

# COMET Club Training – Phase 2

## Croeso, Welcome

Whilst we wait for attendees to join, please have a go at guessing these Welsh places from the emojis...

Answers will be given at the end of the webinar.



# COMET Club Training – Phase 2

July 2020



# Contents

- Introduction
- Club Affiliation
- Player Registrations
- Next Steps



# Housekeeping

- **Due to the numbers on the webinar, we have muted all microphones and have also turned off your cameras**
- We will be recording this webinar and will share this after the event so that you can forward onto your club colleagues
- Please type any questions in the Q & A facility and we will make sure to answer all questions and share the answers after the event.



# Introduction



# What you can do so far

- Up to now you have been able to do the following things:
  - Register your Coaches, Staff and Officials from the start of the window on 22<sup>nd</sup> June. Since this date we have had over 7,500 coaches, staff and officials register on COMET for this season so far.
  - Update all of your club information on COMET. This includes things such as adding your teams/club kits/contact details/logo etc.
  - Access the new COMET support website to read up on how to do things on COMET - <https://cometsupport.faw.cymru/>
  - Enter FAW Cup Competitions – all deadlines are now closed, apart from the FAW Trophy which is open until July 31<sup>st</sup> . Despite the small timeframe to enter these, all competitions have received record entry levels (over 600 entrants in total) so thank you and well done to all those that have entered!
  - We would please ask that all clubs continue to register their Coaches, Staff and Officials and update their club information if not already done so. This will be required prior to you being able to submit your Club Accreditation application for the 2020/21 season.



# What is happening over the next few weeks ?

- The player registration window will open on Monday July 27<sup>th</sup>
- Club Affiliation fees will be available to purchase by no later than Monday 27<sup>th</sup> July and must be done by 1<sup>st</sup> August to avoid incurring a higher fee
- Competition entries will start to go live from Monday July 27<sup>th</sup>
- The opening of the 2020/21 season Club Accreditation window has been delayed in order to give clubs as much time as possible to register all of their Coaches, Staff and Officials.
- The window will now open in August (date tbc) Please make sure you submit all of your outstanding coach, staff and official registrations to the FAW as soon as possible so that they can be approved ahead of the Club Accreditation window opening.



# Recap





# Coach and staff registrations

- The registration window opened on 22<sup>nd</sup> June. So far, there are 8,023 coach registrations on COMET:

• ENTERED	-	2,288
• SUBMITTED	-	285
• PENDING	-	145
• CONFIRMED	-	5,305

- 575 clubs (61% of the total number) now have at least one coach or staff member on COMET
- Don't forget :
  - there is no charge to register a coach or staff member
  - a coach or staff member cannot be added to a team sheet if they are not registered
  - a coach / staff member is only registered (and insured) when the status of the registration on COMET is CONFIRMED.
  - you need to submit your coach and staff registrations to FAW in order for them to be approved. Of the 2,288 that are currently in status ENTERED, 777 relate to registrations that were started in June
  - you cannot start your Club Accreditation application until all of your coaches/staff members have been registered on COMET
  - You must enter all of the mandatory information into the profile of the person you are registering, otherwise you will get an error when you try to save the registration at ENTERED. This includes their address which you can add in the Contacts tab.
  - if you are registering a coach in more than one coaching role, to save time you may use the same signed registration form, provided it was signed in the 2020/21 season.
  - when registering a coach, please ensure you add their qualifications in the **Titles** section of the **Additional info** tab, including the name of the qualification and the date from and to. This will help us process the registration more efficiently. You only need to upload a copy of the certificate if the qualification **was not taken with the FAW.**



