

FAI Women's UEFA Manual
Season 2024/25



Based on UEFA Club Licensing and Financial Sustainability Regulations Edition 2023, the UEFA Club Licensing Regulations for the UEFA Women's Champions League Edition 2022, The FAI Constitution and Regulations contained within the most recent FAI Handbook and UEFA Stadium Regulations 2018.

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PREFACE

The FAI Women's UEFA Manual for the 2024/25 UEFA Club Competition Season is based on the UEFA Club Licensing and Financial Sustainability Regulations, edition 2023 and the UEFA Club Licensing Regulations for the UEFA Women's Champions League Edition 2022.

The FAI welcomes the introduction of a binding club licensing process to the League of Ireland for the 2024 season.

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1.0 FAI – FAI Women’s UEFA Manual - Scope of application

These regulations govern the licensing criteria to be fulfilled by an applicant to the UEFA Women’s Competition.

The regulations govern the rights, duties and responsibilities of all parties involved in the admission process and define in particular the minimum criteria (Sporting, Football Social Responsibility, Infrastructure, Personnel & Administrative, Legal and Financial) which must be fulfilled in order to be granted a licence for the UEFA Women’s Competition.

The criteria described in this Manual are minimum requirements and are regarded as “A” Criteria unless otherwise specified. Clubs may report attainment of higher quality standards for any of the criteria if they so wish.

1.1 FAI Women’s UEFA Manual - Objectives

This manual aims to:

The support and contribute to the further development of women’s football in Europe and tackle existing issues affecting professional women’s football.

1.2 Legal Basis

The Licensor has jurisdiction to govern the Licensing system by virtue of the FAI Constitution and Regulations contained within the FAI Handbook.

1.3 FAI – Women’s UEFA Manual – Definition of Terms

For the purpose of this manual, the following definitions apply:

Club licensing criteria: The criteria to be fulfilled by a licence applicant in order to be granted a licence.

Club Financial Control Body Independent committee established by UEFA to monitor and ensure the consistent and strict application of the licensing criteria.

Current financial information Information in respect of the financial performance and position of the club in the reporting period ending in the year that the UEFA club competitions commence (reporting period T).

<i>Deadline for submission</i>	The date by which each licensor requires licence applicants to have submitted all relevant information for their applications for a licence.
<i>Licence:</i>	Certificate granted by the licensor confirming fulfillment of all minimum criteria by the licence applicant as part of the admission procedure for entering UEFA Women's club competitions.
<i>Licence applicant:</i>	The legal entity fully and solely responsible for the football team which applies for a licence.
<i>Licensor:</i>	The Body which operates the Club Licensing System and grants the Licences. The Licensor governs the Licensing System and controls the Licensing Core Process. The FAI Board are responsible for any changes to the process and the approval of the Licensing Manual. The FAI Club Licensing Manual cannot be amended during the licensing process unless duly approved by UEFA.
<i>Core Process</i>	The core process describes the procedures to be followed by the Licensor in order to control the issuance of a licence to a licence applicant. The emphasis of the core process is for licence applicants to perform self-assessment and for the Licensor and UEFA to verify that quality standards have been fulfilled according to the criteria described in this Manual.
<i>Significant Change:</i>	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.

2.0 FAI - Women's UEFA Manual - Process

1. Clubs will submit applications via the Club Licensing online system.
2. The FAI Club Licensing Department will review documentation which has been submitted.
3. The FAI Club Licensing Department in consultation with the relevant criteria experts will decide whether an applicant has met the minimum criteria based on the documentation provided.
4. The FAI Club Licensing Department may seek clarification and may request further documentation and information in relation to any submission. Any such requests are at the discretion of the Club Licensing Department.
5. The FAI Club Licensing Committee will make a final decision as to whether an applicant has met the minimum criteria.
6. Any decision of the FAI Club Licensing Committee must be in writing and include the reasoning for a decision as well as the procedure for lodging an appeal (if applicable)

2.1 LICENSING SANCTIONS

The following sanctions may be set by the Club Licensing Committee and/or Appeals Body for breaches of the provisions of this club licensing manual (such as submission of falsified documents, non-respect of deadlines, sanctions against deadlines, failure to cooperate with the FAI Club Licensing Committee or the FAI Club Licensing Department in any way) or non-fulfilment of criteria

- a) Caution
- b) Extended deadline to fulfil criteria
- c) Fine
- d) Deduction of points
- e) Suspension of personnel
- f) Reporting of issues to appropriate bodies within the FAI
- g) Obligation to submit guarantees and undertakings
- h) Withhold grants / prize money
- i) Seek more financial details
- j) Play behind closed doors
- k) Reduction of capacity
- l) Licence review
- m) Licence withdrawal
- n) Transfer embargo

This list is not exhaustive.

2.2 SPOT-CHECKS BY UEFA / FAI

UEFA and/or FAI or its nominated bodies/agencies reserve the right to, at any time, conduct compliance audits of the licensor and, in the presence of the latter, of the licence applicant/licensee. Compliance audits aim to ensure that the licensor, as well as the licence applicant/licensee, have fulfilled their obligations as defined in this manual and that the licence was correctly awarded at the time of the final decision of the licensor.

The Licensing Manager (or nominee) will have the power to carry out spot checks on clubs by attending at the club or grounds without prior notice and shall be entitled to examine all documentation relating to licensing and to carry out checks on any aspect of Club Licensing Requirements.

2.3 CLUB LICENSING APPEALS PROCESS

1. The Licence applicant or licensor may appeal any decision of the Club Licensing Committee. The Club Licensing Officer may also appeal a decision of the Club Licensing Committee.
2. An appeal against a Club Licensing Committee decision has no delaying effect.
3. Appeals against club licensing decisions must be sent to the FAI Club Licensing Department within five calendar days of when the first instance decision was notified to the licence applicant.
4. Appeal applications must be accompanied by a Bank Draft, Postal Order or electronic transfer for the Appeal Fee of €500, made payable to FAI. This fee will be refunded if the appeal is successful.
5. Failure to comply with the time limits or failure to enclose the correct Bank Draft or Postal Order will invalidate any appeal.
6. The Appeals Body is notified and the meeting date is set by agreement.
7. The unavailability of the Club Licensing Officer or the fact that the Club Licensing Officer has not read the decision letter will not be grounds for extending the appeals deadline. It is a matter for the licence applicant to ensure that their own procedures take into account the appeals time limits.
8. An appeal can be abandoned at any stage prior to the hearing by notifying the LM in writing.
9. The Head of Licensing prepares a report for consideration by the Appeals Body. This report will contain the letter of appeal from the licence applicant, the reasons for the decision of the Club Licensing Committee and any other information necessary for the appeal hearing. The report will also be sent to the licence applicant.
10. The Appeals Body meets and considers the appeal. The Appeals Body will only review the decision of the Club Licensing Committee and will base its decision solely upon the documents furnished to that Committee and all the evidence provided by the appellant with its written request for appeal and by the set deadline. No new evidence can be submitted to the Appeals Body for review. However, if necessary, the Appeals Body may ask the Head of Licensing and the Club Licensing Officer for further clarifications.
11. The licence applicant is entitled to representation at the Appeals Body meeting.
12. The Appeals Body will assess the decision of the Club Licensing Committee having regard to

several considerations such as the following examples:

- a) Did the Committee adhere to Fair Procedures?
- b) Did the Committee act within its own powers?
- c) Were the sanctions or decisions excessive or inappropriate?
- d) Were the facts and evidence not considered properly?
- e) Was the decision generally flawed based on the evidence before it?

(This list is not exhaustive)

13. The original decision of the FAI Club Licensing Committee will be deemed to be final and binding in the case of the withdrawal of any appeal. The appeal fee will be forfeited, and the Club may be held liable for any expenses incurred at the discretion of the Appeals Body.

14. The report of the Appeals Body must detail all of the reasons for refusing the licence and make specific reference to particular conditions and/or criteria that have not been fulfilled. The Club Licensing Manager communicates the decision to the Club Licensing Officer by email. This communication is deemed effective from the date of notification email.

15. After careful review of the appeal and report of the LM, the FAI Club Licensing Appeals Body will either;

- uphold the decision of the Club Licensing Committee; OR
- change the decision;

16. The report of the Appeals Body must detail all of the reasons for its decision.

17. The Head of Licensing communicates the decision to the Club Licensing Officer by email or registered post.

2.4 DECISION-MAKING BODIES

The Licensors are obliged to establish two decision-making bodies, namely:

- FAI Club Licensing Committee; and
- FAI Club Licensing Appeals Body.

These Decision-Making Bodies must be independent from each other. Both will receive administrative support from the FAI. These Decision-Making Bodies will decide whether Licences should be issued or not and have the power to issue a variety of sanctions.

