

COMET Club Training – Phase 1

Croeso, Welcome

Whilst we wait for attendees to join, please have a go at guessing the football clubs from the emojis...

Answers will be given at the end of the webinar.



COMET Club Training – Phase 1

June 2020



Contents

- Introduction
- Updating Club information
- Registering Coaches, Staff and Officials to your club
- Paying competition entry via COMET
- 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 about each section in the Q & A facility after a section has finished and we will make sure to answer all questions and share the answers with the presentation after the event.



Introduction



- **PLEASE NOTE: Dates are subject to change and if the season starts later than usual, they will be pushed back accordingly.**

- Although we recognise there is a lot of uncertainty at the moment, we have decided its better for all if we work to some deadlines. At the moment, the key dates you need to be aware of:
 - Coach, staff, officials and referees registration window opens on 22nd June
 - Cut-off date for clubs to decide which of their current registered players will remain with their club for 2020/21 season (current deadline – 31st Aug)
 - Club Accreditation window opens on July 11th with submission deadline (current deadline – 23rd Aug)
- We believe its better to start with these dates and extend them, rather than set a date and bring it forward.



Although we don't know when the 2020/21 season will start, we would be grateful if Clubs could focus on the following things on COMET:

- Checking that your club's details (key contacts, users, club logo, teams, kits etc) are correct on your club's *My Club* page on COMET.
- Reading the user guides and videos that explain how you register your club's coaches, staff and officials once the registration window opens on 22nd June.
- Reading the user guide that explains how your coaches, staff and officials are able to sign their 2020/21 season registration forms electronically and return to the club to upload to COMET.
- How you enter and pay your competition entry fees on COMET



Player Registrations

- The date of the 2020/21 season player registration window has yet to be finalised. We will update you once we have more news
- **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 1st June 2020 to inform them that their eligibility registration had ended on 31st 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 1st 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 1st June 2020 to inform them that their registrations had ended on 31st May 2020



When do Player memberships need to be paid by?

- Players that are current registered with your Clubs:
 - Clubs will have until 31st August to terminate an existing player's registration without incurring a charge for 2020/21 season. If the season start date is pushed back, this date will also be moved back accordingly.
 - On midnight on 31st August, all of these players will then have their registrations automatically terminated and then immediately 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 have until 7th September to pay these
- 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.



Updating your Club Information on COMET



Go onto your My Club Section

User Guides

- About COMET
- Getting Started
- Amateur Player Registrations
- Professional Player Registrations
- Coach, Staff and Official Registrations
- Match Official Registrations
- MyComet Payments

Players

Coaches and Staff

Clubs

- My club
- My next matches
- My previous matches
- Search clubs
- New club
- Search officials
- New official
- Unpaired transactions

Stadiums

Competitions

Referees and Officials

Disciplinary

National Teams

Licence Application

FAW FC

ID: 26469

FIFA Id: 108UYQF

Status: **ACTIVE**

National ID:

Name: FAW FC

Long name: FAW FC

Organisation: Football Association of Wales

Type: Football club

Date of foundation:

Rank: Choose

Stadium:

Notes:

Logo

My Club is where all of your club information is stored and where you will need to action any of your club information

Edit New club Search clubs Documents New user

Contacts Teams **Players** Coaches Officials Club kits Matches Sanctions Users Additional info

Photo	ID	Name	Gender	DOB	Nationality	Level	Registration type	Discipline	Status
	338265	Test Futsal	M	02.03.1990	Wales	Amateur	First registration	Futsal	PENDING (INT)
	322800	Example Person	M	01.01.2000	Wales	Amateur	First registration	Football	CONFIRMED
	334599	Test Player2	M	01.01.1991	Wales	Amateur	First registration	Football	CONFIRMED
	334601	Test Player4	M	02.01.1990	Wales	Amateur	First registration	Football	CONFIRMED
	334602	Test Player5	M	02.02.1991	Wales	Amateur	First registration	Football	CONFIRMED
	334603	Test Player6	M	02.02.1992	Wales	Amateur	First registration	Football	CONFIRMED
	334604	Test Player7	M	03.03.1993	Wales	Amateur	First registration	Football	CONFIRMED



Adding/Amending Club Users

FAW FC

ID: 26469
FIFA Id: 108UYQF
Status: **ACTIVE**
National ID:
Name: FAW FC
Long name: FAW FC
Organisation: Football Association of Wales
Type: Football club

Date of foundation:
Rank: Choose
Stadium: Cardiff City Stadium
Notes:

Click on New user on the main page, or New user on the Users tab to add a new user for your club (if you have the user creator role). To edit a users access, click on their name within the users tab (again only if you have the user creator role).

