



**FAW COMET Update
Area Associations
May 2020**

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Introduction

With the COMET System having now been live for nearly 12 months, we would like to take this opportunity to thank all clubs, referees, leagues and Area Associations for their excellent support and co-operation.

As with any new system, we will continue to review our processes and we will, whenever possible, always look to simplify and improve the system– as such, the COMET System will continue to evolve, year-by-year, season-by-season.

The overriding objective of the COMET System was to help modernise Welsh football – to simplify processes and to reduce the administration burden for all the volunteers that help to keep Welsh football running. We recognise and greatly appreciate, that in the system’s first year, you have all been required to undertake a number of tasks. The good news is that you can all now look forward to significantly reduced administration workloads from the start of the 2020-21 season, especially in relation to player registrations.

We are delighted with how the system has operated in its inaugural season - here are some COMET statistics for the 2019/20 season:

Number of clubs registered on COMET	955
Number of teams registered on COMET	3,819
Number of players registered on COMET	84,388
Number of coaches registered on COMET	6,735
Number of referees registered on COMET	913
Number of transactions paid electronically via COMET	104,965
Number of competitions recorded on COMET	53
Number of matches recorded on COMET	2,921
Number of different referees that have used COMET Competition Management	410
Number of goals (scorer and times) recorded on COMET	13,412
Number of yellow / red cards (individual and times) recorded on COMET	9,206
Number of substitutions (player details and times) recorded on COMET	12,633

At the present time, we cannot be certain as to when the 2020/21 season will start – however, we recognise that during this period of uncertainty, it’s important to communicate so that everyone has a detailed understanding of the proposed timelines and processes, hence the reason for this note.

Please note that all of the dates referred to in this document are based on a “normal” start to the 2020/21 season (i.e. Adult football starting in August and Junior football starting in September) and if the start of the 2020/21 season is delayed, the relevant dates referred to may be extended accordingly and we will communicate this information to you at the relevant time.

This document provides detailed information in relation to the proposed processes and timelines for the COMET System in relation to 2020/21 season. Please refer to the relevant section for further information.

Summary

- **Player registrations:**
 - **The player registration window dates for the 2020/21 season have yet to be finalised** and will be communicated as soon as possible. In the meantime, please note the points below.
 - All amateur players on COMET are now continuously registered with their current clubs, which means that if a player is planning to return to the same club for the 2020/21 season, **the club does not need to take any action**. However, there are two exceptions to this:
 - **players who turned 16 between 11th June 2019 and 31st August 2020** and who registered as a junior player on COMET for the 2019/20 season with their parent or guardian providing the legal consent; and
 - players that have been granted eligibility to play for a second club during the 2019/20 season – all eligibility registrations automatically expire on 31st May 2020.
 - Clubs will have until **31st August, 2020** to decide whether an existing player is going to return to their club for the 2020/21 season, without incurring a player registration charge for that player for the 2020/21 season – if the start of the 2020/21 season is delayed, this 31st August deadline date may be pushed back and we will communicate any date extension at the relevant time.
 - The player registration charges for the 2020/21 season are: Adults - £10; Minis / Juniors - £5 and they will need to be paid within **7 days** (not 31) of the player's registration date.
 - All player registration queries should be emailed to: registrations@faw.co.uk.

- **Club Accreditation Programme:**
 - The 2020/21 season Club Accreditation Programme (CAP) will now be submitted via COMET (the Excel workbooks are no longer being used).
 - Only the information recorded on COMET will be taken into consideration.
 - Clubs will be able to start compiling their 2020/21 season CAP applications via COMET from **11th July 2020**.
 - In advance of the CAP window opening, we will ensure that all clubs receive the necessary training material and video guides.

Webinars have already been delivered to clubs and Leagues, with recordings of the presentations alongside supporting resources, shared with all club and League secretaries. However, if you have not received the information please click on the links below:

[Club information](#) and [League information](#)

- The deadline for submitting a CAP application is **23rd August 2020** – those that submit a correct CAP application by **1st August 2020** will receive free training equipment for their club
- Clubs cannot compile their CAP application until they have registered ALL of their teams, coaches, staff, and officials. Clubs should therefore action this as soon as possible (registration window for coaches, staff and officials **opens on 22nd June 2020**)
- All Club Accreditation Programme queries should be emailed to cap@faw.co.uk

○ **Competition management:**

- All Adult, Youth, Academy and Girls football competitions will now be recorded on COMET for the 2020/21 season.

For clubs, this means that selecting and submitting team sheets and also recording the match events (goals, substitutes, yellow and red cards) will be done via COMET.

For referees, this means entering unavailability dates, accepting / rejecting match appointments and submitting match reports (including any misconduct information) will all be done via COMET.

- All of the information in respect of these competitions will be publicly accessible via a free COMET match day app.
- With the exception of Academy and Girls' football, Junior football will not be recorded on comet until the 2021/22 season and therefore the current processes adopted for these competitions will continue for 2020/21 season (i.e. handwritten team sheets, Clubs informing the competition organiser of the result immediately after final whistle, referee reporting discipline matters to the relevant Area).
- The FAW will work with all clubs, referees, and competition organisers to ensure that they receive the necessary training and support ahead of their competition being managed on COMET for 2020/21 season.

