

FAW COMET Club Webinar – Mon 15th June 2020
Question and Answers

1. Player registrations

Q - Is there a reduction on player fees this year?

There will be no Early Bird Player Membership reduction for the 2020/21 season

The Early Bird discount fee was introduced in 2019/20 season in order to incentivise clubs to submit their player registrations as early as possible in order to smooth out the processing workload. Since all amateur players are continuously registered on COMET, Clubs now only need to register new players.

Q - Player registration terminating + auto renewing on 31st Aug : please confirm no communication will go to the player as this will cause confusion ?

We are currently working with our software providers regarding the process that will take place on 31st August and will provide clubs with a detailed explanation of how everything will work in due course

Q - Do players remaining with your club have to pay a re-registration fee or do their registrations just stay in place?

All players will need to pay a registration fee for the 2020/21 season including those that were registered with your Club during the 2019/20 season. However, there is no need to re-register players that are remaining with your club

Q - Given that we cannot train yet and that parents are furloughed, and money is tight for families, asking players parents for money for registration by 31st August, when its looking increasingly unlikely we will be playing by then, will the FAW be more flexible with regards to payment. 7 days is a very short timescale.

The cut-off date of 31st August will be reviewed by FAW once further information is known regarding when the 2020/21 season can start. If necessary, this cut-off date will be pushed back.

For the 2019/20 season, clubs were given 31 days to pay a player's registration fee but unfortunately we encountered significant difficulties in collecting payments on time and at one stage, there were over 25,000 overdue player registrations. Consequently, it was decided to reduce the time period from 31 days to 7 days.

We recommend that Clubs collect the player membership fee from the player or parent/guardian prior to submitting the player's registration to the FAW (in respect of new players) or before midnight on 31st August (in respect of players that are currently registered with your club).

Q - If we do not deregister a player by Aug 31st (player intends on staying), but player than wants to leave early Sep, would we be charged for that?

Based on the above scenario, a charge would be made since the player is still registered with the club as at midnight on 31st August. We therefore strongly recommend that clubs collect payments from their players before this cut-off date.

If a player is unwilling to pay the player registration fee to the club, then we would recommend the club terminates the player's registration before this cut-off date to avoid being charged. The club would then need to re-register this player on COMET and submit the registration request to the FAW. We recommend the Club collects the money from the player before attempting to re-register the player with the FAW.

Q - If the player wants to leave, do they have to get a transfer?

Amateur Players remain registered with a Club until that registration is terminated or they transfer to another club. A termination can happen at any time, please refer to FAW Rule 79(A) for further information.

Transfers are subject to FAW Rule 79 and may only take place during the applicable Professional or Amateur Registration Period. For further information on the latest position regarding Registration Periods and Notice of Approach for Amateur Players, please refer to the FAW Circular dated 5th June 2020 which has already been sent to all Clubs.

Q - Does the academy always have to be the main club or can the academies apply for player eligibility and the grassroots club be the main club?

Please refer to Paragraphs 8.9 and 8.10 of the 2019-20 FAW COMET Regulations for further information. Any changes to FAW Rules and/or Regulations ahead of the 2020-21 Season will be communicated via the normal channels.

Q - If a player is signing from another club, will the previous club have to confirm the transfer or is it just a case of the player signing the form?

Answered above.

Q - Are you able to confirm when academies will have to complete registrations? Is there a specific date?

Obviously, a grassroots club cannot request an eligibility until they are assigned to an Academy

Both the Professional and Amateur Registration Periods are closed with new dates to be confirmed. Further information will be communicated to Clubs in due course.

Q - Can you consider sending a reminder by email giving notice of when player contracts are due to expire? The ones sent out by COMET this season only gave 24 hours' notice of a contract expiring.

Employment Contracts are an agreement between a Club and Player. It is therefore the responsibility of the Club to keep its own records regarding expiry.

Q - How will I know which children have had their eligibility registrations terminated ?

All Temporary Eligibility registrations expired on 31st May 2020.

Q - If an Academy is late registering a player that plays for both academy and grass roots club, would the grass root club be penalised for late registration or payment?

The process for Temporary Eligibility registrations for the 2019-20 Season was clearly set out within Paragraphs 8.9 and 8.10 of the FAW COMET Regulations.

Any changes to FAW Rules and/or Regulations ahead of the 2020-21 Season will be communicated via the normal channels.

Q - When can we transfer players in from other clubs ?

See above

Q - When can I start registering eligibility players please?

