

WOMEN'S FOOTBALL

TIER 2
LEAGUE COMPETITION
CLUB LICENCE APPLICATION

SEASON 2018/19 ONWARDS



A LEAGUE OF OUR OWN

APPLICATION 2018/2019

Application process

Clubs wanting to participate in the League Competitions in tier 2 of professional women's football organised by The FA ("**Tier 2**") for seasons 2018/19 onwards must enter into a licence with The FA (a "**Tier 2 Licence**"). A copy of the Tier 2 Licence is enclosed. Capitalised terms used but not defined in this document (including the appendices) shall have the meaning set out in the Tier 2 Licence. The FA reserves the right to make changes to the enclosed Tier 2 Licence but this shall not affect or alter the application terms or process set out herein.

The FA has identified certain key terms of the Tier 2 Licence which it considers are the key requirements on which the right to participate in Tier 2 shall be based. These are referred to in the Tier 2 Licence and in this document as the "**Key Minimum Requirements**". Please note that all clubs participating in Tier 2 will be required to comply with all of the terms and conditions of the Tier 2 Licence, not just the Key Minimum Requirements.

The Key Minimum Requirements are set out on pages 4 and 5 of this document. Pages 6 to 14 of this document provide guidance on these Key Minimum Requirements (the "**Key Minimum Requirements Guidance**"). The Key Minimum Requirements and Key Minimum Requirements Guidance should be read in conjunction with relevant terms of the Tier 2 Licence which are referenced therein.

Clubs should demonstrate their ability to meet or exceed the Key Minimum Requirements in a Compliance and Development Report (clubs should use the template at Appendix A to create this). The sections in Appendix A correspond to the sections in the Key Minimum Requirements Guidance and clubs should refer to the Key Minimum Requirements Guidance and the Tier 2 Licence when completing the Compliance and Development Report.

Where a club submits a Compliance and Development Report as part of the application process to participate in Tier 2, this shall be considered by a selection panel (a "**Selection Panel**") and the Women's Football Board ("**Board**") in accordance with the Application Terms and Conditions in Appendix F.

Clubs will be graded depending on the marks allocated to them for meeting and/or exceeding the Key Minimum Requirements. As such, clubs are encouraged to go beyond the Key Minimum Requirements in order to strengthen their chance of a successful application.

Following submission of Compliance and Development Reports by clubs, the application process shall proceed as follows:

- each category of the Key Minimum Requirements will be assessed by a member of the Selection Panel with appropriate experience (a "**Specialist Member**");

- the Selection Panel will meet to discuss the Compliance and Development Reports submitted by clubs, and to consider (and, if necessary, amend) the assessments that have been made in respect of the various categories by the Specialist Members; and
- the Compliance and Development Reports, along with the assessments of the Selection Panel, will be provided to the Board for their review. The Board shall have the power to accept or amend any aspect of the Selection Panel's assessment.

It is currently anticipated that the Selection Panel will comprise the following members:

- Katie Brazier – Head of Women's Leagues and Competitions;
- Lucy Wellings – Women's Football Clubs Manager;
- David Faulkner – Women's Head of Performance;
- Daniel Ferguson – Women's Marketing Manager;
- Mark Pover – National Facilities and Investment Manager;
- Matt Poulter – Financial Accounting Manager; and
- Darren Lawrence – consultant from Coaching and Consulting.

Deadline to apply

The closing date for applications is 12.30 pm on 10 November 2017. This is the date by which clubs must have submitted their completed Compliance and Development Report.

It is anticipated that the Selection Panel will sit in November and the Board will sit in December. Applicant clubs will be informed of decisions by the end of December. For those clubs who are successful, a Tier 2 Licence will be awarded.

How to apply

To apply the club should submit via WeTransfer to Lucy.Wellings@TheFA.com the following completed or signed documents (as applicable):

- Appendix A – Signed Compliance and Development Report
- Appendix B – Completed Contact List Template
- Appendix C – Completed Income and Expenditure Template
- Appendix D – Completed Funding Application Template
- Appendix E – Completed Partnership Links Template
- Appendix F – Signed Terms and Conditions

For the sake of consistency, and ease of review please use the templates provided when submitting your Compliance and Development Report.

We appreciate that some of the information requested may have been provided previously but would ask for completeness and ease of application assessment that all requested documents are submitted as part of your Compliance and Development Report.

