

# Registration processes for 2022/23 season

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## Players



# Registration Dates

<b>2022-2023 Season</b>	1 <sup>st</sup> June 2022 to 31 <sup>st</sup> May 2023
<b>2022-2023 Professional Registration Periods (Male)</b>	10 <sup>th</sup> June 2022 to 1 <sup>st</sup> September 2022 & 1 <sup>st</sup> January 2023 to 31 <sup>st</sup> January 2023
<b>2022-2023 Professional Registration Periods (Female)</b>	25 <sup>th</sup> June 2022 to 17:00:00 on 16 <sup>th</sup> September 2022 & 7 <sup>th</sup> January 2023 to 17:00:00 on 3 <sup>rd</sup> February 2023
<b>2022-2023 Amateur Registration Period</b>	10 <sup>th</sup> June 2022 to 17:00:00 on 30 <sup>th</sup> March 2023



# Registration Dates

- As amateur players are now continuously registered with a club on Comet, if an amateur player is still registered with a club as at June 1<sup>st</sup>, this registration will count towards one of the three clubs the player is allowed to register with during the 22-23 season, (as per FIFA rules).
- If an amateur player wishes to be de-registered before the start of the 22-23 season, the club will need to terminate their registration **by no later than 31<sup>st</sup> May 2022**.
- Where a player remains registered to a club as at June 1<sup>st</sup> 2022, he/she will still be able to transfer to another club once the registration window opens on June 10<sup>th</sup> – however, the transfer would then count as the player's 2<sup>nd</sup> club of the 22-23 season.



# Membership Fees

- For all players, the 2022/23 player membership fee will be £10 for adults (16 and over) and £5 for Juniors.
- For players that remain registered to the same club during the 2022/23 season:
  - The player membership fee for the 2022/23 season will only be triggered on **Tuesday September 27<sup>th</sup>** and clubs will then have 7 days from this date to pay this fee before a player then becomes ineligible for selection
  - **The FAW is keen to give clubs as much time as possible to determine whether a player currently registered to a club will return for the 2022/23 season. Therefore, all clubs will have until Monday September 26<sup>th</sup> to terminate a player's registration without incurring a player membership fee for the 2022/23 season**
- For all new player registrations and transfers during the 2022/23 season:
  - The player membership fee will be triggered as soon as the player's registration is confirmed on Comet, and clubs will then have 7 days from this date to pay the membership fee before the player then becomes ineligible for selection.
- Finally, if a player membership fee remains unpaid after 31 days, that players registration will be terminated.



# 2022/23 season player membership fees

## Process for players that remain registered to the same club

Since the player will remain registered to the same club, there is no need for the club to do anything



Membership fee is charged on September 27<sup>th</sup> and needs to be paid within 7 days

## Process for players that transfer to another club

Club terminates the player's registration or player requests a transfer



Player registers for a new club once the registration window opens



Membership fee is charged as soon as the registration is confirmed and this fee must be paid within 7 days

## Player registering for a club for the first time in Wales

Player registers for a club



Membership fee is charged as soon as the registration is confirmed and must be paid within 7 days



# Registration processes for the 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 has been moved up one age category to reflect the fact that the coach will likely 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 proposed age category of a coach in the 2022/23 season is incorrect, please contact the FAW Trust ([Lauren@fawtrust.cymru](mailto: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.
- The registration window for new Coaches and Staff for the 2022/23 season will open on Friday June 10<sup>th</sup>
- Coaches that hold qualifications that are due to expire on 31.05.2022, will be given the opportunity to attend any relevant Coaching Conferences and revalidation courses during May and June. If a coach doesn't attend one of these required courses, then the FAW will terminate the registration in July and these coaches will need to re-register once they have renewed their coaching qualification.



# Registration processes for 2022/23 season

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## Officials





- All existing Club Officials registrations will be automatically rolled over by the FAW until 31.05.2023
- In doing so, the Official's registration for the 2022/23 season will continue in the same role 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.
- The FAW kindly asks Clubs to action the following:
  - If the official is not going to continue in his/her role for the 2022/23 season, then please terminate the person's role on COMET
  - If the official is going to have a different role for the 2022/23 season, then please terminate the existing role and re-register the individual in the correct role (clubs are able to self-approve these)



# Other key registration matters



# 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 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 by July 1<sup>st</sup>, will then be terminated without further warning or notice.**



# How do I check if a person's ethnicity record has been completed?

- To help you identify which of your players, coaches and officials have yet to have their ethnicity added to their profile, please see below.
- Players (see left-hand image on next slide)
  - Users with COMET Club Manager roles should go to **Reports and Statistics**.
  - then select the **Clubs and Players** menu option.
  - then select **List of player registrations** report.
- Coaches, Staff and Officials (see right hand image on next slide)
  - Users with COMET Club Manager roles should go to **Reports and Statistics**.
  - then choose **Coaches, Staff and Officials** menu option
  - then select the **List of registrations for club** report.
- You will then be able to get a report of all of the registered persons with your Club. This report contains many columns including the person's Ethnicity - if the Ethnicity column is blank or set to unspecified, it means that the player's ethnicity has yet to be selected and therefore needs to be actioned by your club.



