

COMET

League / Area Association

Training – Phase 1

June 2020



Housekeeping

- In order to make the meeting as efficient as possible, we have muted your 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 you may have regarding the items covered in this webinar by using the Q & A facility.
- To ensure that this webinar runs smoothly, can we please ask for your help as follows:
 - Please refrain from asking a question until we have completed the relevant section of the webinar.
 - Please only ask questions related to the areas covered by this webinar.
 - We will be arranging further webinars to discuss player registration, affiliation fees and competition management and would be grateful if questions related to these matters are only asked at these future webinars
- We will provide a full list of the questions and answers in the next few days



Contents

- Introduction
- Updating your League's / Area Association's information on COMET
- Registering Staff and Officials to your League / Area Association
- How clubs enter competitions on COMET
- Next steps



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 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.



What we have asked clubs to focus on at this time

Although we don't know when the 2020/21 season will start, we have asked Clubs to spend time on the following:

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



What Leagues and Area Associations can focus on at this time

From a League and Area Association perspective, we would be grateful if you could focus on the following things on COMET:

- Registering your Officials on COMET
- Providing the FAW with some additional information regarding your league and Area Association – we will send each league and Area Association a spreadsheet template next week which we would be grateful if you could return to us so that we can finalise the set up of your organisation on COMET. Please send to cometcomp@faw.co.uk
- Understanding how your clubs enter and pay competition entry fees on COMET, so that you can provide support (please note that we will train clubs on how they pay their affiliation fees in early July)
- All of the competition entry fees for Adult, Academy, Youth and Girls' competitions for the 2020/21 season will be paid via COMET to the FAW. The FAW will then forward these onto the relevant Leagues and Area Association.
- For each competition on COMET, we will need the competition organiser to let us know the date they want clubs to be able to start purchasing the entry fee and also the deadline for entries. This will be done via discussions with each competition organiser.



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 amateur players are continuously registered with Clubs – this means that they 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 the 2020/21 season player memberships need to be paid by?

- For the players that are current registered with 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 on the COMET System.
 - This will then trigger the registration fee for the 2020/21 season which will then appear in the relevant Club's MyComet account
 - Clubs will have until 7th September to pay these registration fees
- For any new players registering to clubs:
 - As soon as the player's registration is confirmed by the FAW, the relevant fee will appear in a 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 made ineligible for selection by COMET until such time as the fee has been paid. The player will also be prevented from transferring to another club.



