

THE FOOTBALL ASSOCIATION

CLUB LICENSING MANUAL

FOR PARTICIPATION IN THE UEFA WOMEN'S CHAMPIONS LEAGUE

For applications made during season 2022/23
(in respect of the UEFA Women's Champions League to be played in season 2023/24)

This Licensing Manual was approved by:
The FA Women's Super League and The FA Women's Championship Board on 27 December 2022
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1 DEFINITIONS

1.1 In this Licensing Manual

- 1.1.1 “**Academy Criteria**” means the minimum criteria which clubs are required to meet in order to participate in the Academy Programme.
- 1.1.2 “**Academy Programme**” means a women’s football league and/or programme for players of particular ages as specified by the Football Association from time to time.
- 1.1.3 “**Academy Team**” means the team which is to participate in the Academy Programme.
- 1.1.4 “**the 2006 Act**” means the Companies Act 2006.
- 1.1.5 “**Affiliated Association**” means an association which is either a County Association or Other Football Association.
- 1.1.6 “**Annual Accounts**” means the accounts which each Club’s directors are required to prepare pursuant to section 394 of the 2006 Act.
- 1.1.7 “**Article**” means an article of the Regulations and a reference to an Article followed by a number is a reference to the relevant Article of those Regulations.
- 1.1.8 “**Associate**” means an entity, including an unincorporated entity such as a partnership, which neither is a subsidiary nor has an interest in a joint venture and over which the Club has significant influence.
- 1.1.9 “**Associated Undertaking**” means an undertaking in which another undertaking has a participating interest and over whose operating and financial policy it exercises a Material Influence, and which is not a Parent Undertaking or Subsidiary Undertaking;
- 1.1.10 “**Authorised Signatory**” means a person authorised to sign on behalf of a Club.
- 1.1.11 “**the Board**” means The FA Women’s Super League and The FA Women’s Championship Board.
- 1.1.12 “**Business Day(s)**” means a day other than a Saturday, Sunday or public holiday in England when banks in London are open for business.
- 1.1.13 “**Chairman**” means the chair of the UEFA Club Licensing Committee as appointed by the Football Association.
- 1.1.14 “**Chairperson**” means the chair of the Panel as convened in accordance with the SR WSL Appeal Regulations.
- 1.1.15 “**Club**” means an association football club which has a WSL Licence.
- 1.1.16 “**club**” means an association football club which does not hold a WSL Licence
- 1.1.17 “**Club Key Staff**” means the staff and personnel appointed by the Club pursuant to paragraph 7.2 of Schedule 4 and whose job descriptions is set out at Schedule 5 of the WSL Licence.
- 1.1.18 “**Club Player**” means any player registered to play for the Club in the League Competitions.
- 1.1.19 “**Club Official**” means any official, director, secretary, servant or representative of a Club or club (whether formally appointed or not).

- 1.1.20 **“Compensation Fee”** means any sum of money or other consideration (exclusive of Value Added Tax) payable by a Transferee Club to a Transferor Club upon the permanent transfer of the registration of a Contract Player or in respect of an Out of Contract Player.
- 1.1.21 **“Competition”** means any competition (whether a league or knock-out competition or otherwise) sanctioned by the Football Association and/or an Affiliated Association.
- 1.1.22 **“Competition Match”** means any organised fixture carried out under the auspices of a Competition.
- 1.1.23 **“Competition Secretary”** means the secretary of the League.
- 1.1.24 **“Contingent Sum”** means any sum of money (exclusive of Value Added Tax) additional to a Compensation Fee payable upon the happening of a contingent event by a Transferee Club to a Transferor Club consequent upon the transfer of the registration of a player (whether that transfer is permanent or temporary).
- 1.1.25 **“Contract Player”** means any football player who is eligible to play under a written contract of employment with a Club.
- 1.1.26 **“Control”** means the power to conduct the activities of an entity and to direct its financial, operating or sporting policies which affect returns, by means of share ownership, voting power, constitutional documents (statutes), agreement, or otherwise.
- Examples of control include a party:
- holding a majority of the shareholders’ or members’ voting rights;
 - having the right to appoint or remove a majority of the members charged with the governance of an entity (e.g. any administrative, management or supervisory bodies of an entity);
 - being a minority shareholder or a member of the entity and alone, pursuant to an agreement entered into with other shareholders or members of the entity or by any other means, being able to exercise control (including as defined under (a) or (b)).
- 1.1.27 **“the Court of Arbitration for Sport”** means the independent arbitration tribunal known as the Court of Arbitration for Sport and which is established in Lausanne, Switzerland.
- 1.1.28 **“Criteria”** means the criteria for participation in the UEFA Women’s Champions League established by UEFA under the Regulations and set out in the Schedules to the Licensing Manual.
- 1.1.29 **“CVA”** means a company voluntary arrangement pursuant to Part 1 of the Insolvency Act 1986, a scheme of arrangement under part 26 of the 2006 Act or any other compromise agreement reached with a company’s creditors as a whole.
- 1.1.30 **“Doctor”** means the individual tasked with providing medical services to the Club Players, appointed by the Club pursuant to paragraph 7.2 of Schedule 4 and whose job description is set out at Schedule 5 of the WSL Licence and as referred to at Criteria 37 of the Licensing Manual.
- 1.1.31 **“Emerging Talent Centre”** means an enhanced coaching centre for female players in a minimum of three age groups for players between 8 and 16 years of age pursuant to The Football Association’s Emerging Talent Centre programme.
- 1.1.32 **“ETC Criteria”** means the criteria for Emerging Talent Centres.
- 1.1.33 **“Event or Condition of Major Economic Importance”** means an event or condition that is considered material to the financial statements of the reporting entity/entities and

would require a different (adverse) presentation of the results of the operations, financial position and net assets of the reporting entity/entities if it occurred during the preceding reporting period.

- 1.1.34 **“Fellow Subsidiary Undertaking”** means as set out in section 1161(4) of the 2006 Act.
- 1.1.35 **“FIFA”** means the Fédération Internationale de Football Association.
- 1.1.36 **“Football Association”** means the Football Association Limited.
- 1.1.37 **“Football Association Board”** means the board of directors of the Football Association or any person or persons to whom its powers have been delegated.
- 1.1.38 **“Football Association Rules”** means the rules and regulations for the time being of the Football Association.
- 1.1.39 **“Form”** means the appropriate form or substantially the same form as that prescribed in the Rules.
- 1.1.40 **“General Manager”** means the individual appointed by the Club pursuant to paragraph 7.2 of Schedule 4 and whose job description is set out at Schedule 5 of the WSL Licence and as referred to at Criteria 35 of the Licensing Manual.
- 1.1.41 **“Group”** has the meaning set out in Section 474(1) of the 2006 Act save that it shall also include any other entity that carries on any material aspect of the football operations of the Club.
- 1.1.42 **“Group Accounts”** means accounts that a Club is required to prepare pursuant to Section 399 of the 2006 Act, or which its Parent Undertaking is required to deliver to the Registrar of Companies pursuant to Section 400(2)(e) or Section 401(2)(f) of the 2006 Act.
- 1.1.43 **“Group Undertaking”** has the meaning set out in section 1161(5) of the 2006 Act;
- 1.1.44 **“Head Coach”** means the individual appointed by the Club pursuant to paragraph 7.2 of Schedule 4 and whose job description is set out at Schedule 5 of the WSL Licence and as referred to at Criteria 39 of the Licensing Manual.
- 1.1.45 **“Insolvency Event”** means any one of the following:
- a) entering into a CVA;
 - b) lodging a notice of intention to appoint an Administrator or notice of appointment of an Administrator at the Court in accordance with paragraph 26 or paragraph 29 of Schedule B1 to the Insolvency Act 1986, an application to the Court for an Administration Order under paragraph 12 of Schedule B1 to the Insolvency Act 1986 (other than paragraph 12 (1)(c)) or where an Administrator is appointed or an Administration Order is made in respect of it (“Administrator” and “Administration Order” having the meanings attributed to them respectively by paragraphs 1 and 10 of Schedule B1 to the Insolvency Act 1986);
 - c) an Administrative Receiver (as defined by section 251 of the Insolvency Act 1986), a Law of Property Act Receiver (appointed under section 109 of the Law of Property Act 1925) or any receiver appointed by the Court under the Supreme Court Act 1981 or any other receiver is appointed over any

assets which, in the opinion of the Board, are material to the Club's ability to fulfil its obligations as a member of the Competitions;

- d) shareholders passing a resolution pursuant to section 84(1) of the Insolvency Act 1986 to voluntarily wind up;
- e) a meeting of creditors is convened pursuant to section 95 or section 98 of the Insolvency Act 1986;
- f) a winding up order is made by the Court under section 122 of the Insolvency Act 1986 or a provisional liquidator is appointed under section 135 of the Insolvency Act 1986;
- g) ceasing or forming an intention to cease wholly or substantially to carry on business save for the purpose of reconstruction or amalgamation or otherwise in accordance with a scheme of proposals which have previously been submitted to and approved in writing by the Board;
- h) being subject to any insolvency regime in any jurisdiction outside England and Wales which is analogous with the insolvency regimes detailed in (a) to (g) above; and/or
- i) having any proceeding or step taken or any court order in any jurisdiction made which has a substantially similar effect to any of the foregoing.

1.1.46 "**Judicial Panel**" means the representative judicial body as appointed by the Football Association Board from time to time.

1.1.47 "**Key Management Personnel**" means persons having authority over and responsibility for planning, directing and controlling the activities of an entity, directly or indirectly, including but not limited to any director (executive or otherwise) of the entity.

1.1.48 "**the League**" means The Barclays Women's Super League.

1.1.49 "**League Competitions**" means the competitions which the Club is required to participate in pursuant to the Rules as a club in tier 1 of women's football in England (which may include the League and certain other competitions).

1.1.50 "**League Match**" means a match played under the jurisdiction of the League.

1.1.51 "**Licensing Manual**" means this manual.

1.1.52 "**Licensing Season**" means the UEFA season for which a licence applicant has applied for and/or been granted a licence. It starts the day following the deadline for submission of the list of Clubs granted a UEFA Club Licence (see paragraph 10.6) and lasts until the same deadline the following year.

1.1.53 "**Loan Fee**" means any sum of money (exclusive of Value Added Tax) payable by a Transferee Club to a Transferor Club upon a Temporary Transfer (as such is defined in the Football Association Rules).

1.1.54 "**Material Influence**" means the ability to influence but not control financial, sporting and operating policy decision-making. Material Influence may be gained by share ownership, voting power, constitutional documents (statute), agreement, or otherwise from the particular circumstances. For the avoidance of doubt, and without limitation, a party (or in aggregate parties with the same ultimate controlling party) is deemed to have Material Influence if it provides, within a reporting period, an amount equivalent to

30% or more of the Club's total revenue, and the term "**Materially Influenced**" shall be construed accordingly.

- 1.1.55 "**Non Contract Player**" means any football player who is eligible to play for a Club but has not entered into a written contract of employment.
- 1.1.56 "**Out of Contract Player**" means a Contract Player whose contract of employment with a Club has expired.
- 1.1.57 "**Parent Undertaking**" has the same meaning as defined in section 1162 of the 2006 Act.
- 1.1.58 "**Person**" means any natural person, legal entity, firm or unincorporated association and in the case of a Person which is incorporated any of its Associated Undertaking, Fellow Subsidiary Undertaking, Group Undertaking, Parent Undertaking or Subsidiary Undertaking.
- 1.1.59 "**Player**" means any Contract Player, Non Contract Player or other football player who subject to the Rules, plays or who is eligible to play for a Club in the Competitions.
- 1.1.60 "**Playing Contract**" means the written contract of employment which is entered into between a Player and their Club.
- 1.1.61 "**Professional Footballers' Association**" means the trade union for professional association footballers in England and Wales.
- 1.1.62 "**Regional Talent Centres**" means an enhanced coaching centre for female players in U10, U12, U14 and U16 age groups pursuant to The Football Association's Regional Talent Centre programme.
- 1.1.63 "**Regulations**" means the UEFA Club Licensing Regulations for the UEFA Women's Champions League (2022 edition).
- 1.1.64 "**RTC Criteria**" means the criteria for Regional Talent Centres.
- 1.1.65 "**Rules**" means the rules for the time being of the League and a number following a reference to a rule identifies the relevant Rule.
- 1.1.66 "**Season**" means the period commencing on the date of the first League Match on the fixture list of the League's first team competition and ending on the date of the last.
- 1.1.67 "**Significant Change**" means an event that is considered material to the documentation previously submitted to the licensor and that would require a different presentation if it occurred prior to submission of the documentation.
- 1.1.68 "**Squad Cap**" has the meaning given to it in Rule 8.9.1.
- 1.1.69 "**SR WSL Appeal Regulations**" means Sports Dispute Resolution Panel Limited's arbitration rules for the conduct of appeals relating to the refusal or withdrawal of a UEFA Club Licence.
- 1.1.70 "**Subsidiary Undertaking**" shall have the same meaning as defined in section 1162 of the 2006 Act;
- 1.1.71 "**Temporary Transfers**" means the transfer of a Player on a temporary basis in accordance with Rule C of the Football Association Rules.

- 1.1.72 **“Transferee Club”** means a Club to which the registration of a Contract Player is, or is to be or has been transferred (including on the basis of a Temporary Transfer) or which, in the case of an Out of Contract Player, effects that player’s subsequent registration.
- 1.1.73 **“Transferor Club”** means a Club from which the registration of a Contract Player is, or is to be or has been transferred (including on the basis of a Temporary Transfer) or which, in the case of an Out of Contract Player, holds her registration.
- 1.1.74 **“UEFA”** means the Union des Associations Européennes de Football.
- 1.1.75 **“UEFA Women’s Champions League”** means the Women’s Champions League competition organised by UEFA.
- 1.1.76 **“UEFA Club Licensing Committee”** means the body set up by the Board to oversee adherence to the Criteria and decide on grants of UEFA Club Licences to Clubs.
- 1.1.77 **“UEFA Club Licence”** means the licence granted by the Football Association in accordance with the procedures set out in the Licensing Manual enabling Clubs to play in The UEFA Women’s Champions League.
- 1.1.78 **“Women’s Football Pyramid”** means the system of women’s and girls’ leagues controlled by the Football Association where promotion and relegation links exists between the participating leagues.
- 1.1.79 **“Whole Game System”** means the web-based system used by the Football Association, the League and Clubs for a number of their football administration functions, and more particularly used for club and player registration and refereeing reports.
- 1.1.80 **“WSL Licence”** means the licence granted by the Football Association to a Club to participate in the League.
- 1.2 Unless the context otherwise requires:
- 1.2.1 words importing the singular number shall include the plural and vice versa; and
- 1.2.2 words importing any particular gender shall include all other genders.
- 1.3 Any terms which are included in these Definitions which are undefined herein are defined accordingly in the Rules and/or the Football Association Rules as updated from time to time.
- 1.4 References in this manual to statutory provisions shall be construed as references to those provisions as amended or re-enacted from time to time.
- 1.5 Any defined terms included in extracts of rules, regulations, criteria or licences cited in the Schedules to this Licensing Manual have the meanings given to them in those documents.

