting Equipment onto Gantry + Ladder or Prefabricated Step Access for Production Team

Maximum Degree Tilt to Prevent Touchline – 45 degrees, Minimum 0 Degree and a Clear View of Each Corner. Angle to Centre spot should be Minimum 45 degrees

Closest to Camera

Canopy Sloping to Rear above

Side View

Comms Posn 1 (2 People)
Table 35cm Deep with Anti Slide Lip

Comms Posn 2 (2 People)
Table 35cm Deep with Anti Slide Lip

Main Narrow Angle Camera

Main Wide Angle Camera

Rail Centre Line

EAST

1.75m Bay

2.2m

7m
ANNEX VIII - Determination of the auditor and auditor’s Assessment procedures

A. Principle

1. The auditor must be independent in compliance with the International Federation of Accountants (IFAC) Code of Ethics for Professional Accountants (see Articles 47 and 48).

   The auditor must be a member of one of the relevant IFAC member bodies. If there is no member of the IFAC within a licence applicant’s territory, the licence applicant is required to use an independent auditor who is permitted by national law to carry out audit work.

B. Assessment procedures

1. The auditor must audit the annual financial statements. The auditor’s report must:

   a) include a statement confirming that the audit was conducted in accordance with the International Standards on Auditing or relevant national auditing standards or practices where these comply with, as a minimum, the requirements of the International Standards on Auditing; and

   b) be submitted to the licensor together with the annual financial statements to form a basis for his licensing decision.

2. The auditor must, as a minimum, review the interim financial statements. The auditor’s report must:

   a) include a statement confirming that the review was conducted in accordance with either the International Standard on Review Engagements (ISRE) 2410, ‘Review of Interim Financial Information Performed by the Independent Auditor of the Entity’, or relevant national standards or practices for such reviews where these comply with, as a minimum, the requirements of ISRE 2410; and

   b) be submitted to the licensor together with the interim financial statements to form a basis for his licensing decision.

3. The auditor must assess supplementary information, if any. The auditor’s report of factual findings must:

   a) include a statement confirming that the assessment was conducted by way of agreed-upon procedures according to the International Standard on Related Services (ISRS) 4400 or relevant national standards or practices where these comply with, as a minimum, the requirements of ISRS 4400; and

   b) be submitted to the licensor together with the supplementary information to form a basis for his licensing decision.

4. Financial information other than the financial statements may be assessed by an auditor. In this case, the auditor’s report of factual findings must:

   a) include a statement confirming that the assessment was conducted by way of agreed-upon procedures according to the International Standard on Related Services (ISRS) 4400 or
relevant national standards or practices where these comply with, as a minimum, the
requirements of ISRS 4400; and

b) be submitted to the licensor together with the relevant documentation to form a basis for his
licensing decision.
ANNEX IX - Minimum Disclosure Requirements

A. Principle

1. Notwithstanding the requirements of national accounting practice, the International Financial Reporting Standards or the International Financial Reporting Standard for Small and Medium-sized Entities, the financial criteria of these regulations require licence applicants/licensees to present a specific minimum level of financial information to the licensor as set out in Articles 47, 48, 52 and 64.

2. Each component of the financial statements must be identified clearly. The following information must be displayed prominently, and repeated where necessary within the financial statements, for a proper understanding of the information presented:
   a) The name (and legal form), domicile and business address of the reporting entity and any change in that information since the previous statutory closing date;
   b) Whether the financial information covers the individual licence applicant/licensee or a group of entities or some other combination of entities, and a description of the structure and composition of any such group or combination;
   c) The statutory closing date and the period covered by the financial information (for both current and comparative information); and
   d) The presentation currency.

