

**The FAW National Academi Girls structure will undertake to deliver on the following principles:**

- Develop a strong reputation for high quality provision
- Support the development of thriving domestic Clubs and football ecosystem
- Drive participation locally through better user experiences and access
- Provide more professional opportunities and remove barriers to progression

To ensure that the FAW National Academi Girls structure is fit for purpose, the FAW has implemented a quality assured approach to issuing Academy licenses. There is one tier of license for the FAW National Academi Girls, as opposed to the three in the Boys provision, Clubs obtaining this license are deemed to offer the highest-quality Girls only provision within Wales, based on areas scrutinised and set out within the Criteria document.

Each Club will have to meet Criteria across two key areas; Business and Sporting. The Football Association of Wales is committed to supporting the FAW National Academi structure, including but not limited to providing ongoing support to the Clubs in order to satisfy the Licensing Criteria across the areas as set out in this document.

## 1. Business Criteria

### 1.1 Strategy

- A) Clubs must submit as part of the Application of Approval, documentation that outlines the Mission, Values, Culture Statement of the Club and Academy
- B) Clubs must submit as part of the Application of Approval, documentation that articulates their strategy regarding talent development
- C) Clubs must submit as part of the Application of Approval, documentation that outlines the Academy Annual strategic plan that it is expected will include; short, medium and long-term objectives, performance measures and benchmarks, responsibilities, deadlines and review processes

### 1.2 Finance

- A) Clubs must submit as part of the Application of Approval, an annual budget that outlines the expenditure for the Academy.
- B) Clubs must submit as part of the Application of Approval, an annual budget that outlines the income for the Academy.
- C) All Academies are to have their own bank account, separate from the first team.
- D) Clubs must maintain up-to-date accounts which are available to be independently audited at request of the Football Association of Wales
- E) All income and expenditure must go through the bank account of the Academy
- F) As Academy finances must be run independently from the Club, a formal written agreement submitted as part of the Application of Approval, must be drawn stating the financial arrangements between both parties and that all money received from the FAW is spent solely on Girls youth development
- G) Players may pay fees for all or part of matches, training, registration, equipment or facility hire ensuring that 100% of fees are accounted for and spent on the Academy
- H) All player fees must be submitted as part of the Application of Approval and may be published by the FAW for parental comparison
- I) Clubs must award at least one “scholarship/free place” in each age group, and can use the FAW Pawb fund where eligible: <https://www.fawtrust.cymru/get-inspired/news/pawbfund/>

J) Clubs must comply with National and FIFA transfer and training compensation policies and maintain records of all transactions received and paid

### 1.3 Governance

A) The Academy must operate under the direct control of appointed Academy officers. These must include; the persons responsible for Academy Technical program, persons responsible for Academy Administration/Operations and a representative from the Clubs Committee or Board of Directors. Additional members may be appointed as required.

B) The Academy officers must form an Academy Forum. The forum will set its own Terms of Reference which will include; Staff appointments, discipline and grievance procedures, preparation for the annual audit, direct reporting to the clubs committee or Board of Directors.

C) The Academy Forum must meet a minimum of four times annually. A chair shall be appointed, and minutes will be kept of all Academy Forum meetings. A minimum of five representatives must be represented to include a representative of the Clubs committee or Board of Directors and the player's parents

D) The Academy will remain the responsibility of the club its registered to. Its committee and Board of Directors shall retain input in all Academy matters and should be informed directly on a regular basis of developments within the Academy.