2 Introduction

- 2.1 UEFA’s stated objectives of the UEFA licensing system are as follows
- “a. *to further promote and continuously improve the standard of all aspects of football in Europe and to give continued priority to the training and welfare of young players in every Club;*
- b. *to promote participation in football and contribute to the development of women’s football;*
- c. *to ensure that Clubs have an adequate level of management and organisation;*

- d. *to adapt Clubs' sporting infrastructure to provide players, spectators and media representatives with suitable, well-equipped and safe facilities;*
- e. *to protect the integrity and smooth running of the UEFA Women's Champions League;*
- f. *to safeguard each club's identity, history and legacy;*
- g. *to encourage cooperation between licensors and clubs and enable the development of benchmarking for clubs in financial, sporting, legal, football social responsibility, personnel, administrative and infrastructure-related criteria throughout Europe;*
- h. *to encourage social responsibility in football;*
- i. *to promote a healthy relationship between clubs and supporters and increase accessibility in football."*

- 2.2 Clubs playing in the UEFA Women's Champions League must hold a UEFA Club Licence.
- 2.3 National associations are required by UEFA, as licensors, to implement the provisions of the Regulations with which Clubs must comply in order to obtain and keep a UEFA Club Licence. Any future amendments to this Licensing Manual will require the approval of the Board and will come into force on such date as they shall specify. For the Licensing Manual to be amended during the licensing process, UEFA approval is required.
- 2.4 The Criteria in this Licensing Manual are graded. Grade A Criteria are mandatory and failure to fulfil any Grade A Criteria means the applicant cannot be granted a UEFA Club Licence. Grade B Criteria are also mandatory but failure to fulfil any Grade B Criteria will not prevent the issue of a UEFA Club Licence and may result in a caution or a fine, and/or result in the Club concerned being required to submit further evidence or fulfil certain conditions by a specified date. In respect of violations of other licensing regulations (e.g. submission of falsified documents, non-respect of deadlines, sanctions against individuals etc.), the Board shall have the power to impose sanctions in accordance with applicable provisions of the WSL Licence, domestic rules and/or regulations. Pursuant to this Licensing Manual, which has been approved by the Board, the Board has the power to sanction any Club for its failure to fulfil any of the Grade B Criteria (which may be delegated to the League where appropriate).
- 2.5 An application for a UEFA Club Licence may only be made by and granted to a Club.
- 2.6 A Club subject to any material alteration must notify the League and UEFA before the start of the licensing process. For these purposes, a material alteration may include, by way of illustration and without limitation:
- (a) the transfer of the whole or part of the assets and undertaking (including the Club's membership of the League and/or another league within the Women's Football Pyramid) of the Club to a new legal entity, or any other change to the Club's legal form;
 - (b) the acquisition or merger of the whole or part of the assets and undertaking of another Club;
 - (c) the relocation of the Club; or
 - (d) a change in the Club's playing name or colours.
- 2.7 In addition to obtaining a UEFA Club Licence, a Club must comply with all the requirements of the UEFA Women's Champions League in order to be admitted to it. Such admission process shall fall under the sole jurisdiction of UEFA whose competent bodies shall make the final decision regarding admission of Clubs to The UEFA Women's Champions League, subject to the UEFA statutes including the provisions therein concerning the jurisdiction of the Court of Arbitration for Sport.

3 The Role of the League

- 3.1 The League is run by the Football Association and governed by the Board.
- 3.2 The Board has appointed the League to administer the licensing process and to recommend to the UEFA Club Licensing Committee whether a UEFA Club Licence application should be granted or refused. The League has appointed appropriately qualified persons to administer all aspects of the UEFA Club licensing process, including a qualified chartered accountant.
- 3.3 UEFA or its appointee may at any time on reasonable notice perform compliance audits on the Football Association and the League and, in the presence of the Football Association and the League, on applicant Clubs.²

4 The First Instance Body

- 4.1 Pursuant to Article 56 of the Articles of Association of the Football Association, the Football Association Board has delegated all its UEFA Club licensing responsibilities for the UEFA Women's Champions League to the Board. The Board has in turn delegated the role of the first instance body to the UEFA Club Licensing Committee.
- 4.2 The UEFA Club Licensing Committee shall conform to any regulations imposed on it by the Board and the meetings and proceedings shall be governed by regulations made by the Board.
- 4.3 The Board shall agree with The Football Association's Professional Game Board a maximum of five persons to be appointed to the UEFA Club Licensing Committee and that committee shall be the same as the UEFA Club Licensing Committee in respect of applications for a licence to participate in the UEFA Champions League and UEFA Europa League. A member of the UEFA Club Licensing Committee shall not be a representative of a Club. The UEFA Club Licensing Committee must include at least one accountant and one lawyer when it is undertaking its function as the first instance body. The accountant must hold a qualification recognised by the Consultative Committee of Accountancy Bodies; the lawyer must be a practising solicitor or barrister qualified to practice in England and Wales. The quorum for a meeting of the UEFA Club Licensing Committee shall be not less than three. Each member of the UEFA Club Licensing Committee shall be entitled to one vote, with the Chairman having the casting vote in the event of a tie.
- 4.4 The UEFA Club Licensing Committee shall determine any dispute (save for an appeal against the refusal of a UEFA Club Licence) which may arise in relation to the interpretation of the Criteria and/or this Licensing Manual.

5 The Appeals Body

- 5.1 An appeal may only be lodged by:
 - 5.1.1 a Club whose application for a Club Licence was refused by the UEFA Club Licensing Committee;
 - 5.1.2 a Club whose licence has been withdrawn by the UEFA Club Licensing Committee; or
 - 5.1.3 the Football Association.
- 5.2 An appeal by an applicant Club from a decision of the UEFA Club Licensing Committee concerning the refusal of its application for a UEFA Club Licence shall be determined in accordance with the SR WSL Appeal Regulations.
- 5.3 The Board of Directors of Sports Dispute Resolution Panel Limited will appoint a board of nine members for a term of one year.

See Art 63 of the Regulations.

5.4 From that board of nine members, the Board of Directors of Sports Dispute Panel Resolution will appoint a panel to act as the appeal body (the “**Panel**”). The Panel shall be appointed in accordance with the SR WSL Appeal Regulations and will comprise three members of whom one is a qualified lawyer and another a qualified accountant. If the Panel fails to reach a majority decision, the decision of the Chairman shall be final.

5.5 Decisions of the Panel will be given in writing with full reasons.

6 **Conflicts of Interest**

6.1 Any member of the UEFA Club Licensing Committee or the appeal body who is not wholly independent of an applicant or appellant Club shall not participate in the determination of an application or an appeal by that Club. For the avoidance of doubt, any such member may not simultaneously be involved in the licensing administration, a Club Official, or a member of the Board or the Football Association Board.

6.2 Such a member who is, or whose spouse, children, parents or siblings are members of, shareholders in, business partners of, sponsors of, consultants to or in any similar relationship to the applicant or appellant Club shall be deemed not to be independent of it.

6.3 Subject to paragraph 6.4, no member of the UEFA Club Licensing Committee may simultaneously be a member of the Football Association’s Judicial Panel.

6.4 A member of the appeal body may simultaneously be a member of the Football Association’s Judicial Panel, provided that they are not allowed to be part of a Panel in respect of a Club for which, during the same Licensing Season, they have determined a disciplinary or arbitration matter under the Rules / Football Association Rules.

7 **Confidentiality**

Members of the UEFA Club Licensing Committee and the appeal body must treat all information received by them in their dealings with applications for UEFA Club Licences as strictly confidential.

8 **Licensing Administration**

8.1 Licensing administration is managed by the League, which has appointed a licensing manager with responsibility for the licensing administration (the “**Licensing Manager**”).

8.2 The tasks of the licensing administration include:

8.2.1 preparing, implementing and further developing the club licensing system;

8.2.2 providing administrative support to the decision-making bodies;

8.2.3 assisting, advising and monitoring the licensees during the season;

8.2.4 informing UEFA of any event occurring after the licensing decision that constitutes a Significant Change to the information previously submitted to the licensor including a change of legal form, legal group structure (including change of ownership) or identity; and

8.2.5 serving as the contact point for and sharing expertise with the licensing departments of other UEFA member associations and with UEFA itself.

8.3 By virtue of their employment contracts, the employees of the League are bound by confidentiality clauses.

9 **Licensing Timetable**

9.1 An application for a UEFA Club Licence must be made on or before 1 March 2023 (the “Application Deadline”). In advance of the Application Deadline, the League will circulate to all Clubs the application forms (Forms UL1, UL2, UL3, UL4 and UL5 and the Disclosure of Interests

Form), a copy of the Licensing Manual and any other documentation relevant to making an application.

- 9.2 Each Club's application and their supporting documentation will be assessed between 1 March 2023 and the meeting of the UEFA Club Licensing Committee. The date of the UEFA Club Licensing Committee meeting will be circulated to Clubs once it has been set.
- 9.3 Annual accounts, including an income and expenditure statement and balance sheet, must be submitted by 1 March 2023.
- 9.4 Information regarding the assessment of overdue payables must be submitted by 7 April 2023.
- 9.5 Form UL5 must be received no earlier than seven days before the meeting of the first instance body at which the applicant Club's application for a UEFA Club Licence will be determined. Clubs will be advised of the exact deadline for receipt each year.
- 9.6 The application will be determined by the UEFA Club Licensing Committee by 28 April 2023.
- 9.7 Any appeal must be submitted by 2 May 2023.

10 **Licensing Application and Process**

- 10.1 Each Club that wishes to apply for a UEFA Club Licence must submit a completed Form UL1 to the League on or before 1 March 2023. The Form UL1 must be signed by an Authorised Signatory, and the signature must not be dated earlier than seven days before the date of submission. Any Club that fails to apply in accordance with these provisions will be unable to participate in the following Season's UEFA Women's Champions League. A Club that has made an application may ask the League to have its application withdrawn. Any request for a withdrawal must be made by an Authorised Signatory of the Club.
- 10.2 As part of each Club's application, they must provide supporting documentation to demonstrate compliance with the Criteria as set out within the Licensing Manual. The League will examine any relevant documents and carry out such inspections as are deemed necessary to establish whether the Criteria have been fulfilled. The League will be assisted as necessary by any other relevant experts. Where an event occurs after the submission of licensing documentation and that represents a Significant Change to the information previously submitted, including a change of the Club's legal form, legal group structure and/or ownership, the Club is required to notify the League in writing.
- 10.3 The League will prepare a report (or reports) for the UEFA Club Licensing Committee assessing each Club's application. The League will communicate to each applicant Club their assessment and give them an opportunity before the UEFA Club Licensing Committee meets to provide comments which are then incorporated into the final report. If the finalised report recommends refusal of a UEFA Club Licence, the Club will be advised by the League that they are entitled to attend the UEFA Club Licensing Committee meeting which will consider the application in order to make representations.
- 10.4 The UEFA Club Licensing Committee will then consider each Club's application, determine whether each applicant Club has met the Criteria and, in each case, decide whether to grant or refuse a UEFA Club Licence. The UEFA Club Licensing Committee shall inform each applicant Club whether its application for a UEFA Club Licence has been granted or refused in writing (including email) via the League and, in the case of a refusal, give reasons and inform the Club of its right to appeal. A Club may appeal by submitting Form UL2 to the League on or before 2 May 2023. In such cases, the decision of the UEFA Club Licensing Committee shall be stayed while the appeal process is ongoing. For the avoidance of doubt no Club shall have a right of appeal in respect of the grant or refusal of a UEFA Club Licence to a different Club.
- 10.5 The League or the UEFA Club Licensing Committee may at its discretion invite any Club to submit observations and/or attend a meeting of the UEFA Club Licensing Committee to make representations in person to demonstrate compliance with the Criteria. The UEFA Club Licensing Committee may also require an applicant Club to produce to it such further

documents or other information as in its absolute discretion it considers necessary in order to discharge its functions set out in this Licensing Manual.

- 10.6 A list of Clubs granted a UEFA Club Licence must be submitted to UEFA by the Football Association within seven days of each decision being final and by no later than 31 May 2023.

11 General

- 11.1 Unless withdrawn in accordance with paragraph 11.2 hereof, a UEFA Club Licence shall expire without notice to the Club on the deadline to be set by UEFA for notifications to it of licensing decisions in 2024. This is likely to be on or around 31 May 2024.

- 11.2 A UEFA Club Licence may be withdrawn by the UEFA Club Licensing Committee if, before its expiry, the Club to which it was granted no longer complies with any of the Grade A Criteria or it suffers an Insolvency Event as defined in the Rules. In all cases where withdrawal of a UEFA Club Licence is proposed, the UEFA Club Licensing Committee shall consult the League in good time and take its representations fully into consideration. Further, if the League independently of the UEFA Club Licensing Committee, decides there are grounds for withdrawing a UEFA Club Licence, it will make that recommendation to the UEFA Club Licensing Committee and the UEFA Club Licensing Committee will give such a recommendation full and appropriate consideration. An appeal against the withdrawal of a UEFA Club Licence shall be determined in accordance with the SR WSL Appeal Regulations. If withdrawal of a UEFA Club Licence is envisaged, the Football Association will forthwith notify UEFA who shall decide whether the Club should be eliminated from the UEFA Women's Champions League. If the decision to withdraw a UEFA Club Licence is appealed, the Football Association will forthwith notify UEFA of the appeal and whether it is granted or refused.

- 11.3 A UEFA Club Licence is not transferable.

- 11.4 UEFA reserves the right to sanction a Club or eliminate a Club from future seasons of the UEFA Women's Champions League based on the UEFA Women's Champions League regulations.