See above

Q - What happens if players (seniors) are already planning their move - when can they be released?

A Professional Players Employment Contract may be terminated with the consent of all parties at any time.

See above regarding Amateur Players.

Q - What is the minimum age a player can be registered on COMET ?

All Players need to be registered on FAW COMET.

Q - Is there any update on players signing for 2 clubs next season?

Any changes to FAW Rules and/or Regulations will be communicated to Clubs via the usual channels ahead of the 2020-21 Season.

Q - Seeing lots of stuff in local press suggesting that this player or that player has left a club and transferred to another? Clearly if I am right they have not physically signed - they have maybe just agreed terms?

See above.

Q - Junior registrations that were terminated on 31st May...were they supposed to be for the academy that they play for (which could change each year) or the grassroots club that they play for (which is less likely to change)? We now have to re-register all those that were at academies last year, when potentially they may not even make the cut for the academy this year.

All Temporary Eligibilities expired on 31st May 2020. Likewise, the registration of Junior Players in Academic Year 11 were also terminated on 31st May 2020. Please refer to Section 8 – Amateur Players of the 2019-20 FAW COMET Regulations for further information.

Q - Can we terminate registrations from next week?

See above.

Q - If a player is not returning to a club for the new season...and he owes the club money....can you retain his registration until he has paid...and also charge him the £10 fee for current year?

The provisions for disputes between Clubs and Players are set out within Section E of FAW Rules or alternatively the relevant section of the applicable Area Associations Rules.

Q -Do we need to change the photographs for adult players for next season?

It is the responsibility of a Club to ensure that the Passport Style Photograph is maintained and kept up to date throughout the players registration with the Club to reflect any changes to appearance.

Q - Will we have a definitive reason for rejecting registrations this was a big problem last season?

An explanation is provided when registrations are returned to Entered due to non-compliance with FAW Rules and/or Regulations or if any further information is required from the Club.

Q - We have players whose parents do not have printing facilities or scanners. Can we accept a photo of a signed document? can we post out forms to be signed and returned?

Yes – Completed Registration Forms need to be Submitted via FAW COMET within five (5) Business Days of the date of the Players signature (or Parent / Guardian, in the case of players under 16 years of age).

Q - Are under 18's classed as senior players?

A Junior Player is a Player in Academic Years 1 to 11.

Q - Can I start to enter player registrations for my new u19's side as all my players contracts have been terminated as they have now left u16's junior football and now starting adult football? Or do I have to wait until the official player registration has been confirmed ?

No. Please see above regarding Registration Periods.

2. Setting up COMET users

Q - Upon Creating a New user a lot of the items are greyed out. How can these be made available to select for new users ?

If a user role is greyed out, it means it is not an option that Clubs can select (or require)

Q - Will the club safeguarding officer role be available on the user section this season?

No – the appointment of the safeguarding officer needs to be strictly controlled and it will be the FAW and not the Clubs, that will set up the appropriate individuals with this system access

Q - Our COMET Champion has now left the club. How do we transfer full COMET access to another official?

Anyone within your club that has the USER CREATOR role can set you up with access on COMET and can then provide you with the CLUB MANAGER role which is the access level required by the COMET Champion. If you require any further help, please email cometsupport@faw.co.uk

Q - How can I get access from my club to be able to register coaches ?

You will need to ask your COMET Champion to set you up with CLUB COACH ADMINISTRATOR (if you need to register coaches) and / or CLUB STAFF ADMINISTRATOR (if you need to register staff). If you need to register club officials, you will need to be set up with CLUB OFFICIALS ADMINISTRATOR access

3. Coach registrations

Q- Are there new coach courses available in time for the new season?

Coach Education is currently suspended until the 3rd July while we monitor Welsh Government advice.

We do currently have an online Football Leaders Award and Safeguarding courses available. These are available via www.fawcourses.com and will be accepted for Club Accreditation purposes.

Q - For residual non-FAW first aid certs are they to be added as certificates under document ?

If a person has a non-FAW attained qualification then the certificate relating to this will need to be uploaded on COMET as part of the registration process.

Q - For a new coach with no qualifications as yet but does have a DBS, do we create the record & send it in as the helper role & FAW add the DBS info or do FAW create the record with the DBS & the Club then add in information later?

The Club has to submit the registration request as Team Helper role on COMET and then it will be reviewed by FAW and approved if the individual has a valid DBS licence

Q - Are invoices available for Coach Ed purchases?

