



NEW ZEALAND FOOTBALL INCORPORATED

CLUB LICENSING REGULATIONS 2022

PREAMBLE

- The following are regulations of New Zealand Football, hereinafter referred to as NZF, which reflect the principles of the FIFA and OFC Club Licensing Regulations.
- NZF recognises the everyday effort club stakeholders, especially their owners and administrators, make in order for our region's footballers, professional and amateur, youth and senior, to have an opportunity to play football. These efforts also contribute to bringing the beautiful game to fans at the stadiums, on their television screens and on the radio so that football may be enjoyed by all.
- The Club Licensing Regulations have been designed as a development tool for all football clubs in the territory of NZF and to outline the minimum requirements for football clubs participating, or aspiring to participate, in certain NZF competitions. The criteria outlined in these regulations have been carefully selected to serve as guidelines for clubs looking to increase their professionalism.
- The current version of the NZF Club Licensing Regulations, which were approved by NZF Executive Committee on the **28 April 2022** and subsequently endorsed by OFC and FIFA on **18 May 2022**.
- Clubs are invited to read the NZF Club Licensing Regulations and understand what is expected of them prior to an application for a particular Club Licence.
- Where terms are capitalised but are not defined, then the definitions in the NZF Statutes or the relevant NZF Regulations shall apply.

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Section I: Introduction

Article 1: Goals of the Club Licensing Project

The overall aim of Club Licensing at NZF is to raise the level of club football throughout New Zealand. With this in mind, four main goals have been developed:

1. Understand and safeguard club football in New Zealand;
2. Raise the level of professionalism in club football through strengthening their facilities, structures, administration, and technical and sporting development;
3. Identify and share best club practices in New Zealand;
4. Formalise requirements for participation in domestic club competitions.

Article 2: The Two Levels of Criteria

The criteria described in these regulations are minimum requirements. Clubs may surpass the minimum requirements and report attainment of higher quality standards for any of the criteria if they wish to do so.

The criteria in these regulations have been divided into two separate categories – National criteria and Confederation criteria.

National Criteria: the national criteria are graded into two subcategories, defined as follows:

National “B” Criteria – National Leagues: the fundamental items and procedures that are required of every club that participates in, or that aspires to participate in, NZF’s National Leagues and that must be met in order to be eligible for a National League Club Licence. It is NZF’s intention that over time certain “A” criteria become “B” criteria.

National “A” Criteria – Aspirational: the fundamental items and procedures that are required of a club that has exceeded the “B” criteria and seeks to achieve, and be recognised by NZF for achieving, a level of operational excellence in addition to being eligible for a National League Club Licence. It is NZF’s intention that over time certain “A” criteria become “B” criteria.

The specifications for each grade are cumulative, to the effect that to satisfy the “A” Criteria a club must also comply with the “B” criteria.

For the avoidance of doubt a National League Club Licence is required of a club in order to participate in NZF National Leagues however the holding of such a licence does not in itself entitle a club to participate in the National Leagues.

Confederation Criteria: the fundamental items and procedures that every club in the region, who has qualified by sporting merit to participate in the OFC Champions League, needs to meet in order to participate.

Article 3: Scope of Application

1. These regulations apply to the clubs which participate in the National Leagues, or that aspire to do so, as well as those clubs aiming to participate in OFC Champions League.
2. These regulations govern the rights, duties and responsibilities of all parties involved in the NZF Club Licensing system and define in particular:
 - a) the minimum requirements, which have been defined in the OFC Club Licensing Regulations, to be fulfilled by NZF in order to act as a licensor for its clubs;
 - b) the licence applicant (club) and the licence required to be eligible to participate in the National Leagues and/or the OFC Champions League;
 - c) the minimum infrastructure, sporting, administration, financial, legal and social responsibility criteria to be fulfilled by a club in order to be granted a licence by NZF as part of the admission procedure to potentially enter the National League and/or the OFC Champions League.

Section II: NZF Club Licensing System

Article 4: Exception Policy

The OFC may grant exceptions to the provisions set out in these regulations.