Player registration payments to Leagues 2019/20 season

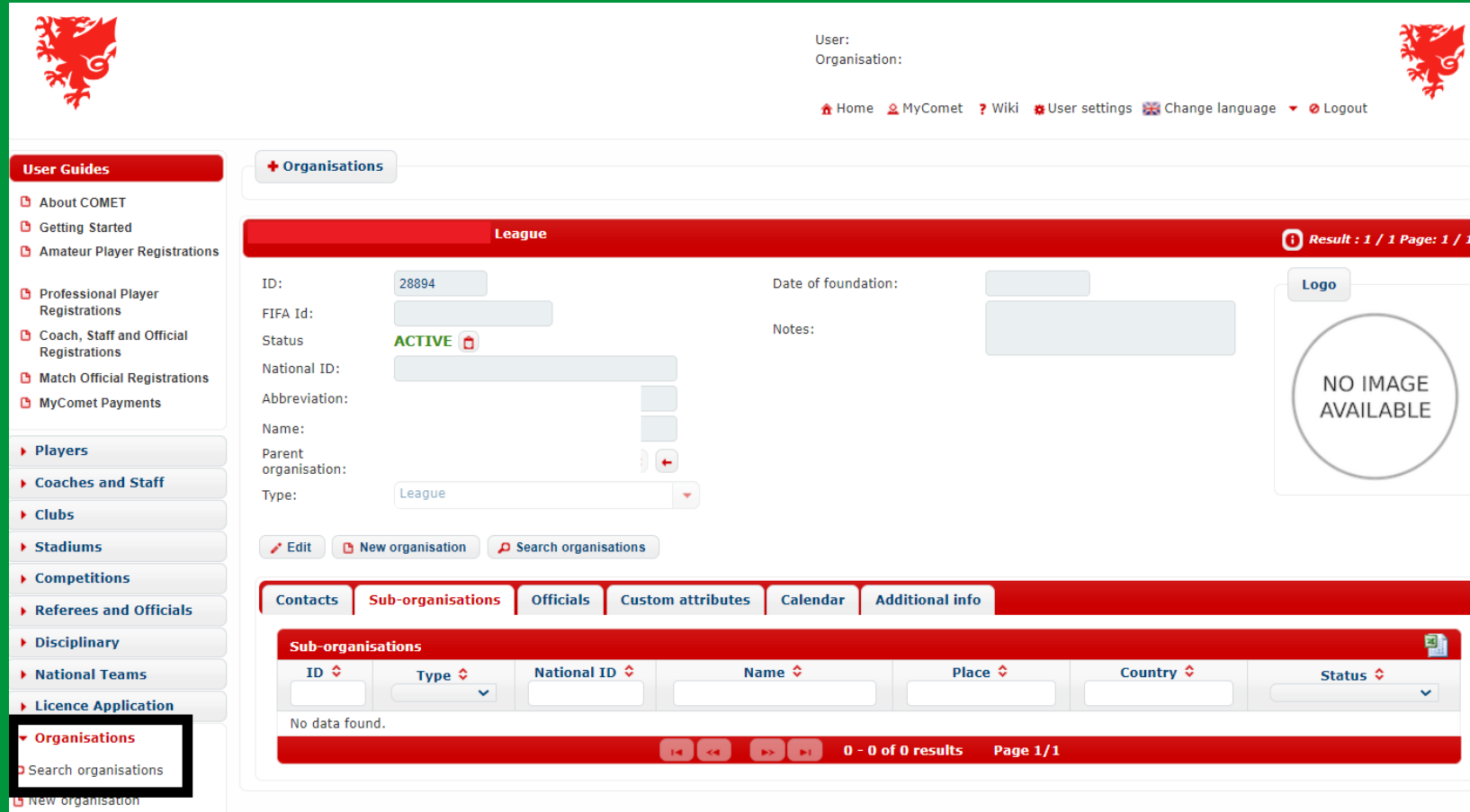
- For every registration and transfer processed on COMET, and where the Club has paid the player membership fee to the FAW, the FAW will pay the relevant league(s) a £2 rebate
- To date, the following payments have been made to the leagues:
 - Payment number 1 (paid in Nov 2019): in respect of paid player memberships up to 30th Sept 2019
 - Payment number 2 (paid in Jan 2020): in respect of paid player memberships received by FAW between 1st Oct and 30th Nov 2019
- The final payment will relate to paid player memberships received by FAW since 1st December 2019. The FAW will start working on the calculations next week and will make the payment in early July.
- If any 2019/20 season player membership fees are paid by Clubs to the FAW after the date the final payment is made to all leagues in early July, then the relevant amounts will be included in the first payment that we make to the league(s) for the 2020/21 season



Updating your Organisation Information on COMET



Organisations – Search Organisations



The screenshot displays the COMET website interface. At the top, there is a navigation bar with the COMET logo on the left and user information on the right, including 'User:' and 'Organisation:'. Below this, a secondary navigation bar contains links for 'Home', 'MyComet', 'Wiki', 'User settings', 'Change language', and 'Logout'. On the left side, a vertical menu lists various sections: 'User Guides' (with sub-items like 'About COMET', 'Getting Started', etc.), 'Players', 'Coaches and Staff', 'Clubs', 'Stadiums', 'Competitions', 'Referees and Officials', 'Disciplinary', 'National Teams', 'Licence Application', and 'Organisations' (which is highlighted with a red box). The main content area is titled 'League' and shows details for a specific organisation with ID 28894. The status is 'ACTIVE'. A 'Logo' section contains a placeholder that says 'NO IMAGE AVAILABLE'. Below the details, there are buttons for 'Edit', 'New organisation', and 'Search organisations'. A horizontal tab bar includes 'Contacts', 'Sub-organisations', 'Officials', 'Custom attributes', 'Calendar', and 'Additional info'. The 'Sub-organisations' tab is active, showing a table with columns for ID, Type, National ID, Name, Place, Country, and Status. The table is currently empty, with the text 'No data found.' displayed below it. At the bottom of the table, there are navigation arrows and the text '0 - 0 of 0 results Page 1/1'.