For all COMET Competition Management queries, please email cometcomp@faw.co.uk.

○ **Registration of coaches and staff:**

- All existing coach and staff registrations on COMET will automatically expire on 31st May 2020 and an email will be sent to all existing registered coaches and staff at this time.
- All coaches and staff - both existing and new - must register on COMET ahead of the start of the 2020/21 season – only those that register on COMET will be allowed to coach. There is no charge to register a coach or staff member and once registered, the individual is covered by FAW's Personal Accident Insurance scheme.
- The new coach / staff registration window for 2020/21 season will open on **22nd June 2020** and the FAW COMET Team will make contact with all Clubs over the next couple of weeks to provide the training material (user guides and videos) and to invite them to attend an online training course which will be **held during w/c 15th June 2020**.
- Clubs must register their **ALL** of their coaches and staff on COMET **before** they can start to compile their 2020/21 season Club Accreditation Programme application.
- All coach and staff registration queries should be emailed to coachregistrations@faw.co.uk

- **Registration of Club, League and Area Association officials:**
 - All existing officials registrations on COMET will automatically expire on 31st May 2020 and an email will be sent to all existing registered officials at this time.
 - Any official that holds a role in either a Club, League or Area Association, **must register** on COMET prior to the start of the 2020/21 season. There is no charge to register and once registered, the individual is covered by the FAW's Personal Accident Insurance scheme.
 - Only those that register on COMET will be provided with continued access to the COMET System for the 2020/21 season
 - The new officials registration window will open on **22nd June 2020** and the FAW COMET Team will make contact with all Clubs/Leagues/Area Associations over the next couple of weeks to provide the training material (user guides and videos) and to invite them to attend an online training course which will be **held during w/c 15th June 2020**.
 - Clubs must register **ALL** of their officials **before** they can start to compile their 2020/21 season Club Accreditation Programme application.
 - All officials registration queries should be emailed to coachregistrations@faw.co.uk
- **Registration of match officials:**
 - All existing referee registrations on COMET will automatically expire on 31st May 2020 and an email will be sent to all existing registered referees at this time.
 - All referees must register on COMET prior to the start of the 2020/21 season and only registered referees will be appointed to matches in 2020/21 season
 - The new referee registration window opens on **22nd June 2020** and the FAW COMET Team will make contact with all referees over the next couple of weeks to provide the training material (user guides and videos) and to invite them to attend an online training course which will be **held during w/c 15th June 2020**.
 - It will cost a referee £20 to re-register if he/she registers on COMET for the 2020/21 season **by no later than 31st July 2020** – thereafter the cost increases to £30.
 - It is now mandatory for the referee's Next of Kin details to also be entered on his/her record and this will need to be done prior to the referee re-registering.
 - All referee registration queries should be emailed to refereesregistration@faw.co.uk
- **Payments to be made via COMET in relation to the 2020/21 season:**
 - 105,000 transactions have been paid via COMET (using PayPal) during the 2019/20 season;
 - Clubs, Leagues, Area Associations, and referees will be required to make a number of payments via COMET for the 2020/21 season and **ALL** payments must be made in accordance with the COMET Rules and Regulations.
 - For all finance queries, please email finance@faw.co.uk

- **Training and Support:**
 - For each process that needs to be performed on COMET, the FAW will produce a specific user guide and video. These will be accessed via a dedicated section on the FAW's website.
 - We will also hold specific online training sessions for Clubs, Leagues, Area Associations, and referees. These training sessions will also be recorded and will be accessible on the FAW's website.
- **Unpaid player registration fees and disciplinary fines:**
 - As per FAW Rules and Regulations, all fees (player registrations) and fines (disciplinary sanctions) must be paid by the stipulated due date.
 - As of 18th May, 98% of all amounts due have been paid. In respect of the 2% that remains outstanding:
 - These players (and coaches) are not eligible to play in any future match until such time as the debt has been paid; and
 - The players will be blocked from transferring clubs until their outstanding debts have been paid.
 - The FAW pays each league a £2 per player registration fee rebate. The final instalment in respect of the 2019/20 season will be paid to each league **by no later than 30th June 2020**.
- **Signatures on registration forms:**
 - For legal reasons, all registration forms will continue to require the signature of the person being registered – this can either be a physical signature or a digital signature.
 - In order to comply with social distancing, we recommend that forms are, wherever possible, signed digitally and that face-to-face meetings are avoided

1. Player registrations

- **The player registration window dates for the 2020/21 season have yet to be finalised** and will be communicated as soon as possible.
- All amateur players on COMET are now continuously registered (i.e. if you look on an amateur player's registration details, you will note that there is no expiry date).

For clubs, this means that for each of their current registered players who intend to play for their club again next season, **THEY DON'T NEED TO DO ANYTHING** as these players will remain registered with their club for the start of next season.

