
14 SPORTSGROUND ALLOCATION POLICY REVIEW

Report prepared by: Senior Coordinator – Parks Operations
File No.: GRP/09/3 - BP23/42

REPORT SUMMARY

Following a report to Council on proposals received for the management of Christie Park, at the 22 November 2022 meeting, it was resolved:

- (a) *That Council continues to directly manage the bookings and use of Christie Park.*
- (b) *That Council amends its Sportsground Allocation Policy in accordance with the details outlined in this report in relation to the use of Christie Park and ELS Hall Park Field #1.*
- (c) *That the amended Sportsground Allocation Policy, also considering any feedback provided by the Sport, Recreation and Leisure Working Group, be placed on public exhibition for a period of 28 days and accept submissions for a period of 14 days after this exhibition.*
- (d) *That a further report be prepared for Council following the public exhibition and submission period.*

The City of Ryde Sportsground Allocation Policy was reviewed accordingly and amended in accordance with the above resolution. Other amendments were also made to the policy as a result of feedback received from the Sport, Recreation and Leisure Working Group in accordance with the above resolution. An updated Policy, provided in attachment 1, was placed on public exhibition with feedback sought during the period of Wednesday, 7 December 2022 – Sunday, 22 January 2023.

Areas which have been amended in this draft version of the Sportsground Allocation Policy 2022 include:

- Prioritisation of grassroots sport for the existing synthetic sports field at ELS Hall Park
- Clarification of seasonal sportsground booking procedure
- Closure of sports fields for Council maintenance activities
- Implementation of a Hierarchical system for the allocation of Christie Park Fields 1 & 2
- Clarification of commercial/corporate partnership hire arrangements
- Summer and Winter Season dates

Throughout the exhibition period and the 14 days following, 352 submissions were received. Almost three quarters (70%) of these were template responses with identical wording prepared by the Northwest Sydney Football Association (NWSF) and distributed to its members.

ITEM 14 (continued)

This resulted, as outlined in the table below, feedback to the draft policy significantly opposing the proposed allocation process for Christie Park field #1 and field #2 and supports the Seasonal date changes.

Changes to the Sportsground Allocation Policy	ELS priority for grassroots	Councils right to close grounds	Christie Park Hierarchical system	No sub-letting	Definition of commercial/corporate	Season date Change
% of total responses - NO COMMENT	99%	99%	2%	99%	99%	24%
% of total responses - FOR	1%	1%	23%	1%	1%	76%
% of total responses - AGAINST	0%	0%	75%	0%	0%	0%

Staff acknowledge the feedback received and understand that there will be a significant impact to the representative teams and how they coordinate their training programs. However, staff are recommending that Council adopt the draft Sportsground Allocation Policy that was placed on public exhibition without change. The reasons for this recommendation are:

Providing Fair and Equitable Access to Christie Park

Following many years of staff attempting to facilitate agreement on shared use of Christie Park between the representative football clubs, implementation of a hierarchy of allocation is considered the last remaining option to address the management challenges associated with access to the facility.

The continual increasing of the season length and higher training demands for the representative programs imposed by Football NSW has generated additional demand and therefore conflict between the existing user groups. These conflicts have resulted in numerous representations to Councillors seeking to amend the access to Christie Park and resulted in several resolutions of Council (as outlined in the body of this report) over recent years on the matter. While short term compromises have been achieved, given the changing requirements of Football NSW, the issue has not been fundamentally addressed.

Adopting the Sportsground Allocation Policy without amendment manages this issue in an objective manner. Allocating in accordance with the proposed hierarchy is the only manner in which to provide fair and equitable access to the facility. This would be specific to Christie Park and provide an approach that caters for the specific needs of these groups, including the increased season length and higher training demands. It will provide a framework best capable to be adaptable to manage the changing needs of representative football within the LGA into the future.

ITEM 14 (continued)

The hierarchy of allocation proposed in the amended allocation policy would be as per below:-

- i. Level of Competition
- ii. Senior Female Teams (Under 20s & over)
- iii. Senior Male Teams (Under 20's & over)
- iv. Youth Female Teams
- v. Youth Male Teams
- vi. Junior Female Teams
- vii. Junior Male Teams
- viii. Association Representative Teams

Under this hierarchy it is anticipated that a majority of senior and youth (aged 14+ years) training demands will be able to be met. Any training needs that cannot be met at Christie Park, Council would engage with the groups with a view to provide access for additional junior age groups training demands at non-synthetic sports fields.

This proposed hierarchy is consistent with the Council resolution from the February 2021 meeting (included in the body of this report) and will be determined in accordance with the relevant governing body's criteria for representative football clubs to meet for teams that would be defined as Senior Female/Male & Youth Female/Male in the above hierarchy.

In making their recommendation staff have given consideration to the additional issues outlined below:.

Governing Body Requirements

New Football Australia 2022/23 regulations for NPL 1 football (National Premier League) clubs regarding licensing requirements provided in ATTACHMENT 2 have been developed. Currently these are applicable to Gladesville Ravens Womens and Spirit FC Men and Womens only.

Christie Park is currently the only facility within the City of Ryde that meets all these requirements (lighting, changing and medical facilities, a full football pitch accessible for 40 weeks).

To allow all representative clubs to be registered and licensed with Football Australia, the new Sportsground Allocation policy would need to be implemented as part of the registration requirements and access to training facilities at the standard which Christie Park is at. This has been confirmed by Football NSW.

ITEM 14 (continued)

Enhancing Grass Roots Access to Synthetic Surfaces

Providing more access to and prioritising grassroots sports at ELS Hall Park is only possible if the draft Sportsground Allocation Policy is adopted without amendment. Should the draft policy not be adopted, representative football teams would still retain significant usage of both Christie Park and ELS Hall Park synthetics, limiting the opportunities for community sports to utilize synthetic surfaces within the LGA.

This issue is highlighted by the data provided by Football NSW detailed in the below table. As representative teams draw players from Metropolitan Sydney, (i.e., the best players available are selected) it results in a high proportion of these participants residing outside of the LGA. As these teams are required to train a specified number of times a week, this has a further impact in that a smaller number of individuals benefit from the use of the synthetic fields. City of Ryde grass roots clubs, which have 20x the number of City of Ryde participant residents are currently only able to access synthetic fields for a small percentage of the available time.

Club	Total	CoR Resident	Outside of Ryde
Grassroots Football Clubs	7452	4424 59.37%	3028 40.63%
Representative Football Clubs	692	221 31.94%	471 68.06%

Table 4: Football participants at CoR football clubs in 2022 based on postcode

The demand for representative programs to be undertaken on the preferred synthetic surface has resulted in the expansion of these activities to the ELS Hall Park facility. Therefore, it is now also primarily accommodating representative football throughout the traditional winter season, (April – August) with over 50% of weeknight use currently allocated to representative football teams. This is leading to a limited number of City of Ryde residents obtaining a benefit from the synthetic surfaces that Council has installed at a significant cost. Maintaining the status quo in how Council allocates Christie Park will result in representative teams continuing to seek greater access to Council's current and future synthetic fields at the expense of grass roots participants, which will continue to increase with population increase in the LGA.

Refer to the below table for current winter usage of ELS Hall Park Synthetic for representative football.

ITEM 14 (continued)

	Monday	Tuesday	Wednesday	Thursday	Friday
ELS Hall #1	Rep. Football 5.00pm – 6.30pm	Community Sport 4.30pm – 7.30pm	Community Sport 4.30pm – 6.00pm	Community Sport 4.30pm – 6.00pm	Community Sport 4.30pm – 6.00pm
	Community Sport 6.30pm – 10.00pm	Rep. Football 7.30pm – 9.15pm	Rep. Football 6.00pm – 9.00pm	Rep. Football 6.00pm – 9.00pm	Rep. Football 6.00pm – 9.00pm

Adoption of the Sportsground Allocation Policy, without amendment, would allow Council to prioritise access to the ELS Hall Park synthetic field to grass roots sporting groups. Subject to adoption by Council this would commence for the 2023 winter season. This would have the potential to not only increase the utilisation of the asset in terms of broadening the number of sporting participants using the facility but also increase the diversity of sports played with potential for additional grassroots AFL, cricket, rugby and soccer/football to occur.

RECOMMENDATION:

- (a) That Council adopts the Sportsground Allocation Policy provided as an attachment to this report.
- (b) That Council actively engage with the representative sporting groups to identify alternate natural turf training locations for any teams unable to be accommodated at Christie Park.
- (c) That Council write to all those that provided a submission advising them of the outcome and thanking them for their contribution.

ATTACHMENTS

- 1 202212-hys-policy-draft-sports-ground-allocation-policy
- 2 Football NSW Club Licensing Manual 2022 - 27 October 2022 (003)

ITEM 14 (continued)

Report Prepared By:

Jackie Bolger
Senior Coordinator – Parks Operations

Report Approved By:

Scott Wilkie
Manager - Parks and Open Spaces

Charles Mahfoud
Executive Manager - City Infrastructure

ITEM 14 (continued)
Community Consultation Methodology

Date	Tool	Stakeholders	Overview	Engagement
Wed 7 Dec 2022 to Sun 22 Jan 2023	Have Your Say Website	Website users	A project webpage with background information, online interactive map and project updates.	487 page views and 421 unique visits
Wed 7 Dec 2022	Have Your Say eNewsletter	Park users, sports clubs, community groups and other internal/external stakeholders	A targeted eNewsletter was sent to relevant community stakeholders to provide an opportunity to give their feedback.	129 eNewsletter distributed 83 eNewsletter opened
Wed 7 Dec 2022 to Sun 22 Jan 2023	Open community consultations advertisement in The Weekly Times	Newspaper subscribers	Listed in open community consultation Newspaper advertisement to promote the project and consultation opportunities for all stakeholders.	38,000 total print readership
Wed 7 Dec 2022 to Sun 22 Jan 2023	Information phone line and email	All Stakeholders	The City of Ryde main phone and email address was provided for the project and was open for feedback from the community.	367 written submissions received

Background

Synthetic sports fields play an integral role in meeting community demand of organised sport within the City of Ryde. Specifically, synthetic sports fields supplement the demand for natural grass sport fields as they possess a greater capacity for use being able to sustain over 50 hours per week of organised sport in comparison to the approximate 30-hour capacity of natural grass fields. Additionally, synthetic sports fields are not impacted by most weather conditions and are able to offer a consistent playing surface that ensures playability performance across all levels of sport from grassroots to elite.