12 Liability

- 12.1 Except in cases where by law liability cannot be excluded or limited, none of the Football Association, the League (including the Board), the UEFA Club Licensing Committee or the Panel shall attract or incur any liability whatsoever, including for any loss of profit, loss of revenue, goodwill or anticipated savings, or for any special, indirect or consequential loss or damages of whatsoever kind whether in contract, tort (including negligence) or howsoever arising in connection with the administration in good faith of the licensing process, together with any decision made by the Football Association (or any Panel) concerning the grant or refusal of a UEFA Club Licence to any Club.

- 12.2 The provisions of this Licensing Manual or the fact that a Club has or has not been granted a UEFA Club Licence shall not be relied on by any person other than the Football Association and the League, in making any assessment or decision relating to any Club.

13 Governing Law

This Licensing Manual and any dispute or claim arising out of or in connection with it (including any dispute or claim relating to non-contractual obligations) shall be governed by and construed in accordance with English law.

14 The Schedules

- 14.1 The following schedules 1-6 refer to the Criteria, each of which is graded "A" or "B" (see paragraph 2.4 above). In each case, compliance with the relevant Article will determine how the first instance body, and on any appeal, Sports Dispute Resolution Panel Limited, are to determine whether the Criteria have been met by the applicant Club. The standard of proof in respect of any such determination will be establishing, to the comfortable satisfaction of the relevant decision-making body, whether the Criteria have been met.

- 14.2 For avoidance of doubt, for the purposes of licensing a Club for the UEFA Women's Champions League, in all instances where the requirements of the Rules referenced within this Licensing Manual exceed that of the equivalent Articles from the Regulations, then compliance with the latter will be deemed as fulfilling the Criteria.
- 14.3 The organisation defined as the "Football Association" and as referred to above in the operative provisions of the Licensing Manual is referred to as "The FA" throughout the Criteria included in the schedules.
- 14.4 Certain of the descriptions of the Criteria included in the schedules in the table under the heading "UEFA Criteria / Criterion" are summaries only. Clubs should refer to the Regulations themselves for details of the requirements prescribed under those Regulations. In the event of a discrepancy between such a description and the text in the Regulations, the Regulations shall prevail.

SCHEDULE 1

SPORTING CRITERIA

As explained in paragraph 14.2 of this Licensing Manual, for the purposes of licensing a Club for the UEFA Women's Champions League, in all instances where the requirements of the Rules referenced within this Licensing Manual exceed that of the equivalent Articles from the Regulations, then compliance with the latter will be deemed as fulfilling the Criteria. The Football Association has set out below the documents it expects a Club to submit to evidence that it has satisfied the relevant UEFA Criterion. An applicant Club may provide alternative evidence to satisfy a Criterion. Such evidence will be considered by the UEFA Club Licensing Committee at its absolute discretion as to whether or not that evidence meets the requirements of the relevant Criterion.

Article ⁴	Grade	UEFA Criteria / Criterion
19.	A	<p>19.01 The licence applicant must have a written youth development programme approved by the licensor.</p> <p>19.02 The programme must cover at least the following areas:</p> <ul style="list-style-type: none"> a. Promotion of women's game b. Youth development objectives and philosophy c. Youth sector organisation (organisational chart, bodies involved, relation to licence applicant, youth teams, etc.) d. Personnel (technical, medical, administrative, etc.) and minimum qualifications required e. Infrastructure (training and match facilities, availability, etc.) f. Financial resources (budget, contribution from licence applicant, players or local community, etc.) g. Football education for various age groups (playing skills, technical, tactical and physical) h. Educational initiatives (Laws of the Game; anti-doping; integrity; anti-racism) i. Medical support for youth players (including maintaining medical records) j. Review and feedback process to evaluate the results and achievements against the objectives k. Duration of the programme (at least three years but maximum seven). <p>19.03 The licence applicant must further ensure that:</p> <ul style="list-style-type: none"> a. every youth player involved in its youth development programme can follow mandatory school education in accordance with national law; and b. no youth player involved in its youth development programme is prevented from continuing their non-football education.

⁴ Reference is to the corresponding Article in the Regulations.

WSL Licence

Clause 2.2.2 of the WSL Licence:

The grant of the licence to the Club by The FA pursuant to clause 2.1 shall be subject to the Club ensuring that, at all times throughout the Term, it shall (and shall, where applicable ensure that its Club Players and Club Key Staff shall): [...] enter an Academy Team to participate in the Academy Programme for the period, in the format and on the dates and times specified by The FA;

Paragraph 6.1 of Schedule 4 of the WSL Licence:

6.1 At all times throughout the Term the Club shall:

6.1.1 have a written agreement in place or a signed letter of support from a Club Community Organisation in its Catchment Area which records how the Club and the Club Community Organisation will work in partnership to develop and promote the women's game (at both junior and senior level) in their local community. The Club shall ensure that such agreement contains a provision which allows it to be shared with The FA, Premier League and/or English Football League Trust if requested;

6.1.2 hold an FA licence to run an FA Regional Talent Club (and use reasonable endeavours to ensure this FA Regional Talent Club is at least tier 1 in accordance with the FA Girl's England Talent Pathway – Regional Talent Clubs Tier 1, 2 and 3 Regulations) or have in place a player development pathway for 10 to 16 year olds which has been approved by The FA; and

6.1.3 have an agreement in place with or a signed letter of support from (and provide The FA with evidence in of such)

Remarks

The Football Association operates the Academy Programme and a competition known as the WSL Academy League. All Clubs which participate in the League are required to enter an Academy Team to participate in the Academy Programme.

Some Clubs run Regional Talent Centres at Under 16, Under 14, Under 12 and Under 10 age groups. Alternatively, Clubs may run Emerging Talent Centres delivering a minimum of three age groups.

If a Club runs a Regional Talent Centre or Emerging Talent Centre, this shall be deemed to be compliance with the Criterion.

Documents

Where a Club runs a Regional Talent Centre and/or an Emerging Talent Centre, this shall be deemed to evidence compliance with the Criterion.

Where this is not the case, Clubs must provide evidence of having a written youth development programme approved by the licensor that meets the minimum requirements of Article 19.

Compliance with this Criterion will be evidenced by showing evidence of affiliation on Whole Game System.

Article ⁴	Grade	UEFA Criteria / Criterion
20	A	<p>20.01 The licence applicant must at least have two women's youth teams within the age range of 12 to 21.</p> <p>20.02 Each women's youth team, within this age range, must take part in official competitions or programmes played at national, regional or local level and recognised by the UEFA member association.</p>
67.03	N/A	67.03 By exception to Article 20, for the licence season 2023/24 the licence applicant must at least have one youth team within the age range of 12 to 21.

WSL Licence

Clause 2.2.2 of the WSL Licence:

The grant of the licence to the Club by The FA pursuant to clause 2.1 shall be subject to the Club ensuring that, at all times throughout the Term, it shall (and shall, where applicable ensure that its Club Players and Club Key Staff shall): [...] enter an Academy Team to participate in the Academy Programme for the period, in the format and on the dates and times specified by The FA;

Paragraph 6.1 of Schedule 4 of the WSL Licence:

6.1 At all times throughout the Term the Club shall:

[...]

6.1.2 hold an FA licence to run an FA Regional Talent Club (and use reasonable endeavours to ensure this FA Regional Talent Club is at least tier 1 in accordance with the FA Girl's England Talent Pathway – Regional Talent Clubs Tier 1, 2 and 3 Regulations) or have in place a player development pathway for 10 to 16 year olds which has been approved by The FA; and

[...]

Academy Rules

3.3. An "Academy Player" shall mean a player who is:

3.3.1. 16 years old or above or registered in accordance with Rule 18(O); and

3.3.2. under 21 years old at the start of the Playing Season (except older players can participate with the approval of The FA where it considers it to be in the interests of player development to do so); and

3.3.3. at the time participating in education and/or training linked to current or future employment.

Remarks

The Football Association operates the Academy Programme and a competition known as the FA WSL Academy League. All Clubs which participate in the League are required to enter an Academy Team to participate in the Academy Programme.

⁴ Reference is to the corresponding numbered list of the UEFA Club Licensing Regulations 2022..

Some Clubs run Regional Talent Centres at Under 16, Under 14, Under 12 and Under 10 age groups. Alternatively, Clubs may run Emerging Talent Centres delivering a minimum of three age groups.

Documents

Compliance with this Criterion will be evidenced by showing affiliation on Whole Game System of at least two youth teams within the age range 12 to 21.

By exception to the above, for the licence season 2023/24 the Club must have at least one youth team (rather than two) within the age range of 12 to 21.

Article	Grade	UEFA Criteria / Criterion
21	A B	21.01 The licence applicant must establish and apply a policy to ensure that all players eligible to play for its women's first squad undergo a yearly medical examination in accordance with the relevant provisions of the UEFA Medical Regulations. 21.02 The licence applicant must establish and apply a policy to ensure that all youth players above the age of 12 undergo a yearly medical examination in accordance with the relevant provisions defined by its licensor in line with its domestic legislation.

Rules

There is currently no equivalent provision in the Rules, the WSL Licence or the Academy Criteria.

Remarks

In order to comply with this Criterion, Clubs must establish and apply:

- a policy requiring them to carry out yearly medical examinations on all players eligible to play for its senior team; and
- a policy to ensure that all players above the age of 12 undergo a yearly age-appropriate medical examination.

The Club must provide confirmation signed by an Authorised Signatory of the Club as well as by the club doctor:

1. that a policy is in place requiring the Club to carry out medical examinations on all players eligible to play for its senior team and that this policy is applied;
2. that a policy is in place to ensure that all players above the age of 12 undergo a yearly age-appropriate medical examination and that this policy is applied; and
3. that if the Club qualifies for the UEFA Women's Champions League, prior to its start, any additional medical examinations contained in the UEFA Medical Regulations (2022 edition) will also be effectively performed.

Documents

The declaration must be submitted prior to 1 March 2023.

Article	Grade	UEFA Criteria / Criterion
22	A	22.01 All the licence applicant's players above the age of 12 must be registered with the UEFA member association or its affiliated league in accordance with the relevant provisions of the <i>FIFA Regulations on the Status and Transfer of Players</i> .

Football Association Rules

C45 *All Contract Players must be registered with The Association.*

C50 *Clubs must ensure that all Non-Contract Players are registered with the relevant league and/or Affiliated Association (as prescribed by, and in accordance with, the rules of the relevant league and The Association's Rules and regulations).*

Rules

8.2.1 *A Player shall not be eligible to play for a Club in any Competition Match unless the Player is registered to play for the Club in the Competitions in accordance with these Rules and the Player is included the Club's Squad Cap (except where permitted by Rule 8.10).*

8.2.2 *A Player shall be deemed to be registered to play for the Club in the Competitions and included in the Club's Squad Cap upon receipt of both The FA's and the Competition Secretary's confirmation to that effect. Any loan registration must also be approved by The FA before that Player can be considered eligible to play.*

8.2.3 *For a Player to be registered to play for a Club in the Competitions, the Club must have sent to the Competition Secretary in accordance with these Rules:*

(a) *Non-Contract Player:*

(i) *the relevant Competition registration form signed by an authorised signatory of the Club and the Player (such signature to be witnessed by a second person);*

(ii) *a copy of the relevant transfer forms or cancelation forms (where applicable) as specified in these Rules. Copies of these forms should be sent to The FA player status department at the same time as the Competition Secretary; and*

(b) *Contract Player:*

(i) *the relevant registration form as specified in these Rules and FA rules which has been duly completed and signed by an authorised signatory of the Club and the Player (such signature to be witnessed by a second person);*

(ii) *a copy of the relevant transfer, loan or cancellation forms (where applicable) as specified in these Rules. Copies of these forms should be sent to The FA player status department at the same time as the Competition Secretary; and*

(iii) *the Player's Playing Contract (in the case of a Contract Player),*

and such documents must be approved and registered by the Competition Secretary and The FA, where applicable, in accordance with these Rules.

Remarks

FA Rule C mandates the registration of all players and the Rules mandate the registration of players with the League's Competition Secretary and The FA in order to participate in the League.

Documents

Compliance with the above Rules shall be deemed to be compliance with the Criterion. The FA may use the Whole Game System to verify compliance with such rules.

Article	Grade	UEFA Criteria / Criterion
23	A	Each of the licence applicant's professional players must have a written contract with the licence applicant in accordance with the relevant provisions of the <i>FIFA Regulations on the Status and Transfer of Players</i> .

Football Association Rules

Section II ("Contracts") of FA Rule C contains requirements relating to player contracts, including that playing contracts must be submitted to The FA within five days of signature by the Contract Player.

Remarks

Compliance with the Football Association Rules (in particular Section II ("Contracts") of Rule C shall be deemed to be compliance with the Criterion.

Documents

Submission of Contract Players' employment contracts pursuant to the Football Association Rules.

Article	Grade	UEFA Criteria / Criterion
24.	B	The licence applicant must respect the provisions of the FIFA Regulations on the Status and Transfer of Players with regard to loans of professional players.

Football Association Rules

Section IV ("Transfers of Registration") of FA Rule C (in particular provisions C61 to 65 ("Temporary Transfers")) contain provisions relating to loans of professional players.

Remarks

Compliance with the Football Association Rules and in particular Rule C (which includes Rules C61 to C65 ("Temporary Transfers")) shall be deemed to be compliance with the Criterion.

Article	Grade	UEFA Criteria / Criterion
25	B	The licence applicant must ensure that all members of the women's first squad (players, coaches and other technical staff) attend a session or an event on refereeing organised by or in collaboration with the UEFA member association during the 12 months prior to the licence season.

Rules

6.8 Prior to the start of each Playing Season, a Club must hold a meeting between its Players and Club Officials and representatives of each of:

6.8.1 The FA's integrity department; and

6.8.2 PGMOL.

Remarks

All Clubs in the League attend an event for refereeing matters, which is hosted by the Football Association, before the start of each Season.

Documentation

Evidence of compliance with Rule 6.8 in relation to the Season in which the application is made will meet the requirements of the Criterion.

SCHEDULE 2

FOOTBALL SOCIAL RESPONSIBILITY CRITERIA

As explained in paragraph 14.2 of this Licensing Manual, for the purposes of licensing a Club for the UEFA Women's Champions League, in all instances where the requirements of the Rules referenced within this Licensing Manual exceed that of the equivalent Articles from the Regulations, then compliance with the latter will be deemed as fulfilling the Criteria. The Football Association has set out below the documents it expects a Club to submit to evidence that it has satisfied the relevant UEFA Criterion. An applicant Club may provide alternative evidence to satisfy a Criterion. Such evidence will be considered by the UEFA Club Licensing Committee at its absolute discretion as to whether or not that evidence meets the requirements of the relevant Criterion.