- There are however, two exceptions to the above:

- All players on COMET that turned 16 between **11th June 2019 and 31st August 2020** and who registered as junior players (i.e. they were 15 at the time of registration) with their parent/guardian signing the registration form and providing the legal consent.
- As indicated during the player registration training last Summer, all of these player registrations will now be terminated on COMET as of **31st May 2020** and an email will be sent to all affected players at this time.

These players will need to re-register as adults on COMET (even if they want to stay with the same club) for the 2020/21 season and in doing so will be required to sign the registration form in their own name and provide their own email address; and

- Players that have been granted eligibility to play for a second club, namely:
 - main registration with an Adult Club / **Eligibility registration with a Youth Club**; or
 - main registration with an Academy Club / **Eligibility registration with a Junior Club**.

will have their Eligibility registrations cancelled on 31st May 2020.

- As detailed last year, there is an annual player registration charge which is **£10 adults** and **£5 juniors**. Similar to 2019/20 season, the player registration fee includes the following:
 - Registration for the 2020/21 season with that specific Club (an additional charge will apply if the player transfers to another Club in Wales);
 - Personal Accident Insurance for the season (covers the player in training, in matches and in travelling to and from training and matches);
 - £2 per player fee paid by FAW back to the relevant league;
 - Opportunity to win prizes for themselves and / or their club via participation in a monthly prize draw (annual prize pot of £36,000); and
 - Contribution towards the free insurance cover provided to all coaches, staff, and club/league/Area Association officials.

- The FAW is a not-for-profit organisation and all of the player registration fees are reinvested back into Welsh football and are not used to cover the cost of the COMET System

A detailed breakdown of how the player registration fees are used by the FAW can be seen below:

Based on Player Registration Early Bird price (relates to 2019/20 season only)

	Adult player registration	Junior player registration
	£	£
Gross fee	5.00	2.50
Less VAT	-0.83	-0.42
Net income	4.17	2.08
<i>Contracted payments:</i>		
Personal accident insurance cover (per player cost previously paid by Clubs)	-5.00	-1.57
Amount to be re-distributed back to leagues (per player cost)	-2.00	-2.00
Contribution towards free insurance for coaches and officials	-0.24	-0.24
Contribution towards monthly prize draws	-0.42	-0.42
Sub-total	-3.49	-2.15

Based on Player Registration full price (relates to 2020/21 season onwards)

	Adult player registration	Junior player registration
	£	£
Gross fee	10.00	5.00
Less VAT	-1.67	-0.83
Net income	8.33	4.17
<i>Contracted payments:</i>		
Personal accident insurance cover (per player cost previously paid by Clubs)	-5.00	-1.57
Amount to be re-distributed back to leagues (per player cost)	-2.00	-2.00
Contribution towards free insurance for coaches and officials	-0.24	-0.24
Contribution towards monthly prize draws	-0.42	-0.42
Sub-total	0.67	-0.06

- For the 2020/21 season, as soon as the player's registration is confirmed on COMET, the relevant charge will automatically appear within the relevant Club's MyComet account and clubs will have **7 days** to make the payment.
- We are aware that one of the unintended challenges posed by the introduction of Continuous Registration period for amateur players is that Clubs could end up being automatically charged 2020/21 season registration fees for players that whilst currently being registered to their club, may subsequently decide to not to return to that Club for 2020/21 season.

The current COVID-19 situation creates further complications in this regard and we therefore recognise that clubs may not know until much later than normal, which of their current registered players are planning to return to their club for the 2020/21 season.

Therefore, for the players who are currently registered with a club, clubs will have until **midnight on 31st August 2020** (if the start of the 2020/21 season is delayed, this date may be extended), to decide whether the player is going to return to their club without incurring a player registration charge for the 2020/21 season.

If the player will be returning to the same club next season, then no action is required by either the Club or the player and the player's registration fee for the 2020/21 season will be automatically triggered on **1st September 2020 and you will have until 7th September 2020 to pay the fee** (if the start of the 2020/21 season is delayed, this date may be extended).

However, if the player is not going to return, then the club will need to terminate the player's registration on COMET (the process is very easy to action and takes seconds to complete) **prior to midnight on 31st August** to avoid incurring a player registration charge for that player for the 2020/21 season.

- Finally, should you have any queries in relation to any player registration matters, please email registrations@faw.co.uk.

2. Club Accreditation Programme (CAP)

- For the 2020/21 season, the CAP will now be managed entirely on COMET – this means that there is no need for Clubs to continue to complete and submit the time consuming Excel workbooks.

Instead, Clubs will now compile and submit their CAP applications via COMET. Completing the application requires little work since it can be quickly created at a click of a button – in summary, the application is automatically created based on the information recorded for a Club on the COMET System.