Given the above factors, demand for access to synthetic sports fields is typically higher than for equivalent natural grass field spaces. Following the construction of the synthetic sports fields at both ELS Hall Park and Christie Park the initial allocation for use was completed in alignment with the City of Ryde Sportsground Allocation Policy which at the time greatly favoured historical users at each venue.

Since this time, the demand for access to synthetic sports fields has continued to increase year on year with subsequent resolutions of Council providing greater clarity in the allocation process and principles for use of each venue.

ITEM 14 (continued)

At its meeting held 12 December 2017, Council resolved in part:-

- (a) *That the Acting General Manager review the existing Sportsground Allocation Policy with a focus on:*
- *Ensuring a diversity of sports and residents have access to City of Ryde sporting fields.*
 - *Determining a priority of allocation between grass roots sports and representative pathway programs.*
 - *The role that commercial providers have in delivering sports activities to the community.*

This was followed by a further resolution of Council at its meeting held 24 April 2018, where Council resolved in part:-

- (b) *That, following consultation with the sporting community, Council amend its Sportsground Allocation Policy so that use of any newly constructed synthetic sports field is not restricted to only the historical sporting group user.*

In response to the above resolutions of Council, a revised Sportsground Allocation Policy was prepared and endorsed by Council at its meeting on 25 June 2019 following a period of public consultation.

At its meeting held 23 February 2021 Council resolved :-

- (a) *That staff ensure that allocations for winter and summer sports at Christie Park prioritise, regardless of gender, local clubs and elite teams.*
- (b) *That these guiding principles be used to determine allocations for training and matches effective immediately.*
- (c) *All clubs be invited to participate in a discussion at a future Sports Advisory Committee Meeting to discuss and provide feedback on sports grounds allocations.*

Following this resolution of Council, an extraordinary Sport, Recreation and Wheeled Sports Advisory Committee was held on 24 March 2021 during which concerns were raised from City of Ryde based sports clubs regarding the allocation and access to Council's synthetic sports fields for training on weeknights.

Council staff continued discussions with relevant sporting user groups in the lead-up to the 2022 winter sport season however, concerns regarding the allocation and access to Council's synthetic sports field persisted with details on these issues provided to Council via the Councillor Workshop held Tuesday 10 May 2022.

ITEM 14 (continued)

As an outcome of the Councillor Workshop held on 10 May 2022, staff were asked to provide a report on management strategies for Council's synthetic sports fields including the potential for a lease/licence arrangement for the two synthetic sports fields at Christie Park, Macquarie Park.

As a result, at its meeting held 28 June 2022 Council resolved:-

- (a) That Council undertakes an expression of interest process for a community facility lease of Christie Park 1 and Christie Park 2 synthetic fields.*
- (b) That a further report be brought back to Council for a workshop outlining the outcomes of this process prior to any lease agreement being finalised.*

Request for Proposals PAR-RFP 09/22 being for licence to operate the two synthetic sports fields at Christie Park was undertaken for the period from 13 September 2022 to 11 October 2022. The RFP was advertised in The Weekly Times on Wednesday 14 September 2022 and directly sent out to 116 industry contacts on Tuesday 13 September 2022.

Risks of proceeding with either proposal include the following:

- Neither proposal provides a guaranteed return to council
- Based on information provided, operators would need to increase revenue by approximately 40% to enable council to better off
- Community impact of possible increased fees and charges
- Council assets not being maintained to the appropriate standards

Further details of each submission received and the risks for each proposal was presented to Council at the Councillor Workshop held Tuesday 18 October 2022, and at the November 22, 2022, meeting it was resolved to review the Sportsground Allocation Policy and put it on public exhibition.

Discussion

The following items in red highlight the changes proposed to the current Sportsground Allocation Policy. (See attachment 1 for full version of the Policy)

6. Where Council constructs new synthetic playing surfaces, historical use of the facility will not be the primary consideration in the initial allocation process with priority given to local City of Ryde based grassroots sporting user groups. *This principle will also apply to the allocation of the existing synthetic playing surface at ELS Hall Park Field #1 with City of Ryde based grassroots sporting user groups receiving priority for allocations.*

ITEM 14 (continued)

11. All requests for bookings must be made on the relevant Application Form. Requests for seasonal bookings must be made by the due date specified by Council.

Bookings remain tentative until confirmed by Council and an invoice for hire is issued. No refunds or credits can be applied for booking adjustments following confirmation of a seasonal booking.

16. Council may at its discretion make a field unavailable at any time for reactive maintenance and/or Council activities. Council will endeavour to provide as much advance notice as practical prior to any closure.

17. The allocation of Christie Park Field #1 and Field #2 shall be completed utilising a hierarchy of allocation (see attachment 3) which will take precedence over the Priority Matrix (attachment 1) in determining allocation priority.

18. Where a not-for-profit (NFP) organisation utilises the services of a commercial/corporate operator to deliver an activity on their behalf it will be solely for the attendance of members of the NFP organisation. Attendance of participants outside of the NFP will be considered a sub-leasing arrangement by Council and in breach of the Terms and Conditions of hire.

Preseason Training 18th February to 31st March for limited fields only. Summer Season hire will maintain priority of access.

Summer Season Athletics/Cricket/Baseball – 15th September to 24th March All other sports – 1st October to 17th March*

Winter Season 1st April – 31st August*

Commercial Operator An Individual/Organisation which operates for profit and generates an annual turnover of less than \$2million

Corporate Operator An Individual/Organisation which operates for profit and generates an annual turnover of greater than \$2million

Consultation

Draft Sportsground Allocation Policy was sent to City of Ryde Sport, Recreation and Leisure Working group.

Options

OPTION 1

That Council establish Christie Park as a ‘Centre of Excellence’ under Council management and consolidate all representative football synthetic access to this venue.

ITEM 14 (continued)

This option would be implemented through the revision of the Sportsground Allocation Policy to include venue-specific terms which recognise Christie Park as a 'Centre of Excellence'. This venue specific policy would also prioritise access for representative football teams determined by a hierarchy of allocation and could consider the specific needs of these groups including the increased season length and higher training demands.

This framework would be flexible and allow for changes in the structure of representative football however, this has the potential to cause significant change amongst the existing users of Christie Park.

The hierarchy of allocation proposed under this option would be as per below:-

- ix. Level of Competition
- x. Senior Female Teams (Under 20s & over)
- xi. Senior Male Teams (Under 20's & over)
- xii. Youth Female Teams
- xiii. Youth Male Teams
- xiv. Junior Female Teams
- xv. Junior Male Teams
- xvi. Association Representative Teams

Under this hierarchy it is likely that not all levels of the structure will be able to have their demand for synthetic sports field access met at Christie Park with the most junior participants (aged 8-13 years) likely to have limited access for training purposes until future stages of the adopted Christie Park Masterplan are delivered. However, this prioritisation aligns to the Football Australia Club Licencing Regulations which outline set criteria for representative football clubs to meet for teams that would be defined as Senior Female/Male & Youth Female/Male in the above hierarchy. Age groups defined as Junior Female/Male do not fall under this same licencing scheme with respect to criteria such as facility access and infrastructure provisions and as such can be more readily accommodated at other venues.

This option would also see all historical representative football user group allocations at ELS Hall Park synthetic field be terminated to allow for this facility to be prioritised for grassroots community sport to meet its design potential. This reprioritisation would commence in the 2023 winter season of sport with allocations for any newly available timeslots to be completed under the existing City of Ryde Sportsground Allocation Policy. This would have the potential to not only increase the utilisation of the asset in terms of number of sporting participants using the facility but also increase the diversity of sports played with potential for additional grassroots AFL, cricket, rugby and soccer/football to occur.

Recommended Option

ITEM 14 (continued)

OPTION 2

That Council continue to manage the two synthetic fields at Christie Park under the existing Sportsground Allocation Policy.

This option would ensure Christie Park is managed in a consistent manner with all other sportsgrounds within the City of Ryde, however, it may not resolve community concerns regarding access to Council's existing synthetic sports fields and will likely require continuing increased levels of stakeholder management.

Not the recommended Option

ITEM 14 (continued)

ATTACHMENT 1



Lifestyle and opportunity @ your doorstep



**Sportsground Allocation
Policy**

ITEM 14 (continued)

ATTACHMENT 1

Sportsground Allocation Policy

Document Version Control

Document Name:	Sportsground Allocation Policy
CM Reference WORD:	D21/47703
CM Reference PDF:	D21/47704
Document Status:	Approved by Council
Version Number:	Version 1.1
Review Date:	25 June 2021
Owner:	City of Ryde
Endorsed By:	Council on 25 June 2019
Distribution:	Internal and External

Change History

Version	Review Date	Author	Reason for Change
1.0	25 June 2019	Parks	Adopted by Council
1.1	12 April 2021	Parks	Transfer of Policy to new Council templates
1.2	28 November 2022	Parks	Policy Review

Sportsground Allocation Policy		
Owner: Parks	Accountability: Sportsgrounds, Development and Management	Endorsed: 25 June 2019
CM Reference: D21/47704	Last review date: 12 April 2021	Next review date: September 2023

ITEM 14 (continued)

ATTACHMENT 1

Sportsground Allocation Policy



Contents

1. Scope.....	4
2. Purpose	4
3. Principles / Responsibilities	5
Guidelines / Procedures	5
4. References and Legislation	6
5. Endorsement and Approval	Error! Bookmark not defined.
6. Attachments	6
Definitions:	7
Attachment 1:.....	9
Attachment 2:.....	13

Sportsground Allocation Policy		
Owner: Parks	Owner: Parks	Owner: Parks
CM Reference: D21/47704	CM Reference: D21/47704	CM Reference: D21/47704

ITEM 14 (continued)

ATTACHMENT 1

Sportsground Allocation Policy

1. Scope

This policy applies to sportsgrounds located in the City of Ryde that are owned or managed by the Council. The policy must be adhered to by all current seasonal and casual hire groups wishing to use any sportsground. Broadly the goal of the policy is to ensure the sustainable and equitable use of Council's sporting fields and provides the guiding principles for how use of those facilities will be managed.

