JUNIOR LEAGUE WEBINAR

PREPARATIONS FOR 21/22 SEASON



AGENDA

- Return to play update Aled
- COMET competition management Becky
- League experiences in using COMET competition management Debi Ross, Flintshire Junior League
- COMET registrations update Dan
- Club accreditation Danielle
- Q&As all



RETURN TO FOOTBALL ROADMAP - 2021

3.				
HINIOD & VOLITH	Present – 31 st May	Friendly and some league competitive fixtures permitted		
JUNIOR & YOUTH FOOTBALL	1 st June - 6 th August	Friendly fixtures permitted. No tournaments or festivals.		
	From 7 th August	21/22 league seasons will be permitted start		
	26 th April – 30 th June	Friendly fixtures permitted to take place		
SENIOR FOOTBALL	From 1 st July	21/22 league season will be permitted to start		

The above is subject to the Welsh Government's COVID-19 guidelines prevailing at the relevant time.

The start of the 21/22 senior league season is specifically dependent on reaching Alert Level 2 of Welsh Government's Coronavirus Control Plan.



21/22 league season

- Restrictions related to COVID-19 will be a consideration for the whole of 2021/22 and we will need to plan for possible increases in restrictions this winter
- Consideration of
 - Transmission of the virus during winter months
 - Impact of easing of restrictions on infection rates
 - Nature of the re-vaccination programme
- We must maximise the opportunities when COVID-19 restrictions are likely to be at their most relaxed
- We must consider earlier/flexible timelines to 21/22 season to allow for any increase in restrictions during the winter and limit potential disruption to the season
- We recognize facility and pitch availability are a significant challenge and we're working with local authorities to ensure they can support you to deliver your preferred fixture programme



Competition Management on COMET



What is Competition Management on COMET?

Competition Organisers	Clubs	Referees
 Set up competitions on COMET; Add fixtures; Appoint referees; Can see and receive notifications about their competitions; Can confirm, postpone or abandon matches; Can view tables and competition statistics. 	 Enter competitions; Can see and receive notifications about their matches; Select team sheet; Add match events (goals, subs, cards). 	 Indicate availability; Accept/decline appointments; Can see and receive notifications about their matches; Add match events (cards); Confirm, postpone or abandon matches.



Competition Management on COMET

- 2019/20 FAW competitions used COMET competition management;
- 2020/21 FAW competitions, all senior competitions, girls competitions and the Flintshire Junior League used COMET competition management (unfortunately, while these were set up most were unable to start due to the pandemic);
- 2021/22 In addition to the above, all junior competitions (under 12 upwards) will use COMET competition management.



KPIs

• There will be no COMET KPIs in relation to submission of team line-ups, recording match events and confirming match results for the 2021/22 season.

 At the end of the 2021/22 season, we will review how each competition has been managed on COMET and this will then determine whether and how we implement KPIs for the 2022/23 season.



Deadlines

Submitting the team line-ups:

All team line-ups must be submitted via COMET. The deadline for the submission of team line-ups will be determined by each competition organiser.

Recording match events:

Where possible, we recommend that Clubs (can either be the home, away or both teams) enter the match events (e.g. goals, substitutions, yellow cards, red cards) in real time mode in order to amplify the benefits of the Cymru Football app.

If this is not possible, clubs must enter the match events by no later than **4hrs after kick-off for league matches** and by no later than **5hrs after kick off for cup matches**. Each competition organiser has the right to shorten these deadlines accordingly.

Confirming the match result

Where possible, we recommend that the referee (or if in the absence of a referee, the competition manager), confirms the match result as soon as possible after the final whistle.

If this is not possible, the referee (or competition manager) must confirm the match result by no later than **5hrs after kick-off for league matches** and by no later than **6hrs after kick off for cup matches**. Each competition organiser has the right to shorten these deadlines accordingly.