Article 5: NZF's responsibility

NZF is the licensor of the Club Licensing system in New Zealand and is therefore in charge of implementing the Club Licensing system at the national level. For the implementation of the NZF Club Licensing system, NZF has or will as the case may be:

- a) Included a provision regarding Club Licensing in its Statutes. This permits NZF to have a legal basis within its Statutes to implement the system.
- b) Appointed its Competitions Manager as Club Licensing Manager;
- c) Adapted the OFC Club Licensing Regulations into these regulations;
- d) Appoint or elect the Decision-Making Bodies, per Article 9;

- e) Establish an ongoing club support and audit process across the National League licensed clubs to ensure clubs are supported to meet and fulfil the criteria as set out in this document for their ongoing participation in the National Leagues.
- f) Established a Catalogue of Sanctions as outlined in Article 15.

Article 6: The NZF's Club Licensing Administration

Upon completion of the tasks outlined in Article 5, NZF's established Club Licensing Administration, under the guidance of the Club Licensing Manager, will:

- a) Finalise the Club Licensing Support Manual;
- b) Determine deadlines for documentation to be presented by the club to the NZF's Club Licensing Manager;
- c) Send invitation letters to all clubs it deems relevant, or that have otherwise expressed an interest, to apply for a Club Licence or Aspirational recognition as the case may be;
- d) Review documentation submitted by clubs;
- e) Where requested visit each club during the licensing process;
- f) Base the licence decision-making process on a two-instance approach (i.e. first instance and appeal instance);
- g) Inform OFC of all licence decisions (approvals and denials).

Article 7: The Football Club

1. The football club or clubs is defined as being the legal entity fully responsible for a football team, which participates in national and international club competitions and is a member of or is affiliated to NZF. For the avoidance of doubt, any Regional Association shall be considered a football club for the purposes of these regulations.
2. The status of a football club (professional, semi-professional or amateur) is not relevant to the issue of a Club Licence.
3. The legal form or structure of a football club is not relevant to the issue of a Club Licence.
4. Only a registered member or an affiliate of NZF may apply for a Club Licence. Natural persons may not apply for a Club Licence.

5. The club is fully responsible for participation in national and international football competitions as well as the fulfilment of the Club Licensing criteria within the deadlines established by OFC and NZF.

Article 8: The Club Licence

1. Club Licences will be issued by NZF according to the provisions of these regulations.
2. NZF will issue a written invitation to those football clubs referred to in Article 6 (c) to apply for a licence. The club applying for a licence must submit a written application to NZF. In this application, the club must, in particular, declare that it shall fulfil the obligations of the Club Licensing system.
3. Only clubs which fulfil the criteria set out in these regulations by the relevant deadline will receive a Club Licence that corresponds to that criteria.
4. A Club Licence expires without prior notice at the end of the season for which it was issued.
5. A Club Licence cannot be transferred.
6. A Club Licence may be withdrawn by the NZF Club Licensing decision-making bodies during a season if:
 - a) for any reason a club becomes insolvent and enters into liquidation during the season, as determined by the applicable national law (where a club becomes insolvent but enters administration during the season, the licence should not be withdrawn as long as the purpose of the administration is to rescue the club and its business);
 - b) any of the conditions for the issue of a Club Licence are breached and/or no longer satisfied;
 - c) it is withdrawn pursuant to Article 15 of these regulations; or
 - d) the club violates any of its obligations under any relevant regulations.

Article 9: The Club Licensing Decision-Making Bodies

1. NZF shall establish two Club Licensing decision-making bodies, which can be appointed or elected.
2. The Club Licensing decision-making bodies shall be independent from each other. They shall receive administrative support from the Club Licensing Administration. A member of the Club Licensing decision-making bodies must in all cases immediately abstain from

participating in the licensing process if there is any doubt as to their independence towards the club or if there is a conflict of interest.