# Officials registrations

- The registration window opened on 22<sup>nd</sup> June. So far, there are 2,554 officials registrations on COMET:
  - ENTERED - 540
  - CONFIRMED - 2,014
- 479 organisations (only 47% of the total number) have at least one official on COMET
- Don't forget :
  - there is no charge to register an official
  - an official is only registered (and insured) when the status of the registration on COMET is CONFIRMED.
  - you don't need to submit your officials registrations to FAW in order for them to be approved. You can self-approve these
  - Of the 540 that are currently in status ENTERED, 225 relate to registrations that were started in June
  - you cannot start your Club Accreditation application until all of your officials have been registered on COMET
  - system access to COMET for the 2020/21 season will only be continued to those that have registered on COMET
  - to enter all of the mandatory information into the profile of the person you are registering, otherwise you will get an error when you try to save the registration at ENTERED. This includes their address which you can add in the Contacts tab.
  - if you are registering an official in more than one official role, to save time you may use the same signed registration form, provided it was signed in the 2020/21 season.



# Entering a competition and paying the entry fee on COMET

- To date, only the Tier 1 to 3 League Competitions and FAW Cup competitions have been available to purchase via COMET
- From Monday 27<sup>th</sup> July, we will now start to open the following Tier 4 and below competitions (including cups):
  - Adult competitions
  - Youth competitions
  - Junior competitions (Girls competitions and Flintshire Junior league only)
- Moving forward, every Monday (starting 27<sup>th</sup> July), we will publish on COMET Support website, an updated list of the competitions that have been opened on COMET.
- Prior to entering the competition and making the payment, clubs will need to select which of their listed teams they will enter into the competition. If you've yet to list all of your teams please do so as soon as possible – a reminder of how you do this can be found by [clicking here](#).
- Clubs then need to find the relevant competition, click on the link and then purchase the product (entry fee). A reminder of how you do this can be found by [clicking here](#).



# How to pay your 2020/21 season affiliation fees via COMET



# 2020/21 season affiliation fees

- There are three different types of affiliation fees for 2020/21 season:
  - Clubs (who must affiliate with either the FAW or with one of the 6 Area Associations);
  - Leagues (who must affiliate with either the FAW or with one of the 6 Area Associations); and
  - Area Associations (who must affiliate with the FAW).
- The Club affiliation fees are split into three different categories:
  - Adult club affiliation fee;
  - Youth club affiliation fee; and
  - Junior club affiliation fee.
- The league affiliation fees are split into three different categories:
  - Adult league affiliation fee;
  - Youth league affiliation fee; and
  - Junior league affiliation fee.



# Key principles

## Club Affiliation Fees:

- If a club operates adult male and adult female sections, it only has to purchase one adult club affiliation fee to cover both adult sections;
- If a club operates junior boys and junior girls' sections, it only has to purchase one junior club affiliation fee to cover both junior sections;
- If a club operates adult, youth and junior sections, then it has to separately purchase:
  - One adult club affiliation fee;
  - One youth club affiliation fee; and
  - One junior club affiliation fee.



# Key principles

- League affiliation fees:
  - If the same league operates both adult male and adult female competitions, it only has to purchase one adult league affiliation fee to cover both competitions;
  - If the same league operates both junior boys and junior girls' competitions, it only has to purchase one junior league affiliation fee to cover both competitions;
  - If the same league operates adult, youth and junior competitions, then it would need to separately purchase:
    - One adult league affiliation fee;
    - One youth league affiliation fee; and
    - One junior league affiliation fee.



# Affiliation Fees

- The deadline to affiliate is August 1st . Failure to do so by that date may result in an increased charge being applied
- As part of the affiliation process, clubs must also action the following on COMET:
  - Enter the date their club was founded;
  - Select their home ground;
  - Create and save their playing kits;
  - Add all of the different teams they operate under their MyClub profile on COMET;
  - Upload a copy of their financial accounts (if required by the FAW or your Area – please check with them directly if you are unsure); and
  - Ensure that all of their club officials have registered on COMET for the 2020/21 season.
- As part of the affiliation process, leagues and area associations must also action the following on COMET:
  - Enter the date their league/area association was founded;
  - Send a copy of their financial accounts to [cometcomp@faw.co.uk](mailto:cometcomp@faw.co.uk) (if required by the FAW or your Area – please check with them directly if you are unsure); and
  - Ensure that all of their league/area association officials have registered on COMET for the 2020/21 season.





