

COMET League and Area Associations Webinar
Thursday 17th June 2020

Questions and answers

Q - Do Vets Clubs register clubs and players on Comet ?

Vets only clubs are not currently set up on COMET nor will they be required to register their players on COMET for the 2020/21 season. However we are looking to bring vets football onto COMET in future seasons.

If however, a club using COMET has a veterans team, they should add them to their teams tab in their My Club section, as this team will form part of their club player pathway and will count towards Club Accreditation.

Q - Can I ask if Tier 5 Clubs have taken part in the previous webinar, if not when will this happen?

All clubs were invited to attend the webinar we held on 15th June and the information presented was not tier specific.

We have also sent all clubs a copy of the presentation along with the questions and answers. The information was sent to all those registered in the role of CLUB MANAGER on COMET.

The webinar can be accessed via the following link: <https://cometsupport.faw.cymru/clubs/training-and-support/training-webinars-and-presentations/>

Q- Do youth clubs enter our cup competitions via comet or direct with area association ? We have one youth league on full management and one not.

All Youth football matches will be recorded on COMET during the 2020/21 season.

Q - In youth football, very often, players are registered with one club at senior level but because their senior club does not have a youth team, they play for another club at youth level. Can they still do this?

This is a player registration matter and an update regarding this will be shared at the relevant time.

Q - Will there be any sanctions against clubs if player registrations have not been paid ? Clubs are reluctant to pay if the player does not pay them.

For the 2020/21 season, a player will now be automatically prevented from being selected to a match on COMET if he/she has an overdue player registration fee (i.e. >7 days old). This will include players that owe money in relation to the 2019/20 season. Players will also be prevented from transferring clubs if they owe money.

We advise all clubs to ensure that they collect the money from the player BEFORE they incur the player registration fee on COMET (i.e. before they submit the registration form to the FAW).

If a club decides not to do so, then they will be liable to pay the fee even if the player has not paid the club.

Q- When will the FAW transfer the competition entry and affiliation fees it receives from clubs, onto the relevant leagues and Area Associations ?

All competition entry and affiliation fees will be paid over to the leagues and Area Associations as soon as is practically possible after they have been received by the FAW.

Q- How will leagues and Area Associations know which player registration fees remain unpaid ?

Leagues and Area Associations will have access to run the "List of unpaid player memberships" report which details all outstanding player registration fees.

Q – How will any new clubs or leagues have access to the information covered during the webinars?

All webinars are recorded and are accessible on the FAW COMET Support website - <https://cometsupport.faw.cymru/>

Q- When will the last payment be made to the leagues in respect of the player registration fee rebate for the 2019/20 season ?

We are currently calculating the value of the final amount due to each league. Leagues will then be able to accrue this figure in the 2019/20 accounts and will receive payment in early July.

Q – How will leagues know which teams have entered their competition ?

The competition manager of every competition will have full access to see which teams have paid the entry fees via COMET. It is a real time system so leagues can check at any point in time, who has paid the entry fee and entered their competition

Q - Are the officials / coaches covered to take part in football activity if the registrations are finishes on the 31st May until the reregister on the 22nd June ?

Organised football activities are currently prohibited by the Welsh Government under COVID-19 guidelines.

For the 2021/22 season, coaches and officials will be able to start registering from 1st June – the day after their registrations expire on 31st May 2021.

Q – Will league and Area Association officials need to supply a photograph to register on COMET?

Yes, every person that registers on COMET must provide a photo as part of their registration

Q - How does a new league get registered? West Wales Premier League is a new league, just recently set up?

Please contact your Area Association, who will then provide the COMET Team with the details they require to set up your league on COMET. We will then correspond with the new league's main contact to obtain any further information and to set up the relevant system users.

Q - Are ID cards also able to be made available in secure PDF format? I could not access the ID card last year without having a specific app which I did not have

All of the electronic ID cards are produced in .pkpass software file (similar to airline boarding cards) can only be accessed via a smartphone.

If you have an iOS (Apple) phone, the software is already downloaded. If you have an Android phone, you will need to download a free of charge app from the Google Play store. The app we recommend is called Wallet Passes and can be found here: https://play.google.com/store/apps/details?id=io.walletpasses.android&hl=en_GB

For those that don't own a smartphone, the e-registration card can be forwarded via email to someone who has a smartphone – this individual can then open the e-registration card, save it as a photo and email it back to the person so that they then have a copy of the registration card.