[Edit](#) [New club](#) [Search clubs](#) [Documents](#) [New user](#)

[Contacts](#) [Teams](#) [Players](#) [Coaches](#) [Officials](#) [Club kits](#) [Matches](#) [Sanctions](#) [Users](#) [Additional info](#)

[New user](#)

Username	Given names	Family name	Organisation	Status	Roles
ahamer2	Alan	Hamer2	FAW FC	ACTIVE	CLUB COACH ADMINISTRATOR CLUB MANAGER CLUB LICENSING CLUB RESPONSIBLE USER CREATOR CLUB PAYMENT ADMINISTRATOR
vuserguide	Video	User Guide	FAW FC	ACTIVE	CLUB MANAGER CLUB LICENSING CLUB RESPONSIBLE USER CREATOR
tuser	Test	User	FAW FC	ACTIVE	CLUB COACH ADMINISTRATOR CLUB OFFICIALS ADMINISTRATOR CLUB MANAGER



Adding Club Logo

FAW FC

ID: Date of foundation:

FIFA Id: Rank:

Status: **ACTIVE**

National ID:

Stadium:

Name: Notes:

Long name:

Organisation:

Type:

1. Edit New club Search clubs Documents New user 2.

Contacts **Teams** **Players** **Coaches** **Officials** **Club kits** **Matches** **Sanctions** **Users** **Additional info**

11-12 Neptune Court
Vanguard Way

Address:

Postcode:

Place:

Region:

Country:

Long,Lat:

New contact

	Type	Value	Description	
☰	✉	example@faw.co.uk	Junior Club Secretary email address	



Updating Club Contact details

FAW FC

ID: 26469
Date of foundation:
FIFA Id: 108UYQF
Rank: Choose
Status: **ACTIVE**
Stadium: Cardiff City Stadium
National ID:
Notes:
Name: FAW FC
Click Edit to be able to amend the main club contact address. Input postcode, click magnifying glass and then select relevant address.
Long name: FAW FC
Organisation: Football Association of Wales
Type: Football club



Edit New club Search clubs Documents New user

Click New contact to add any other relevant club contact details.

Contacts Teams Players Coaches Officials Club kits Matches Sanctions Users Additional info

New contact

Address: Football Association For Wales
11-12 Neptune Court
Vanguard Way

Postcode: CF24 5PJ

Place: Cardiff
Region: South Glamorgan
Country: Wales
Long,Lat: 51.473637,-3.153277

Type	Value	Description	
	example@faw.co.uk	Junior Club Secretary email address	



Adding Club Teams

FAW FC

ID: Date of foundation:

FIFA Id: Rank:

Status: **ACTIVE**

National ID:

Name: Stadium:

Long name: Notes:

Organisation:

Type:

Edit New club Search clubs Documents New user

Teams New team Add a new team

Edit a team

ID	Type	Name	Rank	Stadium	Status	
27561	FC	FAW FC			ACTIVE	
28467	FC	FAW FC Reserves			ACTIVE	
32195	FC	FAW FC U15 Reds			ACTIVE	
32031	FC	FAW FC Women			ACTIVE	
32196	FC	FAW FC Youth			ACTIVE	

