

CLUB LICENSING MANUAL

JULY 2023

INTRODUCTION

Congratulations on your clubs 2023 performances and welcome to season 2024. Football Australia (FA) has issued the FA Club Licensing Regulations, which include the framework and licensing criteria for senior NPL Men's and senior NPL Women's competitions to be mandatory across all Member Federations in 2023/2024.

In particular, the Regulations define the minimum sporting, infrastructure, personnel and administrative, legal and financial Criteria to be fulfilled by Clubs, on an annual assessment basis, in order to be granted a Licence as part of the process to remain eligible for, and to participate in, their respective competitions.

The regulations seek to protect, enhance, and continuously improve the standards of NPL Competitions throughout Australia. In collaboration with FA, Football West invites your club to apply for an NPL Licence for the upcoming season.

Commencing in 2023/2024, NPL Men's Clubs and NPL Women's Clubs will be required to fulfil the set Criteria within the prescribed deadlines to remain eligible to participate in the NPL Men's or NPL Women's competition. For this reason, Football West's, Club Licensing Manager - (Alex Wright) will assist clubs in drafting and finalizing their submissions. All queries regarding NPL Licensing and Affiliation should be first directed to alex.wright@footballwest.com.au.

The purpose of the Club Licensing Manual is to provide the Licence Applicant with a guide of the documents and information required to be submitted to ensure the Licence Applicant is in compliance with the Regulations. Any defined terms used throughout this Manual have the same meaning as in the Regulations unless otherwise specified.

The Manual includes the Core Processes, Criteria and Requirements.

Core Processes include:

- The NPL Men 2023/24 Licensing Cycle (pg. 3)
- The NPL Women 2023/24 Licensing Cycle (pg. 4)

Please take note of the "Submit" deadlines outlined for each of the Criteria in the Manual and in the online platform. Clubs must comply with the stated "Submit" deadline. The "Fulfil" deadline has been set 3 days after each submit deadline to provide clubs with the opportunity to submit documents on the platform after the deadline IF absolutely necessary. However, if a Club makes a submission in CLAS after the "Submit" deadline, this will be deemed a late submission, and the relevant sanction(s) as outlined in the Table of Minimum Sanctions may apply.

NOTE: The Manual references templates, have been provided via email to each Club. Please ensure that each template is adapted with the Club's logo/letterhead and any necessary adjustments are made to the text based on the Club's specific situation. The following templates have been amended for 2024 season and will therefore need to be updated: S.02, S.03, S.08, S.12, L.03, L.06 (template), F.05, F.09, F.10. Any declarations made during the pilot cycle will carry over on the CLAS system unless it was signed by an individual who is no longer at the club or if the content declared has changed since being signed.

We look forward to receiving your Club's submissions for the 2023/24 cycle and are available to answer any questions. Thank you for your cooperation and efforts as it relates to Club Licensing.

NPL MEN CORE PROCESS TIMELINE 2023-24

DATE	ACTION
28 July 2023	MF Licensing Manager to distribute Licensing packs to Licence Applicants.
23 August 2023	Final date for Clubs to submit Legal Criteria: L.01 – L.10
23 August 2023	Final date for Clubs to submit Sporting Criteria: S.01 – S.14 <i>*S.06 may be submitted after the Licensing Decision</i>
23 August 2023	Final date for Clubs to submit Personnel & Administrative Criteria: P.01 – P.21
23 August 2023	Final date for Clubs to submit Financial Criteria: F.01 – F.04, F.06 – F.08
23 August 2023	Final date for Clubs to submit Infrastructure Criteria: I.01 – I.35
23 August 2023	Final date for Clubs to submit Criterion: F.05
24 August 2023	MF Licensing Manager to submit report to FIB.
24 August – 6 September 2023	FIB to make decision on awarding of Licences to Licence Applicants for NPL Men Licence.
6 September – 9 September 2023	MF Licensing Manager to advise Clubs of FIB's decision.
6 September – 15 September 2023	Deadline for Licence Applicants to file a request for appeal from the determination of the FIB.
TBD	AECB to issue final determination on any appeals made from the decisions of the FIB for NPL Men Licence.
8 December 2023	MF Licensing Manager confirms to FA Licensing Administration the list of Licensees for the 2023 NPL Men competition.
1 January 2024	Final date for Clubs to submit Criterion: F.09
1 November 2023 for any clubs with NPL Juniors in 2023	Final date for Clubs to submit Criterion: S.06
No Set Deadline - Throughout Licensing Season As Required	F.10 (updates as necessary)

NPL WOMEN CORE PROCESS TIMELINE 2023-24

DATE	ACTION
28 July 2023	MF Licensing Manager to distribute Licensing packs to Licence Applicants.
23 August 2023	Final date for Clubs to submit Legal Criteria: L.01 – L.10
23 August 2023	Final date for Clubs to submit Sporting Criteria: S.01 – S.14 <i>*S.06 may be submitted after the Licensing Decision</i>
23 August 2023	Final date for Clubs to submit Personnel & Administrative Criteria: P.01 – P.21
23 August 2023	Final date for Clubs to submit Financial Criteria: F.01 – F.04, F.06 – F.08
23 August 2023	Final date for Clubs to submit Infrastructure Criteria: I.01 – I.35
23 August 2023	Final date for Clubs to submit Criterion: F.05
24 August 2023	MF Licensing Manager to submit report to FIB.
24 August – 6 September 2023	FIB to make decision on awarding of Licences to Licence Applicants for NPL Men Licence.
6 September – 9 September 2023	MF Licensing Manager to advise Clubs of FIB's decision.
6 September – 15 September 2023	Deadline for Licence Applicants to file a request for appeal from the determination of the FIB.
TBD	AECB to issue final determination on any appeals made from the decisions of the FIB for NPL Men Licence.
8 December 2023	MF Licensing Manager confirms to FA Licensing Administration the list of Licensees for the 2023 NPL Men competition.
1 January 2024	Final date for Clubs to submit Criterion: F.09
1 November 2023 for any clubs with NPL Juniors in 2023	Final date for Clubs to submit Criterion: S.06
No Set Deadline - Throughout Licensing Season As Required	F.10 (updates as necessary)

SPORTING CRITERIA

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.01	A	NPL MEN WITH NPL JUNIORS - YOUTH DEVELOPMENT PROGRAM
	B	NPL WOMEN, NPL MEN WITHOUT JUNIORS – YOUTH DEVELOPMENT PROGRAM

NOTE: For 2024, S.01 is a B CRITERION for NPL Men clubs without Juniors and for NPL Women clubs.

The Licence Applicant must have a written Youth Development Program approved by the Licensor. The Licensor must evaluate the quality of the youth development program before approving it and should verify the implementation by periodic visits to the training and games.

The program must cover at least the following areas:

- (a) mission, vision and goals;
- (b) youth playing philosophy and youth development philosophy;
- (c) organisation of youth sector (organisational chart, specific age groups, etc.);
- (d) infrastructure available for youth sector (training and match facilities, etc.);
- (e) football education program for the different age groups (psychological, technical, tactical and physical);
- (f) yearly training plans (minimum duration of 40 weeks for ages 14 and above, maximum of 34 weeks for ages 10-13) with cycles and session objectives; and
- (g) evaluation and review processes for individual players.

The Licence Applicant must further ensure that:

- (a) every youth player involved in its program has the possibility to follow mandatory school education in accordance with national law; and
- (b) no youth player involved in its youth development program is prevented from continuing their non-football education.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

Requirement #1: S.01 - YDP Template (template provided) OR Club's YDP Program Document (must contain all information outlined above)

Requirement #2: S.01 - YDP Education and Medical Declaration – SIGNED (template provided)

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.02	A	REGISTRATION OF PLAYERS

All the Licence Applicant's men's and women's players, including youth and junior players, must be registered with Football Australia in accordance with the relevant provisions of the FIFA Regulations on the Status and Transfer of Players and the FA National Registration, Status and Transfer Regulations.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

Requirement #1: S.02 - Registration of Players Declaration – SIGNED (template provided)

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.03	A	REGISTRATION OF MEMBERS
<p>All members of the Licence Applicant, including coaches, managers, medical staff, administrators, committee members and volunteers must be registered with Football Australia in accordance with the FA National Registration, Status and Transfer Regulations.</p>		
<p>Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)</p>		
<p><i>Requirement #1: S.03 Registration of Members Declaration – SIGNED (template provided)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.04	A	CHILD PROTECTION AND WELFARE
<p>The Licence Applicant must adhere to the FA Member Protection Framework and the FA Safeguarding Policy in order to protect and safeguard children from potential abuses and promote their wellbeing within football when participating in activities organised by the Licence Applicant.</p> <p>The Licence Applicant must abide by the relevant child protection legislation in each state/territory.</p> <p>The Licence Applicant must appoint a Member Protection Information Officer (MPIO).</p>		
<p>Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)</p>		
<p><i>Requirement #1: S.04 Child Protection and Welfare Declaration – SIGNED (template provided)</i></p>		
<p><i>Requirement #2: MPIO Name (text entry)</i></p>		
<p><i>Requirement #3: MPIO Phone Number (text entry)</i></p>		
<p><i>Requirement #4: MPIO Email Address (text entry)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.05	A	FA/MF PATHWAY
<p>The Licence Applicant must release any player who has been selected for participation in an official FA/MF elite player pathway.</p>		
<p>Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)</p>		
<p><i>Requirement #1: S.05 FA and MF Pathway Declaration – SIGNED (template provided)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.06	A	ALL MEN'S CLUBS WITH NPL JUNIORS - LIAISON WITH MF TECHNICAL DIRECTOR / TECHNICAL DEPARTMENT
S.06	B	ALL MEN'S CLUB'S WITHOUT NPL JUNIORS AND ALL NPL W CLUBS – LIAISON WITH MF TECHNICAL DIRECTOR / TECHNICAL DEPARTMENT

The Licence Applicant must prepare an annual report by the date specified by Licensor outlining coaching programs delivered, outcomes achieved and future planned enhancements for the YDP.