3.0 FAI CLUB LICENSING COMMITTEE

In relation to the powers, duties and operations of the FAI Club Licensing Committee, the following rules will apply:

Operation and Duties

- The FAI Club Licensing Committee will operate as the first instance body that decides whether a League and/or UEFA licence should be issued to an applicant or not under this Manual.
- Membership of the FAI Club Licensing Committee is as set out in this Manual.
- Members of the FAI Club Licensing Committee must act impartially in the discharge of their duties.
- Members of the FAI Club Licensing Committee must treat each separate application equally.

Powers

- The FAI Club Licensing Committee will only review documentation which has been submitted to the FAI Club Licensing Department on or before the submission date or which has been submitted after this date by agreement with the FAI Head of Licensing.
- The FAI Club Licensing Committee will decide whether a licence should be issued to an applicant or not. This decision must be based on the licensing report submitted by the FAI Club Licensing Department and must be in accordance with the provisions of this Manual.
- The FAI Club Licensing Committee has the power to seek clarification, and to request further documentation and information in relation to any submission. The Committee can request the Club Licensing Officer or the FAI Head of Licensing to provide any further evidence or explanations on behalf of the licence applicant. Any such requests are at the discretion of the Club Licensing Committee. Licence applicants are reminded that the Committee will only seek such clarifications in relation to applications received on or before the submission date. This power should not be taken to extend the submission date in any way.
- The FAI Club Licensing Committee has the power to decide what sanctions (if any) should be imposed on clubs that fail to fulfil criteria.
- Each member of the Committee will have one vote.
- In the event of the Club Licensing Committee being unable to reach a majority vote on any matter the Chairperson will have a casting vote in addition to his/her first vote.
- Any decision of the FAI Club Licensing Committee must be in writing and include the reasoning for a decision as well as the procedure for lodging an appeal (if applicable).

- The FAI Club Licensing Committee has the power to withdraw any licence or apply any sanction during a season if the Licensee:
 1. no longer satisfies any single criteria for issuing the licence; or
 2. violates any of its obligations, duties, confirmations or undertakings under this Manual, Contract or Confidentiality Agreement; or is involved in a bankruptcy, receivership, examinership or liquidation process, or is struck off the Companies' Register
- The withdrawal of a licence or imposition of a sanction is not mandatory, and the FAI Licensing Committee will have discretion to exercise this power or not.
- The FAI Club Licensing Committee has the authority to review licensing criteria and to recommend amendments to the FAI Board.
- The FAI Club Licensing Committee has the authority to permit licence applicants/licensees to transfer their membership of the FAI from one legal entity to another.

3.1 FAI CLUB LICENSING APPEALS BODY

In relation to the powers, duties and operations of the FAI Club Licensing Appeals Body, the following rules will apply:

Operation and Duties

- The FAI Club Licensing Appeals Body will only review decisions made by the FAI Club Licensing Committee and will not rehear the case or review fresh evidence.
- The FAI Club Licensing Appeals Body decides on all appeals against decisions of the FAI Club Licensing Committee.
- The decision must be in writing and include the reasoning for the decision.
- Each member of the Appeals Body will have one vote.
- In the event of the Club Licensing Appeals Body being unable to reach a majority vote on any matter the Chairperson will have a casting vote in addition to his/her first vote.
- Membership of the FAI Club Licensing Appeals Body is as set out in this Manual.
- Members of the FAI Club Licensing Appeals Body must treat each separate application equally.

Powers

- The FAI Club Licensing Appeals Body has the power to make a final binding decision on whether a licence should be issued or not and what sanctions, if any, should be imposed on the licence applicant.
- In the event of the Appeals Body being unable to reach a majority vote on any matters within its remit, the Chairperson for the time being will have the power to make a final binding determination. The full powers and sanctions available to the Appeals Body under these rules will be fully within the power of the Chairperson in these circumstances.
- The FAI Club Licensing Appeals Body has the power to seek clarification on any issue from the FAI Head of Licensing. Any such requests are at the discretion of the FAI Club Licensing Appeals Body
- The FAI Licensing Appeals Body has the power to review all decisions of the FAI Club Licensing Committee and to affirm, reject, vary or replace decisions and/or sanctions issued by the FAI Club Licensing Committee.
- The FAI Constitution and Regulations contained within the FAI Handbook will not apply to the licensing decisions of the FAI Club Licensing Appeals Body or those of the FAI Club Licensing Committee.

The FAI Club Licensing Appeals Body is the body of last instance and its decisions are final.

3.2 MEMBERSHIP OF THE DECISION-MAKING BODIES

In relation to the membership of the FAI Club Licensing Committee and the FAI Club Licensing Appeals Body, the following rules will apply:

- The FAI Club Licensing Committee shall have a minimum panel of 6 members and a quorum of 3 members.
- The FAI Club Licensing Appeals Body shall have a minimum panel of 6 members and a quorum of 3 members.
- The FAI Board will appoint the Chair and other members of each body.
- Each quorum must have among its members at least one person who is professionally qualified as a Solicitor or Barrister.
- Each quorum must have among its members at least one person who is professionally qualified as an accountant and holds a qualification recognised by a professional body such as
 - ACCA - Association of Chartered Certified Accountants;

- ICAEW - Institute of Chartered Accountants in England & Wales;
- CAI - Chartered Accountants Ireland;
- ICAS - Institute of Chartered Accountants of Scotland;
- ICPAI - Institute of Certified Public Accountants in Ireland; and
- IIPA- Institute of Incorporated Public Accountants.

Meeting's of the Club Licensing and the Club Licensing Appeal Committee may take place in person, via video conference or a mixture of both provided that a quorum is present. Members of the FAI Club Licensing Committee and the FAI Club Licensing Appeals Body will serve for an initial term of 2 years. Each member will be eligible to be reappointed by the FAI Board for additional terms of 2 years.

- Members of the FAI Club Licensing Committee and the FAI Club Licensing Appeals Body may not belong simultaneously to the FAI Board or executive of the FAI or the SSE Airtricity League.
- Members of the FAI Club Licensing Committee and the FAI Club Licensing Appeals Body may not belong simultaneously to the management personnel of any licence applicant or club affiliated to the licence applicant.
- If a vacancy occurs on the FAI Club Licensing Committee or the FAI Club Licensing Appeals Body, the FAI Board should appoint a replacement for the remaining term of office. A delay in filling such a vacancy will not prevent either body from continuing with its duties.
- All appointed members must automatically abstain if there is any doubt as to their independence or if there is a conflict of interests. The independence of a member may not be guaranteed if this person, or any member of their family (spouse, child, parent or sibling), is associated with the licence applicant in any of the following ways:

- member;
- shareholder;
- sponsor;
- consultant;
- director;
- employee, etc

The Chair of the committee will have the power to determine if such a conflict of interest exists.

- Members of the decision-making bodies must act impartially in the discharge of their duties.
- The separation of powers between the FAI Club Licensing Committee and the FAI Club Licensing Appeals Bodies must be guaranteed.

4.0 FAI CLUB LICENSING DEPARTMENT

In relation to the powers, duties and operations of the FAI Club Licensing Department, the following rules will apply:

Operation and Duties

- The FAI will establish an appropriately resourced and equipped Club Licensing Department.
- The FAI Club Licensing Department will be led and coordinated by the Head of Licensing, who is responsible for the licensing administration.
- The Department will appoint a number of Criteria experts with expertise and responsibilities for specific types of criteria. The Department will also appoint administrative support staff as necessary.
- All FAI Club Licensing Department employees and experts must be independent from licence applicants. The independence of an FAI Club Licensing Department staff member or expert may not be guaranteed if this person, or any member of their family, is associated with the licence applicant in any of the following ways:
 - member;
 - shareholder;
 - sponsor;
 - business partner
 - consultant;
 - director;
 - employee, etc.

If an employee or expert is deemed not to be independent of a licence applicant, this person must not be involved in any assessing, auditing, recommending or reporting of that licence applicant.

- At least one member of the FAI Club Licensing Department (an employee, Criteria expert or an external advisor) must be professionally qualified as an accountant or have at least 5 years' experience in accountancy or auditing.

Powers and Tasks

The tasks of the FAI Club Licensing Department will include:

- Preparing, implementing and further developing the FAI Club Licensing System and Core Process;
- Providing administrative support to the FAI Club Licensing Committee and the FAI Club Licensing Appeals Body;
- Assisting, advising and monitoring licensees during the licence period;
- 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 or company structure;
- Serving as the contact point for and sharing expertise with the licensing departments of other UEFA member associations and with UEFA itself;
- Conducting assessments and audits to verify whether licence applicants have fulfilled quality standards according to the criteria described in this Manual.