B. Balance sheet

1. The minimum requirements for balance sheet items are stated below.
   - **Current assets**
     i. cash and cash equivalents
     ii. accounts receivable from player transfers
     iii. accounts receivable from group entities and other related parties
     iv. accounts receivable – other
     v. inventories
   - **Non-current assets**
     vi. tangible fixed assets
     vii. intangible assets – players
     viii. intangible assets – other
     ix. investments
     x. other non-current assets
   - **Current liabilities**
     xi. bank overdrafts and loans
     xii. accounts payable relating to player transfers
     xiii. accounts payable to group entities and other related parties
     xiv. accounts payable to employees
     xv. accounts payable – other
     xvi. tax liabilities
     xvii. short-term provisions
   - **Non-current liabilities**
     xviii. bank and other loans
     xix. accounts payable relating to player transfers
     xx. accounts payable to social/tax authorities
xxi. other non-current liabilities
xxii. other tax liabilities
xxiii. long-term provisions

**Net assets/liabilities**

xxiv. net assets/liabilities

**Equity**

xxv. capital and reserves

2. Management may consider that line items (i) to (xxiii) are best presented on the face of the balance sheet or in the notes.

3. The net assets/liabilities figure, being the aggregate of total assets less total liabilities, is used to determine whether or not the licence applicant/licensee is in breach of indicator 2 described in Regulation F.07.

C. Profit and Loss

1. The minimum requirements for profit and loss accounts are stated below.

**Revenue**

i. gate receipts
ii. sponsorship and advertising
iii. broadcasting rights
iv. commercial
v. UEFA Solidarity and Prize Money
vi. other operating income
vii. total revenue (sums of items i to vi)

**Expenses**

viii. cost of sales/materials
ix. employee benefits expenses
x. depreciation and impairment of tangible fixed assets
xi. amortisation and impairment of intangible assets (excluding player registrations)
xii. other operating expenses
xiii. total operating expenses (sums of items viii to xv)

**Player transfers**

xiv. amortisation and impairment of intangible assets – player registrations or costs of acquiring player registrations.
xv. profit/loss on disposal of intangible assets – player registrations or income from the disposal of player registrations.
xvi. total net result from player transfers (sum of items xiv and xv).

**Other**

xvii. profit/loss on disposal of tangible fixed assets
xviii. finance income and expense
xix. non-operating income/expense
xx. tax income/expense
xxi. profit or loss after taxation - (sum of items vii, xiii, xvi and xvii to xx)

2. Management may consider that line items (i) to (xiv) are best presented on the face of the profit and loss account or in the notes.

D. Cash flow statement

1. The cash flow statement must report cash flows for the financial period (and comparatives for the previous financial period), classified separately as stated below.
a) **Cash flow from operating activities**

Operating activities are the principal revenue-producing activities of the entity and other activities that are not investing or financing activities. Therefore, they generally result from the transactions and other events that enter into the determination of net profit or loss.

b) **Cash flows from investing activities**

Investing activities are the acquisition and disposal of long-term assets (including player registrations) and other investments not included in cash equivalents. The entity must report separately major classes of gross cash receipts and gross cash payments arising from investing activities.

c) **Cash flows from financing activities**

Financing activities are activities that result in changes in the size and composition of the contributed equity share capital and borrowings of the entity. The entity must report separately major classes of gross cash receipts and gross cash payments arising from financing activities.

d) **Other cash flows**

Cash flows from interest and dividends received and paid must each be disclosed separately. Each must be disclosed in a consistent manner from period to period as either operating, investing or financing activities. Cash flows arising from taxes on income must be disclosed separately and classified as cash flows from operating activities unless they can be appropriately and specifically identified as financing and investing activities.

2. The components of cash and cash equivalents must be disclosed and a reconciliation of the amounts in the cash flow statement presented, with the equivalent items reported in the balance sheet.

**E. Notes to the financial statements**

1. Notes to the annual financial statements must be presented in a systematic manner. Each item on the face of the balance sheet, profit and loss account and cash flow statement must be cross-referenced to any related information in the notes. The minimum requirements for disclosure in notes are as follows:

   a) **Accounting policies**
   
   The basis of preparation of the financial statements and a summary of the significant accounting policies used.

   b) **Tangible fixed assets**
   
   Each class of tangible fixed asset must be disclosed separately (e.g. property, stadium and equipment). The following information must be disclosed for each class of tangible fixed asset:
   
   i. the gross carrying amount and the accumulated depreciation (aggregated with accumulated impairment losses) at the beginning and end of the period; and
   
   ii. a reconciliation of the carrying amount at the beginning and the end of the period, showing additions, disposals, increases or decreases during the period resulting from revaluations, impairment losses recognised in the profit and loss account during the period (if any), impairment losses reversed in the profit and loss account during the period (if any) and depreciation.

