

TEAMS

Ref	Requirement	Mandatory / Flexible	2022	2023
1.1	Team Composition (First Grade, Reserves, 17s, 15s and 13s)	Mandatory	The club must field First Grade, Reserves, 17s, 15s and 13s teams. These teams are required to participate in the highest level of competition available within the Member Federation's jurisdiction.	The club must field First Grade, Reserves, 17s, 15s and 13s teams. These teams are required to participate in the highest level of competition available within the Member Federation's jurisdiction.
1.2	Player Points System	Mandatory	The First Grade Team must operate within the player restrictions outlined in the relevant rules of competition. This may include, but not limited to, maximum number of W-League players.	The First Grade Team must operate within the player restrictions outlined in the relevant rules of competition. This may include, but not limited to, maximum number of W-League players.
1.3	FA/Member Federation Pathway	Mandatory	A club must release any player who has been selected for participation in the official FA/Member Federation Talented Player Pathway (e.g. W-League, NYC, Newcastle Jets etc.)	A club must release any player who has been selected for participation in the official FA/Member Federation Talented Player Pathway (e.g. W-League, NYC, Newcastle Jets etc.)
1.4	Youth Development SAP (9-12)	Flexible	The club should field a minimum of 1 team in the 12s and 1 team in the 10s Junior Development League.	The club should field a minimum of 1 team in the 12s and 1 team in the 10s Junior Development League.

YOUTH DEVELOPMENT				
Ref	Requirement	Mandatory / Flexible	2022	2023
2.1	Youth Training Plan	Mandatory	Documented Youth Training Plan in place which broadly outlines the club mission, vision and goals regarding youth training. The plan also outlines the club's recruitment policy. The plan will include how the NPL Club intends to develop formal links with local community clubs for the purpose of identifying players and coaches who have the ability to participate in the NPL.	Documented Youth Training Plan in place which broadly outlines the club mission, vision and goals regarding youth training. The plan also outlines the club's recruitment policy. The plan will include how the NPL Club intends to develop formal links with local community clubs for the purpose of identifying players and coaches who have the ability to participate in the NPL.
2.2	Liaison with State Technical Director	Mandatory	The Club Technical Director implements the agreed Youth Development Plan which has been endorsed by the State Technical Director. The Club Technical Director ensures that the coaching program is delivered, and maintains the appropriate records which will form the basis of the annual audit. NNSWF Technical Advisor will provide coaching support and two reports to Club NPL Youth Coaches and Club Technical Director. The State TD will outline areas that need to be addressed by start of the 2022 season.	The Club Technical Director implements the agreed Youth Development Plan which has been endorsed by the State Technical Director. The Club Technical Director ensures that the coaching program is delivered, and maintains the appropriate records which will form the basis of the annual audit. NNSWF Technical Advisor will provide coaching support and two reports to Club NPL Youth Coaches and Club Technical Director. The State TD will outline areas that need to be addressed by start of the 2023 season.
2.3	Application of National Curriculum	Mandatory	Application of the National Curriculum.	Application of the National Curriculum.
2.4	Transparency of Fees	Mandatory	The Club must advise the Member Federation of the estimated costs, by type, incurred per season for each age group / team. The cost breakdown should also outline the component of fees which represents profit to the club. The fee structure must be reported to the Member Federation and FA for approval on an annual basis in accordance with Section 10.3. The Member Federation or FA may publicly advertise club fees centrally to facilitate easier comparison by consumers/parents/etc. In accordance with Section 10.3, the Member Federation or FA will have the ability to require the Club to re-set fees if they are determined to be unreasonable.	The Club must advise the Member Federation of the estimated costs, by type, incurred per season for each age group / team. The cost breakdown should also outline the component of fees which represents profit to the club. The fee structure must be reported to the Member Federation and FA for approval on an annual basis in accordance with Section 10.3. The Member Federation or FA may publicly advertise club fees centrally to facilitate easier comparison by consumers/parents/etc. In accordance with Section 10.3, the Member Federation or FA will have the ability to require the Club to re-set fees if they are determined to be unreasonable.
2.5	Training Program Duration	Mandatory	Training program for the 13s, 15s & 17s Squads for a minimum duration of 9 months.	Training program for the 13s, 15s & 17s Squads for a minimum duration of 9 months.