Powers of the FAI Club Licensing Department include:

- The FAI Club Licensing Department may report to the FAI Club Licensing Committee any cases where a licensee fails to maintain the conditions for the issuance of a licence.
- The FAI Club Licensing Department may delegate responsibility for aspects of monitoring licensees to other departments within the FAI or to the League of Ireland.
- The FAI Club Licensing Department will have the power to seek clarification, or request further documentation and information from the Club Licensing Officer and can invite the Club Licensing Officer to provide any further evidence or explanations on behalf of the licence applicant. Any such requests are at the discretion of the Head of Licensing.
- The Head of Licensing or his/her nominee will have the power to carry out spot checks on clubs by attending at the club or grounds without prior notice and shall be entitled to examine all documentation relating to licensing and to carry out checks on any aspect of Club Licensing Requirements.

- The FAI Club Licensing Department will determine the timetable for the Club Licensing Core Process on an annual basis, taking into consideration the deadline set by UEFA for admission to UEFA club competitions.
- The Head of Licensing will have the power to make recommendations to the Club Licensing Committee on any matter pertaining to the issuance of a Licence, sanctions, withdrawal of licence or other related licensing matters.
- The Head of Licensing, and any other persons requested by the Head of Licensing, will have the right to attend meetings of the FAI Club Licensing Committee and the FAI Club Licensing Appeals Body. The role of the Head of Licensing in these meetings will be to facilitate, and this person will have no voting rights.
- UEFA, or a third party entrusted with the task on UEFA's behalf, is entitled to examine the FAI Club Licensing procedures with respect to UEFA's minimum criteria and to submit corresponding recommendations. UEFA will also be empowered to perform spot checks on licensees via the FAI Club Licensing Department.

4.1 CONFIDENTIALITY AND EQUAL TREATMENT

The Licensor guarantees the licence applicant/licensee full confidentiality as regards all non-public information disclosed during the Licensing Core Process. In this regard, the FAI must conclude an annual confidentiality agreement with each licence applicant.

Members of the FAI Club Licensing Committee, the FAI Club Licensing Appeals Body, the FAI Club Licensing Department and any other individual engaged by the Licensor in the licensing process must also sign a confidentiality clause before starting his or her tasks. Confidentiality is subject to the following:

- a) A club's contacts sheet.
- b) Data regarding Infrastructure.
- c) No enclosures (e.g. Legal or Financial Information) shared and these will remain subject to the confidentiality clause, unless duly authorised by the licence applicant/licensee.
- d) Any decision of the Club Licensing Committee or Club Licensing Appeals Body may be communicated to the media.

The Licensor ensures equal treatment of all licence applicants during the licensing process.

4.2 CLUB LICENSING CORE PROCESS – STEPS

The chronological order of the core steps are described below:

1. An invitation to apply is sent to licence applicants. The licence applicant will be requested to acknowledge receipt of these items.
2. The licence applicant completes the application and where necessary submits documents and produces the required evidence for each criteria.
3. All correspondence relating to the Licensing application should be submitted via the Club Licensing IT Application. Applicants must confirm any submissions via the dedicated messaging system.
4. The licence applicant must return its application, including signed contract, to the FAI Club Licensing Department on or before the FAI Submission date.
 - a) Any supporting documentation must be submitted via the Club Licensing IT Application.
 - b) All supporting documentation must be received on or before the FAI Submission Date, with financial documentation being received by the stated extended deadline.
 - c) If a licence applicant is experiencing difficulty in obtaining documentation or information from any third party (e.g. Accountant, Auditor, Solicitor) the licence applicant shall make a written request for an extension of the submission date on providing proof of such delay to the Head of Licensing. The proof required would consist of evidence by way of correspondence that the information was requested by the licence applicant in sufficient time or an explanatory letter by the third party setting out the reasons for the delay. It is entirely a matter for the LM to decide whether or not to agree to such an extension based on the proof provided.
6. The LM checks that the documents supplied by the licence applicant are complete and are submitted on or before the FAI Submission Date (or extended deadline for financial documentation).
7. In the event that a licence applicant fails to submit documentation on or before the FAI submission date, or in the prescribed manner, or in the event that an applicant does not cooperate with the LM, or any dispute arises of any kind during the core process, the LM can either (1) contact the Club Licensing Officer in order to agree on the next actions to be taken and/or (2) agree a new timescale (e.g. to complete or to deliver a missing item of required evidence and/or (3) the LM can prepare a report for consideration by the FAI Club Licensing Committee.

This report will set out any problems encountered by the Head of Licensing in relation to a club's Application, subsequent submissions or difficulties in relation to any lack of cooperation between

licence applicants and the FAI Licensing Department. This report can accompany or be incorporated into the final report of the Head of Licensing.

Any supporting documentation due on submission date, submitted within two weeks of the Club Licensing Committee decision meeting will incur a €200 fine per criteria affected and will be included in the report to the Club Licensing Committee.

Any supporting documentation due on submission date, submitted within five business days of the decision meeting is not guaranteed to be presented to the committee.

8. The Head of Licensing will respond to the licence applicant with an initial preliminary report within ten business days of receiving the Application. For avoidance of doubt, this report will outline the criteria for which documentation has been received, and criteria where documentation remains outstanding. This report will not determine compliance with criteria as the application is still subject to audit by criteria experts.

9. The Head of Licensing sorts the information received, records it and forwards it to appointed criteria experts. The respective criteria experts will have responsibility for the specific criteria areas – Sporting, Infrastructure, Legal, Financial and Personnel & Admin.

10. The criteria experts review the documents and reports back to the LM as to whether the criteria have been fulfilled.

11. The Head of Licensing then assesses the licence application on the basis of the criteria expert's reports. If the reports of the criteria experts identify areas that require further information and clarification from the licence applicant, the Head of Licensing discusses those areas of concern or non-compliance with the licence applicant. The Head of Licensing may require further explanations or supporting documents or may decide to perform a site visit to conduct further investigation. The Head of Licensing will contact the Club Licensing Officer in order to agree on the next actions to be taken and a timescale for these actions.

12. Head of Licensing prepares a report for consideration by the FAI Club Licensing Committee. This report may contain analysis of the application and supporting documentation, analysis of the reports received from the criteria experts, and any additional reports as outlined above. It will also include a recommendation by the Head of Licensing on whether to issue a licence, issue a licence with sanctions, refuse a licence, or apply other sanctions.

13. The Head of Licensing will send a copy of the report to each member of the FAI Club Licensing Committee and to the Club Licensing Officer at least five calendar days before the meeting of the FAI Club Licensing Committee.

14. Within 5 days of the decision meeting, the Head of Licensing obtains a management representation letter from the licence applicant stating whether or not any significant and/or material events or conditions have occurred, that may have an impact on the licence applicant's

financial position since the balance sheet date of the preceding audited annual financial statements.

4.3 CLUB LICENSING COMMITTEE DECISION

1. The FAI Club Licensing Committee reviews the report of the Head of Licensing, and, if necessary, asks the Head of Licensing to contact the Club Licensing Officer for further clarifications. The burden of proof that all criteria are satisfied rests with the licence applicant.
2. The Club Licensing Committee meets to decide on the licence applications. The Club Licensing Officer or other specified officers of the club may also be invited to represent the licence applicant to provide any final evidence or explanations if requested by the Club Licensing Committee.
3. The FAI Club Licensing Committee then makes its decision on whether to issue the licence, issue the licence with sanctions, refuse the licence or apply any other sanctions.
4. If after careful review of the Licence Application and report of the Head of Licensing, and consideration of any final submissions from the applicant, the FAI Club Licensing Committee find that the licence applicant has not fulfilled a category 'A' licensing criterion or has not fulfilled any alternative provided in the club licensing manual, then they must refuse to issue a Licence. In this case, the report of the FAI Club Licensing Committee must detail all of the reasons for refusing the licence and make specific reference to particular conditions and/or criteria that have not been fulfilled. The Head of Licensing communicates the decision to the Club Licensing Officer by email and provides information about instigating the appeals process. This communication is deemed effective from the date of the email. If the licence applicant decides to appeal the first instance decision, the club must lodge a letter of appeal with the Head of Licensing.
5. However, If after careful review of the Licence Application and report of the Head of Licensing, and consideration of any final submissions from the applicant, the FAI Club Licensing Committee find that the licence applicant has fulfilled all category 'A' licensing criterion or has satisfactorily fulfilled an alternative as per the club licensing manual, then they must issue a Licence. The Head of Licensing communicates the decision of the decision-making body to the licensee by email.