E) Regional Forums will be held at least annually facilitated by the FAW

F) The FAW will make recommendations to the relevant FAW Board and FAW as a result of the forums findings

G) Each Academy must send two delegates to the Regional Academy Forums, one of which needs to be the persons responsible for Academy Technical program and persons responsible for Academy Administration/Operations. Failure to do so will be subject to a fine or caution by the relevant FAW Board

### 1.4 Operations

#### 1.4.1 Match Facilities

A) Match Facilities must be held under lease, ownership or have a hire agreement for at least the duration of the licensing period

B) Changing rooms must be separate, accessible, safe and in close proximity to the pitch for both teams and match officials

C) A designated medical area must be made available and should be equipped with at minimum; stretcher, defibrillator, first aid kit, treatment space

D) Goal nets and corner flags must be provided in all matches
E) A designated spectator area must be made available at all matches and all parents and spectators must watch the match from this area. This must be on one side of the ground and at least 1.5 metres away from the touchline. This area will be assessed during the game inspection and clubs must change the designated spectator area if advised by the FAW or assessors
F) The pitch must be marked as per the Laws of the Game
G) Access to floodlit artificial match pitches that meet FIFA standards requirements 1.4.1 D), 1.4.1 E) and 1.4.1 F) must be provided for the months of November, December, January and February
H) An elevated filming position of at least 3m or separate designated space for filming equipment which can extend to at least 3m
I) Shelter for coaches and substitutes for both teams at all U12-U19 games
J) Access for emergency vehicles at all times

#### 1.4.2 Training Facilities

A) The Academy must provide facility overview detailing the facilities available to the Academy for the duration of the Licensing period
B) The Academy must provide an annual timetable itemising all scheduled contact time and players which must include as a minimum: training pitch access and access to classroom/meeting spaces
C) Access to a half pitch for every age group at every training contact from U12-U19
D) Access to a quarter pitch for every fifteen players at every training contact from U8-U11
E) An elevated filming position of at least 3m or separate designated space for filming equipment which can extend to at least 3m
F) Access to floodlit artificial pitches that meet FIFA standards and requirements must be provided for the duration of the season
G) Changing room access (including shower and toilet access) for each age group from U12-U19 to use independently is available at every training session
H) A meeting or classroom space that can host 20 players and 6 staff is available for use, room must be equipped with appropriate IT technology
I) A medical treatment room is available with at least one treatment table and secure storage for medical supplies which must include a defibrillator

J) Access for emergency vehicles at all times

K) Facility requirements 1.4.2 C) to 1.4.2 I) listed above must be present at each facility used by the Academy) must be present at each facility used by the Academy.

L) Clubs must ensure and provide documentation that all facilities are adequately insured

#### 1.4.3 Other Facilities

A) Male and female toilet facilities are available for spectators and guests, separately from those used by players

B) A separate meeting room that can cater for 10 people is available at each training facility used by the Academy

C) A designated spectator area must be made available at all training and all parents and spectators must watch from this area. This must be on one side of the ground and at least 1.5 metres away from the touchline

D) Parking spaces are available for at least all Academy staff at each training facility used by the Academy

#### 1.4.4 Kit & Equipment

- A) Each team must have the following equipment available for training as a minimum:
- 1 ball per player (appropriately sized as per the competition regulations of each age group)
  - 10 balls for the GK training
  - 3 sets of different colour bibs
  - Cones/space markers
  - Poles and/or mannequins
  - Portable small goals
  - Full-size goals for age groups playing 11v11
  - Tactics Board

B) All staff and players must be provided with a minimum of the following kit:

- Tracksuit
- Rain jacket
- two sets of training kit

C) Each Academy must meet the match day kit requirements as per the competition regulations, each Academy player must have designated squad number in their team which is provided to the FAW in the manner requested, for talent ID purposes

## 1.5 Administration

Every Academy is required to maintain accurate administration and records on the Football Association of Wales (FAW) portal and inform FAW of any changes in no less than 30 days.

A) Databases of all staff are maintained and kept up to date, including registration on COMET, this must include as a minimum: Names, Dates of Birth, Address, Contact information, DBS and safeguarding, qualifications

B) Any amendments to staff records or changes in staff must be communicated as per the Competition regulations and COMET with the FAW also informed via e-mail in no later than 7 days

C) Full-time staff must have an employment contract with the Clubs Academy and a position description that clearly states all of their responsibilities are related to the Academy

D) All staff must have formal agreements in place that must meet relevant employment legislation and signed copies be easily accessible for inspection. It is the responsibility of each Club to seek guidance from HMRC: [www.gov.uk/guidance/check-employment-status-for-tax](http://www.gov.uk/guidance/check-employment-status-for-tax)

E) All staff must be provided at least an annual formal appraisal with their respective line manager. Appraisals should be made available for inspection.

