

SCOTTISH WOMEN'S
FOOTBALL



ENTRY CRITERIA

**SCOTTISH WOMEN'S PREMIER LEAGUE
&
SCOTTISH WOMEN'S CHAMPIONSHIP**



Scottish Women's Premier League One – Entry Criteria

1. Personnel

a. Coach/Manager

Each club shall have an individual in place. The individual shall be in possession of a role description outlining their duties which should be a minimum of 20 hours per week. For the avoidance of doubt, this post is not required to be a paid role.

The job holder shall be qualified for the role. The minimum mandatory requirement is as follows:

The job holder must have a Level 3 'B' Licence (Adult) Qualification and have applied to start

Or

Has started the Level 4 'A' Licence (Adult) Course in the same season.

b. Goalkeeping

In addition clubs must have:

A Goalkeeping Coach with a minimum Level 2 Goalkeeping Basic Licence

Or

Have applied to/started the Level 3 Goalkeeping Basic Licence

c. Physiotherapy

Clubs will have a Physiotherapist present at all games.

And

Players should have access to a Physiotherapist at least once per week in addition to attendance at matches.

d. Child Wellbeing & Protection Officer

Each club shall have an individual in place. This individual must have attended or signed up to attend the following in accordance with SWF's Child Wellbeing & Protection Policy:

- Children's Wellbeing in Scottish Football Workshop or the sportscoach UK Safeguarding & Protecting Children Workshop
- Managing Children's Wellbeing in Scottish Football workshop or the Children's 1st In Safe Hands workshop

In addition they must have completed the following and returned to SWF in accordance with SWF's Child Wellbeing & Protection Policy:

- PVG scheme record/update through SWF in past 3 years
- Self-Declaration form
- Fair Processing Notice form
- 2 references approving their suitability to conduct regulated work
- SWF's code of conduct for safeguarding children's wellbeing

e. First Aider

Each club shall have an individual in place. This individual must have attended a recognised sports first aid course and provided SWF with a copy of their certificate evidencing that their qualifications are up to date as part of the annual affiliation process. This can be the same person as the Physiotherapist in 1c.

f. Club Secretary

Each club shall have a named Club Secretary. This individual should be named during the affiliation process and be in possession of an up to date job description outlining their duties.

2. The Ground

a. Registered Ground

Clubs shall have a designated home ground for the duration of each season for all matches unless unforeseen circumstances occur. As per competition rules (Rule 10c), in this scenario clubs must seek permission from the League Administrator to use another venue.

The alternative ground should be outlined at the start of the season and should be compliant with SWPL 2 standards, and provided to the League Administrator in advance of the season kicking off. As per above, all clubs must submit a formal request to the League Administrator in the event of them requiring to use their named alternative ground. No clubs shall be permitted to use their alternative ground for more than 4 SWPL fixtures per season, unless due to exceptional circumstances.

b. The Field of Play

The field shall be in compliance with the Laws of the Game.

c. Natural Grass Surfaces

Any natural grass surface may be subject to tests, at intervals to be decided by the SWF, to ensure compliance to performance standards determined by the SWF or others approved by the SWF. The field shall be in good condition and playable throughout the playing season.

d. Artificial Surfaces

Standard to be approved by the SWF upon written application from the club.

e. Health & Safety Regulations

The ground must comply with prevailing Health and Safety regulations, and, where applicable, have relevant certification issued by the local authority when required.

f. Access

Both clubs must have access to the match pitch (half pitch each) for a minimum of 30 minutes before kick-off. In the event that this is not feasible, the home club must advise their opponent in advance of the fixture of the specific warm up arrangements in place (dimensions of area, surface, access time & distance from match pitch) as part of their confirmation of details communication in the week prior to the match

3. Facilities

a. Teams

The following rooms and facilities, of an equivalent level for both teams, are a minimum requirement:

- i. 1 dressing room for each club (home and visiting team) with facilities to safely secure valuables and/or lock the dressing room.
- ii. Seating facilities for at least 16 persons.
- iii. Shower facility.
- iv. 1 fully functioning toilet.
- v. Physio table

b. Match Officials

The following rooms and facilities are a minimum requirement:

- i. The match official's dressing room must be separate from the team dressing rooms but close by and has facility to safely secure valuables.
- ii. If both male and female officials are appointed, the home team must advise the officials in advance of the fixture of the changing arrangements in place to allow the officials to manage this accordingly on the day.
- iii. Seating facilities for 3 persons.
- iv. Access to a shower.
- v. 1 toilet for the sole use of the match officials either in or next to the dressing room itself.