If a club has problems getting online, they should use a paper team sheets and submit them by the normal competition deadline. Team line-ups and match events should then be added to COMET as soon as internet is available and before the deadline.



Benefits of Competition Management on COMET

- The competitions will be included on the Cymru Football app.
 Football fans will be able to follow matches live, and keep up to
 date with results and league tables and their favourite teams and
 players via this free of charge app. This is a great opportunity to
 promote Welsh football at all levels.
- Players, will build up a history of match appearances, minutes played and goals scored.
- Coaches will also build up a history of matches, and will be able to use match statistics to gain insight into their teams performances.
- Referees are able to accept match appointments at the touch of a button, and will also have an automatic record of all the matches they have officiated.



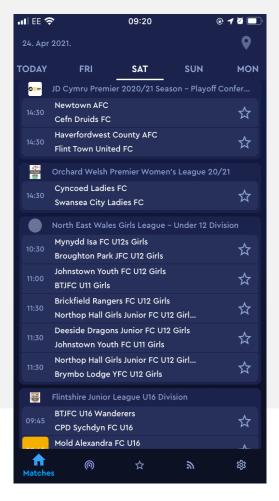
Benefits of Competition Management on COMET

- COMET offers a paper-free approach to match day administration and includes time saving features like remembering squad numbers, generating electronic team sheets, and pre-filling the time of match events, through using the mComet app.
- Team rosters can be set on COMET, which means that only eligible players can play for a specific team. This has been useful when there are squad restrictions or a club has two teams in the same age group.
- If matches need to be postponed, there is no need for the competition organiser to phone the clubs involved. They can make the change on COMET and this then sends email notification to teams and referees. The same process applies if the match venue or kick off time is changed.
- Fixtures and venue clashes can be managed using the arrange matches calendar function. This is also useful in allocating matches in a venue with multiple pitches.

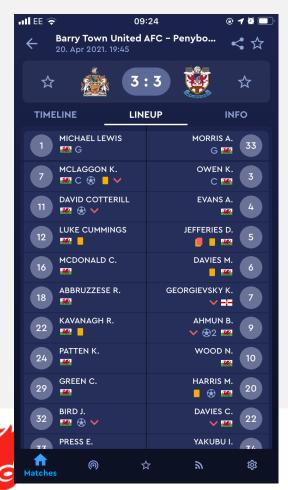


The Cymru Football app

The Cymru Football app includes fixtures and results, a live match feed and team and player statistics.









Competition Preparation



Steps towards starting a competition on COMET





Step 1 – Creating the Competition on COMET

This is where we are now. COMET team members have made contact with all competition organisers.

Leagues and Area Associations – provide their competition info to the FAW

The FAW – will work with competition organisers to create the competitions on COMET

Clubs – can make sure they have added all their teams to their My Club page, in preparation for entering competitions.



Step 2 – Clubs enter competitions

Leagues and Area Associations – provide competition entry costs to the FAW

ensure competition officials are registered on COMET

will be able to see which clubs have entered a competition on COMET

The FAW – will work with competition organisers to open their competitions for entry and ensure league and area association officials have access to the competitions

- Will provide training to competition organisers, clubs and referees

Clubs – enter competitions through My Comet

Referees – ensure that they are registered



Step 3 – Enter fixtures and appoint referees

Leagues and Area Associations – add fixtures to COMET *fixtures can only be added when <u>all</u> clubs have entered the competition*.

- Appoint referees *referees can only be appointed when fixtures have been added and the referee is registered*

The FAW – will support competition organisers in adding fixtures and appointing referees

- Will provide training to competition organisers, clubs and referees

Clubs – prepare for competitions by ensuring players and coaches are registered

- Ensure player registration fees are paid so players are eligible to play
- See their fixtures on COMET

Referees – can indicate availability and when they are unavailable on COMET to help with referee appointments

- Accept appointments on COMET



Step 4 – Match Day

Leagues and Area Associations – can view team sheets, live match events, results and match reports

- Provide support to clubs and referees

The FAW – will run a match day helpdesk to support clubs, referees and competition organisers with any match day COMET issues.