Q - When we go live on Monday if we have any issues and want to speak to someone, will they be at the end of a phone

Although the majority of FAW staff are currently furloughed, there is a FAW COMET Support team in place to help with any queries that clubs, leagues, Areas, and referees may have. However, please note that those FAW that are working are doing so remotely from home.

In the event of a query, we would therefore kindly ask the following:

- *You first visit the FAW's COMET Support website (<https://cometsupport.faw.cymru/>) and read the relevant user guide/watch the relevant video to find out what you need to do;*
- *If you still have a query, please then either raise a Help Ticket via COMET or email the relevant FAW department with your query. The departments to contact are:*
 - *Player registrations* - registrations@faw.co.uk
 - *Coach registrations* - coachregistrations@faw.co.uk
 - *Officials registrations* - coachregistrations@faw.co.uk
 - *Referee registrations* - refereesregistration@faw.co.uk
 - *Club Accreditation* - cap@faw.co.uk
 - *Competition Management* - cometcomp@faw.co.uk
 - *Finance* - finance@faw.co.uk
 - *Safeguarding* - safeguarding@faw.co.uk
 - *Discipline* - discipline@faw.co.uk
 - *COMET Support* - cometsupport@faw.co.uk

Q- Do we have to add all Committee Members who do not hold an officers role ?

We advise that all Committee Members should be registered. There is no charge to register and they will also benefit from the Personal Accident Insurance Scheme.

We also want to ensure that we have a full record of all of the hard working individuals that help run Welsh football.

Q - What if players still owe Cautions or Sending offs how do we enter them onto comet

If the money is owed to an Area Association, then the FAW will train all Area Association on how they can enter an unpaid debt against a player on COMET. The player is then prevented from playing or transferring to another club until the payment is made

Q – How can we finalise a competition if we do not know which teams have entered ?

We will work with each leagues / Area to finalise the initial set up of their competitions (i.e. the rules specific to that competition).

We have also created the competition entry fee products for clubs to purchase in order to enter their team into a competition. These products are currently deactivated. As soon as a league/Area wants us to activate their product, we can quickly do so and then clubs can then start to enter their competitions.

All clubs have now been trained on how they enter a competition on COMET and the league/Area will be able to see how many teams have entered their competition.

On 17th June, we activated the products for five FAW Cup Competitions for the 2020/21 season and 232 teams have already entered and paid their fees via COMET.

Q - if we were to be asked what leagues we are running we would probably not know this info till end of august September every year

That is fine. We will only finalise the set-up of competitions on COMET once the league/Area is happy for us to do so. Each competition organiser will determine the dates it wants to work to

Q – How can we register our officials if we have yet to hold our AGM ?

Leagues and Areas are able to register their officials at any time from 22nd June and therefore if an AGM has yet to take place, then these registrations can then be made at the relevant time in the future.

Q - Are affiliation & cup fees going to be the same across all leagues or will leagues be able to set their own fees ?

As part of the implementation of the COMET System, all fees within Welsh football were reviewed with a view to standardising them, so that clubs playing in the same tier or competition format, pay the same fees. This was put in place ahead of the start of the 2019/20 season.

The competition entry and affiliation fees for the 2020/21 season have therefore already been agreed. These will be the maximum amounts that can be charged and if a competition organiser wishes to charge a lower fee, they can do so and will need to let the FAW know so that we can amend the price on COMET.

The various fees are detailed on the attached document.

Q- How do Leagues Affiliate to their relevant area associations please?

We will cover this in the next Webinar which will be held in July – further details to follow.

Q- Am I correct that once the league has arranged league fixtures for each month - these need to be uploaded to COMET along with referee appointments?

This will be covered during the COMET Competition Management webinar – further details to follow.

Q- Do clubs pay their affiliations directly to you now rather than at a league AGM?

As per the webinar presentation, all teams that want to enter a competition that will be on COMET for the 2020/21 season must enter the competition and pay their entry fees via COMET- they should not enter the competition or pay the league via any other means.

Q- What is the link between Comet and Pitchero because I am being asked to update in Pitchero ?

There is no link between these two products. Pitchero is a separate software product.