1 - 5 of 5 results Page 1/1



Club Name:		FAW FC				
Senior Male or Female only Clubs		<u>Team Name on COMET</u>	<u>Part 1 of Team Name</u>	<u>Part 2 of Team Name</u>		
1st Team	FAW FC	Club Name				
2nd Team	FAW FC Reserves	Club Name	Reserves			
3rd Team	FAW FC 3rd Team	Club Name	3rd Team			
Senior Female Teams part of an overall club		<u>Team Name on COMET</u>	<u>Part 1 of Team Name</u>	<u>Part 2 of Team Name</u>		
1st Team	FAW FC Women	Club Name	Women			
2nd Team	FAW FC Women Reserves	Club Name	Women Reserves			
3rd Team	FAW FC Women 3rd Team	Club Name	Women 3rd Team			
Youth/Junior/Mini Sections - Male or Mixed gender football		<u>Team Name on COMET</u>	<u>Part 1 of Team Name</u>	<u>Part 2 of Team Name</u>	<u>Part 3 of Team Name</u>	
Youth Team	FAW FC Youth	Club Name	Youth			
Junior and/or Mini Teams	FAW FC U14	Club Name	Age Category using 'U' instead of 'Under'			
Junior and/or Mini Teams if club has several teams at same age group	FAW FC U14 Reds	Club Name	Age Category using 'U' instead of 'Under'	Team Name to identify team at that age Category		
Youth/Junior/Mini/Section - Female Only		<u>Team Name on COMET</u>	<u>Part 1 of Team Name</u>	<u>Part 2 of Team Name</u>	<u>Part 3 of Team Name</u>	<u>Part 4 of Team Name</u>
Youth Team	FAW FC Women's Youth	Club Name	Women's Youth			
Junior and/or Mini Teams	FAW FC U14 Girls	Club Name	Age Category using 'U' instead of 'Under'	Girls		
Junior and/or Mini Teams if club has several teams at same age group	FAW FC U14 Girls Reds	Club Name	Age Category using 'U' instead of 'Under'	Girls	Team Name to identify team at that age Category	



Adding Club Kits

FAW FC

ID: Date of foundation:

FIFA Id: Rank:

Status: **ACTIVE**

National ID:

Name: Stadium:

Long name: Notes:

Organisation:

Type:

Edit New club Search clubs Documents New user

[Contacts](#) [Teams](#) [Players](#) [Coaches](#) [Officials](#) **[Club kits](#)** [Matches](#) [Sanctions](#) [Users](#) [Additional info](#)

Add

Home kit Edit

Logo



Information on Coaches, Staff and Officials for the 2020/21 Season



Registering your coaches, staff and officials

- All coach, staff and officials registrations last for one season at a time. This ensures that the data is continually updated and also helps validate club licensing and club accreditation applications.
- On COMET, the 2019/20 season in Wales officially ended on 31st May 2020 – the system therefore automatically terminated all coach, staff and officials registrations on this date. This information was contained on all of the registration forms
- All coaches, staff and officials received an email on 1st June to inform them that their registration had expired.
- You therefore need to re-register all of your coaches, staff and officials for the 2020/21 season. You can start to do this from Monday June 22nd.
- **Please do not attempt to register your coaches before this date as we are still finalising processes including uploading the new insurance certificates onto the system**
- There is no charge to register your coaches, staff or officials.
- All coaches, staff and officials must be registered on COMET before the start of the 2020/21 season



What is the difference between the role of a coach, staff and official?

- Coach

A coach role assigns an individual to a specific team within a club. All coach registrations require FAW approval as some coaching roles require minimum qualifications and/or DBS licence

- Staff

A staff role assigns an individual into a role that covers an entire club. All staff registrations require FAW approval as some staff roles require minimum qualifications and/or DBS licence.

- Official

This is a role that can cover an entire club (e.g. secretary, treasurer). However, since these roles do not require any formal qualifications and/or DBS licence, the clubs are able to self-approve these registrations without requiring FAW approval

A full list of the different roles that sit under coach, staff and official are contained on the next screen and can also be found in our user guides on the COMET section of the FAW website



List of coach, staff and officials roles

Coaches	Staff	Officials	
Assistant Manager	Academy Administrator	Accreditation Officer	Fixture Secretary
Coach	Chartered Physiotherapist	Assistant Secretary	Other
First Aider	Coaching Co-ordinator	Chairperson	Parent Liaison Officer
Team Helper	Doctor	Chief Executive Officer	President
Team Manager	Finance officer	Club Volunteer	Referees Officer
First Team Manager	Footie Huddle Co-ordinator	COMET Champion	Secretary
First Team Assistant Manager	General manager	Commercial Officer	Steward
	Goalkeeper Coach	Committee Member	Supporter Liaison Officer
	Head of Coaching	Community Officer	Treasurer
	Head of Youth	Disability Access Officer	Volunteer Co-ordinator
	Kit and equipment manager	Disciplinary Officer	
	Media Officer		
	Medical Officer		
	Safeguarding Officer		
	Security Officer		
	Sports Therapist		



