

INTRODUCTION

Welcome! Football West (FW) supports a thriving football community of over 200 clubs across WA and is focused on sustainable development of new clubs. The new club application must be completed for FW to commence the new club application process. For metropolitan clubs, this includes the process to approve entry into any FW competitions.

Please note, that completion of the new club application does not guarantee entry into FW competitions and FW may decline a new club entry at any time.

Successful new clubs may be required to register as an Incorporated Association with the Department of Mines, Industry Regulation and Safety (DMIRS) and be affiliated members of Football Australia. Do not register with DMIRS or seek affiliation until instructed to do so by FW.

Please refer to the relevant pages in this application for further information on all criteria.

The new club application must be submitted via the online forms provided at each step of the process.

If you have any further questions regarding the application process, please contact FW on 6181 0700 or email Club Support at clubsupport@footballwest.com.au

FW acknowledges the generous support of Football Victoria in the development of this resource.

ABOUT FOOTBALL WEST

FW is the governing body for football (soccer) in Western Australia and represents all levels of competition, development and coaching in metropolitan and regional areas.

FW is recognised as the organisation responsible for the administration, promotion and delivery of football and futsal (indoor football) in the state by both the State and Federal Governments, as well as Football Australia.

The FW team currently delivers and works towards our [Strategic Plan 2023-2026](#).

Our competitions team administer all things related to competitions such as team entry, fixturing, rules of competition, match investigations and finals. Referees are also appointed to these matches to facilitate a safer and more enjoyable participation experience.

TIMELINES

Step	Submission by new club to FW due	Notification provided from FW by
Step 1 – Why do you wish to form a new club?	Monday 1 September 2025 5pm	Monday 15 September 2025 5pm
Step 2 – Compliance	Monday 13 October 2025 5pm	Monday 27 October 2025 5pm
Step 3 – Competitions	Monday 24 November 2025 5pm	Monday 8 December 2025 5pm
Final notification of approved/denied application		Monday 8 December 2025 5pm

CHECKLIST

It is intended that all new clubs have a broad range of participation opportunities – with diverse opportunities for skill level, age groups and gender. For clarity, proposed clubs catering for only one gender, limited number of teams or within 10km of an existing club are highly unlikely to be approved. In such circumstances, FW will seek to work with the applicants to seek suitable options and solutions.

Step 1 – Why do you wish to form a new club?

The following details must be submitted by Monday 1 September 2025 5pm via the online application form

(<https://www.footballwest.com.au/newclubs>) prior to progressing to Step 2.

Following the submission of Step 1 information, Football West may call a meeting between the applicant and any stakeholders such as the relevant Local Government Authority.

	Action Items	Context/Additional information
	Club overview: Provide an overview of the proposed club with the following items: <ul style="list-style-type: none"> <input type="checkbox"/> Geographic area which you intend to represent <input type="checkbox"/> Why the proposed club wishes to be affiliated with FW <input type="checkbox"/> History (if currently participating in an unaffiliated league). This includes noting any previous affiliations or participation in other competitions 	<p>Academies playing as clubs are not permitted for community competitions. Clubs may still enter a relationship with an academy or private provider.</p> <p>If the club has played in FW leagues or another association's leagues prior to its application, FW will consider its history in terms of discipline, governance and solvency.</p>

	<p>and declaration of any affiliation with private providers, academies, schools, clubs or associations in Australia or overseas</p> <ul style="list-style-type: none"> <input type="checkbox"/> Purpose <input type="checkbox"/> Proposed entity set up: i.e. Incorporated Association. <input type="checkbox"/> Reasons that a new club may be required 	<p>FW will consider the following in assessing the need of a new club within the proposed area:</p> <ul style="list-style-type: none"> • Ensure minimal impact of players moving from existing clubs to new clubs that may negatively impact established FW-affiliated clubs • The need for a new club in the area as indicated by the LGA • Current number of players and recent growth • Current number of clubs and average player numbers • Current number of facilities and planned developments • Current population and projected growth • Expressions of interest from players, coaches etc within the community • The status of any other applications of a new club in an area <p>FW will consult updated government demographic data to assist decision making.</p>
	<p>Club name, colours and logo:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proposed names (x3) <input type="checkbox"/> Proposed club colours <input type="checkbox"/> Proposed logo (JPEG or PDF format) 	<p>The Football Australia Inclusivity Principles for Club Identity (IPCI) notes that:</p> <ul style="list-style-type: none"> • Applicants will be required to submit at least three (3) proposed names that can be considered by FW subject to the IPCI • The new club name must not contain any part of the name of any club in the same or immediately adjoining municipalities, except for the following traditional generic football names: <ul style="list-style-type: none"> (a) United (b) Rovers (c) City (d) Old (e) Sporting <p>At its discretion, FW may force the name change of an existing club wishing to affiliate with FW, where that existing club currently shares any part of its club name with a current FW affiliate club</p> <ul style="list-style-type: none"> • Club colours and logo must be in line with the Football Australia Inclusivity Principles for Club Identity

