FOOTBALL ASSOCIATION OF WALES

TIER 3 GROUND CRITERIA REGULATIONS

FAW Tier 3 Ground Regulations – Approved by FAW National Leagues Board on 3rd September 2019.
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# Glossary of Terms

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

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<thead>
<tr>
<th><strong>DEFINITION</strong></th>
<th><strong>Description</strong></th>
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<tbody>
<tr>
<td><strong>Action Plan</strong></td>
<td>A document provided to the applicant which outlines how to meet the Tier 3 Ground Criteria.</td>
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<td><strong>AGM</strong></td>
<td>The League Annual General Meeting, which takes place at the end of every football season.</td>
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<tr>
<td><strong>Applicant</strong></td>
<td>The Tier 3 Club applying to the FAW for assessment against the Tier 3 Ground Criteria Regulations.</td>
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<td><strong>Chief Executive Officer</strong></td>
<td>The senior employee of the Association.</td>
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<td><strong>Core Process</strong></td>
<td>Minimum requirements that the FAW has to put in place for verification of compliance with the criteria described in the Regulations as basis for the issuance of Tier 3 Ground Criteria certification to an applicant club.</td>
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<tr>
<td><strong>Council</strong></td>
<td>The supreme executive body of the Association.</td>
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<td><strong>Councillor</strong></td>
<td>Each member of the Council.</td>
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<td><strong>Criteria</strong></td>
<td>Requirements to be fulfilled by the Applicant.</td>
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<td><strong>Club</strong></td>
<td>Any club defined pursuant to FAW Rule 11.1.1., playing at Tier 3 of the FAW Pyramid.</td>
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<td><strong>Cymru Premier</strong></td>
<td>The Cymru Premier is the body comprising clubs in Wales’ First Division.</td>
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<tr>
<td><strong>Deadline for submissions</strong></td>
<td>The date by which the Applicants must submit to the FAW, all documents and evidence in support of their Application for Tier 3 Ground Criteria Certification.</td>
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<tr>
<td><strong>Deadline for submission of the application to the Licensor</strong></td>
<td>The date by which each Licensor requires Applicants to have submitted all relevant information for its application for Tier 3 Ground Criteria certification.</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>Term</td>
<td>Definition</td>
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<tr>
<td><strong>FASE 1</strong></td>
<td>FASE 1 (First Aid for Sport and Exercise) is a professional sports-specific first aid course delivered by Lubas Medical.</td>
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<tr>
<td><strong>FAW</strong></td>
<td>The Football Association of Wales</td>
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<td><strong>FAW National Leagues Board</strong></td>
<td>The FAW Board responsible for Levels 1-4 of the FAW Pyramid.</td>
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<tr>
<td><strong>Ground</strong></td>
<td>Means the venue where the club will play its home matches in domestic competitions including, but not limited to, all properties and facilities near to such stadium (for example offices, hospitality areas.)</td>
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<tr>
<td><strong>Ground Criteria</strong></td>
<td>The infrastructure criteria for the Ground set out or referred to in section 5 of these Regulations, as amended by the FAW from time to time.</td>
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<td><strong>May</strong></td>
<td>Indicates a party’s discretion to do something (i.e. optional, rather than mandatory).</td>
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<tr>
<td><strong>Must or Shall</strong></td>
<td>Indicates an obligation to do something (i.e. mandatory). Failure to do so will result in Tier 3 Ground Criteria certification refusal.</td>
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<tr>
<td><strong>Recommended</strong></td>
<td>This is a best-practice recommendation and therefore, not Tier 3 Ground Criteria certification failure.</td>
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<tr>
<td><strong>Significant Change</strong></td>
<td>Means an event that is considered material to the documentation previously submitted to the FAW and that would require a different presentation if it had occurred prior to the submission of the documentation.</td>
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<tr>
<td><strong>Stadium</strong></td>
<td>Means the venue where the club will play its home matches in domestic competitions including, but not limited to, all properties and facilities near to such stadium (for example offices, hospitality areas.)</td>
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<td><strong>Statutory Closing Date</strong></td>
<td>The annual accounting reference date of the reporting entity.</td>
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<tr>
<td><strong>Subsequent Events</strong></td>
<td>Events or conditions occurring after the Licensing decision.</td>
</tr>
<tr>
<td><strong>Tier 3</strong></td>
<td>The third level of the FAW pyramid.</td>
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<tr>
<td><strong>Tier 3 Ground Criteria certification</strong></td>
<td>The certification granted by the relevant body for the Applicant to play in Tier 3 of the FAW Pyramid.</td>
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<tr>
<td><strong>Toolkit</strong></td>
<td>A resource 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>UEFA</strong></td>
<td>Union des Association Européennes de Football.</td>
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1. Introduction

