

# **NEW CLUB APPLICATION PROCESS 2022**

# INTRODUCTION

This New Club Application must be completed for Football Victoria (FV) to commence the new club application process. For metropolitan Clubs, this includes the process to approve entry into any FV competitions. For regional Clubs, there is an additional step to be approved by your local Association, who manages competitions in your region.

Please note that completion of this New Club Application does not guarantee entry into FV Competitions, FV may decline a new club entry at any time.

Successful new Clubs will be required to register as an Incorporated Association with Consumer Affairs Victoria (CAV) and be affiliated members of Football Australia. Do not register with CAV or seek affiliation until instructed to do so by FV.

Please refer to the relevant pages in this application for further information on all criteria.

The New Club Application must be submitted via the online forms provided at each step of the process.

If you have any further questions regarding the application process, please contact FV via email [clubsupport@footballvictoria.com.au](mailto:clubsupport@footballvictoria.com.au).

## ABOUT FOOTBALL VICTORIA (FV)

Football Victoria (FV) is the governing body for football (soccer) in Victoria.

FV is recognised as the organisation responsible for the administration, promotion and delivery of football and futsal (indoor football) in the state by both the State and Federal Governments, as well as Football Australia (FA). Our funding derives from membership and Club affiliation fees, government grants and corporate sponsorship.

Through the national body's affiliation with FIFA (Federation of International Football Associations), we administer football in Victoria including:

- semi-professional ranks
- amateurs
- women and girls
- youth
- referees
- coaches
- officials & volunteers
- futsal

We are a not for profit sporting organisation run by a Board of Directors, elected by Football stakeholders made up of Zone Representatives and Standing Committees. We re-invest any money generated by the game in a financially prudent manner, prioritising in providing more coaching, education, facilities, support and participation opportunities to the community and our partners back to where it is needed most.

We currently employ over 50 staff to deliver and work towards our five key pillars;

- Our Clubs
- Facilities and Infrastructure
- Enjoying our Game
- Promoting our Game
- Our People

As part of enjoying our game our competitions team administer all things related to metropolitan and Geelong competitions such as team entry, fixturing, rules of competition, match investigations and finals. Referees are also appointed to these matches to facilitate a safer and

more enjoyable participation experience. We are responsible for ensuring the growth of football across all aspects of the game by enabling everyone an opportunity to participate. A key strategic priority is to ensure we reach gender equity within the Victorian football community by 2027.

For prospective Futsal Clubs, a separate process is required. For more information on the steps required, please email [futsal@footballvictoria.com.au](mailto:futsal@footballvictoria.com.au).

# TIMELINES

Step	Submission by New Club to FV Due	Notification provided by FV by
Step 1 – Why do you wish to form a New Club?	9 August 2021	20 August 2021
Step 2 – Compliance	24 September 2021	15 October 2021
Step 3 – Competitions	8 November 2021	30 November 2021
Final notification of approved/denied application		30 November 2021

# CHECKLIST

It is intended that all New Clubs have a broad range of participation opportunities – with diverse opportunities for skill level, age groups and gender. For clarity, proposed Clubs catering for only one gender or a limited number of teams are highly unlikely to be approved. In such circumstances, FV will seek to work with the applicants to seek suitable options and solutions.