4.4 CLUB LICENSING MONITORING PROCESS

1. After it has been issued a licence, up until the expiry of the licence, the licensee must within one week notify the licensor in writing of any subsequent event, that it is aware of at any time, that may cast significant doubt upon the licensee's ability to continue as a going concern until at least the end of the season for which the license has been granted.
2. If the licensee is in breach of one or more of the indicators, then the licensee must prepare and submit an updated version of the future financial information. The future financial information must be prepared and available, as a minimum, on a six-month basis.
3. On an annual basis, the Club Licensing Committee will issue a catalogue of sanctions, detailing the sanction for non-compliance with each criterion. This catalogue of sanctions will be communicated to the licensee via the Head of Licensing. The licensee must maintain compliance with all criteria until the end of the period of the licence. The Club Licensing Department will monitor compliance throughout the season through various methods (e.g. Match Delegates Reports or spot-checks). If any non-compliance issues are identified by the Club Licensing Department the licensee may be sanctioned. In the case that a licensee is in breach of criteria the Head of Licensing will communicate the relevant sanction to the licensee as per the catalogue of sanctions. The Head of Licensing communicates the sanction to the Club Licensing Officer by email or post. The licensee may appeal any sanction of the Club Licensing Committee as per the process.
4. The licensee must comply with Duty to notify the Club Licensing Department of significant changes during the season. The duty of notification must be undertaken and communicated within seven business days
5. If there is a change in mandated personnel, the licensee must notify the FAI within seven business days. The licensee must ensure that the position is taken over by a person who holds the necessary qualifications within sixty days.

4.5 CHANGE OF LEGAL ENTITY

If any licence applicant/licensee wishes to change its legal entity, which is the recognised member of the FAI for example, if a licensee that is an incorporated company wishes to dissolve itself at the end of the season, then reincorporate itself as a new incorporated company and apply for a licence for the following season), it must submit full details of the proposed change to the FAI Club Licensing Committee.

Notwithstanding the rules stated below, such new company, provided that its membership has not lasted for a period of three years, may not apply for a UEFA Licence unless a specific exception in this sense has been requested and approved by UEFA (see Annex A.1) of the UEFA Club Licensing Regulations for the UEFA Women's Champions League, Edition 2022). If the FAI is notified of the reorganisation or restructuring of an affiliated club

(e.g. change of legal form, merger of clubs, split of club, liquidation or bankruptcy), the FAI is responsible for notifying the UEFA Administration accordingly as soon as it becomes aware of it. All of the following rules apply in order to change a legal entity:

- a) Licensee's applications to transfer its membership of the FAI to a new entity must be submitted in writing to the FAI Club Licensing Department before the FAI submission date in order for any transfer of membership to be effected. Applications must be accompanied by a Bank Draft, Postal Order or electronic transfer of €500, made payable to FAI. This fee will be refunded if the application is successful.
- b) Licensee's membership of the FAI may only be transferred to the new entity with the permission of the FAI Club Licensing Committee.
- c) Licensee will not be permitted to transfer its membership of the FAI to a new entity during the playing season.
- d) Licensee will only be permitted to transfer its membership of the FAI if all the liabilities of the old entity are fully taken over by the new entity or if all the liabilities of the old entity are resolved (e.g. by payment in full or via a creditors' voluntary arrangement) to the satisfaction of all creditors.

4.6 ADMISSION TO UEFA CLUB COMPETITIONS

The licence applicant must further fulfil all the requirements according to the relevant UEFA club regulations to be admitted to the relevant UEFA club competition.

The admission process falls under the sole jurisdiction of UEFA and its competent bodies.

The competent bodies of UEFA make the final decision regarding the admission of a club to participate in any UEFA club competition.

4.7 TIMETABLE FOR THE UEFA CLUB LICENSING PROCESS

The FAI Club Licensing Department will determine the timetables for the UEFA Club Licensing Core Process. This takes into account the start date for the UEFA Competition Season and the deadline set by UEFA for admission to UEFA club competitions.

Date	Action
January 2024	FAI commenced the UEFA application process and initial briefing of Club.
31st March 2024	Submission Date for UEFA licence application and player medicals. Financial declarations must set out the position as of the 31 st of Dec 2023 and be signed as of the 31 st of March 2024
April 2024	Assessment of documentation submitted & signed off by criteria experts. First Report issued to club within 10 business days.
April / May 2024 (TBC)	Written Management representation letter due within 5 business days of Licensing committee meeting- FAI Club Licensing Committee makes first instance decision for awarding of UEFA Licences- UEFA Applicant Clubs not granted a UEFA licence in first instance may submit an appeal
31 st May 2024 (TBC)	Deadline for FAI to inform UEFA as to which clubs have been granted a licence.

5.0 SPORTING CRITERIA

5.1 Youth Development Programme

The licence applicant must have a written youth development programme approved by the licensor.

The programme must cover at least the following areas:

- 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).

The licence applicant must further ensure that:

- 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.

5.2 Women's Youth teams

- a) The licence applicant must at least have two women's youth teams within the age range of 12 to 21.
- b) 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.

5.3 Medical care of players

a) The licence applicant must establish and apply a policy to ensure that all players eligible to play for its women's senior team undergo a yearly medical examination in accordance with the relevant provisions of the UEFA Medical Regulations.

b) The licence applicant must establish and apply a policy to ensure that all players above the age of 12 undergo a yearly medical examination in accordance with the relevant provisions defined by their licensor in line with their domestic legislation. The medical screening questionnaire will be completed on behalf of the players under the age of 18 by their parent or guardian.

5.4 Registration of players

All the licence applicant's players, including youth players above the age of 12, must be registered with the UEFA member association and/or its affiliated league in accordance with the relevant provisions of the *FIFA Regulations on the Status and Transfer of Players*

5.5 Written contract for professional players

All licence applicants' professional players must have a written contract with the licence applicant in accordance with the relevant provisions of the *FIFA Regulations on the Status and Transfer of Players*.

5.6 Refereeing matters and Laws of the Game

a) The licence applicant must attend a session or an event on refereeing matters provided by the UEFA member association or with its collaboration during the year prior to the licence season.

b) As a minimum, the women's senior team captain or her replacement and the women's senior team head coach/manager or the assistant head coach/manager must attend this session or event.

5.7 Loan of professional players

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.

6.0 FOOTBALL SOCIAL RESPONSIBILITY CRITERIA – B Criteria

6.1 Football Social Responsibility Strategy

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.

6.2 Equality and Inclusion

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.

6.3 Anti-Racism

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.

6.4 Child and Youth Protection and Welfare

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.

6.5 Football for all abilities

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.

6.6 Environmental Protection

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.

7.0 INFRASTRUCTURE CRITERIA

7.1 Venue for Competition

Stadium for UEFA Women's Champions League

- a) 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. (An exception to this is allowed in the case of Derry City FC);
- b) 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;
- c) It must be guaranteed that the stadium(s) can be used for the licence applicant's UEFA home matches during the licence season;
- d) 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;
- e) The use of a FIFA Quality PRO Artificial pitch is permitted. This pitch must be tested and certified on a yearly basis.

7.2 Stadium Certificate

The licence applicant must provide a Stadium Certificate issued by a Chartered Engineer for the stadium which it intends to use.

The licence applicant must;

- a) provide evidence that all parts of the stadium (including buildings, stands, terracing, boundary walls, fencing, stairways, passageways, etc) comply with safety standards as defined by Irish law, the Local Authority, Gardai and Fire Service.
- b) ensure that structural fire protection of all parts of the stadium (including entrances, exits, stairways, doors, passages, roofs, all public and private areas and rooms) is adequate.
- c) where works are proposed, provide a letter from a qualified Chartered Engineer before work has been commenced stating that they have been engaged by the licence applicant to supervise all Works, that planning permission has been granted and they will issue a Certificate of Compliance with Planning and Building Regulations on completion of the works if they are satisfied the work is in compliance.
- d) For all recent or proposed works, provide all Planning Permissions, Certificates of Compliance with Planning Permission and Building Regulations, Fire Safety Certificates and Commencement Notices.

- e) Conduct a risk assessment to define the safety status of the stadium and the necessary measures for improvement.
- f) obtain adequate public liability insurance cover for the staging of football events at the stadium.
- g) provide a Safe Holding Capacity for each section of the ground. The Safe Holding Capacity should be defined in terms of individual seats, standing places and total number for each section of the stadium and for the stadium in total. The certificate should include details of the seating that are covered and uncovered.

7.3 Training Facilities

- a) The licence applicant must have training facilities available throughout the year.
- b) It must be guaranteed that the training facilities can be used by all teams of the licence applicant during the licence season.

The licence applicant must prove that it either

- owns the training facilities, or
- has a written contract with the owner(s) of the training facilities. This contract must guarantee the use of the training facilities for the coming season.

The training facilities should include the following, as a minimum:

- A full-size grass pitch
- An artificial turf training area with floodlights
- Dressing rooms with showers
- The medical room and its minimum equipment (i.e. defibrillator and first aid kit);

Further facilities such as a Gym would be desirable.

7.4 Safety policy and ground emergency plan

The licence applicant must have in place a Safety Policy and a Ground Emergency Plan.

The Safety Policy and Ground Emergency Plan must comply with the terms of the Safety, latest Health and Welfare at Work Acts, Fire Safety in Places of Assembly (Ease of Escape) Regulations and the Code of Practice for the Management of Fire in Places of Assembly.