   The depreciation methods and useful lives (or depreciation rates) used must be disclosed in the accounting policy notes.

   c) **Intangible fixed assets**
Each class of intangible fixed asset must be disclosed separately (e.g. player registrations, goodwill, other intangible assets).

The following information must be disclosed for each class of intangible fixed asset:

i. the gross carrying amount and the accumulated amortisation (aggregated with accumulated impairment losses) at the beginning and end of the period; and

ii. a reconciliation of the carrying amount at the beginning and the end of the period, showing additions, disposals, decreases during the period resulting from impairment losses recognised in the profit and loss account during the period (if any) and amortisation. For further information and guidance in relation to accounting for player registrations, refer to Annex VII of the UEFA Club Licensing and Financial Fair Play Regulations.

d) **Pledged assets and assets under reservation of title**
The existence and amounts of restrictions on title, and property, stadium and equipment pledged as security for liabilities or guarantees, must be disclosed. The existence and carrying amounts of intangible assets whose title is restricted and the carrying amount of intangible assets pledged as security for liabilities must be disclosed.

e) **Investments**
Investments must include investments in subsidiaries, jointly controlled entities and associates. In respect of investments in subsidiaries, jointly controlled entities and associates, the following information must be disclosed as a minimum for each investment:

i) name;

ii) country of incorporation or residence;

iii) type of business/operations of the entity;

iv) proportion of ownership interest;

v) if different, proportion of voting power held; and

vi) description of the method used to account for the investments.

f) **Bank overdrafts and loans**
For each class of financial liability the following must be disclosed:

i) information about the extent and nature of the financial instruments, including amounts and duration and any significant terms and conditions that may affect the amount, timing and certainty of future cash flows; and

ii) the accounting policies and methods adopted, including the criteria for recognition and the basis of measurement applied.

g) **Provisions**
Provisions must be disclosed in separate classes. In determining which provisions may be aggregated to form a class, it is necessary to consider whether the nature of the items is sufficiently similar to be combined in a statement of a single amount.

For each class of provision, the carrying amount at the beginning and end of the period, the amount utilised and any amount released, or credited, in the period must be disclosed.

h) **Issued capital and reserves**
Share capital, other reserves and retained earnings must be disclosed separately.

i) Share capital
In relation to share capital issued during the current year the following must be disclosed:

- number and type of shares issued;
- share premium (if applicable) arising on the shares issued;
• total amount raised as a result of the issuing of shares;
• reason for the issuing of new shares.

ii) Other reserves
Where items of property, stadium and equipment are stated at re-valued amounts, the
revaluation surplus, indicating the change for the period and any restrictions on the
distribution of the balance to shareholders, must be disclosed.

iii) Retained earnings
The balance of retained earnings (i.e. accumulated profit or loss) at the beginning of the
reporting period and at the balance sheet date, and the changes during the reporting period,
must be disclosed.

i) Controlling party
When the reporting entity is controlled by another party, the related party relationship and the
name of that party must be disclosed and, if different, that of the ultimate controlling party.
This information must be disclosed irrespective of whether any transactions have taken place
between the controlling parties and the reporting entity.

j) Related party transactions
If there have been transactions between related parties during the periods covered by the
financial statements, the reporting entity must disclose the nature of the related party
relationship, as well as information about those transactions and outstanding balances,
including commitments, necessary for an understanding of the potential effect of the
relationship on the financial statements. Items of a similar nature may be disclosed in
aggregate except when separate disclosure is necessary for an understanding of the effects of
related party transactions on the financial statements of the reporting entity.

As a minimum, disclosures must include for each related party:

i. the amount and the nature of the transactions;
ii. the amount of outstanding balances, including commitments, and:
   • their terms and conditions, including whether they are secured, and the nature of the
     consideration to be provided in settlement; and
   • details of any guarantees given or received;
iii. provisions for doubtful debts related to the amount of outstanding balances; and
iv. the expense recognised during the period in respect of bad or doubtful
   debts due from related
   parties.