COACHING

Ref	Requirement	Mandatory / Flexible	2022	2023
3.1	Technical Director	Mandatory	The Club Technical Director must hold a C Licence and be enrolled in a B Licence.	The Club Technical Director must hold a B Licence.
3.2	First Team Coach	Mandatory	The First Team Head Coach must hold a C Licence and be enrolled in a B Licence.	
3.3	First Team Assistant Coach	Mandatory	The Assistant First Team Coach must hold a C Licence.	
3.4	Reserves Head Coach	Mandatory	The Reserves Head Coach must hold a C Licence.	
3.5	Reserves Assistant Coach	Mandatory	The Reserves Assistant Coach must hold a Senior Certificate.	
3.6	Club Goalkeeping Coach	Mandatory	Community Goalkeeper Coaching Course.	
3.7	17s Head Coach	Mandatory	The 17s Head Coach must hold a C Licence.	
3.8	17s Assistant Coach	Mandatory	The 15s Assistant Coach must hold a Game Training Coaching Certificate.	
3.9	15s Head Coach	Mandatory	The 15s Head Coach must hold a C Licence.	
3.10	15s Assistant Coach	Mandatory	The 15s Assistant Coach must hold a Game Training Coaching Certificate.	
3.11	13s Head Coach	Mandatory	The 13s Head Coach must hold a C Licence.	
3.12	13s Assistant Coach	Mandatory	The 13s Assistant Coach must hold a Game Training Coaching Certificate.	

GOVERNANCE

Ref	Requirement	Mandatory / Flexible	2022	2023
4.1	Membership	Mandatory	The club must ensure that all its key stakeholders are recognised as Members under its Constitution, including registered players, coaches, administrators and volunteers.	The club must ensure that all its key stakeholders are recognised as Members under its Constitution, including registered players, coaches, administrators and volunteers.
4.2	Business Plan	Mandatory	The club maintains a detailed annual Business Plan and a broader long-term plan (3 years) which clearly outlines measurable KPIs and which is prepared by management and approved by the Board of the Club. Clubs will be required to provide NNSWF with an evaluation of their Business Plan upon request.	The club maintains a detailed annual Business Plan and a broader long-term plan (3 years) which clearly outlines measurable KPIs and which is prepared by management and approved by the Board of the Club. Clubs will be required to provide NNSWF with an evaluation of their Business Plan upon request.
4.3	Member Forums	Mandatory	The Clubs hosts a Members Forum either in person or through a digital survey once per annum inviting parents, players, members, sponsors, etc. to present Club's Youth Development and Business Plan and to discuss ways to provide greater value to relevant stakeholders. Issues and feedback are documented and incorporated in the club's strategic planning process. The Members Forums are to be held in conjunction with the Clubs AGM and prior to the commencement of the NPL season.	The Clubs hosts a Members Forum either in person or through a digital survey once per annum inviting parents, players, members, sponsors, etc. to present Club's Youth Development and Business Plan and to discuss ways to provide greater value to relevant stakeholders. Issues and feedback are documented and incorporated in the club's strategic planning process. The Members Forums are to be held in conjunction with the Clubs AGM and prior to the commencement of the NPL season.
4.4	Intermediaries (player agents)	Mandatory	The Directors of the Club must submit, as part of the NPL Participation Licence, a Statutory Declaration confirming the existence and terms of any contractual, financial or other relationship with any intermediaries (including player agents).	The Directors of the Club must submit, as part of the NPL Participation Licence, a Statutory Declaration confirming the existence and terms of any contractual, financial or other relationship with any intermediaries (including player agents).
4.5	Private Academies	Mandatory	The Directors of the Club must submit, as part of the NPL Participation Licence's a Statutory Declaration confirming there are no contractual, financial or other relationships with a Private Academy.	The Directors of the Club must submit, as part of the NPL Participation Licence's a Statutory Declaration confirming there are no contractual, financial or other relationships with a Private Academy.
4.6	National Registration Regulations	Mandatory	The club must comply at all times with FA's National Registration Regulations.	The club must comply at all times with FA's National Registration Regulations.
4.7	Annual General Meeting	Mandatory	The club must hold an Annual General Meeting in accordance with applicable law at which all Members shall be invited to attend and be entitled to speak.	The club must hold an Annual General Meeting in accordance with applicable law at which all Members shall be invited to attend and be entitled to speak.