- It is important to note that a club’s accreditation application will only be based on the information that is recorded on the COMET System - we will not take into consideration details of any teams, coaches or officials not registered on COMET.
- **Please note the above therefore requires Clubs to register ALL of their teams, officials, and coaches on COMET before starting a CAP application. For these reasons, we will not open the Club Accreditation Programme application window before 11th July (assuming normal 2020/21 season start date) – this gives clubs time to get their teams, coaches and officials registered on COMET.**
- At this point in time, the proposed Club Accreditation Programme timetable is therefore as follows:

	Scenario A - normal season start	Scenario B- start delayed by 1 month	Scenario C- start delayed by 2 months
Distribution of user guides and videos		w/c 08/06/2020	
Coach, staff and officials registration webinar		w/c 15/06/2020	
Start of 2020/21 season registration process - coaches, staff and officials		22/06/2020	
Opening of Club Accreditation Programme COMET applications	11/07/2020	08/08/2020	12/09/2020
Deadline for submission of CAP applications for incentive	01/08/2020	29/08/2020	03/10/2020
Deadline for submission of CAP applications	23/08/2020	12/09/2020	17/10/2020
Club Accreditation process complete and gradings notified	29/08/2020	26/09/2020	31/10/2020
Junior football 2020/21 season start	05/09/2020	03/10/2020	07/11/2020

Therefore, based on a normal start to the 2020/21 season, the 2020/21 season CAP application window will open on **11th July 2020** and the deadline for submitting an application is **23rd August 2020** (if there is any change to these dates, we will let you know – the above table indicates the potential date changes in the event of a delayed start to the 2020/21 season).

- In advance of the CAP window opening, we will ensure that all clubs receive the necessary training material and video guides. Webinars have been delivered to clubs and leagues over the past 3 weeks, with recordings of the presentations alongside supporting resources shared with all club and league secretaries.

However, if you have not received the information please click on the links below:

[Club information](#) and [League information](#)

- All clubs that successfully submit their 2020/21 season CAP application by **1st August** (based on Scenario A above – later dates would apply under Scenarios B and C) will receive free training equipment – the value of the training equipment will be tiered so that increased amounts of equipment will be provided to the Clubs that obtain the highest Club Accreditation gradings.
- Finally, should you have any queries in relation to the 2020/21 season CAP, please email cap@faw.co.uk

3. Competition Management

- For the 2020/21 season all Adult, Youth, Academy and Girls football competitions (including their relevant Area Association cups) will now be recorded on COMET.
- The FAW will work with all clubs, referees, and competition organisers to ensure that they receive the necessary training and support ahead of their competition being managed on COMET for 2020/21 season.
- In total, there will be over 300 different competitions using COMET for 2020/21 season and these competitions have already been set up by the FAW COMET team.
- This means that for the competitions recorded on COMET:
 - Clubs will need to select and submit their team sheets electronically and will also be required to record the match events (goal scorers, substitutions and yellow/red cards) all via COMET– there is no longer any need for clubs to hand write team sheets or inform the competition organiser of the result post-match; and
 - Referees will need to enter their availability/unavailability dates, accept/reject their match appointments, and submit the match reports (including any misconduct information) all via COMET. In the absence of a referee, either the home team or the competition organiser can confirm the match result on COMET
- During the 2019/20 season, around 3,000 matches were recorded on COMET and these matches generated a total of 35,000 match events (goal scorers, substitutions, yellow and red cards) which were entered onto COMET either during each match or immediately after its conclusion.

We are aware that club officials may have limited resources and therefore may have difficulty in finding time to record this information whilst the match is taking place. Whilst clubs will have the ability to record the match events on COMET within 30 minutes after the game has been played, if possible, we would encourage clubs to set up additional COMET user access so that they have resources to assist with this process on match day.

The process of recording a match event takes just a few seconds and Clubs will be provided with detailed training in advance of the 2020/21 season start.

- We will also launch a COMET public match day app ahead of the start of the 2020/21 season, which will mean that all of the match events relating to games recorded on COMET will be freely accessible to the public. It will allow the public to:
 - view real time scores for every match in Wales;
 - select their favourite competition / team / player / coach;
 - receive real time notifications whenever their favourite team and / or player has scored (benefits of recording the match events in real-time mode); and
 - access league tables, goal scorers charts, form tables, club, player, and referee statistics in real-time mode.
- Please note that with the exception of Academy and Girls competitions, all Junior competitions will only be recorded on COMET from the start of the 2021/22 season and therefore for 2020/21 season, these competitions will continue to be managed in the same way as they have been done for 2019/20 season.
- Finally, should you have any queries in relation to competition management matters on COMET, please email cometcomp@faw.co.uk.

4. Registration of coaches and staff

- It is compulsory for **ALL** coaches/staff to register on COMET – there is no charge for a coach to register and once registered, the coach is then covered by the FAW’s Personal Accident Insurance Scheme
- Please note the following in relation to the 2020/21 season:
 - o An individual will not be permitted to coach any team within Welsh football during the 2020/21 season unless they have registered as a coach on COMET.
 - o Clubs will only be able to select registered coaches to their team sheets for matches on COMET for 2020/21 season and a team sheet cannot be submitted via COMET unless at least one person is registered as the team’s coach/manager; and
 - o Finally, and as referred to in Section 3, the 2020/21 season CAP application will only be based on the coaches / staff that have been registered on COMET for the 2020/21 season.

- o There are currently 6,735 coaches registered on COMET. Their registrations will all expire on 31st May 2020 and an email will be sent to all existing registered coaches and staff at this time.