3. NZF may nominate administrative staff of NZF and its affiliated leagues as members of the first instance Club Licensing decision-making body, with the exception of the Club Licensing Manager.
4. The first instance Club Licensing decision-making body shall decide on whether a licence shall be granted to a club on the basis of the documents provided and in accordance with the provisions of these regulations at the submission deadline set by NZF.
5. The appeal instance Club Licensing decision-making body shall decide on appeals submitted in writing and make a final and binding decision on whether a licence shall be granted.
6. All decisions by the Club Licensing decision-making bodies must be made in writing and if a licence is rejected, the motive for refusal must be reasoned.
7. NZF may delegate the duties of the Club Licensing decision-making bodies to other existing bodies (e.g. committees and commissions).
8. NZF may ask OFC to perform the functions of the Club Licensing decision-making bodies.

Article 10: The Decision-Making Procedure

In these regulations, or in the Support Manual, NZF shall define procedural rules with respect to decision-making. These shall, as a minimum, regulate the following standards:

- a) deadlines (e.g. submission deadlines);
- b) the principle of equal treatment;
- c) representation (e.g. legal representation);
- d) the right to be heard (e.g. convocation, hearing);
- e) official language(s);
- f) time limit to issue a request (e.g. calculation, compliance, interruption and extension thereof);
- g) time limit to appeal;
- h) effect of the appeal;
- i) type of evidence requested;
- j) burden of proof (e.g. club has burden of proof);
- k) decisions (in writing with reasoning, etc.);
- l) grounds for complaint;
- m) content and form of pleading;
- n) deliberation and hearings;
- o) cost of procedure, administrative fee and deposit.

Article 11: Equal Treatment and Confidentiality

1. NZF ensures equal treatment of all clubs applying for a Club Licence.
2. NZF guarantees the clubs full confidentiality with regard to all information submitted during the licensing process. Anyone involved in the licensing process or appointed by NZF must sign a confidentiality agreement before assuming their tasks.

Article 12: NZF Spot Checks

1. NZF reserves the right to conduct spot checks, at any time, with respect to the clubs, venues, training facilities and headquarters.
2. OFC has the right to request NZF to carry out a specific spot check.
3. The spot checks aim to ensure Club Licences are compliant with the regulations set out in the Club Licensing regulations at the time of their approval.
4. Upon OFC'S request, NZF shall send OFC comprehensive reports about the results of the spot checks.

Article 13: OFC Spot Checks

1. OFC reserves the right to conduct spot checks, at any time, with respect to NZF and/or the clubs, stadiums, training facilities and headquarters.
2. FIFA has the right to request OFC to carry out a specific spot check.
3. The spot checks aim to ensure Club Licences have been correctly awarded by NZF at the time of the final and binding decision.
4. Upon FIFA'S request, OFC shall send FIFA comprehensive reports about the results of the spot checks.
5. If OFC determines that NZF issued a Club Licence in breach of NZF and OFC Club Licensing Regulations, NZF shall be sanctioned by OFC'S Disciplinary Committee in accordance with the applicable disciplinary regulations. If deemed appropriate, the matter may also be referred to OFC'S Ethics Committee.
6. FIFA, NZF and OFC shall engage in mutual cooperation.

Article 14: FIFA Spot Checks

1. In the event that OFC fails to implement a spot check procedure, does not carry out spot checks or does not send to FIFA, at its request, comprehensive reports about the result of the spot checks, FIFA shall set OFC a deadline to do so. If this deadline is not respected by OFC, FIFA has the right to carry out the spot checks directly. NZF is obliged to cooperate with FIFA for this purpose and provide FIFA with full access to the files.
2. If FIFA realises that NZF has issued a Club Licence in breach of these regulations, FIFA shall inform OFC and NZF so that OFC may, at its discretion, sanction NZF in accordance with Article 13. In the event that OFC fails to take action or fails to impose sanctions, FIFA shall set OFC a deadline to do so. If this deadline is not respected by OFC, the FIFA Disciplinary Committee has the right to sanction NZF directly in accordance with the FIFA Disciplinary Code.