NOTE: For 2023/24, this report may be submitted after the Licensing Decision if deemed necessary by the MF.

Checklist of Documentation Required (submit by 1-11--2023 ; fulfil by 5-11-2023)

Requirement #1: S.06 Technical Report *(template to be provided at later date)*

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.07	A	ALL MEN'S CLUBS WITH NPL JUNIORS – YOUTH TEAMS
S.07	B	ALL MEN'S CLUBS WITHOUT NPL JUNIORS – YOUTH TEAMS

The Licence Applicant must at least have the following men's youth teams within its legal entity, another legal entity included in the reporting perimeter or a Club affiliated to its legal entity:

- (a) FA "Youth" Category: At least three (3) teams within the age range of 13 to 18
- (b) FA "Senior" Category: At least one (1) team at the age of 18 and above (in addition to the first team)

Each youth team must take part in official competitions or programs played at national, regional or local level and recognised by Football Australia.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

Requirement #1: Age groups of 4 required youth teams for 2024 (e.g., U.13, U14, U15, U16, U18) *(text entry)*

Requirement #2: Age groups of any other Club teams for 2024 *(text entry)*

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.07	A	NPL WOMEN – YOUTH TEAMS

The Licence Applicant must at least have the following women's youth teams within its legal entity, another legal entity included in the reporting perimeter or a Club affiliated to its legal entity:

- (a) FA "Youth" and "Senior" Categories: At least three (3) teams (in addition to the first team), with two (2) teams within the age range of 13 to 18 and one (1) team at the age of 18 and above.

Each youth team must take part in official competitions or programs played at national, regional or local level and recognised by Football Australia.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

Requirement #1: Age groups of 3 required youth teams for 2024 (e.g., U13, U14, U15, U16, U18) *(text entry)*

Requirement #2: Age groups of any other Club teams for 2024 *(text entry)*

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.08	B	SCHOLARSHIP PLAYERS

The Licence Applicant must offer at least 1 (recommend 2) fee-free roster spots (i.e. scholarships) for players from under-privileged households for each of the required "FA Youth" Category teams in S.07.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

Requirement #1: Scholarship Players Declaration - SIGNED

Requirement #2: Evidence of Compliance with S.08 (to be submitted at a later date, closer to start of 2024 season)

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.9	C (BEST PRACTICE)	MEDICAL CARE OF PLAYERS

The Licence Applicant should provide evidence that all players on the first team have undergone an annual medical exam prior to the start of the season.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

Requirement #1: Does Club provide an annual medical exam for all players on first team? (Yes/No answer)

Requirement #2: Does Club require first team players to confirm that they have completed an annual medical exam before starting training? (Yes/No answer)

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.10	C (BEST PRACTICE)	DIVERSITY AND INCLUSION POLICY

The Licence Applicant should establish a policy that addresses diversity and inclusion within its Club.

All players and staff of the Licence Applicant should be aware of and have access to the policy.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

Requirement #1: S.10 – Diversity and Inclusion Policy Declaration – SIGNED (template provided)

Requirement #2: Does Club currently have a Diversity/Inclusion Policy? (Yes/No answer)

Requirement #3: If yes, Club Policy (submit Club's document)

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.11	C (BEST PRACTICE)	RACIAL EQUALITY POLICY

The Licence Applicant should establish a policy to tackle racism in football.

All players and staff of the Licence Applicant should be aware of and have access to the policy.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

Requirement #1: S.11 Racial Equality Practice Declaration – SIGNED (template provided)

Requirement #2: Does Club currently have a policy to tackle racism in football? (Yes/No answer)

Requirement #3: If yes, Club Policy (submit Club's document)

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.12	C (BEST PRACTICE)	CLUB YOUTH ACADEMY

The Licence Applicant should submit a completed Youth Academy form, with all questions answered, based on FA's National Club Academy Scheme.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

Requirement #1: S.12 – FA Youth Academy Form, with all questions answered (template provided)

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.13	C (BEST PRACTICE)	GRASSROOTS PROGRAMS
<p>The Licence Applicant should establish a grassroots program. Children, youths, amateurs, veterans, those with learning or physical disabilities and the socially disadvantaged should be included in the grassroots programs.</p> <p>The main objectives of the Licence Applicant's grassroots football program shall be to encourage mass participation, stimulating greater interest in the game, providing more opportunities for social inclusion, supporting healthy lifestyles and the development of young people, both the sporting and educational aspects.</p>		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: S.13 – Grassroots Program Events document (template provided)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.14	C (BEST PRACTICE)	EDUCATIONAL PROGRAMS
<p>The Licence Applicant should ensure that players and all technical coaching staff of at least the first team have attended a session or an event related to:</p> <ul style="list-style-type: none"> (a) sports integrity matters; (b) FIFA Laws of the Game; (c) doping control; and (d) other topics as required by FA and/or the MF, including cultural education / awareness training. <p>These sessions or events should be provided either by the Licence Applicant, Football Australia, the Member Federation or a third party in collaboration with the Licence Applicant / Football Australia / the Member Federation, during the year prior to the Season to be Licensed.</p>		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Does the Club organise an annual session with its first team players and staff related to sports integrity, FIFA Laws of the Game, and/or doping control? (Yes/No answer)</i>		
<i>Requirement #2: Does the Club provide its first team players and staff with any documentation / materials related to sports integrity, Laws of the Game, and/or doping control? (Yes/No answer)</i>		
<i>Requirement #3: Please describe the Club's current educational programs on the above topics (text entry)</i>		

INFRASTRUCTURE CRITERIA

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.01	A	VENUES / STADIUM(S) FOR FIRST TEAM MATCHES
<p>The Licence Applicant must have a Venue / Stadium available to play its NPL senior (e.g., first team) matches. The Licence Applicant either:</p> <ul style="list-style-type: none"> (a) owns the venue(s) / stadium(s); or (b) can provide a written contract with the owner of the venue(s) / stadium(s) it will use. <p>This contract must guarantee the use of the venue(s) / stadium(s) for the NPL senior (e.g., first team/reserves/U18) matches for the coming season.</p>		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Name of Venue(s) / Stadium(s) (text entry)</i>		
<i>Requirement #2: Address of Venue(s) / Stadium(s) (text entry)</i>		
<i>Requirement #3: Lease Agreement(s) or Signed Letter(s) from Venue / Stadium Confirming Club's right to use Venue / Stadium for 2024 season (submit agreement / letter)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.02	A	VENUE / STADIUM: FIELD OF PLAY DIMENSIONS & FIELD MARKINGS
<p>The field of play must comply with the FIFA Laws of the Game.</p> <p>The preferred dimensions of the field of play are 105m long and 68m wide.</p> <p>The field of play dimensions must remain within a scope of 96m – 110m in length and 60m – 75m in width.</p>		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Length of pitch (in m) (text entry)</i>		
<i>Requirement #2: Width of pitch (in m) (text entry)</i>		
<i>Requirement #3: Photo(s) of marked pitch (submit photos)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.03	A	VENUE / STADIUM: PLAYING SURFACE
<p>The playing surface must comply with the FIFA Laws of the Game.</p> <p>The surface must be even and flat with complete coverage of grass.</p> <p>The surface must be natural grass, reinforced natural grass (hybrid) or FIFA Quality approved artificial turf.</p> <p>The surface must be free of potholes, foreign objects and protrusions of any kind through the surface or any deviations hazardous to players and officials.</p>		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		

<i>Requirement #1: Type of Pitch Surface (Natural Grass, Reinforced Natural Grass (hybrid), FIFA Quality Approved Artificial Turf) (text entry)</i>
<i>Requirement #2: If artificial turf, FIFA Quality Certificate (submit Certificate document)</i>
<i>Requirement #3: Photo(s) of field of play surface (submit photos)</i>

NO.	NPL CRITERIA GRADE	DESCRIPTION
1.04	A	VENUE / STADIUM: GOALS & CORNER FLAGS
<p>The goals and corner flags must comply with the FIFA Laws of the Game.</p> <p>Goal posts must be permanent, white in color, be made of aluminum or similar material, be round, pose no dangers to players and be firmly secured to the ground, with a height of 2.44m and a width of 7.32m and a diameter of no more than 12cm.</p> <p>Goal nets must be attached to posts, conform to Australian standards and cannot obstruct the goalkeeper.</p> <p>Corner flags are compulsory, with flag posts no less than 1.5m high.</p> <p>At least 1 spare net and 1 set of spare corner flags must be available.</p>		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Photo of Goals (installed) (submit photos)</i>		
<i>Requirement #2: Photo of Corner Flags (installed) (submit photos)</i>		
<i>Requirement #3: Number of Spare Nets (text entry)</i>		
<i>Requirement #4: Number of Spare Corner Flags (text entry)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
1.05	A	VENUE / STADIUM: PITCH PERIMETER FENCE
<p>A pitch perimeter fence must surround the field of play, which is at least 2m from the field of play and at least 900mm in height.</p> <p>The fence must be constructed of substantial material.</p> <p>Any signage attached to the fence must be properly secured.</p>		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Does the venue / stadium have a Pitch Perimeter Fence? (Yes/No answer)</i>		
<i>Requirement #2: Distance of fence from field of play (in m) (text entry)</i>		
<i>Requirement #3: Height of fence (in mm or m) (text entry)</i>		
<i>Requirement #4: Photo(s) of pitch perimeter fence (submit photos)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
1.06	A	VENUE / STADIUM: TECHNICAL AREA
<p>The Technical Area must comply with the FIFA Laws of the Game.</p>		

The area must include two team benches positioned equidistant from the touchline and from the halfway line, with seating for at least 12 people.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

Requirement #1: Number of seats for each team in the technical area (text entry)

Requirement #2: Photo(s) of technical area (submit photos)

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.07	A	VENUE / STADIUM: EMERGENCY SERVICE ACCESS

There must be direct access to the venue / stadium and the area around the field of play for emergency service vehicles.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

Requirement #1: Describe how emergency services access the venue / stadium and the area around the field of play (text entry)

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.08	A	VENUE / STADIUM: PLAYER DRESSING ROOMS

The venue / stadium must have separate dressing rooms near the field of play for the home and visiting teams.