While the policy will largely be applicable to seasonal sporting clubs, associations and schools, it will also apply to other community groups, private and commercial organisations who wish to apply for allocated use of a sportsground and/or associated facilities.

This policy does not apply to special events or activities booked as an event function. Special event organisers must complete a special event form and comply with all the requirements on that form. The policy also does not apply to any sportsground or amenity building that is occupied by a user group under a licence agreement.

2. Purpose

The introduction of this policy aims to assist Council in managing the increasing and competing demands from sporting user groups and the wider community to access the City of Ryde's sporting grounds. The development of this document will also help in determining Council's position on a number of different sportsground use and management issues. Specifically, Council intends to achieve the following:

- To provide a responsible, consistent, transparent and equitable process for the use of Council sportsgrounds and associated facilities.
- To provide agreed principles to prioritise use and management of the sportsgrounds and associated facilities.
- To assist Council in the allocation of Sportsgrounds when competing requests are submitted.
- To provide a Policy that is consistent with other Council policies, relevant local laws and other relevant legislation.

The City of Ryde has a number of operational documents that are used to manage sportsground allocation. These include but are not limited to: -

- Application for Casual or Pre-season Use of Sporting Facilities Form
- Seasonal Use of Sporting Fields Form
- Application for Regular use of Sportsground for Schools Form
- Major Event Application for Booking Form
- Social Recreation Application Form

Sportsground Allocation Policy		
Owner: Parks	Accountability: Sportsgrounds, Development and Management	Endorsed: 25 June 2019
CM Reference: D21/47704	Last review date: 12 April 2021	Next review date: September 2023

ITEM 14 (continued)

ATTACHMENT 1

Sportsground Allocation Policy

3. Principles / Responsibilities

Guidelines / Procedures

Sportsground allocation is the process which Council undertakes to hire out its sportsgrounds to a variety of community and commercial user groups. Council has identified the following principles to guide them in meeting the objectives outlined in this policy: -

1. Seasonal bookings have priority over casual bookings.
2. City of Ryde based user groups will have priority over out of area user groups.
3. In the event that there is a need to prioritise contested use of sportsgrounds, the applications will be considered utilising the Priority Matrix (see attachment 1) as the method for determining priority.
4. The City of Ryde is committed to ensuring a diverse range of sporting activities are welcome and catered for within our community. As such, any existing City of Ryde based organised sporting code requesting an allocation in-season will always have access to a minimum of one allocation.
5. Council recognises the heavy demand for use of its sportsgrounds and the impact this has on maintaining a sustainable and fit for purpose playing surface. As such, Council will not allocate natural turf fields beyond a threshold of 30 hours use per week unless historically they have been booked beyond that amount. In this instance Council will work with the schools and sporting community to reduce the allocation on those fields on an equitable basis.
6. Where Council constructs new synthetic playing surfaces, historical use of the facility will not be the primary consideration in the initial allocation process with priority given to local City of Ryde based grassroots sporting user groups. *This principle will also apply to the allocation of the existing synthetic playing surface at ELS Hall Park Field #1 with City of Ryde based grassroots sporting user groups receiving priority for allocations.*
7. Allocation requests from commercial providers will only be considered where no community user group is contesting the allocation and where there is less than 30 hours per week use of the field.
8. When considering competing applications where no historical use exists, local City of Ryde based grassroots sporting user groups will receive priority over representative sport applications.
9. Seasonal sportsground hirers will be required to provide Council with an official membership list confirming the residential suburb details of its members. This information is to be submitted by the user groups each year and Council may ask for this information to be verified.
10. Council will arrange for a meeting of the relevant user groups prior to finalising the seasonal ground allocations. This policy will guide Councils approach to those discussions.
11. All requests for bookings must be made on the relevant Application Form. Requests for seasonal bookings must be made by the due date specified by Council. *Bookings*

Sportsground Allocation Policy		
Owner: Parks	Accountability: Sportsgrounds, Development and Management	Endorsed: 25 June 2019
CM Reference: D21/47704	Last review date: 12 April 2021	Next review date: September 2023

ITEM 14 (continued)

ATTACHMENT 1

Sportsground Allocation Policy

remain tentative until confirmed by Council and an invoice for hire is issued. No refunds or credits can be applied for booking adjustments following confirmation of a seasonal booking.

12. Casual bookings and bookings made by user group from out of the area will only be considered where there is no existing booking request.
13. Casual bookings will not be confirmed until payment is received.
14. Council will only consider an application if the ground is in a satisfactory condition, which will be determined after consultation with the relevant Council maintenance staff.
15. Season draws must be provided to Council once confirmed by the sporting associations to allow Council to hire out unused sports fields. Blanket bookings are not permitted and associations must ensure every effort is made to notify Council of any unused dates in advance.
16. *Council may at its discretion make a field unavailable at any time for reactive maintenance and/or Council activities. Council will endeavour to provide as much advance notice as practical prior to any closure.*
17. *The allocation of Christie Park Field #1 and Field #2 shall be completed utilising a hierarchy of allocation (see attachment 3) which will take precedence over the Priority Matrix (attachment 1) in determining allocation priority.*
18. *Where a not-for-profit (NFP) organisation utilises the services of a commercial/corporate operator to deliver an activity on their behalf it will be solely for the attendance of members of the NFP organisation. Attendance of participants outside of the NFP will be considered a sub-leasing arrangement by Council and in breach of the Terms and Conditions of hire.*

4. References and Legislation

Updating of this policy is required to be done in consultation with representatives of the City of Ryde Sporting Group community.

5. Attachments

Attachment 1: Priority Matrix

Attachment 2: Sportsgrounds in City of Ryde

Attachment 3: Christie Park Synthetic Field Allocations Hierarchy

Sportsground Allocation Policy		
Owner: Parks	Accountability: Sportsgrounds, Development and Management	Endorsed: 25 June 2019
CM Reference: D21/47704	Last review date: 12 April 2021	Next review date: September 2023

ITEM 14 (continued)

ATTACHMENT 1

Sportsground Allocation Policy

Definitions:

Application Form	The 'Application for Hire Form' provided by Council Officers for user groups to complete.
Casual Bookings	Irregular one off booking for a sportsground(s) made by a user group.
City of Ryde Based	Organisation must be named or based in a suburb within the Ryde Local Government Area and/or or plays in a competition which is centred in the City of Ryde Area. Non-City of Ryde user groups – Does not meet the criteria detailed above.
<i>Commercial Operator</i>	<i>An Individual/Organisation which operates for profit and generates an annual turnover of less than \$2million</i>
<i>Corporate Operator</i>	<i>An Individual/Organisation which operates for profit and generates an annual turnover of greater than \$2million</i>
Grassroots Sport	Organised sport practiced by amateur sportspeople in the lowest available level of local competition.
In Season Sports	Winter codes are: Football (Soccer), Netball, Rugby League, Rugby Union, Australian Rules Football, and Hockey. Summer codes are: Athletics, Baseball, Cricket, Ultimate Frisbee, Oz Tag, and Touch Football.
No Allocation	No booking for the use of a sportsground is provided to the applying organisation or individual.
<i>Preseason Training</i>	<i>18th February to 31st March for limited fields only. Summer Season hire will maintain priority of access.</i>
Representative Sport	Organised sport participated in at a higher level of competition than is readily available at the local level.
Seasonal Bookings	Booking for a sportsground(s) made for a summer or winter period and can relate to training or competition use by a user group.

Sportsground Allocation Policy		
Owner: Parks	Accountability: Sportsgrounds, Development and Management	Endorsed: 25 June 2019
CM Reference: D21/47704	Last review date: 12 April 2021	Next review date: September 2023

ITEM 14 (continued)

ATTACHMENT 1

Sportsground Allocation Policy

Season Draws	Official competition draws provided by the relevant governing association for that particular sport. These competition draws will cover the period that the booking is requested.
Summer Season*	<i>Athletics/Cricket/Baseball – 15th September to 24th March</i> <i>All other sports – 1st October to 17th March</i>
Winter Season*	<i>1st April – 31st August</i>
	*Exemption may be made by Council, giving consideration to level of competition and competitions played across multiple areas.

Sportsground Allocation Policy		
Owner: Parks	Accountability: Sportsgrounds, Development and Management	Endorsed: 25 June 2019
CM Reference: D21/47704	Last review date: 12 April 2021	Next review date: September 2023

Sportsground Allocation Policy

Attachment 1:

PRIORITY MATRIX

The total playing membership of the club or association will form a major consideration when making ground allocations. In the first instance, the allocation of sportsgrounds will be made based on the need of the sporting group and the membership numbers within that group. Where there is a change in membership numbers (either an increase or a decrease) and this can be substantiated by Council, this will be reflected in the field allocation made.

Where two or more user groups have applied for an available sportsground and Council officers are unable to facilitate shared use, the following assessment criteria shall be used. The highest scoring user group will be given the priority allocation. An application will not be considered for allocation where a user group's application receives a 'no allocation' score.