Clubs will need to renew these registrations for the 2020/21 season when the registration window opens on **22nd June 2020**. **Clubs have been asked not to start the registration process before this date.**

- We know that there are a large number of active coaches that did not register on COMET for the 2019/20 season and Clubs will therefore need to ensure that these individuals are also registered on COMET as soon as possible once the window opens on 22nd June 2020.
- To assist clubs with the coach registration process:
 - o In advance of the coach registration window opening on 22nd June, the FAW will distribute training guides and videos to remind clubs of the process that they need to follow. We will also hold a webinar to remind clubs of the registration process – this will take place **during w/c 15th June**.
 - o We will also have a COMET help desk that will answer any queries Clubs may have; and
 - o We have extended the coaching qualification expiry dates of the following qualifications:
 - FAW Football Leaders Award
 - FAW Goalkeepers Award
 - FAW First Aid Award
 - FAW Safeguarding Award
 - FAW C Certificate
 - FAW C Certificate Coaching Goalkeepers
 - FAW B Licence Coaching Goalkeepers

- o In respect of the above named qualifications only, the current and new expiry dates are as follows:

Current coach qualification expiry date	New coach qualification expiry date	Extended by
31 st December 2020	31 st May 2022	17 months
31 st December 2021	31 st May 2022	5 months
31 st December 2022	31 st May 2023	5 months
31 st December 2023	31 st May 2024	5 months

- o The qualification end dates on FAW Courses and FAW COMET will be automatically extended and the relevant individual will be notified and receive an updated coaching certificate to reflect the new date.
- Should you have any queries in relation to the registration of coaches and staff, please email coachregistrations@faw.co.uk

5. Registration of Club, League and Area Association officials

- It is compulsory for **ALL** club, League and Area Association officials to register on COMET – there is no charge for an official to register and once registered, the official is then covered by the FAW's Personal Accident Insurance Scheme
- The total number of organisations (clubs, Leagues and Areas) in Welsh football totals over 1,000 yet only 2,045 registered officials on COMET for the 2019/20 season (average of 2 per organisation which is low)
- Please note the following in relation to the 2020/21 season:
 - Any official involved with a club, League or Area Association, **must** register on COMET ahead of the start of the 2020/21 season;
 - Individuals will only be allowed to continue to have user access to the COMET System if they have also registered on COMET for the 2020/21 season; and
 - Finally, the 2020/21 season CAP application will only be based on the officials that are registered on COMET for the 2020/21 season.
- All existing officials registered on COMET will have a registration expiry date of 31st May 2020 and an email will be sent to all existing registered officials at this time.

Clubs, Leagues and Areas will therefore need to renew these registrations when the registration window opens on **22nd June 2020**. Clubs, Leagues and Areas will also have to register all those officials who did not register on COMET for the 2019/20 season.

Clubs, Leagues and Areas must not start to register their officials before 22nd June 2020.

- To assist clubs, Leagues and Areas with the registration of their officials:
 - In advance of the officials registration window opening on **22nd June**, the FAW will distribute training guides and videos to remind clubs, leagues, and Areas of the process that they need to follow. We will also hold a webinar to remind clubs/leagues/Area Associations of the registration process – **this will be held during w/c 15th June 2020** ; and
 - We will also have a COMET help desk that will answer any queries you may have.
- Finally, for any queries relating to registration of club, League or Area Association officials, please email coachregistrations@faw.co.uk

6. Registration of match officials

- Once a referee has registered on COMET, then he/she is covered by the FAW's Personal Accident Insurance scheme. Please note that a referee will not be permitted to officiate in any match during the 2020/21 season unless he / she has registered on COMET
- There are currently 913 referees registered on COMET and these registrations will terminate on 31st May 2020. At this time, all current registered referees will receive an email to inform them that their registration has expired.
- The referee registration process for the 2020/21 season will open on **22nd June 2020** and in advance of this date, the FAW will contact all referees to advise them of the process they need to follow in order to register.
- The registration fee for the 2020/21 season will be £30 which will be **reduced to £20 if the re-registration is completed by no later than 31st July 2020.**
- In advance of this date, the FAW will distribute training guides and videos to remind referees of the process they need to follow. We will also hold a webinar to remind referees of the registration process.
- All referees are also now required to enter the contact details of their Next of Kin. Please click on the links below to access the user guide and video explaining how you do this.

[User guide - adding and updating personal information](#) and [Video - adding and updating personal information](#)

- The FAW will provide all Leagues and Area Associations with details of the referees who hold valid DBS Licenses; and
- Finally, for all queries relating to referee registration, please email refereesregistration@faw.co.uk

7. Registering your different teams

- On COMET, a Club consists of a number of different teams and there is no limit on the number of different teams a club can register.
- All Clubs must register **ALL** of their different teams on COMET.
- Currently there are 3,819 teams registered on COMET which based on the number of clubs works out an average of 4 teams registered per club which is on the low side.
- There are three reasons why Clubs must register all of their teams:
 - o For competitions recorded on COMET, clubs will need to enter the competition and pay the relevant entry fee via COMET. In doing so, clubs will firstly need to select which of their registered teams they want to enter in each of the different competitions e.g. enter their first team into a senior competition; enter their reserve team into a reserves competition; enter their youth team into youth competition and so on...
 - o Once a team has been entered into a competition, the relevant club can select the team line-ups (players that will start the game, substitutes, and team officials); and
 - o As part of the 2020/21 season CAP application, Clubs must provide details of their registered teams and as has been referred to in this document, we will only take into account the teams that have been registered on COMET.
- All Club should now start to register their different teams. Please click on the links below to access the user guide and video explaining how you do this.