Article	Grade	UEFA Criteria / Criterion
26.	B	The licence applicant must establish and implement a football social responsibility strategy in line with the UEFA Football Sustainability Strategy 2030 and relevant UEFA guidelines, for at least the areas of equality and inclusion, anti-racism, child and youth protection and welfare, football for all abilities, and environmental protection.

Rules, regulations, WSL Licence

There is currently no equivalent provision in the Rules, the WSL Licence or other applicable domestic rules or regulations.

Remarks

Clubs are required to establish and implement a football social responsibility strategy in line with the UEFA Football Sustainability Strategy 2030 and relevant UEFA guidelines, covering at least the areas mandated by Article 26.

Documents

Clubs are required to provide a copy of their football social responsibility strategy document along with a confirmation that it is implemented in practice.

Article	Grade	UEFA Criteria / Criterion
27	B	The licence applicant must establish and implement a policy to ensure equal rights and opportunities for all people following and contributing to football activities organised by the licence applicant.

WSL Licence

Paragraph 3 of Schedule 4 of the WSL Licence requires Clubs to have in place policies relating to (amongst other things): (i) equality, diversity and anti-harassment; and (ii) equal opportunities. It also requires Clubs to ensure that Players and Club Key Staff (as defined therein) are made aware of and understand these policies.

Remarks

The WSL Licence requires Clubs to have in place policies pertaining to the matters that are the subject of Article 27.

Documents

In order to evidence compliance with this Criterion, Clubs must submit a copy of their policies relating to: (i) equality, diversity and anti-harassment; and (ii) equal opportunities. Clubs must also confirm that the policies are implemented in practice.

Article	Grade	UEFA Criteria / Criterion
28	B	The licence applicant must establish and implement a policy to tackle racism and to guarantee that all the licence applicant's policies, programmes and practices are exercised without discrimination of any kind.

Rules, regulations, WSL Licence

There is currently no equivalent provision in the Rules, the WSL Licence or other applicable domestic or regulations, notwithstanding that the aforementioned equality, diversity and anti-harassment policy may cover similar matters.

Remarks

Clubs that are affiliated to a Men's team that participates in the Premier League may have achieved the Premier League Equality, Diversity and Inclusion Standard ("PLEDIS"). Where this is the case, this will be deemed to be compliance with the Criterion.

Documents

In order to evidence compliance with this Criterion, Clubs must submit a copy of their anti-racism policy which must cover comply with the requirements of Article 28. For the avoidance of doubt, submission of the Club's equality, diversity and anti-harassment policy will not of itself evidence compliance with this Criterion, unless that policy expressly addresses racism and anti-discrimination and fulfils the requirements of Article 28 in all respects.

Alternatively, Clubs may provide evidence of their compliance with PLEDIS, where applicable.

Clubs must also confirm that the aforementioned documents are implemented in practice.

Article	Grade	UEFA Criteria / Criterion
29.	B	The licence applicant must establish and implement a policy to protect, safeguard and ensure the welfare of youth players and ensure they are in a safe environment when participating in activities organised by the licence applicant.

Rules

6.13 *All Participants shall abide by The FA Safeguarding Children Policy and Procedure, the Safeguarding Children Regulations, The FA Safeguarding Adults Policy and Regulations, The FA's betting rules and The FA Anti-Doping Regulations as amended from time to time.*

WSL Licence

Paragraphs 3 to 4 of Schedule 4 of the WSL Licence requires Clubs to have in place policies relating to (amongst other things) safeguarding. It also requires Clubs to ensure that Players and Club Key Staff are made aware of and understand this policy.

Remarks

Pursuant to the terms of the WSL Licence, Clubs must have a safeguarding policy in place and ensure that Players and certain members of staff are made aware of and understand the policy. The Rules of the Football Association impose obligations to abide by separate policies and regulations relating to safeguarding. Compliance with the aforementioned terms of the WSL Licence and the Football Association's Rules, regulations and policies regarding safeguarding shall be deemed to be compliance with the Criterion.

Documents

In order to evidence compliance with this Criterion, Clubs must submit a copy of their safeguarding policy.

Clubs must also confirm that the policy is implemented in practice.

Article	Grade	UEFA Criteria / Criterion
30.	B	The licence applicant must establish and implement a policy to make following and contributing to football activities organised by the licence applicant accessible and enjoyable for everyone, irrespective of disability or disabling factors.

WSL Licence

As detailed above, paragraph 3 of Schedule 4 of the WSL Licence requires Clubs to have in place policies relating to (amongst other things) equal opportunities. It also requires Clubs to ensure that Players and Club Key Staff are made aware of and understand these policies.

Remarks

The WSL Licence requires Clubs to have in place policies pertaining to the matters that are the subject of Article 30.

Documents

In order to evidence compliance with this Criterion, Clubs must submit a copy of their policy relating to equal opportunities.

Clubs must also confirm that the policy is implemented in practice.

Article	Grade	UEFA Criteria / Criterion
31.	B	The licence applicant must establish and implement a policy to improve its environmental footprint and sustainability in relation to the organisation of events, infrastructure construction and management.

Rules, regulations, WSL Licence

There is currently no equivalent provision in the Rules, the WSL Licence or other applicable domestic rules or regulations.

Remarks

Neither the WSL Licence nor any other domestic rule or regulation requires Clubs to have in place a policy of the sort described in Article 31.

Documents

In order to evidence compliance with this Criterion, Clubs must submit a copy of their policy relating to improving environmental footprint and sustainability in relation to the organisation of events, infrastructure construction and management.

Clubs must also confirm that the policy is implemented in practice.

SCHEDULE 3

INFRASTRUCTURE CRITERIA

As explained in paragraph 14.2 of this Licensing Manual, for the purposes of licensing a Club for the UEFA Women's Champions League, in all instances where the requirements of the Rules referenced within this Licensing Manual exceed that of the equivalent Articles from the Regulations, then compliance with the latter will be deemed as fulfilling the Criteria. The Football Association has set out below the documents it expects a Club to submit to evidence that it has satisfied the relevant UEFA Criterion. An applicant Club may provide alternative evidence to satisfy a Criterion. Such evidence will be considered by the UEFA Club Licensing Committee at its absolute discretion as to whether or not that evidence meets the requirements of the relevant Criterion.

Article	Grade	UEFA Criteria / Criterion
32.	A	<p>32.01 The licence applicant must have a stadium available for the UEFA Women's Champions League which must be within the territory of the UEFA member association and approved by the UEFA member association in accordance with the UEFA Stadium Infrastructure Regulations.</p> <p>32.02 If the licence applicant is not the owner of a stadium, it must provide a written contract with the owner(s) of the stadium(s) it will use.</p> <p>32.03 It must be guaranteed that the stadium(s) can be used for the licence applicant's UEFA home matches during the licence season.</p> <p>32.04 The stadium(s) must fulfil the minimum requirements defined in the UEFA Stadium Infrastructure Regulations and be classified at least as a UEFA category 1 stadium.</p>

WSL Licence

Paragraph 1 of Schedule 3:

- 1.7 *The Club shall ensure that at all times during the Term it has a minimum of:*
- 1.7.1 *two full Seasons' security of tenure for its Primary Home Ground;*
- 1.7.2 *a usage agreement for the Primary Home Ground which provides for:*
- (a) *availability each week during the Season for one weekday fixture and one weekend fixture; and*
- (b) *the Primary Home Ground to be available for at least 21 Matches per Season (or such number of fixtures as may be notified by The FA);*
- 1.7.3 *one year security of tenure for its training ground and a usage agreement which provides for the training ground to be used by the Club at a level which allows the Club to provide the Minimum Contact Time;*
- 1.7.4 *an arrangement in place with the owner of the Secondary Home Ground (which may be in the form of a usage agreement or a letter signed by such owner) stating that the Secondary Home Ground will be available to the Club if the Primary Home Ground is not; and*
- 1.7.5 *except where the Main Ground is also either the Primary Home Ground or the Secondary Home Ground, an arrangement in place with the owner of the Main Ground (which may be in the form of a usage agreement or a letter signed by such owner) stating that the*

Main Ground will be available to the Club for one (1) Nominated Main Ground Match per Season,

and the Club shall provide The FA with a copy of the relevant agreement(s) or other documentation evidencing this in each Compliance and Development Report.

Remarks

Clubs must ensure that they have priority of usage and security of tenure for all home matches in the Licensing Season as at the time the licence application is made. Clubs will be required to submit usage agreements to evidence compliance with this Criterion.

The stadium must also fulfil the minimum requirements defined in the UEFA Stadium Infrastructure Regulations and be classified under those Regulations at least as a UEFA category 1 stadium.

Documents

In order to evidence compliance with this Criterion, Clubs must submit the title deeds or agreement or a certified true copy thereof, or official copy of HM Land Registry entry or agreement for the Club's use of the stadium (confirming priority of usage and security of tenure) for all home matches in the UEFA Women's Champions League.

Clubs must also provide confirmation via the Football Association's online portal (known as 'TIME') that the stadium is at least classified as a UEFA category 1 stadium.

Article	Grade	UEFA Criteria / Criterion
33.	A	<p>33.01 The licence applicant must have training facilities available throughout the year.</p> <p>33.02 If the licence applicant is not the owner of the training facilities, it must provide a written contract with the owner(s) of the training facilities.</p> <p>33.03 It must be guaranteed that the training facilities can be used by all the licence applicant's teams during the licence season, taking into account its youth development programme.</p>

WSL Licence

Paragraph 1.7.3 of Schedule 3:

1.7.3 The Club shall ensure that at all times during the Term it has a minimum of: [...] one year security of tenure for its training ground and a usage agreement which provides for the training ground to be used by the Club at a level which allows the Club to provide the Minimum Contact Time;

Remarks

Pursuant to the terms of the WSL Licence, each Club must have security of tenure for its training grounds in the Licensing Season. Compliance with the above terms of the WSL Licence shall be deemed to be compliance with the Criterion.

Documents

In order to evidence compliance with this Criterion, Clubs must submit an agreement for the Club's use of the training facilities throughout the Licensing Season.

Article	Grade	UEFA Criteria / Criterion
34.	B	34.01 As a minimum, the infrastructure of training facilities must fulfil the requirements defined by the licensor, for example: a. relevant indoor/outdoor facilities; b. the specificities of those facilities (i.e. number and size of football pitches); c. dressing room specificities; d. the medical room and its minimum equipment (i.e. defibrillator and first aid kit); e. floodlighting; f. any other relevant requirements identified by the licensor.

WSL Licence

Paragraph 1.15 of Schedule 3:

1.15 The Club training ground shall, as minimum, have access to:

- 1.15.1 a grass pitch or 3G artificial pitch;*
- 1.15.2 floodlighting;*
- 1.15.3 a high quality, performance gym;*
- 1.15.4 a changing room; and*
- 1.15.5 adequate medical facilities.*

Remarks

Pursuant to the terms of the WSL Licence, each Club must have the infrastructure in place outlined above.

Compliance with the above terms of the WSL Licence shall be deemed to be compliance with the Criterion.

Documents

In order to evidence compliance with this Criterion, Clubs must submit an agreement for the Club's use of the training facilities throughout the Licensing Season demonstrating adherence to the minimum requirements prescribed by Article 34.

SCHEDULE 4

PERSONNEL AND ADMINISTRATIVE CRITERIA

As explained in paragraph 14.2 of this Licensing Manual, for the purposes of licensing a Club for the UEFA Women's Champions League, in all instances where the requirements of the Rules referenced within this Licensing Manual exceed that of the equivalent Articles from the Regulations, then compliance with the latter will be deemed as fulfilling the Criteria. The Football Association has set out below the documents it expects a Club to submit to evidence that it has satisfied the relevant UEFA Criterion. An applicant Club may provide alternative evidence to satisfy a Criterion. Such evidence will be considered by the UEFA Club Licensing Committee at its absolute discretion as to whether or not that evidence meets the requirements of the relevant Criterion.

Article	Grade	UEFA Criteria / Criterion
35.	A	The licence applicant must have appointed an administrative officer who is responsible for running its operative matters.

WSL Licence

Paragraph 7.2 of Schedule 4 and Part 1 of Schedule 5 to the WSL Licence require Clubs to have one or more individuals appointed to the role of General Manager. The purpose of this role is to lead the development of a long term strategy for the women's game at the Club, including to manage all aspects of the Club, including its personnel, budgets, commercial development and professional day-to-day management. The post holder will also manage relationships and services provided to the Club by key partners e.g. men's football clubs/education partners. The direct reports of this role include: Club Secretaries, Marketing Specialists and Designated Safeguarding and Player Welfare Officers. This is a full time role.

Remarks

Pursuant to the terms of the WSL Licence, each Club must employ a General Manager. Compliance with the above terms of the WSL Licence shall be deemed to be compliance with the Criterion.

Documents

Evidence that a General Manager has been employed will be provided pursuant to Article 44 below.

Article	Grade	UEFA Criteria / Criterion
36.	B	<p>The licence applicant must have appointed a qualified media officer who is responsible for media matters including the promotion of the licence applicant's activities on social media.</p> <p>The media officer must hold as a minimum one of the following qualifications:</p> <ol style="list-style-type: none"> a. Diploma in journalism; b. Media officer diploma issued by the licensor or an organisation recognised by the licensor; c. Recognition of competence issued by the licensor, based on practical experience of at least three years in such matters.

WSL Licence

No such requirement exists in the WSL Licence specifically in relation to a Media Officer, however paragraph 7.2 of Schedule 4 and Part 2 of Schedule 5 to the WSL Licence requires Clubs to appoint a Marketing Specialist. The Marketing Specialist role focuses on the promotion of the Club in League Competitions and The Women's FA Cup. The overall objectives are to increase attendances and engage fans with an exciting and memorable match day experience. An organised candidate with a can-do attitude is required, who is also passionate about football and is committed to helping develop the Club's presence in the community.

It is a requirement under the WSL Licence that the Marketing Specialist is able to demonstrate marketing experience and/or a marketing qualification (amongst other things).

Remarks

Having a marketing specialist in post shall be deemed to be compliant with the Criterion.

Documents

Evidence that a Marketing Specialist has been appointed will be provided pursuant to Criterion 44 below.

Article	Grade	UEFA Criteria / Criterion
37.	A	<p>The licence applicant must have appointed at least one doctor who is responsible for medical support of the women's first squad during matches and training as well as for doping prevention.</p> <p>The medical doctor's qualification must be recognised by the appropriate national health authorities.</p> <p>The medical doctor must be duly registered with the UEFA member association or its affiliated league.</p>

WSL Licence

Paragraph 7.2 of Schedule 4 and Part 6 of Schedule 5 to the WSL Licence require Clubs to have one or more individuals appointed to the role of Doctor.