Principle	Scoring	Assessment Guide	Specific Criteria	Strategy
Historical use of facilities	10	Historical home ground of CoR based local user group (i.e. no other club/association has ever been based there)	Recognition of the social and cultural importance of a user groups historical connection with a home ground and will give priority to a home ground application over a non-home ground application. Club/associations base determined as per the definitions provided in the 'Sportsground Allocation Policy.'	Council will give preference to CoR based user groups over non-CoR user groups. The length of a user groups past tenure of a sportsground will be considered when assessing an application.
	5	CoR home based local user group for more than 5 years		
	3	CoR home based local user group for less than 5 years		
	1	Non-CoR home based user group for over 5 years		
	0	All other groups		

Sportsground Allocation Policy		
Owner: Parks	Owner: Parks	Owner: Parks
CM Reference: D21/47704	CM Reference: D21/47704	CM Reference: D21/47704

ITEM 14 (continued)

ATTACHMENT 1

Sportsground Allocation Policy



Current hours allocated per member	10	Over 35 members per field per hour	The ratio of registered participants to existing allocated hours.	Council will give preference to user groups who currently accommodate a greater number of participants into their existing allocated hours. This will ensure the most efficient use of Council's sportsgrounds
	5	Between 25 - 35 members per field per hour		
	3	Between 15 - 25 members per field per hour		
	1	Less than 15 members per field per hour		
Tenancy Record	5	Good Record – no breaches in the previous 5 years	Council will take into account the pattern, number and severity of tenancy breaches, unpaid or late payments of fees to Council and upheld complaints over the previous five years when assessing seasonal allocation applications.	Council recognises the social and cultural importance of a user group having a good relationship with Council, co-tenants and the local community.
	3	Fair Record – no breaches in the previous 2 years		
	No Allocation	Where there has been non-compliance with 3 or more of Council's terms and conditions		

Sportsground Allocation Policy		
Owner: Parks	Accountability: Sportsgrounds, Development and Management	Endorsed: 25 June 2019
CM Reference: D21/47704	Last review date: 12 April 2021	Next review date: September 2023

ITEM 14 (continued)

ATTACHMENT 1

Sportsground Allocation Policy

Division of Sports Season	5	In-season application	The definition for 'in-season sports' as outlined in the Councils 'Sportsground Allocation Policy'. In the absence of an application from an in-season sport, Council may consider an 'out of season' application where there is sufficient sportsground capacity.	Ensuring a diverse range of activities is available and use is not dominated by one activity.
	3	Out of season application with no in-season user group application contesting the allocation.		
	No allocation	Out of season application against an existing in-season sport booking.		
Contribution Towards Council Infrastructure	10	Capital investment over \$50,001	Recognition of organisations who have contributed toward facility improvements at the sportsground in question within the last 10 years and the resulting benefits to other facility users.	Providing incentive and recognition to sport and recreation organisations to contribute toward facility upgrades. <i>Note. Council will 'cap' use of sportsgrounds by allocated users where appropriate.</i>
	6	Capital investment between \$30,001 and \$50,000		
	2	Capital Investment between \$10,001 and \$30,000		
	1	Capital investment under \$10,000.		

Sportsground Allocation Policy		
Owner: Parks	Accountability: Sportsgrounds, Development and Management	Endorsed: 25 June 2019
CM Reference: D21/47704	Last review date: 12 April 2021	Next review date: September 2023

ITEM 14 (continued)

ATTACHMENT 1

Sportsground Allocation Policy



Club / Association Development	5	User groups with documented policies, and initiatives to support volunteers.	Recognition of organisations that develop and implement best practice RM practices.	Council Working in partnership with users to ensure good risk management (RM) principles are incorporated into sports development and initiatives to ensure a safe environment for all participants.
	3	Policies in development.	Examples are established policies for member/child protection, anti-harassment, facility management, succession planning, constitutional review etc.	
	0	No documented policies or plans score in place.		
TOTAL				

*Winter codes are: Football (Soccer), Netball, Rugby League, Rugby Union, Australian Rules Football, Hockey.
*Summer codes are: Athletics, Baseball, Cricket, Ultimate Frisbee, Oz Tag, and Touch Football.

Sportsground Allocation Policy		
Owner: Parks	Accountability: Sportsgrounds, Development and Management	Endorsed: 25 June 2019
CM Reference: D21/47704	Last review date: 12 April 2021	Next review date: September 2023

Sportsground Allocation Policy

Attachment 2:

SPORTSGROUNDS IN THE CITY OF RYDE

Park	Address	Oval	Winter Layout	Summer Layout
BILL MITCHELL	Morrison Road Tennyson Point	1 2	Football (Soccer) Football (Soccer) - Junior	Cricket – Synthetic Wicket Cricket - Junior Synthetic
BRUSH FARM Oval	Lawson Street Eastwood	Oval	Netball - 14 grasscourts Dog Training (Sunday)	Cricket – Synthetic Wicket Dog Training (Sunday)
BRUSH FARM Netball		Netball	Netball – 4 Courts	Netball – 4 Courts
BREMNER	Morrison Road Gladesville	1	Football (Soccer)	Cricket – Junior Synthetic
CHRISTIE	Christie Road Macquarie Park	1 2	Synthetic Field Synthetic Field	Synthetic Field Synthetic Field
CLEEVES	Douglas Street Gladesville	1	NIL	Cricket – Junior Synthetic
DARVALL	Chatham Road West Ryde	1	Football (Soccer)	Cricket – Junior Synthetic
EASTWOOD	Lakeside Ave Eastwood	Upper Lower	Football (Soccer) Football (Soccer)	Cricket – Turf Wicket Community Use
E.L.S. HALL	Kent Road North Ryde	1 2 3	Synthetic Field Football (Soccer) AFL	Synthetic Field Baseball Cricket – Turf Wicket
FONTENOY	Fontenoy Road North Ryde	1	Football (Soccer) - Junior	Community Use
GANNAN	Buna Street Ryde	1	Baseball	Cricket – Synthetic Wicket

Sportsground Allocation Policy		
Owner: Parks	Accountability: Sportsgrounds, Development and Management	Endorsed: 25 June 2019
CM Reference: D21/47704	Last review date: 12 April 2021	Next review date: September 2023

ITEM 14 (continued)

ATTACHMENT 1

Sportsground Allocation Policy



Park	Address	Oval	Winter Layout	Summer Layout
MAGDALA	Magdala Road North Ryde	1	Football (Soccer)	Baseball
		2	Football (Soccer) - Junior	Baseball
MARSFIELD	Vimiera Road Marsfield	1	Football (Soccer)	Cricket – Turf Wicket
		2	Rugby Union	Cricket – Turf Wicket
MEADOWBANK	ENTRANCE in Constitution Road	3	Football (Soccer)	Community Use
	ENTRANCE in Ross Smith Avenue	4	Football (Soccer)	Community Use
	“ “	5	Football (Soccer) - Junior	Community Use
	ENTRANCE in Constitution Road	6	Football (Soccer) - Junior	Community Use
	“ “	7	Football (Soccer)	Cricket – Synthetic Wicket
	“ “	8	Football (Soccer)	Cricket – Synthetic Wicket
	ENTRANCE in Adelaide Street	9	Football (Soccer)	Community Use
	“ “	10	Football (Soccer)	Cricket – Synthetic Wicket
	ENTRANCE in Andrew Street	12	Hockey	Cricket – Synthetic Wicket
	“ “	13	Hockey	Community Use
MONASH	Cnr Ryde Road & Westminster Road Gladesville	LH Waud	Football (Soccer)	Cricket – Synthetic Wicket
		Netball	Netball – 27 Courts	Netball – 27 Courts
MORRISON BAY	Morrison Road Putney	1	Football (Soccer) - Junior	Community Use
		2	Football (Soccer)	Cricket – Synthetic Wicket
		3	Football (Soccer)	Cricket – Synthetic Wicket
		4	Football (Soccer)	Cricket – Synthetic Wicket
		5	Football (Soccer) - Junior	Cricket – Synthetic Wicket
		6	Football (Soccer)	Cricket – Synthetic Wicket
NORTH RYDE	Cnr Pittwater Road & Cressy Road North Ryde	1	Football (Soccer)	Cricket – Synthetic Wicket
PEEL	Morrison Road Gladesville (Near Stanbury Street)	1	Football (Soccer)	Community Use

Sportsground Allocation Policy		
Owner: Parks	Accountability: Sportsgrounds, Development and Management	Endorsed: 25 June 2019
CM Reference: D21/47704	Last review date: 12 April 2021	Next review date: September 2023

ITEM 14 (continued)

ATTACHMENT 1

Sportsground Allocation Policy



Park	Address	Oval	Winter Layout	Summer Layout
PIDDING	Cnr Cressy Road & Wellington Rd Ryde	1	Football (Soccer)	Cricket – Synthetic Wicket
		2	Football (Soccer) - Junior	Community Use
PIONEER	Balaclava Road Marsfield	1	Baseball	Baseball
RYDE	Cnr Princes Street & Blaxland Road Ryde	1	Rugby Union	Cricket – Turf Wicket
		3	Rugby Union	Community Use
SANTA ROSA	Quarry Rd / Bridge Rd Denistone East (2 ENTRANCES)	1	Football (Soccer)	Cricket – Synthetic Wicket
		2	Football (Soccer) - Junior	Community Use
SMALLS ROAD	Smalls Road Ryde	Lower Upper	Football (Soccer) - Junior Football (Soccer)	Cricket – Synthetic Wicket Football (Soccer)
TUCKWELL	Cnr Fontenoy & Lane Cove Roads North Ryde	1	Football (Soccer)	Cricket – Synthetic Wicket
TYAGRAH	Tyagrah Street Ryde	1	Football (Soccer) - Junior	Cricket - Junior Synthetic
WATERLOO	Waterloo Road Marsfield	1	Football (Soccer)	Baseball
WESTMINSTER	Cnr Ryde Road and Westminster Rd Gladesville	1	Football (Soccer)	Cricket - Junior Synthetic

Sportsground Allocation Policy		
Owner: Parks	Accountability: Sportsgrounds, Development and Management	Endorsed: 25 June 2019
CM Reference: D21/47704	Last review date: 12 April 2021	Next review date: September 2023

Sportsground Allocation Policy

Attachment 3:

CHRISTIE PARK SYNTHETIC FIELDS ALLOCATIONS HIERARCHY

This addendum to the Sportsground Allocation Policy specifically applies to the seasonal allocation of the synthetic sports fields located at Christie Park on Christie Road, Macquarie Park. The introduction of this addendum assists Council in managing the training and competition demands of the representative football (soccer) user groups and provides a flexible framework that can respond to any changes in the structure of representative football whilst still facilitating access for the wider community to access these facilities.