The minimum content of the Ground Emergency Plan is defined in the latest Code of Practice for Safety at Sports Grounds, Department of Education.

8.0 Personnel & Administrative Criteria

Administrative, Football and Event Staff sections - All mandated staff must have written contracts with the club in accordance with the national legal requirements or have signed Volunteer agreements. See *Appendix II* for Draft Volunteer Agreement.

8.1 Club Secretary

The licence applicant must have appointed an adequate number of skilled secretarial staff according to its needs to run its daily business. It must have an office space in which to run its administration. It must ensure that its office is open to communicate with the licensor and the public and that it is equipped, as a minimum, with phone, fax, email facilities and a website

8.2 Club Licensing Officer

The licence applicant must appoint a club licensing officer. The Club Licensing Officer must act as the point of contact between the licence applicant and Licensor and should be responsible for the applicant's fulfilment of the Club Licensing Criteria. This person must be readily contactable via email, telephone and/or fax during normal business hours. They may be a full-time or part-time employee or a volunteer.

Working Group

It is recommended that the Club Licensing Officer set up a Club Licensing Working Group to manage and implement the Club Licensing system within the applicant club. The Club Licensing Officer should delegate tasks and responsibilities among the members of the Working Group and monitor the performance of the licence applicant in fulfilling the licensing requirements.

8.3 Club Administrator Officer

The licence applicant must have appointed a manager who is responsible for running its operative matters linked to women's football.

Note: These administrative functions may be undertaken by the same person; however, the incumbent must prove that they have sufficient time and are competent to carry out the tasks required by each role. Ideally these roles would be fulfilled by different personnel.

8.4 Media Officer

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.

The media officer must hold as a minimum one of the following qualifications:

- 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.

8.5 Youth Coach

The licence applicant must have appointed at least two qualified coaches who are responsible for all football matters related to the youth team(s).

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:

- 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.

Garda Vetting and Safeguarding training

The youth coaches must have completed Garda vetting through the FAI and Safeguarding 1 basic awareness completed training through the FAI or any other Irish National Sporting body or Sport Ireland. It is the responsibility of the Club to ensure that Garda vetting and Safeguarding remains valid during the entire period the mandated person is in post.

Evidence of Garda vetting and Safeguarding training must be submitted for these mandated roles prior to the start of the UEFA season.

8.6 Head Coach of the Women's Senior Team

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:

- 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.).

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:

- a. Valid UEFA A coaching licence;
- b. Valid UEFA recognition of competence equivalent to the licence required under a) above.

The suitability of the women's senior team head coach's qualification must be approved by the FAI Club Licensing Department before appointment.

Rights and duties

The rights and duties of the personnel defined must be defined in writing.

8.6 Assistant Coach of the Women's Senior Team

The licence applicant must have appointed a qualified coach who assists the head coach in all football matters of the women's first squad.

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:

- a. Valid UEFA B coaching licence ;
- b. Valid UEFA recognition of competence equivalent to the licence required under a) above.

8.7 Goalkeeper Coach of the Women's Senior Team

The licence applicant must have appointed a qualified goalkeeper coach who assists the head coach in goalkeeping matters of the women's first squad.

The goalkeeper coach must hold one of the following minimum coaching qualifications, issued by a UEFA member association:

- 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.

8.8 Medical Doctor

- a) The licence applicant must have appointed at least one doctor who is responsible for medical support of the women's senior team during matches and trainings as well as for doping prevention.

b) The qualification of the medical doctor must be recognised by the appropriate national health authorities.

The doctor must be registered with the Medical Council of Ireland.

The licence applicant must furnish copies of this person's appropriate professional indemnity insurance.

Garda Vetting and Safeguarding training

The club medical doctor must have completed Garda vetting through the FAI and Safeguarding 1 basic awareness completed training through the FAI or any other Irish National Sporting body or Sport Ireland. It is the responsibility of the Club to ensure that Garda vetting and Safeguarding remains valid during the entire period the mandated person is in post.

Evidence of Garda vetting and Safeguarding training must be submitted for this mandated role prior to the start of the UEFA season.

8.9 First Aid Persons

The licence applicant must ensure that sufficient trained first aid personnel are provided for each home match. Each first aid person must be identifiable as a first aider. An ambulance should attend all women's senior team matches.

Garda Vetting and Safeguarding training

The mandated persons must have completed Garda vetting through the FAI and Safeguarding 1 basic awareness completed training through the FAI or any other Irish National Sporting body or Sport Ireland. It is the responsibility of the Club to ensure that Garda vetting and Safeguarding remains valid during the entire period the mandated person is in post.

Evidence of Garda vetting and Safeguarding training must be submitted for these mandated roles prior to the start of the UEFA season.

8.10 Physiotherapist

The licence applicant must have appointed at least one physiotherapist who is responsible for medical treatment and massages for the women's senior team during training and matches.

The licence applicant must appoint a club physiotherapist.

The physiotherapist must either:

1. Be registered with the Physiotherapists Registration Board at CORU, the competent statutory authority for physiotherapy registration in Ireland.

2. Be a chartered physiotherapist and, desirably, be a member of the Chartered Physiotherapists in Sports Group of the Irish Society of Chartered Physiotherapists.
3. Hold a relevant NFQ Level 8 third level qualification, approved as appropriate by the FAI Medical Committee, and have relevant sports medicine experience. In this case the licence applicant must submit a CV for consideration by the FAI Medical Committee.
4. Be an individual who does not possess an appropriate third level qualification but who has extensive relevant working experience in football at a professional level and whose qualifications and sports medicine experience were approved by the FAI Medical Committee on or before 30 June 2021.

The licence applicant must ensure that the physiotherapist is present at every match and ensure medical support is provided during training.

The licence applicant must furnish copies of this person's qualifications and appropriate professional indemnity insurance.

Garda Vetting and Safeguarding training

The club physiotherapist must have completed Garda vetting through the FAI and Safeguarding 1 basic awareness training completed through the FAI or any other Irish National Sporting body or Sport Ireland. It is the responsibility of the Club to ensure that Garda vetting and Safeguarding remains valid during the entire period the mandated person is in post.

Evidence of Garda vetting and Safeguarding training must be submitted for this mandated role prior to the start of the UEFA season.

8.11 Duty of replacement during the season

If a position becomes vacant during the licensing season, the licence applicant must ensure that such position is taken over by a person who holds the necessary qualification within 60 days.

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 his/her duties.

The replacement must be notified to the FAI Club Licensing Department within seven business days from the date it has occurred. The compliance with this criterion shall be assessed during the season.

8.12 Protection of Children – Club Designated Liaison Person

The licence applicant must appoint a designated person who shall be responsible for dealing with any concerns about the protection of children. If the licence applicant has an affiliation agreement with another club it must ensure that both have a Designated Liaison Person in place and agreement in place as to the remit of both.

The role of club designated liaison person shall be fulfilled by the licence applicant's Chairman or designated deputy who meets the Garda vetting and Safeguarding training criteria

The designated person is responsible for reporting allegations or suspicions of child abuse to The Child and Family Agency TUSLA or Social Services (NI) and/or An Garda Síochána/ PSNI. Support and advice is available from the Football Associations of Ireland's Child Welfare and Safeguarding Manager/Designated Liaison Person.

The Designated Liaison Person should:

- have knowledge of the Child Welfare and Safeguarding policies and procedures and statutory guidelines;
- have a knowledge of categories and indicators of abuse;
- undertake training in relation to child protection;
- be familiar with and able to carry out reporting procedures;
- communicate with parents and/or agencies as appropriate;
- assist with the ongoing development and implementation of the licence applicants child protection training needs;
- liaise with the league/national children's officer in relation to child protection training needs;
- be aware of local contacts and services in relation to child protection, i.e. principal and duty social workers and their contacts;
- inform local duty social worker in TUSLA, or using the online TUSLA portal <https://www.tusla.ie/children-first/web-portal/>;
- report persistent poor practice to the League/National Designated Person;
- advise licence applicant administrators on issues of confidentiality, record keeping and data protection;
- be in regular contact with the Club Children's Officer.

Garda Vetting and Safeguarding training

The club designated liaison person must have completed Garda vetting through the FAI and Safeguarding 1 & 3 training through the FAI or any other Irish National Sporting body or Sport Ireland. It is the responsibility of the Club to ensure that Garda vetting and Safeguarding remains valid during the entire period the mandated person is in post.

Evidence of Garda vetting and Safeguarding training must be submitted for this mandated role prior to the start of the UEFA season.

8.13 Club Children's Officer

Club Children's Officer

The licence applicant must appoint a Club Children's Officer to act with regard to children's issues. If the licence applicant has an affiliation agreement with another club it must ensure that the affiliated club appoints this person. The Club Children's Officer must complete the Safeguarding 2 Club Children's Officer training through the FAI or any other Irish National Sporting Body or Sport Ireland.”.