F) Clubs must ensure that they release players for all FAW activity. Clubs agree that all FAW delivered training sessions, camps, internal and international games are of significant added value to the player experience and will ensure players are available for these events as priority over Club activity where any clashes may occur.

G) Club Academies will share any player's sporting data requested by the Football Association of Wales (FAW), which may include all activity for the period 21 days leading into events mentioned in 1.5 F)

H) Codes of conduct must be signed by all staff and made available for inspection.

I) Formal induction processes and are completed and compliance records for all staff made available for inspection

J) Disciplinary and grievance procedures must be received and signed for by all staff
K) Enhanced DBS and FAW Safeguarding are kept up to date with all staff possessing both and records being made available for inspection
L) Databases of all players are maintained and kept up to date, including registration in accordance with FAW Rule 59, as per competition regulations and on COMET, this must include as a minimum: Names, Dates of Birth, Address, Contact information, parental/guardian information, emergency and medical information, previous clubs
M) Clubs must adhere to FIFA's One Player One Club policy concerning player registrations at the relevant age groups.
N) Player and Parent agreements detailing as a minimum; duties of all parties, discipline and grievance, insurance, injury protocols and management, FAW selection protocols, are in place for every player and signed by parents/guardians
O) Codes of conduct must be signed by every player and parent/guardian and made available for inspection
P) Player induction processes are completed annually and records of attendance for all players are made available for inspection.
Q) Player exit processes are documented outlining as a minimum; formal protocols concerning player releases and support provided by the Club
R) Academy teams must be entered into FAW sanctioned competitions as per relevant competition regulations
S) The Academy must provide an annual timetable itemising all scheduled fixtures for each age group
T) Academy teams, are permitted to arrange friendly matches but must gain FAW sanction. Sanction would be granted for requests made 28 days in advance, if the proposed match did not clash with the FAW Academy programme. Requests made less than seven days in advance of the fixture, may not be sanctioned.
U) Match day operations documentation must be provided for inspection which must as a minimum include: match protocols and event run sheets, communication protocols, match day security and stewarding, emergency policies and procedures, injury and medical procedures, media and spectator policies
V) It is the responsibility of the Academy that all insurance matters relating to all Academy activities are covered. The insurance offered by FAW through Blue Fin is deemed sufficient in relation to coverage of registered players. Clubs may wish to take alternative insurance but policies must as a minimum offer at least the same level of coverage as the Blue Fin policies.
W) It is advised that the Academy seek professional guidance regarding all insurance matters

## 2. Sporting Criteria

### 2.1 Academy Composition

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| <p>A) The Academy must have the following youth teams within its legal entity;</p> <ul style="list-style-type: none"> <li>i) Operate a team at U9 to play in the Pre-Academi Games Program</li> <li>ii) Operate a team at U11 to play in the Pre-Academi Games Program</li> <li>iii) Operate a team at U13 to play in the FAW National Academi Girls competition</li> <li>iv) Operate a team at U19 to play in the Adran Youth League</li> </ul>   |
| <p>B) A minimum of 10 and maximum of 16 players including 2 Goalkeepers must be registered per age band at U9 and U11.</p> <p>C) A minimum of 12 and maximum of 18 players including 2 Goalkeepers must be registered per age band at U13.</p> <p>D) A minimum of 15 and maximum of 20 players including a minimum of 2 Goalkeepers can be registered per age band at U19</p>  |
| <p>E) Academies will be permitted to register a trialling players as per FAW Academy Player Registration Regulations.</p> <p>F) The age of the player must conform to the Football Association of Wales (FAW) Rules</p> <p>G) The travel distance for players to attend training must not exceed 40 miles for players aged U8-U11 and must not exceed 60 miles for players aged U12-U19.</p> <p>The Football Association of Wales (FAW) will consider applications from Clubs to permit exceptions to this, where it is deemed in the best interest of the player.</p> |