The FAW courses system is set up to take card payments only.

Q - Not sure how other clubs are coming financially but money is very tight at our club due to having no subs coming into March - is FAW considering helping with funding some of the costs relating to courses?

There is no direct funding available from the FAW Trust currently, however we would suggest looking into the Sport Wales Community Chest Grants that support Level 1 and 2 courses.

<http://sportwales.org.uk/funding--support/our-grants/community-chest.aspx>

Q - Does Tier 5 team coaches have to have coaching qualifications?

A person does not need to have any minimum coaching qualification to coach a Tier 5 team. However if the person wants to register in a medical type role, then he/she will require the relevant qualifications.

Q - How would you class a helper who helps with paperwork/ organising a specific team (not club wide) but does not coach or hold a first aid certificate?

We would suggest registering this person as a Team Helper as this requires no coaching qualifications but will require a DBS licence if the person is involved in Youth Football.

Q - We have qualified nurses and first aid trained through local authority; do they still need a FAW First Aid qualification ?

No, a qualified nurse would just need to upload his/her GMC or Medical Number. A Local Authority issued qualification can only be accepted if it involved a minimum of 3 days training and includes concussion training.

Q - Do the coaches need accreditation in Tier 3 ?

A person does not need to have any minimum coaching qualification to coach a Tier 3 team. However if the person wants to register in a medical type role, then he/she will require the relevant qualifications.

Q - Termination of coaches caused some concern. In a normal season there would be festivals / tournaments for teams to attend. With coach termination their insurance also terminated ... how can that be?

Although coach registrations will terminate on 31st May each year, in a normal season we would allow coaches to re-register from 1st June which would mean that they could then re-register and continue to be covered by insurance prior to the Summer festivals and tournaments taking place.

Although coaches are currently prevented from being able to register until 22nd June, festivals and tournaments are currently prohibited and therefore the absence of insurance cover has no detrimental impact on the individual

Q - Will coach information be automatically generated or do we start from scratch for all coaches ?

If the person was registered on COMET during the 2019/20 season, then you just need to find the person, check that the personal details are correct (if they need amending you can do this), select the role that you want to register them as (coach or staff using the View as button) and then start the re-registration process

If the person was not registered on COMET in any role during the 2019/20 season, then you need to create a new record, enter all of the mandatory information (name, date of birth, photo, email address, home address etc) and enter the coaching qualifications before starting the registration

Q - Is there a minimum coaching standard for a coach in the new Tier 4 ?

A person does not need to have any minimum coaching qualification to coach a Tier 4 team. However if the person wants to register in a medical type role, then he/she will require the relevant qualifications.

Q - Will we need to input all coach, staff, and official details again and photographs or will they be still on the system from last season if they are existing? Do they just need to re-sign paperwork and re submit?

If the person was registered on COMET during the 2019/20 season, then you just need to find the individual's COMET record, check that the personal details are correct (if they need amending you can do this), select the role you want to register them as (using the View as button) and then start the re-registration process

Q- Will the coaches qualification history from last season automatically update or do we have to rekey it all?

Any coach information entered onto COMET under the Additional information section by the Clubs last year remains in place and is visible under the coach's profile.

Q - If you register coaches have the qualifications been taken over or do you have to upload the documents again?

Any coach information entered onto COMET by the Clubs last year remains in place and is visible under the coach's profile

Q - Are the coaching qualifications automatically updated on COMET?

No, it is the responsibility of the clubs to enter the coaching qualifications on the relevant person's COMET ID including the valid to and valid from date. Please note you also need to update any Revalidation events.

Q - Do you still have to upload copies of FAW FLA Certificates with registrations?

If a coaching qualification was attained via the FAW Trust, then there is no need for certificates to be uploaded onto COMET. The FAW COMET Team will check the qualifications entered on the coach's registration request back to the details stored on the FAW Trust's system

Q - I have submitted some of our clubs coaches today, what will happen with them?

All coach requests will start to be processed by the FAW COMET Team from 22nd June. However, we recommend that requests are not submitted until Clubs are in receipt of all of the training guides and videos – the FAW's COMET Support website will go live on 22nd June.

Q - I have recently completed my UEFA B licence. Will the FAW upload it to my account or do I have to upload it ?

Clubs will need to enter the coaching qualifications on the COMET record for the person they want to register including valid from and valid to dates. The FAW will then check the details entered back to the FAW Trust's coaching database.