The disclosures required must be made separately for each of the following categories:
• the parent;
• entities with joint control or significant influence over the reporting entity;
• subsidiaries;
• associates;
• joint ventures in which the reporting entity is a venturer;
• key management personnel of the entity or its parent; and
• other related parties

Confirmation that related party transactions were made on terms equivalent to those that prevail in
arm’s length transactions must be made if such terms can be substantiated.

k) Contingent liabilities
Unless the possibility of any outflow in settlement is remote, the reporting entity must disclose for each class of contingent liability at the statutory closing date a brief description of the nature of the contingent liability and, where practicable:

i. an estimate of its financial effect;
ii. an indication of the uncertainties relating to the amount or timing of any outflow; and
iii. the possibility of any reimbursement.

1) **Events after the balance sheet date**

Material non-adjusting events after the balance sheet date must be disclosed (the nature of the event and an estimate of its financial effect, or a statement that such an estimate cannot be made). Examples of such events are:

i. fixed-term borrowing approaching maturity without realistic prospects of renewal or repayment;
ii. substantial operating losses;
iii. discovery of material fraud or errors that show the financial statements are incorrect;
iv. management determining that it intends to liquidate the entity or to cease trading, or that it has no realistic alternative but to so do;
v. player transactions where the amounts paid or received are significant;
vi. transactions relating to property – for example, in relation to the club’s stadium.

m) **Other disclosures**

i. Agents’ fees
   The total amount of payments made to or for the benefit of an agent must be disclosed.

ii. Player’ economic rights (or similar)
   For any player for whom the economic rights or similar are not fully owned by the licence applicant, the name of the player and the percentage of economic rights or similar held by the licence applicant at the beginning of the period (or on acquisition of the registration) and at the end of the period must be disclosed.

iii. Tax expense
   The components of tax expense must be disclosed separately. That is, the aggregate amount included in the determination of net profit or loss for the reporting period in respect of current and/or deferred tax.

iv. Miscellaneous
   Any additional information or disclosure that is not presented on the face of the balance sheet, profit and loss account or cash flow statement, but is relevant to an understanding of any of those statements and/or is required to meet the minimum financial information requirements, must be disclosed.

2. Notes to the interim financial statements consist of:

   a) a statement that the same accounting policies and methods of computation are followed in the interim financial statements as compared with the most recent annual financial statements or, if those policies or methods have been changed, a description of the nature and effect of the change; and

   b) disclosure of any events or transactions that are material to an understanding of the current interim period.

F. **Financial review by management**

1. The annual financial statements must include a financial review or commentary by management (sometimes referred to as a directors’ report) that describes and explains the main features of the
reporting entity’s financial performance and financial position and the principal risks and uncertainties it faces.

2. The annual financial statements must also include the names of persons who were members of the executive body, or board of directors, and of the supervisory bodies of the reporting entity at any time during the year.
ANNEX X - Basis for the Preparation of financial Statements

A. Principle

1. Financial statements as defined in Articles 47 and 48 must be based on the accounting standards required by local legislation for incorporated companies – either the applicable financial reporting framework of the relevant country, the International Financial Reporting Standards or the International Financial Reporting Standard for Small and Medium-sized Entities – regardless of the legal structure of the licence applicant.

2. Financial statements must be prepared on the assumption that the licence applicant is a going concern, meaning it will continue in operation for the foreseeable future. It is assumed that the licence applicant has neither the intention nor the necessity to go into liquidation, cease trading or seek protection from creditors pursuant to laws or regulations.

3. The financial reporting framework, suitable as a basis for the preparation of financial statements, must contain certain underlying principles including:
   a) fair presentation;
   b) consistency of presentation;
   c) accrual basis for accounting;
   d) separate presentation of each material class of items;
   e) no offsetting of assets and liabilities or income and expenses.

4. The financial statements must be approved by management and this must be evidenced by way of a brief statement and signature on behalf of the executive body of the reporting entity.

B. Consolidation / combination requirements

1. The financial information of all entities included in the reporting perimeter (as defined in Article 46bis) must be either combined or consolidated as if they were a single company.

2. If the licence applicant is a football company as per Article 12(1b), it must provide the licensor with the financial information of the football company and the registered member (e.g. combined or consolidated financial statements as if they were a single company).