Amongst other things, the Doctor must be:

- (i) registered and licenced to practise by the General Medical Council (a public body that maintains the official register of medical practitioners within the United Kingdom); and
- (ii) a UKAD Clean Sport Advisor.

The key accountabilities of the Doctor include that they must be in attendance at all home matches throughout the season and pre-Season and be available for consultation between competition matches, as well as providing or arranging equivalent services for players during the off season to ensure continuity of treatment.

Remarks

Pursuant to the terms of the WSL Licence, each Club must appoint a Doctor. Compliance with the above terms of the WSL Licence shall be deemed to be compliance with the Criterion.

Clubs must also establish terms of reference outlining the responsibilities of the Club doctor (to include training and doping prevention).

Documents

Evidence that a Doctor has been appointed will be provided pursuant to Article 44 below.

Clubs must also ensure that their Doctor has been registered with the League's Chief Medical Officer and that evidence of a qualification recognised by the national health authorities is provided.

The Club must also submit a copy of the terms of reference and provide confirmation signed by an Authorised Signatory of the Club as well as by the Doctor that the Doctor does have this responsibility in practice.

The declaration must be submitted prior to 1 March 2023.

Article	Grade	UEFA Criteria / Criterion
38.	A	<p>The licence applicant must have appointed at least one physiotherapist who is responsible for medical treatment and massages for the women's first squad during training and matches.</p> <p>The physiotherapist's qualification must be recognised by the appropriate national health authorities.</p> <p>The physiotherapist must be duly registered with the UEFA member association or its affiliated league.</p>

WSL Licence

Paragraph 7.2 of Schedule 4 and Part 5 of Schedule 5 to the WSL Licence require Clubs to have one or more individuals appointed to the role of Physiotherapist or Sports Therapist.

Amongst other things, a Physiotherapist must be a registered member of the Health Care Professions Council (a statutory regulator of health professionals).

Amongst other things, a Sports Therapist must have full membership of The Society of Sports Therapy (a professional body for Sports Therapists).

Remarks

Pursuant to the terms of the WSL Licence, Clubs must appoint a Physiotherapist or Sports Therapist. Compliance with the above terms of the WSL Licence shall be deemed to be compliance with the Criterion.

Documents

Evidence that the Physiotherapist and/or Sports Therapist has been employed will be provided pursuant to Criterion 44 below.

Clubs must also ensure that their Physiotherapist and/or Sports Therapist has been registered with the League's Chief Medical Officer and that evidence of a qualification recognised by the national health authorities is provided

Article	Grade	UEFA Criteria / Criterion
39.	A	<p>39.01 The licence applicant must have appointed a qualified head coach of the women's first squad who is confirmed as the head coach by the relevant UEFA member association and who is responsible for the following matters of the first squad:</p> <ul style="list-style-type: none"> a. Players' selection; b. Tactics and training; c. Management of the players and technical staff in the dressing room and the technical area before, during and after matches; and d. Duties regarding media matters (press conferences, interviews, etc.). <p>39.02 The head coach must hold one of the following minimum coaching qualifications, issued by a UEFA member association in accordance with the UEFA Coaching Convention:</p> <ul style="list-style-type: none"> a. Valid UEFA A coaching licence; b. Valid UEFA recognition of competence equivalent to the licence required under a) above.
43.01	N/A	<p>43.01 A holder of the required UEFA coaching licence within the meaning of Article 39 to Article 42 is considered a coach who, in accordance with the implementation provisions of the UEFA Coaching Convention, has:</p> <ul style="list-style-type: none"> a. been issued a UEFA coaching licence by a UEFA member association; or b. at least started the required UEFA coaching diploma course. Registration for the required diploma course is not sufficient to meet this criterion.
43.05	N/A	<p>43.05 All qualified coaches must be duly registered with the UEFA member association and/or its affiliated league.</p>

WSL Licence

Paragraph 7.2 of Schedule 4 and Part 3 of Schedule 5 to the WSL Licence require Clubs to have one or more individuals appointed to the role of Head Coach. Amongst other things, the role description for the Head Coach provides that it is essential that they are a UEFA A Licence holder.

Remarks

Pursuant to the terms of the WSL Licence, Clubs must employ a Head Coach who is a holder of a UEFA A Licence. Compliance with the above terms of the WSL Licence shall be deemed to be compliance with the Criterion.

Documents

Evidence that a Head Coach has been employed will be provided pursuant to Criterion 44 below.

Clubs must also provide evidence that the Head Coach holds a valid UEFA A coaching licence (or has started the relevant UEFA coaching diploma course, noting that registration alone is not sufficient for these purposes) or a valid UEFA recognition of competence equivalent to the UEFA A coaching licence. The FA may verify this using Whole Game System.

In addition, Clubs must also ensure that the Head Coach is duly registered with the League's administration.

Article	Grade	UEFA Criteria / Criterion
40	A	<p>40.01 The licence applicant must have appointed a qualified coach who assists the head coach in all football matters of the women's first squad.</p> <p>40.02 The assistant coach of the women's first squad must hold one of the following minimum coaching qualifications, issued by a UEFA member association in accordance with the UEFA Coaching Convention:</p> <ul style="list-style-type: none"> a. Valid UEFA B coaching licence; b. Valid UEFA recognition of competence equivalent to the licence required under a) above.
43.01	N/A	<p>43.01 A holder of the required UEFA coaching licence within the meaning of Article 39 to Article 42 is considered a coach who, in accordance with the implementation provisions of the UEFA Coaching Convention, has:</p> <ul style="list-style-type: none"> a. been issued a UEFA coaching licence by a UEFA member association; or b. at least started the required UEFA coaching diploma course. Registration for the required diploma course is not sufficient to meet this criterion.
43.05	N/A	<p>43.05 All qualified coaches must be duly registered with the UEFA member association and/or its affiliated league.</p>
67.01	N/A	<p>67.01 Notwithstanding Paragraph 66.03 above, Article 40, and Article 41 enter into force on 1 June 2023.</p>

WSL Licence

Paragraph 7.2 of Schedule 4 and Part 4 of Schedule 5 to the WSL Licence require Clubs to have one or more individuals appointed to the role of Assistant Coach. Amongst other things, the role description for the Assistant Coach provides that it is essential that they are a UEFA B Licence holder.

Remarks

Pursuant to the terms of the WSL Licence, Clubs must employ an Assistant Coach who is a holder of a UEFA B Licence.

Documents

Evidence that an Assistant Coach has been employed will be provided pursuant to Article 44 below.

Clubs must also provide evidence that the Head Coach holds a valid UEFA B coaching licence (or has started the relevant UEFA coaching diploma course, noting that registration alone is not sufficient for these purposes) or a valid UEFA recognition of competence equivalent to the UEFA B coaching licence. The FA may verify this using Whole Game System.

In addition, Clubs must also ensure that the Assistant Coach is duly registered with the League's administration.

It should be noted that Article 40 enters force on 1 June 2023, and therefore Clubs are not required to meet this Criterion in connection with licence applications made before this date.

Article	Grade	UEFA Criteria / Criterion
41	B	<p>41.01 The licence applicant must have appointed a qualified goalkeeper coach who assists the head coach in goalkeeping matters of the women's first squad.</p> <p>41.02 The goalkeeper coach must hold one of the following minimum coaching qualifications, issued by a UEFA member association:</p> <ol style="list-style-type: none"> a. Valid UEFA goalkeeper B licence in accordance with the UEFA Coaching Convention; b. Valid domestic goalkeeper licence; c. Valid UEFA recognition of competence issued in accordance with the UEFA Coaching Convention and equivalent to the licence required under a) above.
43.01	N/A	<p>43.01 A holder of the required UEFA coaching licence within the meaning of Article 39 to Article 42 is considered a coach who, in accordance with the implementation provisions of the UEFA Coaching Convention, has:</p> <ol style="list-style-type: none"> a. been issued a UEFA coaching licence by a UEFA member association; or b. at least started the required UEFA coaching diploma course. Registration for the required diploma course is not sufficient to meet this criterion.
43.05	N/A	<p>43.05 All qualified coaches must be duly registered with the UEFA member association and/or its affiliated league.</p>
67.01	N/A	<p>67.01 Notwithstanding Paragraph 66.03 above, Article 40, and Article 41 enter into force on 1 June 2023.</p>

WSL Licence

Paragraph 7.2 of Schedule 4 and Part 8 of Schedule 5 to the WSL Licence require Clubs to have one or more individuals appointed to the role of Goalkeeping Coach. Amongst other things, the role description for the Goalkeeping Coach provides that it is essential that they hold a Goalkeeping B Licence.

Remarks

Pursuant to the terms of the WSL Licence, Clubs must employ a Goalkeeping Coach who is a holder of a Goalkeeping B Licence.

Documents

Evidence that a Goalkeeping Coach has been employed will be provided pursuant to Article 44 below.

Clubs must also provide evidence that the Goalkeeping Coach holds a valid Goalkeeping B Licence [(or has started the relevant UEFA coaching diploma course, noting that registration alone is not sufficient for these purposes) or a valid UEFA recognition of competence equivalent to the Goalkeeping B Licence. The FA may verify this using Whole Game System.

In addition, Clubs must also ensure that the Goalkeeping Coach is duly registered with the League's administration.

It should be noted that Article 41 enters force on 1 June 2023, and therefore Clubs are not required to meet this Criterion in connection with licence applications made before this date.

Article	Grade	UEFA Criteria / Criterion
42	A	<p>42.01 The licence applicant must have appointed at least two qualified coaches who are responsible for all football matters related to the youth women's team(s) as defined under Article 20.</p> <p>42.02 At least one of the youth head coaches must hold one of the following minimum coaching qualifications, issued by a UEFA member association in accordance with the UEFA Coaching Convention:</p> <ul style="list-style-type: none"> a. Valid UEFA Youth coaching licence; b. Valid UEFA B coaching licence; c. Valid UEFA recognition of competence which is equivalent to the licence required under a) or b) above as applicable.
43.01	N/A	<p>43.01 A holder of the required UEFA coaching licence within the meaning of Article 39 to Article 42 is considered a coach who, in accordance with the implementation provisions of the UEFA Coaching Convention, has:</p> <ul style="list-style-type: none"> a. been issued a UEFA coaching licence by a UEFA member association; or b. at least started the required UEFA coaching diploma course. Registration for the required diploma course is not sufficient to meet this criterion.
43.05	N/A	<p>43.05 All qualified coaches must be duly registered with the UEFA member association and/or its affiliated league.</p>
67.04	N/A	<p>67.04 By exception to Article 42, for the licence season 2023/24 the licence applicant must have appointed at least one qualified coach with the minimum coaching qualification as defined by UEFA member association.</p>

RTC Criteria

Paragraph 9.5 ("Technical Staff") of the RTC Criteria provide, amongst other things, that RTCs must appoint: (i) one Technical Director who must hold a UEFA A Licence; (ii) a head coach in respect of each of the under 16 and under 14 age groups who must hold a UEFA B Licence; and (iii) an assistant coach in respect of each of the under 16 and under 14 age groups who must hold a UEFA B Licence. There are exceptions to the requirement to hold the abovementioned licences, but only where the individual is working towards obtaining the relevant licence (other conditions apply).

ETC Criteria

The ETC Criteria provide that Emerging Talent Centres shall, unless otherwise agreed, appoint various members of staff with responsibilities towards youth players which may include a Player Development Lead (to hold a minimum of a Level 3 coaching qualification or teaching qualification), Centre Manager, Centre Group Coach, Mentee Coach, Goalkeeping Coach, and Strength and Conditioning Coach (amongst other things).

Academy Criteria

5.6. *All technical staff (being those involved with coaching of Academy Players) must hold one of the following:*

- 5.6.1. *FA Youth Award Modules 1 and 2; or*
- 5.6.2. *Blocks 1 and 2 of the 'new' FA Level 2 in Coaching Football, or be booked onto these specific blocks within six months of being appointed to work at the Academy; or*
- 5.6.3. *the 'new' UEFA B licence from 2017/18. Coaches who have completed the previous FA Level 3 (UEFA B) in Coaching Football must fulfil one of the requirements set out in (a) or (b), or have completed Block 1 of the 'new' FA Level 3 or be booked on this block within six months of being appointed to the Academy Team.*
- 5.7. *The Club shall appoint a person to perform the role of Academy head coach (the "Head Coach") who shall be present at all training sessions and all Competition Matches.*
- 5.8. *The Club shall appoint one goalkeeping coach for its Academy (a "Goalkeeping Coach"). The Goalkeeping Coach shall hold a minimum of FA Level 2 in goalkeeping coaching, though it is preferable that they hold FA Level 3 in goalkeeping coaching. If the Goalkeeping Coach holds a UEFA B licence and the FA Goalkeeping B licence then the coach will not need to meet the youth award module requirements stated above in paragraph 5.6 as the course content should have already been covered.*

Remarks

Clubs running an Academy, Regional Talent Centre or Emerging Talent Centre are subject to various obligations to appoint staff members with responsibility for Women's youth football matters with minimum requirements in respect of their qualifications (detailed above).

Documents

In order to evidence compliance with this Criterion, Clubs must submit a list of coaches with responsibility for Women's youth football matters and details of their qualifications meeting the requirements of Article 42. Compliance will be confirmed using Whole Game System.

Clubs must also ensure that youth coaches are registered with the League administration.

Evidence that youth coaches have been employed will also be provided pursuant to Article 44 below.

It should be noted that, for the licence season 2023/24, the Club is only required to have appointed one qualified coach with the minimum coaching qualification, rather than two (see Criterion for Articles 42.01 and 67.04 above).

Article	Grade	UEFA Criteria / Criterion
44.	B	<p>44.01 All administrative, technical, medical and security staff or service providers performing any of the functions referred to in Article 35 to Article 42 must have written contracts with the licence applicant (or another entity within the legal group structure of the licence applicant) in accordance with the national legal framework.</p> <p>44.02 The licence applicant must ensure that each coach's contract is in line with the relevant provisions of the FIFA Regulations on the Status and Transfer of Players.</p>

Documents

In order to evidence compliance with this Criterion, the Club must submit employment contracts for all staff members performing the functions referred to in Articles 35 to 42 and provide a confirmation that

said contracts are in line with The FA's Rules and FIFA's Regulations on the Status and Transfer of Players.

Employment contracts can be redacted as regards remuneration (only) if considered necessary by the Club.