Article 15: Catalogue of Sanctions

Under these regulations or the Support Manual, NZF will set up a Catalogue of Sanctions for the Club Licensing system (e.g. for non-fulfilment of National “B” criteria). The Catalogue of Sanctions may include, but is not limited to:

- a) a caution;
- b) a fine;
- c) extended deadline to fulfil criteria;
- d) the obligation to submit evidence or fulfil certain conditions by a certain deadline;
- e) withholding of grants and/or prize money;
- f) a prohibition on concluding new transfer agreements or players’ contracts;
- g) the obligation to submit guarantees;
- h) Licence review and/or withdrawal;
- i) consequences as set out in the National League Participation Agreement;
- j) loss of points.

Article 16: Option for NZF to Delegate the Club Licensing System to an Affiliated League

1. NZF may delegate the Club Licensing system to an affiliated league, subject to the approval of OFC.
2. NZF, as a member of OFC, remains fully responsible for the proper implementation of the Club Licensing system, regardless of whether or not there is a delegation.

Section III: NZF Club Licensing Criteria

I. INFRASTRUCTURE CRITERIA

Implementation of the Infrastructure Criteria is aimed at ensuring that clubs have adequate venues and training facilities for all matches and training sessions, as well as informing clubs of the minimum requirements their venues must comply with in order to participate in the OFC Champions League and NZF's National Leagues.

National Criteria:

Article 17: Club Infrastructure Form

The club must accurately complete and submit the Club Infrastructure Form.

Article 18: The Venue – National Leagues and Aspirational

Article	Grade	Criteria Description
18.1	B	First Team Venue – Availability The club must have access to a venue to host first team matches through one of the following options: a) The club legally owns the venue; or b) The club rents the venue or is permitted to use the venue free of charge.
18.2	B	Youth Team Venue – Availability The club must have access to at least one youth team venue in addition to its first team venue to host youth matches through one of the following options: a) The club legally owns the venue; or b) The club rents the venue or is permitted to use the venue free of charge.
18.3	B	First Team Venue – Field of Play Unless otherwise permitted, the field of play must comply with the FIFA Laws of the Game and be: a) Natural Grass; or b) Artificial Turf (according to FIFA quality standards), subject to the relevant approvals.
18.4	B	Youth Team Venue – Field of Play Unless otherwise permitted, the field of play must comply with the FIFA Laws of the Game and be: a) Natural Grass; or b) Artificial Turf (according to FIFA quality standards), subject to the relevant approvals; c) A size consistent with the optimal standards in the Youth Framework;
18.5	B	Technical Area A Technical Area must be marked to define area and include: a) Two identical team benches, capable of seating eleven (11) people on each bench; b) An area for 4 th official (ideally with a table and chair); and c) Cover to protect at least seven (7) players from the elements on each bench.
18.6	B	First Team Venue – Dressing Rooms for Teams The venue must contain separate dressing rooms for each team and include: a) One seat per player; b) Access to showers with hot and cold running water (Ideally minimum 3 showers per team); and c) Access to toilet(s) (Ideally minimum 2 toilets per team).