1.1 Tier 3 Ground Criteria Regulations

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

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

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

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

1. WPL retains its current 12 club structure, with mandatory Domestic Licence.

2. A Tier 3 North and Tier 3 South League has mandatory Tier 3 Ground Criteria, which must be achieved in time to start the 2017/18 season.

3. Tier 3 Ground Criteria grant of up to £3,000 per club will be paid for two seasons (2015/16 and 2016/17) for clubs progressing their Action Plan in order to work towards the Tier 3 Ground Criteria.

4. A one-off promotion bonus of £10,000 is paid to clubs who gain promotion to the WPL to assist with additional operational costs of playing in National League.

5. A one-off promotion bonus of £5,000 for promoted clubs into the Women’s Premier League.

6. The Sub-Committee continues its work to discuss other facets of the Tier 3 criteria. (E.g. Youth Teams, Personnel, Coach Education.)

7. The Level 3 and 4 Pyramid review is placed on hold as the Level 1 and 2 work continues.

8. The FAW Pyramid Regulations are updated to include a mandatory Tier 3 Ground Criteria.

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1 The Pyramid Review was a National Game Board strategic objective, identified in the FAW’s ‘More than a Game’ Strategy, page 71.
1.2 Benefits of Tier 3 Ground Criteria Regulations

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

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

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

2.1 The Management of the System

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

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

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

Those clubs that meet all of the mandatory ‘A’ Criteria standards will be issued with Tier 3 Ground Criteria Certification. Those clubs that have not fulfilled the minimum mandatory ‘A’ criteria will not be granted Tier 3 Ground Criteria Certification. The Deadline for the Submission is 30th April annually.

The list of Tier 3 Ground Criteria Certified Clubs must be communicated by the FAW to the League’s concerned by 31st May. This must be strictly adhered to annually, before the relevant League’s AGM.

2.2 Tier 3 Ground Criteria Certification Refusal

Tier 3 Ground Criteria Certification is mandatory for participation at Tier 3, as ratified by the FAW Council on 17th December 2015. There is no appeal procedure against the decision of FAW Council in accordance with FAW Rules.

2.3 Criteria Graduation

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

‘A’ Criteria – Mandatory
If the Applicant does not fulfil any A-criteria, then it cannot be granted with ‘Tier 3 Ground Criteria Certification.’

‘B’ Criteria – Recommendation
If the Applicant does not fulfil any B-criteria, then it could be sanctioned in accordance with 3.4, but can still receive Tier 3 Ground Criteria Certification.

2.4 Development

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

3.1 Responsibilities

1. The Football Association of Wales governs the Ground Criteria system.

2. In particular, the FAW must:
   a) Establish an appropriate administration as defined in 3.2.
   b) Establish a process for the decision-making as defined in 3.3
   c) Set up a catalogue of sanctions as defined in 3.4.
   d) Define the core process as defined in 3.5
   e) Assess the documentation submitted by the clubs, consider whether this is appropriate and determine whether each criterion has been met and what further information, if any, is needed.
   f) Ensure equal treatment of all Applicants and guarantee the clubs full confidentiality with regard to all information provided during the process as defined in 3.6.
   g) Determine whether Tier 3 Ground Criteria Certification can be granted.

3.2 The Licensing Administration

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

3.3 Process for decision-making

1. The First Instance Body and Appeals Body must be independent of the each other.

2. The First Instance Body decides on whether Tier 3 Certification should be granted to an Applicant on the basis of the documents provided by the submission deadline set by the FAW and on whether Tier 3 Certification should be withdrawn.
3. The Appeals Body decides on appeals submitted in writing and makes the final decision on whether a Tier 3 Certification should be granted or withdrawn.

4. Appeals may only be lodged by:

a) An Applicant who received a refusal from the First Instance Body;
b) An Applicant whose Tier 3 Certification has been withdrawn by the First Instance Body; or
c) The FAW.