c. Technical Areas

Clubs shall provide a covered seating area for up to 7 people and space to accommodate a total of 13 next to the field, large enough for the technical team and substitutes. The technical area should extend 1m on either side of the designated seated area and extend forward up to a distance of 1m from the touch line.

d. Spectators

Clubs shall provide the following:

1. Facility to collect payment from spectators where a spectator fee is charged.
2. Facility/ability to count spectator numbers and provide match attendances.
3. Facilities where spectators can get refreshments Tea/coffee etc.
4. PA system to ensure spectators know who is playing/scorers/ match officials etc. This can be a temporary or permanent system as long as it is audible for all officials and spectators.
5. Match Programmes produced (a digital version will suffice if appropriate).

e. Level of Cover for Spectators

The minimum level of cover available for both home and away spectators is 199 seated covered places. Furthermore, the ground will have a capacity calculated by a competent person in accordance with the Green Guide* (Health and Safety).

4. First Aid Facilities

a. Medical and First Aid Risk Assessment

Clubs shall commission a medical risk assessment from a competent person or organisation for participants and spectators. This will be indicated in the Medical Plan.

b. Medical Plan

From the results of the medical risk assessment, clubs shall have in place a written Medical Plan. This shall include but is not limited to the following:

- **Medical Facilities**

A designated first aid room is required. At the very least the facility should have heating and lighting, a supply of hot and cold water as well as drinking water, an accessible toilet facility, a couch with adequate space, a storage facility and a means of communication. The room should be well signposted throughout the ground.

- **Medical Expertise Provision**

It is the responsibility of clubs to ensure that an appropriate level of medical expertise is available for its matches. This will be indicated within the Medical Plan

- **Medical and First Aid Equipment**

It is the responsibility of each club to ensure that appropriate medical equipment is provided. This will be indicated in the Medical Plan.

5. Media Facilities

Clubs must provide or conduct the following:

- i. Ability to film all of their games from an appropriate area with a raised platform or structure
 - ii. Team lines for media (minimum of 6 copies) – should be made available to media at least 30 minutes before kick-off.
 - iii. Wi-Fi access for visiting media
 - iv. Clubs will provide a point of contact to liaise with media representatives and ensure they are looked after at matches. This should not be the match-day coach as the individual must be available to assist media pre-match when coach would be undertaking other duties such as warm up, team talk etc. pre-match
 - v. The home team must upload full match footage of all their SWPL matches onto the analysis platform of SWF's choosing within 24 hours.
 - Footage must be of a suitable quality as outlined in the policies and procedures document.
 - SWF may use and share the footage with the wider media and on SWF channels.
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6. Player Pathway

Clubs should have a full player pathway.

Please note that a partnership with a local club will be considered a full pathway if documentation and evidence of the club collaboration is provided i.e. MoU between both parties.

*U13/U15/U17 or U19 Performance League considered as full player pathway

7. Commercial

As a pre-requisite of entry into Scottish Women's Football, your club is committed to comply with the following:

- i. Attending/sending representation to appropriate media/sponsor events such as SWPL launch
- ii. Ensuring that the club fully participate and contribute to the activation of any league sponsorship agreement which includes:

- Displaying relevant sponsors branding on match-days pitch-side, in match-day programmes and match tickets. Pitch-side branding will be provided at the expense of SWF
- Providing access to a player and head/assistant coach for post-match interviews when required
- Ensuring branding guidelines are adhered to in relation to online communications and content which includes twitter hashtags, appropriate use of correct logos, referencing the title sponsor etc.
- Wearing appropriate branding as required which may include inclusion of sleeve-patch on match-day kit or wearing branded warm up bibs. Appropriate branding and printing will be provided at the expense of SWF
- Seeking permission prior to broadcasting any SWPL fixture live or otherwise in its entirety or in the form of a highlights package
- Participating in Player of the Month Awards

SWPL 1 MATRIX

1	<u>Personnel</u>	Mandatory	Recommended
a.	Coach/Manager	✓	
b.	Goalkeeping	✓	
c.	Physiotherapy	✓	
d.	Child Wellbeing & Protection Officer	✓	
e.	First Aider	✓	
f.	Club Secretary	✓	
2	<u>The Ground</u>		
a.	Registered Ground	✓	
b.	The Field of Play	✓	
c.	Natural Grass Surfaces	✓	
d.	Artificial Surfaces	✓	
e.	Health & Safety Regulations	✓	
f.	Access	✓	
3	<u>Facilities</u>		
a.	Teams		
	i. Dressing rooms	✓	
	ii. Seating facilities	✓	
	iv. Shower facility	✓	
	v. 1 toilet	✓	
	vi. Physio table		✓
b.	Match Officials		
	i. Dressing room	✓	
	ii. Arrangements for appt. of male & female officials	✓	
	iii. Seating facilities		✓
	v. Shower facility	✓	
	vi. Sole use of a toilet		✓
c.	Technical Areas	✓	
d.	Spectators		
	i. Facility to collect entry payment	✓	
	ii. Facility to count spectators & provide attendances	✓	
	iii. Refreshments available	✓	
	iv. PA system		✓
	v. Match programme	✓	