The role of the Children's Officer is to:

- promote all Child Welfare and Safeguarding policies and procedures;
- influence policy and practice and to prioritise children's needs;
- ensure that children know how and whom they can report their concerns to within the club. Information disclosed by a child should be dealt with in accordance with Section 5 of the FAI Child Welfare and Safeguarding Policy and the Children First Act 2015;
- encourage the participation of parents/guardians in club activities;
- co-operate with parents to ensure that each child enjoys his/her participation in soccer;
- act as a resource with regard to best practice in children's soccer;
- report regularly to the licence applicants Management Committee;
- monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children or coach/volunteers;
- be in regular contact with and report to the Club Designated Person for Protection of Children.

Garda Vetting and Safeguarding training

The club Children's Officer must have completed Garda vetting through the FAI and Safeguarding 1 & 2 training through the FAI or any other Irish National Sporting body or Sport Ireland. It is the responsibility of the Club to ensure that Garda vetting and Safeguarding remains valid during the entire period the mandated person is in post.

Evidence of Garda vetting and Safeguarding training must be submitted for this mandated role prior to the start of the UEFA season.

8.14 Club Finance Officer

The licence applicant must have appointed a Finance Officer being responsible for its financial matters who can be either a person working in its administration or an external partner mandated by the licence applicant through a written contract.

The Finance Officer must confirm that he/she has sufficient time to execute their tasks.

The Finance Officer must hold as a minimum one of the following qualifications

- a) a diploma of certified public accountant; **or**
- b) a diploma of qualified auditor; **or**
- c) a diploma issued by the Licensor or an organisation recognised by the Licensor.

8.15 Provision of automated external defibrillator (AED)

The licence applicant must provide at least one AED, in good working order, within the stadium and also at the training ground. There must be at least one person present at matches and training sessions who is trained to use the AED.

8.16 Duty to notify significant changes

Any event occurring after the submission of the licensing documentation to the licensor which represents a significant change compared to the information previously submitted must be notified in writing or by email to the FAI Club Licensing Department within seven business days from the date it has occurred. The compliance with this criterion shall be assessed during the season.

8.17 Organizational Structure

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.

As a minimum, the organisational chart should provide information on the key personnel defined from Article 35 to Article 38 .

9.0 Legal Criteria

9.1 Legal Entity / Membership of the FAI

The Licence Applicant must be a recognised member of the FAI, or be a Legal entity under control of a recognised member of the FAI. The applicant should be a clearly identifiable, separate and independent legal entity with transparency of ownership. If the above condition cannot be met immediately, then the applicant may submit confirmation that this process will be undertaken in a reasonable timeframe.

All Licence Applicants must also provide information about the executive management of the Licence Applicant:

- the name and address of the Licence Applicant's Chairperson;
- the names, addresses and positions of each Member of the Licence Applicant's Executive Body;
- a list of authorised signatories (last name, first name, home address) for the Licence Applicant and the type of signature required (individual, collective, etc).

An authorised signatory is the person/s entitled to sign licensing documentation on behalf of the licence applicant's legal entity, not necessarily the persons entitled to sign cheques etc.

The Licence Applicant must supply a copy of its legally valid statutes, to include the following

Alternative 1: If the licence applicant is an **incorporated company**:

- a copy of the current Memorandum and Articles of the Company;
- Original or Companies' Office duplicate of the Certificate of Incorporation;
- Original or Companies' Office duplicate of the Annual Return Document submitted to the Companies' Office for the most recently completed financial period.

Alternative 2: If the licence applicant is a **cooperative society**:

- a copy of the Model Rules of the Society;
- an original or ICOS (Irish Cooperative Organisation Society) duplicate of the Certificate of Incorporation;
- Original or Registrar of Friendly Societies duplicate of the Annual Return Document submitted to the Registrar for the most recently completed financial period.

Alternative 3: If the licence applicant is an **unincorporated entity:**

- a copy of the current rules or constitution of the entity;
- a copy of Deeds of Trust if relevant;
- a signed document confirming the name, legal form and headquarters of the Licence applicant dated by not more than 2 months prior to the submission date.

9.2 Legal group structure

The licence applicant must provide the licensor with a document that presents its legal group structure at the annual accounting reference date prior to the deadline for the submission of its licence application to the licensor.

This document must clearly identify and include information on:

- a. the licence applicant and, if different, the registered member;
- b. any subsidiary of the licence applicant and, if different, the registered member;
- c. any associate entity of the licence applicant and, if different, the registered member;
- d. any party that has 10% or greater direct or indirect ownership of the licence applicant, or 10% or greater voting rights;
- e. any direct or indirect controlling entity of the licence applicant;
- f. any other football club, in respect of which any of the parties identified in a) to e), 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
- g. the key management personnel of the licence applicant and, if different, the registered member.

The reporting perimeter as defined in [Article 55](#) must also be clearly identified in the document.

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

- a. Name and, if applicable, legal form;
- b. Main activity; and
- c. Percentage of ownership interest and, if different, percentage of voting rights. For any subsidiary of the licence applicant and, if different, the registered member, the following information must also be provided:
 - d. Share capital;
 - e. Total assets;
 - f. Total revenues; and
 - g. Total equity.

The licensor must be informed of any changes there may have been to the legal group structure during the period between the annual accounting reference date and the submission of this information to the licensor.

If deemed relevant the licensor may request the licence applicant/licensee to provide other information in addition to that listed above.

The licence applicant must confirm that the information about the legal group structure is complete, accurate and in compliance with these regulations. This must be evidenced by way of a brief statement and signature by the executive body/

authorised signatories of the licence applicant.

Ultimate controlling party, ultimate beneficiary and party with significant influence

The licence applicant must provide the licensor with a document which contains information on:

- a. the ultimate controlling party of the licence applicant;
- b. the ultimate beneficiary of the licence applicant, i.e. a natural person on whose behalf an entity or arrangement is owned or controlled or a transaction is conducted; and
- c. any party with significant influence over the licence applicant.

The following information must be provided in relation to each of the parties identified in paragraph 1 above as at the date of submission of this information to the licensor:

- a. Name and, if applicable, legal form;
- b. Main activity;
- c. Percentage of ownership interest and, if different, percentage of voting rights in respect of the licence applicant;
- d. If applicable, key management personnel; and
- e. 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.

The licence applicant must confirm whether any change has occurred in relation to the information indicated in the paragraphs 1 and 2 above during the period covered by the annual financial statements up to the submission of the information to the licensor.

If a change has occurred as indicated in paragraph 3 above, it must be described in detail by the licence applicant in the information to the licensor. As a minimum the following information must be provided:

- a. The date on which the change occurred;
- b. A description of the purpose of and reasons for the change;
- c. Implications for the licence applicant's financial, operating and sporting policies; and
- d. A description of any impact on the licence applicant's equity or debt situation.

If deemed relevant the licensor may request the licence applicant to provide additional information other than that listed above.

The licence applicant must confirm that the declaration on the ultimate controlling party, ultimate beneficiary and party with significant influence is complete, accurate and in compliance with these regulations. This must be evidenced by way of a brief statement and signature by the executive body/authorised signatories of both the licence applicant and the licence applicant's ultimate controlling party.

9.3 Club Licensing Contract

The Licence Applicant must sign, date and return an FAI Club Licensing Contract and Confidentiality Agreement.

The Licence Applicant must sign, date and return, within three months of the submission deadline, a Club Licensing Contract for the forthcoming UEFA Club Competition season

The Club Licensing Contract contains several declarations and confirmations, which are outlined in *Appendix I* of the Manual.

9.4 Legal Entity / Membership of the FAI

The licence applicant must submit at least the following minimum legal information about the licence applicant and if different, the registered member:

- 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).

The licence applicant must also provide the following contact information:

- 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.
-

9.5 Insurance

The Licence Applicant must furnish evidence of appropriate up to date public and employer's liability insurance. The FAI should be jointly insured on the policy.

The Business Description should read

"Football Club including but not restricted to Professional, Semi Professional and Amateur Teams; Club Activities including but not restricted to Public Bars and Restaurants, Fundraising including Family Days and Fun days, Sports and Social Clubs; Event Organisers; Training Camps and Youth Development; Property Owners and Lessees & all other activities carried out under the auspices thereof."

The club should have Directors and Officers cover to protect relevant individuals personally.