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

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

a) Act impartially in the discharge of their duties;
b) Abstain if there is any doubt as to their independence from the Applicant or if there is a conflict of interest. In this connection, the independence of a member may not be guaranteed if he/she or any member of his/her family (spouse, child, parent or sibling) is a member, shareholder, business partner, sponsor or consultant of the Applicant;
c) Not act simultaneously as Licensing Manager of the FAW;
d) Not belong simultaneously to the Council or any of its affiliated leagues; and
e) Not belong simultaneously to the administrative staff of the FAW.

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

8. The Decision-Making Bodies must operate according to the following procedural rules:

a) all deadlines as specified in the annual Core Process must be respected;
b) the principle of equal treatment;
c) legal representation can provide evidence to the Decision-Making Bodies on behalf of the Applicant;
d) the Applicant can provide evidence to the Decision-Making Bodies;
e) meetings will be conducted in English;
f) extensions will not be permitted;
g) Applicants and the FAW will be given 10 days to lodge an appeal against the decision of the First Instance Body;
h) Applicants will be allowed to submit their appeal evidence until the deadline stipulated in the Core Process;
i) there is no cost to the Applicant for the First Instance Body;
j) the cost of the appeal is as per FAW Rule 43.2.3: and
k) the decision will be provided in writing to the Applicant with reasoning.

3.4 Catalogue of sanctions
1. To guarantee an appropriate assessment process, the FAW has set up a catalogue of sanctions for the Ground Criteria system for the non-respect of ‘A’ and ‘B’ criteria.

2. Sanctions for the refusal of ‘A’ Criteria are;
   a) The Applicant will not be permitted to participate at Tier 3 of the pyramid the following season and will be relegated to Tier 3.

3. Sanctions for the refusal of ‘B’ Criteria are;
   a) A Fine
   b) A suspended fine
   c) A Caution
   d) No sanction

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

3.5 Core Process

1. The FAW defines the Core Process in Appendix I for the verification of the criteria and thus control the issuing of the Tier 3 Ground Criteria Certification.

2. The Core Process starts on August 1st and ends on the submission of the list of decisions on May 31st each season.

3. The deadlines must be clearly defined at the beginning of the season and communicated to the clubs concerned in a timely manner.

3.6 Equal Treatment and confidentiality

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

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

4.1 Definition of the Applicant

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

4.2 General responsibilities of the Applicant

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

2. This includes information on the reporting entity/entities in respect of which information is required to be provided to satisfy the Tier 3 Ground Criteria.

3. Any event occurring after the submission of the documentation to the FAW representing a Significant Change to the information previously submitted must be promptly notified to the FAW Administration.

4.3 Certification

1. Clubs which qualify for Tier 3 on sporting merit from season 2017/18 onwards must obtain FAW Tier 3 Ground Criteria Certification.

2. Tier 3 Ground Criteria Certification expires without prior notice at the end of the season for which it was issued.

3. Tier 3 Ground Criteria Certification cannot be transferred.

4. Tier 3 Ground Criteria Certification may be withdrawn by the FAW if;
   
   a) Any of the conditions for the issuing of the Certification are no longer satisfied; or
   b) The Certified Club violates any of its obligations under the Tier 3 Ground Criteria Regulations.

5. As soon as a Certification withdrawal is envisaged, the FAW Administration must notify the Chief Executive.
4.4 **Clubs outside of Tier 3**

1. Clubs relegated from the Cymru Premier on sporting merit or for failure to achieve the National Domestic Licence must meet the criteria of the Tier 3 Ground Criteria certification, which will be assessed at the same time as its application for a National Domestic Licence.

2. Clubs seeking promotion into Tier 3 must request an extraordinary application of the Ground Criteria system in accordance with Appendix II.

3. Based on such an extraordinary application, the FAW may grant special permission to the club to enter the corresponding Tier 3 League. Such an extraordinary application applies only to the specific club and for the season in question.
5. Infrastructure Criteria

5.1 INTRODUCTION

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

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

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

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

5.2 OBJECTIVES

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

5.3 BENEFITS FOR CLUBS

 Clubs and stadium owners can develop strategies to upgrade its facilities in order to meet the relevant criteria. 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 and refreshment facilities, is equipped with hygienic and spacious toilets for both sexes and provides communication installations with Public Address systems.