There is no limit to the number of different registrations one person can hold at the same time

- An individual can hold multiple registrations at the same time – and in any role – whether for the same or different clubs e.g. a person can register as a player, coach, referee and official with the same or different organisations all at the same time.
- Regardless as to how many different registrations a person has, they all need to be recorded under the same single COMET ID, even if some of the roles are performed at different clubs or organisations
- We recommend that a person is only registered in one official role (even if they perform multiple roles within your club).
- The only exception to the above would be if the individual has to register in multiple official roles in order to comply with club accreditation requirements.
- On every individual's registration page, you have the option to see what other roles that person may be registered as by using the **View As** box.
- Once you have selected the correct role that you want to register the person as, you can then proceed to register them in that role by clicking on **New registration**. If there is already an active registration in place, simply click the **New registration** button beneath this active registration to add another one.



Re-registering your Coaches, Staff and Officials for the 2020/21 Season

If they were registered on COMET for you in the 2019-20 Season



Search in the relevant section of COMET

- Coaches

Coaches and Staff – Search Coaches

- Staff

Coaches and Staff – Search Club Staff

- Officials

Clubs – Search Officials

Then just click search to bring up the full list of anyone ever registered in the role for your club on COMET



Select the person

- From the search results:
- Find the person and click on their name
- Check/update their mandatory fields
- Input their role
- Start the new registration



Upload qualifications once at Stage ENTERED

- Once you have started and moved the request to stage ENTERED:
- Go to the **Additional info tab** to add/update any coaching qualifications required
- For non-coaching qualifications in the Staff role – upload the proof of qualification in the same documents section as the registration form. But select the type as ‘other’ as opposed to registration form.



Upload copy of the signed registration form

- Due to the current situation, we recommend getting the individual to sign the form digitally (i.e. without printing it off) and to send back to your club – face-to-face contact should be avoided.
- Alternatively the individual can print off the form, sign it and then scan it back to the club via email, or take a photo of it to send via email.
- As a last resort, the individual could print off the form and return it in the post.



Don't forget to **SUBMIT** the signed registration form to the **FAW**

- Once you have entered the coaching qualifications (where applicable) and uploaded the signed copy of the registration form onto COMET, you **MUST** then submit this form via COMET. This will then move the status of the registration application from ENTERED to SUBMITTED.
- For Officials you would move it straight from ENTERED to CONFIRMED.
- For Coaches and Staff, the FAW coach registration team will then review and either CONFIRM the registration or reject it by moving the registration back to ENTERED (if the person doesn't meet the required criteria - the club would then get an email to explain the reasons for rejection).
- Once the registration has been CONFIRMED, the individual will immediately receive a confirmation email from the system containing their 2020/21 season Electronic ID card and a copy of their personal accident insurance cover.



Registering a new Coach, Staff and Official for your club

If they were NOT registered on COMET for you in the 2019-20 Season



Search in the relevant section of COMET

- For new individuals you will need to take your club and the organization out of the search criteria to be able to search the COMET database outside of your club.
- You must also have one of - the person's COMET ID, their Surname AND Date of birth, or their 6-digit number from the old FAW System (FSI Number).

- **Coaches**

Coaches and Staff – Search Coaches

- **Staff**

Coaches and Staff – Search Club Staff

- **Officials**

Clubs – Search Officials



Select or create the person

- From the search results if the person has a record on COMET:

- Find the person and click on their name
- Check/update their mandatory fields
- Input their role
- Start the new registration

- From the search results if the person doesn't have a record on COMET:

- Create a new record (PLEASE ONLY DO THIS IF YOU ARE SURE THE PERSON ISN'T ON COMET IN ANY ROLE AND CANNOT FIND THE PERSON ON COMET)
- Fill in all of the mandatory fields
- Input their role
- Start the new registration



Upload qualifications once at Stage ENTERED

- Once you have started and moved the request to stage ENTERED:
- Go to the **Additional info tab** to add/update any coaching qualifications required
- For non-coaching qualifications in the Staff role – upload the proof of qualification in the same documents section as the registration form. But select the type as ‘other’ as opposed to registration form.