Clubs – Enter teams and match events on COMET

Referees – view team sheets, check match events and add cards and misconduct on COMET

- Confirm the match by changing the status to PLAYED.



Competition Preparation

As you can see, there are several steps towards starting a competition, so we need to follow a timetable to avoid delay. Setting up the competition will be driven by when the competition organiser provides their competition info.

So,

If a competition is starting in AUGUST, the competition entry deadline will need to be the end of JUNE to give competition organisers time to enter fixtures and appoint referees. So, the FAW and league need to work together to set up the competition in MAY. IF THE COMPETITION IS NOT SET UP ON COMET BY 31ST MAY, IT WON'T BE ABLE TO START IN AUGUST

If a competition is starting in SEPTEMBER the competition entry deadline will need to be the end of JULY to give competition organisers time to enter fixtures and appoint referees. So, the FAW and league need to work together to set up the competition in JUNE.

We recommend giving clubs as much time as possible to enter competitions to avoid last minute issues which can delay the competition start. A competition can only start on COMET (which then allows fixtures to be created and referees appointed) once all of the teams have entered.

The COMET team have 600 competitions to set up for the 2021/22 season. We also need to keep in mind the additional activities which will take place in June, i.e. player, coach and official registrations and club accreditation, so it is important to get organised early. If information is provided at short notice, we cannot guarantee that competitions can be quickly set up, due to the heavy workload in June. Please take advantage of the quieter period in May to work with us insetting up your competitions.



Competition Management Support



Support in finalising your competition

- All competition organisers will be given a point of contact in the COMET team.
- A member of the COMET team will already have been in touch about the competitions you plan to run in the 2021/22 season and will keep in contact with you to set up the competition.
- If you have yet to respond, please can you do so asap.



Training

- All competition organisers will be invited to a training webinar, to guide you through how competition management works on COMET.
- The training webinars will start in May and will be held on Zoom, and recorded so you can refer to them again.
- We will ensure that the training is comprehensive and we will provide any additional support that may be necessary.



Match day support

- A match day help desk will be open on match days for the early part of the season (we will keep it running for as long as it is required by clubs and referees).
- This can be accessed by clubs, referees and competition organisers who can telephone the helpdesk for immediate help with urgent match related queries (e.g. problems in submitting / editing team line-ups, adding match events etc)
- The telephone number and working hours of the helpdesk will be shared ahead of the season start and published at https://cometsupport.faw.cymru/.



Resources and contacts

- A Library of FAW COMET User Videos and User Guides on the FAW COMET Support Website: https://cometsupport.faw.cymru/
- Help Ticket function on COMET
- Send an email to the relevant FAW dept:
 - registrations@faw.co.uk Player registrations queries
 - <u>safeguarding@faw.co.uk</u> Safeguarding/DBS queries
 - <u>discipline@faw.co.uk</u> Discipline related queries
 - cometsupport@faw.co.uk COMET 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 a number of FAW staff are currently furloughed and those that are working are primarily doing so from home. We therefore recommend you raise a Help Ticket or send an email if you have any queries.



Next steps



Please return your competition information to your contact within the COMET team if you have not done so already.



Details of the training session in June will be shared shortly.



Feedback on using COMET competition management - Debi Ross, Flintshire Junior League



The Registrations Processes on COMET for the 21-22 Season



Player Registrations

- The player registrations window re-opens on <u>Wednesday June 9th.</u>
- Any players that remain with the same club will not need to pay a membership fee for the 21/22 season.
- If a player moves club though, then the relevant £5 (for under 16's) and £10 (for 16 and over) membership fees will occur and need to be paid within 7 days for the player to be eligible.
- If a player is still registered with a particular club on or after June 9th, this will count towards one of their clubs they
 are able to register with during the season.
- Players that were registered on eligibility will need to re-register for the coming season, as all eligibility registrations last for one season only.
- All players in the under 16 age group will also need to re-register for consent purposes. If registering for the same club though, the FAW will ensure that the players won't have to incur a membership charge.