C. Accounting requirements for player registrations

1. Notwithstanding that each licence applicant has to prepare audited annual financial statements under its own national accounting practice for incorporated companies, the International Financial Reporting Standards or the International Financial Reporting Standard for Small and Medium-sized Entities, these regulations include a specific accounting requirement for player registrations carried as intangible fixed assets as set out in Articles 47, 48 and 52.

2. Licence applicants that capitalise the costs of acquiring a player’s registration must:
   a) apply certain minimum accounting requirements as described in paragraph 4 of this part C;
   b) prepare a player identification table as described in part D of this annex.

3. If a licence applicant has an accounting policy to expense the costs of acquiring a player’s registration rather than capitalise them, and this is permitted under their national accounting practice, there is no requirement for such entities to apply the minimum accounting requirements set out below and they do not have to prepare restated figures (except for any
adjustments necessary in order to comply with the minimum accounting requirement set out in paragraph 5(b) below).

4. The minimum accounting requirements for licence applicants that capitalise the costs of acquiring a player’s registration are as follows:
   a) In respect of each individual player’s registration, the depreciable amount must be allocated on a systematic basis over its useful life. This is achieved by the systematic allocation of the cost of the asset as an expense over the period of the player’s contract.

   b) Only direct costs of acquiring a player’s registration can be capitalised. For accounting purposes, the carrying value of an individual player must not be re-valued upwards, even though management may believe market value is higher than carrying value. In addition, whilst it is acknowledged that a licence applicant may be able to generate some value from the use and/or transfer of locally trained players, for accounting purposes costs relating to an applicant’s own youth sector must not be included in the balance sheet - as only the cost of players purchased is to be capitalised.

   c) Amortisation must begin when the player’s registration is acquired. Amortisation ceases when the asset is classified as held for sale or when the asset is derecognised (i.e. the registration is transferred to another club), whichever comes first.

   d) All capitalised player values must be reviewed individually each year by management for impairment. If the recoverable amount for an individual player is lower than the carrying amount on the balance sheet, the carrying amount must be adjusted to the recoverable amount and the adjustment charged to the profit and loss account as an impairment cost. It is recommended that each licensor requires each of its licence applicants to apply consistent accounting policies in respect of player registration costs.

5. The minimum accounting requirements for the disposal of a player’s registration are as follows:

   a) The profit/(loss) on the disposal of a player’s registration to another club to be recognised in the profit and loss account is the difference between the disposal proceeds and the residual carrying value of the player’s registration in the balance sheet as at the date of the transfer.

   b) Any profit in respect of a player for whom the licence applicant retains the registration must not be recognised in the profit and loss account. For the avoidance of doubt, any profit arising from the disposal of economic rights or similar of a player to any other party must be deferred, and a profit can only be recognised in the profit and loss account following the permanent transfer of a player’s registration to another club.

6. The licence applicant must prepare supplementary information (to be submitted to the licensor) if the accounting requirements described in this annex are not met by the disclosures and accounting treatment in the audited annual financial statements. The supplementary information must include a restated balance sheet, profit and loss account and any associated notes to meet the requirements set out above. There must also be included a note (or notes) reconciling the results and financial position shown in the supplementary information document to those shown in the audited financial statements (that were prepared under the national accounting practice). The restated financial information must be assessed by the auditor by way of agreed-upon procedures.

D. Player identification table
1. As specified under C(2) above, licence applicants that capitalise costs relating to the acquisition of a player’s registration must prepare a player identification table.

2. The player identification table must be provided to the auditor. However, the player identification table does not need to be disclosed within the annual financial statements, nor does it have to be submitted to the licensor.

3. The minimum information for the content of the player identification table in respect of each relevant player’s registration held up to the closing date of the last set of financial statements is as follows:

   a) Name and date of birth;
   b) Start and end date of contract;
   c) The direct costs of acquiring the player’s registration;
   d) Accumulated amortisation brought forward and as at the end of the period;
   e) Expense/amortisation in the period;
   f) Impairment cost in the period;
   g) Disposals (cost and accumulated amortisation);
   h) Net book value (carrying amount); and
   i) Profit/(loss) from disposal of player’s registration.

4. The relevant players about whom details are required in the table are all those players whose registration is held by the licence applicant at any time during the period and in respect of whom some direct acquisition cost has been incurred (at some point in time in the period or prior periods).