Q - Would you have to add a new coach if that coach is new to coaching but is or was a player for the senior side ?

If the person you want to register as a coach has previously registered on COMET as a player, then you should first search for the individual.

- **Choose the "Players" section and then select "Search players".**
- **Remove your club name and then enter the COMET ID of the person that you want to search for. They will be able to get this from the electronic registration card they were issued by the COMET system for 2019/20 season**

Q - If a qualification is still valid will it remain on the coach profile or do we have to input the details?

All qualifications entered on a person's COMET record remain visible even if the qualification has now expired

Q - Every qualification has been extended to 31st May. Will these dates be changed by FAW on the COMET system?

The expiry date of all qualifications that have been extended by FAW Trust from 31st Dec to 31st May have all been updated on COMET.

Q - Will the certificates not be on there from last time at all?

All of the information previously recorded on COMET for a coach, including his/her coaching qualifications and all uploaded documents, remains in place.

Q - I had already entered new team helpers in preparation for the new season, but these were only on COMET in the entered stage. and have all disappeared. Will I be able to search for these or do they need to be re-entered ?

As per recent communication please wait until 22nd June before you start to register any coaches, staff, or officials.

Q - Last season not all coaches in Junior Football were registered on COMET, however the accreditation spreadsheets were all completed and sent in for compliance. Has that data been upload to COMET so we can search on them?

Only the coach registrations submitted by clubs via COMET during the 2019/20 season are recorded on COMET.

Q - Will COMET copy over coach qualifications from previous season?

All qualifications entered on a person's COMET record remain visible even if the qualification has now expired

Q - Can a player be a coach/staff member as well?

Yes and all of the different registrations (e.g. player, coach, club official etc) will sit under the same COMET ID for that individual.

Q - My coaches leaders awards are due to run out in August but we are struggling to redo these. Are they extended ?

Yes, they are extended - FLA qualifications due to expire this year are extended to May 2022. Copies of new updated certificates can be downloaded from the Coaches profile on www.fawcourses.com

**Q - Please can you remind me what FAW coaching courses are currently available to complete online
The Football Leaders and Safeguarding Awards are available online**

Q - We have a new helper who is unregistered, just obtained a DBS and is waiting to do Leaders in next month. Do we register them as a helper & then in a month add them as a coach ? I ask as it requires 2 forms & 2 FAW approvals.... is there a short cut ?

We recommend waiting until they have completed a Leaders award if they have planned to complete it

Q - Will all older qualifications remain on there from last season so we will not need to reupload certificates for DBS / Football Leaders Awards etc?

All of the qualifications previously entered on a person's COMET profile will remain on there. It is only the changes to someone's qualifications that need to be added, for example revalidation events.

Q - Do coaches need to attend a FAW First Aid Course or will a 3-day First Aid at Work Course suffice?

Yes that would be sufficient. There is further guidance on approved FAW qualifications here:

<http://www.fawtrust.cymru/grassroots/clubsupport/club-accreditation/accreditation-criteria>

Q - If a coach was approved last year on COMET will we still need to upload evidence of coaching qualifications?

No their qualification information will remain, it is only their registration for the role/s they were undertaking during that season that is terminated

Q - Please can you clarify a definition of a team helper which is an available role in comet.

A volunteer who supports a qualified coach who is DBS checked but does not have a coaching or first aid qualification

Q - Is there any online option for re-validation of the Leaders Award? Without this how will we satisfy the qualification criteria when registering coaches etc ?

Current leaders awards have been extended automatically. Information on these extensions has been shared by the FAW Coach Education team.

Q - Can one person be a COMET admin for 2 clubs, e.g. grass roots and academy?

Yes, there is no limit on the number of COMET System user access roles a person can have. However, the person will need to supply a different email address for each COMET user access

4. Registering officials

Q - We have a senior club secretary and junior club secretary. Previously, both of these roles appeared on COMET but now only Club Secretary is available

For the 2019/20 season, we had over 40 different roles for clubs to select when registering as an Official. On reflection, this created confusion.

We have therefore simplified the registration process and have reduced the number of options clubs can choose – as such, Clubs now need to select Club Secretary as the option for anyone that performs the role of Club Secretary or Junior Club Secretary

5. Safeguarding

Q - Presumably, DBS check required for coaches of adult teams because of players in 16-19 age category?