Coach and Staff role registrations

- The FAW will automatically renew all existing coach and staff role registrations so that they will then expire on 31st May 2022 (instead of 31st May 2021)
- If a registration requires a DBS check and/or a coaching or other qualification, and this expires before 31st May 2022, we will only extend the registration on COMET to the date that the DBS Licence and/or qualification expires.
- When renewing the registrations, the FAW will:
 - Keep the coach registered in the same role e.g. if you are registered as Assistant Manager in the 2020/21 season you will remain registered as Assistant Manager in the 2021/22 season
 - Move all coaches currently registered with teams in the age categories Under 6 to Under 15 up one age category for the 2021/22 season e.g. if you are registered to coach an Under 8's team in the 2020/21 season, your registration will be renewed for 2021/22 season with the Under 9's team



Coach and Staff role registrations

• This renewal process will take place before 31st May 2021, in line with this being the designated end of the 20/21 season.

 The registration window for all new coach and staff registrations will open on <u>Tuesday June 1st.</u>

 Any personnel where you need to change the role or age category will also need to be registered in the correct role from this date, as well as terminating the old registration.



Club, League and Area Association officials registrations - 2021/22 season

- The FAW will automatically renew all existing Club, League and Area Association officials registrations so that they will then expire on 31st May 2022 (instead of 31st May 2021).
- As no DBS or coaching qualifications are required to register in these roles, we can carry out this process for all.
- When renewing an existing official's COMET registration, we will keep the official registered in the same role for the 2021/22 season e.g. if you are registered as a Treasurer in the 2020/21 season you will remain registered as a Treasurer on COMET for the 2021/22 season.



Club, League and Area Association officials registrations - 2021/22 season

• This renewal process will take place before 31st May 2021, in line with this being the designated end of the 20/21 season.

The registration window for all new Officials registrations will open on <u>Tuesday June 1st.</u>

• Any personnel where you need to change the role will also need to be registered in the correct role from this date, as well as terminating the old registration.



Referee Registrations

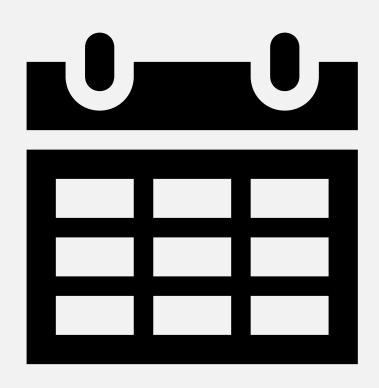
- The FAW will automatically roll over all confirmed Area Association referees from the 20-21 season, to 31st May 2022, for the 21/22 season.
- All FAW level referees that have officiated in the top tiers this season will need to re-register.
- Any new or unregistered referees will also need to register for next season.



Club Accreditation 21/22 CAP



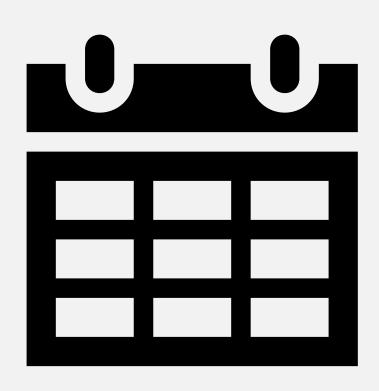
Timeline - Affiliation



- From 7th August Junior competitions for 2021/22 season will be able to start (again subject to Welsh Government COVID-19 restrictions prevailing at that time)
- From 1st June Coach renewals will be automated for the 2021/22 season ONLY.
 - E.g., U11s coach will be automatically aligned to the U12s.
 - There maybe changes which have happened internally and it is important clubs review and amend this data to ensure that it truly reflects the current structure.