FINANCE

Ref	Requirement	Mandatory / Flexible	2022	2023
5.1	Financial Records	Mandatory	The Club must maintain financial records in the form and nature required under Australian law.	The Club must maintain financial records in the form and nature required under Australian law.
5.2	Annual Financial Statements	Mandatory	The Club must prepare annual financial statements in accordance with Australian Accounting.	The Club must prepare annual financial statements in accordance with Australian Accounting.
			Standards (including a balance sheet, profit and loss statement and statement of cash flow).	Standards (including a balance sheet, profit and loss statement and statement of cash flow).
5.3	Inspection of Financial Records	Mandatory	The Club must make available to the Member Federation or FA any financial information requested within 21 days of receiving notice of an inspection.	The Club must make available to the Member Federation or FA any financial information requested within 21 days of receiving notice of an inspection.
5.4	Accounting Systems	Mandatory	The Club must maintain accounting systems to enable it to properly maintain its financial records.	The Club must maintain accounting systems to enable it to properly maintain its financial records.
5.5	Confirmation of Accounts	Mandatory	Any Club with revenue over \$250,000 and / or assets over \$500,000 must submit its audited accounts to NNSWF within 1 month of their AGM. Any club with revenue less than \$250,000 and assets less than \$500,000 must submit their balance sheet and profit and loss statement, as presented at the AGM, no later than 1 month after the AGM accompanied with a standard Statutory Declaration signed by the Clubs' President and Treasurer confirming accuracy of the submitted documentation.	Any Club with revenue over \$250,000 and / or assets over \$500,000 must submit its audited accounts to NNSWF within 1 month of their AGM. Any club with revenue less than \$250,000 and assets less than \$500,000 must submit their balance sheet and profit and loss statement, as presented at the AGM, no later than 1 month after the AGM accompanied with a standard Statutory Declaration signed by the Clubs' President and Treasurer confirming accuracy of the submitted documentation.
5.6	Current Ratio	Mandatory	The club must demonstrate through their submitted accounts required in 5.5, their ability to maintain a Current Ratio of 1 as a minimum.	The club must demonstrate through their submitted accounts required in 5.5, their ability to maintain a Current Ratio of 1 as a minimum.
5.7	Training Compensation	Mandatory	Clubs will be entitled to solidarity contribution in accordance with FIFA regulations.	Clubs will be entitled to solidarity contribution in accordance with FIFA regulations.

FACILITIES

Ref	Requirement	Mandatory / Flexible	2022	2023
6.1	Local Government	Flexible	The Club must present, on an annual basis, or in line with Local Government timelines, its facilities plan to Local Government and obtain written confirmation from the LGA that it has acknowledged the plan.	The Club must present, on an annual basis, or in line with Local Government timelines, its facilities plan to Local Government and obtain written confirmation from the LGA that it has acknowledged the plan.
6.2	Alignment with Member Federation Facility Strategy	Mandatory	The Club must have regard for the Member Federation's overall facilities strategy for its jurisdiction when developing its facilities plan. Member Federations will provide advice to the Club when considering the Club's Facilities Plan as required under 6.1.	The Club must have regard for the Member Federation's overall facilities strategy for its jurisdiction when developing its facilities plan. Member Federations will provide advice to the Club when considering the Club's Facilities Plan as required under 6.1.
6.3	Stadium & Training sites	Mandatory	The Club must comply with the specific stadium and training site infrastructure requirements determined by governing Member Federations. (Note that FA will seek to establish nationally consistent facility standards in the medium term - these standards will be introduced in revised licensing criteria in the future).	The Club must comply with the specific stadium and training site infrastructure requirements determined by governing Member Federations. (Note that FA will seek to establish nationally consistent facility standards in the medium term - these standards will be introduced in revised licensing criteria in the future).

ORGANISATIONAL STRUCTURE

Ref	Requirement	Mandatory / Flexible	2022	2023
7.1	Organisational Structure	Mandatory	The Club shall document its management structure to include position titles, position descriptions and the name of individuals filling such positions. The documented management structure should be submitted to the Member Federation before the commencement of each season (refer Section 10 for reporting obligations). At a minimum, the club must prepare the above documentation for the positions of President, Secretary/Football Manager, Treasurer, Media, Marketing, Member Protection Officer as well as all Coaching and Technical staff. Clubs must ensure that these positions are allocated to individuals involved in an official capacity at the club as a minimum.	The Club shall document its management structure to include position titles, position descriptions and the name of individuals filling such positions. The documented management structure should be submitted to the Member Federation before the commencement of each season (refer Section 10 for reporting obligations). At a minimum, the club must prepare the above documentation for the positions of President, Secretary/Football Manager, Treasurer, Media, Marketing, Member Protection Officer as well as all Coaching and Technical staff. Clubs must ensure that these positions are allocated to individuals involved in an official capacity at the club as a minimum.