Please ensure you include a clearly labelled index, so that the content can be easily split into:

- Compliance and Development Report; and
- separate folders for all the supporting information.

Additional Documents

Clubs should concentrate their attention on including the most relevant information within the Compliance and Development Report. Clubs are free to include additional information as an appendix but please ensure you cross-reference this clearly in your main Compliance and Development Report.

If you have any queries please contact Lucy.Wellings@TheFA.com

KEY MINIMUM REQUIREMENTS

Category	Heading of Key Minimum Requirement	Reference in Key Minimum Requirements Guidance	Reference in the Tier 2 Licence
Financial and Business Management	Staff and Leadership	Section 1.1	Paragraph 1, Schedule 4
	Corporate Governance	Section 1.2	Paragraphs 2.1 and 2.2, Schedule 4
	Club Policies	Section 1.3	Paragraphs 3.1 and 3.2, Schedule 4
	Budget and Financial Reporting	Section 1.4	Clause 5.1
	Spending Requirements	Section 1.5	Paragraphs 4.1 and 5, Schedule 1
Marketing and Commercial	Match Attendance	Section 2.1	Paragraph 6.6.1, Schedule 8
	Club Marketing Plan	Section 2.2	Paragraph 6.1, Schedule 8
	Club Commercial Plan	Section 2.3	Paragraph 6.2, Schedule 8
Facilities	Women's B Grade Pitch criteria	Section 3.1	Paragraph 1.2, Schedule 3
	Maintenance Plan	Section 3.2	Paragraph 1.9, Schedule 3
	Security of tenure for home ground and proof of usage	Section 3.3	Paragraphs 1.6.1 and 1.6.2, Schedule 3
	Security of tenure for training ground	Section 3.4	Paragraph 1.6.3, Schedule 3
	Training facilities	Section 3.5	Paragraph 1.14, Schedule 3

Players, support staff and youth development	General Manager	Section 4.1	Paragraphs 7.2, 7.4 and 8.1, Schedule 4 and Part 1, Schedule 5
	Marketing Officer	Section 4.2	Paragraphs 7.2, 7.4 and 8.1, Schedule 4 and Part 2, Schedule 5
	Safeguarding Officer	Section 4.3	Paragraphs 7.2, 7.4 and 8.1, Schedule 4 and Part 9, Schedule 5
	Head Coach	Section 4.4	Paragraphs 7.2, 7.4 and 8.1, Schedule 4 and Part 3, Schedule 5
	Assistant Coach	Section 4.5	Paragraphs 7.2, 7.4 and 8.1, Schedule 4 and Part 4, Schedule 5
	Goalkeeping Coach	Section 4.6	Paragraphs 7.2, 7.4 and 8.1, Schedule 4 and Part 8, Schedule 5
	Physiotherapist or Sports Therapist	Section 4.7	Paragraphs 7.2, 7.4 and 8.1, Schedule 4 and Part 5, Schedule 5
	Team Doctor	Section 4.8	Paragraphs 7.2, 7.4 and 8.1, Schedule 4 and Part 6, Schedule 5
	Strength and Conditioning Coach	Section 4.9	Paragraphs 7.2, 7.4 and 8.1, Schedule 4 and Part 7, Schedule 5
	Accountancy services	Section 4.10	Paragraph 7.3, Schedule 4
	Player Contact Time	Section 4.11	Paragraphs 1.1 and 1.2, Schedule 2
	Reserve/ Development Team	Section 4.12	Clause 2.2.2
	Catchment Area	Section 4.13	Paragraph 5, Schedule 4
	Regional Partnerships	Section 4.14	Paragraph 6, Schedule 4

KEY MINIMUM REQUIREMENTS GUIDANCE

1 FINANCIAL AND BUSINESS MANAGEMENT

1.1 Club Staff and Leadership

Clubs should identify their personnel and leadership structure by:

- 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
- identifying new roles which it aims to fill if the club expands.

A contact list is provided for this at Appendix B. Please complete this and attach it to the Compliance and Development Report.