# Affiliation Fees

- All of the different affiliation fees, prices and links to purchase the products are available on the FAW COMET Support website – [click here](#)
- There is also a written user guide and video explaining how clubs, leagues and Area Associations affiliate via COMET – [click here](#)
- You can purchase more than one affiliation fee in the same MyComet transaction – this means you only need to make one payment and you also only receive one invoice. The user video on how to do this can be accessed by [clicking here](#).





User: **Test User**  
Club: **FAW FC**



[Home](#) [MyComet](#) [Wiki](#) [User settings](#) [Change language](#) [Logout](#)

## DEMO - POSTGRESQL

### User Guides

FAW COMET SUPPORT

- ▶ **Players**
- ▶ **Coaches and Staff**
- ▶ **Clubs**
- ▶ **Stadiums**
- ▶ **Competitions**
- ▶ **Referees and Officials**
- ▶ **Disciplinary**
- ▶ **National Teams**
- ▶ **Licence Application**
- ▶ **Organisations**
- ▶ **Reports and Statistics**
- ▶ **Help**

### My next matches

Round	Date/time	Place	Competition	Stadium	Clubs	Score	Status
6	28.03.2020 14:00		Test Competition 1		FAW FC - FAW A FC	--	SCHEDULED
7	04.04.2020 14:00	Nant-Y-Moel	Test Competition 1	Aber Fields	FAW A FC - FAW FC	--	SCHEDULED
1	01.05.2020 19:45		FAW Academy League Under 16s 20/21		FAW FC - FAW A FC	--	SCHEDULED
2	12.09.2020 14:30		FAW Academy League Under 16s 20/21		FAW A FC - FAW FC	--	SCHEDULED
1			Discipline Test 20/21		FAW FC - FAW A FC	--	ENTERED
2			Discipline Test 20/21		FAW FC Reserves - FAW A FC	--	ENTERED
2			Discipline Test 20/21		FAW A FC Reserves - FAW FC	--	ENTERED
3			Discipline Test 20/21		FAW FC - FAW FC Reserves	--	ENTERED
3			Discipline Test 20/21		FAW FC - FAW FC Reserves	--	ENTERED
4			Discipline Test 20/21		FAW FC Reserves - FAW A FC Reserves	--	ENTERED

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# Player registrations information



# Player Registrations

- All of your amateur players are continuously registered with your Club – this means that you don't need to re-register these players for 2020/21 season.
- However, there are two exceptions which you need to be aware of:
  1. Eligibility registration is valid for one season at a time. Therefore all players with the eligibility type registration had their registrations automatically terminated at the end of the 2019/20 season. The players received emails on 1<sup>st</sup> June 2020 to inform them that their eligibility registration had ended on 31<sup>st</sup> May 2020; and
  2. For legal reasons, all junior players that registered with their clubs when they were 15 years old but have since turned 16 (or will turn 16 before 1<sup>st</sup> Sept 2020) will need to re-register as adult players on COMET for the 2020/21 season and in doing so, must sign the registration form in their own name (their original form was signed by the parent/guardian). All of these players received emails on 1<sup>st</sup> June 2020 to inform them that their registrations had ended on 31<sup>st</sup> May 2020
- Clubs are reminded to ensure that they review their lists of their player registrations on FAW COMET very carefully to ensure that they are aware of which players are registered to their Club. Only Players with a Confirmed registration are eligible to participate for the Club subject to the applicable FAW Rules and/or Regulations