Step 1 – Why do you wish to form a New Club?		
The following details must be submitted by 9 August 2021 via the online application form ( <a href="https://form.jotform.com/211800468114851">https://form.jotform.com/211800468114851</a> ) prior to progressing to Step 2.		
	Action Items	Context/Additional information
	<p><b>Club Overview:</b> Provide an overview of the proposed Club with the following items:</p> <ul style="list-style-type: none"> <li>□ Geographic area which you intend to represent</li> <li>□ Why the proposed Club wishes to be affiliated with FV</li> <li>□ History (if currently participating in an unaffiliated league). This includes noting any previous affiliations or participation in other competitions and declaration of any affiliation with private providers, Academies, schools, Clubs or Associations in Australia or overseas.</li> </ul>	<p>Affiliations with Academies are not permitted for community competitions.</p> <p>If the Club is based in a regional area, FV will liaise with the relevant Association at this stage of the process.</p> <p>If the Club has played in FV leagues or another Association's leagues prior to its application, FV will consider its history in terms of discipline, governance and solvency.</p> <p>FV will consider the following in assessing the need of a new Club within the proposed area:</p>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Purpose</li> <li><input type="checkbox"/> Proposed entity set up: i.e. Incorporated Association.</li> <li><input type="checkbox"/> Reasons that a new club may be required</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure minimal impact of players moving from existing Clubs to new Clubs that may negatively impact established FV Affiliated Clubs.</li> <li>• The need for a new Club in the area as indicated by the LGA.</li> <li>• Current number of players and recent growth.</li> <li>• Current number of Clubs and average player numbers.</li> <li>• Current number of facilities and planned developments.</li> <li>• Current population and projected growth.</li> </ul>
	<p><b>Club name, colours and Logo:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proposed names (x3)</li> <li><input type="checkbox"/> Proposed Club colours</li> <li><input type="checkbox"/> Proposed logo (JPEG or PDF format)</li> </ul>	<p>The Football Australia (FA) <a href="#">Inclusivity Principles for Club Identity</a> (IPCI) notes that:</p> <ul style="list-style-type: none"> <li>• Applicants will be required to submit at least three (3) proposed names that can be considered by FV subject to the IPCI.</li> <li>• The new Club name must not contain any part of the name of any Club in the same or immediately adjoining municipalities, except for the following traditional generic football names: <ul style="list-style-type: none"> <li>(a) United</li> <li>(b) Rovers</li> <li>(c) City</li> <li>(d) Old</li> <li>(e) Sporting</li> </ul> </li> </ul> <p>At its discretion, FV may force the name change of an existing Club wishing to affiliate with FV, where that existing Club currently shares any part of its Club name with a current FV affiliate Club.</p> <ul style="list-style-type: none"> <li>• Club colours and logo must be in line with the FA <a href="#">Inclusivity Principles for Club Identity</a></li> </ul>

## Step 2 - Compliance

The following details must be submitted by 24 September 2021 via the online application form (to be sent to applicants following the completion of Step 1) prior to progressing to Step 3.

	<b>Club Constitution:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of draft constitution, including affiliated Clubs <a href="#">minimum clauses</a></li> <li><input type="checkbox"/> AGM month</li> </ul>	<p>All Clubs must ensure that they continue to meet their basic regulatory compliance obligations under Consumer Affairs Victoria (CAV) or the Australian Securities and Investments Commission (ASIC) as required. Clubs are also subject to <a href="#">FV By-Law 12 Club Compliance Policy</a>.</p>
	<b>Strategic Plan:</b> The New Club must have a strategic plan which includes: <ul style="list-style-type: none"> <li><input type="checkbox"/> Vision</li> <li><input type="checkbox"/> Mission</li> <li><input type="checkbox"/> Values</li> <li><input type="checkbox"/> Initiatives</li> <li><input type="checkbox"/> Minimum 2-year duration</li> </ul>	<p>Within the Strategic Plan, a Women and Girls (W&amp;G) participation plan must be included and consider the following:</p> <ul style="list-style-type: none"> <li>• 50/50 gender participation plan.</li> <li>• Do you have a plan to attract, develop and retain W&amp;G?</li> <li>• Does your website and social media illustrate opportunities for W&amp;G?</li> <li>• Are you flexible to attract W&amp;G of each level?</li> <li>• Do you provide pathways and leadership growth for W&amp;G?</li> <li>• Is exposure visible of diverse groups of W&amp;G?</li> </ul>
	<b>Committee Structure:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> What positions will be created on the Committee?</li> <li><input type="checkbox"/> How many Committee positions will be available?</li> <li><input type="checkbox"/> Must have a 50:50 gender balance. If not, why is this not achievable at the commencement of the Club? What strategies has the proposed Club developed to achieve 50:50 gender balance?</li> </ul>	<p>Committee structure must include:</p> <ul style="list-style-type: none"> <li>• Child Safety Officer</li> <li>• Member Protection Information Officer</li> <li>• FV liaison</li> <li>• Council liaison (if utilising Council facilities)</li> </ul>
	<b>Office Bearers:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Details of the proposed initial office bearers</li> <li><input type="checkbox"/> Must have a Member Protection Information Officer, which is not a member of the Committee</li> </ul>	<p>Must list:</p> <ul style="list-style-type: none"> <li>• Role</li> <li>• Name</li> <li>• Gender</li> <li>• Contact details</li> <li>• Biography of office bearers</li> </ul>