The dressing rooms must be well-ventilated and lockable.

The dressing rooms should, at a minimum, include the below amenities:

- (a) Seating for at least 18 people;
- (b) 1 lockable toilet with sanitary bin;
- (c) 1 washbasin;
- (d) 2 lockable showers;
- (e) Hot and cold water;
- (f) 1 physio/massage table;
- (g) 1 whiteboard with markers and eraser;
- (h) 1 refrigerator and/or ice bucket;
- (i) 1 power point.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

Requirement #1: Number of player dressing rooms (number entry)

Requirement #2: Are player dressing rooms lockable? (Yes/No answer)

Requirement #3: What is the seating capacity of each locker room? (number entry)

Requirement #4: Number of toilets in each room (number entry)

Requirement #5: Number of lockable toilets in each room (number entry)

Requirement #6: Number of washbasins in each room (number entry)

<i>Requirement #7: Number of showers in each room (number entry)</i>
<i>Requirement #8: Number of lockable showers in each room (number entry)</i>
<i>Requirement #9: Number of physio/massage tables in each room (number entry)</i>
<i>Requirement #10: Number of power points in each room (number entry)</i>
<i>Requirement #11: Is there a whiteboard with markers and eraser in each room? (Yes/No answer)</i>
<i>Requirement #12: Is there hot and cold water available in each room? (Yes/No answer)</i>
<i>Requirement #13: Is there a refrigerator and/or ice available for both teams? (Yes/No answer)</i>
<i>Requirement #14: Photo(s) of home team dressing room (submit photos)</i>
<i>Requirement #15: Photo(s) of visiting team dressing room (submit photos)</i>

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.09	A	VENUE / STADIUM: REFEREE DRESSING ROOM
<p>The venue / stadium must have a dressing room near the field of play for the referees.</p> <p>The dressing room must be well-ventilated and lockable.</p> <p>The dressing room should, at a minimum, include the below amenities:</p> <ul style="list-style-type: none"> (a) Seating for at least 4 people; (b) 1 lockable toilet with sanitary bin; (c) 1 washbasin; (d) 1 lockable shower; (e) Hot and cold water; (f) 1 table; (g) 1 refrigerator and/or ice bucket; (h) 1 power point. 		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Number of referee dressing rooms (number entry)</i>		
<i>Requirement #2: Is/Are referee dressing room(s) lockable? (Yes/No answer)</i>		
<i>Requirement #3: What is the seating capacity of each locker room? (number entry)</i>		
<i>Requirement #4: Number of toilets in each room (number entry)</i>		
<i>Requirement #5: Number of lockable toilets in each room (number entry)</i>		
<i>Requirement #6: Number of washbasins in each room (number entry)</i>		
<i>Requirement #7: Number of showers in each room (number entry)</i>		
<i>Requirement #8: Number of lockable showers in each room (number entry)</i>		
<i>Requirement #9: Number of tables in each room (number entry)</i>		
<i>Requirement #10: Number of power points in each room (number entry)</i>		
<i>Requirement #11: Is there hot and cold water available in each room? (Yes/No answer)</i>		
<i>Requirement #12: Is there a refrigerator and/or ice available in each room? (Yes/No answer)</i>		
<i>Requirement #13: Photo(s) of referee dressing room(s) (submit photos)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.10	A	VENUE / STADIUM: WARM-UP AREA
<p>A warm-up area must be provided for the teams.</p> <p>The warm-up area must:</p> <ul style="list-style-type: none"> (a) be in close proximity to the player dressing rooms and field of play, or the field of play itself may be used if necessary; (b) be completely covered with natural grass or FIFA approved artificial grass; and (c) be free of any obstructions, foreign objects, potholes or any deviations that could be hazardous to players or officials as they move across the surface. 		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Describe the location of the warm-up area (text entry)</i>		
<i>Requirement #2: Type of grass in warm-up area (natural, hybrid, artificial turf (text entry)</i>		
<i>Requirement #3: Photo(s) of the warm-up area (submit photos)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.11	A	VENUE / STADIUM: FIELD OF PLAY LIGHTING
<p>The field of play must have a maintained average horizontal floodlighting luminance of 200 lux to play night fixtures.</p>		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Average horizontal LUX of field of play (text entry)</i>		
<i>Requirement #2: Floodlight certificate (submit certificate)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.12	A	VENUE / STADIUM: DISABLED SEATING
<p>The venue / stadium must have dedicated seating area for disabled spectators with easy access to parking and toilet facilities and which provides an unobstructed view of the field of play.</p>		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Describe the location(s) of the disabled seating (text entry)</i>		
<i>Requirement #2: Number of designated seats for disabled spectators (text entry)</i>		
<i>Requirement #3: Photo(s) of seating area(s) for disabled spectators (submit photos)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.13	A	VENUE / STADIUM: TOILETS
<p>The venue / stadium must have sufficient toilet facilities that are maintained in good and clean condition for spectators.</p>		

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)*Requirement #1: Number of men's toilets (text entry)**Requirement #2: Number of women's toilets (text entry)**Requirement #3: Photo(s) of toilets (submit photos)*

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.14	A	VENUE / STADIUM: CANTEEN
<p>The venue / stadium must have at least one (1) canteen in clean condition that meets local government standards and health regulations, with a variety of foods and drinks.</p> <p>If the canteen sells alcohol, the Club must hold the required liquor licence.</p>		

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)*Requirement #1: Number of canteens (text entry)**Requirement #2: If club sells alcohol, liquor licence (submit licence)**Requirement #3: Photo(s) of the canteen(s) (submit photos)*

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.15	A	VENUE / STADIUM: SCOREBOARD
<p>There must be an elevated scoreboard that is visible from all areas of the venue / stadium.</p> <p>The scoreboard must be capable of showing the names of both teams (home/visitor is acceptable) and the match score.</p>		

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)*Requirement #1: Location of scoreboard (text entry)**Requirement #2: Photo(s) of the scoreboard (submit photos)*

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.16	A	VENUE / STADIUM: MEDICAL AREA
<p>The venue / stadium must have a designated medical area undercover that is close to or within the player dressing rooms.</p> <p>The medical area should, at a minimum, include the below amenities:</p> <ul style="list-style-type: none"> (a) Treatment/physio/massage table; (b) Running water; (c) Sufficient lighting; and (d) Proper waste disposal. 		

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)*Requirement #1: Does the venue / stadium have a medical room or medical area? (indicate which) (text entry)**Requirement #2: Describe the location of the medical room or area (text entry)*

<i>Requirement #3: Does the medical area have a treatment/physio/massage table? (Yes/No answer)</i>
<i>Requirement #4: Does the medical area have running water? (Yes/No answer)</i>
<i>Requirement #5: Does the medical area have proper waste disposal? (Yes/No answer)</i>
<i>Requirement #6: Photo(s) of the medical room/area (submit photos)</i>

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.17	A	VENUE / STADIUM: MEDICAL SUPPLIES
The venue / stadium must be equipped with basic medical supplies, including a first aid kit and a defibrillator.		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Is there a First aid kit available at the venue / stadium on matchdays (Yes/No answer)</i>		
<i>Requirement #2: Is there strapping tape available at the venue / stadium on matchdays (Yes/No answer)</i>		
<i>Requirement #3: Is there a defibrillator available at the venue / stadium on matchdays (Yes/No answer)</i>		
<i>Requirement #4: Photo(s) of First Aid Kit and defibrillator at venue / stadium (submit photos)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.18	A	VENUE / STADIUM: STRETCHER
The venue / stadium must be equipped with at least one (1) first aid stretcher, which complies with applicable standards, in a designated area near the field of play.		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Number of first aid stretchers available at the venue / stadium on matchdays (text entry)</i>		
<i>Requirement #2: Photo(s) of stretcher(s) (submit photos)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.19	A	VENUE / STADIUM: FIRE PREVENTION
The venue / stadium must be equipped with fire prevention devices as required by government and Australian standards.		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Is the stadium equipped with the necessary fire prevention devices? (Yes/No answer)</i>		
<i>Requirement #2: Photo(s) of fire prevention devices at venue / stadium (submit photos)</i>		

NO.	NPL CRITERIA GRADE	VENUES / DESCRIPTION
I.20	A	VENUE / STADIUM: EVACUATION PLAN / EMERGENCY EXIT PLAN
If required by the relevant authority, the venue / stadium must have an approved evacuation plan / emergency exit plan.		
This plan must be clearly displayed at points of entry and exit.		