18.7	B	First Team Venue – Dressing Rooms for Officials The venue must contain a separate dressing room for officials and include; <ul style="list-style-type: none"> a) One seat per person (ideally 4 seats); b) Access to 1 shower with hot and cold running water; and c) Access to 1 toilet.
18.8	B	First Team Venue – Scoreboard and Public Announcement System The venue must be equipped with an adequate scoreboard and public announcement system.
18.9	B	First Team Venue – Car Parking The venue must be equipped with adequate car parking and must be able to accommodate at least one coach parking.
18.10	B	First Team Venue – Sanitary Facilities The venue must provide adequate public toilet facilities for male, female and disabled spectators. It is the Host Participant responsibility to ensure the toilets, washrooms and washroom products are maintained in good and clean condition, especially on match-days.
18.11	B	First Team Venue – Spectator Areas The club must provide a venue that can, through permanent or temporary infrastructure cordon off spectators from the field of play.
18.12	B	First Team Venue – First Aid Rooms The venue must be equipped with a designated first-aid room which is appropriately stocked with medical supplies and equipment for the average competition attendance. There must also be an AED on site and within easy access to the field of play.
18.13	B	First Team Venue – Doping Control Room The doping control room must be near to the teams’ and referees’ dressing rooms and equipped with 1 toilet or have exclusive access to a separate toilet in the building structure. The doping control room can be a shared room with the first aid room if required or the club must provide a plan to accommodate DFSNZ Testing.
18.14	B	First Team Venue – Broadcast Requirements The club must provide a venue that can, through permanent or temporary infrastructure, accommodate camera positions and an outside broadcast compound (OB) in accordance with the requirements set by the host broadcaster, at either: <ul style="list-style-type: none"> a) Its nominated first team venue (ref. 18.1); or b) The club rents or is permitted to use free of charge a secondary venue for a minimum of four matches during the season.
18.15	B	First Team Venue – Technical Filming Requirements The club must provide a venue that can, through permanent or temporary infrastructure, accommodate a single elevated camera position, at a minimum of 3 metres from the ground, at the half-way of the field of play for the purposes of filming technical footage.
18.16	A	Technical Area A Technical Area must be marked to define area and include; <ul style="list-style-type: none"> a) Two identical team benches, capable of seating eleven (11) people on each bench; b) An area for 4th official with a covered table and chair; and c) Cover to protect all players and officials from the elements.
18.17	A	Venue – Spectator Seating The venue must include a stand which offers spectators seated accommodation. Ideally the majority of seats would be covered.
18.18	A	Venue - Control Room Each venue must have a control room capable of accommodating a minimum of four persons and suitably equipped to effectively manage and deliver all match-day matters.

18.19	A	Venue – Media and Press Facilities The venue must have suitable media and press facilities with views of the playing area, including; <ul style="list-style-type: none"> a) a minimum of four seats; b) a work station (desk) to accommodate a minimum of two but preferably four persons; and c) have accessible power supply and internet or Wi-Fi connections.
18.20	A	Players Access The venue must provide a Players' Race that must provide direct and exclusive access for Players and Referees from their Dressing Rooms to the Field of Play.
18.21	A	Emergency Exit Plan All venues must have an Emergency Exit Plan. The Emergency Exit Plan must comply with national/local law and be clearly displayed at all points of entry and exit as well as other strategic points around the venue.
18.22	A	Venue – Ground Rules The venues must issue venue ground rules and affix them to the venue in such a way that the spectators can read them. These rules must provide information on at least the following: <ul style="list-style-type: none"> a) admission rights; b) description of prohibitions and penalties, such as entering the field of play, throwing objects, use of foul or abusive language, racist behaviour, etc.; c) restrictions with regard to alcohol, fireworks, banners, etc.; and d) causes for ejection from the ground.

Article 19: The Training Fields

The club must have written agreement(s) or confirmed bookings from the facility owner to ensure guaranteed access to training venue(s) for the duration of the upcoming season, which encapsulate the requirements above.

Article 20: The Headquarters

The club must provide a registered address to NZF which represents the headquarters of the club.

Confederation Criteria:

Article 21: The Stadium (Confederation Competitions)

The stadium registered by the club to host home matches must meet all the requirements of the OFC Champions League the club is aiming to participate in.

II. SPORTING CRITERIA

Implementation of the Sporting Criteria is aimed at identifying and increasing the number of footballers and coaches in the region while improving the experience for youth players at club level.