- Clubs should ensure their logo is original artwork and won't infringe the IP rights of another entity

Step 2 - Compliance

The following details must be submitted by Monday 13 October 2025 5pm via the online application form (to be sent to applicants following the completion of Step 1) prior to progressing to Step 3.

Not all applications will be invited to this stage. Following the successful completion of Step 2, an applicant might receive advance notice of an approved application.

	Affiliation Agreement: <ul style="list-style-type: none"> <input type="checkbox"/> Copy of signed Participation Agreement <input type="checkbox"/> Proof of Financial Solvency (if applicable) <input type="checkbox"/> Certificate of Incorporation (if applicable) 	The Participation Agreement is a formalised affiliation document between your club/association and FW. This is a legal document suited for metropolitan clubs or regional clubs/ associations. Broadly speaking, it covers FW's and club/association's general obligations, commercial rights, intellectual property, marketing and co-operation. More information is available HERE
	Club Constitution: <ul style="list-style-type: none"> <input type="checkbox"/> Copy of draft constitution, including DMIRS minimum clauses <input type="checkbox"/> AGM month 	All clubs must ensure that they continue to meet their basic regulatory compliance obligations under DMIRS or the Australian Securities and Investments Commission (ASIC) as required. Clubs are also subject to obligations under the Participation Agreement (see above)
	Strategic Plan/Club Changer: The new club must have a strategic plan which includes: <ul style="list-style-type: none"> <input type="checkbox"/> Vision <input type="checkbox"/> Mission <input type="checkbox"/> Values <input type="checkbox"/> Initiatives <input type="checkbox"/> Minimum 2-year duration 	Within the Strategic Plan, a Club Changer Women & Girls Action Plan and 1-Star status must be included and consider the following: <ul style="list-style-type: none"> • 50/50 gender participation plan. • Do you have a plan to attract, develop and retain W&G? • Does your website and social media illustrate opportunities for W&G? • Are you flexible to attract W&G of each level? • Do you provide pathways and leadership growth for W&G? • Is exposure visible of diverse groups of W&G?
	Committee Structure: <ul style="list-style-type: none"> <input type="checkbox"/> What positions will be created on the committee? <input type="checkbox"/> How many committee positions will be available? 	Committee structure must include: <ul style="list-style-type: none"> • Child Safety Officer • Member Protection Information Officer

	<input type="checkbox"/> Must have a 40-40-20 gender balance. If not, why is this not achievable at the commencement of the club? What strategies has the proposed club developed to achieve 40-40-20 gender balance?	<ul style="list-style-type: none"> • FW Liaison • Council Liaison (if utilising Council facilities) • Secretary
	Office Bearers: <ul style="list-style-type: none"> <input type="checkbox"/> Details of the proposed initial office bearers <input type="checkbox"/> Must have a Member Protection Information Officer, which is not a member of the committee 	<p>The key roles we are looking for a President, Vice-President, Secretary, Treasurer and Registrar.</p> <p>Must list:</p> <ul style="list-style-type: none"> • Role • Name • Gender • Contact details • Biography of office bearers • Copy of completed Working with Children Check (WWCC) for each office bearer
	Venue: <ul style="list-style-type: none"> <input type="checkbox"/> A new club must have a confirmed home venue <input type="checkbox"/> Address of facility and the facility plan overview including amenities. <input type="checkbox"/> Grounds hired from a council or a private facility must be confirmed via a copy of the lease/seasonal allocation agreement and meet the minimum standards for the relevant levels of competition. <input type="checkbox"/> Access to amenities and female friendly/ disabled access facilities. 	<p>To ensure FW can maintain strong working relationships between councils/venue owners and clubs, a letter of support from the relevant LGAs Head of Sport and Recreation or equivalent must be included in the application to demonstrate that the club has secured access to facilities to compete in competitions. The letter must also indicate that they approve the three proposed names and logo for the new club.</p> <ul style="list-style-type: none"> • If the new club proposes to play at an LGA-managed facility or a privately owned facility, the application must include a copy of the lease/seasonal allocation arrangements. • New clubs playing from school or university venues must be endorsed by the relevant school or university. The application must include a letter or notice from the school or university confirming the venue arrangements. • Please refer to the FW Competition Management Regulations (click here) when identifying venues as they must meet these standards. <p>Note: FW may choose to conduct a facility inspection at its discretion when evaluating the application.</p>