1.2 Corporate Governance

- Clubs should provide evidence that they have their own bank account.
- Clubs must be properly constituted as a separate legal entity capable of entering into commitments of a legal and binding nature. This entity will enter into the Tier 2 Licence with The FA and will receive any FA Funding. All information supplied as part of the club's Compliance and Development Report should relate to this entity, unless otherwise specified.
- As evidence of compliance with the above requirement, clubs should provide the following as attachments to their Compliance and Development Report, along with any other relevant information:
 - (a) Certificate of Incorporation; and
 - (b) Articles of Association (in compliance with The FA's Rules and Regulations regarding club articles and constitutions).
- Clubs should identify each person who:
 - (a) holds and/or has possession of the legal or beneficial interest in at least:
 - (i) 10% of the nominal value of the share capital in the club; or
 - (ii) 50% of the nominal value of the share capital in any group undertaking (as defined in the Companies Act 2006) of the club; or
 - (b) has the ability to exercise the voting rights applicable to any shares or other securities in:
 - (i) the club which confer in aggregate 10% or more of the total voting rights exercisable in respect of the shares or any class of shares in the club; or

(ii) any group undertaking of the club which confer in aggregate 50% or more of the total voting rights exercisable in respect of the shares or any class of shares in that group undertaking.

- Clubs should provide an organisational structure chart which shows the information in the bullet points above.
- Clubs should identify all directors (and senior officers) in the club.
- Clubs should identify any changes to the information required by this section 1.2 in the previous three years.

1.3 Club Policies

Clubs shall have in place and submit the following policies:

- Anti-doping;
- Equality and diversity;
- Equal opportunities;
- Health and safety and crowd safety;
- Risk management;
- Social media;
- Maternity and paternity (which shall include provisions on shared parental leave);
- Safeguarding;
- Recruitment; and
- Privacy Policy.

The above policies shall be compliant with all applicable laws and The FA Rules and Regulations and relate specifically and only to the club.

1.4 Budget and Financial Reporting

Clubs shall provide:

- full audited accounts including an income and expenditure statement and balance sheet, certified by a duly qualified auditor;
- full management accounts covering the period from the end of the audited accounts to the date of submission of the Compliance and Development Report;
- a club budget forecasting income and expenditure for the club for the four upcoming seasons commencing following the date of submission. This club budget should also include:

- (a) anticipated dates for receipt of funds from club sponsors or other parties providing funds to the club;
- (b) a separate working budget for the reserve/ development team; and
- (c) reasonable evidence of the club's financial performance against the club budget submitted by the club for the previous season; and
- (d) any other information reasonably specified by The FA;
- documentary evidence of relationships with club sponsors;
- documentary evidence of income generated by the club (other than from FA Funding) from:
 - (a) club sponsors along with commitments and two-year projections for any income generated therefrom;
 - (b) sources other than club sponsors; and
 - (c) third-party grants or funding, including details of value in kind funding (including from partner or host organisations, facility providers or professional men's clubs),
 and in each case any conditions which exist in relation to such club income and compliance to date with such conditions (if any); and
- information in respect of any current debts of the club, specific intentions or plans to reduce those debts, and any security granted to any party in relation to any debt.

Aside from the audited and management accounts which should be submitted separately, please use the template at Appendix C to complete the above information and include explanatory notes where necessary.

1.5 Spending Requirements

The FA confirms that for the 2018/19 season the FA Funding available to each club in Tier 2 shall be a maximum of £61,500.

Clubs should complete Appendix D to apply for FA Funding and in doing so should demonstrate how the FA Funding will be spent in accordance with the Default Spending Requirements or may propose a Bespoke Spending Arrangement (which must be agreed with The FA in accordance with the terms of the Tier 2 Licence).

The Default Spending Requirements for the 2018/2019 season are set out below.

	Default Spending Requirements
Salary of General Manager	£30,000
Salary of Marketing Officer	£7,000
Coaches, sports science and medical	£7,000
Participation in Reserve/ Development Team Programme	£5,000
Home Ground (including improvement and maintenance)	£6,250
Training facilities	£6,250
Total	£61,500

Should clubs want to agree a Bespoke Spending Arrangement then the club shall provide The FA with sufficient information and evidence on:

- the purpose and nature of the alternative spending; and
- the club's ability to comply with any provision of the Tier 2 Licence which would be affected by the alternative spending.

2 MARKETING AND COMMERCIAL

2.1 Match Attendance

Clubs shall provide independent research and/or robust evidence to confirm the following regular minimum match attendance requirements are achievable for home matches.