## 2.2 Games Programme

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| <p>A) A festival based competition/closed friendly Games Programme will be provided by the FAW for the Under 9 and 11 ages. It is mandatory for all Academies to participate in all of these competitions. The FAW will request that as part of the Application for Approval Clubs nominate whether they intend to enter one or two teams at each of these age groups</p> <p>B) A League competition Games Programme will be provided by the FAW for the Under 13 age. Academies will be offered to participate in these competitions at the discretion of the FAW.</p> |
| <p>C) The Academy must participate in an approved and affiliated Under 19 competition</p>   |
| <p>D) All Academy Games are to be played in accordance with the Academy League Regulations</p> <p>E) It is mandatory for Academies to fulfil their Academy League Fixtures. Academies failing to fulfil their Academy League Fixtures will be subject to sanctions as defined in the Licensing Application of Approval 3.10</p>   |

F) All players participating in the Academy Leagues must be registered in accordance with the Rules of the Football Association of Wales (FAW)
G) All participating players in the U19 League Fixture must be recorded on the Team Sheet, using the COMET system and procedures as agreed by the Football Association of Wales (FAW) from time to time
H) The completed Team Sheet and match data and events confirming the full names of players taking part and the names of the substitutions indicating whether or not they took part in the match must be recorded using the COMET system and procedures as agreed by the Football Association of Wales (FAW) within sixty minutes of the match being played. Failure to comply will automatically result in a £10 fine per offence.
I) All players between the ages of U12 and U19 must participate in a minimum of 50% of the Academy League Fixtures
J) Clubs must ensure that they release players as requested by the Football Association of Wales (FAW) for any FAW Girls Academy or National Team representative games as priority over Club activities

## 2.3 Coaching Program

A) Clubs must operate the Academy Coaching program for a minimum of 32 weeks per year
B) All sessions must be a minimum of 60 minutes and a maximum of 120 minutes
C) There must be a minimum of 60 minutes Goalkeeper training available for each Goalkeeper per week
D) The Skill Acquisition Programme (U8-U11 inclusive) must deliver a minimum of one football training session per week
E) There must be a minimum of two football training sessions per week, on separate days of the week for all age groups from U12-U19. Total training pitch time across the two contacts must be at least 150 minutes.
F) To ensure FAW Safeguarding Regulations are undertaken, two appropriately qualified coaches must work with every group of players and maintain a coach to player ratio of no less than 1:12
G) Clubs must provide a document which outlines their player development philosophy, including as a minimum; <ul style="list-style-type: none"> <li>- Club beliefs and approach to progressing players</li> <li>- Club strategy and approach to playing players/up and down age groups</li> </ul>

H) Clubs must provide a document outlining how the Club Football Philosophy including how this is aligned to the Welsh Way National Curriculum. This is to include as a minimum;

- Club principles of play in the four main moments
- Learning objectives and team model of how these principles are brought to life during the game
- Player profiles and age group characteristics

I) Clubs must provide a document which outlines their Coaching philosophy and its alignment to the FAW National Curriculum, which must include as a minimum;

- Beliefs and principles of coaching delivery
- Age specific Coaching methodology
- Session structure
- Model sessions and practices

J) Clubs must provide evidence of a periodised, age and phase specific coaching curriculum, including as a minimum;

- An annual plan that develops the Welsh Way National Curriculum and provides defined objectives for each session considering; technical, tactical, physical and mental outcomes.
- Periodisation of the plan to include; pre-season, competition and post-season phases of the program.
- All events such as matches, workshops, specialist training, player reviews etc.