e.		Level of Cover for spectators		✓	
4		<u>First Aid Facilities</u>			
a.		Medical and First Aid Risk Assessment		✓	
b.		Medical Plan		✓	
	i.	Medical Facilities		✓	
	ii.	Medical Expertise Provision		✓	
	iii.	Medical & First Aid Provision		✓	
5		<u>Media Facilities</u>			
	i.	Raised platform to film games		✓	
	ii.	Team lines for media		✓	
	iii.	Wi-Fi for media			✓
	iv.	Club representative to liaise with media		✓	
	v.	Home team to upload full match footage to analysis platform		✓	
6		<u>Player Pathway</u>		✓	
7		<u>Commercial</u>			
	i.	Attending media/sponsor events		✓	
	ii.	Fully contribute to activation of sponsorship agreements		✓	
		→ Display sponsor branding as required		✓	
		→ Provide access to players/coaches for interviews as required		✓	
		→ Adhere to brand guidelines		✓	
		→ Wear appropriate branding i.e. sleeve patches		✓	
		→ Seek permission to broadcast fixtures		✓	
		→ Participate in Player of the Month nominations		✓	

Scottish Women's Premier League Two & Championship – Entry Criteria

1. Personnel

a. Coach/Manager

Each club shall have an individual in place. The individual shall be in possession of a role description outlining their duties which should be a minimum of 20 hours per week. For the avoidance of doubt, this post is not required to be a paid role

The job holder shall be qualified for the role. The minimum mandatory requirement is as follows:

The job holder must have a Level 2 'C' Licence (Adult) Qualification and have applied to start Level 3 'B' Licence (Adult) Course in the same season.

b. Goalkeeping

In addition clubs must have:

A Goalkeeping Coach with a minimum Level 1 Goalkeeping Certificate

c. Physiotherapy

Clubs will have a Physiotherapist present at all home games

And

Players should have access to a Physiotherapist at least once per week

d. Child Wellbeing & Protection Officer

Each club shall have an individual in place. This individual must have attended or signed up to attend the following in accordance with SWF's Child Wellbeing & Protection Policy:

- Children's Wellbeing in Scottish Football Workshop or the sportscoach UK Safeguarding & Protecting Children Workshop
- Managing Children's Wellbeing in Scottish Football workshop or the Children's 1st In Safe Hands workshop

In addition they must have completed the following and returned to SWF in accordance with SWF's Child Wellbeing & Protection Policy:

- PVG scheme record/update through SWF in past 3 years
- Self-Declaration form
- Fair Processing Notice form
- 2 references approving their suitability to conduct regulated work
- SWF's code of conduct for safeguarding children's wellbeing

e. First Aider

Each club shall have an individual in place. This individual must have attended a recognised sports first aid course and provided SWF with a copy of their certificate evidencing that their qualifications are up to date as part of the annual affiliation process. This can be the same person as the physiotherapist in 1c.

f. Club Secretary

Each club shall have a named Club Secretary. This individual should be named during the affiliation process and be in possession of an up to date job description outlining their duties.

2. The Ground

a. Registered Ground

Clubs shall have a designated home ground for the duration of each season for all matches unless unforeseen circumstances occur. As per competition rules, in this scenario clubs must seek permission from the League Administrator to use another venue

The alternative ground should be outlined at the start of the season and provided to the League Administrator in advance of the season kicking off. As per above, all clubs must submit a formal request to the League Administrator in the event of them requiring to use their named alternative ground. No clubs shall be permitted to use their alternative ground for more than 4 SWPL fixtures per season, unless due to exceptional circumstances.

b. The Field of Play

The field shall be in compliance with the Laws of the Game.

c. Natural Grass Surfaces

Any natural grass surface may be subject to tests, at intervals to be decided by the SWF, to ensure compliance to performance standards determined by the SWF or others approved by SWF. The field shall be in good condition and playable throughout the playing season.

d. Artificial Surfaces

Standard to be approved by the SWF upon written application from the club.

e. Health & Safety Regulations

The ground must comply with prevailing Health and Safety regulations, and, where applicable, have relevant certification issued by the local authority when required.