# 2019/20 season player registration fees

- The FAW has decided not to charge a registration fee for any player registrations confirmed by the FAW's player registration department on or after 1<sup>st</sup> March 2020.
  - For registrations confirmed by the FAW's player registration department on or after 1<sup>st</sup> March **that have not yet been paid** by your club to the FAW, the FAW will arrange to write off these transactions.
  - For registrations confirmed by the FAW's Player Registration department on or after 1<sup>st</sup> March, **that have already been paid** by your club to the FAW, then the FAW will arrange to refund you the appropriate amounts.
- The FAW will send affected Clubs a calculation of the proposed refund amount. Any amounts owed by a club to the FAW in respect of unpaid player registrations confirmed prior to 1<sup>st</sup> March 2020 will be offset against the refund.
- The refund will be processed via bank transfer and the FAW will make contact with the relevant clubs to request their bank details.
- Please note that the FAW will not be writing off and/or refunding any player registration fees relating to registrations confirmed prior to 1<sup>st</sup> March 2020.



# Payment of 2020/21 season player registration fees

- For the players that are currently registered with your Clubs:
  - **Clubs have until 31<sup>st</sup> August** to terminate an existing player's registration without incurring a charge for 2020/21 season. If the season start date is pushed back further, this date will also be moved back accordingly.
  - On midnight on 31<sup>st</sup> August, all of these players will have their registrations automatically renewed.
  - This will then trigger the registration fee for the 2020/21 season which will then appear in your Club's MyComet account
  - Clubs will then have 7 days to pay the registration fee (by 7<sup>th</sup> September)
- For any new players registered to your club:
  - As soon as the player's registration is confirmed, the relevant fee will appear in your Club's MyComet account
  - Clubs will then have 7 days to pay the registration fee
- If payment is not made within 7 days, then the player is automatically ineligible for selection until such time as the fee has been paid.



# Player Eligibility

- Player eligibility allows the following two exceptions on COMET:
  - **A player can register to play adult football with Club A, and then on an eligibility registration to play youth team football only at Club B**
  - **A player can register to play for an FAW Academy at Club A, and then on an eligibility registration to play for one Junior Grassroots team only at Club B**
- Once granted by the FAW, the eligibility registration only allows a player to play for the specified team at Club B. It does not allow the player to play for any other teams at the second clubs.
- In relation to the player's FIFA player passport, only the player's registration with Club A appears on this document.



# Player Eligibility

With player eligibilities – the main registration must always be with the Adult Club A, or the FAW Academy at Club A – not the Youth team at club B or the Grassroots team at club B

- For the 2020-21 Season, **all eligibility registrations will be free of charge**, but the main registration will still need to be paid as usual by club A (which holds the main registration at the Adult club or the FAW Academy club).
- Academies will have until **31<sup>st</sup> July 2020** to release the registrations of any players that will definitely not be remaining with them for the 2020/21 season. After this date junior clubs will then be free to register these players.
- If a Youth Player or Junior Player registered with their Club and the Player subsequently decides to also register for an Academy or adult Club, then the Player will be required to transfer his registration between the two clubs and then reapply under a Temporary Eligibility for the Junior Club or Club at which he/she wishes to participate as a Youth Player.
- If a player is granted eligibility to play for a Youth or Junior Grassroots club and then their main registration is terminated by the Adult or Academy club, the FAW will move the player's registration from eligibility registration to full registration with the Youth or Junior Grassroots club. This will then trigger the relevant player registration charge for the 2020/21 season which the Youth or Junior Grassroots club would then need to pay.





# Key things to remember when submitting a registration request to the FAW

To help ensure the request gets actioned as quickly and effectively as possible please remember the following key points when submitting a form:

- All requests must be submitted within 5 business days of the player or parent/guardian signature
- The signature cannot be hand typed, it must be signed. Signing the form digitally is acceptable (please [click here](#) to see our guides on how to digitally sign a registration form) but you cannot just type the signature.
- In the case of a player previously registered under the jurisdiction of a different National Association, a Club must ensure that COMET is properly completed to ensure that the name of the players most recent former club and National Association is included within the “notes” section.
- All international transfers now MUST also be processed via the FIFA TMS in addition to a Clubs existing FAW COMET obligations. Information on this has already been communicated to Clubs.