Article	Grade	UEFA Criteria / Criterion
45	B	<p>If a given function is entrusted to a service provider in accordance with the national legal framework, the licence applicant must sign a written contract with the service provider. It must contain the following information as a minimum:</p> <ul style="list-style-type: none"> a. Defined tasks and responsibilities; b. Information on the person(s) responsible for the function, including their relevant qualifications.

Documents

In order to evidence compliance with this Criterion, the Club must submit copies of service agreements with all relevant service providers along with a confirmation that said agreements contain the minimum information required pursuant to Article 45.

Article	Grade	UEFA Criteria / Criterion
46.	B	<p>The mandatory functions defined in Article 35 to Article 42 represent the minimum organisational structure required of the licence applicant.</p> <p>One person could occupy more than one function, provided the person has sufficient time, adequate competencies and the necessary qualifications for each function, and no conflict of interest.</p>

WSL Licence

Paragraph 7.2 of Schedule 4 to the WSL Licence provides that the Club must at all times during the term of the WSL Licence ensure that it has appropriate staff appointed for the proper running of the Club and have one or more individuals appointed to each Club Key Staff role

Documents

The Club must provide a confirmation that either: (i) no single person performs more than one of the mandatory functions defined in Articles 35 to 42; or (ii) where a person performs more than one of said functions, they have sufficient time, adequate competencies and the necessary qualifications for each function, and no conflict of interest.

The provision of employment contracts in connection with Article 44 shall be deemed to demonstrate compliance with the requirement that the Club has in place the minimum organisational structure required.

Article	Grade	UEFA Criteria / Criterion
47.	B	<p>The licence applicant must provide the licensor with an organisational chart clearly identifying the relevant personnel and their hierarchical and functional responsibilities in its organisational structure.</p> <p>As a minimum, the organisational chart should provide information on the key personnel defined from Article 35 to Article 38.</p>

WSL Licence

Paragraph 1.1 of Schedule 4:

1.1 In each Compliance and Development Report, the Club shall identify its personnel and leadership structure by:

1.1.1 submitting a contact list which includes all Club Staff, coaches, Club Players, and volunteers who provide regular services to the Club. This should identify all individuals by name, including full-time and part-time employees, the number of hours that they are contracted to work and any key volunteers; and

1.1.2 identifying new roles which it aims to fill if the Club expands.

Documents

In order to evidence compliance with this Criterion, the Club must submit a personnel organisation chart which includes the minimum information required by Article 47.

Article	Grade	UEFA Criteria / Criterion
48.	B	<p>48.01 If a function defined in Article 35 to Article 42 becomes vacant during the licence season, the licensee must ensure that, within a period of a maximum of 60 days, the function is taken over by someone who holds the required qualification.</p> <p>48.02 In the event that a function becomes vacant due to illness or accident, the licensor may grant an extension to the 60-day period only if reasonably satisfied that the person concerned is still medically unfit to resume their duties.</p> <p>48.03 The licensee must promptly notify the licensor of any such replacement.</p>

WSL Licence

Paragraph 7.2, Schedule 4

The Club shall ensure that at all times during the Term one or more individuals is appointed to each Club Key Staff role referred to in Schedule 5 [...]

Paragraph 8.3, Schedule 4

The Club shall further inform The FA promptly upon any Club Key Staff member leaving his/her position and provide details of any individual replacing that person, providing evidence of compliance with the requirements of this Licence in relation to such individual within 10 days of any such change.

Remarks

It is accepted that notice periods are often longer than 60 days and compliance with the Criterion may be achieved provided that an offer of employment is made within 60 days even if the offeree does not take up post until conclusion of their notice period with their current employer. If this is the case, a qualified member of staff should temporarily hold the position to be compliant with the Criterion.

Documents

See the declarations to be given in Form UL1.

SCHEDULE 5

LEGAL CRITERIA

As explained in paragraph 14.2 of this Licensing Manual, for the purposes of licensing a Club for the UEFA Women's Champions League, in all instances where the requirements of the Rules referenced within this Licensing Manual exceed that of the equivalent Articles from the Regulations, then compliance with the latter will be deemed as fulfilling the Criteria. The Football Association has set out below the documents it expects a Club to submit to evidence that it has satisfied the relevant UEFA Criterion. An applicant Club may provide alternative evidence to satisfy a Criterion. Such evidence will be considered by the UEFA Club Licensing Committee at its absolute discretion as to whether or not that evidence meets the requirements of the relevant Criterion.

Article	Grade	UEFA Criteria / Criterion
49.	A	Declaration in respect of participation in the UEFA Women's Champions League

Documents

See the declarations to be given in Form UL1.

Article	Grade	UEFA Criteria / Criterion
50.	A	<p>50.01 The licence applicant must submit at least the following minimum legal information about the licence applicant and if different, the registered member:</p> <ol style="list-style-type: none"> a. Complete legal name; b. Legal form; c. Copy of current, valid statutes (e.g. company act); d. Extract from a public register (e.g. trade register); e. List of authorised signatories; f. Type of signature required (e.g. individual, collective). <p>50.02 The licence applicant must also provide the following contact information:</p> <ol style="list-style-type: none"> a. Address of its official headquarters; b. Official contact details (such as phone/fax number and email addresses); c. Address of its official public website; d. Name and direct contact details of its main official contact person for club licensing matters.

WSL Licence

Paragraph 2.1, Schedule 4

The Club warrants that on the Effective Date and throughout the Term:

- 2.1.1 *it has and shall have its own bank account; and*
- 2.1.2 *it is properly constituted as a separate legal entity capable of entering into commitments of a legal and binding nature. The Club will provide to The FA copies of its certificate of incorporation and articles of association along with any other information reasonably requested by The FA for such purposes.*

Remarks

Clubs are required to disclose the information required at Article 50.01(a) to (c) pursuant to paragraph 2.1 of Schedule 4 of the WSL Licence. However, the remaining information required pursuant to Article 50 is not currently subject to a disclosure requirement under the WSL Licence.

Documents

Clubs must provide the information listed in Article 50.01, save where this has already been disclosed pursuant to paragraph 2.1 of Schedule 4 to the WSL Licence.

Article	Grade	UEFA Criteria / Criterion
51.	A	Written contact with a football company

Remarks

As Clubs must affiliate with the Football Association to participate in the League, Article 51 does not apply.

Article	Grade	UEFA Criteria / Criterion
52.	A	Legal group structure
53.	A	Ultimate controlling party, ultimate beneficiary and party with significant influence

Remarks

For the purposes of an application for a UEFA Club Licence, a Club shall by 1 March 2023 submit to the League:

- 1 A document presenting the Club's legal group structure at the accounting reference date prior to the deadline for submission of the licence application showing:
 - 1.1 the Club;
 - 1.2 any Subsidiary Undertaking of the Club;
 - 1.3 any Associate of the Club;
 - 1.4 any party that has 10% or greater direct or indirect ownership of the Club, or 10% or greater voting rights;
 - 1.5 any direct or indirect controlling entity of the Club (the meaning of "controlling" shall be construed in accordance with the defined term "Control");
 - 1.6 any other club or Club, in respect of which any of the parties identified in 1.1 to 1.5 above, or any of their Key Management Personnel, have any ownership interest or

voting rights or membership or any other involvement or influence whatsoever in its management, administration or sporting performance; and

1.7 the Key Management Personnel of the Club.

The following must be provided in relation to each of the parties included in the legal group structure:

1.8 name and, if applicable, legal form;

1.9 main activity;

1.10 percentage of ownership interest and, if different, percentage of voting rights.

For any Subsidiary Undertaking of the Club, the following information must also be provided:

1.11 share capital;

1.12 total assets;

1.13 total assets; and

1.14 total equity

The League must also be informed of any changes there may have been to the legal group structure during the period between the accounting reference date and the date on which the application is submitted.

2 A document providing information on:

2.1 the ultimate controlling party of the Club;

2.2 the ultimate beneficiary of the Club (i.e. a natural person on whose behalf an entity or arrangement is owned or controlled or a transaction is conducted); and

2.3 any party with Material Influence over the Club.

The following must be provided in relation to each of the parties identified in paragraphs 2.1 to 2.3 above as at the date of the submission of this information to the League:

2.4 name and, if applicable, legal form;

2.5 main activity; and

2.6 percentage of ownership interest (and, if different, percentage of voting rights in respect of the Club);

2.7 if applicable, Key Management Personnel; and

2.8 any other football club or Club in respect of which the party, or any of its Key Management Personnel, has any ownership interest, voting rights or membership or any other involvement or influence whatsoever.

The Club must confirm whether any change has occurred in relation to the information indicated in paragraphs 2.4 to 2.8 above during the period covered by the Annual Accounts and Group Accounts (see the "Remarks" to Article 56 below) up to the submission of the information to the League. If a change has occurred, it must be described in detail by the Club in its application. As a minimum the following information must be provided:

2.9 the date on which the change occurred;

2.10 a description of the purpose of and reasons for the change;

- 2.11 implications for the licence applicant's financial, operating and sporting policies; and
- 2.12 a description of any impact on the Club's equity or debt situation.

In respect of the information required under paragraph 2 above, the Club must complete and submit the Disclosure of Interests Form signed by an Authorised Signatory of the Club and by the Club's ultimate controlling party.

Documents

In order to evidence compliance with these Criterion, a Club must submit:

- a legal group structure document in accordance with the Remarks above.
- the Disclosure of Interests Form signed by an Authorised Signatory of the Club and by the Club's ultimate controlling party.

Article	Grade	UEFA Criteria / Criterion
54	A	Written representation prior to the licensing decision
Annex G, paragraph 4	N/A	<p>G.4.1 In respect of the written representation, the licensor must read and consider the impact of any significant change that has occurred in relation to the club licensing criteria.</p> <p>G.4.2 The licensor must also read and consider the information in respect of any event or condition of major economic importance, in combination with the financial statements, future financial information and any additional documentary evidence provided by the licence applicant. The licensor may decide to have this assessment carried out by an auditor.</p> <p>G.4.3 The licensor must assess the club's ability to continue as a going concern until at least the end of the licence season. The licence must be refused if, based on the financial information that the licensor has assessed, in the licensor's judgement, the licence applicant may not be able to continue as a going concern until at least the end of the licence season.</p> <p>G.4.4 If the licence applicant (or the registered member which has a contractual relationship with the licence applicant within the meaning of Article 14) or any parent company of the licence applicant included in the reporting perimeter is/was seeking protection or has received protection from its creditors pursuant to laws or regulations within the 12 months preceding the licence season or is receiving protection at the time of the assessment then the licence must be refused. For the avoidance of doubt the licence must also be refused even if the concerned entity is no longer receiving protection from its creditors at the moment the licensing decision is taken.</p>

Within the seven days prior to the start of the UEFA Club Licensing Committee's decision making process, the Club is required to submit written representations using Form UL5.

Clubs will be advised of the date of the meeting of the UEFA Club Licensing Committee representing the start of the decision-making process, and the resultant date by which they must submit Form UL5,

each year. Submission of a duly executed Form UL5 at the required time shall be deemed to be in compliance with the Criterion.

On receipt of Form UL5, the UEFA Club Licensing Committee shall review the information provided and assess the Club's ability to continue as a going concern until at least the end of the licence season.

In this regard, it should be noted that paragraph 4 of Annex G to the Regulations provides, amongst other things, that:

- the UEFA Club Licensing Committee may decide to have an assessment of the information submitted carried out by an auditor;
- the UEFA Club Licensing Committee will refuse a Club's application where, based on the financial information that it has assessed, in its judgement, the Club may not be able to continue as a going concern until at least the end of the licence season;
- the UEFA Club Licensing Committee will refuse a Club's application where based on the financial information that it has assessed, in its judgement, the Club may not be able to continue as a going concern until at least the end of the licence season; and
- the UEFA Club Licensing Committee will refuse a Club's application where the Club or any Parent Undertaking of it included within the Group Accounts is or has been the subject of an Insolvency Event within the 12 months preceding the licence season.

Documents

Form UL5

SCHEDULE 6

FINANCIAL CRITERIA

As explained in paragraph 14.2 of this Licensing Manual, for the purposes of licensing a Club for the UEFA Women's Champions League, in all instances where the requirements of the Rules referenced within this Licensing Manual exceed that of the equivalent Articles from the Regulations, then compliance with the latter will be deemed as fulfilling the Criteria. The Football Association has set out below the documents it expects a Club to submit to evidence that it has satisfied the relevant UEFA Criterion. An applicant Club may provide alternative evidence to satisfy a Criterion. Such evidence will be considered by the UEFA Club Licensing Committee at its absolute discretion as to whether or not that evidence meets the requirements of the relevant Criterion.

Article	Grade	UEFA Criteria / Criterion
55.	A	Reporting entity / entities and reporting perimeter

Remarks

- 1 The reporting perimeter to be provided must include:
 - 1.1 the Club;
 - 1.2 any Subsidiary Undertaking of the Club;
 - 1.3 any entity, irrespective of whether it is included in the legal group structure, which generates revenues and / or performs services and / or incurs costs in respect of any of the women's football activities defined in paragraphs 2.1 and 2.2 below.
 - 1.4 any other entity included in the legal group structure which generates revenues and/or performs services and/or incurs costs in respect of any of the Women's football activities defined in paragraphs 2.3 to 2.10 below.
- 2 Women's football activities include:
 - 2.1 employing/recruiting employees (as defined in the "Remarks" to Articles 57 to 60 below) including payment of all forms of consideration to employees arising from contractual or legal obligations;
 - 2.2 acquiring/selling players' registrations (including the payment of a Compensation Fee, Contingent Sum, Loan Fee and, where applicable, any training compensation due pursuant to Article 20 of the FIFA Regulations on the Status and Transfer of Players, or any solidarity mechanism due under Article 21 of those regulations)
 - 2.3 ticketing;
 - 2.4 sponsorship and advertising;
 - 2.5 broadcasting;
 - 2.6 merchandising and hospitality;
 - 2.7 club operations (administration, matchday activities, travel, scouting, etc.);
 - 2.8 use and management of stadium and training facilities;
 - 2.9 youth development; and
 - 2.10 financing, including equity that results in obligations on the licence applicant, or debt directly or indirectly secured or pledged against the licence applicant's assets or revenues.

3 A Parent Undertaking, Subsidiary Undertaking, Associated Undertaking or any other entity within the legal group structure (see the “Remarks” to Article 52 above) may be excluded from the reporting perimeter only if:

- 3.1 the football activities it performs are already entirely reflected in the financial statements of one of the entities included in the Group Accounts;
- 3.2 its activities are entirely unrelated to the football activities defined in paragraph 2 above or the locations, assets or brand of the club; or
- 3.3 it is immaterial compared with all the entities that are included within the reporting perimeter and it does not perform any of the activities listed at 2.1 and 2.2 above.