Exits must be free from obstructions, be clearly signposted and lit in accordance with Australian standards.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

Requirement #1: Venue / Stadium Evacuation Plan / Emergency Exit Plan (submit document)

Requirement #2: Photo(s) of venue / stadium exits (submit photos)

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.21	B	VENUE / STADIUM: BROADCAST CAMERA POSITIONS

The venue / stadium must have broadcast camera positions that:

- (a) are located at midfield;
- (b) provide cover from the elements;
- (c) are elevated at least 3m above the field of play;
- (d) provide an unobstructed view of the pitch; and
- (e) provide access to necessary power.

Temporary or permanent positions are permitted, but all positions must be completely stable and comply with relevant safety standards/codes of practice.

The relevant insurances are in place to cover any temporary structures.

Permanent positions are strongly recommended.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

Requirement #1: How many broadcast camera positions are in place at the venue / stadium? (number entry)

Requirement #2: Are the broadcast camera positions temporary or permanent? (text entry)

Requirement #3: What material are the positions constructed of? (text entry)

Requirement #4: Are the positions located at midfield? (Yes/No answer)

Requirement #5: Do the positions provide cover from the elements? (Yes/No answer)

Requirement #6: Do the positions provide an unobstructed view of the pitch? (Yes/No answer)

Requirement #7: Do the positions provide access to necessary power? (Yes/No answer)

Requirement #8: Elevation / height (in m) of the broadcast camera positions (number entry)

Requirement #9: Photo(s) of the broadcast camera positions (submit photos)

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.22	B	VENUE / STADIUM: PLAYERS RACE

The venue / stadium must have a players race to provide direct and exclusive access for players and referees from the dressing rooms to the field of play.

The players race must be constructed from substantial material, free from obstruction and not accessible to spectators.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

Requirement #1: Type of Material(s) used to construct the players race (text entry)

Requirement #2: Photo(s) of the players race (submit photos)

NO.	NPL CRITERIA GRADE	DESCRIPTION
1.23	B	VENUE / STADIUM: PUBLIC ADDRESS SYSTEM
<p>The venue / stadium must have a public address (PA) system with sufficient speakers installed to ensure messages are heard throughout the venue.</p> <p>The PA system must have the ability to project spoken announcements (e.g., announcer microphone) and the playing of recorded elements (e.g., music).</p>		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Does the PA system have the ability to project spoken announcements? (Yes/No answer)</i>		
<i>Requirement #2: Photo(s) of the public address system (submit photos)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
1.24	B	VENUE / STADIUM: SEATING
<p>The venue / stadium must have seating for at least 200 spectators.</p> <p>It is recommended that at least 100 of these seats are undercover, either via an undercover viewing area or with individual seats.</p>		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Approved total capacity of venue (text entry)</i>		
<i>Requirement #2: Number of spectator seats (text entry)</i>		
<i>Requirement #3: Does the undercover seating have individual seats OR an undercover viewing area? (text entry)</i>		
<i>Requirement #4: Number of undercover seats (text entry)</i>		
<i>Requirement #5: Photo(s) of the seating areas (submit photos)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
1.25	B	VENUE / STADIUM: TICKET BOX
<p>If tickets are sold to the general public, the venue / stadium must have at least one (1) temporary or permanent ticket box at the entrance.</p>		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Does the club sell tickets to the general public? (Yes/No answer)</i>		
<i>Requirement #2: If yes, number of ticket boxes (text entry)</i>		
<i>Requirement #3: If yes, photo(s) of the ticket box(es) (submit photos)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
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NO.	NPL CRITERIA GRADE	DESCRIPTION
I.26	C (BEST PRACTICE)	VENUE / STADIUM: AMBULANCE
The venue / stadium should have one (1) ambulance on-site for all matchdays.		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Does the club ensure an ambulance is on-site for all home matches? (Yes/No answer)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.27	C (BEST PRACTICE)	VENUE / STADIUM: UNDERGROUND DRAINAGE
The field of play should have underground drainage to allow play during rain and periods of extended rainfall.		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Does the field of play have underground drainage? (Yes/No answer)</i>		
<i>Requirement #2: If yes, please describe the drainage system (text entry)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.28	C (BEST PRACTICE)	VENUE / STADIUM: ENCLOSED VENUE
The venue /stadium should be completely enclosed with a temporary or permanent fence of at least 1.8m in height.		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Is the venue / stadium venue completely enclosed? (Yes/No answer)</i>		
<i>Requirement #2: If yes, is the fence / enclosure temporary or permanent? (text entry)</i>		
<i>Requirement #3: If yes, what is the height of the fence/enclosure (in m)? (text entry)</i>		
<i>Requirement #4: If yes, photo(s) of the fence/enclosure (submit photos)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.29	C (BEST PRACTICE)	VENUE / STADIUM: PARKING
The venue / stadium should have a designated parking area for match officials, the home team and away team in the closest lot to the stadium entry. It is recommended that this designated area be within 250m of the stadium.		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Is there a designated parking area for match officials, home team and away team? (Yes/No answer)</i>		
<i>Requirement #2: If yes, distance from the venue / stadium to the parking area for officials and teams (text entry)</i>		
<i>Requirement #3: If yes, photo(s) of the parking area (submit photos)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.30	C (BEST PRACTICE)	VENUE / STADIUM: PRESS BOX / MEDIA AREA

The venue / stadium should have a designated area for media members in the grandstand which includes:

- (a) covered seating;
- (b) writing surface for at least four (4) media members;
- (c) clear and unobstructed view of the pitch; and
- (d) access to necessary power.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

<i>Requirement #1: Does the venue / stadium have a press box / media area? (Yes/No answer)</i>
<i>Requirement #2: If yes, does the box / area have covered seating? (Yes/No answer)</i>
<i>Requirement #3: If yes, does the box / area have an unobstructed view of pitch? (Yes/No answer)</i>
<i>Requirement #4: If yes, does the box / area have access to necessary power? (Yes/No answer)</i>
<i>Requirement #5: If yes, number of writing surfaces for media members? (number answer)</i>
<i>Requirement #6: If yes, photo(s) of the press box / media area (submit photos)</i>

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.31	C (BEST PRACTICE)	VENUE / STADIUM: STADIUM LIGHTING
<p>The venue / stadium should have general lighting to seating and a pedestrian pathway that conforms to applicable safety standards.</p> <p>The venue / stadium should have emergency lighting in case of loss of power.</p>		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Does the venue / stadium have general lighting beyond the field of play? (Yes/No answer)</i>		
<i>Requirement #2: Photo(s) of venue / stadium general lighting (submit photos)</i>		
<i>Requirement #3: Does the venue / stadium have emergency lighting in case of loss of power? (Yes/No answer)</i>		
<i>Requirement #4: Photo(s) of the venue / stadium emergency lighting (submit photos)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.32	C (BEST PRACTICE)	VENUE / STADIUM: STADIUM SAFETY CERTIFICATION DOCUMENT(S)
<p>The venue / stadium must be certified for safety as defined by the relevant laws, regulations, and codes.</p> <p>Best Practice documentation submitted for this certification should include such items as safety status, compliance statement regarding safety/security regulations, approval of capacity, etc. Licence applicants should work with their Member Federation to provide any relevant document from their venue / stadium that is required per the relevant laws, regulations, and codes.</p>		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Venue / Stadium Safety Certification Document (Safety Status, Compliance statement regarding safety/security regulations, approval of capacity, etc.) (submit document)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
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I.33	B	VENUE / STADIUM: GROUND RULES
<p>The venue / stadium should have ground rules affixed to it and visible to spectators.</p> <p>The ground rules should provide information on admission rights, abandonment or postponement of events, description of prohibitions and penalties, restrictions with regards to smoking, alcohol, fireworks, etc., seating rules and causes for ejection from the ground.</p>		
<p>Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)</p>		
<p><i>Requirement #1: Does the venue / stadium have ground rules that are affixed in an area visible to spectators? (Yes/No answer)</i></p>		
<p><i>Requirement #2: Photo(s) of ground rules at venue / stadium (submit photos)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.34	A	VENUE / TRAINING FACILITIES: AVAILABILITY
<p>The Licence Applicant must have Training Facilities available for use by its teams throughout the duration of their season (e.g., pre-season and playing season).</p> <p>The Licence Applicant either:</p> <ul style="list-style-type: none"> (a) owns the Training Facilities; or (b) has a written contract with the owner of the Training Facilities. 		
<p>Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)</p>		
<p><i>Requirement #1: Training Facilities Address (text entry)</i></p>		
<p><i>Requirement #2: Lease Agreement(s) or Signed Letter(s) from Venue / Stadium Confirming Club's right to use Training Facilities for 2024 season (submit document)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.35	B	VENUES / TRAINING FACILITIES: MINIMUM INFRASTRUCTURE
<p>The Licence Applicant's Training Facilities must include, at a minimum,:</p> <ul style="list-style-type: none"> (a) one (1) full-size outdoor pitch; (b) dressing rooms (with designated separate rooms for men and women if the club has men's and women's teams that could train at the same time); (c) access to toilets; and (d) a medical room/area with a first aid kit, strapping tape, treatment table undercover, ice and a defibrillator. 		
<p>Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)</p>		
<p><i>Requirement #1: I.35 - Training Facilities - Min. Infrastructure Template (template provided)</i></p>		