Allocation of the Christie Park synthetic fields will in the first instance be completed under a hierarchy of allocation which accommodates training and competition demands of higher standards of competition for football (soccer) user groups based in the City of Ryde.

The hierarchy of allocation is as per below: -

- 1) Level of Competition
- 2) Senior Female Teams (Under 20s & over)
- 3) Senior Male Teams (Under 20's & over)
- 4) Youth Female Teams
- 5) Youth Male Teams
- 6) Junior Female Teams (Skill Acquisition Program or equivalent)
- 7) Junior Male Teams (Skill Acquisition Program or equivalent)
- 8) Association Representative Teams

Sportsground Allocation Policy		
Owner: Parks	Accountability: Sportsgrounds, Development and Management	Endorsed: 25 June 2019
CM Reference: D21/47704	Last review date: 12 April 2021	Next review date: September 2023

ITEM 14 (continued)

ATTACHMENT 1

Sportsground Allocation Policy



Guidelines / Procedures

Council has identified the following principles to guide the allocation of the Christie Park Synthetic Fields as outlined in this addendum within the overarching Sportsground Allocation policy. Where the below guidelines/principles are not consistent with those found in section 3 of this policy, the guideline/principle below will apply.

1. Seasonal allocations for representative sport user groups will be conducted on an annual basis.
2. Seasonal allocations provided may encompass the duration of the representative sport season including both pre-season and competitive season. Allocations provided may cover a period across City of Ryde's summer and winter seasons of sport.
3. Booking requests may still be made by non representative-sport users via Council's summer and winter seasonal allocation process. This process will consider any unutilised time from the annual representative football season allocation process and can only occur following the conclusion of the annual allocation for Christie Park.

Sportsground Allocation Policy		
Owner: Parks	Accountability: Sportsgrounds, Development and Management	Endorsed: 25 June 2019
CM Reference: D21/47704	Last review date: 12 April 2021	Next review date: September 2023

ITEM 14 (continued)

ATTACHMENT 2

CLUB LICENSING MANUAL

OCTOBER 2022

ITEM 14 (continued)

ATTACHMENT 2

INTRODUCTION

Welcome to the 2023 Season.

As we foreshadowed in our Memo to Clubs dated 19 July 2022, Football Australia (FA) has issued the FA Club Licensing Regulations, which include the framework and new licensing criteria for senior NPL Men's and senior NPL Women's competitions to be implemented across all Member Federations in 2022/2023.

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 aim to:

- (a) continuously improve the standard of all aspects of football in Australia and Asia and, in particular, to give priority to the training and care of young players in every Club;
- (b) ensure that Clubs have an adequate level of management;
- (c) improve the financial capability of Clubs, increasing their transparency and credibility, and placing the necessary importance on the protection of creditors and to ensure that Clubs settle their liabilities with employees, social, tax authorities and other Clubs punctually; and
- (d) improve Clubs' sporting infrastructure to provide the various stakeholders with well-equipped and safe Stadiums and facilities

Commencing in 2022/2023, 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. The Criteria are in addition to any requirements mandated by Football NSW, although in several places they overlap, particularly in relation to infrastructure. Some of the legal and financial criteria will also be familiar to NPL Clubs in NSW.

The Criteria are graded into categories "A", "B" and "C", as follows:

- A – these are mandatory Criteria to be fulfilled by the Licence Applicant. If it does not fulfil any of the A-Club Licensing Criteria, it will not remain eligible to participate in the relevant competition.
- B – if the Licence Applicant does not fulfil any of the B-Club Licensing Criteria, then it is liable to be sanctioned, as specified by Football NSW, for non-fulfilment of these Criteria, however, the Licence Applicant may still receive a Licence and remain eligible to participate in the relevant competition.
- C – these Club Licensing Criteria are best practice recommendations.

The Criteria are designed as minimum standards and so Clubs are encouraged to implement and report on their own higher quality standards, where applicable. As the goal is continual improvement, increases in standards are expected each year.

The purpose of this Club Licensing Manual is to provide Licence Applicants with a guide to the documents and information required to be submitted to Football NSW to ensure that they are in compliance with the

ITEM 14 (continued)

ATTACHMENT 2

Regulations. Please note that the actual submission process is via an online platform known as CLAS, in respect of which you should have already received a Club Guide.

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's 2022/23 Licensing Cycle (pg. 4)
- The NPL Women's 2022/23 Licensing Cycle (pg. 5)

The Manual also references templates, which 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.

Please take note of the deadlines outlined for each of the Criteria in the Manual and in the online platform. Clubs must comply with the stated "submit" deadline. With a few exceptions (see the final four rows of the Core Process Timelines), the "fulfil" deadline has been set at 1 December 2022 to provide a Club with the opportunity to update its submissions if their original submission is incomplete or contains errors. 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.

We look forward to receiving your Club's submissions for the 2022/23 cycle and are available to answer any questions. Thank you for your cooperation and efforts as it relates to Club Licensing.

ITEM 14 (continued)

ATTACHMENT 2

NPL MEN'S CORE PROCESS TIMELINE 2022-23

DATE	ACTION
24 October 2022	Football NSW Licensing Manager to distribute Licensing packs to Licence Applicants.
24 November 2022	Final date for Clubs to submit Legal Criteria: L.01 – L.05, L.06 (Requirements #2 and #4), L.07 – L.10
24 November 2022	Final date for Clubs to submit Sporting Criteria: S.01, S.02 (Requirement #5), S.03 – S.05, S.08 – S.11, S.13
24 November 2022	Final date for Clubs to submit Personnel & Administrative Criteria: P.01 – P.12, P.14 - P.21
24 November 2022	Final date for Clubs to submit Financial Criteria: F.01 – F.04, F.06 – F.07, F.10 (Requirement #1)
24 November 2022	Final date for Clubs to submit Infrastructure Criteria: I.01 (Requirements #1 and #2), I.02 – I.35
1 December 2022	Final date for Clubs to submit Criterion: F.05
5 December 2022	Football NSW Licensing Manager to submit report to FIB.
8 December 2022	FIB to make decision on awarding of Licences to Licence Applicants for NPL Men's Licence.
9 December 2022	Football NSW Licensing Manager to advise Clubs of FIB's decision.
13 December 2022	Deadline for Licence Applicants to file a request for appeal from the determination of the FIB.
16-19 December 2022	AECB to issue final determination on any appeals made from the decisions of the FIB for NPL Men's Licence.
21 December 2022	Football NSW Licensing Manager confirms to FA Licensing Administration the list of Licensees for the 2023 NPL Men's competition.
12 January 2023	Final date for Clubs to submit Criteria: P.13, F.08, F.09, I.01 (Requirement #3)
2 February 2023	Final date for Clubs to submit Criteria: L.06 (Requirements #1 and #3), S.06
30 March 2023	Final date for Clubs to submit Criterion: S.02 (Requirements #1-#4)
No Set Deadline - Throughout Licensing Season As Required	F.10 (updates as necessary)

ITEM 14 (continued)

ATTACHMENT 2

NPL WOMEN'S CORE PROCESS TIMELINE 2022-23

DATE	ACTION
24 October 2022	Football NSW Licensing Manager to distribute Licensing packs to Licence Applicants.
24 November 2022	Final date for Clubs to submit Legal Criteria: L.01 – L.05, L.06 (Requirements #2 and #4), L.07 – L.10
24 November 2022	Final date for Clubs to submit Sporting Criteria: S.01, S.2 (Requirement #5), S.03 - S.05, S.08 – S.11, S.13
24 November 2022	Final date for Clubs to submit Personnel & Administrative Criteria: P.01 – P.12, P.14 - P.21
24 November 2022	Final date for Clubs to submit Financial Criteria: F.01 – F.04, F.06 – F.07, F.10 (Requirement #1)
24 November 2022	Final date for Clubs to submit Infrastructure Criteria: I.01 (Requirements #1 and #2), I.02 – I.35
1 December 2022	Final date for Clubs to submit Criterion: F.05
5 December 2022	Football NSW Licensing Manager to submit report to FIB.
8 December 2022	FIB to make decision on awarding of Licences to Licence Applicants for NPL Women's Licence.
9 December 2022	Football NSW Licensing Manager to advise Clubs of FIB's decision.
13 December 2022	Deadline for Licence Applicants to file a request for appeal from the determination of the FIB.
16-19 December 2022	AECB to issue final determination on any appeals made from the decisions of the FIB for NPL Women's Licence.
21 December 2022	Football NSW Licensing Manager confirms to FA Licensing Administration the list of Licensees for the 2023 NPL Women's competition.
12 January 2023	Final date for Clubs to submit Criteria: P.13, F.08, F.09, I.01 (Requirement #3)
2 February 2023	Final date for Clubs to submit Criteria: L.06 (Requirements #1 and #3), S.06
30 March 2023	Final date for Clubs to submit Criterion: S.02 (Requirements #1-#4)
No Set Deadline - Throughout Licensing Season As Required	F.10 (updates as necessary)

ITEM 14 (continued)