f. Access

Both clubs must have access to the match pitch (half pitch each) for a minimum of 30 minutes before kick-off. In the event that this is not feasible, the home club must advise their opponent in advance of the fixture of the specific warm up arrangements in place (dimensions of area, surface, access time & distance from match pitch) as part of their confirmation of details communication in the week prior to the match

3. Facilities

a. Teams

The following rooms and facilities, of an equivalent level for both teams, are a minimum requirement:

- 1 dressing room for each club (home and visiting team) with facilities to safely secure valuables and/or lock the dressing room.
- Seating facilities for at least 16 persons.
- Shower facility.
- 1 fully functioning toilet.
- Physio table.

b. Match Officials

The following rooms and facilities are a minimum requirement:

- i. The match official's dressing room must be separate from the team dressing rooms but close by and has facility to safely secure valuables.

- ii. If both male and female officials are appointed, the home team must advise the officials in advance of the fixture of the changing arrangements in place to allow the officials to manage this accordingly on the day
- iii. Seating facilities for 3 persons
- iv. Access to a shower
- v. 1 toilet for the sole use of the match officials either in or next to the dressing room itself

c. Technical Areas

Clubs shall provide a clearly marked technical area for up to 13 people next to the field, large enough for the technical team and substitutes.

d. Spectators

Clubs shall produce a match programme for spectators at home matches – these can be digital versions if appropriate

e. Level of Cover for Spectators

Clubs shall have an appropriate area for spectators to watch the match. A permanent or temporary adequate perimeter pitch protection system shall surround the playing area separating it from spectators and employed as directed by the match officials on the day. This shall be of sound construction and free from any sharp edges.

Pitch Perimeter Barrier: refers to barrier or rail that separates spectators from playing area

4. First Aid Facilities

a. Medical and First Aid Risk Assessment

Clubs shall commission a medical risk assessment from a competent person or organisation for participants and spectators. This will be indicated in the Medical Plan.

b. Medical Plan

From the results of the medical risk assessment, clubs shall have in place a written Medical Plan. This shall include but is not limited to the following:

- **Medical Facilities**

A designated first aid room is required. At the very least the facility should have heating and lighting, a supply of hot and cold water as well as drinking water, an accessible toilet facility, a storage facility and a means of communication. The room should be well signposted throughout the ground.

- **Medical Expertise Provision**

It is the responsibility of clubs to ensure that an appropriate level of medical expertise is available for its matches. This will be indicated within the Medical Plan

- **Medical and First Aid Equipment**

It is the responsibility of each club to ensure that appropriate medical equipment is provided. This will be indicated in the Medical Plan.

5. Media Facilities

Clubs must provide the following:

- i. Ability to film all of their games from an appropriate area with a raised platform or structure
 - ii. Team lines for media (minimum of 6 copies) – these should be made available to media at least 30 minutes before kick-off.
 - iii. Clubs will provide a point of contact to liaise with media representatives and ensure they are looked after at matches. This should not be the match-day coach as the individual must be available to assist media pre-match when coach would be undertaking other duties such as warm up, team talk etc. pre-match
 - iv. The home team must upload full match footage of all their SWPL matches onto the analysis platform of SWF's choosing within 48 hours **(SWPL 2 only)**.
 - Footage must be of a suitable quality as outlined in the policies and procedures document.
 - SWF may use and share the footage with the wider media and on SWF channels.
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6. Player Pathway

Clubs will have to be working towards a full player pathway and how this will be achieved should be shown in their development plan. Please note that a partnership with a local club will be considered a full pathway if documentation and evidence of the club collaboration is provided i.e. MoU between both parties.

*U13/U15/U17 or U19 Performance League Team considered as full player pathway

7. Commercial

As a pre-requisite of entry into Scottish Women's Football, your club is committed to comply with the following:

- i. Attending/sending representation to appropriate media/sponsor events such as SWPL launch.
- ii. Ensuring that the club fully participate and contribute to the activation of any league sponsorship agreement which includes:
 - Displaying relevant sponsors branding on match-days pitch-side, in match-day programmes and match tickets. Pitch-side branding will be provided at the expense of SWF where appropriate.
 - Providing access to a player and head/assistant coach for post-match interviews when required.
 - Ensuring branding guidelines are adhered to in relation to online communications and content which includes twitter hashtags, appropriate use of correct logos, referencing the title sponsor etc.
 - Wearing appropriate branding as required which may include inclusion of sleeve-patch on match-day kit or wearing branded warm up bibs. Appropriate branding and printing will be provided at the expense of SWF where required.
 - Seeking permission prior to broadcasting any SWPL fixture live or otherwise in its entirety or in the form of a highlights package.
 - Participating in Player of the Month Awards.