# How do I check if a persons ethnicity record is completed in my organisation?

Reports and Statistics > Clubs and Players

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**Clubs and Players**

Reports

Name ↑↓

Club summary (brief)

Club summary (List of players)

List of players registrations

List of players registrations (reduced)

List of rejected players registrations

List of paid player memberships

List of unpaid player memberships

List of players contracts

List of contracts by start date

List of contracts by expiration date

List of contracts by termination date

Loaned players (by origin club)

Loaned players (by actual club)

Number of players by organisation

Number of player confirmations by club

Number of contracts by organisation

Number of players by gender

Reports and Statistics > Coaches, Staff and Officials

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**Coaches, Staff and Officials**

Reports

Name ↑↓

List of registrations for club

List of registrations for association

List of contracts

List of contracts by start date

List of contracts by expiration date

List of contracts by termination date

List of rejected registrations

Number of coaches and staff by education level

Number of coaches and staff by year of birth

Number of coaches and staff by age category

Number of coaches and staff by nationality

Number of registrations for club by months

Number of registrations for club by months (List)

Number of registrations for association by months

Number of registrations for association by months (List)



# How to amend a person's ethnicity record ?

- Selecting a person's ethnicity is a quick process. In order to select the Ethnicity of each of your registered players, coaches, staff, and officials, please select the person's COMET profile and click on Edit.

The screenshot displays the FAW COMET system interface. On the left is a dark sidebar with navigation options: Home, Players, Coaches and Staff, Clubs, Stadiums, Competitions, Referees and Officials, Disciplinary, National Teams, Club Licensing, My applications, Search applications, New application, My application types, New application type, Organisations, Reports and Statistics, Administration, and Help. The main content area shows a profile for 'FAW Example' with a 'View as: Coach' dropdown. The profile includes a red dragon logo, a 'Choose image' button, and various fields: ID (339665), FIFA ID (15YSLJ9), Status (ACTIVE), National ID, Gender (Male), Family name (Example), Given names (FAW), Short name, Ethnicity (Unspecified), Marketing notifications (checked), Passport #, Nationality (Wales), Date of birth (01.02.1993, 29y 3m 16d), Country of birth (Wales), Place of birth (Cardiff), Father/Mother name, Coach Qualification (Choose), and FSI Number. At the bottom, a red 'Edit' button is highlighted with a black box, alongside 'Documents' and 'Options' buttons. Below these are tabs for 'Active registrations', 'Active contracts', 'Contacts', 'Additional info', 'History', 'Matches', and 'Sanctions'. At the very bottom, there are buttons for 'View options', 'New registration', and 'New registration (Association)'. The FAW logo is visible at the bottom center of the page.

# How to amend a person's ethnicity record?

Then select the drop down menu under Ethnicity, choose the correct ethnicity category and click Save

The screenshot displays the 'FAW Example' person profile page. The page is divided into several sections: a profile picture area with a red dragon logo and a '+ Choose image' button; a central form with fields for ID (339665), FIFA ID (15YSLJ9), Status (ACTIVE), National ID, Gender (Male), Family name (Example), and Given names (FAW); and a right-hand section for Passport #, Nationality (Wales), Date of birth (01.02.1993), Country of birth (Wales), Place of birth (Cardiff), Father/Mother name, and Coach Qualification. A dropdown menu for 'Ethnicity' is open, showing options: Unspecified, Asian / Asian British - Chinese, Asian / Asian British - Any other Asian background, Black / African / Caribbean / Black British - African, Black / African / Caribbean / Black British - Caribbean, Black / African / Caribbean / Black British - Any other Black / African / Caribbean background, and Other ethnic group - Arab. The 'Save' button is highlighted with a red box, and the 'Ethnicity' dropdown is also highlighted with a red box. The 'Save as INACTIVE' button is also visible.

FOOTBALL ASSOCIATION OF WALES

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Person > FAW Example

FAW Example

ID: 339665

FIFA ID: 15YSLJ9

Status: ACTIVE

National ID:

Gender: Male

Family name: Example

Given names: FAW

Passport #:

Nationality: Wales

Date of birth: 01.02.1993 29y 3m 16d

Country of birth: Wales

Place of birth: Cardiff

Father/Mother name:

Coach Qualification: Choose

Ethnicity: Unspecified

Marketing notifications:

- Asian / Asian British - Chinese
- Asian / Asian British - Any other Asian background
- Black / African / Caribbean / Black British - African
- Black / African / Caribbean / Black British - Caribbean
- Black / African / Caribbean / Black British - Any other Black / African / Caribbean background
- Other ethnic group - Arab

Save Save as INACTIVE Cancel Delete Document

Contacts Additional info History

Address: Example

Postcode: Example

Place: Example

Region: Example

# Incorrect e-mail address

- 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](mailto: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 and ask them to rectify this before 30<sup>th</sup> June 2022. Failure to do so will result in the affected person's registration being terminated without further notice and warning.





