



2027 NEW CLUB APPLICATION PROCESS



INTRODUCTION

The [New Club Application](#) must be completed for Football Victoria (FV) to commence the new club application process with your Club.

- For **Metropolitan Clubs**, this process includes assessment and approval for entry into FV competitions.
- For **Regional Clubs**, an additional approval step may be required through the relevant Regional Advisory Panel.

Important Information

Completion and submission of the New Club Application **does not guarantee approval or entry into FV competitions**. FV reserves the right to decline an application for new club entry at any stage of the process.

Incorporation Requirements

Clubs that are approved to proceed will be required to establish an appropriate legal entity, either as:

- an **Incorporated Association (IA)** registered with Consumer Affairs Victoria (CAV); or
- a **Company Limited by Guarantee (CLG)** registered with the Australian Securities and Investments Commission (ASIC).

If your club is not currently an IA or CLG, please do not proceed with incorporation until instructed to do so by FV. FV must first approve the proposed **Club Commercial Name** before the club can become an affiliated club.

Clubs that are already registered as an IA or CLG may be required to amend their registered entity name to align with the approved Club Commercial Name.

Application Requirements

Please refer to the relevant sections of this application for detailed information regarding the criteria, requirements and documentation applicable at each stage.

The New Club Application must be completed and submitted using the online forms provided for each step of the process.

If you have any questions regarding the application process, please contact Football Victoria at members@footballvictoria.com.au.

ABOUT FV

FV is the governing body responsible for the administration, promotion and delivery of football and futsal (indoor football) in Victoria by both the State and Federal Governments, as well as Football Australia (FA).

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

- semi-professionals & 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 our Member Clubs. We re-invest any money generated by the game in a financially prudent manner, prioritising in the provision of more coaching, education, facilities, support and participation opportunities to the community and our partners.

We currently employ over 80 staff to deliver and work towards our five key pillars:

- Our Clubs and Competitions
- Our Participants
- Our Pathways
- Our Facilities
- Our Future

Football Victoria's new [2024-2028 "Our Football" Strategic Framework](#) emphasises several key strategies aimed at advancing the sport in a range of different aspects, creating equitable opportunities to unite the football ecosystem. Included in our Plan is the development of grassroots programs to assist in strengthening the pathway to nurture young talent, ensuring a strong pipeline of future players. There is also a significant focus on enhancing coaching standards and club resources to provide better training and development opportunities for all to thrive in football.

Diversity, Equity and Inclusion are prioritised, with initiatives designed to increase participation among women and girls and underrepresented groups, including those from diverse cultural backgrounds. Additionally, Football Victoria aims to strengthen community club engagement and partnerships, to foster a supportive and vibrant football culture.

Finally, infrastructure improvements, including upgraded facilities and playing fields, are critical components to support the growing demand and enhance the overall football experience in Victoria. With the launch of the [Facilities Strategy 2025-2035](#), we have a clear ambitious plan to build the spaces our players, coaches, referees and volunteers deserve.

REGIONAL FOOTBALL

New Club Applications in Regional Victoria will be approved by FV; however, in addition, the local Regional Advisory Panel may be required to endorse the application. Due to the various structures and age groups offered within existing regional competitions Clubs are encouraged to reach out to the Regional Growth & Development Team for local knowledge and advice via clubdevelopment@footballvictoria.com.au.

FUTSAL

For prospective Futsal Clubs, a separate process is required. For more information on the steps required, please email futsal@footballvictoria.com.au.

FV MEMBER CLUBS

After being affiliated with FV for one year, Clubs are required to complete the constitutionally required Annual Club Membership Process every year to be an FV Member Club and continue to participate in FV competitions. More information about the Annual Membership Application Process and what we require from our Clubs annually can be found [here](#).

WHAT IS A CLUB?

FV regularly receives new club applications from entities that are not clubs. This section will help you determine if you are a Club that would be considered under the New Club Application process.

A football club is an organisation formed to enable people to participate in, develop, administer and/or compete in football. The important distinction is that a sports club is **more than a team**: it has an ongoing organisational structure, membership, governance and responsibility for sporting activities.

A football club will typically:

- Have access to a regular facility (a home) to build a community and membership.
- Have a defined membership of players, coaches, officials, volunteers and/or supporters.
- Operate on an ongoing basis, rather than only for a single event or season.
- Have a governing body or committee responsible for the organisation.
- Provide opportunities for people to participate in a football.
- Enter teams or individuals into competitions, leagues or events.
- Have responsibility for matters such as registration, conduct, safeguarding, finance and administration.
- Operate under a constitution, rules and governance framework.
- Have an identifiable club name, identity and purpose.
- Have a responsibility for its members and activities.

What a Club is Not

Not every organisation, team or business involved in football is a Football Club. For the purposes of affiliation with Football Victoria, a Club should be a genuine, ongoing, member-based sporting organisation with appropriate governance, accountability and responsibility for its members and football activities.