ATTACHMENT 2

SPORTING CRITERIA

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.01	A	YOUTH DEVELOPMENT PROGRAM
<p>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 training sessions and games.</p> <p>The program must cover at least the following areas:</p> <ul style="list-style-type: none"> (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. <p>The Licence Applicant must further ensure that:</p> <ul style="list-style-type: none"> (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. 		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: S.01 - YDP Template (template provided) OR Club's YDP Program Document (must contain all information outlined above)</i></p>		
<p><i>Requirement #2: S.01 - YDP Non-Football Education Declaration – SIGNED (template provided)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.02	A	REGISTRATION OF PLAYERS
<p>All the Licence Applicant'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.</p>		
<p>Checklist of Documentation Required (Requirement #5: submit by 24-11-2022; fulfil by 01-12-2022 Requirements #1, #2, #3 and #4: submit by 30-03-2023)</p>		
<p><i>Requirement #1: S.02 - Registered Male Players (Non-First Team) – SIGNED (template provided)</i></p>		
<p><i>Requirement #2: L.06 and S.02 - Contracted Men's Players – SIGNED (template provided)</i></p>		
<p><i>Requirement #3: S.02 - Registered Female Players (Non-First Team) – SIGNED (template provided)</i></p>		

ITEM 14 (continued)

ATTACHMENT 2

<i>Requirement #4: L.06 and S.02 - Contracted Women's Players – SIGNED (template provided)</i>
<i>Requirement #5: S.02 - Registration of Players Declaration – SIGNED (template provided)</i>

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 24-11-2022; fulfil by 01-12-2022)</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 24-11-2022; fulfil by 01-12-2022)</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 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: S.05 FA and MF Pathway Declaration – SIGNED (template provided)</i></p>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.06	A	LIAISON WITH MF TECHNICAL DIRECTOR / TECHNICAL DEPARTMENT
<p>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.</p> <p>NOTE: For 2022/23, this report may be submitted after the Licensing Decision if deemed necessary by the MF.</p> <p>Checklist of Documentation Required (submit by 02-02-2023)</p> <p><i>Requirement #1: S.06 Technical Report (template to be provided at later date)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.07	B	NPL MEN – YOUTH TEAMS
<p>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:</p> <ul style="list-style-type: none"> (a) FA “Youth” Category: At least three (3) teams within the age range of 14 to 17 (b) FA “Senior” Category: At least one (1) team at the age of 18 and above (in addition to the first team) <p>Each youth team must take part in official competitions or programs played at national, regional or local level and recognised by Football Australia.</p> <p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p> <p><i>Requirement #1: Age groups of 4 required youth teams for 2023 (e.g., U14, U15, U16, U18) (text entry)</i></p> <p><i>Requirement #2: Age groups of any other Club teams for 2023 (text entry)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.07	B	NPL WOMEN – YOUTH TEAMS
<p>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:</p> <ul style="list-style-type: none"> (a) FA “Youth” and “Senior” Categories: At least three (3) teams (in addition to the first team), with recommended two (2) teams within the age range of 14 to 17 and one (1) team at the age of 18 and above. <p>Each youth team must take part in official competitions or programs played at national, regional or local level and recognised by Football Australia.</p> <p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p> <p><i>Requirement #1: Age groups of 3 required youth teams for 2023 (e.g., U15, U16, U18) (text entry)</i></p> <p><i>Requirement #2: Age groups of any other Club teams for 2023 (text entry)</i></p>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.08	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 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Does Club provide an annual medical exam for all players on first team? (Yes/No answer)</i>		
<i>Requirement #2: Does Club require first team players to confirm that they have completed an annual medical exam before starting training? (Yes/No answer)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.09	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 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: S.09 – Diversity and Inclusion Policy Declaration – SIGNED (template provided)</i>		
<i>Requirement #2: Does Club currently have a Diversity/Inclusion Policy? (Yes/No answer)</i>		
<i>Requirement #3: If yes, Club Policy (submit Club's document)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.10	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 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: S.10 Racial Equality Practice Declaration – SIGNED (template provided)</i>		
<i>Requirement #2: Does Club currently have a policy to tackle racism in football? (Yes/No answer)</i>		
<i>Requirement #3: If yes, Club Policy (submit Club's document)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.11	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 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: S.11 – FA Youth Academy Form, with all questions answered (template provided)</i>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.12	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>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: S.12 – Grassroots Program Events document (template provided)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.13	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. <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>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><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></p>		
<p><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></p>		
<p><i>Requirement #3: Please describe the Club's current educational programs on the above topics (text entry)</i></p>		

ITEM 14 (continued)

ATTACHMENT 2

INFRASTRUCTURE CRITERIA

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.01	A	STADIUM(S) FOR FIRST TEAM MATCHES
<p>The Licence Applicant must have a Stadium (or Stadiums) 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 Stadium(s); or (b) can provide a written contract with the owner of the Stadium(s) it will use. <p>This contract must guarantee the use of the Stadium(s) for the NPL senior (e.g., first team) matches for the coming season.</p>		
<p>Checklist of Documentation Required (Requirements #1 and #2: submit by 24-11-22; fulfil by 01-12-22 Requirement #3: submit by 12-01-2023)</p>		
<p><i>Requirement #1: Name of Stadium(s) (text entry)</i></p>		
<p><i>Requirement #2: Address of Stadium(s) (text entry)</i></p>		
<p><i>Requirement #3: Lease Agreement(s) or Signed Letter(s) from Venue Confirming Club's right to use Stadium for 2023 season (submit agreement / letter)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.02	A	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. The field of play dimensions must remain within a scope of 96m – 110m in length and 60m – 75m in width.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; submit by 01-12-2022)</p>		
<p><i>Requirement #1: Length of pitch (in m) (text entry)</i></p>		
<p><i>Requirement #2: Width of pitch (in m) (text entry)</i></p>		
<p><i>Requirement #3: Photo(s) of marked pitch (submit photos)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.03	A	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>		

ITEM 14 (continued)

ATTACHMENT 2

Checklist of Documentation Required (submit by 24-11-2022; submit by 01-12-2022)
<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	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 colour, be made of aluminium or similar material, be round, pose no dangers to players and be firmly secured to the ground, with a height of 2.44 m 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 24-11-2022; fulfil by 01-12-2022)		
<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	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 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Does the 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>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
1.06	A	STADIUM: TECHNICAL AREA
<p>The Technical Area must comply with the FIFA Laws of the Game.</p> <p>The area must include two team benches positioned equidistant from the touchline and from the hallway line, with seating for at least 11 people.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Number of seats for each team in the technical area (text entry)</i></p>		
<p><i>Requirement #2: Photo(s) of technical area (submit photos)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
1.07	A	STADIUM: EMERGENCY SERVICE ACCESS
<p>There must be direct access to the stadium and the area around the field of play for emergency service vehicles.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Describe how emergency services access the venue and the area around the field of play (text entry)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
1.08	A	STADIUM: PLAYER DRESSING ROOMS
<p>The stadium must have separate dressing rooms near the field of play for the home and visiting teams.</p> <p>The dressing rooms must be well-ventilated and lockable.</p> <p>The dressing rooms should, at a minimum, include the below amenities:</p> <ul style="list-style-type: none"> (a) Seating for at least 16 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. 		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Number of player dressing rooms (number entry)</i></p>		
<p><i>Requirement #2: Are player dressing rooms lockable? (Yes/No answer)</i></p>		

ITEM 14 (continued)

ATTACHMENT 2

<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 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
1.09	A	STADIUM: REFEREE DRESSING ROOM
<p>The 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 24-11-2022; fulfil by 01-12-2022)		
<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>		

ITEM 14 (continued)

ATTACHMENT 2

<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	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 24-11-2022; fulfil by 01-12-2022)		
<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	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 24-11-2022; fulfil by 01-12-2022)		
<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	STADIUM: DISABLED SEATING
<p>The stadium must have dedicated seating 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 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Describe the location(s) of the disabled seating (text entry)</i>		

ITEM 14 (continued)

ATTACHMENT 2

<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	STADIUM: TOILETS
<p>The stadium must have sufficient toilet facilities that are maintained in good and clean condition for spectators.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<i>Requirement #1: Number of men's toilets (text entry)</i>		
<i>Requirement #2: Number of women's toilets (text entry)</i>		
<i>Requirement #3: Photo(s) of toilets (submit photos)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.14	A	STADIUM: CANTEEN
<p>The 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>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<i>Requirement #1: Number of canteens (text entry)</i>		
<i>Requirement #2: If club sells alcohol, liquor licence (submit licence)</i>		
<i>Requirement #3: Photo(s) of the canteen(s) (submit photos)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.15	A	STADIUM: SCOREBOARD
<p>There must be an elevated scoreboard that is visible from all areas of the stadium.</p>		
<p>The scoreboard must be capable of showing the names of both teams (home/visitor is acceptable) and the match score.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<i>Requirement #1: Location of scoreboard (text entry)</i>		
<i>Requirement #2: Photo(s) of the scoreboard (submit photos)</i>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.16	A	STADIUM: MEDICAL AREA
<p>The 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 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Does the stadium have a medical room or medical area? (indicate which) (text entry)</i>		
<i>Requirement #2: Describe the location of the medical room or area (text entry)</i>		
<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	STADIUM: MEDICAL SUPPLIES
<p>The stadium must be equipped with basic medical supplies, including a first aid kit, strapping tape and a defibrillator.</p>		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Is there a First aid kit available at the stadium on matchdays (Yes/No answer)</i>		
<i>Requirement #2: Is there strapping tape available at the stadium on matchdays (Yes/No answer)</i>		
<i>Requirement #3: Is there a defibrillator available at the stadium on matchdays (Yes/No answer)</i>		
<i>Requirement #4: Photo(s) of First Aid Kit, strapping tape and defibrillator at stadium (submit photos)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.18	A	STADIUM: STRETCHER
<p>The 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.</p>		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Number of first aid stretchers available at the stadium on matchdays (text entry)</i>		
<i>Requirement #2: Photo(s) of stretcher(s) (submit photos)</i>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.19	A	STADIUM: FIRE PREVENTION
<p>The stadium must be equipped with fire prevention devices as required by government and Australian standards.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Is the stadium equipped with the necessary fire prevention devices? (Yes/No answer)</i></p>		
<p><i>Requirement #2: Photo(s) of fire prevention devices at stadium (submit photos)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.20	A	STADIUM: EVACUATION PLAN / EMERGENCY EXIT PLAN
<p>The stadium must have an approved evacuation plan / emergency exit plan.</p> <p>This plan must be clearly displayed at points of entry and exit.</p> <p>Exits must be free from obstructions, be clearly signposted and lit in accordance with Australian standards.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Stadium Evacuation Plan / Emergency Exit Plan (submit document)</i></p>		
<p><i>Requirement #2: Photo(s) of stadium exits (submit photo)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.21	A	STADIUM: BROADCAST CAMERA POSITIONS
<p>The stadium must have broadcast camera positions that:</p> <ul style="list-style-type: none"> (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. <p>Temporary or permanent positions are permitted, but all positions must be completely stable and comply with relevant safety standards/codes of practice.</p> <p>Permanent positions are strongly recommended.</p> <p>Temporary positions may be supplied and erected by a qualified provider but a Licence Applicant is required both to obtain a copy of the provider's Public Liability Certificate of Currency to confirm that it is covered for vicarious liability and to employ risk management procedures to prevent any foreseeable risk of injury or property damage, including ensuring that the area surrounding the position is an exclusion zone.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		