K) Clubs must provide evidence that staff are working within a technical program which is clearly outlined by the persons responsible for the Academy Technical program

L) Session plans for every session must be recorded and maintained to support the work undertaken

M) Records of attendance must be maintained for every training session

N) Clubs must deliver a minimum of two performance reviews per season

O) Clubs must provide all players with Individual Development Plans (IDPs) and provide evidence of how these are implemented in training, this will include as minimum;

- Records of Individual Development Plans for every player in the Academy

## 2.4 Staffing and Development

A) Clubs must provide an organisational chart showing their Academy staff structure and full list of staff with relevant qualifications.

B) The Academy organisational chart must show staff with responsibilities for the following areas;

- Academy Technical program
- Academy Administration & Operations
- Head Coaches for all teams
- Assistant Coaches for all teams
- Academy Goalkeeping coaching
- Academy Physiotherapy/Medical provisions
- Academy Safeguarding provisions

C) Records of all staff must meet the requirements under regulation 1.5. ([www.gov.uk/guidance/check-employment-status-for-tax](http://www.gov.uk/guidance/check-employment-status-for-tax))

D) The person responsible for the Academy Technical program must hold the UEFA 'A' License.

E) In order to encourage greater opportunities for female coaches, 2.4 D) can be reduced to UEFA 'B' License whereby a female coach is appointed for a period not exceeding one season

F) Head Coaches in the U13 and U19 age groups must hold the UEFA 'B' License, as minimum.

Head Coaches in the U9 and U11 age groups must hold the UEFA 'C' License, as minimum.

G) The person responsible for Academy Goalkeeper Coaching must hold the FAW Goalkeeper 'C' Certificate. Any other persons delivering Goalkeeping coaching must hold the FAW Goalkeeper 'C' Certificate.

H) Assistant Coaches in all age groups must hold at least the UEFA 'C' License

I) A holder of the required coaching license with the meaning of 2.4 D) - 2.4 H) is considered a coach who, in accordance with the UEFA implementation provisions of the UEFA Coaching convention, has;

- i) Been issued a UEFA coaching license by a UEFA member association
- ii) At least started the required UEFA coaching license course. Simple registration for the required license course is not sufficient to meet this criterion\*
- iii) Been issued a FAW Coaching certificate by the FAW
- iv) Is duly registered with the FAW

J) All staff must have a valid enhanced DBS, sanctioned by FAW and have attended the FAW Safeguarding and Child Protection Course

K) All technical staff as described in 2.4 D)-2.4 H) must hold the FAW First Aid Award or equivalent permitted by the FAW

L) Should the Academy provide Sport Science provision, the persons responsible for delivery must be at least Bachelors Degree students in Sport Science or related discipline, and are working towards accreditation (UKSCA/NSCA/NASM/BASES).

M) Should the Academy provide Performance Analysis, the persons responsible for delivery must meet at least the minimum qualifications as set out for Assistant Coaches in 2.4 H).

N) The person responsible for the Academy Physiotherapy/Medical provision must be either; a General Practitioner, a chartered Physiotherapist or hold the 'Level 4 Intermediate Trauma Medical Management in Football'.

Match Day medical coverage must be provided for all Home Games (at the disposal of both in teams in the case of emergency), by the person responsible for the Academy Physiotherapy/Medical provision or another identified person holding 'Level 4' qualifications as per above.

All other persons delivering Medical provisions for all training and away game contacts must have at least 'Level 2' Emergency First Aid in Football.

O) The following separate persons must be present for every team training and game contact:

- A Head Coach as per 2.4 F)
- An Assistant Coach as per 2.4 H)
- A Goalkeeping Coach as per 2.4 G)
- A person providing Medical/Physiotherapy provision as per 2.4 N)

Whereby it is acceptable that provisions for Goalkeeping and Medical/Physiotherapy must be present at every team training and in the case of Medical/Physiotherapy also home games only, these may be shared across simultaneous team activities.