It is not mandatory for coaches involved with 16- 19 year olds to complete DBS checks as they have moved away from junior football, however it is best practice and encouraged from a safeguarding perspective to complete a DBS check for coaches involved with players under 18 years old. Please contact safeguarding@faw.co.uk if you would like any guidance on this.

Q - Do clubs still have to send the green DBS certificate to FAW by post once received?

If the club has submitted the DBS check through the DBS online system and the DBS certificate comes back clear, the individual is not required to send this into the FAW as the safeguarding team will add the DBS information to the individuals COMET profile automatically.

If the DBS certificate comes back with any convictions or cautions, they must send a clear scanned copy of the DBS certificate to safeguarding@faw.co.uk to enable the FAW to carry out a risk assessment.

If the club has submitted a paper DBS application form, the individual will need to send a scanned copy to safeguarding@faw.co.uk . However please note that due to the current situation with COVID-19 and also the benefits of the system, we are requesting all clubs to sign up to the DBS online system and submit DBS checks that way.

Q - Some of our coaches have DBS checks with grassroots clubs rather than academy - these may not be found by the FAW as they are not under our club DBS or may be difficult to be found by the FAW, as we have experienced in the past. Do you recommend us to upload the DBS check anyway even though you have said we do not necessarily need to?

If the individual has a valid DBS through the FAW, it will be added to the individual's COMET profile. An individual should only have one COMET profile and therefore it should be on there.

Please contact the FAW safeguarding Team on safeguarding@faw.co.uk if you have any queries regarding a DBS certificate to enable us to check the database, as an individual will only need one DBS check to cover them for both their club and academy duties.

Q - I think clubs at the lowest level in adult football (we are East Gwent 2) need guidance on the minimum requirements around DBS, safeguarding training, any other training for coaches etc

For senior football there is no safeguarding requirement from DBS or training perspective. The FAW safeguarding team are always available on safeguarding@faw.co.uk, so please do not hesitate to get in contact if you need any guidance or support as a senior football club.

Q - A DBS has been renewed does this automatically get updated on the system or do we need to send it to the FAW ?

If the club has submitted the DBS check through the DBS online system and the DBS certificate comes back clear, the individual is not required to send this into the FAW as the FAW safeguarding team will add the DBS information to the individuals comet profile automatically. If the DBS certificate comes back with any convictions or cautions, they must send a clear scanned copy of the DBS certificate to safeguarding@faw.co.uk

If the club has submitted a paper application form, the individual will need to send a scanned copy to safeguarding@faw.co.uk . However please note that we are requesting all clubs to sign up to the DBS online system and submit DBS checks that way.

Q - Does the safeguarding award have to be an FAW Award - if they already hold an official one – e.g. a Local Authority Award ?

We prefer an individual to complete the FAW Safeguarding Award as this is football specific. However the FAW Safeguarding team will accept the Time to Listen award (Developed by CPSU/NSPCC) and any safeguarding awards completed by social workers working in child protection.

Please contact the FAW Safeguarding team if this is the case.

Q - If your Safeguarding Officer is a Deputy Headteacher and has DBS clearance accordingly, does he need to do additional FAW safeguarding training and accreditation?

An individual must complete a DBS through the FAW. We can only accept DBS certificates outside of our organisation if the individual is signed up to the DBS update service. Please contact the FAW Safeguarding team if this is the case as we will need to request a few details.

With regards to safeguarding training, it is preferred that any volunteer involved in Welsh football sits the FAW Safeguarding Award as it is football specific. However please email safeguarding@faw.co.uk with evidence of safeguarding training for those working in child protection.

Details on approved equivalent safeguarding qualifications are available here:

<http://www.fawtrust.cymru/grassroots/clubsupport/club-accreditation/accreditation-criteria>

6. Adding teams

Q - Will existing teams be updated automatically i.e. U14 last season will show as U15 for coming season or do we have to edit each one?

The teams listed on COMET are not automatically updated to reflect teams moving up an age category. We kindly request clubs to therefore make sure that they list all of the different teams that they plan to operate in the 2020/21 season.

The teams that are listed under each Club are just names. They do not contain any players. When clubs use COMET competition management, they will then select the relevant team name e.g. U15s and enter this team name into a competition.

On a match day, the club then then select the players it wants to add to the line-up for this team.

Q - Where can I find the information that explains the format of the team names that I need to use ?

This information was contained in the COMET update sent to all clubs in the last week of May. It will also be available to access via the COMET Support website which will go live on 22nd June.

We will send an email to all Clubs on 22nd June containing the link to the COMET Support website.

