

Registration processes for 2022/23 season

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Coaches and Staff



- All existing Coach and Staff registrations will be automatically extended by the FAW until the earlier of:
 - 31.05.2023, or
 - the expiry date of a person's DBS (if applicable for the role)
- Similar to the process undertaken at the start of the 2021/22 season, the registrations of coaches currently registered with the Under 6 to Under 15 teams will be moved up one age category to reflect the fact that in most cases the coach will stay with the same group of players in the 2022/23 season.
- Please note that age category registrations of coaches currently registered with an Under 16, Under 18, Under 19 or Adult team will remain unchanged.
- Based on the above, if the age category of your coaching role in the 2022/23 season is incorrect, your Club should contact the FAW Trust (Lauren@fawtrust.cymru) or log a help ticket on Comet and the FAW will then amend the age category to the one that you require.
- If your coaching role requires a coaching qualification, and this is due to expire on 31.05.2022, you will need to revalidate this qualification by attending the relevant Coaching Conferences or online course during May and June.
- If you do not attend one of these courses and fail to revalidate your coaching qualification, then the FAW will terminate your registration in July.



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Officials



- All existing Club Officials registrations will be automatically rolled over by the FAW until 31.05.2023
- This means that you will continue to be registered in the same Official role for the 2022/23 season as the one you currently hold e.g. a person registered as Secretary for the 2021/22 season will continue to be registered as a Secretary for the 2022/23 season.
- However, if there are any changes needed, then please note the following:
 - If you are not going to continue in your role for the 2022/23 season, then your organisation should terminate your registration on COMET
 - If you are going to hold a different role for the 2022/23 season, then they should terminate your existing role and then re-register you in the correct role



Other key registration matters to note



Ethnicity Information

- The FAW is committed to making football accessible and inclusive to all.
- Recording a person's ethnicity on COMET is essential for the FAW to measure its progress against this key objective and given its importance, the requirement to record a person's ethnicity on COMET is an FAW Regulation.
- The FAW has written to all clubs, leagues and Area Associations on numerous occasions asking for their assistance in selecting the ethnicity category for each of their registered players, coaches and officials.
- Although a number of clubs have kindly completed this request, over 50% of the registered individuals on COMET do not currently comply with this FAW Regulation.
- **Please note that the registration of any individual that does not have the ethnicity field filled in on Comet will be terminated without further warning or notice on 1st July 2022. If you are unsure whether your ethnicity category has been recorded on COMET, please contact your club/league/Area Association**



Ensuring your e-mail address is recorded on COMET

- It is an FAW Regulation for every registered person to provide a valid and personal email address on COMET. The FAW has written to clubs on several occasions regarding this requirement.
- If the person is a minor, then the email address of the parent/guardian must be provided.
- As a reminder, the COMET system uses the person's email address to send various notifications including: the person's e-registration card, their insurance document and details of any fines and match suspensions.
- We have identified a number of registered individuals where their club has either used their generic email address (e.g. info@fawfc.co.uk) or has used the email address of the person that registered the individual (which means that the same individual's email address has been used for several registrations)
- We have a list of these invalid email addresses and will shortly contact the relevant clubs/leagues/Area Associations and ask them to rectify this before 30th June 2022. Failure to do so will result in the affected person's registration being terminated without further notice and warning.