			<ul style="list-style-type: none"> <li>• Copy of completed Working with Children Check (WWCC) for each office bearer</li> </ul>
		<b>Venue:</b> <ul style="list-style-type: none"> <li>□ A New Club must have a confirmed home venue</li> <li>□ Address of facility and the facility plan overview including amenities.</li> <li>□ Grounds hired from a Council or a private facility must be confirmed via a copy of the lease/seasonal allocation agreement and meet the minimum standards for the relevant levels of competition.</li> <li>□ Access to amenities and female friendly/ disabled access facilities.</li> </ul>	<p>To ensure FV can maintain strong working relationships between councils/venue owners and Clubs, a letter of support from the relevant LGA's Head of Sport and Recreation or equivalent must be included in the application to demonstrate that the Club has secured access to facilities to compete in competitions. The letter must also indicate that they approve the three proposed names and logo for the new club.</p> <ul style="list-style-type: none"> <li>• If the new Club proposes to play at an LGA-managed facility or a privately owned facility, the application must include a copy of the lease/seasonal allocation arrangements.</li> <li>• New Clubs playing from school or university venues must be endorsed by the relevant school or university. The application must include a letter or notice from the school or university confirming the venue arrangements.</li> <li>• Please refer to the Rules of Competition (<a href="#">click here</a>) – Schedule 6 – Minimum Facility Requirements – Community Competitions when identifying venues as they must meet these standards.</li> </ul> <p>Note: FV may choose to conduct a facility inspection at its discretion when evaluating the application.</p>
		<b>Finance:</b> One of the most important tasks for a Club to undertake is the preparation of a budget for the upcoming season describing potential sources of income and expenditure. This will allow the Club to adequately plan its finances for the upcoming season and ensure that the Club will remain financially sustainable long term. <ul style="list-style-type: none"> <li>□ Proposed 2022 budget</li> </ul>	<p>Through the identification of each source of revenue and expenditure, a Club is able to identify financial targets for the forthcoming year. Specific revenue streams need to be identified (i.e. player registration revenue, sponsorship revenue, etc.) and the target amount of money that is required to be generated through each revenue stream needs to be set. Furthermore, all possible expenses need to be identified (i.e. team entry fees, player registration fees, council fees, etc.) with a target amount of expenditure to be set for each of these. Expenses should be reduced as much as permissible.</p> <p>It is important to take a cautious approach when preparing the Club's budget. Underestimate revenue and overestimate expenses wherever there is uncertainty when selecting the budgeted figure for particular revenues or expenses.</p> <p>Throughout the season the Club should perform regular comparisons between budgeted figures and actual figures to identify any variances. Reasons for why these variances have occurred need to be ascertained and investigated accordingly. If appropriate, a budget can be amended to reflect new information that has become available to the club (i.e. new revenue streams identified, new</p>

			<p>expenses that need to be acknowledged). This is known as a flexible budget.</p> <p>The importance of a budget is that it will assist the Club with its decision making as it is a source of timely financial information relating to its operations, which club management can use to support decision making processes. It allows a Club to plan its financials accordingly to ensure short and long-term viability.</p> <p>FV has a Budget Template (provided at this stage of the process that can be used to design a budget. Each Club is unique with its own particular expenses and revenues.</p> <p><u>The Budget Template should only be used as a guide. The Club's Budget must be uploaded in the Club's online Application.</u></p> <p><u>All FV Fees and subscription reflect the 2021 season and are subject to change for 2022.</u></p>
		<p><b>Previous participation in non-affiliated leagues:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Declaration of any affiliation with private providers, schools, Clubs or Associations in Australia or overseas.</li> </ul>	<p>Affiliations with Academies are not permitted for community competitions.</p>
		<p><b>Communications and Media:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Link to all social media platforms (i.e. Facebook page, Facebook group, Instagram, twitter, team app, Pinterest etc.)</li> <li><input type="checkbox"/> Proposed website design or link to club website</li> </ul>	



### Step 3 – Competitions

The following details must be submitted by 8 November 2021.