Q - Do all teams need to be added including all junior teams under the teams tab?

Yes we require ALL clubs to list ALL of their teams, even if they are not using COMET Competition Management in 2020/21 season

7. Adding kits

Q - Can kits be added per team, as they may be different within the club ?

Clubs can create as many different kits as they wish (and whenever they want) and once these have been saved, the relevant kits (home, away, goalkeepers etc) can be selected for the relevant teams.

8. Club Accreditation

Q - Is club accreditation basically all awards/certificates the coach/staff have?

Please see below the criteria for our club accreditation programme:

<http://www.fawtrust.cymru/grassroots/clubsupport/club-accreditation/accreditation-criteria>

Q - When you talk about Junior Clubs, what age group do you refer to ? What age group is youth?

Junior football refers to football provision for players aged 6 - 16, if turning 16 during the season. Youth would be 16 (if turning 17 during the season).

Q - Does COMET take over from the previous accreditation workbook ?

Yes. The 2020/21 season Club Accreditation process will now be managed via COMET and there is no longer any requirement for clubs to submit this information via the workbooks

Q - Has the club officials rule changed as last year they needed DBS to be a on the accreditation ?

Officials (apart from the role of Safeguarding Officer) only needed an FAW non-contact number previously - this has now been replaced with their COMET ID

Q - How will the club accreditation work on comet?

All junior club secretaries have received copies of a webinar recording delivered last month detailing the accreditation process on COMET. A user guide will be available when the accreditation window opens in July also.

Q - I have not received the copy of the Club accreditation webinar that was sent last month.

A copy of the webinar recording is available via the link below

<https://drive.google.com/drive/folders/1JTvUtZ6IA0uWZrS-BxMlevQ35rk3gJqS?usp=sharing>

9. Insurance

Q - If registration expires 31st May how are players and coaches insured for tournaments in June/July/August?

For the 2021/22 season, we will open the coach registration window on 1st June so coaches can then re-register the day after their 2020/21 season registration expires (31st May 2021). They will then be covered for insurance purposes should they wish to participate in tournaments in June, July, or August 2021.

In respect of the 2020/21 season, although coaches have not yet been able to register (and are therefore currently not covered by the FAW's Personal Accident Insurance Scheme) all organised football activities are currently prohibited by the Welsh Government.

Q - If coaches want to attend festivals with their teams after 31st MAY, can they be re-registered sooner and same goes for the eligibility players for insurance purposes or do clubs have to insure the coaches and the eligibility players for those few weeks until can re-register with FAW on COMET.

A player and / or coach is only covered by FAW's Personal Accident Insurance Scheme once they are registered on COMET for the 2020/21 season

Players requesting eligibility registration can only do so during a registration window and at present, the player registration window for the 2020/21 season is closed.

Coaches can re-register for the 2020/21 season from Monday 22nd June.

However, any activities that are undertaken by players and / or coaches which are in contravention of Welsh Government COVID-19 guidelines, will not be covered by the Personal Accident Insurance Scheme.

Q - Can coaches/volunteers/officials still take part in club football activity between 1 and 22 June, even though they are not registered on COMET and do not have insurance, for example tournaments, festivals ?

Coaches, staff, and officials can only register on COMET for the 2020/21 season from Monday 22nd June and in doing so would then be covered by the FAW's Personal Accident Insurance Scheme.

However, please note that any football activities currently undertaken by players and / or coaches that are in contravention of Welsh Government COVID-19 guidelines, will not be covered by the FAW's Personal Accident Insurance Scheme.

Q - Prior to lockdown and FAW stopping fixtures on 13 March 2020, the info supplied by FAW was that if clubs trained the player/coaches insurance would not cover them. How will the insurance cover going forward for this if COVID 19 is still with us ?

Any football activities undertaken by players and / or coaches which are in contravention of Welsh Government COVID-19 guidelines, will not be covered by the FAW 's Personal Accident Insurance Scheme.

We will continue to monitor Welsh Government advice and are also in regular discussions with our insurers and will communicate any updates when relevant.

Q - If coaches registered terminates 31st May, then does it mean they are not covered by insurance during pre-season training ?

As soon as coaches register for the 2020/21 season (they can do so from Monday 22nd June) they will then be covered by the FAW's Personal Accident Insurance Scheme. However, and as previously communicated, the insurance will not cover any activity that is currently prohibited by Welsh Government due to COVID-19

For the 2021/22 season, we will open the coach registration window on 1st June so coaches can then re-register the day after their 2020/21 season registration expires (31st May 2021).