User:
Organisation:

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

Organisations

League Result : 1 / 1 Page: 1 / 1

ID: 28894 Date of foundation:
FIFA Id:
Status: ACTIVE
Notes:
National ID:
Abbreviation:
Name:
Parent organisation:
Type: League

[Edit](#) [New organisation](#) [Search organisations](#)

[Contacts](#) [Sub-organisations](#) [Officials](#) [Custom attributes](#) [Calendar](#) [Additional info](#)

Sub-organisations

ID	Type	National ID	Name	Place	Country	Status
No data found.						

0 - 0 of 0 results Page 1/1



What information do we need for your organisation?

- There are 80 different organisations in Welsh football and the quality of the information currently recorded on COMET for each organisation differs considerably.
- For each organisation recorded on COMET, we will review what information we have vs. what information we need. We will then contact each league and Area Association to request the missing information.
- This may include one or more of the following:
 - Your organisation's logo
 - The main contact address for your organisation
 - The main COMET user who will be responsible for registering your organisation's officials on COMET
 - **If you are an adult, youth, academy or girls competition**, the name of your competition manager(s) and referee appointer(s) for the 2020/21 season.
 - **Please note that before the FAW sets up your competition manager(s) or referee appointer(s) with COMET system access, we will check to make sure that they have firstly been registered as an official by your organisation for the 2020/21 season.**



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

Leagues and Areas don't need to register any coaches

The Safeguarding Officer would be registered under Staff

All other League / Area Association personnel would be registered under Officials



Registering 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 can then re-register coaches, staff and officials for the 2020/21 season from **Monday June 22nd**.
- **Please do not attempt to register your officials 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 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. Your Safeguarding Officer would be added as a Staff member.

- **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 organisations 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 organisation) as this is easier from an administration perspective.
- 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 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

- Officials

Organisations – Search Officials

Your Organisation name will already be in the Organisation search box

Then just click search to bring up the full list of anyone ever registered as an Official for your organisation on COMET



Select the person

- From the search results:
- Find the person and click on their name
- Check/update their mandatory fields
- Click New Registration (Organisation)
- Input your organisation (you can start typing or click the magnifying glass to find and select)
- Select their role and click Save
- For your Safeguarding Officer, you will need to let the FAW Safeguarding Team know who this individual is so they can set this person up on COMET. This person must have a valid DBS check in place and have a valid FAW Safeguarding Award in place.



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 you – face-to-face contact should be avoided.
- Alternatively the individual can print off the form, sign it and then scan it back to you, or take a photo of the signed form and return via text/email.
- As a last resort, the individual could print off the form and return it in the post.



Don't forget to CONFIRM the individual

- For all Officials that you want to register, once you have uploaded the signed copy of the registration form onto COMET, you MUST then complete the registration via COMET. This will then move the status of the registration application from ENTERED to CONFIRMED.
- If a registration is only at status ENTERED on COMET, this does not mean it is complete and the person will not be registered or insured. You must move it from ENTERED to CONFIRMED on COMET. There were a large number of Officials registrations that remained at status ENTERED the entire 2019/20 season.
- For any Safeguarding Officers that you want to register, please note that these requests will need to be carried out by the FAW as minimum qualification requirements are in place (DBS check and the FAW Safeguarding Award).
- 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 your Officials for the
2020/21 Season if they were not
registered on COMET last season**



Search in the relevant section of COMET

- For new individuals you will need to take the organisation out of the search criteria to be able to search the COMET database outside of your organisation.
- 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).
- If you have an individual that has a COMET ID but they don't appear in the search results to add them to your league, please let the COMET Team know (giving their COMET ID) and we can assist in getting them registered to your organisation.



Select or create the person

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

- 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 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 you – face-to-face contact should be avoided.
- Alternatively the individual can print off the form, sign it and then scan it back to you, or take a photo of the signed form and return via text/email.
- As a last resort, the individual could print off the form and return it in the post.