# How do I check the email address for each person registered in my club?

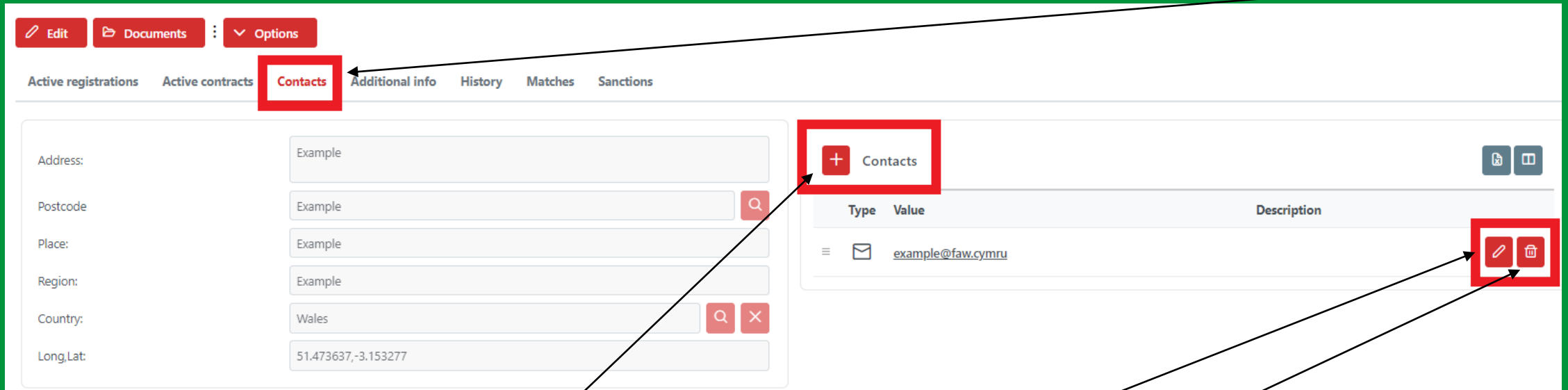
Click on the Players tab on MyClub and you can see the email address for each person. This is visible for anybody at the club with the Club Manager or Club Manager (Junior) role.

The screenshot shows the 'Players' tab in the MyClub interface. The table below lists the registered players with their details. The 'E-mail' column is highlighted in green, and an arrow points to it from the text above.

Photo	ID ↑↓	Name ↑↓	Gender ↑↓	DOB ↑↓	Nationality ↑↓	Level ↑↓	Registration type ↑↓	Discipline ↑↓	Status ↑↓	E-mail
	378446	<a href="#">Joe Jonathan James Bloggs</a>	M	29.07.2004	Wales	Amateur	First registration	Football	CONFIRMED	
	378445	<a href="#">Test Example 102</a>	M	21.04.1970	Wales	Professional	Eligibility	Football	CONFIRMED	
	395405	<a href="#">Goal Keeper</a>	M	09.08.1994	Wales	Amateur	First registration	Football	CONFIRMED	
	603505	<a href="#">Test Player 1</a>	M	09.06.2012	Wales	Amateur	First registration	Football	CONFIRMED	
	334603	<a href="#">Test Player6</a>	M	02.02.1992	Wales	Amateur	First registration	Football	CONFIRMED	
	334604	<a href="#">Test Player7</a>	M	03.03.1993	Wales	Amateur	First registration	Football	CONFIRMED	

# How do I amend the email address for a person registered in my club?

- To change an email address that has already been entered on COMET, go to the person's COMET profile, and click on the Contacts tab.



The screenshot displays the COMET profile interface. At the top, there are buttons for 'Edit', 'Documents', and 'Options'. Below these are navigation tabs: 'Active registrations', 'Active contracts', 'Contacts', 'Additional info', 'History', 'Matches', and 'Sanctions'. The 'Contacts' tab is highlighted with a red box. On the left, there are input fields for 'Address', 'Postcode', 'Place', 'Region', 'Country', and 'Long,Lat', each with a search or clear icon. On the right, there is a '+ Contacts' button (highlighted with a red box) and a table of contacts. The table has columns for 'Type', 'Value', and 'Description'. A single contact is listed with an email icon, the value 'example@faw.cymru', and an empty description. To the right of the contact entry are two icons: a pencil (edit) and a trash can (delete), both highlighted with a red box. Arrows point from the red boxes to the corresponding steps in the list below.

- To add a new contact detail, click the + Contacts button.
- To amend the email address that has been entered, click on the pencil icon, make the change and press Save.
- To delete the email address that has been entered, click on the trash can icon.