10. Training, help and support

Q - Where will we find the user guide? Will we be emailed a link on how to find it? Will the presentation be emailed or be on a website?

We will send out the webinar presentation to all clubs. We will email the webinar presentation to all club users with the CLUB MANAGER role on COMET.

The COMET Support website goes live on Monday 22nd June and we will email the link to all CLUB MANAGERS early that day.

It is important that clubs keep their CLUB MANAGER user information up to date so ensure they receive correspondence.

Q - When the registration window for coaches/staff/officials/referees opens on 22nd June, will someone be working to accept calls and advise just in case we struggle with implementation ?

Yes, although the FAW has furloughed a large number of its staff and remaining staff are all working remotely, we will have a COMET Support team working from 22nd June and will be available to assist. The COMET Support website will also be available on 22nd June and will contain all of the user guides and videos.

For the reasons outlined above, we recommend that anyone seeking further assistance should contact the FAW by raising a COMET Help ticket or by sending an email rather than calling the FAW office.

Q - Will the COMET helpdesk be available after 6pm as I work and do not get home till 6pm so when doing this work if I need help will I be able to speak to someone?

We are aware of the need to provide support for those who work during normal office hours and will provide a further communication update in relation to the proposed operating hours of the COMET support team. Please bear with us and we will communicate our plans as soon as possible.

Q - Please confirm whether the COMET Support website will be available to all users and not just club manager / comet champion ?

The COMET Support website will go live on Monday 22nd June and will be available for everyone to access. We will send an email to all CLUB MANAGER user roles on Monday 22nd June and they can forward this onto all other COMET System users within their club.

Q - Will we automatically get a place for Club webinars 2 and 3 ?

Clubs will need to register for each of the remaining webinars. Further details will be communicated in due course. All webinars are recorded and will be sent out to all clubs, in case a club is unable to attend the webinar in real-time mode.

11. Competition Management

Q - Are the competition fees on COMET just for senior teams or are junior competitions included ?

Competition fees for the following competition will need to be paid via COMET for 2020/21 season

- All male and female adult leagues within the Welsh football pyramid
- All male and female adult, youth and girls' cup competitions operated by the Area Associations
- All male and female youth Leagues
- All FAW Academy Leagues
- All Girls' Junior Leagues (U12 to U16)
- All teams participating in the Flintshire Junior League (Mixed football U12 – U16). This will be operated as a pilot league ahead of the full roll out of COMET Competition management across all junior leagues in 2021/22 season

Q - Does every competition entry have to be paid individually and immediately? Can we enter all teams in the league for example and pay all in one go?

Clubs can pay all of their entry fees in one go or pay separately – the first option is the easier.

Clubs are free to pay their entry fees at any time however, a team is only entered into a competition when the entry fee has been paid and the entry fee must be paid before the deadline imposed by the competition organiser

Q - When will junior grassroots football team sheets go onto COMET?

Junior grassroots football competitions will be recorded on COMET during 2021/22 season

Q - Reference has been made to Adult, Youth, Academy and Girls teams using COMET competition management. Do you mean adult women's teams rather than girls' junior teams ?

Both adult women's and girls' competition will be using COMET Competition Management in 2020/21 season

Q - Is it a requirement to fill in match reports?

If your team is playing in a match that is being recorded on COMET, then you must submit your team sheet via COMET.

Q - Will every level have digital team sheets next season?

All adult, youth, academy, and girls' competitions (all tiers) will submit electronic team sheets via COMET during 2020/21 season.

Q - Our league sent us application forms to complete. Do we need to complete these as I have heard this may not be the case?

If your team is playing in an adult, youth, academy, or girls' competition in 2020/21 season then you do not need to complete any paper application forms sent by your competition organiser. You will enter the competition and also pay the entry fee via COMET.

Please do not pay any entry fees for these competitions to your league as they must be paid via COMET. All relevant competition organisers have been reminded of this.

Q - What date will the competition emails be sent out or the date that the competitions will be available ?

We will discuss this with the relevant competition organisers and all clubs will then be informed. We will ensure that clubs have enough time to purchase the correct fees

Q - I have been unable to purchase entry to the FAW Cup. Is this because it is not available yet or is it because I do not have the correct access?