National Criteria:

Article 22: Sporting Criteria – National Leagues and Aspirational

Article	Grade	Criteria Description
22.1	B	<p>Youth Teams</p> <p>The club must have at least the following youth teams competing in a league competition, within its legal entity or through an affiliation/MOU approved by the Federation:</p> <ul style="list-style-type: none"> • A reserve team that is predominantly under the age of 23 (U23) with a specified number of players over the age of 23, as per the relevant competition regulations; • At least 2 youth teams within the age range of U13 – U20 (these teams cannot be in the same age grade); and • At least 2 junior teams within the age range of U9 – U12. <p>For the avoidance of doubt, the teams above, relate to the gender of the respective first team. Where a club is applying for both their men's and women's first teams, the club will need to meet the above criteria for both genders.</p>
22.2	A	<p>Working with Children and Vulnerable Adults Policy</p> <p>All clubs must have a Working with Children and Vulnerable Adults Policy, or adopt NZF's Policy, ensuring all club staff, coaches and volunteers <u>must</u> be Police vetted through its systems or NZF's online Police vetting system as applicable.</p>
22.3	A	<p>Talent Development Programme</p> <p>The club must deliver and meet the required standards of the NZF Talent Development Programme as prescribed by NZF and approved by the clubs Regional Association prior to application.</p>
22.4	A	<p>Skills Centre Programme</p> <p>The club must deliver and meet the required standards of the NZF Skills Centre Programme as prescribed by NZF and approved by the clubs Regional Association prior to application.</p>
22.5	A	<p>Quality Club Mark</p> <p>The club must hold a minimum standard QCM 1 Star.</p>

Confederation Criteria:

Article 23: Medical Care

All first team players must undergo and pass a sports physical examination.

III. PERSONNEL AND ADMINISTRATION CRITERIA

Implementation of the Personnel and Administration Criteria is aimed at encouraging clubs to appoint individuals to key roles in order to increase the level of professionalism at the organisations. Collecting this information will also allow for the creation of a database of club personnel for which OFC development tools and programs can then be established for each functional area.

National Criteria:

Article 24: Club General Form

The club must accurately complete and submit the Club General Form.

Article 25: Personnel and Administrative Criteria – National Leagues and Aspirational

Article	Grade	Criteria Description
25.1	B	Board Elected The club must elect a Board or Committee in accordance with its rules which is responsible for the management of the club and its employees.
25.2	B	NZF Code of Conduct The club Board or Committee must agree to ensure that its members, staff, players and coaches, conduct themselves in accordance with the NZF Code of Conduct.
25.3	B	National Registration System The club must duly register all Players in the online National Registration System.
25.4	B	General Manager The club must appoint a General Manager who is responsible for running its daily operations.
25.5	B	Youth Team – Administrator The club must nominate one person who administers the Youth Teams. This can form part of the General Manager's position.
25.6	B	Match Coordinator The club must nominate a Match Coordinator who is responsible for running all its First Team home fixtures. This can form part of the General Manager's position.
25.7	B	Finance Officer The club must nominate a Finance Officer who is responsible for its financial operations – this can form part of the General Manager's position.

25.8	B	Media Officer The Club must nominate a Media Officer who is responsible for its media operations – this can form part of the Marketing Officer’s position.
25.9	B	Marketing Officer The Club must nominate a Marketing Officer who is responsible for its marketing activities. This includes fan engagement, the match day experience and responsibility for agreed and reported home game attendance targets – this can form part of the Media Officer’s position.
25.10	B	Medical Service The club must appoint a qualified and registered physiotherapist who is responsible for the welfare of its players. All Physiotherapists must be registered with the “Physiotherapy Board of NZ”.
25.11	B	Security Officer The club must nominate a security officer who is responsible for its safety and security operations.
25.12	B	Business Plan The Club must prepare and submit a business plan for the upcoming season. The plan may be for more than one year (i.e. Strategic Plan).
25.13	B	Director of Football The Club must appoint a Director of Football, responsible for youth development, that has a minimum accredited OFC/NZF B Licence or international equivalent. This person may at the same time take the function of other coaching roles at the club.
25.14	B	First Team - Head Coach The Club must appoint a first team Head Coach that has a minimum accredited OFC/NZF B Licence or international equivalent who must be present at team trainings and matches. The coach may at the same time take the function of other coaching roles at the club.
25.15	B	First Team - Assistant Coach The Club must appoint a First Team Assistant Coach that has a minimum accredited OFC/NZF C Licence or international equivalent who must be present at team trainings and matches. The coach may at the same time take the function of other coaching roles at the club with the exception of First Team – Head Coach.
25.16	B	Goal Keeping - Coach The Club must appoint a Goal Keeping Coach with a minimum NZF/OFC Goal Keeping C Licence who must be present at team trainings and matches. The coach may at the same time take the function of other coaching roles at the club with the exception of first team – Head Coach and/or Reserve team - Head Coach roles. For the 2023 licensing period ONLY , the Goal Keeping Coach may have attended, awaiting assessment or be registered on a NZF/OFC Goal Keeping C Licence.
25.17	B	Reserve Team - Head Coach The Club must appoint a Reserve team Head Coach that has a minimum accredited OFC/NZF C Licence or international equivalent. The Coach may at the same time take the function of other coaching roles at the club with the exception of first team – Head Coach.
25.18	B	Youth Team – Head Coaches The club must appoint Head Coaches for the two mandatory youth teams that have a minimum accredited OFC/NZF C Licence or international equivalent.