Upload copy of the signed registration form

- Due to the current situation, we recommend getting the individual to sign the form digitally (i.e. without printing it off) and to scan back to your club – face-to-face contact should be avoided.
- Alternatively the individual can print off the form, sign it and then scan it back to the club.
- As a last resort, the individual could print off the form and return it in the post.



Don't forget to **SUBMIT** the signed registration form to the **FAW**

- Once you have entered the coaching qualifications (where applicable) and uploaded the signed copy of the registration form onto COMET, you **MUST** then submit this form via COMET. This will then move the status of the registration application from ENTERED to SUBMITTED.
- The FAW coach registration team will then review and either **CONFIRM** the registration or reject it by moving the registration back to ENTERED (if the person doesn't meet the required criteria - the club would then get an email to explain the reasons for rejection).
- Once the registration has been **CONFIRMED**, the individual will immediately receive a confirmation email from the system containing their 2020/21 season Electronic ID card and a copy of their personal accident insurance cover.



How to enter competitions on COMET and pay the entry fee

Adults/Youth/Academy and Girls competitions only!

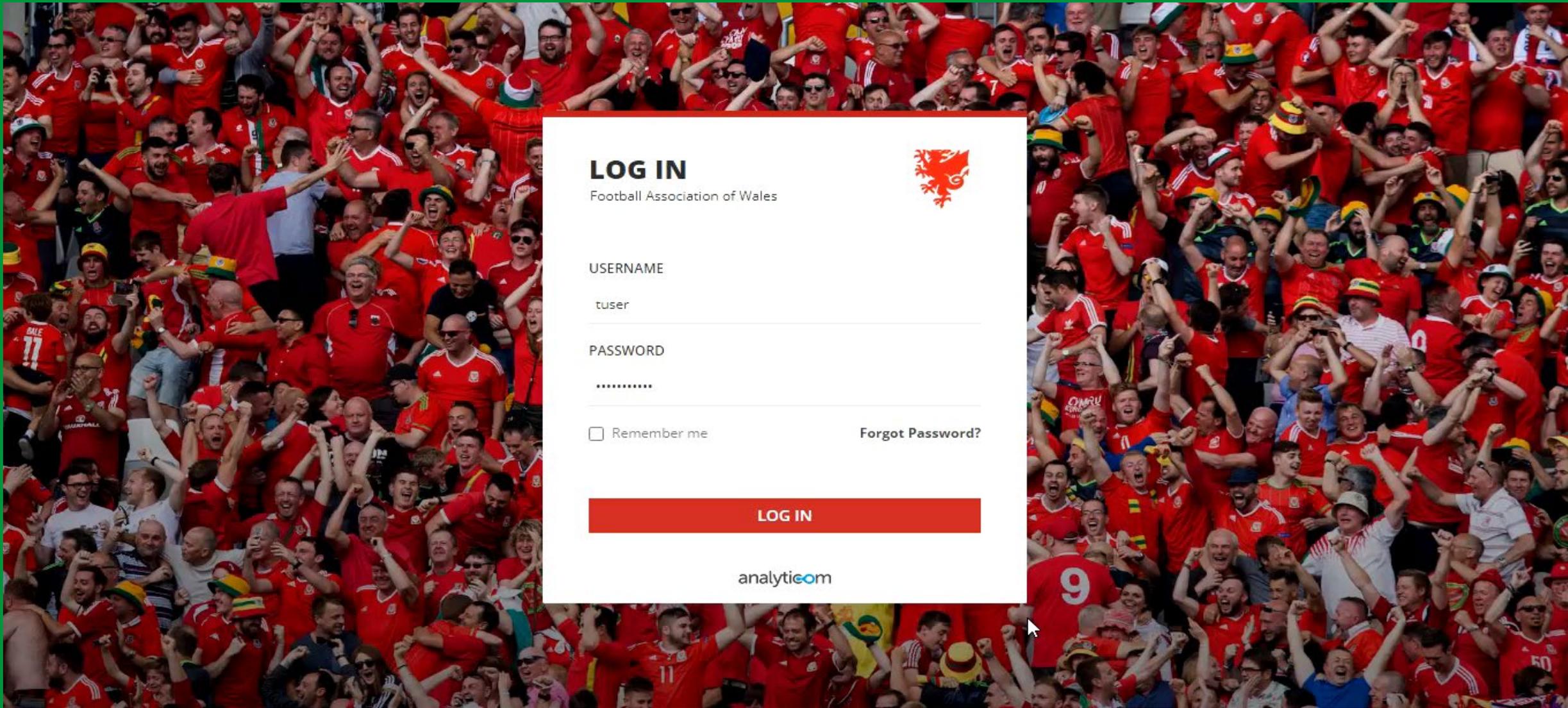
All grassroots junior football will only use COMET for Competition Management from the 2021/22 Season