It is available to purchase from Weds 17th June

Q - In the email sent out it said that the team sheets etc will not be used in the 2020/21 season for Mini/Junior football. Will fixtures and competitions be available on there from our relevant bodies?
All junior grass roots football competitions will need to be managed off COMET for the 2020/21 season and you should contact the relevant competition organiser for further details.

12. Discipline

Q - It would be beneficial if, when match officials enter disciplinary offences on COMET, they use the proper discipline codes.

All bar three of our clubs disciplinary offences for the 2019/20 season were entered as C1. We are trying to highlight the fines to all players but we are unable to do so with the limited information entered. The system is only as good as the users and information entered. If it is for swearing, spitting, fouls, dissent or whatever, please can this be entered.

Whilst it is the home club's responsibility to enter the disciplinary offences (and the correct codes) on COMET, it is the match official who should check (and if necessary, amend) the details before submitting the match report

13. Other

Q - We have merged with another club (with a senior club) will we be able to transfer everything over from our comet to the new clubs comet?

The FAW COMET Team has the ability to merge two clubs into the one COMET record. If you want to merge your club please send your request to cometsupport@faw.co.uk.

Q - When can we honestly start training and coaching football face to face ?

The FAW will continue to follow the latest Welsh Government guidelines and further updates will be communicated at the relevant time.

Q - Will our new club be on the system from next week ?

All new club applications need to be made via the relevant Area Association. They will then request the FAW COMET Team to set up a new club and in doing so, will provide the FAW COMET Team with the information we require.

The information required to set up a club is: full name of the club, name/ home address/email address of the club's main contact.

Once set up we ask that the club fills in the remainder of their club's information.

Q - Will there be guidance how to sign the forms digitally using Android and iOS phone?

Yes, we will issue user guides for both iOS and Android versions.

Q - Will COMET be available in Welsh?

The FAW will continue to proactively promote the Welsh language and it is our intention to provide a full Welsh language equivalent of the COMET System.

However, before we can provide this service, we need to firstly finalise the set-up of the remaining elements of the system and will then provide the software developers with the Welsh language translation for all English language COMET references. We hope to be able to complete this task over the coming months and thank you for your continued patience.

Q - Will you still send the invoice via email as you used to last season ?

As soon as any payment has been made via COMET, an invoice will be automatically emailed by the system.

Q - We are looking at a Vets team for next season. Will that be through comet as well?

Veterans football will not be managed on COMET during the 2020/21 season, although the FAW is looking to bring vets football onto COMET in future seasons.

Q - How do you add another venue as not all the academy games are played at the main stadium?

To ensure that there are no duplications, only the FAW can register stadia and venues on COMET. Each Area Association has provided the FAW with a list of all of their different playing venues and these have all been registered on COMET.

If you are unable to find your venue on COMET, please send the details (including the full address and postcode) of the venue to cometcomp@faw.co.uk.

Q - With competition management, will the FAW be able to source tablets for clubs at a good rate. Last season the FAW supplied printers. Tablets may make it easier for match input?

COMET match day information can be entered via mobile phone, tablet, or computer and the FAW will therefore allow each club to determine the best way in which it can enter the match details.

Q - Coaches, staff, and officials are normally decided at the club AGM, which has not been held yet, nor as any date been set. Is there a cut-off date for registering officials and managers?

Although coaches, staff and officials can be registered on COMET at any time, please note the following:

- *A coach or staff member must be registered on COMET before he/she can be active as a coach.*
- *A coach, staff member or an official is only covered by the FAW's Personal Accident Insurance Scheme after he/she has registered on COMET.*
- *All individuals granted with COMET System access must also register on COMET and if they fail to do so, we reserve the right to suspend their COMET System access until such time as they have registered*
- *Only the individuals that have registered as coaches, staff, or officials for the 2020/21 season can be included in a Club Accreditation Programme application*
- *Only registered coaches and staff can be selected on team sheets on COMET.*

Q - Our superuser last season, was not permitted to run reports. Will this change so our superuser can run reports this season?

There are hundreds of different reports on COMET and we have spent a lot of time working with the software developers to ensure that the access to these reports does not breach GDPR.

For these reasons, some reports can only be accessed by FAW users. Whereas for the reports that can be accessed by Clubs, we ensure that the Clubs can only access the information relevant to their Clubs and even then, only the individuals with certain user roles within that Club can then access these reports.

We will ensure that all Clubs are provided with a matrix detailing which reports they can and cannot access and for the ones that they can, the user roles that have access to these reports. This matrix will be provided prior to the start of the 2020/21 season.