The FAW shall inspect and approve the stadium which will then be classified into one of the given quality categories (e.g. ‘Tier 3 Certified’).
5.4 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 Safety Risk Assessment and Evacuation Plan (B criteria)

1. The Applicant must provide a Stadium Safety Risk Assessment, which must include, but is not limited to the requirements of the document provided in Appendix III.

2. The Applicant must provide a Safety Policy, which must include all of the Criteria as listed in I.03 – ‘Public Access and Egress’.

3. The Applicant must have in place a Stadium Evacuation Plan, detailing all emergency exits, gates and routes to evacuate the stadium.

4. All documents submitted for the I.01 criteria must be signed by an authorised signatory of the club, dated and be no older than two years old.

I.02 – Approved Capacity Level (A criteria)

1. The Applicant must have in place an approved capacity level, which is relevant and safe for all competitions. The minimum capacity for Tier 3 clubs is 500.

2. The Applicant must;
   a. have in place at least 100 covered seats, which are in compliance with criteria I.15.
   b. Or, for clubs promoted to Tier 3 at end of the 2019/2020 season must have 50 seats on 30th April 2020 to meet the seating requirement for Tier 3 criteria to remain in the League for the 2020/21 season. The same club would require the full criteria of 100 seats by 30th April 2021 to meet the seating requirement for Tier 3 criteria to remain in the League for the 2021/22 season.

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

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

1. At least one stadium entry point designed in such a way as to avoid congestion and ensure the smooth flow of the crowd.

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

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

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

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

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

**I.04 – Public Communication System**  
(A criteria)

1. The stadium must be equipped with a public communication system.

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

**Areas Relating to Players and Officials**

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

**I.05 – Field of Play**  
(A/B criteria)

The field of play must be smooth and level.

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

2. Football turf must meet all of the following conditions:
   (A criteria)
   
   a) It must have been granted the required FIFA licence in accordance with the FAW Regulations for synthetic pitches;
   
   b) It must meet all the requirements of the national legislation in force;
   
   c) Its surface must be green and marked with white lines.

3. The field of play must be equipped with a drainage system so that it cannot become unplayable due to flooding.  
   (B Criteria)
4. The field of play should be 105 metres long and 68 metres wide. If this is not possible due to stadium constraints, the minimum allowable is 98m long and 62 metres wide.  

(A criteria)

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

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

I.06 – Warm-Up Area  

(A criteria)

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

I.07 – Goals and Spare Goals  

(A / B criteria)

1. Goalposts and crossbars must be made out of aluminium or similar material and must be round or elliptical. Moreover, they must be in compliance with the Laws of the Game as promulgated by the International Football Association Board (IFAB), which means, in particular, that:

   a) the distance between the posts must be 7.32m;
   b) the distance from the lower edge of the crossbar to the ground must be 2.44m;
   c) the goalposts and crossbars must be white;
   d) they must not pose any danger to players.  

   (A criteria)

2. A spare goal, which can be easily installed if the circumstances so require, should be available within the stadium for League matches.  

(B criteria)

I.08 – Substitutes’ benches  

(A criteria)

a) The Stadium must be equipped with two covered benches at pitch level, each with seating room for at least 8 people and positioned either side of the Halfway Line. The two benches must be on the same side as each other.

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

I.09 – Dressing Rooms  

(A criteria)

1 The Stadium must be equipped with:

a) A dressing-room for each team with a minimum of four showers, seating room for at least 18 people and exclusive use, with private access to one individual seated toilet.

b) A referees’ dressing-room with a minimum of one shower, access to one exclusive individual seated toilet and seating room for three people.
2. Clubs must make provision to provide a safe access and egress for both teams and the referees from their dressing-rooms to the playing area and ensure their safe arrival at/departure from the stadium.

**I.10 – Match Day Office**  
(B criteria)

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

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

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

**I.12 – Floodlighting**  
(B criteria)

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

**I.13 – Parking Areas**  
(A criteria)

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

**I.14 – Refreshment Facilities**  
(A criteria)

1. Clubs must provide Players and Match Officials with food and drink after the game. (A Criteria)
**Spectator-Related Areas**

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

1. Seats for spectators must be individual, fixed (e.g. to the floor), separated from one another, shaped, made of an unbreakable and non-flammable material and have a backrest of a minimum height of 30 cm when measured from the seat.