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- If a registration is only at status ENTERED on COMET, this does not mean it is complete and the person will not be registered or insured. You must move it from ENTERED to CONFIRMED on COMET.
- For any Safeguarding Officers that you want to register, please note that these requests will need to be reviewed and approved by the FAW as minimum qualification requirements are in place (DBS check and the FAW Safeguarding Award).
- 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 Clubs enter competitions on COMET and pay the entry fee

Only the entry fees for Adult, Youth, Academy and Girls' competitions will be paid via COMET for 2020/21 season

All grassroots junior football competition entry fees will need to be paid off COMET for the 2020/21 season – these will be paid via COMET for 2021/22 season



Which Competitions will be using COMET for Competition Management for the 2020-21 Season?

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



Which Competitions **WILL NOT** be using COMET for Competition Management for the 2020-21 Season?

- All mixed Junior Football (U12 – U16)
 - All mini football (U6 – U11)
 - Veterans Football
 - Sunday League Football
 - Disability Football
-
- Mixed Junior Football competitions will be using COMET in the 2021/22 season, and it is the FAW's intention to bring all other forms of football onto COMET in the coming seasons as well.



Which fees will therefore need to be paid via COMET next season?

- All Club, League and Area affiliation fees **for all levels**
- All league and cup entry fees for those competitions using COMET Competition management next season.
- All discipline fees for those competitions using COMET Competition management next season.
- The fees will be paid via COMET to the FAW and the FAW will then pay these fees back to the Areas and Leagues immediately



Which fees WILL NOT need to be paid via COMET next season?

- All league and cup entry fees for those competitions not using Competition management in the 2020/21 season
- All discipline fees for those competitions not using Competition management in the 2020/21 season
- Any Club security deposits required by leagues

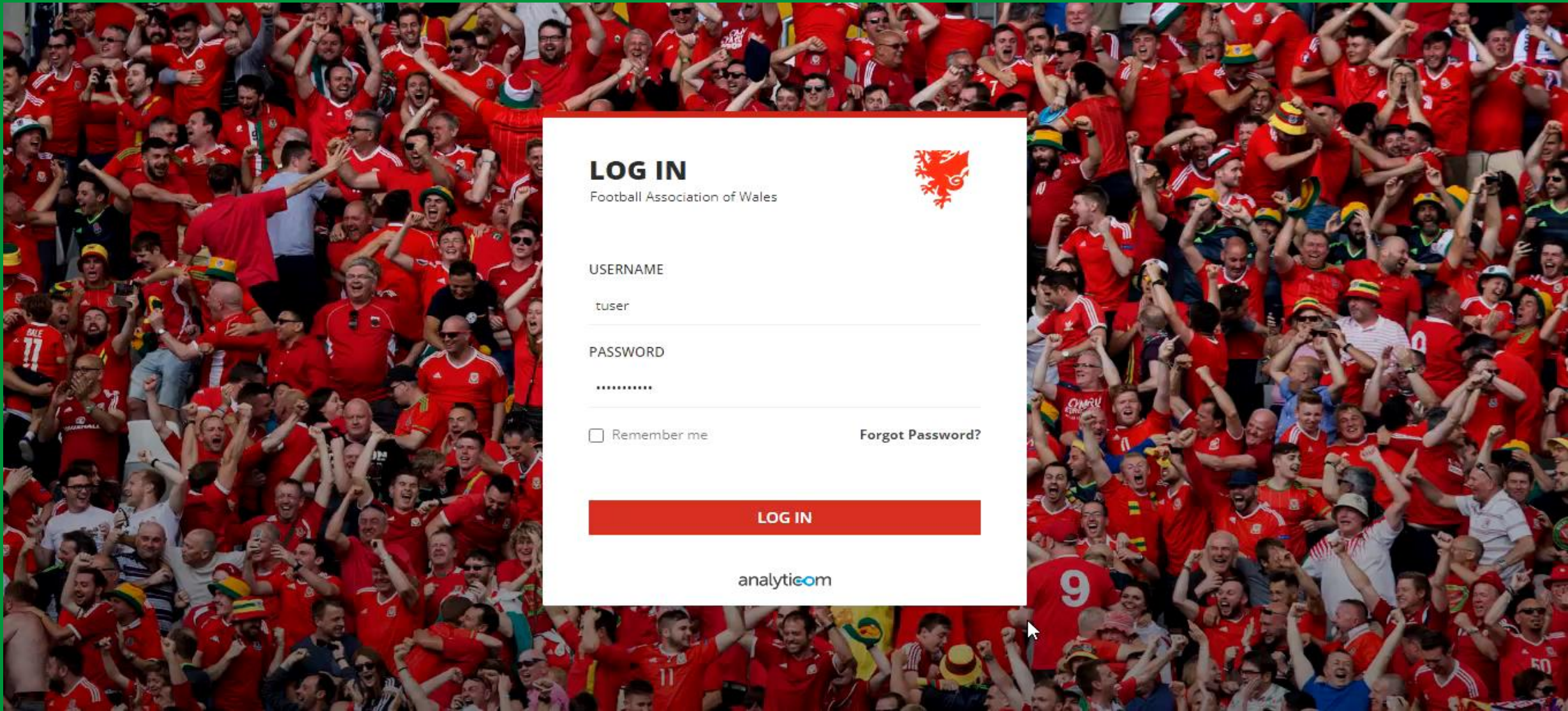
All of the above will need to be paid off COMET during the 2020/21 season and it will be the responsibility of the relevant League and Area to manage this process