# What are the different scenarios to register a player?

- You may need to action a player registration in the following scenarios:
  - Transferring an active registered player in from another club
  - Registering an unattached player (whether they have previously registered with your club or will be new to your club)
  - Registering a player whose previous club was in another country, so they require international clearance
  - Registering a new player on COMET (i.e. they don't have a record on COMET) who is new to the game (e.g. players in the Under 6 age group just starting to play the game)
  - Registering a player on eligibility to allow them to play for your youth or grassroots junior team, when they are already registered for an adult or FAW Academy club



# How to do each type of Player Registration

Click each of the headings on the following pages to go to the relevant user guides for how to do each action



# Domestic Player Transfers – [Click here](#)

- The new club needs to start the process by starting a new registration on COMET whilst the player is still registered for their current club.
- This will send an email notification to both clubs and the player, serving notice to the current club and explaining how all parties can proceed.
- The current club now needs to release the player or contact the FAW player registrations department if there is a legitimate reason why they do not wish to release the player. The provisions of FAW Rule 80 and the FAW COMET Regulations will reply in this regard.
- As soon as the current club release the player, the new club and the player will receive an email to confirm they can proceed to complete the registration.
- Please be reminded that the provisions of FAW Rule 79 apply with regards to all Amateur Player transfers.



# Registering an unattached player – [Click here](#)

- Search on COMET for the player.
- If previously registered with your club just click search and they will appear on the list of players ever registered. If new to your club, you will need either their COMET ID or the player's Name AND date of birth
- Once found, check and update their mandatory fields.
- Once all information is correctly filled in, start the registration and get the player or parent/guardian to sign and return the form to you to upload onto COMET.
- Upload the signed form and submit the request to the FAW via COMET.



# Completing an International Transfer – [Click here](#)

- If a player's last club was outside of Wales, you must get international clearance for the player.
- Firstly search the system to see if the player has a record and either check the mandatory fields if they do or create a new record and fill in the mandatory fields if not.
- You **MUST** list the name and country of the previous club in the notes of the registration.
- Once all information is correctly filled in, start the registration and get the player or parent/guardian to sign and return the form to you to upload onto COMET.
- Upload the signed form and submit the request to the FAW via COMET.
- FAW will then request clearance from the relevant nation. You will know when the FAW have done this as the status of the transfer will be on PENDING(INT).
- Clubs are reminded of the new provisions to also use the FIFA TMS for international transfers in addition to their existing obligations to use COMET. Further information on this has been communicated to Clubs previously.



# Registering a new player on the system – [Click here](#)

- Firstly search the system to see if the player has a record.
- If they don't then click on First registration and fill in all mandatory fields.
- Once all information is correctly filled in, start the registration and get the player or parent/guardian to sign and return the form to you to upload onto COMET.
- Upload the signed form and submit the request to the FAW via COMET.



# Registering a player on eligibility – [Click here](#)

- Search on COMET for the player.
- If previously registered with your club just click search and they will appear on the list of players ever registered. If new to your club, you will need either their COMET ID or the player's Name AND date of birth.
- Once found, check and update their mandatory fields if required.
- Once all information is correctly filled in, start the eligibility by clicking the new eligibility button beneath the current registration record and get the player or parent/guardian to sign and return the form to you to upload onto COMET.
- Upload the signed form and submit the request to the FAW via COMET.





# Cancelling an active player registration – [Click here](#)

- Go into the players tab on your My Club page and click on the relevant player.
- On their active registration, input the date you are cancelling the registration and the cancellation reason.
- Confirm the cancellation by clicking the TERMINATE button.
- Please be reminded that the provisions of FAW Rule 79(A) apply with regards to the termination of an Amateur Player.