[User guide - how to register your teams](#) and [Video - how to register your teams](#)

Please note that the FAW COMET Team have already started to register some of your teams using the correct team name format.

Please do not amend these details as the team name needs to be in this format for the competition management module to work correctly. The correct name formats to use when registering your teams is shown below:

Club Name:	FAW FC				
Senior Male or Female only Clubs	Team Name on COMET	Part 1 of Team Name	Part 2 of Team Name		
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	Team Name on COMET	Part 1 of Team Name	Part 2 of Team Name		
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	Team Name on COMET	Part 1 of Team Name	Part 2 of Team Name	Part 3 of Team Name	
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	Team Name on COMET	Part 1 of Team Name	Part 2 of Team Name	Part 3 of Team Name	Part 4 of Team Name
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

8. Payments to be made via COMET in relation to the 2020/21 season

- There have been 105,000 transactions paid via COMET for the 2019/20 season and we are very grateful to you all for your assistance. Making payments via COMET reduces the administrative burden for clubs, leagues, Areas and FAW.
- For the 2020/21 season, please note the following:
 - Player registration fees:
 - Similar to 2019/20 season, all player registration and transfer fees will need to be paid via COMET;
 - The registration and transfer fees for the 2020/21 season are £10 – Adults; £5 – Juniors
Due to the difficulties encountered in collecting payments on time, clubs will now have **7 days** (instead of 31) from the date of the player's registration to make payment. Failure to do so will automatically make the player ineligible for selection; and
 - For the players that will remain registered with your club for next season, clubs will have until **7th September** to make the registration payment. Thereafter, the player will automatically be made ineligible for selection.
 - Disciplinary fines:
 - For matches that take place on COMET during 2020/21 season, as soon as the match report has been submitted electronically by the referee, the following information is automatically updated on COMET;
 - The match result;
 - The league table;
 - The goal scoring records;
 - Player, coach, and team statistics (minutes played, goals scored, games won/lost; yellow and red cards); and
 - Disciplinary fines appear in the relevant Club's MyComet account
 - All disciplinary fines relating to Adult, Youth, Women's, and Girls' matches recorded on COMET for 2020/21 season (including fines issued to clubs by Leagues for breaching their rules) will need to be paid via COMET within **31 days** of the offence date.

Failure to do so will automatically make the player ineligible for selection. Payments can be made quickly via COMET and PayPal.
- Please note that disciplinary fines relating to all other junior matches will continue to be paid in the same way as present i.e. not via COMET and will need to be paid to the relevant Area Association.

- Competition entry fees:

- The competition entry fees for all Adult, Youth, Women's, and Girls' competitions recorded on COMET will need to be paid via COMET.
- To simplify the process, clubs and Leagues will be provided with the relevant short-cut links for their various competitions, and by clicking on these, it will then take the user to the correct product to purchase.
- There will be no need for any forms to be completed. The entire process will be done quickly on COMET.
- We will forward details of the 2020/21 season competition entry fees and payment deadline dates to all Clubs in due course. **The deadline dates will be set following consultation with the competition organisers.**

However, please note that late payment will incur an additional charge, and in some cases, will result in the team being denied entry into the competition.

- Please note that entry fees for all junior football competitions (apart from Girls' competitions) will not be paid via COMET for the 2020/21 season and Clubs should speak to their Leagues and Area Associations to find out how these entry fees will need to be paid.

- Affiliation fees:

- All affiliation fees (payable by clubs, Leagues and Area Associations) will need to be paid via COMET.
- To simplify the process, clubs, Leagues and Area Associations will be provided with the relevant short-cut links for the different Affiliation products, and by clicking on these, it will then take the user to the correct product to purchase.
- Any additional information required as part of your affiliation (e.g. financial statements) can also be uploaded via the Club or League's profile on COMET.
- We will forward details of the 2020/21 season affiliation fees and payment deadline dates in due course.

However please note that late payment will incur an additional charge, and affiliation fees must be paid before the start of the season. Until the relevant affiliation fee has been paid, a Club **will not be sanctioned** to play any friendly matches.

- User guides and videos will be provided showing how the different fees are to be paid via COMET. We will also hold a webinar in relation to this.
- Finally, for any COMET payment query, please email finance@faw.co.uk.