Season	Targets
2018/19	500 minimum
2019/20	600 minimum
2020/21	800 minimum

Clubs shall also provide figures for historic spectator base from the club's previous season, showing core/average attendances along with:

- evidence or reason for lack of current/recent support; and
- if attendances peak/trough or fall below average, reasons to be provided, with an action plan to address this.

2.2 Club Marketing Plan

Clubs shall provide a marketing plan which aligns with and supports the financial forecasts provided in section 1.4.

This plan should demonstrate how the club will grow and retain its spectator base, develop its profile in its catchment area, and build value to support the commercial plan (see section 2.3 below).

The plan should further include:

- clear target audiences and measurable objectives for how the club is growing its fan base;
- detailed information on creating the following match day experience – club shop, refreshments, autograph opportunities with fans, announcer, music, half time entertainment, mascot and flag bearing opportunities;
- how the club will ensure regular communication with fans and the wider community;
- the marketing/media budget per season; and
- who will be responsible for driving attendances and promoting positive PR at the club.

Clubs shall explain the strategies by which each of the above will be achieved, detail of any associated costs, and the personnel who will deliver each element of the plan.

2.3 Club Commercial Plan

Clubs shall provide a commercial plan which includes:

- detail of any existing or potential partnership/sponsorship packages and business development opportunities including merchandise and licenced products;
- clear and measurable commercial income objectives, showing the sources (gate receipts, hospitality, sponsorship, merchandise, advertising etc.); and
- commercial income and costs clearly shown in the accounts/projections supplied.

3 FACILITIES

Clubs shall provide confirmation of their Primary Home Ground and a Secondary Home Ground if the Primary Home Ground does not provide full availability throughout the season. The following information is required for both grounds.

3.1 Women's B Grade Pitch Criteria

Clubs shall provide evidence that the Home Ground(s) meet The FA Women's Pyramid of Football Ground Grading, Grading Category B. These are set out in the Ground Regulations.

3.2 Maintenance Plan

Clubs shall:

- provide a comprehensive and fully costed year round pitch maintenance plan containing details of remedial works and pitch improvement plans which are designed to ensure that the Primary Home Ground is maintained in the best-possible condition;
- if the club shares its Primary Home Ground, demonstrate in the maintenance plan the percentage of matches that the club is playing and how its maintenance costs are attributed to that percentage of matches. It should also include which clubs and teams are using the facility and which level they play at; and
- provide details of the ground staff, equipment or similar provision for ground maintenance, contractors/service providers who will implement the maintenance plan and evidence of the budget provision to deliver this along with signed contracts.

3.3 Security of Tenure for Home Ground and Proof of Usage

Clubs shall provide evidence of a minimum of:

- two full seasons' security of tenure for its Primary Home Ground; and
- 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.

3.4 Security of Tenure for Training Ground

Clubs shall provide evidence of 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 contact time with players in accordance with section 4.11 below.

3.5 Training Facilities

Clubs shall provide details of the club's primary training facility and evidence that this has:

- a 3G pitch;
- floodlighting;
- a gym; and
- medical facilities.

4 PLAYERS, SUPPORT STAFF AND YOUTH DEVELOPMENT

Clubs shall provide evidence that the following personnel are in place, or a clear written commitment to making such appointment(s) by three months prior to the start of the 2018/2019 season with detailed recruitment plans.

- 4.1 General Manager
- 4.2 Marketing Officer
- 4.3 Safeguarding Officer
- 4.4 Head Coach
- 4.5 Assistant Coach
- 4.6 Goalkeeping Coach
- 4.7 Physiotherapist or Sports Therapist
- 4.8 Team Doctor
- 4.9 Strength and Conditioning Coach

Clubs shall provide names, CVs containing details of relevant qualifications and experience, and job remits/responsibilities and terms of engagement for each of these individuals. All such individuals shall:

- have appropriate professional skills, qualifications and experience (in accordance with recognised industry standards and as a minimum as specified in Schedule 5 of the Tier 2 Licence);
- be appointed to work for at least the time period (such as full time, part time or a work time equivalent) specified in Schedule 5 of the Tier 2 Licence;
- perform the obligations specified in Schedule 5 of the Tier 2 Licence as applicable; and
- where a minimum salary is stated in a job specification in Schedule 5 of the Tier 2 Licence, be paid such minimum salary.