2. The use of temporary stands is prohibited.

3. The 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.16 – Hardstanding** *(A/ B criteria)*

1. There must be hardstanding surrounding one length and one width of the field of play, compromising of concrete, paving stones or tarmac. Hardstanding of a temporary nature will not be approved under any circumstances. *(A Criteria)*

2. All mandatory Spectator Areas must be accessed by Hardstanding. *(A Criteria)*

3. Where the stadium is part of a larger sports complex, the football area must be totally enclosed from all other activities, except where permission has been granted by the League for one of the sides or part thereof, to be closed by Spectators. *(B Criteria)*

4. It is recommended that it is possible for spectators to be accommodated, either standing or seated, for the full length of all four sides of the playing area, except where permission has been granted by the League for one of the sides or part thereof. *(B Criteria)*

5. It is recommended that hardstanding surrounds 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. *(B Criteria)*

6. It should be possible, if whenever, necessary to prevent spectators from moving from one sector or sub-sector to another, except as part of the stadium’s evacuation process *(B Criteria)*

**I.17 – Visiting Supporters** *(B 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.18 – *Emergency Lighting* *(B criteria)*

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

2. Emergency lighting must be available on at least one side of the field of play to which the public or staff have access, including all egress and evacuation routes.

3. If Emergency lighting is only available on one side of the Stadium, only this side of the Stadium is permitted to be open at an evening match. This must be reflected in the document used to satisfy I.01 criteria.

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

1. Sufficient clean and hygienic sanitary facilities must be distributed evenly throughout all sectors of the stadium for male and females spectators. Toilets and urinals must be equipped with flushers. Sinks and amenities such as toilet paper and soap must be available. *(A criteria)*

2. The recommended requirement for sanitary facilities are the following, based on an 80:20 ratio of male and female: *(B Criteria)*

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

   Based on 750 Capacity as per Regulation I.02

I.20 – *First Aid Officer* *(B criteria)*

1. The Club must have appointed at least one First Aid Officer who holds a valid FASE 1 course, being responsible for medical treatment and massages for the rehabilitation of first team squad members.

2. This individual will also be responsible for first aid relating to spectators.

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

4. They must be duly registered with the FAW.


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

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

2. The stadium should have dedicated access and seats for spectators with disabilities and their helpers. *(B criteria)*

3. In addition, persons with disabilities should have dedicated sanitary facilities as well as refreshment and catering facilities nearby. *(B criteria)*
4. One disabled toilet should be available for every 15 wheelchair users. (*B criteria*)

**I.22 – Ground Regulations**

* (A criteria)

1. The club must arrange to have its Ground Regulations fixed in suitable areas of the ground in such a way that the spectators can read them.

2. Ground Regulations should at least provide information on; Admission rights, abandonment and postponement of events, a description of prohibitions and penalties such as entering the field of play, throwing objects, use of foul and abusive language, racist behaviour, restrictions with regard to alcohol, fireworks, flares, banners, seating rules and causes for ejection from the Stadium.

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

**I.23 – VIP Hospitality Areas**

* (B criteria)

1. A Stadium must identify at least 10 VIP seats, which includes five for the visiting team officials.

2. A hospitality area must be provided for VIP’s and for the visiting team officials.

**Media Related Areas**

The 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.24 – Media Working Area**

* (B criteria)

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

**I.25 – Press Box**

* (B criteria)

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

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

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

4. There should be 20 covered seats, 5 of which should be equipped with desks.
I.26 – **Television Gantry**  
1. A television gantry should be provided to meet the Broadcasters requirements.

I.27 – **Radio Commentary positions**  
1. One covered radio position should be identified
2. Each identified commentary position must have at least three seats.

I.28 – **Post Match Interview Area**  
1. The stadium must provide a dedicated post-match interview area, with relevant backboard. The location must be as close as possible to the dressing room area and the facility must be approved by the host broadcaster.

I.29 – **OB Van Parking Area**  
1. The stadium should have Hardstanding parking facilities to accommodate the Host Broadcaster OB Unit in the immediate vicinity. The surface dimension of the area must be at least 100m².