#### All Clubs

	<p><b>COVIDSafe Plan:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A structured plan encompassing all <a href="#">return to training/play conditions</a></li> <li><input type="checkbox"/> Who will implement this plan?</li> <li><input type="checkbox"/> Training and education implementation plan for all members of the club (players, coaches, parents etc)</li> <li><input type="checkbox"/> Club facility overview of how this plan will be implemented (signage, checkpoints etc)</li> </ul>	
	<p><b>Facilities</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Confirmation that the Club facilities meet the Rules of Competition.</li> </ul>	<p>Please refer to the Rules of Competition (<a href="#">click here</a>) – Schedule 6 – Minimum Facility Requirements – Community Competitions when identifying venues as they must meet these standards.</p> <p>A facility inspection will take place at this point.</p>

The following details must be submitted by 8 November 2021 via the online application form (to be sent to applicants following the completion of Step 2).

#### Metropolitan Clubs

	<p><b>Provisional team entries:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provisional team entries by age group</li> <li><input type="checkbox"/> Provisional team entries by gender</li> <li><input type="checkbox"/> Provisional team entries by competition (See FV competition information below)</li> </ul>	<p>*Should the competition be a regional Association competition the application must include written notification (from the Association) that these provisional team entries have been discussed between the new Club applicant and the relevant regional Association (<a href="#">Click here</a> for contact information).</p> <p>New Clubs must include multiple age groups for male and female participants.</p> <p>Clubs that show limited scope for growth or do not provide adequate junior or female development, are unlikely to be approved.</p> <p>Consideration will be given to number of teams based on geographical need.</p>
	<p><b>Provisional coaching structure:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> List of coaches noting any attained certificates and accreditations</li> <li><input type="checkbox"/> Coaching plan towards attaining certificates and accreditations</li> </ul>	<p>New Clubs need to demonstrate a plan for coach development including additional development and support for women and girls.</p>

		<input type="checkbox"/> Copy of Working with Children's Checks for each nominated coach	
		<p><b>People of all abilities and diverse backgrounds:</b></p> <input type="checkbox"/> The opportunities the New Club will provide for participants with special needs and disabilities. <input type="checkbox"/> The opportunities the New Club will provide for participants of Culturally and linguistically diverse backgrounds.	<p>Victoria is home to one of the most culturally diverse societies in the world, and is also among the fastest-growing and most diverse states in Australia. At the 2016 Census, Victoria's population was 5.93 million. It increased by 10.7% since 2011, compared to 8.8% for the whole of Australia. Of Victoria's total population:</p> <ul style="list-style-type: none"> <li>• 28.4% were born overseas in over 200 countries</li> <li>• 49.1% were born overseas or born in Australia with at least one parent born overseas</li> <li>• 26% spoke a language other than English at home</li> <li>• 59% followed one of more than 130 different faiths</li> </ul>
<b>Regional Clubs</b>			
		<p><b>Confirmation by your Regional Association:</b></p> <input type="checkbox"/> Following the completion of Steps 1 and 2, Football Victoria will notify your Regional Association of progress of your application. <input type="checkbox"/> Specific requirements to enter the local Regional Association competition will be determined by the Association ( <a href="#">Click here</a> for contact details).	

## **STEP 4 – ONGOING REVIEW**

- After the team entry period is complete FV will conduct a review of the new Club's team entries in comparison to their application. The Club must submit the teams represented in their application.
- After the season is complete a review of the Club as a whole, in line with the requirements and the original application submitted, will be conducted.
- If the Club does not complete the activities outlined within the New Club application process, they may have to reapply for FV affiliation in the following season or have their affiliation as a new Club revoked.

## REGIONAL FOOTBALL

New Club applications in Regional Victoria will be approved from FV; however, in addition the Local Association will be required to endorse such application. Due to the various structures and age groups offered in the Regional Associations Clubs in first instance are encouraged to contact their local Association to understand what Football opportunities are available within the area.

For further information regarding Football in Regional Associations please [click here](#) for contact details.