25.19	B	Physical Preparation and Injury Prevention The Club must appoint a person responsible for the Physical Preparation and Injury Prevention of its players with relevant Sports Science or Strength and Conditioning Qualification at a minimum of Diploma level or international equivalent, alternatively any one of the appointed coaching staff for each team must hold a valid 11+ Coaching Certificate.
25.20	A	Board Elected The Club must elect a Board or Committee in accordance with its rules which is responsible for the management of the club and its employees that has no less than 40% female representation.
25.21	A	Marketing and Communications Plan The Club must prepare and submit an annual marketing and communications plan for the upcoming season that includes a section on fan engagement.
25.22	A	Director of Football The Club must appoint a Director of Football, responsible for youth development, that has a minimum accredited OFC/NZF A Licence or international equivalent. This person may at the same time take the function of other coaching roles at the club.
25.23	A	First Team - Head Coach The Club must appoint a first team Head Coach that has a minimum accredited OFC/NZF A Licence coaching qualification or international equivalent.
25.24	A	First Team - Assistant Coach The Club must appoint a first team Assistant Coach that has a minimum accredited OFC/NZF B Licence or international equivalent. The coach may at the same time take the function of other coaching roles at the club with the exception of first team – Head Coach.
25.25	A	Goal Keeping - Coach The Club must appoint a Goal Keeping Coach that has a minimum accredited OFC/NZF GK C Licence. The coach may at the same time take the function of other coaching roles at the club with the exception of first team – Head Coach and/or Development team - Head Coach.
25.26	A	Reserve Team - Head Coach The Club must appoint a Reserve Team Head Coach that has a minimum accredited OFC/NZF B Licence or international equivalent. The Coach may at the same time take the function of other coaching roles at the club with the exception of first team – Head Coach.
25.27	A	Physical Preparation and Injury Prevention The Club must appoint a person responsible for the Physical Preparation and Injury Prevention of its players with relevant Sports Science or Strength and Conditioning Qualification at a minimum of Diploma level or international equivalent.
25.28	A	Medical Services The Club must nominate a qualified and registered medical doctor/practitioner who is responsible for the medical support for players. This medical support may range from vaccinations to concussion assessments and clearance to return to training and/or play, and any other medical support necessary.

Confederation Criteria:**Article 26: Media Officer**

The club must appoint a Media Officer who is responsible for its media operations.

Article 27: Marketing Officer

The club must appoint a Marketing Officer who is responsible for its marketing activities.

Article 28: Medical Service

The club must appoint a qualified/registered Medical Service who is responsible for the medical welfare of its players.

Article 29: Security Officer

The club must appoint a Security Officer who is responsible for its safety and security operations.

Article 30: Team Liaison Officer

The club must appoint a Team Liaison Officer who is responsible for supporting a visiting team for the duration of their stay in the country of the home team.

IV. FINANCIAL CRITERIA

Implementation of the Financial Criteria is aimed at assisting OFC and NZF with understanding the financial capabilities of the clubs in the region, while safeguarding the continuity of club competitions.