P) All Coaches must be provided with Individual Coach Development Plans and provide evidence of how these are supported by the persons responsible for the Academy Technical program

Q) The Academy must provide as a minimum two hours per season of access to internal coach educational workshops. Records of attendance for these events must be recorded.

## 2.5 Recruitment and Talent Identification

A) The Club must provide a document which outlines their Talent ID philosophy and framework, which as a minimum outlines:

- The type of characteristics they are seeking when identifying players
- Player profiling and positional profiling
- Their approach to managing relative age effect and maturation in recruitment

B) The Club must provide a document which outlines their Recruitment philosophy and framework, which as a minimum outlines:

- Their process for liaising with players
- How they build relationships with grassroots Clubs
- How they interact with Schools and Schools associations
- How they interact with third/other parties

C) Clubs must provide a detailed Recruitment plan, which as a minimum outlines:

- How they identify talent
- Their recruitment department organisational chart
- Details of all scouts
- Contracts/agreements for all scouts
- Scouting codes of conduct
- Their processes to adhere to FAW safeguarding and welfare policies

D) Clubs must document and provide evidence of their scouting and player assessment processes.

E) Clubs must demonstrate their processes and supporting documentation for trials which as a minimum is to include; invitations to players, trial outcomes and communication with current Clubs

F) The Club will be required to complete National Talent ID reports and player nominations to FAW for FAW Girls Academy selections twice annually

G) Clubs will not be permitted to run Development Centre, additional age groups or shadow squad programs.

Any and all activity delivered that sits outside the scope of the permitted Academy composition must be affiliated with the local area association league and players registered in the Club's 'grassroots' composition.

H) The Club Academy must provide full details of any formal feeder Club or School partnership, which must as a minimum include:

- Entity name
- Terms of reference
- Roles and responsibilities of the parties
- Strategic overview of the program
- Financial information

I) The Club Academy must provide a document that outlines the strategy concerning player retentions and releases, which is to include;

- KPIs related to retention rates (age and phase specific)
- Processes and policies regarding releases
- Exit strategies and support for released players

## 2.6 Sport Science, Medical and Athletic Development

A) Any gym based contacts must be led by staff with formal recognised qualifications in Strength and Conditioning as set out in 2.4 L), and must be supervised as per criteria 2.3 G)

B) Any testing data is to be recorded and made available for inspection. The FAW may from time to time request data is made available for National benchmarking.

C) Medical Screening must occur at least once per season for all age groups. The screening must include as a minimum;

- Body mass
- Standing Height
- Seated Height
- Functional Movement Screening

D) The Club must record data regarding biological-maturation of all players in the U13 to U19 age groups. This data is to be made available for inspection. This data must be provided to the FAW as per the method set out by the FAW and updated within 30 days of each Medical screening.

Bio banded data will be used in considering Club requests to permit overage players to play down an age group.

E) The Club must provide a document that outlines the policies and protocols regarding injury prevention and management of all Academy players.

This document must outline; the return to play protocols, concussion protocols, trauma plans in the event of major injury/incident and Club medical responsibilities and processes for both registered players and trialists at training and games.

F) The Club must provide a document outlining its approach to rehabilitation of injured players, and must provide injury management and training plans for all rehabilitating individuals. These plans must be made available for inspection.

## 2.7 Player Welfare, Health and Wellbeing

A) The Academy must adopt the FAW Safeguarding policy and adhere to all Welfare and Safeguarding Rules and Regulations.

B) The Academy must provide as a minimum four hours per season of life-style educational work for players and parents, which must include the following seven areas in every licensing period; Diet & Nutrition, Lifestyle Management, Career & Finance, Physical Preparation, Social Media, Sports Parenting and Player Pathways

C) The Academy must provide a plan that outlines how the FAW life-skills development is integrated into the program in the areas of; Social-skills, Discipline, Respect, Organisation and Leadership.

D) The Academy must provide a document showing how they promote a policy of inclusivity and equality

E) The Academy must provide a workplace Health and Safety policy