9. Training and Support

- Prior to the COVID-19 pandemic, it was our intention to train Clubs, Leagues, Area Associations and Referees via a series of face-to-face training sessions – this approach worked well last Summer.
- However, due to the social distance restrictions currently imposed by the Welsh Government, we have had to amend our training programme accordingly so that it will now consist of the following:
 - For each action that needs to be performed on COMET, the FAW will provide a specific user guide and accompanying video. These short and easy to follow guides will set out the step-by-step process that needs to be followed.
 - We will also arrange a series of webinars (online training workshops) for clubs, Leagues, Areas, and referees. **The first webinars will be held during w/c 15th June.**
 - We will have a dedicated section on the FAW's website where system users will be able to access the guides and webinar recordings that they need;
 - We will operate a COMET Help Desk where system experts will be on hand to answer any questions that you may have; and
 - When things return to normality, we will arrange face-to-face “drop in clinics” around Wales where system users will be able to obtain expert advice on what they need to do. We will operate these for however long as is required.
 - Finally, if you have any queries in relation to system access, please email cometsupport@faw.co.uk

10. Unpaid player registration fees and disciplinary fines

- As referred to in Section 8, there have been 105,000 transactions paid electronically via COMET during 2019/20 season and the FAW would like to thank everyone for their assistance with this matter.
- As contained in the FAW's Rules and Regulations, all fees and fines need to be paid by the relevant due date
- As of 18th May, 98% of all amounts due have been paid:

	No. of paid transactions	No. of outstanding (and overdue) transactions	Total no. of transactions
Player registration fees	93,536 (98%)	2,010 (2%)	95,546
Disciplinary fines	9,129 (96%)	386 (4%)	9,515
Total	102,665 (98%)	2,396 (2%)	105,061

- Please note that the players (or coaches) relating to the above unpaid transactions will not be able to be selected to play in any future match or transfer to another club until such time as their outstanding amount has been paid. All affected players (or coaches) and their clubs have been informed via email.
- For every player registered on COMET where the player registration fee has been paid to the FAW, the FAW will pay £2 back to the relevant league. The amounts due to each league will be paid via three instalments:
 - o Instalment 1 - paid in November 2019 in respect of player registration fees paid by Clubs to FAW during period 11th June 2019 and 30th September 2019
 - o Instalment 2 - paid in January 2020 in respect of player registration fees paid by Clubs to FAW during period 1st October 2019 and 30th November 2019
 - o Instalment 3 - to be paid by **30th June 2020** in respect of player registration fees paid by Clubs to FAW since 1st Dec 2019
- Now that the 2019/20 season has now ended, we will calculate the amount due to each league and will pay the relevant amount by no **later than 30th June 2020**.

11. Signatures on registration forms

- For legal reasons, we will continue to require the relevant person's signature on all registration forms.
- However, mindful of the need to maintain social distancing and comply with the latest government's instructions in relation to COVID-19, we would like to highlight that hand delivering signed forms should not be the recommended course of action
- Instead, we would like to take this opportunity to remind everyone of the different options that are available in relation to signing registration forms on COMET, namely:
 - Individual receives copy of the registration form via email, opens the email attachment, digitally signs the form using a smart phone app and then emails the signed form back to his/her club, League or Area Association (**MOST RECOMMENDED OPTION**)
 - Individual receives copy of the registration form via email, opens the email attachment, prints off the form, signs it by hand, scans the document and then emails it back to his/her club, League or Area Association
 - Individual receives copy of the registration form via email, opens the email attachment, prints off the registration form, signs it by hand and then posts it back to his/her club, League or Area Association (**LEAST RECOMMEND OPTION**).
- User guides and videos will be provided to explain how forms can be digitally signed.

FAQ's

1. When will the player registration window open for the 2020/21 season ?

Due to the COVID-19 pandemic, the 2020/21 player registration window dates have yet to be confirmed and all Clubs, Leagues and Areas will be informed as soon as a decision has been made.

2. Does my club need to re-register its current players for the 2020/21 season ?

All amateur players that are currently registered on COMET will remain registered to the same club until such time as their club terminates their registration. Therefore if you have a player that will be returning to your club for the 2020/21 season you do not need to do anything.

There are however two exceptions to the above:

- The registration of all players that registered on COMET when they were 15 but have since or will turn 16 before 31st August 2020 will terminate on 31st May 2020. These players will need to re-register as adults and sign the new registration form in their own name (previously their parents/guardians provided the legal consent).
- The registrations of players that were granted Eligibility to play for a second club will terminate on 31st May 2020.

3. I do not know which of my current players will return for the 2020/21 season. Will my Club be charged for players that may not be returning ?

In respect of all players that are currently registered with your club on COMET, you will have until **midnight on 31st August 2020** to decide whether the player is going to return to your club for the 2020/21 season.

If the player is going to return, no further action is required by your club and the player's registration for the 2020/21 season will be re-activated on **1st September 2020** and you will have until **7th September 2020** to pay the player registration fee.

If however the player is not going to be returning to your club, you will have until **midnight on 31st August 2020 to terminate the player's registration** on COMET without your club incurring a player registration charge for this player for the 2020/21 season.

Please note that the above dates may be extended depending on when the 2020/21 season is able to start.

4. How much are the player registration fees for the 2020/21 season ?

The registration fees are £10 for adult players and £5 for juniors and mini players.

5. When does a coach registration on COMET expire ?

All existing coach registrations on COMET expire on 31st May 2020 and they will all need to renew their registrations for the 2020/21 season.