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.
- Clubs can then click on the relevant link, log-into COMET, and it will take them to the correct product page in MyCOMET to complete the entry and payment process.
- Alternatively they can go into MyComet menu via the main COMET page and then search for the relevant competition within the Products section.
- Please note that clubs must make sure they have added all of their teams under their COMET Club profile before they can enter into a competition. Clubs have been reminded of this via their Club Webinar on 15th June.





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Football Association of Wales



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When do Competitions go live on COMET?

- The following FAW Cup Competitions are now live on COMET and 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>
- For all other League and cup competitions – we will liaise with each League/ Area Association to obtain the dates they want their competition entry fees to appear on COMET and also the deadline for payment.
- The FAW COMET Team will then create the product link for each competition and share with the relevant League/Area Association and with the clubs to make sure they purchase the correct competition entries.



Next Steps



- Registering your League Officials on COMET from Monday June 22nd .
- Completing and returning the information spreadsheet that the FAW COMET team will send you next week
- Understand how clubs enter competitions and pay the entry fees via COMET.
- For all Junior Leagues, being aware that the Club Accreditation applications window opens on July 11th and that clubs will need to register all of their coaches, staff and officials before they can fully submit and complete their Club Accreditation application.



- **In relation to 2020/21 season player registrations:**

- Clubs can start thinking about which of their current players are / are not going to be returning to their club for the 2020/21 season.
 - For those that will be remaining at their Club they don't need to do anything on COMET.
 - For those that are not returning, clubs 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.
- Clubs should collect the player membership fees from their players (Adult - £10; Juniors -£5) BEFORE the Club is charged for the player's membership fee on COMET. If a club is having difficulty in getting the money from the player, then:
 - They should not submit the registration request to the FAW (in the case of a new registration); or
 - Ensure that they terminate the player's registration on COMET before midnight on 31st Aug (in the case of an existing player)
- The FAW will advise you of the dates of the player registration window once known.



Future Training

July (dates tbc) – Phase 2

- Recap on player registration matters
- How clubs, Leagues and Areas pay their affiliation fees on COMET
- Recap on the items covered during this first webinar
- Competition management * which will consist of:
 - Setting up your Competitions
 - Uploading and amending fixtures
 - Appointing referees to matches
 - How clubs submit Team line-ups
 - How clubs enter match events
 - How referees submit match reports (and any misconduct)
 - Accessing competition management reports

* This only applies to Leagues that operate at Adult, Youth, Academy and Junior Girls levels in 2020/21 season (Mixed Junior Leagues will not use COMET Competition Management until 2021/22 season).



Phase 1

- Updating your organization's details on COMET (users/contacts/logo)
- Registering your Officials
- Setting up your Competition Managers and Referee Appointers (if using Competition Management for the 2020/21 season)
- How clubs enter competitions and pay the entry fees

Phase 2

- Player registrations
- Affiliation fees
- Recap on phase 1 training
- Competition management:
 - Setting up your Competitions
 - Uploading and amending fixtures
 - Appointing referees to matches
 - How clubs submit Team line-ups
 - How clubs enter match events
 - Accessing competition management reports

Start of the
2020/21
Season



Key Support Resources



- Library of FAW COMET User Videos and User Guides on new FAW COMET Support Website (will go live on 22nd June)
- 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!