**FOOTBALL ASSOCIATION OF WALES CONTACTS**

The Association’s point of contact is -

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Licensing Manager  
0292 20435 859 (T)  
02920 496 953 (F)  
**sjones@faw.co.uk**

Alternative contact and Head of Department;

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Head of Competitions  
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02920 496 953 (F)  
**ahoward@faw.co.uk**

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

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

## CORE PROCESS

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<td>Thursday, 1&lt;sup&gt;st&lt;/sup&gt; August 2019</td>
<td>2019 / 20 Core Process begins.</td>
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| Thursday, 15<sup>th</sup> August 2019 | FAW to invite all Tier 3 clubs and Tier 4 clubs to apply for Tier 3 Ground Certification.  
                                       | The application costs £100.00.                                         |
| Tuesday, 31<sup>st</sup> December 2019 | Submission deadline for Tier 3 Ground Certification Application.       |
| Thursday, 30<sup>th</sup> April 2020  | Deadline for submission of all documents and ground developments.     
                                       | All applications will be considered over the subsequent fortnight and communicated to clubs immediately after. |
| Sunday, 31st May 2020     | Final list of Tier 3 Certified clubs submitted to all relevant stakeholders. |
APPENDIX II

EXTRAORDINARY APPLICATION

1. The FAW Council defines the necessary deadlines and the minimum criteria for the extraordinary application of the Ground Criteria system for participation in Tier 3 club competitions as specified in Criteria 4.4 and communicates them to the Tier 3 Directly Affiliated League Secretaries at the latest by 31 August of the year preceding the certification season.

2. The Tier 3 Directly Affiliated League Secretaries must notify the FAW administration of such extraordinary application requests in writing, stating the name of the club concerned by the deadline communicated by the FAW administration.

3. The FAW administration defines the necessary deadlines and forwards these to the Tier 3 Directly Affiliated League Secretaries.

4. The FAW is responsible for submitting the criteria to the club(s) concerned for the assessment for the extraordinary procedure. It must also take immediate action with the club(s) concerned to prepare for the extraordinary procedure.

5. The club(s) concerned must provide the necessary documentary proof to the licensor that will assess the club(s) against the fixed minimum standards and forward the following documentation to the FAW administration by the deadline communicated by the latter:
   a) a written request to apply for special permission to enter the corresponding Tier 3 club competition;
   b) all documentary evidence provided by the club as requested by the FAW administration;
   c) any other documents requested by the FAW administration during the extraordinary procedure.

6. A sub-group of the Decision Making Bodies will base its decision on the documentation received and grants special permission to enter the Tier 3 club competition if all the set criteria are fulfilled and if the club(s) ultimately qualifies on sporting merit. The decision will be communicated to the club(s) concerned directly.

7. If such a club is eliminated on sporting merit during this extraordinary procedure, the Tier 3 Directly Affiliated League Secretary has to notify the FAW administration immediately, and this procedure is immediately terminated, without further decision. Such a terminated procedure cannot be restarted at a later stage.
8. Appeals can be lodged against decisions made by the sub-group of the Decision Making Bodies in writing to Independent Arbitration in accordance with the relevant provisions laid down in the FAW Rules and Regulations.
APPENDIX III

STADIUM SAFETY RISK ASSESSMENT AND EVACUATION PLAN

I.01. Criteria 2  Stadium Policy

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

Spectators Access into the Stadium
The club has _____ Turnstiles, which are designed in such a way as to avoid congestion and ensure the smooth flow of the crowd.

Or (And delete as appropriate)

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

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

Public Passageways
It is recommended that all public passageways and stairways in the spectator areas are painted in a bright colour, as must all gates leading from the spectator areas into the playing area and all exit doors and gates leading out of the stadium.

Exit Doors / Gates
It is recommended that all exit doors and gates in the stadium, and all gates leading from the spectator areas into the playing area, should:

a) Be fitted with a locking device which may be operated simply and quickly by anyone from the inside in the case of exit doors and gates or from either side in the case of gates leading into the playing area;

b) Be designed to remain unlocked while spectators are in the stadium.

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

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

Policy for Players
(should include parking, entrance to the stadium and any safety provision)

Policy for Officials
(should include parking, entrance to the stadium and any safety provision)

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

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

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

**Layout Plan and Site Plan**
The club should maintain a Layout Plan of the stadium, detailing all facilities within the Stadium (1:1000). The club should also maintain a Site Plan showing the Access Routes in to the Stadium (1:1500). This can be by way of ordnance survey map or Google Map.
I.01. Criteria 3 Evacuation Plan

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

**Key**

EX = Emergency Exit  
G = Exit Gates  
→ = Routes

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

Signed: - _______________________________  Position: __________

Date: - _______________
APPENDIX IV

MEDICAL ROOM EQUIPMENT

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

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

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