	<p>Finance: One of the most important tasks for a club to undertake is the preparation of a budget for the upcoming season describing potential sources of income and expenditure. This will allow the club to adequately plan its finances for the upcoming season and ensure that the club will remain financially sustainable long term.</p> <p>□ Proposed 2026 budget</p>	<p>Through the identification of each source of revenue and expenditure, a club is able to identify financial targets for the forthcoming year. Specific revenue streams need to be identified (i.e. player registration revenue, sponsorship revenue, etc.) and the target amount of money that is required to be generated through each revenue stream needs to be set. Furthermore, all possible expenses need to be identified (i.e. team entry fees, player registration fees, council fees, etc.) with a target amount of expenditure to be set for each of these. Expenses should be reduced as much as permissible.</p> <p>It is important to take a cautious approach when preparing the club's budget. Underestimate revenue and overestimate expenses wherever there is uncertainty when selecting the budgeted figure for particular revenues or expenses.</p> <p>Throughout the season the club should perform regular comparisons between budgeted figures and actual figures to identify any variances. Reasons for why these variances have occurred need to be ascertained and investigated accordingly. If appropriate, a budget can be amended to reflect new information that has become available to the club (i.e. new revenue streams identified, new expenses that need to be acknowledged). This is known as a flexible budget.</p> <p>The importance of a budget is that it will assist the club with its decision making as it is a source of timely financial information relating to its operations, which club management can use to support decision making processes. It allows a club to plan its financials accordingly to ensure short and long-term viability.</p> <p>FW has a Budget Template (provided at this stage of the process that can be used to design a budget. Each club is unique with its own particular expenses and revenues.</p> <p><u>The Budget Template should only be used as a guide. The club's budget must be uploaded in the club's online application.</u></p>
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		Previous participation in non-affiliated leagues: <ul style="list-style-type: none"> <input type="checkbox"/> Declaration of any affiliation with private providers, schools, clubs or associations in Australia or overseas. 	Academies playing as clubs are not permitted for community competitions. Clubs may still enter a relationship with an academy or private provider.
		Communications and Media: <ul style="list-style-type: none"> <input type="checkbox"/> Link to all social media platforms (i.e. Facebook page, Facebook group, Instagram, Twitter, team app, Pinterest etc.) <input type="checkbox"/> Proposed website design or link to club website 	

Step 3 – Competitions

The following details must be submitted by Monday 24 November 2025 5pm. At this point, the broader FW team will be able to support the applicant to prepare for the adequate competition/s and competition management platform.