5. The following aggregate figures in the player identification table must be reconciled to the relevant figures in the balance sheet and profit and loss account in the audited annual financial statements:

   a) The aggregate of the amortisation of player registrations in the current period as shown in the player identification table must agree with/be reconciled to the ‘Amortisation of player registrations’ (disclosed on the face of, or in a note to, the profit and loss account for the period);

   b) The aggregate of impairment provisions made in the current period as shown in the player identification table must agree with/be reconciled to the ‘Impairment of player registrations’ (disclosed on the face of, or in a note to, the profit and loss account for the period);

   c) The aggregate of profit/(loss) on disposal of player registrations in the player identification table must agree with/be reconciled to the ‘Profit/(loss) from disposal of player registrations’ (disclosed on the face of, or in a note to, the profit and loss account for the period);

   d) The aggregate of the net book value of player registrations in the player identification table must agree with/be reconciled to the figure for ‘Intangible assets – players’ in the balance sheet (on the face or in the notes thereto) for the period end.

6. For licence applicants who have restated player accounting figures to meet the accounting requirements of these regulations, these aggregate figures from the player identification table must agree with/be reconciled to the restated figures in the supplementary information.
ANNEX XI - Notion of Overdue Payables

1. Payables are considered as overdue if they are not paid according to the agreed terms.

2. Payables are not considered as overdue, within the meaning of these regulations, if the licence applicant/licensee (i.e. debtor club) is able to prove by 31 March (in respect of Articles 49 and 50) and by 30 June and 30 September (in respect of Articles 65 and 66) respectively that:

   a) It has paid the relevant amount in full; or

   b) It has concluded an agreement which has been accepted in writing by the creditor to extend the deadline for payment beyond the applicable deadline (note: the fact that a creditor may not have requested payment of an amount does not constitute an extension of the deadline); or

   c) it has brought a legal claim which has been deemed admissible by the competent authority under national law or has opened proceedings with the national or international football authorities or relevant arbitration tribunal contesting liability in relation to the overdue payables; however, if the decision-making bodies (licensor and/or UEFA Club Financial Control Body) consider that such claim has been brought or such proceedings have been opened for the sole purpose of avoiding the applicable deadlines set out in these regulations (i.e. in order to buy time), the relevant amount will still be considered as an overdue payable; or

   d) it has contested to the competent authority under national law, the national or international football authorities or the relevant arbitration tribunal, a claim which has been brought or proceedings which have been opened against it by a creditor in respect of overdue payables and is able to demonstrate to the reasonable satisfaction of the relevant decision-making bodies (licensor and/or UEFA Club Financial Control Body) that it has established reasons for contesting the claim or proceedings which have been opened; however, if the decision-making bodies (licensor and/or UEFA Club Financial Control Body) consider the reasons for contesting the claim or proceedings which have been opened as manifestly unfounded the amount will still be considered as an overdue payable.
ANNEX XII - Licensor’s Assessment Procedures for the Financial criteria and requirements

A. Principle

The licensor defines the assessment procedures, ensuring equal treatment of all clubs applying for a licence. It assesses the documentation submitted by the clubs, considers whether this is appropriate and determines to its reasonable satisfaction whether each criterion has been met and what further information, if any, is needed for each licence to be granted.

The assessment processes to check compliance with the financial criteria set out in Criteria 3.6 comprise specific assessment steps that must be followed by the licensor as set out below.

B. Assessment of the auditor’s report on the annual financial statements

1. In respect of the annual financial statements, the licensor must perform the following minimum assessment procedures:
   
a) Assess whether the reporting perimeter is appropriate for club licensing purposes.
   
b) Assess the information (annual financial statements that may also include supplementary information) submitted to form a basis for its licensing decision.
   
c) Read and consider the annual financial statements and the auditor’s report thereon.
   
d) Address the consequences of any modifications to the auditor’s report (compared to the normal form of unqualified report) and/or deficiencies compared to the minimum disclosure and accounting requirements according to paragraph 2 below.