Clubs shall also disclose the contracted hours to be worked by these individuals.

4.10 Accountancy Services

Clubs shall also employ an individual or appoint an external third party to provide accountancy services to the club who as a minimum must have one of the six Consultative Committee of Accountancy Body recognised qualifications (or such other qualification as specified by The FA).

4.11 Player Contact Time

Clubs shall provide a summary of a proposed weekly training programme for the 2018/19 season and confirm this will be maintained to ensure the club is providing contact time of a minimum of 8 hours per week. Please refer to the terms of the Tier 2 Licence regarding what constitutes minimum contact time.

4.12 Reserve/ Development Team

Clubs shall provide evidence of their intention to enter a reserve/ development team to participate in The FA's reserve/ development team programme in the format and on the dates and times specified by The FA.

4.13 Catchment Area

Clubs shall identify an area around its Primary Home Ground from where it reasonably considers that it will attract spectators and new players.

Clubs shall provide evidence to The FA to justify how its catchment area has been identified which shall include:

- population size of catchment area;
- geographical size of catchment area;
- extent of transport links (major roads, railway lines, airports);
- current FA Women's Premier League clubs in the catchment area;
- evidence of players being recruited from a FA Regional Talent Club within the catchment area; and
- current national players (senior, U23, U19, U17) playing within the catchment area.

4.14 Regional Partnerships

The club should provide evidence that it:

- has a written agreement in place with its Club Community Organisation in its catchment area which records how the Club and 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;
- holds an FA licence to run an FA Regional Talent Club or have in place a player development pathway which has been approved by The FA; and
- has an agreement in place with:
 - (a) the club's County FA; and

(b) at least one further education and at least one higher education establishment.

A template is provided for you to include this information in Appendix E.

APPENDIX A

COMPLIANCE AND DEVELOPMENT REPORT

Contact Information Application	
Club Name	
Contact Name	
Address	
Phone Number	
Email (e.g. to receive receipt of application)	
Signature	

Application Information Checklist	Please tick as appropriate
Appendix A – this Compliance and Development Report	
Appendix B – Contact List Template	
Appendix C – Income and Expenditure Template	
Appendix D – Funding Application Template	
Appendix E - Partnership Links Template	
Appendix F - Terms and Conditions	

1 FINANCIAL AND BUSINESS MANAGEMENT

1.1 Club Staff and Leadership

PART OF THE CLUB'S RESPONSE SHOULD BE TO COMPLETE THE CONTACT LIST IN APPENDIX C.

1.2 Corporate Governance

1.3 Club Policies

1.4 Budget and Financial Reporting

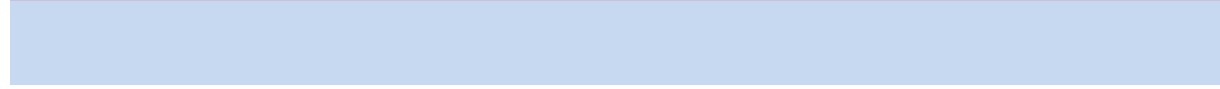
PART OF THE CLUB'S RESPONSE SHOULD BE TO COMPLETE THE INCOME AND EXPENDITURE TEMPLATE IN APPENDIX C.

1.5 Spending Requirements

PART OF THE CLUB'S RESPONSE SHOULD BE TO COMPLETE THE FUNDING APPLICATION TEMPLATE IN APPENDIX D FOR SEASON 2018/19.

2 MARKETING AND COMMERCIAL

2.1 Match Attendance



2.2 Club Marketing Plan



2.3 Club Commercial Plan



3 FACILITES

3.1 Women’s B Grade Pitch Criteria



3.2 Maintenance Plan



3.3 Security of Tenure for Home Ground and Proof of Usage



3.4 Security of Tenure for Training Ground



3.5 Training Facilities



4 PLAYERS, SUPPORT STAFF AND YOUTH DEVELOPMENT

4.1 General Manager

4.2 Marketing Officer

4.3 Safeguarding Officer

4.4 Head Coach

4.5 Assistant Coach

4.6 GK Coach

4.7 Physiotherapist or Sports Therapist

4.8 Team Doctor

4.9 Strength and Conditioning Coach

4.10 Accountancy Services

4.11 Player Contact Time

4.12 Reserve/ Development Team

4.13 Catchment Area

4.14 Regional Partnerships

PART OF THE CLUB'S RESPONSE SHOULD BE TO COMPLETE THE PARTNERSHIP LINKS TEMPLATE IN APPENDIX E

FURTHER APPENDICES

APPENDIX B: Contact List Template

APPENDIX C: Income and Expenditure Template

APPENDIX D: Funding Application Template

APPENDIX E: Partnership Links Template

APPENDIX F: Terms and Conditions

Please use additional appendices to attach other relevant information e.g. CVs, qualifications, company information, club policies etc.