The recommended minimum cover is as follows

- a) Employers liability: 13,000,000 for each and every occurrence
- b) Public Liability: 6,500,000 for each and every occurrence
- c) Products Liability: 6,500,000 for each and every occurrence
- d) Property Owners Liability: 6,500,000 for each and every occurrence

9.6 Legal Declaration

The Licence Applicant must provide a Declaration from the Authorised Signatories or its legal representative confirming:

- 1) If the Licence Applicant or its trading entity has any Judgments including Judgment Mortgages registered against it or its property.
- 2) If the Licence Applicant has any litigation pending or Court Orders that it is aware of against the legal entity or Trading entity.
- 3) If the Licence Applicant has had any notices served against the Legal Entity or trading entity e.g. Fire Orders, Planning Notices, Health Notices etc
- 4) That no resolution has been passed to wind up the company/co-op, no petition has been presented and no steps have been taken to place the company/co-op in Receivership or Examinership. In the case of unincorporated entities that no resolution or motion or otherwise has been passed to cease activities.

- 5) If the Licence Applicant has any relationships with other associated, affiliated, wholly owned or subsidiary bodies of any kind or any legal or financial relationships with any third parties, which may impact on the financial statements provided.

9.7 Child Safety Requirements

Child Risk Assessment

Clubs must complete an up to date **Child Risk Assessment** which assesses the risk of harm to children whilst accessing the clubs service.

- It should assess all the areas of risk such as:
 - i.Club and coaching practices
 - ii.Complaints and Discipline
 - iii.Reporting procedures
 - iv.Facilities
 - v.Recruitment
 - vi.Communications and social media
 - vii.General Risk of harm
- It must detail all the procedures and policy put in place by the clubs to reduce the risk of harm to the child
- It should also detail the ongoing actions to improve and reduce the risks
- The document should be dated and signed off.
- Templates can be found at <https://www.fai.ie/domestic/safeguarding/documents>

Child Safeguarding Statement

Following the completion of the Risk Assessment the club will have to complete a **Child Safeguarding Statement**. This is a written statement that specifies the Relevant Service being provided and the principles and procedures to be observed in order to ensure, as far as practicable, that a Child availing of the service is safe from Harm

- The statement must include both the written Risk Assessment and the procedures that are in place to;
 - i.Manage any risk identified
 - ii.Investigate an allegation against any volunteer or staff member about any act, omission or circumstance in respect of a Child availing of the service

- iii. Select and recruit volunteers and staff who are suitable to work with Children
 - iv. Provide information and training to volunteers and staff on Child protection and safeguarding issues
 - v. Enable volunteers or staff members, whether Mandated Persons or otherwise, to make a report to Tusla in accordance with the Act or any guidelines issued by the Minister for Children and Youth Affairs
 - vi. Maintain a list of persons in the Organisation who are Mandated Persons under the Act
 - vii. Appoint a Relevant Person in the Organisation for the purposes of the Act.
- The Child Safeguarding Statement should provide an overview of the measures that the Club has put in place to ensure that Children are protected from Harm
 - It may also refer to more detailed policies which can be made available on request
 - The Club must circulate the Child Safeguarding Statement to all volunteers and employees.
 - The Club must also display the Child Safeguarding Statement publicly and make it available to parents and guardians, Tusla and members of the public upon request. This may be done by displaying it on the Club website.
 - The Child Safeguarding Statement must be reviewed every two years, or sooner if there has been a material change in any of the issues to which it refers to.
 - Template documents can be found at <https://www.fai.ie/domestic/safeguarding/documents>

Safe recruitment practice

Clubs should be able to evidence **safe recruitment practice** in place for staff/volunteers coaching or supervising underage players. Such as:

- i. Applications
- ii. interviews
- iii. References
- iv. Garda vetting
- v. Training – in relevant safeguarding course
- vi. Inductions

Record keeping

Clubs should Keep a list of mandated persons within the club who meet the criteria. A full list of criteria can be on pages 59-60 appendix 4 of the FAI Child Welfare and Safeguarding policy- <https://www.fai.ie/domestic/safeguarding/fai-child-welfare-policy>

In addition Clubs are reminded that they must keep record of Garda Vetting, Safeguarding training and other Safe Recruitment documentation for all staff/volunteers coaching or supervising underage players.

9.8 - Written contracts

- A. 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.
- B. 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.

Administrative, Football and Event Staff sections - All mandated staff must have written contracts with the club in accordance with the national legal requirements or have signed Volunteer agreements. See *Appendix II* for Draft Volunteer Agreement.

9.9 - Service providers

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:

Defined tasks and responsibilities.

Information on the person(s) responsible for the function, including their relevant qualifications

10.0 Financial Criteria

10.1 Annual Financial Statements

The licence applicant must provide Annual financial statements

- a) Annual financial statements in respect of the statutory closing date prior to the deadline for submission of the application to the licensor and prior to the deadline for submission of the list of licensing decisions to UEFA must be prepared and submitted in accordance with national legislation.
- b) The annual financial statements must consist of a balance sheet and a profit and loss account as a minimum.

Requirement to provide separate financial statements for the women's team

The requirement to provide separate financial statements should be based on the following UEFA guideline:

Independent

The women's club is organised as a single entity (or as a group) that runs all the football activities. It has no link to another club, nor does it receive any type of support from another club. In this case, the entity's financial statements will have to be obtained by the licensor. Should some football activities be run by subsidiary/ies, it is recommended to consolidate their financial information so that the licensor can obtain the most accurate financial picture of the club.

Extended collaboration

The women's club is under a specific entity that falls within the reporting perimeter of a men's professional club. As the women's football activities are run by a well-identified legal entity, separate financial statements will have to be provided for that entity. If the entity's finances are consolidated within the men's group, the individual financial statements have already been prepared and can therefore easily be shared by the UWCL applicant. Should a women's entity be outside the reporting perimeter/legal group structure of a men's professional club for some reason, but is still collaborating with it (sharing identity, infrastructure, receiving financial support, etc.), then separate financial statements need to be drawn up for this entity as is the case for the 'independent' women's club. In this case, we would define the relationship between the clubs as a 'basic collaboration'.

Integrated

The senior women's team is part of an entity running other football activities. If the financial statements of a men's applicant include the financial information for the women's applicant, it is not necessary to split off the various assets/expenses/revenues that are specifically linked to the women's team. The overall financial statements

submitted for men's licensing purposes can be used for the women's licensing application as well. It is nevertheless recommended to allocate a specific cost centre to the senior women's team in the club's accounting system so that those specific operations can be identified and potentially adjusted for the men's break-even calculation and for analytical purposes.

10.2 No payables overdue towards football clubs, UEFA, the FAI, or bodies affiliated to the FAI

The licence applicant must prove that it has no payables overdue towards football clubs, UEFA, the FAI, or bodies affiliated to the FAI arising from football activities as at 31st Dec 2023 unless they have been deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute submitted to a competent authority. A suitable signed declaration must be provided. Payables are those amounts due to football clubs as a result of transfer activities, including any amount due upon fulfilment of certain conditions, training compensation and solidarity contributions as defined in the FIFA Regulations on the Status and Transfer of Players, and any joint and several liability decided by a competent authority for the termination of a contract by a player.

The licence applicant must prepare and submit to the licensor a transfers table. It must be prepared even if there have been no transfers/loans during the relevant period.

All transfer and loan activities into the licence applicant only must be listed.

10.3 No payables overdue towards Employees and Social/tax authorities

The licence applicant must also prove that, in respect of contractual and legal obligations with its employees, it has no payables overdue towards employees or revenue/social/tax authorities as at 31st Dec 2023 unless they have been deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute submitted to a competent authority. A suitable signed declaration must be provided.

For the purpose of this provision, the term "employees" includes all professional players according to the applicable FIFA Regulations on the Status and Transfer of Players as well as the administrative, technical and medical staff.