National Criteria:**Article 31: Club Finance Form**

The club must accurately complete and submit the Club Finance Form.

Article 32: Financial Criteria – National Leagues and Aspirational

Article	Grade	Criteria Description
32.1	B	Reviewed Financial Statements The club must prepare and submit a reviewed financial statement (Balance Sheet, Income Statement and Review Reports) for the previous season.
32.2	B	Annual Budget The club must prepare and submit an annual budget for the upcoming season.

32.3	A	Audited Financial Statements The club must prepare and submit an audited financial statement (Balance Sheet, Income Statement and Audit Reports) for the previous season.
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Confederation Criteria:

Article 33: Financial Statements

The club must prepare and submit its audited Financial Statements (Balance Sheet, Income Statement and Audit Reports).

V. LEGAL CRITERIA

Implementation of the Legal Criteria is aimed at assisting OFC and NZF with protecting the integrity of club competitions, while formalizing the legal structures of clubs throughout the region.

National Criteria:

Article 34: Legal Declaration

The club must submit a legally valid declaration confirming the following:

- a) It recognises as legally binding the Statutes, rules and regulations and decisions of FIFA, OFC, NZF and the Club Licensing decision-making bodies;
- b) It recognises the exclusive jurisdiction of CAS (the Court of Arbitration for Sport in Lausanne) for any dispute of international dimension and in particular involving FIFA, OFC and NZF;
- c) It recognises the prohibition on recourse to ordinary courts under the FIFA Statutes and the OFC Statutes;
- d) At national level, it will play in competitions, subject to any relevant qualifying criteria, that are recognised and endorsed by NZF (e.g. National League, Chatham Cup);
- e) At confederation level, it will participate, subject to any relevant qualifying criteria, in competitions recognised by OFC. For the avoidance of doubt, this provision does not relate to friendly matches;
- f) It undertakes to abide by and observe the provisions and conditions of the national regulations;
- g) All submitted documents under the Club Licensing system are complete and accurate;

- i) It acknowledges that NZF reserves the right to conduct spot checks at national level to ensure compliance with the provisions and conditions of the national criteria of these regulations;
- j) It acknowledges that OFC reserves the right to conduct spot checks at national level to review the assessment and decision-making processes;
- k) It acknowledges that FIFA reserves the right to conduct spot checks at national level to review the assessment and decision-making processes.

This declaration must be executed by an authorised signatory of the club.

Article 35: Ownership and Control of Clubs

The club must submit a legally valid declaration outlining the ownership structure (if applicable) and control mechanism of the club.

Article 36: Statutes and Extract of Register

The club must provide the following documents:

- a) A copy of the club's valid Statutes or the equivalent legal document.
- b) If applicable, an extract from a public register (e.g. trade register) containing information on the club (such as name, address, legal form, list of authorized signatories and type of required signature).

VI. SOCIAL RESPONSIBILITY CRITERIA

Implementation of the Social Responsibility Criteria will be aimed at increasing the involvement and impact of clubs in their local communities.

The current NZF Club Licensing Regulations do not contain any Social Responsibility Criteria for the clubs to fulfil.

The follow-up version(s) of these regulations will include the addition of various Social Responsibility Criteria.

Section IV: Final Provisions

Article 37: Language of Correspondence

All correspondence between OFC and NZF, the league and/or club must be in English.

Article 38: Adoption and Entry into Force

These regulations were adopted by the NZF Executive Committee on **28 April 2022** and come into force with immediate effect.

Auckland, 28 April 2022.

For the NZF Executive Committee:

Johanna Wood
President:

Andrew Pragnell
General Secretary:

Glossary

Club Licence means a National League Club Licence and Aspirational Licence as the case may be;

National Leagues means NZF's National League and National Women's League competitions;

National League Club Licence means the licence that is required of, and must be maintained by, all clubs participating in NZF's National League;

NZF means New Zealand Football Incorporated;

OFC means Oceania Football Confederation;

OFC Champions League means OFC's Champions League competition.