The following entities would not ordinarily be considered a Football Club:

- **A single team:** A team may be part of a club but doesn't necessarily have independent governance or membership.
- **A private coaching business:** Provides sporting services but operates as a commercial service provider rather than a member-based club where the members can vote at an AGM every year
- **A private for profit football academy:** An academy may develop players without being responsible for a club's broader sporting, governance and competition activities and allowing members to participate in the direction of the club.
- **A representative squad:** A representative team may be selected for a particular competition or purpose without being an independent club.
- **A competition organiser:** An organisation running competitions cannot be a club.
- **A social or cultural group:** People playing sport together socially does not necessarily create a formal sports club.
- **An event organiser:** Organising a tournament or sporting event is different from operating a club.
- **A venue or facility operator:** Owning or operating sporting facilities does not make an organisation a sports club.

- **A business selling sporting products:** Sporting activity is incidental to its commercial purpose.
- **A school or university team:** Provides sporting participation but does not necessarily constitute an independent community sports club.

What is a great Football Club

A great Football Club brings people together through football, connection and a shared sense of belonging. It provides safe, inclusive and enjoyable opportunities for children, young people and adults to participate in the game—whether through formal Football Victoria competitions, grassroots programs or informal social football that strengthens community connections.

A great Football Club is built on strong governance, integrity and a commitment to the safety and wellbeing of its members. It creates an environment where every participant feels welcomed, respected, supported and valued. The club takes responsibility for creating a culture where safeguarding is embedded in everything it does and where everyone understands their role in keeping the football environment safe and positive.

A great Football Club is powered by its people. Volunteers, coaches, administrators, parents, players and supporters all contribute to the life of the club. Their time, energy and commitment help create a welcoming environment where people can participate, contribute and develop. A great club recognises and values the contribution of its workforce and creates opportunities for people to be involved both on and off the field.

A great Football Club is part of the heartbeat of its local community. It celebrates diversity, embraces inclusion and respects the history and traditions that have shaped its identity, while remaining open to new people, ideas and experiences. It welcomes new families, builds connections across the community and creates a place where people can meet friends, form lasting relationships and feel that they belong.

A great Football Club leads through its values and actions. It promotes teamwork, respect, integrity, fairness and safety, and expects these values to be reflected in the way people behave on and off the field. It recognises that the culture of a club is shaped by how people treat one another and actively works to create an environment where everyone can thrive.

Most importantly, a great Football Club contributes to the physical, mental and social wellbeing of its community. It provides a place where people can be active, have fun, build confidence, develop friendships and be part of something meaningful. It creates a culturally safe and welcoming environment where people of all backgrounds and abilities can participate, connect and feel that they truly belong.

A great Football Club is more than a collection of teams—it is a community.

APPLICATION STEPS & TIMELINE

Step	Submission by New Club to FV Due	Notification provided by FV by
Step 1 – Club Overview, Facility and Current Membership	13 September 2026	21 September 2026
Step 2 – Compliance	11 October 2026	19 October 2026
Step 3 – Competitions	1 November 2026	13 November 2026
Final notification of approved/denied application		27 November 2026

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 – Club Overview, Facility and Current Membership	
The following details must be submitted by 13 September 2026 using the online form .	
Action Items	Context/Additional information
Club Name, Colours and Logo: ☐ Proposed Name ☐ Proposed Logo (JPEG or PNG format) ☐ Proposed Club Colours ☐ Option to submit the Club's proposed playing kits (home and away) for Season 2027	Applicants will be required to submit at least three (3) proposed names that can be considered by FV subject to the Football Australia (FA) Inclusivity Principles for Club Identity (IPCI). 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 like United, Rovers, City, Old and Sporting. 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. Club colours and logo must be in line with the FA Inclusivity Principles for Club

Club Overview: Provide an overview of the proposed Club with the following items: ❑ Current or proposed entity structure (E.g. Incorporated Association, Company Limited by Guarantee). ❑ Club 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. ❑ Purpose: Why the proposed Club wishes to be affiliated with FV. ❑ Geographic area which you intend to represent and why ❑ Reasons that a new club may be required ❑ The types of competitions the proposed Club intends to enter teams into e.g. MiniRoos, Juniors, Seniors	Affiliations with Private Academies are not permitted for Clubs in Football Victoria competitions. If the Club is based in a regional area, FV will liaise with the relevant Regional Advisory Panel at this stage of the process. 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. FV will consider the following in assessing the need of a new Club within the proposed area: • Ensure minimal impact of players moving from existing Clubs to new Clubs that may negatively impact established FV Affiliated Clubs. • The need for a new Club in the area, and capacity to accommodate, as indicated by the LGA. • Current number of players and recent and proposed growth. • Current number of Clubs and average player numbers. • Current number of facilities and planned developments. • Current population and projected growth.
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Facility Overview and Letter of Support from Venue Owner:

- ☐ A New Club must have a confirmed home venue.
- ☐ Address of facility and the facility plan overview including amenities e.g. female friendly changerooms, disability access
- ☐ Letter of support from Council or Venue Owner confirming access to the facility.