APPENDIX B: Contact List Template

Club Name:								
County FA:								
Position	Name	Work Tel	Mob No *	Fax	Email *	Address	Postcode	Notes
General Manager								
Club Secretary								
Club Treasurer								
Match/Fixture Secretary								
Marketing Officer								
Head Coach								
Assistant Coach								
Goalkeeping Coach								
S&C Coach								
Doctor								
Physiotherapist								

Press / Information Officer								
Safeguarding Officer								
Accountant/ firm of accountants								
Please include any further staff and their contact details here								
Main Ground								
Alternative Ground								
Sponsors								
Main Sponsors								
Shirt Sponsor								
Other sponsors								

APPENDIX C: Income and Expenditure Template

Income and Expenditure													
Club Name:													
INCOME	2018/19 (July - June)			2019/20 (July - June)			2020/21 (July - June)			2021/22 (July - June)			Explanatory Notes / Comment (Please extend if necessary)
	Cash	ViK	CDF	Cash	ViK	CDF	Cash	ViK	CDF	Cash	ViK	CDF	
Facilities													
Club Investment													
Transfer Fees													
Subscription/Membership													
Commercial income													
Merchandise													

Sponsoring & Advertisement													
Match-day Income													
Ticketing													
Programme Sales													
Hospitality													
Other													
Funding/Grant/Donation													
Related parties													
Third parties													
FA													
Funding (CDF)													
Prize Money													
Other													
TOTAL INCOME	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL COMBINED INCOME	0			0			0			0			

EXPENSES													
Facilities													
Team Operation (travelling, accomodation)													
Kit & Equipment													
Team Staff													
<i>General Manager</i>													
<i>Marketing Officer</i>													
<i>Head Coach</i>													
<i>Assistant Coach</i>													
<i>GK Coach</i>													
<i>Dr</i>													
<i>Physio</i>													
<i>S and C Coach</i>													
<i>Safeguarding</i>													

<i>other support staff (detail to be added in next tab)</i>													
Player													
<i>Salaries</i>													
<i>Expenses</i>													
<i>Cardiac Screening</i>													
<i>Accommodation</i>													
Academy or Development team													
Staff													
Team Operation (travelling, accommodation)													
Match Officials													
Office costs													
Staff Salaries													
Marketing Expenses													
<i>Merchandise</i>													

Sponsoring & Advertisement													
other - detail													
Matchday costs													
Ticketing Expenses													
Programme Costs													
Hospitality													
Match organisation													
League Dues													
Ambassadors													
Other													
TOTAL EXPENSES	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL COMBINED EXPENSES	0			0			0			0			
Profit / Deficit													

Notes:

This template suggests the minimum disclosure requirements. Further line items should be added to disclose income and expenses more appropriately. Income and expenditure statement needs to be provided on a full cost basis to reflect the full picture of income and expenses. This includes benefits or Value in Kind (ViK). Anticipated funding from The FA should not be included in this appendix.

*Sheet to be completed if applicable per row 43
"other support staff" of tab 1*

INFRASTRUCTURE																				
Women's Club Staff	Cash 2018	ViK 2018	CDF 2018	Explanatory notes/comments		Cash 2019	ViK 2019	CDF 2019	Explanatory notes/comments		Cash 2020	ViK 2020	CDF 2020	Explanatory notes/comments		Cash 2021	ViK 2021	CDF 2021	Explanatory notes/comments	
Club Staff																				

Other paid external staff																	
Totals	£	£	£		£	£	£		£	£	£		£	£	£		
	-	-	-		-	-	-		-	-	-		-	-	-		