ITEM 14 (continued)

ATTACHMENT 2

<i>Requirement #1: How many broadcast camera positions are in place at the stadium? (number entry)</i>
<i>Requirement #2: Are the broadcast camera positions temporary or permanent? (text entry)</i>
<i>Requirement #3: What material are the positions constructed of? (text entry)</i>
<i>Requirement #4: Are the positions located at midfield? (Yes/No answer)</i>
<i>Requirement #5: Do the positions provide cover from the elements? (Yes/No answer)</i>
<i>Requirement #6: Do the positions provide an unobstructed view of the pitch? (Yes/No answer)</i>
<i>Requirement #7: Do the positions provide access to necessary power? (Yes/No answer)</i>
<i>Requirement #8: Elevation / height (in m) of the broadcast camera positions (number entry)</i>
<i>Requirement #9: Photo(s) of the broadcast camera positions (submit photos)</i>

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.22	B	STADIUM: PLAYERS RACE
<p>The 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.</p> <p>The players race must be constructed from substantial material, free from obstruction and not accessible to spectators.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<i>Requirement #1: Type of Material(s) used to construct the players race (text entry)</i>		
<i>Requirement #2: Photo(s) of the players race (submit photos)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.23	B	STADIUM: PUBLIC ADDRESS SYSTEM
<p>The 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>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<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
I.24	B	STADIUM: SEATING
<p>The stadium must have seating for at least 200 spectators.</p>		

ITEM 14 (continued)

ATTACHMENT 2

It is recommended that at least 100 of these seats are undercover, either via an undercover viewing area or with individual seats.
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)
<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	A	STADIUM: TICKET BOX
If tickets are sold to the general public, the stadium must have at least one (1) temporary or permanent ticket box at the entrance.		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<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
1.26	C (BEST PRACTICE)	STADIUM: AMBULANCE
The stadium should have one (1) ambulance on-site for all matchdays.		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<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
1.27	C (BEST PRACTICE)	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 24-11-2022; fulfil by 01-12-2022)		
<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>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
1.28	A	STADIUM: ENCLOSED VENUE
The venue should be completely enclosed with a temporary or permanent fence of at least 1.8m in height.		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Is the 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
1.29	C (BEST PRACTICE)	STADIUM: PARKING
The 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 24-11-2022; fulfil by 01-12-2022)		
<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 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
1.30	C (BEST PRACTICE)	STADIUM: PRESS BOX / MEDIA AREA
The stadium should have a designated area for media members in the grandstand which includes:		
<ul style="list-style-type: none"> (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 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Does the 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>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.31	C (BEST PRACTICE)	STADIUM: STADIUM LIGHTING
<p>The stadium should have general lighting to seating and a pedestrian pathway that conforms to applicable safety standards.</p> <p>The stadium should have emergency lighting in case of loss of power.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Does the stadium have general lighting beyond the field of play? (Yes/No answer)</i></p>		
<p><i>Requirement #2: Photo(s) of stadium general lighting (submit photos)</i></p>		
<p><i>Requirement #3: Does the stadium have emergency lighting in case of loss of power? (Yes/No answer)</i></p>		
<p><i>Requirement #4: Photo(s) of the stadium emergency lighting (submit photos)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.32	C (BEST PRACTICE)	STADIUM: STADIUM SAFETY CERTIFICATION DOCUMENT(S)
<p>The 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.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Stadium Safety Certification Document (Safety Status, Compliance statement regarding safety/security regulations, approval of capacity, etc.) (submit document)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.33	C (BEST PRACTICE)	STADIUM: GROUND RULES
<p>The 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 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Does the 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 stadium (submit photos)</i></p>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.34	A	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 24-11-2022; fulfil by 01-12-2022)</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 Confirming Club's right to use Training Facilities for 2023 season (submit document)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.35	B	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 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: I.35 - Training Facilities - Min. Infrastructure Template (template provided)</i></p>		

ITEM 14 (continued)

ATTACHMENT 2

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 24-11-2022; fulfil by 01-12-2022)		
<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 2022 (text entry)</i>		
<i>Requirement #6: Total Number of Part-Time Employees at the Club as at 1 August 2022 (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 24-11-2022; fulfil by 01-12-2022)		
<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 training sessions and matches. This individual may be full-time, part-time, or an independent contractor.</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 training sessions. This individual should be on-site for as many matches and training sessions as possible.</p>		

ITEM 14 (continued)

ATTACHMENT 2

The qualification of the Physiotherapist / Sports Trainer must be recognised by the appropriate national health authorities.
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)
<i>Requirement #1: Name of First Team Physio / Sports Trainer (text entry)</i>
<i>Requirement #2: First Team Physio / Sports Trainer Letter of Appointment or Contract – SIGNED (submit Club document or use template)</i>
<i>Requirement #3: First Team Physio / Sports Trainer University or Secondary Education Degree or Certificate (submit document)</i>
<i>Requirement #4: First Team Physio / Sports Trainer Valid AHPRA Certificate OR SMA Level 1 or 2 Sports Trainer Certificate (submit document)</i>
<i>Requirement #5: Name of Youth Teams Sports Trainer (text entry)</i>
<i>Requirement #6: Youth Teams Sports Trainer Letter of Appointment or Contract – SIGNED (submit Club document or use template)</i>
<i>Requirement #7: Youth Teams Physio / Sports Trainer University or Secondary Education Degree or Certificate (submit document)</i>
<i>Requirement #8: Youth Teams Sports Trainer SMA Level 1 or 2 Sports Trainer Certificate OR AHPRA Certificate (submit document)</i>

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 "A" 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 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Name of Head 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 A Licence or equivalent) (submit document)</i>		

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>		

ITEM 14 (continued)

ATTACHMENT 2

(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 24-11-2022; fulfil by 01-12-2022)
<i>Requirement #1: Name of Head 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 B 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"> (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 24-11-2022; fulfil by 01-12-2022)		
<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 B Licence or equivalent) (submit document)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.05	A	ASSISTANT COACH OF WOMEN'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 "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 24-11-2022; fulfil by 01-12-2022)		
<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>		

ITEM 14 (continued)

ATTACHMENT 2

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

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 24-11-2022; fulfil by 01-12-2022)</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	B	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 24-11-2022; fulfil by 01-12-2022)</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 or a volunteer.</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 24-11-2022; fulfil by 01-12-2022)</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>		

ITEM 14 (continued)

ATTACHMENT 2

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.</p> <p>The Media Officer must hold, as a minimum, one of the following qualifications:</p> <ul style="list-style-type: none"> (a) a diploma 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. 		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Name of Media 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.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 Coach for the U18 team 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. <p>The Head Coaches for the U13 – U16 teams must:</p> <ul style="list-style-type: none"> (a) hold at least an FA "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. 		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Names of 4 Youth Coaches (text entry)</i></p>		
<p><i>Requirement #2: Youth Coaches Letters of Appointment or Contracts – SIGNED (submit Club documents or use template)</i></p>		
<p><i>Requirement #3: Qualification Documents for 4 Youth Coaches – Licences OR Letters of Enrolment in Course (at least FA B Licence or equivalent for U18 OR at least FA C Licence or equivalent for U13-U16) (submit documents)</i></p>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.10	A	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 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 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Names of 3 Youth Coaches (text entry)</i></p>		
<p><i>Requirement #2: Youth Coaches Letters of Appointment or Contracts – SIGNED (submit Club documents or use template)</i></p>		
<p><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></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.11	A	MEN'S CLUB TECHNICAL DIRECTOR
<p>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.</p> <p>The Technical Director must:</p> <ul style="list-style-type: none"> (a) hold at least an FA "A" 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. <p>The Technical Director may not also be appointed as the Club's Head Coach of the First Team.</p> <p>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.</p> <p>The Technical Director's responsibilities may include, but are not limited to, be the following:</p> <ul style="list-style-type: none"> (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 		

ITEM 14 (continued)

ATTACHMENT 2

(h) management of match analysis processes.
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)
<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 A Licence or equivalent) (submit document)</i>

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.11	A	WOMEN'S CLUB TECHNICAL DIRECTOR
<p>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.</p> <p>The Technical Director 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. <p>The Technical Director may not also be appointed as the Club's Head Coach of the First Team.</p> <p>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.</p> <p>The Technical Director's responsibilities may include, but are not limited to, be the following:</p> <ul style="list-style-type: none"> (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 24-11-2022; fulfil by 01-12-2022)		
<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>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.12	B	GOALKEEPER COACH OF MEN'S FIRST TEAM
<p>The Licence Applicant must appoint 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.</p> <p>The Goalkeeper Coach must:</p> <ul style="list-style-type: none"> (a) hold at least an FA "Level 1" Goalkeeping 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 24-11-2022; fulfil by 01-12-2022)		
<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
<p>The Licence Applicant must appoint 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.</p> <p>The Goalkeeper Coach must:</p> <ul style="list-style-type: none"> (a) hold at least an FA "Level 1" Goalkeeping 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 24-11-2022; fulfil by 01-12-2022)		
<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
<p>The Licence Applicant must prepare written position descriptions for all personnel mentioned in these Regulations.</p>		