The Club will be required to explain the reasons for any exclusion with reference to the foregoing (and will only be accepted if the UEFA Club Licensing Committee considers that such exclusion is reasonable).

4 The Club must return Form UL1 signed by an Authorised Signatory to confirm:

- 4.1 that all revenues and costs related to each of the football activities set out a paragraph 2 above have been included in the reporting perimeter, providing a detailed explanation if this is not the case; and
- 4.2 whether any entity included in the legal group structure has been excluded from the reporting perimeter, justifying any such exclusion with reference to paragraph 3 above.

Article	Grade	UEFA Criteria / Criterion
56.	A	Annual financial statements
67.05	N/A	67.05 By exception to Article 56, Paragraph 56.02(c), Paragraph 56.04 and Paragraph 56.05, enter into force on 1 June 2023.
67.06	N/A	67.06 By exception to Article 56, Paragraph 56.03 enters into force on 1 June 2025.
67.07	N/A	67.07 Notwithstanding Paragraph 67.06 above, for licence applicants who participate in the groups stage of the 2024/25 UEFA Women’s Champions League, Paragraph 56.03 enters into force on 1 June 2024.

Remarks

For the purposes of an application for a UEFA Club Licence, a Club shall by 1 March 2023 submit to the League a copy of its Annual Accounts and Group Accounts (if requested by the League) in respect of its most recent financial year prepared in accordance with applicable UK law and regulatory requirements including the 2006 Act and FRS/IFRS. The Annual Accounts shall include as a minimum a balance sheet, a profit and loss account, a cash flow statement,¹ statement of changes in equity, notes and directors’ report and shall be evidenced as approved on behalf of the board of the Club.²

1. The Annual Accounts and Group Accounts submitted must include:

- 1.1. amounts payable to employees as defined at Article 57 below “Payables Overdue” Remark (a);

¹ The requirement to provide a cash flow statement only applies in respect of applications made after 1 June 2023.

² The information submitted in connection with the application must comply with the disclosure requirements for the financial statements set out at Annex E of the Regulations.

- 1.2. amounts payable in relation to transfer activities including the payment of a Compensation Fee, Contingent Sum, Loan Fee and, where applicable, any training compensation due pursuant to article 20 of the FIFA Regulations on the Status and Transfer of Players, or any solidarity mechanism due under article 21 of those regulations; and
- 1.3. subject to Remark 3 in respect of Article 55, the entities at Remark 1 to Article 55 and the revenues and costs relating to the each of the women's footballing activities defined at Remark 2 to Article 55 above (to the extent not already provided for through paragraphs 1.1 and / or 1.2 above).

The exclusion of any of paragraphs 1.1 to 1.3 above must be explained in detail (and will only be accepted if the UEFA Club Licensing Committee considers that such exclusion is reasonable). Clubs' attention is also drawn to those provisions of FA Rules concerning matters which must be recorded in Clubs' accounts. Pursuant to Football Association Rule C20, all payments made to players must be made by the Club and fully recorded in its accounting records. Pursuant to Football Association Rule I1.8.2 a Club must account for its full gate receipts in its accounting records and bank account.

Documents

In order to evidence compliance with this Criterion, a Club must submit Annual Accounts and Group Accounts (if applicable) in accordance with the Remarks above.

Articles	Grade	UEFA Criteria / Criterion
57	A	No overdue payables to football clubs
58	A	No overdue payables in respect of employees
59	A	No overdue payables to social/tax authorities
60	A	No overdue payables in respect of UEFA and the licensor

Remarks

References to overdue payables shall be construed in accordance with Annex F to the Regulations.

1. No overdue payables to football clubs
 - 1.1 The Club must prove that as at 31 March 2023, it has no overdue payables to other football clubs as a result of obligations arising from transfers due to be paid by 28 February 2023.
 - 1.2 Payables are those amounts due to football clubs as a result of:
 - 1.2.1 transfers of professional players (as defined in the FIFA Regulations on the Status and Transfer of Players), including any amount payable upon fulfilment of certain conditions;
 - 1.2.2 players registered for the first time as professionals, including any amount payable upon fulfilment of certain conditions;

- 1.2.3 training compensation and solidarity contributions as defined in the FIFA Regulations on the Status and Transfer of Players; and
 - 1.2.4 any joint and several liability decided by a competent authority for the termination of a contract by a player.
- 1.3 The Club must prepare and submit a Compensation Fee Analysis Table to the League.³ This must disclose:
- 1.3.1 all new player registrations (including loans) as a result of transfer agreements concluded in the 12-month period up to 28 February 2023, irrespective of whether there is an amount outstanding as at 28 February 2023;
 - 1.3.2 all transfers for which a payable is outstanding as at 28 February 2023 (whether they relate to the release or registrations of players and irrespective of when the transfers were undertaken); and
 - 1.3.3 all transfers subject to any amounts disputed as at 28 February 2023.
- 1.4 The Compensation Fee Analysis Table must contain the following information at a minimum (in respect of each player transfer):
- 1.4.1 Player's name and date of birth;
 - 1.4.2 Date of the transfer agreement;
 - 1.4.3 Name of the football club that is the creditor;
 - 1.4.4 Transfer (or loan) fee paid or payable (including training compensation and solidarity contribution) even if payment has not been requested by the creditor;
 - 1.4.5 Other direct costs of the player's registration paid or payable;
 - 1.4.6 Any other compensation paid or payable in the scope of a transfer agreement;
 - 1.4.7 Amounts settled before 28 February 2023 and payment date(s);
 - 1.4.8 Balance payable as at 28 February 2023, including the due date(s) for each unpaid element;
 - 1.4.9 Amounts overdue as at 28 February 2023, including the due date(s) for each unpaid element and, if applicable, amounts settled between 28 February 2023 and 31 March 2023 together with the settlement dates as well as any remaining overdue payable as at 31 March 2023 (rolled forward from 28 February 2023), together with explanatory comment;

³ The Compensation Fee Analysis Table must be prepared even if there have been no transfers / loans during the relevant period.

- 1.4.10 Amounts deferred as at 28 February 2023 (as defined in Annex F of the Regulations), including the original and new due date(s) for each deferred element, and the date when a written agreement between the parties was concluded;
 - 1.4.11 Amounts disputed as at 28 February 2023 (as defined in Annex F of the Regulations), including the case references and a brief description of the positions of all involved parties; and
 - 1.4.12 Conditional amounts (contingent liabilities) not yet recognised in the balance sheet as at 28 February 2023.
 - 1.5 The Club must reconcile its liabilities as per the Compensation Fee Analysis Table to its underlying accounting records.
 - 1.6 The Club must confirm that the transfers table is complete, accurate and in compliance with the Regulations. This must be evidenced by way of a brief statement and signature by the executive body/authorised signatories of the licence applicant.
2. No overdue payables in respect of employees
 - 2.1 The Club must prove that as at the 31 March 2023 preceding the licence season, it has no overdue payables in respect of its employees as a result of contractual or legal obligations due to be paid by 28 February 2023.
 - 2.2 Payables are all forms of consideration due in respect of employees as a result of contractual or legal obligations, including wages, salaries, image rights payments, bonuses and other benefits.
 - 2.3 The term “employees” includes the following persons:
 - 2.3.1 All professional players according to the FIFA Regulations on the Status and Transfer of Players;
 - 2.3.2 All administrative, technical, medical and security staff performing any of the functions referred to in Criteria 35 to 42 of this Licensing Manual; and
 - 2.3.3 Service providers performing any of the functions referred to in Criteria 35 to 42 of this Licensing Manual.
 - 2.4 If any of the “employees” is employed by, contracted to, a consultant of or otherwise provides services to an entity within the legal group structure or the reporting perimeter other than the Club, these payables must be also included in the scope of paragraph 2.1 above.
 - 2.5 Amounts payable to persons who, for various reasons, are no longer employed or engaged by the Club or an entity within the legal group structure of the Club fall within the scope of this Criterion and must be settled within the period stipulated in the contract or defined by law, regardless of how such payables are accounted for in the financial statements.
 - 2.6 The Club must prepare and submit to the League an employees table using Form UL3.

- 2.7 The Club must reconcile its liabilities as per the employees table to its underlying accounting records.
3. No overdue payables to tax authorities
- 3.1 The Club must prove that as at 31 March 2023, it has no overdue payables to HMRC as a result of contractual or legal obligations in respect of all employed individuals due to be paid by the 28 February 2023.
- 3.2 Payables are those amounts due to HMRC as a result of contractual or legal obligations in respect of all employed individuals. Payables include PAYE and NIC.
- 3.3 The Club must prepare and submit to the League a PAYE & NIC table as at 28 February 2023 using Form UL3.
- 3.4 The Club must reconcile its liabilities as per the PAYE & NIC table to its underlying accounting records.
4. No overdue payables in respect of UEFA, the League and The Football Association
- 4.1 The Club must prove that as at 31 March 2023, it has no overdue payables in respect of UEFA, additional entities designated by UEFA, the League or The Football Association as a result of obligations due to be paid by the 28 February 2023.
- 4.2 Payables in respect of UEFA include, but are not limited to, financial disciplinary measures imposed by the CFCB.
- 4.3 By the deadline and using Form UL3, the Club must prepare and submit a declaration confirming total payables to UEFA, additional entities designated by UEFA and the licensor and the absence or existence of overdue payables.

Documents

- (a) The Compensation Fee Analysis Table as described above together with copies of any transfer contract (and any deferment thereof) entered into in the twelve month period to 28 February 2023 and evidence of the payment of all transfer fees in the fifteen month period to 31 March 2023 in respect of any completed transfer to 28 February 2023;
- (b) Form UL1;
- (c) Form UL3; and
- (e) Form UL4 (if utilised).

Statements on these forms, if false, will render the signatory and his/her Club liable to misconduct proceedings pursuant to Football Association Rule E. If Form UL4 is utilised, the auditors will be engaged by and report to the Club. The assessment procedures undertaken by the auditors are to be consistent with those set out in International Standard Related Services (ISRS) 4400.

THE FOOTBALL ASSOCIATION LICENSING MANUAL
 FOR THE UEFA WOMEN'S CHAMPIONS LEAGUE
 APPLICATION FOR UEFA CLUB LICENCE

To: The League

Full company name ("the Club"):

.....

Company number:

hereby applies for a UEFA Club Licence for Season 2023/24.

For the purposes of this form, the terms used are as defined as in the Licensing Manual (unless otherwise stated).

It is hereby certified that the Club has complied and will continue to comply with the rules of the League and the Criteria referred to in the Licensing Manual and confirms that:

- (1) the Club recognises as legally binding the statutes, regulations, directives and decisions of FIFA, UEFA, the Football Association, the League (as defined in the Licensing Manual), as well as the jurisdiction of the Court of Arbitration for Sport in Lausanne as provided in the relevant articles of the UEFA Statutes;
- (2) at national level, the Club undertakes to play in competitions recognised and endorsed by the Football Association;
- (3) at international level, the Club undertakes to participate in competitions recognised by UEFA (for the avoidance of doubt, this provision does not relate to friendly matches) (subject to the grant of a UEFA Club Licence);
- (4) the Club will promptly inform the licensor about any Significant Change (as defined in the Licensing Manual), Event or Condition of Major Economic Importance (as defined in the Licensing Manual);
- (5) the Club will abide by and observe the Licensing Manual;
- (6) the Club will abide by and observe the Regulations (as defined in the Licensing Manual);
- (7) the Club's reporting perimeter is defined in accordance with Article 55 of the Regulations;
- (8) all revenues and costs related to each of the football activities listed in Article 55.03 of the Regulations have been included in the reporting perimeter;
- (9) the Club will be accountable for any consequences of an entity included in the reporting perimeter not abiding by items (7) and (8) above;
- (10) all relevant information related to any change of the Club's legal form, legal group structure (including ownership) or identity from the three seasons preceding the start of the licence season have been reported to the League (as defined in the Manual) and UEFA;

- (11) all submitted documents are complete and correct as at the date of this application;
- (12) the Club authorises the League, the UEFA Club Licensing Committee, UEFA and the UEFA Organs for the Administration of Justice to examine any relevant document and seek information from any relevant public authority or private body in accordance with English law;
- (13) the Club acknowledges that UEFA reserves the right to execute compliance audits in accordance with Article 63 of the Regulations;
- (14) the Club undertakes to notify the League of any change of personnel in the positions listed below within 21 days of such change and to ensure that if vacancies in such positions arise, it will as soon as reasonably practicable and in any event within 60 days of the vacancy arising recruit personnel suitably qualified in accordance with the requirements of the Licensing Manual to fill such vacancies:
- Administrative Officer
 - Media Officer
 - Doctor
 - Physiotherapist
 - Head Coach
 - Assistant Coach⁴
 - Goalkeeper Coach⁵
 - youth coach
- (15) without prejudice to the general confirmation given above that the Club has complied with and will continue to comply with the Rules of the League, the Club confirms that no Insolvency Event (as defined in the Rules) has occurred, and that upon an Insolvency Event happening, it will forthwith give written notice to the Football Association and the Competition Secretary of the League in accordance with League Rule 19.2.1.
- (16) all Significant Changes have been disclosed to the League pursuant to paragraph 10.2 of the Licensing Manual; and
- (17) the information about the legal group structure that has been provided is complete, accurate and in compliance with the Licensing Manual.

Declaration

In consideration of the Football Association and/or the League processing this application, I confirm on behalf of the Club that:

- (18) the Club hereby forever releases and discharges any actions, claims, liabilities, rights, demands and set-offs, whether in this jurisdiction or any other, whether or not presently known to the Club or to the law including but not limited to claims arising from rights acquired from third parties, and whether in law or equity, that it, its parent, subsidiaries, assigns, transferees, representatives, principals, agents, officers and directors or any of them ever had, may have or hereafter can, shall or may have against the Football Association and/or the League or any other of its present and former parent, subsidiaries, assigns, transferees, representatives, principals, agents, officers or directors arising out of or connected with the administration in good faith of the licensing process, together with

⁴ The requirement under Article 40 to appoint an Assistant Coach comes into force on 1 June 2023.