# Next Steps



- Update your club information on COMET if not already done so (including adding all of the different teams operated by your club)
- Continue to register your Coaches and Staff (please remember to move them from ENTERED to SUBMITTED so that FAW can review your requests)
- Continue to register your Officials (please remember that you self-approve these which will move them from ENTERED to CONFIRMED)
- Start registering any new players from 27<sup>th</sup> July when the player registration window opens
- Pay your Club Affiliation fees via COMET before the 1<sup>st</sup> August 2020 deadline
- If your club will take part in an Adult, Youth, FAW Academy, Girls' or Flintshire Junior League (U12s to U16s) competition during the 2020/21 season, then you will need to enter the relevant competitions via COMET
- Being aware that 2020/21 season Club Accreditation application window will open in August (date tbc) and that you need to register all of your coaches, staff and officials before you can fully submit and complete your Club Accreditation application.



# In relation to 2020/21 season player registrations:

- Start thinking about which of your current players are / are not going to be returning to your club for the 2020/21 season.
  - For those that will be remaining at your Club you don't need to do anything on COMET.
  - For those that are not returning, you have until August 31<sup>st</sup> to terminate their registrations without incurring a charge for the 2020/21 season. **This date will be pushed back accordingly if season dates are pushed back.**
- Ensure that you collect the player registration fees from your players (Adult - £10; Juniors -£5) BEFORE your Club is charged for the player's registration fee.



# Future Training

## August/September (dates tbc) – Phase 3:

- Competition management \* which will consist of:

- Submitting Team line-ups
- Entering match events (goals, yellow / red cards, substitutions)
- Accessing competition management reports

\* This only applies to clubs that will participate in any Adult/Youth/FAW Academy/Girls' and Flintshire Junior League (U12s to U16s) competitions in 2020/21 season



## Phase 1

- Updating your club details (users/contacts/logo/teams/kits)
- Coach, Staff and Officials registration
- How to enter competitions and pay the entry fees

## Phase 2

- Recap on Phase 1
- How to pay affiliation fees
- Player registration
- 

## Phase 3

- Competition management:
- How to input and submit team lineups
- How to add match events

Start of the  
2020/21  
Season



# Key Support Resources



- Library of FAW COMET User Videos and User Guides and key contacts on the new FAW COMET Support Website: <https://cometsupport.faw.cymru/>
- Raise a Help Ticket via COMET (<https://cometsupport.faw.cymru/clubs/training-and-support/how-to-log-a-help-ticket-on-COMET/>)
- Send an email to the relevant FAW dept:
  - [registrations@faw.co.uk](mailto:registrations@faw.co.uk) – Player registrations queries
  - [coachregistrations@faw.co.uk](mailto:coachregistrations@faw.co.uk) – Coach, Staff and Officials registrations
  - [cap@faw.co.uk](mailto:cap@faw.co.uk) – Club Accreditation programme queries
  - [cometcomp@faw.co.uk](mailto:cometcomp@faw.co.uk) – Queries regarding a competition entry or affiliation fees on COMET
  - [safeguarding@faw.co.uk](mailto:safeguarding@faw.co.uk) – Safeguarding/DBS queries
  - [discipline@faw.co.uk](mailto:discipline@faw.co.uk) – Discipline related queries
  - [cometsupport@faw.co.uk](mailto:cometsupport@faw.co.uk) – general system issues
- Please be aware that many FAW staff are currently furloughed and those that are working are doing so mostly from home. We therefore recommend you raise a Help Ticket or send an email if you have any queries rather than call.





**Thanks for Listening!**



# COMET Club Training – Phase 2

## Diolch, thank you



- |                  |                  |
|------------------|------------------|
| 1. Swansea       | 11. Newtown      |
| 2. Fishguard     | 12. Welshpool    |
| 3. Bridgend      | 13. Briton Ferry |
| 4. Caerphilly    | 14. Newbridge    |
| 5. New Gale      | 15. Mountain Ash |
| 6. Bangor        | 16. Pill         |
| 7. Tenby         | 17. Castell Coch |
| 8. Mount Snowdon | 18. New Quay     |
| 9. Cowbridge     | 19. Blackwood    |
| 10. Anglesey     | 20. Cross Hands  |