Click on the link or access via MyComet

- The FAW will be creating payment links for all Competitions on COMET for the 20/21 season.
- You can then click on the relevant link, log-into COMET, and it will take you to the correct product page in MyCOMET to complete the entry and payment process.
- Alternatively you can go into MyComet menu via the main COMET page and then search for the relevant competition within the Products section.
- Please note that you must make sure you have added all of your teams under your COMET Club profile before you can enter into a competition.





LOG IN

Football Association of Wales



USERNAME

tuser

PASSWORD

Remember me

[Forgot Password?](#)

LOG IN

analyticom



When do Competitions go live on COMET?

- All FAW Cup Competitions must be paid by Tuesday June 30th:
- FAW Welsh Cup - <https://mycomet-faw.analyticom.de/en/my-comet/itemDetails/4617286>
- FAW Welsh Women's Cup - <https://mycomet-faw.analyticom.de/en/my-comet/itemDetails/4617295>
- FAW Amateur Trophy - <https://mycomet-faw.analyticom.de/en/my-comet/itemDetails/4617299>
- The FAW Youth Cup - <https://mycomet-faw.analyticom.de/en/my-comet/itemDetails/4617339>
- FAW Girls Cup - <https://mycomet-faw.analyticom.de/en/my-comet/itemDetails/4617344>
- All other League and cup competitions will be communicated in due course when ready to purchase on COMET.



Next Steps



- Check, and if applicable, update your club information on COMET
- Read the user guides and videos relating to process for registering your coaches, staff and officials ahead of the registration window opening on Monday June 22nd
- Understand how to enter competitions and pay the entry fees via COMET
- Being aware that Club Accreditation applications window opens on July 11th 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 will have until 31st August to terminate their registrations without incurring a charge for the 2020/21 season. Again, if the season starts late this date will be pushed back accordingly.
- 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.
- The FAW will advise you of the dates of the player registration window once confirmed



Future Training

Early July (dates tbc) – Phase 2

- Recap on player registration matters
- How to pay your affiliation fees
- Recap on the items covered during this first webinar

Mid to End of July (dates tbc) – Phase 3

- Competition management * which will consist of:
 - Submitting Team line-ups
 - Entering match events
 - Accessing competition management reports

* This only applies to clubs that will operate Adult, Youth, Academy and Girls' teams in 2020/21 season (Junior clubs will not use COMET Competition Management until 2021/22 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

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

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 on new FAW COMET Support Website:
- Help Ticket function on COMET
- Send an email to the relevant FAW dept:
 - registrations@faw.co.uk – Player registrations queries
 - coachregistrations@faw.co.uk – Coach, Staff and Officials registrations
 - cap@faw.co.uk – Club Accreditation programme queries
 - cometcomp@faw.co.uk – Queries regarding a competition on COMET
 - safeguarding@faw.co.uk – Safeguarding/DBS queries
 - discipline@faw.co.uk – Discipline related queries
 - cometsupport@faw.co.uk – general system issues
- Or you can call the COMET Helpdesk on (02920) 435 830 and ask to speak to the COMET Team or relevant department
- Please be aware that majority of FAW staff are currently furloughed and those that are working are doing so from home. We therefore recommend you raise a Help Ticket or send an email if you have any queries.



Thanks for Watching!



COMET Club Training – Phase 1

Diolch, thank you



1. Shamrock Rovers
2. West Ham United
3. Swansea City
4. Blackpool
5. LA Galaxy
6. Bow Street
7. Red Star Belgrade
8. Hearts
9. Manchester United
10. Paris Saint Germain