2. Having assessed the reporting perimeter and the auditor’s report on the annual financial statements, the licensor must assess these according to the items below:
   
a) If the reporting perimeter does not meet the requirements of Article F.01(b), the licence must be refused.
   
b) If the auditor’s report has an unqualified opinion, without any modification, this provides a satisfactory basis for granting the FAW Tier 1 Club Licence.
   
c) If the auditor’s report has a disclaimer of opinion or an adverse opinion, the FAW Tier 1 Club Licence must be refused, unless a subsequent audit opinion without disclaimer of opinion or adverse opinion is provided (in relation to another set of financial statements for the same financial year that meet the minimum requirements) and the licensor is satisfied with the subsequent audit opinion.
   
d) If the auditor’s report has, in respect of going concern, either a key audit matter or a qualified ‘except for’ opinion, the FAW Tier 1 Club Licence must be refused, unless either:
      
i. a subsequent audit opinion without going concern key audit matters or qualification is provided, in relation to the same financial year; or
      
ii. additional documentary evidence demonstrating the licence applicant’s ability to continue as a going concern until at least the end of the licence season has been provided to, and assessed by,
the licensor to its satisfaction. The additional documentary evidence includes, but is not necessarily limited to, the information described in Criteria F.07 (Future financial information).

e) If the auditor’s report has, in respect of a matter other than going concern, either a key audit matter or a qualified ‘except for’ opinion, then the licensor must consider the implications of the modification for club licensing purposes. The FAW Tier 1 Club Licence may be refused unless additional documentary evidence is provided and assessed to the satisfaction of the licensor. The additional evidence that may be requested by the licensor will be dependent on the reason for the modification to the audit report.

f) If the auditor’s report makes a reference to any situation defined in Criteria F.06 paragraph 2(d) the licence must be refused.

3. If the licence applicant provides supplementary information, the licensor must additionally assess the auditor’s report on the agreed-upon procedures in respect of the supplementary information. The FAW Tier 1 Club Licence may be refused if this includes reference to errors and/or exceptions found.

C. Assessment of overdue payables towards other clubs, employees and social/tax authorities

1. In respect of the overdue payables towards other clubs, employees and social/tax authorities, the licensor may decide:

   a) to assess himself the information submitted by the licence applicant, in which case he must perform the corresponding assessment according to paragraph 2, 3 and 4 below; or
   b) to have independent auditors carry out the assessment procedures, in which case he must review the auditor’s report and, in particular, verify that the sample selected by the auditor is satisfactory, and he may carry out any additional assessment he believes necessary, i.e. extend the sample and/or request additional documentary evidence from the licence applicant.

2. With regard to overdue payables towards other clubs, the Licensor must assess the information submitted by the licence applicant, in particular the transfers table and corresponding supporting documents, as detailed below.

   a) Reconcile the total in the transfers table to the ‘Accounts payable relating to player transfers’ amount in the annual financial statements as at 31 December.
   b) Check the mathematical accuracy of the transfers table.
   c) Select all or a sample of player transfers/loans, compare the corresponding agreements with the information contained in the transfers table and highlight the selected transfers/loans.
   d) Select all or sample of transfer payments, compare them with the information contained in the transfers table and highlight the selected payments.
   e) If there is an amount due as at 31 March, that concerns a transfer that occurred before 31 December of the previous year, examine that by 31 March at the latest:
      i. an agreement has been reached as per Annex VIII(2) (b); or
      ii. a dispute/claim/proceeding has been brought as per Annex VIII(2) (c) or has been contested as per Annex VIII (2) (d); or
      iii. all reasonable measures have been taken as per Annex VIII (2) (e).
f) Examine all or a selection of bank statements in support of payments

g) If applicable examine documents, including agreements with the relevant football club(s) and/or correspondence with the competent body, in support of e(i), e(ii) and or e(iii), above.

3. With regard to overdue payables in respect of employees, the licensor must assess the information submitted by the licence applicant, in particular the employees table and other corresponding supporting documents, as detailed below.

a) Obtain the employees table prepared by management.

b) Reconcile the total payable in the list of employees to the ‘Accounts payable to employees’ amount in the annual or interim financial statements as at 31 December.

c) Obtain and inspect all or a randomly selected sample of employee confirmation letters and compare the information to that contained in the list of employees.

d) If there is an amount due as at 31 March that refers to payables in respect of contractual and legal obligations in respect of its employees that arose before the previous 31 December, examine that, by 31 March at the latest:

   i. an agreement has been reached as per Annex XI (2) (b); or

   ii. a dispute/claim proceeding has been brought as per Annex XI (2) (c) or has been contested as per Annex XI (2) (d).

e) Examine all or a selection of bank statements in support of payments.

f) If applicable: examine documents, including agreements with the relevant employee(s) and/or correspondence with the competent body, in support of the representations under d(i) and/or d(ii) above.