MEMBER PROTECTION

Ref	Requirement	Mandatory / Flexible	2022	2023
8.1	FA Member Protection Policy	Mandatory	The Club must adhere to the FA Member Protection Policy.	The Club must adhere to the FA Member Protection Policy.
8.2	Child Protection Legislation	Mandatory	Club personnel must abide by the relevant Child Protection legislation in each State/Territory including any specific checks that may be required.	Club personnel must abide by the relevant Child Protection legislation in each State/Territory including any specific checks that may be required.

MEDICAL

Ref	Requirement	Mandatory / Flexible	2022	2023
9.1	Coverage (Senior Grades)	Mandatory	Physiotherapist (First Grade team & Reserves).	Physiotherapist (First Grade team & Reserves).
9.2	Coverage (Youth Grades)	Mandatory	L2 Sports Trainer (17s,15s & 13s).	L2 Sports Trainer (17s,15s & 13s).
9.3	Supplies	Mandatory	First Aid/strapping (all teams).	First Aid/strapping (all teams).
9.4	Facilities	Mandatory	Designated treatment facility/area at training/matches (First Grade, & Reserves). Treatment table under cover at training/matches (17s, 15s & 13s).	Designated treatment facility/area at training/matches (First Grade, & Reserves). Treatment table under cover at training/matches (17s, 15s & 13s).
9.5	Procedure (in the event of serious injury)	Mandatory	Physiotherapist (First Grade & Reserves). Access to physiotherapy clinic (17s, 15s, & 13s). Club Physiotherapist / Physiotherapist company appointed to oversee coverage for all teams and to regularly review injury management and return to play.	Physiotherapist (First Grade & Reserves). Access to physiotherapy clinic (17s, 15s, & 13s). Club Physiotherapist / Physiotherapist company appointed to oversee coverage for all teams and to regularly review injury management and return to play.

REPORTING

Ref	Requirement	Mandatory / Flexible	2022	2023
10.1	Technical Director's Report	Mandatory	The Club Technical Director shall prepared a report containing an assessment of the training programs conducted across each youth team. The report will also provide an assessment of talented players applying assessment criteria determined by the State Technical Director. The frequency of the report shall accord with requirement 2.4 and be submitted to the Member Federation no later than 20 working days after the Grand Final (or final match) of the competition that season.	The Club Technical Director shall prepared a report containing an assessment of the training programs conducted across each youth team. The report will also provide an assessment of talented players applying assessment criteria determined by the State Technical Director. The frequency of the report shall accord with requirement 2.4 and be submitted to the Member Federation no later than 20 working days after the Grand Final (or final match) of the competition that season.
10.2	Financial Reporting	Mandatory	The club shall submit its annual audited financial statements within 3 months of the end of the Club's financial year.	The club shall submit its annual audited financial statements within 3 months of the end of the Club's financial year.
10.3	Fee Report	Mandatory	In accordance with Criteria 2.4, the club shall submit a report on an annual basis outlining its proposed player fees for the year. The report shall contain a breakdown of the costs incurred in delivering the programs and will be assessed by the Member Federation and FA for their reasonableness. NNSWF will provide clubs with a Budget Justification Sheet to complete for the clubs youth grades. Both FA and the Member Federation shall have the power to require the club to validate information contained in the report or to require the club to revise its proposed fees. The report must be endorsed by the Member Federation and FA. The fee report must be submitted by 31 January of that season.	In accordance with Criteria 2.4, the club shall submit a report on an annual basis outlining its proposed player fees for the year. The report shall contain a breakdown of the costs incurred in delivering the programs and will be assessed by the Member Federation and FA for their reasonableness. NNSWF will provide clubs with a Budget Justification Sheet to complete for the clubs youth grades. Both FA and the Member Federation shall have the power to require the club to validate information contained in the report or to require the club to revise its proposed fees. The report must be endorsed by the Member Federation and FA. The fee report must be submitted by 31 January of that season.