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 include the following:

- That the venue owner approves the three proposed names and logo for the proposed club.
- The name of the venue/facility the proposed club will have access to
- The days, times and access period (e.g. February to October every year)
- Confirmation that the venue is not shared with another football Club
- Whether the venue is shared with another winter sport club e.g. rugby, ultimate disc

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.

Please refer to the Minimum Facility Requirements under the relevant [Rules of Competition](#) for guidance on what a venue must have to participate at each level.

FV will conduct a facility inspection at its discretion when evaluating the application.

Step 2 – Compliance

The following details must be submitted by 11 October 2026 via the online application form (to be sent to progressing applicants following the successful completion of Step 1) prior to progressing to Step 3.

Club Constitution: ☐ Copy of draft constitution that complies with the Club Membership requirement of FV Membership. A template Constitution will be provided to Clubs that successfully pass Step 1 of the New Club Application. ☐ AGM month	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.
Strategic Plan: The New Club must have a current and live strategic plan which includes: ☐ Vision ☐ Mission ☐ Values ☐ Initiatives ☐ Minimum 2-year duration	Within the Strategic Plan, a Women and Girls (W&G) participation and leadership opportunities must be included and consider the following: • 50/50 gender participation plan. • Do you have a plan to attract, develop and retain W&G? • Does your website and social media illustrate opportunities for W&G? • Are you flexible to attract W&G of each level? • Do you provide pathways and leadership growth for W&G? • Is exposure visible of diverse groups of W&G? The Strategic Plan should also outline how the Club will include Aboriginal and Torres Strait Islander People, LGBTIQ (Pride), people with disabilities/impairment and culturally and linguistically diverse people
Committee Structure: ☐ What positions will be created on the Executive Committee? ☐ How many on the full Committee of Management and Sub Committees? ☐ Must have a 40:40:20 gender balance. If not, why is this not achievable at the commencement of the Club? What strategies has the proposed Club developed to achieve 40:40:20 gender balance?	Committee structure must include: • Trained Safeguarding/Child Safety Officer - Child Safe Resources - Vicsport and Safeguarding Sport Sport Integrity Australia • FV Liaison • Council Liaison (if utilising Council facilities) • Complaints Officer

Office Bearers: ☐ Details of the proposed initial office bearers ☐ Must have a Member Protection Information Officer, which is not a member of the Committee and displayed on the clubs website.	Must list: • Role • Name • Gender • Contact Details • Biography of office bearers • Copy of completed and current Working with Children Check (WWCC) for each office bearer Member Protection Information Officers information and training
Finance: 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. ☐ 2027 Budget	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 (e.g. 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 (e.g. team entry fees, player registration fees, council fees, etc.) 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 revenues or expenses. 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. 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 expenses and revenues. All FV Fees and subscription reflect the 2026 season (2026 Fee Schedule - Team Entry & Player Registration Fees.pdf) and are subject to change for 2027.

Communications and Media: ☐ Link to all social media platforms (eg. Facebook page, Facebook group, Instagram, X, etc.) ☐ Proposed website design or link to club website	
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Step 3 – Competitions

The following details must be submitted by 13 November 2026 via the online application form (to be sent to applicants following the successful completion of Step 2).

All Clubs

Facilities

- ☐ Confirmation that the Club facilities meet the Rules of Competition.

Please refer to the Minimum Facility Requirements under the relevant [Rules of Competition](#) for guidance on what a venue must have to participate at each level.

FV will conduct a facility inspection at this point with the proposed Club and venue owner.

Provisional team entries:

- ☐ Provisional team entries by age group
- ☐ Provisional team entries by gender
- ☐ Provisional team entries by competition

New Clubs must include multiple age groups for male and female participants.

Clubs that show limited scope for growth or do not provide adequate junior or female development, are unlikely to be approved.

Consideration will be given to number of teams based on geographical need.

Additional information like a player contact list may be requested at this stage of the application.

Provisional coaching structure:

- ☐ List of coaches noting any attained certificates and accreditations
- ☐ Coaching plan towards attaining certificates and accreditations.
- ☐ Copy of Working with Children's Checks for each nominated coach
- ☐ Safeguarding Induction SIA eLearning certificate [Safeguarding for Coaches | Sport Integrity Australia](#)

New Clubs need to demonstrate a plan for coach development including additional development and support that encompasses the inclusion and safeguarding.

STEP 4 – ONGOING REVIEW

- For any new club accepted into and entering FV competitions for the 2027 season, the Club will enter the first year as an Affiliate Club, before becoming eligible for associate of voting club membership in their second year.
- 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.
- Clubs will be required to submit the constitutionally required Annual Club Membership Form every year to continue to participate in FV sanctioned competitions. Further details of the Annual Club Membership Process can be found [here](#).
- 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.

APPLICATION SUPPORT

Please contact the Member Services Team via members@footballvictoria.com.au or 03 9474 1866 if you have any questions about your New Club Application or the process.