PERSONNEL & ADMINISTRATIVE CRITERIA

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.01	A	CLUB CONTACTS & ORGANISATIONAL STRUCTURE
<p>The Licence Applicant must have an email address, phone number and mailing address.</p> <p>The Licence Applicant must have an organisational chart that outlines its personnel and their functional responsibilities within the Club's administrative structure.</p>		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Club Email Address (text entry)</i>		
<i>Requirement #2: Club Phone Number (text entry)</i>		
<i>Requirement #3: Club Mailing Address (text entry)</i>		
<i>Requirement #4: Club Organisational Chart (submit Club document)</i>		
<i>Requirement #5: Total Number of Full-Time Employees at the Club as at 1 August 2023 (text entry)</i>		
<i>Requirement #6: Total Number of Part-Time Employees at the Club as at 1 August 2023 (text entry)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.02	A	PRESIDENT / CEO / GENERAL MANAGER
<p>The Licence Applicant must have appointed a President / CEO / General Manager to be responsible for running its daily business (operational matters). This individual may be full-time, part-time or a volunteer.</p> <p>The appointment must have been done by the appropriate body (e.g. Executive Board) of the Licence Applicant.</p>		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Name of President / CEO / General Manager (text entry)</i>		
<i>Requirement #2: Letter of Appointment or Contract – SIGNED (submit Club document or use template)</i>		
<i>Requirement #3: University or Secondary Education Degree or Certificate (submit document)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.03	A	PHYSIOTHERAPIST / SPORTS TRAINER
<p>The Licence Applicant must have appointed at least one Physiotherapist or an SMA Level 1 Sports Trainer who is responsible for medical treatment and massages for the first team during all trainings and matches. This individual may be full-time, part-time, or an independent contractor or an external entity contracted to preform the relevant services.</p> <p>The Licence Applicant must have appointed at least one SMA Level 1 Sports Trainer who is responsible for medical treatment for all youth teams and is on-call for all matches and trainings. This individual should be on-site for as many matches and trainings as possible. This individual may be full-time, part-time, and independent contractor or an external entity contracted to perform the relevant services.</p>		

The qualification of the Physiotherapist / Sports Trainer must be recognised by the appropriate national health authorities.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

Requirement #1: Name of First Team Physio / Sports Trainer (text entry)

Requirement #2: First Team Physio / Sports Trainer Letter of Appointment or Contract – SIGNED (submit Club document or use template)

Requirement#3: First Team Physio / Sports Trainer University or Secondary Education Degree or Certificate (submit document)

Requirement #4: First Team Physio / Sports Trainer Valid AHPRA Certificate OR SMA Level 1 or 2 Sports Trainer Certificate (submit document)

Requirement #5: Name of Youth Teams Sports Trainer (text entry)

Requirement #6: Youth Teams Sports Trainer Letter of Appointment or Contract – SIGNED (submit Club document or use template)

Requirement #7: Youth Teams Physio / Sports Trainer University or Secondary Education Degree or Certificate (submit document)

Requirement #8: Youth Teams Sports Trainer SMA Level 1 or 2 Sports Trainer Certificate OR AHPRA Certificate (submit document)

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.04	A	HEAD COACH OF MEN’S FIRST TEAM
<p>The Licence Applicant must appoint a Head Coach with a valid coaching diploma/licence responsible for all football matters of the first team. This individual may be full-time, part-time or a volunteer.</p> <p>The Head Coach must:</p> <ul style="list-style-type: none"> (a) hold at least an FA “B” Licence or its equivalence recognised and approved by FA; or (b) already have started the required education course, recognised by FA, to achieve the required diploma as defined under (a) above. 		

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

Requirement #1: Name of Head Coach (text entry)

Requirement #2: Letter of Appointment or Contract – SIGNED (submit Club document or use template)

Requirement #3: Qualification Document – Licence OR Letter of Enrolment in Course (at least FA B Licence or equivalent) (submit document)

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.04	A	HEAD COACH OF WOMEN’S FIRST TEAM
<p>The Licence Applicant must appoint a Head Coach with a valid coaching diploma/licence responsible for all football matters of the first team. This individual may be full-time, part-time or a volunteer.</p> <p>The Head Coach must:</p> <ul style="list-style-type: none"> (c) hold at least an FA “B” Licence or its equivalence recognised and approved by FA; or 		

(d) already have started the required education course, recognised by FA, to achieve the required diploma as defined under (a) above.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

Requirement #1: Name of Head Coach (text entry)

Requirement #2: Letter of Appointment or Contract – SIGNED (submit Club document or use template)

Requirement #3: Qualification Document – Licence OR Letter of Enrolment in Course (at least FA B Licence or equivalent) (submit document)

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.05	A	ASSISTANT COACH OF MEN'S FIRST TEAM
<p>The Licence Applicant must appoint an Assistant Coach with a valid coaching diploma/licence responsible for assisting the Head Coach in all football technical matters of the first team. This individual may be full-time, part-time or a volunteer.</p> <p>The Assistant Coach must:</p> <ul style="list-style-type: none"> (a) hold at least an FA "Senior C" Licence or its equivalence recognised and approved by FA; or (b) already have started the required education course, recognised by FA, to achieve the required diploma as defined under (a) above. 		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Name of Assistant Coach (text entry)</i>		
<i>Requirement #2: Letter of Appointment or Contract – SIGNED (submit Club document or use template)</i>		
<i>Requirement #3: Qualification Document – Licence OR Letter of Enrolment in Course (at least FA Senior C Licence or equivalent) (submit document)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.05	A	ASSISTANT COACH OF MEN'S FIRST TEAM
<p>The Licence Applicant must appoint an Assistant Coach with a valid coaching diploma/licence responsible for assisting the Head Coach in all football technical matters of the first team. This individual may be full-time, part-time or a volunteer.</p> <p>The Assistant Coach must:</p> <ul style="list-style-type: none"> (c) hold at least an FA "Senior C" Licence or its equivalence recognised and approved by FA; or (d) already have started the required education course, recognised by FA, to achieve the required diploma as defined under (a) above. 		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Name of Assistant Coach (text entry)</i>		
<i>Requirement #2: Letter of Appointment or Contract – SIGNED (submit Club document or use template)</i>		
<i>Requirement #3: Qualification Document – Licence OR Letter of Enrolment in Course (at least FA Senior C Licence or equivalent) (submit document)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.06	B	ADMINISTRATIVE SPACE
<p>The Licence Applicant must have a designated space for administration activities to be conducted. This space may be an office space, at the stadium, and/or at the training facility.</p>		
<p>Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)</p>		
<p><i>Requirement #1: Address of Administrative Space (text entry)</i></p>		
<p><i>Requirement #2: Location of Space (e.g., Office Space, Stadium, Training Facility) (text entry)</i></p>		
<p><i>Requirement #3: Lease Agreement / Ownership Document for Space (submit document)</i></p>		
<p><i>Requirement #4: Photos of Space (submit photos)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.07	A	CLUB SECRETARY
<p>The Licence Applicant must have appointed a Club Secretary, who may be volunteer, part-time or full-time.</p>		
<p>Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)</p>		
<p><i>Requirement #1: Name of Club Secretary (text entry)</i></p>		
<p><i>Requirement #2: Letter of Appointment or Contract – SIGNED (submit Club document or use template)</i></p>		
<p><i>Requirement #3: University or Secondary Education Degree or Certificate (submit document)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.08	B	CLUB TREASURER / FINANCE OFFICER
<p>The Licence Applicant must have appointed a Club Treasurer / Finance Officer to be responsible for its financial matters. This individual may be full-time, part-time, volunteer, an independent contractor or an external entity contracted to perform the relevant services.</p>		
<p>This individual must hold a degree in accountancy, finance, business or related field or be issued a Recognition of Competence by the Licensor.</p>		
<p>Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)</p>		
<p><i>Requirement #1: Name of Club Treasurer / Finance Officer (text entry)</i></p>		
<p><i>Requirement #2: Letter of Appointment or Contract – SIGNED (submit Club document or use template)</i></p>		
<p><i>Requirement #3: University Degree or Certificate or Recognition of Competence (submit document)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.09	B	MEDIA OFFICER
<p>The Licence Applicant must have appointed a qualified Media Officer being responsible for media matters. This individual may be full-time, part-time or a volunteer, an independent contractor or an external entity contracted to perform the relevant services.</p>		
<p>The Media Officer must hold, as a minimum, one of the following qualifications:</p>		

- (a) a diploma or certificate in journalism, communications, media or related field;
- (b) concluded a media officer education course provided by Football Australia or an organisation recognised by Football Australia; or
- (c) a “recognition of competence” approved by the Licensor, which requires at least one (1) year experience in such matters.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

Requirement #1: Name of Media Officer (text entry)

Requirement #2: Letter of Appointment or Contract – SIGNED (submit Club document or use template)

Requirement #3: University Degree or Certificate or Recognition of Competence (submit document)

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.10	A	MEN’S YOUTH TEAM HEAD COACHES
<p>The Licence Applicant must appoint a Head Coach for each Youth Team required in S.07, with each having a valid coaching diploma/licence and being responsible for all football matters of the team. These individuals may be full-time, part-time or volunteers.</p> <p>The Head Coaches must:</p> <ul style="list-style-type: none"> (a) hold at least an FA “C” Licence (Senior or Youth) or its equivalence recognised and approved by FA; or (b) already have started the required education course, recognised by FA, to achieve the required diploma as defined under (a) above. 		

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

Requirement #1: Names of 4 Youth Coaches (text entry)

Requirement #2: Youth Coaches Letters of Appointment or Contracts – SIGNED (submit Club documents or use template)

Requirement #3: Qualification Documents for 4 Youth Coaches – Licences OR Letters of Enrolment in Course (at least FA C Licence or equivalent) (submit documents)

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.10	B	WOMEN’S YOUTH TEAM HEAD COACHES
<p>The Licence Applicant must appoint a Head Coach for each Youth Team required in S.07, with each having a valid coaching diploma/licence and being responsible for all football matters of the team. These individuals may be full-time, part-time or volunteers.</p> <p>The Head Coaches must:</p> <ul style="list-style-type: none"> (a) hold at least an FA “C” Licence (Senior or Youth) or its equivalence recognised and approved by FA; or (b) already have started the required education course, recognised by FA, to achieve the required diploma as defined under (a) above. 		