FACILITIES

	Cash 2018	ViK 2018	CDF 2018	Explanatory notes/comments		Cash 2019	ViK 2019	CDF 2019	Explanatory notes/comments		Cash 2020	ViK 2020	CDF 2020	Explanatory notes/comments		Cash 2021	ViK 2021	CDF 2021	Explanatory notes/comments	
First Team Training																				
First Team Matches																				
Maintenance Costs																				
Development/ Academy Squad Training																				
Development/ Academy Squad Matches																				
Maintenance Costs																				
Other																				
Totals																				
	£ -	£ -	£ -			£ -	£ -	£ -			£ -	£ -	£ -			£ -	£ -	£ -		

CLUB INVESTMENT

	Cash 2018	Cash 2019	Cash 2020	Cash 2021	ViK 2018	ViK 2019	ViK 2020	ViK 2021	CDF 2018	CDF 2019	CDF 2020	CDF 2021	Explanatory notes/ comments
Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	

APPENDIX D: Funding Application Template

Club Name:			
	£		Explanatory Notes/ Comment
Amount of FA funding applied for:			
Club to demonstrate how FA Funding will be spent:			
Category	£		Explanatory Notes/ Comment
Salary of General Manager			
Salary of Marketing Officer			
Production of Marketing Plan			
Safeguarding			
S&C Coach			
Coaches, sports science and medical			
Participation in Academy/Development Team Programme			
Home Ground			
Pitch improvement and Maintenance Plan			
Club to propose a Bespoke Spending Arrangement below if applicable:			

Application Terms and Conditions

By applying for a place in Tier 2, the club shall be bound by these Terms and Conditions.

- 5 The club should review the 'Women's Football Tier 2 League Competitions Application 2018/2019' to which these Terms and Conditions are appended as that document will be used by the Tier 2 Selection Panel and the Board to assess all club applications against the Key Minimum Requirements.
- 6 The FA shall have absolute discretion in appointing members to the Selection Panel.
- 7 It is the club's responsibility to ensure all relevant information is made available to The FA in a suitable manner. Only information provided by the club in the Compliance and Development Report (including as attachments and/or appendices) will be considered. No information will be accepted by The FA if received after 12:30pm on 10 November 2017 unless specifically requested by The FA. Late applications will not be considered unless otherwise determined by The FA acting in its sole discretion.
- 8 Where a club is relying within its application on a potential or expected change of circumstance in the future, supporting evidence will need to be provided to The FA in respect of this. For example, if a new facility or access to a facility is planned, information should be supplied alongside the application which enables the Selection Panel to take such a potential change into account (e.g. information such as sponsorship, finance and legal agreements). Merely professing an intention to develop some aspect of the club without providing supporting evidence is unlikely to be sufficient. Equally, if the club is anticipating an increase in attendance, then it is advised to support such a statement with market research. In each case, the club should consider what evidence it feels is relevant to support its Compliance and Development Report.
- 9 Following receipt of a club's application, The FA (in its sole discretion) may or may not invite the club to a presentation or an interview and/or question and answer session, request the club to provide further information in respect of its application or require a site visit to the club.
- 10 All information supplied by a club will be treated in confidence although the Selection Panel, the Board and/or The FA may need to share information with employees, agents and/or advisors as part of the Tier 2 club selection process. The club is responsible for obtaining any requisite consents or taking such other steps as are required to ensure all such information may be shared with The FA.
- 11 The club must ensure that all information it provides as part of its application is correct, complete, accurate and up-to-date to the best of its knowledge. It is the club's responsibility to ensure that any change in circumstances, that is known or reasonably ought to be known by it, which affects the club's application and/or Compliance and Development Report is brought to the attention of The FA as soon as reasonably possible.
- 12 The FA has set out in the 'Women's Football Tier 2 League Competitions Application 2018/2019' document the Key Minimum Requirements against which a club must

demonstrate its ability to comply, in order to be considered to participate in Tier 2 from the 2018/19 season.