ITEM 14 (continued)

ATTACHMENT 2

NOTE: It is recommended that the individuals filling these positions and club management sign these position descriptions.
Checklist of Documentation Required (submit by 12-01-2023)
<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 24-11-2022; fulfil by 01-12-2022)		
<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 24-11-2022; fulfil by 01-12-2022)		

ITEM 14 (continued)

ATTACHMENT 2

<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
<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 should:</p> <ul style="list-style-type: none"> (a) hold at least an FA "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 24-11-2022; fulfil by 01-12-2022)		
<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>		
<i>Requirement #2: If yes, list the Names of the Assistant Coaches (text entry)</i>		
<i>Requirement #3: If yes, list the Coaching Licences (if any) of the Assistant Coaches (text entry)</i>		

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 should:</p> <ul style="list-style-type: none"> (a) hold at least an FA "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 24-11-2022; fulfil by 01-12-2022)		
<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>		
<i>Requirement #2: If yes, list the Names of the Assistant Coaches (text entry)</i>		
<i>Requirement #3: If yes, list the Coaching Licences (if any) of the Assistant Coaches (text entry)</i>		

ITEM 14 (continued)

ATTACHMENT 2

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.</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 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Has the Club appointed a Fitness Coach for the First Team? (Yes/No Answer)</i>		
<i>Requirement #2: If yes, name of the Fitness Coach (text entry)</i>		
<i>Requirement #3: If yes, Qualification of the Fitness Coach (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, or a volunteer.</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 police officer 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 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Has the Club appointed a Security Officer? (Yes/No Answer)</i>		
<i>Requirement #2: If yes, name of the Security Officer (text entry)</i>		
<i>Requirement #3: If yes, describe the qualifications of the Security Officer (text entry)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.19	C (BEST PRACTICE)	SAFETY AND SECURITY ORGANISATION - STEWARDING
<p>The Licence Applicant should have engaged qualified stewards to ensure safety and security at home matches. For this purpose, it should:</p>		

ITEM 14 (continued)

ATTACHMENT 2

<p>(a) employ the stewards; or</p> <p>(b) conclude a written contract with the Stadium owner providing the stewards, or an external security company providing stewards.</p>
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)
<i>Requirement #1: Does the Club engage stewards for any of its home matches? (Yes/No Answer)</i>
<i>Requirement #2: If yes, does the Club have a contract with the stewarding company? (Yes/No Answer)</i>
<i>Requirement #3: If yes, contract with stewarding company (submit Club document)</i>

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 24-11-2022; fulfil by 01-12-2022)		
<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 (BEST PRACTICE)	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 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Club's most recent Annual Report (submit Club document)</i>		

ITEM 14 (continued)

ATTACHMENT 2

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> <p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p> <p><i>Requirement #1: L.01 - Participation in AFC & FA Club Competitions Declaration – SIGNED (template provided)</i></p>		

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; 		

ITEM 14 (continued)

ATTACHMENT 2

<ul style="list-style-type: none"> (i) registered name; (ii) popular name; (iii) address of headquarters; (iv) legal form; (v) list of authorised signatories; and (vi) type of signature (e.g. individual, collective). <p>(d) a signed declaration regarding the legal documents; and</p> <p>(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.</p>
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)
<i>Requirement #1: Registered Name of Club (text entry)</i>
<i>Requirement #2: Is the Club's legal entity an Association? (Yes/No Answer)</i>
<i>Requirement #3: Is the Club's legal entity a Company? (Yes/No Answer)</i>
<i>Requirement #4: Articles / Statutes / Constitution (submit Club document)</i>
<i>Requirement #5: Certificate of Registration (submit Club document)</i>
<i>Requirement #6: Current extract from public register (submit Club document)</i>
<i>Requirement #7: L.02 – Legal Documents Declaration – SIGNED (template provided)</i>

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 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: L.03 – Ownership and Control of Clubs Declaration – SIGNED (template provided)</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 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Date of 2022 Annual General Meeting (date entry)</i>		
<i>Requirement #2: Minutes from most recently completed AGM (submit Club document)</i>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
L.05	A	PRIVATE ACADEMIES / OVERSEAS CLUBS
<p>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.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: L.05 - Relationship with Private Academy and Overseas Club Declaration - SIGNED (template provided)</i></p>		

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 (Requirement #2: submit by 24-11-22; fulfil by 01-12-22 Requirement # 1: submit by 02-02-2023)</p>		
<p><i>Requirement #1: L.06 and S.02 - 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 (Requirement #4: submit by 24-11-22; fulfil by 01-12-22 Requirement #3: submit by 02-02-2023)</p>		
<p><i>Requirement #3: L.06 and S.02 - Contracted Women's Players – SIGNED (template provided)</i></p>		
<p><i>Requirement #4: L.06 – Written Contract with Women's Professional Players Declaration – SIGNED (template provided)</i></p>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
L.07	A	DISCIPLINARY PROCEDURE & CODE OF CONDUCT FOR PLAYERS AND OFFICIALS
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.		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: L.07 – Disciplinary and Code of Conduct Declaration – SIGNED (template provided)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
L.08	C (BEST PRACTICE)	MEMBERSHIP
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.		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Are all stakeholders referenced above currently recognised as Members under the Club's Constitution? (Yes/No Answer)</i>		
<i>Requirement #2: If yes, provide the page(s) of the Constitution that reference Members (submit Club document)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
L.09	C (BEST PRACTICE)	PUBLIC FORUM(S)
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.		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Does the Club hold at least one (1) public forum per year? (Yes/No Answer)</i>		
<i>Requirement #2: If yes, how many public forums are held per year? (text entry)</i>		
<i>Requirement #3: If yes, Agenda from most recent public forum (submit Club document)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
L.10	C (BEST PRACTICE)	BOARD REPRESENTATION
The Licence Applicant's Board of Directors should comply with the 40:40:20 principle: 40% women, 40% men, 20% either.		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		

ITEM 14 (continued)

ATTACHMENT 2

<i>Requirement #1: How many current members of the Club's Board of Directors are women? (text entry)</i>
--

<i>Requirement #2: How many current members of the Club's Board of Directors are men? (text entry)</i>
--

ITEM 14 (continued)

ATTACHMENT 2

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 24-11-2022; fulfil by 01-12-2022)		
<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 2022/23.</p>		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<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>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
F.03	A	INSPECTION OF FINANCIAL RECORDS
<p>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.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: F.03 - Inspection of Financial Records Declaration – SIGNED (template provided)</i></p>		

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>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Club budget for coming financial year (submit Club document)</i></p>		
<p><i>Requirement #2: Period covered by budget (date range entry)</i></p>		

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 		

ITEM 14 (continued)

ATTACHMENT 2

<p>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.</p> <p>Approval by management must be evidenced by way of a signature on behalf of the executive body of the Licence Applicant.</p> <p>Checklist of Documentation Required (submit by 01-12-2022)</p> <p><i>Requirement #1: F.05 - Written Representation Prior to Licensing Decision Declaration – SIGNED (template provided)</i></p>
--

NO.	NPL CRITERIA GRADE	DESCRIPTION
F.06	C (BEST PRACTICE)	NO OVERDUE PAYABLES TOWARDS FOOTBALL CLUBS ARISING FROM TRANSFER ACTIVITIES
<p>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 August 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.</p> <p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p> <p><i>Requirement #1: F.06 - No Overdue Payables to Football Clubs from Transfers Declaration – SIGNED (template provided)</i></p> <p><i>Requirement #2: F.06 - Payables to Football Clubs Chart – SIGNED (template provided)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
F.07	C (BEST PRACTICE)	NO OVERDUE PAYABLES TOWARDS EMPLOYEES, MEMBER FEDERATIONS AND SOCIAL/TAX AUTHORITIES
<p>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 August 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.</p> <p>The term “employees” shall include but not be limited to:</p> <ul style="list-style-type: none"> (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. <p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p> <p><i>Requirement #1: F.07 - No Payables Overdue to Employees – List of Employees – SIGNED (template provided)</i></p> <p><i>Requirement #2: F.07 - Payables Overdue to Employees and Tax Authorities Chart – SIGNED (template provided)</i></p>		

ITEM 14 (continued)

ATTACHMENT 2

*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 12-01-2023)		
<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>		

SUBSEQUENT INFORMATION

Criteria F.09 and F.10 apply to Licensees after the licensing decision. If a Licensee does not fulfil these Criteria, this may lead to sanctions.

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 12-01-2023)		
<i>Requirement #1: Fee Report – SIGNED (template to be provided at a later date)</i>		

ITEM 14 (continued)

ATTACHMENT 2

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>		
<p>Checklist of Documentation Required (Requirement #1: submit by 24-11-22; fulfil by 01-12-22 Requirement #2: submit as required)</p>		
<p><i>Requirement #1: F.10 - Duty to Notify Subsequent Events Declaration – SIGNED (template provided – submit prior to Licensing decision)</i></p>		
<p><i>Requirement #2: F.10 - Notification of Subsequent Events Declaration – SIGNED (template provided – only have to submit if a significant event occurs during the season)</i></p>		

ITEM 14 (continued)

ATTACHMENT 2

Table of Minimum Sanctions

No.	Type of Club Licensing Breach	Minimum Sanction 2022/23 Cycle Only
1.	Unfulfilled "A" Criterion (2022/23 cycle only)	Formal Reprimand / Remedy Notice
2.	Unfulfilled "B Criterion	N/A for 2022/23
3.	Submission of documentation, materials or evidence required for the satisfaction of criteria after the submit deadline outlined in the applicable Core Process	Formal Reprimand
4.	Failure to cooperate with the Licensing Administration	Formal Reprimand / Remedy Notice
5.	Three (3) or more unfulfilled "B" Criteria in the same Licensing Cycle	Formal Reprimand
6.	Same "B" Criterion not fulfilled for two (2) consecutive Licensing Cycles	N/A for 2022/23