4. With regard to overdue payables towards social/tax authorities, if the assessment is done by the licensor, he must assess the information submitted by the licence applicant, in particular the social/tax table and other corresponding supporting documents, as detailed below. If the assessment is carried out by an auditor the same minimum steps must be performed by the auditor:

a) Obtain the social/tax table prepared by management.

b) Reconcile the total payable in the social/tax table to the ‘Accounts payable to social/tax authorities’ amount in the annual or interim financial statements as at 31 December.

c) Obtain corresponding supporting documents.

d) If there is an amount due as at 31 March that refers to payables towards social/tax authorities as a result of contractual or legal obligations in respect of its employees that arose before the previous 31 December, examine that, by 31 March at the latest:

   i. an agreement has been reached as per Annex XI (2) (b); or

   ii. a dispute/claim/proceeding has been brought as per Annex XI (2) (c) or has been contested as per Annex XI (2) (d).

e) Examine all or a selection of bank statements in support of payments.

f) If applicable: examine documents, including agreements with the relevant social/tax authorities and/or correspondence with the competent body, in support of the representations under d(i) and/or d(ii) above.
D. Assessment of the written representation letter prior to the licensing decision.

1. In respect of the written representation letter, the licensor must read and consider the impact of any significant change that has occurred in relation to the club licensing criteria.

2. The licensor must also read and consider the information in respect of any event or condition of major economic importance, in combination with the financial statements, future financial information and any additional documentary evidence provided by the licence applicant.

3. The licensor must assess the club’s ability to continue as a going concern until at least the end of the licence season. The licence must be refused if, based on the financial information that the licensor has assessed, in the licensor’s judgement, the licence applicant may not be able to continue as a going concern until at least the end of the licence season.

4. If the licence applicant (or the registered member of the UEFA member association which has a contractual relationship with the licence applicant within the meaning of Article 4.1) or any parent company of the licence applicant included in the reporting perimeter is/was seeking protection or has received/is still receiving protection from its creditors pursuant to laws or regulations within the 12 months preceding the licence season then the licence must be refused. For the avoidance of doubt the licence must also be refused even if the concerned entity is no longer receiving protection from its creditors at the moment the licensing decision is taken.

5. The licensor must check that the total amount paid in the latest reporting period to or for the benefit of agents/intermediaries and the last audited annual financial information assessed by the licensor have been made publicly available either on the licence applicant’s website or the licensor’s website.

E. Assessment of the future financial information

1. In respect of the future financial information the licensor must assess whether or not an indicator as defined in F.07 has been breached. If any indicator has been breached, the licensor may decide:
   a) to assess himself the information submitted by the licence applicant, in which case he must perform the assessment according to paragraph 2 below; or
   b) to have independent auditors carry out the assessment procedures, in which case he must review the auditor’s report to ensure they performed the assessment procedures as described in paragraph 2 below.

2. The assessment procedures must include, as a minimum, the following:
   a) Check whether the future financial information is arithmetically accurate;
   b) Through discussion with management and review of the future financial information, determine whether the future financial information has been prepared using the disclosed assumptions and risks;
   c) Check that the opening balances contained within the future financial information are consistent with the balance sheet shown in the immediately preceding audited annual financial statements; and
   d) Check that the future financial information has been formally approved by the executive body of the licence applicant.
e) If applicable: examine corresponding supporting documents, including for example agreements with sponsors, banking facilities, share capital increase, bank guarantees and minutes of the board.

3. The licensor must assess the liquidity of the licence applicant (i.e. the availability of cash after taking account of financial commitments) and its ability to continue as a going concern until at least the end of the licence season. The Licence must be refused if, based on the financial information that the licensor has assessed, in the licensor’s judgement, the licence applicant may not be able to meet its financial commitments as they fall due and continue as a going concern until at least the end of the licence season.