- 13 Any club which, in the reasonable opinion of The FA, does not demonstrate its ability to comply with the Key Minimum Requirements may have its application rejected by The FA without further consideration. The FA shall retain the discretion to set aside any particular Key Minimum Requirement for any particular club for such period of time as The FA stipulates. Such exercise of discretion may be coupled with such sanction, as The FA considers appropriate in the circumstances.
- 14 In respect of the 2018/19 season, The FA may in its sole discretion allocate a Tier 2 Licence to participate in Tier 2 to those clubs that currently compete within The FA Women's Super League ("The FA WSL") that best demonstrate their ability to comply with the Key Minimum Requirements. Should The FA receive an insufficient number of applications from clubs within The FA WSL that can demonstrate their ability to comply with the Key Minimum Requirements, applications may be invited from other clubs which have a team playing in affiliated girls' or women's football through an open application process.
- 15 The Selection Panel will review the Compliance and Development Report and will assess each report based on the extent to which the club has demonstrated its ability to comply with the Key Minimum Requirements. The Selection Panel's assessments will be provided to the Board for their review. The Board shall have the power to accept or amend any aspect of the Selection Panel's assessment. At the conclusion of the process, The FA will circulate the decision to the club, including specific feedback regardless of whether the application is successful or unsuccessful. There will be no opportunity for the club to review or seek to amend or influence the individual club assessment after the deadline for submission of applications on 10 November 2017 unless specifically requested by The FA.
- 16 The Selection Panel and Board shall have absolute discretion to assess the club against the Key Minimum Requirements and determine membership of Tier 2 in such manner as they deem appropriate.
- 17 The FA reserves the right to reject an application or withdraw a Tier 2 Licence from any club that is deemed to have provided false information or withheld any relevant information relating to their application.
- 18 Subject to compliance with the terms of the licensing process as set out in these Terms and Conditions, The FA will be free to exercise its discretion in awarding Tier 2 Licences as it sees fit. The decision of The FA shall be final and binding and there shall be no appeal against the exercise of such discretion.
- 19 However, an applicant club who believes that The FA has not complied with the terms of the licensing process as set out in these Terms and Conditions may lodge a challenge by way of arbitration to an independent panel which shall comprise a sole arbitrator who shall be appointed by Sport Resolutions UK ("**Independent Arbitral Panel**").

- 20 Any arbitration brought before an Independent Arbitral Panel must be made by the relevant club within 14 days of the date on which The FA informs the club that it has not been selected to be awarded a Tier 2 Licence, and must be accompanied by full grounds and supporting documentation.
- 21 Subject to clause 23 below, the following procedure shall apply to challenges submitted to the Independent Arbitral Panel:
- 21.1 within 2 business days (being a day other than a Saturday or Sunday or a public holiday in England and Wales) of receipt of the club's full grounds and supporting documentation as referenced in clause 20, Sports Resolutions UK shall appoint a sole arbitrator;
- 21.2 within 14 days of receipt of the club's full grounds and supporting documentation as referenced in clause 20, The FA shall provide its response and supporting documentation; and
- 21.3 a final decision shall be rendered as soon as possible and in any event within 21 days of receipt of The FA's response and supporting documentation as referenced in clause 21.2.
- 22 In the event that the Independent Arbitral Panel concludes that The FA has failed to comply with the terms of the licensing process as set out in these Terms and Conditions, it may order The FA to carry out the selection process again, in accordance with its terms and based on the documents already submitted.
- 23 The arbitration shall proceed at the discretion of the sole arbitrator, save that Rules K11 to K14 (inclusive) of The FA's Rules shall apply to any arbitration brought before an Independent Arbitral Panel.
- 24 The FA shall not be liable in any circumstance to any party for any damages in contract, tort or otherwise (including but not limited to any liability for any negligent act or omission) for any direct, indirect or consequential loss, damage, costs, expenses, or other claims arising as a direct or indirect result of or in connection with the Tier 2 licensing process, even if it was advised in advance of the possibility of such loss or damage.
- 25 These Terms and Conditions constitute the entire agreement and understanding between the parties with respect to its subject matter, and supersedes and extinguishes any prior drafts, agreements, undertakings, understandings, promises or conditions, whether oral or written, express or implied between the parties relating to such subject matter. For the avoidance of doubt, any claim or appeal in relation to the terms and conditions preceding these Terms and Conditions shall be governed by the terms of such preceding terms and conditions.
- 26 These Terms and Conditions and the application and adjudication process are governed by English law.

The club must sign and return a copy of these Terms and Conditions as part of its application.

I, a duly appointed director of [insert name of club], certify on behalf of the club that:

- the club agrees to the Terms and Conditions and the application and selection process set out above; and
- the club agrees that if the application is successful the club will enter into a Tier 2 Licence and shall comply with all of its terms.

SIGNED by [**Insert name of club**])
)

[Signature]

[Print name]