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

<i>Requirement #1: Names of 3 Youth Coaches (text entry)</i>
<i>Requirement #2: Youth Coaches Letters of Appointment or Contracts – SIGNED (submit Club documents or use template)</i>
<i>Requirement #3: Qualification Documents for 3 Youth Coaches – Licences OR Letters of Enrolment in Course (at least FA C Licence or equivalent) (submit documents)</i>

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.11	B	CLUB TECHNICAL DIRECTOR

The Licence Applicant must appoint a Club Technical Director to lead the technical development of the club. This individual may be full-time, part-time or a volunteer.

The Technical Director must:

- (a) hold at least an FA “B” Licence or its equivalence recognised and approved by FA; or
- (b) already have started the required education course, recognised by FA, to achieve the required diploma as defined under (a) above.

It is recommended that the Technical Director have supplementary qualities such as extensive playing and work experience at the professional club level, strong management skills, and/or have been a long-serving dedicated member of the Club as a player, coach, manager or advisor.

The Technical Director’s responsibilities may include, but are not limited to, be the following:

- (a) establishing and/or implementing Club philosophy;
- (b) establishing Youth and Player Development Structures and Programs;
- (c) ensuring technical standards are maintained and enhanced;
- (d) monitoring and evaluating all technical and developmental programs;
- (e) talent scouting;
- (f) management of Club’s Youth Academies;
- (g) recruitment and management of coaches and talent scouts; and
- (h) management of match analysis processes.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

<i>Requirement #1: Name of Technical Director (text entry)</i>
<i>Requirement #2: Letter of Appointment or Contract – SIGNED (submit Club document or use template)</i>
<i>Requirement #3: Qualification Document – Licence OR Letter of Enrolment in Course (at least FA B Licence or equivalent) (submit document)</i>

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.12	B	GOALKEEPER COACH OF MEN’S FIRST TEAM

The Licence Applicant must have appointed a qualified Goalkeeper Coach with a valid coaching diploma/licence for the first team. This individual may be full-time, part-time or a volunteer or an independent contractor.

The Goalkeeper Coach must:

- (a) hold at least an FA “Level 1” Goalkeeping Licence or its equivalence recognised and approved by FA;
- (b) already have started the required education course, recognised by FA, to achieve the required diploma as defined under (a) above.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

<i>Requirement #1: Name of Goalkeeper Coach (text entry)</i>
<i>Requirement #2: Letter of Appointment or Contract – SIGNED (submit Club document or use template)</i>
<i>Requirement #3: Qualification Document – Licence OR Letter of Enrolment in Course (at least FA Level 1 GK Licence or equivalent) (submit document)</i>

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.12	B	GOALKEEPER COACH OF WOMEN’S FIRST TEAM

The Licence Applicant must have appointed a qualified Goalkeeper Coach with a valid coaching diploma/licence for the first team. This individual may be full-time, part-time or a volunteer or an independent contractor.

The Goalkeeper Coach must:

- (c) hold at least an FA “Level 1” Goalkeeping Licence or its equivalence recognised and approved by FA;
- (d) already have started the required education course, recognised by FA, to achieve the required diploma as defined under (a) above.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

<i>Requirement #1: Name of Goalkeeper Coach (text entry)</i>
<i>Requirement #2: Letter of Appointment or Contract – SIGNED (submit Club document or use template)</i>
<i>Requirement #3: Qualification Document – Licence OR Letter of Enrolment in Course (at least FA Level 1 GK Licence or equivalent) (submit document)</i>

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.13	B	RIGHTS, RESPONSIBILITIES AND DUTIES

The Licence Applicant must prepare written position descriptions for all personnel mentioned in these Regulations.

NOTE: It is recommended that the individuals filling these positions and club management sign these position descriptions.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

<i>Requirement #1: Job Description of President / CEO / General Manager (submit Club document)</i>
<i>Requirement #2: Job Description of Physiotherapists / Sports Trainers (submit Club documents)</i>
<i>Requirement #3: Job Description of Head Coach of First Team (submit Club document)</i>
<i>Requirement #4: Job Description of Assistant Coach of First Team (submit Club document)</i>

<i>Requirement #5: Job Description of Club Secretary (submit Club document)</i>
<i>Requirement #6: Job Description of Club Treasurer / Finance Officer (submit Club document)</i>
<i>Requirement #7: Job Description of Media Officer (submit Club document)</i>
<i>Requirement #8: Job Descriptions of Youth Team Head Coaches (submit Club documents)</i>
<i>Requirement #9: Job Description of Club Technical Director (submit Club document)</i>
<i>Requirement #10: Job Description of Goalkeeper Coach of First Team (submit Club document)</i>

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.14	B	DUTY OF REPLACEMENT DURING THE LICENSING SEASON
<p>If a function defined in these Regulations becomes vacant during the Licensing Season, the Licensee must ensure that, within a period of a maximum of sixty (60) days, the function is taken over by someone who holds the required qualification.</p> <p>In the event that a function becomes vacant due to illness or accident, the Licensor may grant an extension to the sixty (60) day period only if reasonably satisfied that the person concerned is still medically unfit to resume duties.</p> <p>The occurrence of a vacancy and replacement must be notified to the Licensor within seven (7) working days of the respective event.</p>		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: P.14 - Duty of Replacement Declaration – SIGNED (template provided)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.15	C (BEST PRACTICE)	MEDICAL DOCTOR
<p>The Licence Applicant should have appointed at least one doctor who is responsible for medical support during matches, as well as for doping prevention. This individual may be full-time, part-time or an independent contractor.</p> <p>The qualification of the Medical Doctor must be recognised by the appropriate national health authorities.</p> <p>The Medical Doctor should be on-call for the first team for all match days.</p>		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Has the Club appointed a medical doctor for its first team? (Yes/No Answer)</i>		
<i>Requirement #2: If yes, name of the Medical Doctor (text entry)</i>		
<i>Requirement #3: If yes, is the Medical Doctor on-call for the first team for all match days? (Yes/No Answer)</i>		
<i>Requirement #4: If yes, is the Medical Doctor on-site for the first team for all match days? (Yes/No Answer)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.16	C (BEST PRACTICE)	MEN'S YOUTH TEAM ASSISTANT COACHES

The Licence Applicant should appoint an Assistant Coach for each Youth Team required in S.07, with each having a valid coaching diploma/licence and being responsible for assisting the Head Coach in all football technical matters of the team. These individuals may be full-time, part-time or volunteers.

The Assistant Coaches for the U16 team and above should:

- (a) hold at least an FA "Senior Coaching Certificate" or its equivalence recognised and approved by FA; or
- (b) already have started the required education course, recognised by FA, to achieve the required diploma as defined under (a) above.

The Assistant Coaches for the U13 – U15 teams should:

- (a) hold at least an FA "Game Training Certificate" or its equivalence recognised and approved by FA; or
- (b) already have started the required education course, recognised by FA, to achieve the required diploma as defined under (a) above.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

Requirement #1: Has the Club appointed an Assistant Coach to at least one of the Youth Teams required in S.07? (Yes/No Answer)

Requirement #2: If yes, list the Names of the Assistant Coaches (text entry)

Requirement #3: If yes, list the Coaching Licences (if any) of the Assistant Coaches (text entry)

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.16	C (BEST PRACTICE)	WOMEN'S YOUTH TEAM ASSISTANT COACHES
<p>The Licence Applicant should appoint an Assistant Coach for each Youth Team required in S.07, with each having a valid coaching diploma/licence and being responsible for assisting the Head Coach in all football technical matters of the team. These individuals may be full-time, part-time or volunteers.</p>		
<p>The Assistant Coaches for the U16 team and above should:</p>		
<ul style="list-style-type: none"> (a) hold at least an FA "Senior Coaching Certificate" or its equivalence recognised and approved by FA; or (b) already have started the required education course, recognised by FA, to achieve the required diploma as defined under (a) above. 		
<p>The Assistant Coaches for the U13 – U15 teams should:</p>		
<ul style="list-style-type: none"> (a) hold at least an FA "Game Training Certificate" or its equivalence recognised and approved by FA; or (b) already have started the required education course, recognised by FA, to achieve the required diploma as defined under (a) above. 		
<p>Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)</p>		
<p><i>Requirement #1: Has the Club appointed an Assistant Coach to at least one of the Youth Teams required in S.07? (Yes/No Answer)</i></p>		
<p><i>Requirement #2: If yes, list the Names of the Assistant Coaches (text entry)</i></p>		

Requirement #3: If yes, list the Coaching Licences (if any) of the Assistant Coaches (*text entry*)