⁵ The requirement under Article 41 to appoint a Goalkeeper Coach comes into force on 1 June 2023.

any decision made by the Football Association (or any committee, tribunal or panel convened under the Football Association Rules, the Rules or this Licensing Manual) concerning the granting, refusal or withdrawal of any UEFA Club Licence of any Club;

- (19) the confirmations provided in this form are true to the best of my knowledge and belief.
- (20) I have read paragraph 12.1 of the Licensing Manual and acknowledge and agree that, except in cases where by law liability cannot be excluded or limited, neither the Football Association nor the League shall attract or incur any liability whatsoever including for any loss of profit, goodwill or anticipated savings, or for any special, indirect or consequential loss or damages of whatsoever kind whether in contract, tort (including negligence) howsoever arising in connection with the administration in good faith of the licensing process pursuant to the Regulations;
- (21) the Club shall fully and effectively indemnify and hold harmless, and keep indemnified and held harmless, the Football Association and its affiliates, and the League, and each of their respective officers, directors, employees, agents, representatives and sub-contractors, on demand, from and against any and all losses, damages, judgments, liabilities, penalties, claims, suits, expenses (including without limitation legal expenses) and costs arising out of, related to, or in connection with the provision and/or submission of incorrect, false and/or incomplete documents or information to the Football Association or the League as part of the application for the grant of a UEFA Club Licence and/or a failure by the Club to immediately correct, amend or update any documents or information previously provided to the Football Association or the League as part of the application process;
- (22) insofar as is reasonably practicable, the indemnity referred to at paragraph 21, above, shall be made prior to a loss or expense being incurred, so that the Football Association or the League (as applicable) does not have to make payment itself and then seek reimbursement from the Club under that indemnity; and
- (23) the indemnity granted pursuant to paragraph 21, above, shall survive the withdrawal or expiry of the relevant UEFA Club Licence.

Signed

Authorised Signatory

Position

Date

THE FOOTBALL ASSOCIATION LICENSING MANUAL

FOR THE UEFA WOMEN'S CHAMPIONS LEAGUE

APPEAL AGAINST REFUSAL/WITHDRAWAL OF A UEFA CLUB LICENCE

To: The League

..... Limited, company number* ("the Club")
hereby appeals to Sports Dispute Resolution Panel Limited against the decision of the Football
Association made on [date] to [refuse the Club's application for a] or [withdraw the Club's] * * UEFA
Club Licence.

** insert full company name and number*
*** delete as appropriate*

The Club's grounds of appeal are:

Signed

Authorised Signatory

Position

Date

THE FOOTBALL ASSOCIATION LICENSING MANUAL
FOR THE UEFA WOMEN'S CHAMPIONS LEAGUE

CONFIRMATION OF PAYMENT OR DEFERRED PAYMENT TO EMPLOYEES AND OF PAYROLL TAXES

For the purposes of this form, the terms used are as defined as in the Licensing Manual (unless otherwise stated).

CONFIRMATION OF PAYMENT OR DEFERRED PAYMENT TO EMPLOYEES, SERVICE PROVIDERS AND OF PAYROLL TAXES

1: CONFIRMATION OF PAYMENT OR DEFERRED PAYMENT TO EMPLOYEES AND SERVICE PROVIDERS

Balance payable as at 28 February 2023	
Amount deferred (as defined in Annex F of the Regulations) as at 28 February 2023	
Amount disputed (as defined in Annex F of the Regulations) as at 28 February 2023	
Amount overdue as at 28 February 2023	
Amount overdue as at 28 February 2023 that remains overdue as at 31 March 2023	

If no such amounts are payable, deferred, disputed or overdue then "Nil" should be entered.

The following information must be stated in respect of each overdue, deferred or disputed amount as at 28 February 2023:

<u>Name and position / function of employee or service provider</u>	<u>Date started</u>	<u>Date terminated (if applicable)</u>	<u>Amount overdue, deferred or disputed as at 28 February 2023</u>	<u>Amount overdue, deferred or disputed as at 31 March 2023</u>

The following information must be given, as a minimum, in respect of each overdue, deferred or disputed amount as at 28 February, together with an explanatory comment:

- a. Name and position/function of the employee (irrespective of whether the person was employed or engaged during the year up to 28 February);
- b. Start date and end date (if applicable);
- c. Amounts overdue, including the due date(s) for each unpaid element and, if applicable, amounts settled between 28 February and 31 March together with the settlement dates as well as any remaining overdue payable as at 31 March (rolled forward from 28 February);
- d. Amounts deferred, including the original and new due date(s) for each deferred element, and the date when a written agreement between the parties was concluded; and
- e. Amounts disputed, including the case references and a brief description of the positions of all involved parties.

2: PAYE & NIC IN RESPECT OF ALL EMPLOYED INDIVIDUALS

Amount payable at 28 February 2023 subsequently paid (Note 1)
Amount payable at 28 February 2023 that remains overdue as at 31 March 2023
Amount subject to a payment agreement with HMRC (Note 2)
Amount in dispute and not reported as overdue (Note 3)

If no such amounts are payable, subject to a payment agreement or in dispute then “Nil” should be entered.

The following information must be given, as a minimum, in respect of each overdue, deferred, disputed or pending amount as at 28 February, together with explanatory comment:

- a. Name of the creditor;
- b. Amounts overdue, including the due date(s) for each unpaid element and, if applicable, amounts settled between 28 February and 31 March together with the settlement dates as well as any remaining overdue payable as at 31 March (rolled forward from 28 February);
- c. Amounts deferred, including the original and new due date(s) for each deferred element, and the date when a written agreement between the parties was concluded;
- d. Amounts subject to a pending decision by HMRC and a brief description of the Club’s request; and Amounts disputed, including the case references and a brief description of the positions of all involved parties.

3: CONFIRMATION OF NO OVERDUE PAYABLES IN RESPECT OF UEFA, THE LEAGUE AND THE FOOTBALL ASSOCIATION

As at 31 March 2023, the total payables to UEFA, the League and / or The Football Association as a result of obligations due to be paid by 28 February 2023 are: [nil] [] [X]. [**Note to Club: please update as appropriate.**]

The Club confirms that the information declared on this Form is complete, accurate, in compliance with the UEFA Club Licensing Regulations for the UEFA Women’s Champions League (Edition 2022), and that:

- (a) there are no overdue payables to football clubs; and
- (b) there are no overdue payables to employees; and
- (c) there are no overdue payables to tax authorities; and
- (d) there are no overdue payables in respect of UEFA, the League or The Football Association;

Further details of any amounts payable on or before 28 February 2023 in respect of (a) to (d) above which were unpaid as at 31 March 2023 or to which have been deferred in accordance with paragraph F.1.2.b of Annex F of the Regulations are enclosed.

This confirmation is given on the basis of: (i) enquiries of management and staff with relevant knowledge; and (ii) experience and of inspection of supporting documentation sufficient to satisfy myself that I can properly give this confirmation to you.

Note 1:
Proof of liability and of payment is attached. Alternatively Form UL4 signed by the Club’s auditors is attached.

Note 2:
PAYE and NI contributions due as at 28 February 2023 are payable over a period of time in accordance with an agreement to that effect between the Club and HM Revenue and Customs written confirmation of which is attached.

Note 3:
Full details of disputed amount attached.

Signed
Authorised Signatory:

Position
Date:

THE FOOTBALL ASSOCIATION LICENSING MANUAL
 FOR UEFA WOMEN'S CHAMPIONS LEAGUE
 AUDITORS' CONFIRMATION OF PAYMENT OR
 DEFERRED PAYMENT OF PAYROLL TAXES

Report of [name of Auditors] to.....Football Club ("the Club")

For the purposes of this form, the terms used are as defined as in the Licensing Manual (unless otherwise stated).

Further to the financial criteria set out in the Licensing Manual, we have been engaged by the Club under the terms of our engagement letter dated [date] for the purposes of supplying the following report. Our responsibility, under the terms of our engagement letter, is to form an opinion, on the basis of the work performed, and report our opinion to the Club.

Our report has been prepared for the Club solely in connection with its application for a UEFA Club Licence. It has been released to the Club and for information purposes only to the Women's Super League and the Football Association on the basis that our report shall not be copied, referred to or disclosed, in whole or in part, without our prior written consent, save for the Club's or the Women's Super League's or the Football Association's own internal purposes.

Our report was designed to meet the agreed requirements of the Club determined by the Club's needs at the time. Our report should not therefore be regarded as suitable to be used or relied on by any party other than the Club wishing to acquire rights against us for any purpose or in any context. Any party other than the Club which obtains access to our report or a copy and chooses to rely on our report (or any part of it) will do so at its own risk. To the fullest extent permitted by law, we will accept no responsibility or liability in respect of our report to any other party (including without limitation the Women's Super League and the Football Association).

In this report, "Assessment Date" means [28 February 2023].

Basis of Opinion

Our work consisted of the following procedures:

- agreeing the recorded balance of payroll taxes, being PAYE and NIC as at the Assessment Date to the payroll records of the Club;
- obtaining representations from the directors of the Club that either:
 - (a) the balance as at the Assessment Date has been fully paid as of the date of our examination; or
 - (b) an agreement has been reached for payment on deferred terms;
- examination of the bank statements, in support of the representations under (a) above; or
- examination of documents, including agreements with the taxation authorities, in support of representations under (b) above.

Our work was restricted to the procedures set out above and was not directed to the discovery of errors or misstatements which we consider to be immaterial. The procedures we performed did not constitute a review or an audit of any kind.

We do not accept any responsibility for any reports previously given on any financial information used in the preparation of this report (including any audit reports on the financial statements or tax advice provided) beyond that owed to those to whom those reports were addressed by us at the dates of their issue. This provision shall also apply to any reports (including audit reports and tax advice) issued in future.

Opinion

Based solely on the work outlined above, in our opinion:

[either*]

All the recorded payroll taxes, being PAYE and NIC, outstanding at the Assessment Date have according to the accounting records of the Club since that date been paid in full;

[or*]

All the recorded payroll taxes, being PAYE and NIC, outstanding at the Assessment Date are in the course of payment under an agreement reached with the tax authorities. A copy of the agreement letter is attached.

*delete as appropriate

THE FOOTBALL ASSOCIATION LICENSING MANUAL

FOR UEFA WOMEN'S CHAMPIONS LEAGUE

WRITTEN REPRESENTATIONS PRIOR TO LICENSING DECISION

To: The League

Full company name ("the Club"):

Company number:

In connection with the Club's application for a UEFA Club Licence for Season 2023/2024, since the accounting reference date of the Club's last Annual Accounts, this letter confirms that:

- (1) the Club does not have fixed term borrowing approaching maturity in respect of which it has no realistic prospect of renewal or repayment, the non-renewal or non-repayment of which would be material to whether the Club can continue as a going concern;
- (2) there have not been any indications of withdrawal of financial support by any of the Club's material lenders;
- (3) the Club is not in breach of any major covenant in any of its finance agreements which may lead to the withdrawal of its loan facilities;
- (4) fraud or errors that may materially affect the accuracy of the financial statements referred to above have not come to the Club's attention;
- (5) there are not any outstanding judgments against the Club, passed by a court of law or recognised dispute resolution body since the date referred to above, which the Club is unable to pay;
- (6) no Insolvency Event has occurred to the Club or any Parent Undertaking included in the Annual and or Group Accounts since 1 June 2022;
- (7) no Significant Change (as defined in the Licensing Manual) or similar event has occurred in relation to the Club's licensing application or any of the licensing criteria;
- (8) no Event or Condition of Major Economic Importance has occurred that may have an adverse impact on the Club's financial position; and
- (9) all documents submitted by the Club in support of its application for a UEFA Club Licence are complete and accurate and in compliance with the requirements of the Licensing Manual and there have been no Significant Changes (or similar) to the information or explanations previously provided. **[Note to Club: alternatively if there have been any such changes, please provide full details.]**

If the Club is unable to give any of the above confirmations, full details must be given below, including a description of the relevant circumstance and an estimate of its financial effect or, if applicable, reasons why such an estimate cannot be given. Continue separately if necessary.

I confirm that the above information is true to the best of my information and belief.

Signed

on behalf of the Board of the Club

Position

Date

DISCLOSURE OF INTERESTS FORM

DISCLOSURE OF INTERESTS FORM

Full company name (“the Club”):

In connection with the Club's application for a UEFA Club Licence made during Season 2022/23, I acknowledge the content of the UEFA Licensing Manual, paragraph 2 in the Remarks to Articles 52 and 53 that requires the disclosure of:

	Requirement	Name and, if applicable, legal form	Main activity	% ownership interest and, if different % voting rights in respect of Club	If applicable, names of Key Management Personnel*	Related football clubs*
1	Details of the ultimate controlling party of the Club					
2	Details of the ultimate beneficiary of the Club, i.e. a natural person on whose behalf an entity or arrangement is owned or controlled or a transaction is conducted					

3	Details of any Person* that has Material Influence* in respect of the Club					
---	--	--	--	--	--	--

As at the balance sheet date of the Club's Annual Accounts and to date*, I confirm that the above information is complete and correct to the best of my information and belief.

* See Guidance Notes

Signed

Authorised Signatory on behalf of the Club

Position

Date

Signed

Authorised signatory on behalf of the Club's ultimate controlling party

Position

Date

Guidance Notes

The Confirmation of Disclosure of Interests is to be completed as at the balance sheet date of the Club's Annual Accounts, and to the date of signature by the Authorised Signatory on behalf of the Club and the authorised signatory on behalf of the Club's ultimate controlling party. If the information differs between the two periods, please submit separate Confirmation of Disclosure of Interests detailing the changes.

Definitions

"Key Management Personnel" means persons having authority over and responsibility for planning, directing and controlling the activities of an entity, directly or indirectly, including but not limited to any director (executive or otherwise) of the entity.

"Person" means any natural person, legal entity, firm or unincorporated association and in the case of a Person which is incorporated, any of its Associated Undertaking, Fellow Subsidiary Undertaking, Group Undertaking, Parent Undertaking or Subsidiary Undertaking (such defined terms having the meanings given to them in the Rules).

"Material Influence" means the ability to influence but not control financial, sporting and operating policy decision-making. Material Influence may be gained by share ownership, voting power, constitutional documents (statute), agreement, or otherwise from the particular circumstances. For the avoidance of doubt, and without limitation, a party (or in aggregate parties with the same ultimate controlling party) is deemed to have Material Influence if it provides, within a reporting period, an amount equivalent to 30% or more of the Club's total revenue, and the term "Materially Influenced" shall be construed accordingly.

"Related football clubs" means any other football club in respect of which the party, or any of its Key Management Personnel, has any ownership interest, voting rights or membership or any other involvement or influence whatsoever.