6. *When can I start registering my coaches for the 2020/21 season ?*

ALL coaches in Wales must register on COMET ahead of the start of the 2020/21 season and the coach registration window will open on **Monday 22nd June 2020**.

Once registered, a coach's registration for the 2020/21 season will expire on 31st May 2021 or if the coach requires a DBS Licence, it will expire upon the date when the coach's DBS Licence expires, if earlier.

Please do not attempt to register your coaches before 22nd June 2020.

7. *Is there a cost to register a coach ?*

No – coach registration is free of charge and once registered, the coach is covered by the FAW's Personal Accident Insurance scheme.

8. *What happens if a coach does not register on COMET ?*

An individual will not be permitted to coach any team unless he/she has firstly registered on COMET.

In addition, the details of any coaches that do not register on COMET will be excluded from the Club Accreditation application.

9. *I am registered as a Club official on COMET. When does my registration end ?*

The registrations of all Club, League and Area Association officials on COMET will expire on 31st May 2020 and all existing officials will need to re-register for the 2020/21 season.

10. *When can I start to register my club officials for the 2020/21 season ?*

ALL Club, League and Area Association officials in Wales must register on COMET ahead of the start of the 2020/21 season and the registration window will open on Monday 22nd June 2020.

11. *Is there a cost to register an official ?*

No – officials registration is free of charge and once registered, the Club, League or Area Association official is covered by the FAW's Personal Accident Insurance scheme.

12. *What happens if an official does not register on COMET ?*

The official will not be given access to the COMET System until such time as he/she has registered on COMET.

In addition, the details of any officials that do not register on COMET will be excluded from the Club Accreditation application.

13. *When does a match officials registration on COMET expire ?*

The registrations of all match officials on COMET will expire on 31st May 2020 and all existing match officials will need to re-register for the 2020/21 season.

14. When can a referee register for the 2020/21 season ?

ALL match officials in Wales must register on COMET ahead of the start of the 2020/21 season and the match officials registration window will open on **Monday 22nd June 2020**. Prior to this date, all referees will be provided with information explaining the process they need to follow in order to re-register.

15. How much does it cost for a referee to register ?

£20 if the registration is actioned by no later than **31st July 2020**, rising to £30 thereafter.

16. What happens if a referee does not register ?

Only registered referees can be appointed to matches in Welsh football.

17. Will I need to complete my 2020/21 season Club Accreditation Programme application using the existing Excel workbooks ?

No, the Excel workbooks are no longer required.

Instead, the 2020/21 season Club Accreditation Programme will be managed via COMET and you will compile and submit your application using the data recorded for your club on the COMET System

18. When can I start submitting my Club Accreditation Programme application and when is the deadline ?

The Club Accreditation Programme on COMET will open on 11th July and the deadline for submitting applications is 23rd August – if this deadline is pushed back, we will let all clubs know.

19. My club operates Adult, youth, girls', and junior football teams - which of my club's matches will be on COMET for the 2020/21 season ?

ALL Adult, Youth, Academy and Girls' football matches will be recorded on COMET for the 2020/21 season. This means that for these matches, clubs will need to:

- Enter their team and pay the entry fee via COMET;
- Select and submit their team sheets via COMET;
- Record the match events (goals, yellow/red cards, substitutes) via COMET; and
- Pay the disciplinary fines via COMET

With the exception of Academy and Girls' football, junior football will not be recorded on COMET until the 2021/22 season.

20. My club has some players whose player registration fees and/or disciplinary fines remain outstanding. What happens if my club does not pay the outstanding amounts ?

A player (and /or coach) with an unpaid registration fee and/or disciplinary fine will

- Not be eligible to play in any football match until such time as the debt(s) have been paid;
- Nor will they be able to transfer to another club.

98% of all payments have been made by the Clubs and the remaining 2% needs to be paid in accordance with the FAW's Rules and Regulations.

21. All registration forms require a signature and then need to be uploaded onto COMET – given the current social distancing requirements, how can we do this safely ?

The COMET System provides many different signature options including the ability for an individual to digitally sign a registration form and email this back to his/her club without the need for printing or scanning any documents.

The FAW will provide all Clubs, Leagues and Area Associations with a user guide and video to explain the different ways in which forms can be signed and these should then be shared with their players, coaches, and officials.

22. Last year, the FAW COMET Team travelled around Wales and held a number of face-to-face training sessions and meetings with Clubs, Leagues, Area Associations, and referees. How do you plan to deliver the training ahead of the 2020/21 season given the social distancing requirements imposed by the Welsh Government ?

For every process that needs to be performed on COMET, the FAW COMET Team will produce a written user guide and an accompanying video. These will be stored on the FAW website and can easily be accessed by Clubs, Leagues, Area Associations and Referees.

We will also organise online training sessions for Clubs, Leagues, Area Associations and Referees and these sessions will also be recorded on stored on FAW website.

Finally, the FAW will operate a help desk (phone and email) which will provide assistance with any queries.

23. Which is the best internet browser to use when accessing COMET ?

We recommend using Google Chrome.