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.17	C (BEST PRACTICE)	FITNESS COACH OF FIRST TEAM
<p>The Licence Applicant should have appointed a qualified Fitness Coach with a valid coaching diploma/licence for the first team. This individual may be full-time, part-time or a volunteer or an independent contractor or an external entity contracted to perform the relevant services.</p> <p>The Fitness Coach should:</p> <ul style="list-style-type: none"> (a) hold at least an AFC/FA Football Conditioning Licence or its equivalence recognised and approved by FA; or (b) hold an ASCA Level 1 Strength and Conditioning Coach Accreditation (or confirmation of accreditation by ASCA); or (c) already have started the required education course, recognised by FA, to achieve the required diploma as defined under (a) above. 		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1:</i> Has the Club appointed a Fitness Coach for the First Team? (<i>Yes/No Answer</i>)		
<i>Requirement #2:</i> If yes, name of the Fitness Coach (<i>text entry</i>)		
<i>Requirement #3:</i> If yes, Qualification of the Fitness Coach (<i>submit document</i>)		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.18	C (BEST PRACTICE)	SECURITY OFFICER
<p>The Licence Applicant should have appointed a qualified Security Officer being responsible for safety and security matters. This individual may be full-time, part-time, a volunteer, an independent contractor or an external entity contracted to perform the relevant services.</p> <p>The Security Officer should hold, as a minimum, one of the following qualifications:</p> <ul style="list-style-type: none"> (a) a certificate as a policeman or security person according to national law; or (b) a safety and security diploma based on a specific course issued by Football Australia or by a state-recognised organisation; or (c) a “recognition of competence” approved by the Licensor, which is based on the participation in specific safety and security course of FA and at least one (1) year experience in such matters. 		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1:</i> Has the Club appointed a Security Officer? (<i>Yes/No Answer</i>)		
<i>Requirement #2:</i> If yes, name of the Security Officer (<i>text entry</i>)		
<i>Requirement #3:</i> If yes, describe the qualifications of the Security Officer (<i>text entry</i>)		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.19	C (BEST PRACTICE)	SAFETY AND SECURITY ORGANISATION - STEWARDING

The Licence Applicant should have engaged qualified stewards to ensure safety and security at home matches. For this purpose, it should:

- (a) employ the stewards; or
- (b) conclude a written contract with the Stadium owner providing the stewards, or an external security company providing stewards.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

Requirement #1: Does the Club engage stewards for any of its home matches? (Yes/No Answer)

Requirement #2: If yes, does the Club have a contract with the stewarding company? (Yes/No Answer)

Requirement #3: If yes, contract with stewarding company (submit Club document)

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.20	C (BEST PRACTICE)	LEGAL ADVISOR
<p>The Licence Applicant should appoint a qualified Legal Advisor who is responsible for handling all of the Licence Applicant's legal matters. This individual may be full-time, part-time or a volunteer (including a member of the Board), or the club may contract with a firm that provides legal services.</p> <p>The Legal Advisor must have the necessary legal qualifications.</p>		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Has the Club appointed a Legal Advisor? (Yes/No Answer)</i>		
<i>Requirement #2: If yes, name of the Legal Advisor or Legal Firm (text entry)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.21	C	ANNUAL REPORT
<p>The Licence Applicant should prepare an annual report which summarises activities undertaken in all areas of the club, successes achieved and areas for further development.</p>		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Club's most recent Annual Report (submit Club document)</i>		

LEGAL CRITERIA

NO.	NPL CRITERIA GRADE	DESCRIPTION
L.01	A	DECLARATION IN RESPECT OF PARTICIPATION IN AFC AND FA CLUB COMPETITIONS
<p>The Licence Applicant must submit a legally-valid declaration confirming that the Licence Applicant:</p> <ul style="list-style-type: none"> (a) recognises as legally-binding the statutes, rules and regulations and decisions of FIFA, the AFC, Football Australia and the Member Federation, as well as the jurisdiction of the Court of Arbitration for Sport (CAS) in Lausanne as provided in the relevant articles of the AFC Statutes; (b) recognises the exclusive jurisdiction of the Court of Arbitration for Sport (domiciled in Lausanne, Switzerland) for any dispute of international dimension and in particular involving FIFA and/or the AFC; (c) recognises the prohibition on recourse to ordinary courts under the FIFA Statutes, AFC Statutes and the FA Statutes; (d) At national level, it will play in competitions that are recognised and endorsed by Football Australia (e.g. national championship, national cup); (e) At international level, it will participate in competitions recognised and endorsed by the AFC and/or FIFA. To avoid any doubt, this provision does not relate to friendly matches; (f) will abide by and observe the provisions and conditions of the national Club Licensing Regulations; (g) All submitted documents are complete and correct; (h) authorises the competent Licensor to examine documents and seek information and, in the event of any appeal procedure, to seek information from any relevant public authority or private body according to national law; and (i) acknowledges that FIFA, the AFC and/or FA reserve the right to execute compliance audits at national level in accordance with clause 12 of the Regulations. <p>This declaration must be executed by an authorised signatory no more than three (3) months prior to the corresponding deadline for its submission to the Licensor.</p>		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: L.01 - Participation in AFC & FA Club Competitions Declaration – SIGNED (template provided)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
L.02	A	LEGAL DOCUMENTS
<p>The Licence Applicant must submit the following documents and information:</p> <ul style="list-style-type: none"> (a) a copy of its current company articles, constitution, statutes or similar-type governing document; (b) a certificate of registration; (c) a current extract from a public register (e.g. ASIC) which demonstrates that the Licence Applicant is a legal entity (e.g. company or incorporated association) and which should contain the following minimum information; <ul style="list-style-type: none"> (i) registered name; 		

- (ii) popular name;
 - (iii) address of headquarters;
 - (iv) legal form;
 - (v) list of authorised signatories (if applicable); and
 - (vi) type of signature (e.g. individual, collective) (if applicable).
- (d) a signed declaration regarding the legal documents; and
- (e) (If applicable) the agreement between the Licence Applicant and the relevant member which has the right to participate in affiliated competitions of Football Australia.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

Requirement #1: Registered Name of Club (text entry)

Requirement #2: Is the Club's legal entity an Association? (Yes/No Answer)

Requirement #3: Is the Club's legal entity a Company? (Yes/No Answer)

Requirement #4: Articles / Statutes / Constitution (submit Club document)

Requirement #5: Certificate of Registration (submit Club document)

Requirement #6: Current extract from public register (submit Club document)

Requirement #7: L.02 – Legal Documents Declaration – SIGNED (template provided)

NO.	NPL CRITERIA GRADE	DESCRIPTION
L.03	A	OWNERSHIP AND CONTROL OF CLUBS
<p>The Licence Applicant must submit a legally-valid declaration and related information outlining the ownership structure and Control mechanism of the Club.</p> <p>The declaration must be executed by an authorised signatory no more than three (3) months prior to the corresponding deadline for its submission to the Licensor.</p>		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: L.03 – Ownership and Control of Clubs Declaration – SIGNED (template provided)</i>		
<i>Requirement #2: L.03 – Shareholder / Member List (submit list)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
L.04	A	ANNUAL GENERAL MEETING
<p>In accordance with applicable legislation, the Licence Applicant must hold an Annual General Meeting at which all Members shall attend and be entitled to participate.</p>		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Date of 2023 Annual General Meeting (date entry)</i>		
<i>Requirement #2: Minutes from most recently completed AGM (submit Club document)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
L.05	A	PRIVATE ACADEMIES / OVERSEAS CLUBS

The Licence Applicant must submit a legally-valid declaration outlining the existence and terms of any contractual, financial, or other relationship with a private academy or overseas club.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

Requirement #1: L.05 - Relationship with Private Academy and Overseas Club Declaration - SIGNED (template provided)

NO.	NPL CRITERIA GRADE	DESCRIPTION
L.06	A	WRITTEN CONTRACT WITH MEN'S PROFESSIONAL PLAYERS
<p>The professional players of the Licence Applicant must have a written contract with the Licence Applicant in accordance with the relevant provisions of the FIFA Regulations for the Status and Transfer of Players and shall incorporate all key provisions required by the relevant national law and of FIFA, the AFC and Football Australia. The contracts must be lodged in accordance with the National Registration, Status and Transfer Regulations.</p>		
<p>Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)</p>		
<p><i>Requirement #1: L.06 - Contracted Men's Players – SIGNED (template provided)</i></p>		
<p><i>Requirement #2: L.06 – Written Contract with Men's Professional Players Declaration – SIGNED (template provided)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
L.06	A	WRITTEN CONTRACT WITH WOMEN'S PROFESSIONAL PLAYERS
<p>The professional players of the Licence Applicant must have a written contract with the Licence Applicant in accordance with the relevant provisions of the FIFA Regulations for the Status and Transfer of Players and shall incorporate all key provisions required by the relevant national law and of FIFA, the AFC and Football Australia. The contracts must be lodged in accordance with the National Registration, Status and Transfer Regulations.</p>		
<p>Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)</p>		
<p><i>Requirement #1: L.06 - Contracted Women's Players – SIGNED (template provided)</i></p>		
<p><i>Requirement #2: L.06 – Written Contract with Women's Professional Players Declaration – SIGNED (template provided)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
L.07	A	DISCIPLINARY PROCEDURE & CODE OF CONDUCT FOR PLAYERS AND OFFICIALS
<p>As it relates to legally binding codes of conduct and disciplinary regulations for players and officials, the Licence Applicant, its players and officials must abide by the Football Australia National Code of Conduct and Grievance Resolution Regulations.</p>		
<p>Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)</p>		

Requirement #1: L.07 – Disciplinary and Code of Conduct Declaration – SIGNED (*template provided*)