All clubs

	Facilities <ul style="list-style-type: none"> Confirmation that the club facilities meet the Rules of Competition. 	<p>Please refer to the Football West Competition Management Regulations (click here) when identifying venues as they must meet these standards.</p> <p>A facility inspection will take place at this point.</p>
	Provisional team entries: <ul style="list-style-type: none"> Provisional team entries by age group Provisional team entries by gender Provisional team entries by competition (See FW competition information below) 	<p>New clubs must include multiple age groups for male and female participants.</p> <p>Clubs that show limited scope for growth or do not provide adequate junior or female development, are unlikely to be approved.</p> <p>Consideration will be given to number of teams based on geographical need.</p> <p>Any new clubs will need to enter the lowest level of a specific competition pyramid.</p>
	Provisional coaching structure: <ul style="list-style-type: none"> List of coaches noting any attained certificates and accreditations Coaching plan towards attaining certificates and accreditations Copy of Working with Children's Checks for each nominated coach 	<p>New clubs need to demonstrate a plan for coach development including additional development and support for women and girls.</p>
	People of all abilities and diverse backgrounds: <ul style="list-style-type: none"> The opportunities the new club will provide for participants with special needs and disabilities. The opportunities the new club will provide for participants of culturally and linguistically diverse backgrounds. 	<p>WA is a culturally diverse and fast-growing state.</p> <p>At the 2016 Census, WA's population was 2.47 million. It had increased by 10.5% since 2011, compared to 8.8% for the whole of Australia.</p> <p>Of WA's total population:</p> <ul style="list-style-type: none"> 39.7% were born overseas in over 240 countries. 53.8% have at least one parent born overseas 24.8% spoke a language other than English at home 57.2% followed one of more than 130 different faiths

STEP 4 – ONGOING REVIEW

- After the team entry period is complete FW will conduct a review of the new club's team entries in comparison to their application. The club must submit the teams represented in their application.
- After the season is complete a review of the club as a whole, in line with the requirements and the original application submitted, will be conducted.
- If the club does not complete the activities outlined within the new club application process, they may have to reapply for FW affiliation in the following season or have their affiliation as a new club revoked.

FUTSAL

FW provides opportunities for clubs who wish to compete in competitions for men's, women's and juniors. Interested clubs should clubsupport@footballwest.com.au in the first instance to find out more.

FAQ's

Why does Football West have a New Club Application Process?

FW supports a thriving football community of approximately 200 clubs and 20 associations across the state. Over 100 of these clubs are based in the Perth metropolitan area. With such a volume and concentration of clubs, great demand is placed on facilities and volunteers. FW's Building Stronger Clubs initiative prioritises the empowerment of clubs who can provide great experiences for all. This New Club Application Process places great importance on ensuring new clubs can maximise participation opportunities and be set up for long-term sustainable success.

Why is the process split into three steps?

Based on guidance received, the process is designed to be manageable for volunteers, while the sequence of activities prioritises the tasks that need to be undertaken initially such as exploring why the club is needed.

What is the minimum distance a new club should be located from existing clubs in the future?

Football has experienced impressive participation growth in recent times. This has led to a high concentration of clubs across certain regions such as the Perth metropolitan area. FW has previously required a minimum 5km distance between a new club and existing clubs. The New Club Application Process does not include an arbitrary distance figure to acknowledge that certain high growth communities may be able to sustain multiple strong Clubs. These would require clear evidence-based feasibility meeting the procedural requirements. As a guide, new club applications within 10km of existing clubs are unlikely to be approved unless there is clear need.

If our application is unsuccessful, can we reapply in the future?

It is acknowledged that circumstances may change in the conditions upon which the new club wishes to be considered for and applications are welcomed in any future rounds for FW to review.

Why do we need support from our Local Government?

Across community football, Local Governments are a significantly important stakeholder regarding provision of quality facilities, among many other areas. Support in writing from your Local Government at the necessary step of the process, ensures adequate consultation, capacity and feasibility is being considered. It also sets the tone for a successful relationship moving forward. For applicants who have their own private facility, Local Government engagement is still vital to ensure there is connection with opportunities in your area.

Would our new club need to cater for junior and female pathways?

Clubs that show limited scope for growth or do not provide adequate junior or female development, are unlikely to be approved. We particularly ask new club applicants in Step 2

to become a 1-Star Club Changer club to demonstrate meaningful intent to be inclusive of women & girls.

**We have a team or multiple teams but aren't quite ready to be a stand-alone club.
What should we do?**

In this scenario, there are certainly options for your team(s) to join an existing club if a mutually beneficial agreement can be reached with them. Starting a club is a significant undertaking, so this option allows your teams to participate while being part of and supported by a broader football club environment.

We want to start a new club but don't know where we should be located, how can we secure an adequate facility?

By completing Step 1, FW staff can begin to work with you to identify any potential facilities, noting that there are shortages across the metropolitan area.

We have been unsuccessful in our new club application, can we appeal?

All decisions by FW are final. In the interests of supporting participation in football, FW will work with applicants to identify suitable playing opportunities where relevant.