SWPL 2 MATRIX

1	<u>Personnel</u>	Mandatory	Recommended
a.	Coach/Manager	✓	
b.	Goalkeeping	✓	
c.	Physiotherapy	✓	
d.	Child Wellbeing & Protection Officer	✓	
e.	First Aider	✓	
f.	Club Secretary	✓	
2	<u>The Ground</u>		
a.	Registered Ground	✓	
b.	The Field of Play	✓	
c.	Natural Grass Surfaces	✓	
d.	Artificial Surfaces	✓	
e.	Health & Safety Regulations	✓	
f.	Access	✓	
3	<u>Facilities</u>		
a.	Teams		
	i. Dressing rooms	✓	
	ii. Seating facilities	✓	
	iii. Shower facility	✓	
	iv. 1 toilet	✓	
	v. Physio table		✓
b.	Match Officials		
	i. Dressing room	✓	
	ii. Arrangements for appt. of male & female officials	✓	
	iii. Seating facilities		✓
	iv. Shower facility	✓	
	v. Sole use of a toilet		✓
c.	Technical Areas		✓
d.	Spectators		✓
e.	Level of Cover for spectators	✓	
4	<u>First Aid Facilities</u>		
a.	Medical and First Aid Risk Assessment	✓	
b.	Medical Plan	✓	
	i. Medical Facilities	✓	

	ii.	Medical Expertise Provision		✓	
	iii.	Medical & First Aid Provision		✓	
5		<u>Media Facilities</u>			
	i.	Raised platform to film games			✓
	ii.	Team lines for media		✓	
	iii.	Club representative to liaise with media		✓	
	iv.	Home team to upload full match footage to analysis platform		✓	
6		<u>Player Pathway</u>		✓	
7		<u>Commercial</u>			
	i.	Attending media/sponsor events		✓	
	ii.	Fully contribute to activation of sponsorship agreements		✓	
		→ Display sponsor branding as required		✓	
		→ Provide access to players/coaches for interviews as required		✓	
		→ Adhere to brand guidelines		✓	
		→ Wear appropriate branding i.e. sleeve patches		✓	
		→ Seek permission to broadcast fixtures		✓	
		→ Participate in Player of the Month nominations		✓	

CHAMPIONSHIP MATRIX

			Mandatory	Recommended
1		<u>Personnel</u>		
a.		Coach/Manager	✓	
b.		Goalkeeping	✓	
c.		Physiotherapy	✓	
d.		Child Wellbeing & Protection Officer	✓	
e.		First Aider	✓	
f.		Club Secretary	✓	
2		<u>The Ground</u>		
a.		Registered Ground	✓	
b.		The Field of Play	✓	
c.		Natural Grass Surfaces	✓	
d.		Artificial Surfaces	✓	
e.		Health & Safety Regulations	✓	
f.		Access	✓	
3		<u>Facilities</u>		
a.		Teams		
	i.	Dressing rooms	✓	
	ii.	Seating facilities	✓	
	iii.	Shower facility	✓	
	iv.	1 toilet	✓	
	v.	Physio table		✓
b.		Match Officials		
	i.	Dressing room	✓	
	ii.	Arrangements for appt. of male & female officials	✓	
	iii.	Seating facilities		✓
	iv.	Shower facility	✓	
	v.	Sole use of a toilet		✓
c.		Technical Areas		✓
d.		Spectators		✓
e.		Level of Cover for spectators	✓	
4		<u>First Aid Facilities</u>		
a.		Medical and First Aid Risk Assessment	✓	
b.		Medical Plan	✓	
	i.	Medical Facilities	✓	

	ii.	Medical Expertise Provision		✓	
	iii.	Medical & First Aid Provision		✓	
5		<u>Media Facilities</u>			
	i.	Raised platform to film games			✓
	ii.	Team lines for media			✓
	iii.	Club representative to liaise with media			✓
6		<u>Player Pathway</u>			✓
7		<u>Commercial*</u>			
	i.	Attending media/sponsor events		✓	
	ii.	Fully contribute to activation of sponsorship agreements		✓	
		→ Display sponsor branding as required		✓	
		→ Provide access to players/coaches for interviews as required		✓	
		→ Adhere to brand guidelines		✓	
		→ Wear appropriate branding i.e. sleeve patches		✓	
		→ Seek permission to broadcast fixtures		✓	
		→ Participate in Player of the Month nominations		✓	

*The Championship does not have a commercial sponsor at this time however this criteria remains mandatory, in the event that sponsorship is sourced at any point throughout the season.