NO.	NPL CRITERIA GRADE	DESCRIPTION
L.08	C (BEST PRACTICE)	MEMBERSHIP
<p>If applicable, the Licence Applicant should ensure that all its key stakeholders, including registered players, coaches, administrators and volunteers, are recognised as Members under its Constitution.</p>		
<p>Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)</p>		
<p><i>Requirement #1:</i> Are all stakeholders referenced above currently recognised as Members under the Club’s Constitution? (<i>Yes/No Answer</i>)</p>		
<p><i>Requirement #2:</i> If yes, provide the page(s) of the Constitution that reference Members (<i>submit Club document</i>)</p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
L.09	A	PUBLIC FORUM(S)
<p>The Licence Applicant must host at least one (1) public forum per calendar year inviting parents, players, members, sponsors, etc. to be presented club strategies and discuss ways to provide greater value to relevant stakeholders. Issues and feedback from this forum should be documented and incorporated into the Licence Applicant’s strategic planning process.</p>		
<p>Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)</p>		
<p><i>Requirement #1:</i> Does the Club hold at least one (1) public forum per year? (<i>Yes/No Answer</i>)</p>		
<p><i>Requirement #2:</i> If yes, how many public forums are held per year? (<i>text entry</i>)</p>		
<p><i>Requirement #3:</i> If yes, Agenda from most recent public forum (<i>submit Club document</i>)</p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
L.10	C (BEST PRACTICE)	BOARD REPRESENTATION
<p>The Licence Applicant’s Board of Directors should comply with the 40:40:20 principle: 40% women, 40% men, 20% either.</p>		
<p>Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)</p>		
<p><i>Requirement #1:</i> How many current members of the Club’s Board of Directors are women? (<i>text entry</i>)</p>		
<p><i>Requirement #2:</i> How many current members of the Club’s Board of Directors are men? (<i>text entry</i>)</p>		

FINANCIAL CRITERIA

NO.	NPL CRITERIA GRADE	DESCRIPTION
F.01	A	ANNUAL FINANCIAL STATEMENTS - AUDITED
<p>Regardless of the legal structure of the Licence Applicant, Annual Financial Statements shall be prepared in accordance with Australian accounting standards and Audited by an Independent Auditor.</p> <p>The Audited Annual Financial Statements shall be in respect of the Statutory Closing Date immediately prior to the deadline for submission of the MF List of Licensing Decisions (unless the deadline for the Licence Applicant to submit these Audited Annual Financial Statements in accordance with Australian law is after the F.01 Criterion submission date, in which case the Licence Applicant may submit its Audited Annual Financial Statements for the previous Statutory Closing Date). The statements must consist of:</p> <ul style="list-style-type: none"> (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; and (e) a financial review by management. 		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Audited Financial Statements (for the relevant year as per above) (submit document)</i>		
<i>Requirement #2: Period of Audited Financial Statements (date range entry)</i>		
<i>Requirement #3: Total Club Revenues as per statements (text entry)</i>		
<i>Requirement #4: Total Club Expenses as per statements (text entry)</i>		
<i>Requirement #5: Net Profit / Loss as per statements (text entry)</i>		
<i>Requirement #6: Total Assets as per statements (text entry)</i>		
<i>Requirement #7: Total Liabilities as per statements (text entry)</i>		
<i>Requirement #8: Total Equity as per statements (text entry)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
F.02	A	FINANCIAL RECORDS
<p>The Licence Applicant must maintain financial records in the form and nature required under Australian law.</p> <p>The Licence Applicant must utilise an accounting system to enable it to properly maintain its financial records. This may include Excel for 2023/24.</p>		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Type of accounting system used by Club (text entry)</i>		
<i>Requirement #2: Snapshot of financial records on date of submission (submit Club document / photo)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
F.03	A	INSPECTION OF FINANCIAL RECORDS

The Licence Applicant must make available financial information requested by its Member Federation or Football Australia within five (5) business days of receiving notice of an inspection.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

Requirement #1: F.03 - Inspection of Financial Records Declaration – SIGNED (template provided)

NO.	NPL CRITERIA GRADE	DESCRIPTION
F.04	A	ANNUAL BUDGET
<p>The Licence Applicant must submit its annual Budget for the coming Financial Year, which includes:</p> <ul style="list-style-type: none"> (a) projected income for the coming Financial Year; (b) projected expenditure for the coming Financial Year; (c) all sources of income projected for the coming Financial Year along with the amount; and (d) all sources of expenditures projected for the coming Financial Year along with the amount. <p>NOTE: If the Licence Applicant’s annual budget for the coming financial Year is not yet approved based on the financial year end and timing of the F.04 submission, the draft budget should be submitted. If this is also not available, the current Financial Year budget may be submitted by the deadline. The coming Financial Year Budget must be submitted within five (5) business days following approval.</p>		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Club budget for coming financial year (submit Club document)</i>		
<i>Requirement #2: Period covered by budget (date range entry)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
F.05	A	WRITTEN REPRESENTATIONS PRIOR TO THE LICENSING DECISION
<p>Within seven (7) days prior to the date on which the licensing decision is to be made by the First Instance Body, the Licence Applicant must make written representations to the Licensor.</p> <p>The written representations shall confirm:</p> <ul style="list-style-type: none"> (a) that all documents submitted to the Licensor are complete and correct; (b) whether or not any Significant Change in relation to all the 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. 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; and (d) whether or not the Licence Applicant (or the Registered Member of Football Australia which has a contractual relationship with the Licence Applicant) 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 within the 12 months preceding the Licensing Season.

Approval by management must be evidenced by way of a signature on behalf of the executive body of the Licence Applicant.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

Requirement #1: F.05 - Written Representation Prior to Licensing Decision Declaration – SIGNED (template provided)

NO.	NPL CRITERIA GRADE	DESCRIPTION
F.06	B	NO OVERDUE PAYABLES TOWARDS FOOTBALL CLUBS ARISING FROM TRANSFER ACTIVITIES

The Licence Applicant must prove that it has no overdue payables towards football Clubs arising from transfer activities as at 30 June preceding the Season to be Licensed, unless by the following 30 September they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute submitted to a competent authority.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

Requirement #1: F.06 - No Overdue Payables to Football Clubs from Transfers Declaration – SIGNED (template provided)

Requirement #2: F.06 - Payables to Football Clubs Chart – SIGNED (template provided)

NO.	NPL CRITERIA GRADE	DESCRIPTION
F.07	B	NO OVERDUE PAYABLES TOWARDS EMPLOYEES, MEMBER FEDERATIONS AND SOCIAL/TAX AUTHORITIES

The Licence Applicant must prove that, in respect of contractual and legal obligations with its current/former employees, the Member Federation and social/tax authorities it has no overdue payables at 30 June preceding the Season to be Licensed, unless by the following 30 September they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute submitted to a competent authority.

The term “employees” shall include but not be limited to:

- (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 the FA/MF Club Licensing Regulations.

Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)

Requirement #1: F.07 - No Payables Overdue to Employees – List of Employees – SIGNED (template provided)

Requirement #2: F.07 - Payables Overdue to Employees and Tax Authorities Chart – SIGNED (template provided)

Requirement #3: F.07 - No Payables Overdue to Employees and Tax Authorities Declaration – SIGNED
(template provided)

NO.	NPL CRITERIA GRADE	DESCRIPTION
F.08	C (BEST PRACTICE)	BUSINESS PLAN
<p>The Licence Applicant should develop a detailed 3-year business plan, with documented assumptions and measurable annual KPIs.</p> <p>The business plan should be prepared by management and approved by the Board / Leadership of the Licence Applicant.</p>		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		
<i>Requirement #1: Does the Club have a current Business Plan? (Yes/No Answer)</i>		
<i>Requirement #2: Club's Business Plan (submit Club document)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
F.09	B	FEE TRANSPARENCY, CAPPING AND REPORT
<p>The Licence Applicant must submit a report by the deadline specified by the Licensor outlining its proposed player fees for the upcoming year.</p> <p>If the MF prescribes any minimum/maximum player registration fees that clubs may charge players for registration to their age-eligible teams, the Licence Applicant must comply with these requirements.</p> <p>The report must contain a breakdown of the costs incurred in delivering the programs (e.g., estimated costs by type incurred per season for each age group/team) and will be assessed by the Licensor for their reasonableness.</p> <p>Both FA and the MF have the power to require the club to validate information contained in the report or require the club to revise its proposed fees if they are determined to be unreasonable.</p> <p>The MF may publicly advertise club fees centrally to facilitate easier comparison.</p>		
Checklist of Documentation Required (submit by 01-01-2024 ; fulfil by 05-01-2024)		
<i>Requirement #1: Fee Report – SIGNED (template to be provided at a later date)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
F.10	B	DUTY TO NOTIFY SUBSEQUENT EVENTS
<p>Following the licensing decision by the decision-making body, the Licensee must promptly notify the Licensor in writing about any Subsequent Events that may cast significant doubt upon the Licensee's ability to continue as a Going Concern until at least the end of the season for which the Licence has been granted.</p> <p>Compliance with this criterion is assessed by the Licensor in respect of the following Licensing Cycle.</p>		
Checklist of Documentation Required (submit by 23-08-2023 ; fulfil by 28-08-2023)		

Requirement #1: F.10 - Duty to Notify Subsequent Events Declaration – SIGNED (template provided – submit prior to Licensing decision)

Requirement #2: F.10 - Notification of Subsequent Events Declaration – SIGNED (template provided – only have to submit if a significant event occurs during the season)

Table of Minimum Sanctions

No.	Type of Club Licensing Breach	Minimum Sanction
1.	Unfulfilled “A” Criterion	Reprimand/Fine
2.	Unfulfilled “B” Criterion	Reprimand/Warning
3.	Submission of documentation, materials or evidence required for the satisfaction of criteria after the submit deadline outlined in the applicable Core Process	Reprimand/Warning
4.	Failure to cooperate with the Licensing Administration	Reprimand/Warning
5.	Three (3) or more unfulfilled “B” Criteria in the same Licensing Cycle	Reprimand/Warning
6.	Same “B” Criterion not fulfilled for two (2) consecutive Licensing Cycles	Reprimand/Warning/Fine