APPENDIX I: Club Licensing Contract – UEFA Licence

UEFA CLUB LICENSING CONTRACT

(for the avoidance of any doubt the definitions in the Club Licensing Manual for 2024/25 UEFA Club Competitions Season and 2024 League of Ireland Season, and the UEFA Club Licensing and Financial Sustainability Regulations Edition 2023, are deemed incorporated into this contract)

In connection with the application of Club Name (trading as) for a Licence for the UEFA Club competition Season 2024/25, the applicants authorised signatories have agreed to enter into and be bound by the terms and /conditions of this Contract with the FAI on behalf of the Licensee;

1. We confirm we have read and fully understand the current FAI Women's UEFA Club Licensing Manual, UEFA Club Licensing & Financial Sustainability Regulations Edition 2023, Application Pack, Confidentiality Agreement and Contract and agree to abide by and comply with the requirements and conditions of the Licensing System contained therein.
2. We confirm we have authority to enter into this agreement on behalf of the licence applicant by virtue of our own statutes, constitutions and rules and are the persons entitled hereunder to sign contract herein.
3. We confirm that all Licensing Documents submitted by us to the FAI acting as Licensor will be complete, accurate, up to date, duly certified where necessary and submitted in a timely manner. We accept that the Licensing Bodies will base their decisions on the documentation submitted by us to the FAI Club Licensing Department as part of this application only and that previous submissions, documents or information provided by us to the FAI for any other reason or as part of any other application will not be deemed to have fulfilled any of the Licensing Requirements herein unless otherwise agreed in writing between the parties herein.
4. We confirm that we fully authorise the Licensing Manager and Licensing Decision Making Bodies to examine all documentation pertaining to our application for a Licence and appeal (if applicable) and to seek clarification, further evidence, explanations and all other information from any relevant public authority or private body relevant to the issuance of the licence and appeal (if applicable) and in accordance with Irish law.
5. We recognise that we are legally bound by the rules, statutes and regulations of FIFA, UEFA, the FAI and the National League. We further acknowledge that this contract shall be governed by these rules. We understand that the FAI Rules regarding Arbitration will not apply to any licensing decisions.
6. We agree to respect at all times the statutes, regulations and decisions of FIFA, UEFA, FAI and national league as well as to recognize the jurisdiction of the CAS in Lausanne as provided in articles 59 to 63 of the UEFA Statutes.
7. We understand that the FAI Club Licensing Committee is empowered to take a first instance decision on our licence application and that the FAI Club Licensing Appeals Body is empowered to take a final and binding decision on whether a licence is issued. We accept the powers of these bodies as outlined in 3.1.1, 3.1.2 and 3.1.3 of the Manual and agree to be bound by the decisions of these bodies that affect us as the License Applicant.
8. We confirm that we are legally based in the territory of the FAI and will play our home matches only within that territory (an exception to this rule is allowed in the case of Derry City FC). We accept that a change in our designated stadium is subject to a decision of the competent body responsible for the respective competitions (UEFA if UEFA competition).
9. We confirm we;
 - Have the right to use the name and brands of the club and agree not to change the name of the club for advertising/promotional purposes; and
 - Agree to accept no clauses in contracts with television, sponsors or other commercial partners that could restrict the club in its freedom of decision or affect its management.
10. The FAI reserves the right to approve the name under which the football company participates in the national Competitions.
11. We accept that only members of the FAI can apply for and obtain a licence and that Members who are individuals cannot apply for or obtain a licence. We further accept that only licence applicants and the FAI Licensing Manager can appeal and be a party to appeal proceedings.

12. We accept that we must be fully responsible for and have the sole control over all the football activities that are related to the participation in national and international football competitions, as well as for the club licensing requirements.
13. We accept that we must be the sole beneficial owner of all the club's players' contracts and have sole control of football activities as specified under 4.1.2 of the Licensing Manual.
14. We accept that we are responsible for ensuring that all players of the club in the League of Ireland are registered with the Football Association of Ireland and, if non-amateur players, have a written player's contract with the club.
15. We accept that if we decide to change our legal entity, which is recognised as a member of the FAI, we must submit full details of the proposed change to the FAI Club Licensing Committee as outlined in 4.1.2 of the Club Licensing Manual.
16. We confirm we have provided evidence (if applicable) with our Application Pack of any relationships (financial or otherwise) between our club and any other legal entities that are wholly owned, associated or affiliated to the licence applicant. We confirm we will inform the FAI of any such relationships which are formed during the life of our licence.
17. We confirm that we will inform the licensor about any significant change, event or condition of major economic importance and subsequent event occurred after the submission of the licensing documentation in accordance with the rules fixed in the FAI club licensing manual.
18. We confirm our acceptance of the form of confidentiality agreement contained within the Application Pack.
19. We confirm we will only play in competitions recognized and endorsed by the FAI and will participate in competitions at international level only with the written approval of the football bodies (FAI, UEFA and FIFA). For the avoidance of doubt this does not relate to training matches.
20. We accept that we must not further assign the right to participate in competition at national or international level. The right to participate in such competition shall cease to apply if the club's membership of the Association ceases.
21. We accept that the Licensing Manager and UEFA or its nominated bodies will have the power to carry out spot checks on clubs by attending at the club or grounds without prior notice and shall be entitled to examine all documentation relating to licensing requirements and to carry out checks on any aspect of Club Licensing Requirements.
22. We accept that the commitments, plans and proposals addressed in the CIDP must be adhered to and cannot be continuously rolled over in order to satisfy Licensing Requirements. It will be a matter for the Licensing Manager to be satisfied that genuine efforts are being made to ensure the CIDP is progressing.
23. We confirm that we have supplied details of the reporting perimeter, and accept that we are accountable for any consequences of an entity included in the reporting perimeter not abiding by and observing the requirements with 1 (above).
24. We authorise the FAI, 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 Irish Law.
25. We accept that if the licensee / licence applicant is put into bankruptcy or enters liquidation, this is deemed to be an interruption of membership or contractual relationship within the meaning of section 4.1.3, three year rule.
26. We will abide by and observe the UEFA Club Licensing and Financial Sustainability Regulations – Edition 2023.
27. We confirm the club have and will maintain a minimum of two directors.
28. We confirm that all administrative, technical, medical and security staff or service providers performing any of the functions referred to in Article 36 to Article 52 of the UEFA Club Licensing and Financial Sustainability Regulations – Edition 2023 have written contracts with the club in accordance with the national legal requirements or have signed Volunteer agreements.
29. We confirm that each coach's contract is in line with the relevant provisions of the FIFA Regulations on the Status and Transfer of Players or have signed Volunteer agreements.

Dated this _____ day of _____ [2024] (must be signed no more than 3 months before the submission date & reflect clubs policy on designated signatories)

Signed Sealed and Delivered by

[Full name of ***authorised signatory, Date***]:

Signed Sealed and Delivered by

(The FAI :)

APPENDIX II: Draft Volunteer Agreement

PLEASE NOTE: This template is for guidance purposes only. Clubs should seek their own legal advice before entering into agreement with individuals.

[ON HEADED NOTEPAPER OF CLUB]

[INDIVIDUAL'S ADDRESS]

[DATE]

Dear [Insert Individual's name]

Volunteer agreement (the "Agreement")

This letter sets out what we can each reasonably expect from your role as a volunteer with [NAME OF CLUB] (the "Club", "we", "us" or "our"). The Club appreciates you volunteering with us and is committed to providing its players, coaches and other members with a safe and supportive environment. We hope that you find your experience with us enjoyable and rewarding.

1. Role

Your volunteer role as a [Insert role] for the Club starts on [DATE]. We hope that you will be able to volunteer with us for at least [X] games per season and [regular / weekly / INSERT FREQUENCY] training sessions so that we can each get the most from the experience.

We expect you to perform your role to the best of your ability and to follow our procedures and standards, including the laws, regulations and principles of the game of football as amended from time to time by FIFA; the FAI Regulations, all health and safety procedures and any other policies as notified to you from time to time by the Club.

[Insert other details around the role and what is expected of the volunteer – roles, responsibilities, tasks etc.]

2. What the Club will provide

We will provide *[Insert what the club will offer]* e.g. an induction explaining what we do and how volunteers fit within the Club. We will also provide training if required to assist you to meet the standards we expect from volunteers and to ensure your health and safety.]

3. Supervision and support

3.1 Your main point of contact during your volunteering with us is [NAME OF CLUB MANAGER] (your "Manager") or anyone the Club appoints to replace them. You will have meetings as required with your Manager to agree the scope of your role and discuss any problems or complaints you may have.

Please give your Manager as much notice as possible if you are unable to volunteer when expected.

3.2 If you are going to undertake a role involving any person under the age of 18, the Club will require you to provide an up-to-date Garda vetting check before starting work and at reasonable intervals thereafter, as required by FAI Regulations and applicable legislation. If you fail to do so, the Club may cancel this Agreement with immediate effect.

4. Expenses

[Insert if applicable - We will reimburse certain expenses incurred in connection with your role with us provided they are reasonable and approved in advance by the Club.]

5. Data protection

We process your personal data in accordance with our Privacy Notice. A copy of the Privacy Notice is [attached / available at LINK]. The FAI will also process your personal data and will do so as set out in the FAI Privacy Notice which is available on www.fai.ie

6. Confidentiality

In the course of providing your volunteering services to the Club, you may have access to confidential information relating to the Club or our members. You must respect this confidentiality and not use the information for your own benefit. We expect you not to use or disclose this information to any person either during your time volunteering with us or at any time afterwards. You must notify us if you become aware of any breach of this duty of confidentiality.

7. Leaving

We ask that you give us as much notice as possible if you want to stop volunteering with us so that we can find a replacement individual to do your role, so the Club can continue to run effectively for the benefit of all its members.

This Agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Please acknowledge that you understand the contents of this letter by signing, dating and returning the enclosed copy.

Yours sincerely

Club Secretary/Chairman

ACCEPTANCE OF TERMS

I have read, understood and agreed the terms set out in this Agreement.

.....

Signature of volunteer

Dated

.....

Printed name of volunteer