Timeline – CAP



- From 1st June 23rd July
- All CAP applications will open on the 1st June, depending on the club and their status will determine if they complete an CAP.



CAP 2021/22

Required to complete a CAP

- All new junior clubs <u>AND</u> clubs who did not successfully gain an accreditation level in the 2020/21 season. These clubs must submit a club accreditation application and be accredited (with a standard or above level) before the start of the 2021/22 season.
- The application window will open from 1st June and close on 23rd July 2021.

Not required to complete a CAP

• Clubs who successfully achieved an accreditation level in the 2020/21 season, are not required to submit an accreditation application for the 2021/22 season. Instead, the accreditation level achieved in 2020/21 season will be carried over for the 2021/22 season.

Optional

 However, existing accredited clubs that want to gain a higher level of accreditation for the 2021/22 season, will need to submit a new club accreditation application. The application window will be open from 1st June until 23rd July 2021.



All CAP applications open on 1st June – 23rd July

Our club is ...
an existing junior club who did not complete a CAP in 2020/21

OR
a new junior club for 2021/22

The club **MUST** complete a CAP application. The application must be CONFIRMED before the 23rd
July

Once the window closes the new level applied for will be awarded. Rewards packages will reflect the level obtained.

Our club is ... an existing junior club who wishes to **retain** our level awarded in 2020/21

The club **is not required** to complete a CAP application.

The application will show as OPEN but no further action is required.

From 26th July clubs will receive notification of their level awarded in 2020/21 will be rewarded for 2021/22.

Rewards packages will reflect the level obtained

Our club is ... an existing junior club who wishes to **improve** on the level achieved in 2020/21

The club **MUST** complete a CAP application. The application must be CONFIRMED before the 23rd July.

Once the window closes the new level applied for will be awarded. Rewards packages will reflect the level obtained.



How will it work?

- CAP applications will be opened from 1st June 23rd July
- Applications will be open for all.
- Clubs should only look to complete their application if they are;
 - New for 2021/22 season
 - An existing club who did not achieve a level of accreditation in 2020/21 season
 - Would like to gain a higher level of accreditation
- All applications must be CONFIRMED by 23rd July.
- No applications will be reviewed or confirmed after this date.
- From 26th July clubs will begin to receive notification of their level awarded for the 2021/22 season as well as the rewards which are aligned to different levels.



CLUB ACCREDITATION - OFF FIELD CRITERIA

	STANDARD	BRONZE	SILVER	GOLD	PLATINUM
CLUB Management	 Club committee structure includi 	Area Association via membership of the ing as a minimum Chairperson, Secreta to achieve over the next 12 months.			
WORKFORCE	 Appoint Chairperson, Secretary, 7 more than 2 roles per person). Appointed Club Safeguarding Off guarding Award. Adhere to FAW Trust volunteer reguidelines. Ensure all persons with access to guarding Card or COMET ID at all 	icer must attend an FAW Safe ecruitment and management children display the FAW Safe	+ Appoint ONE nom	ninated Club Volunteer Coordinator wi	thin your club.
POLICIES & PROCEDURES	All people involved within the clu o FAW Safeguarding Policy an o FAW Code of Conduct and G		procedures of the:		
DBS	Ensure all persons who have acceptable	ess to children participate in the FAW n	ational DBS programme.		
INSURANCE	Ensure all coaches are protected	through either club or individual inden	nnity insurance if coaches aren't registe	ered on the COMET system.	



CLUB ACCREDITATION - ON FIELD CRITERIA

STANDARD BRONZE SILVER GOLD PLATINUM

EQUIPMENT & FACILITIES

- Use appropriate and safe facilities for games and coaching sessions.
- Ensure all portable goalposts are used in accordance with the GOALPOST SAFETY guidelines issued by the FAW and risk assessment and goalpost safety form is completed and stored appropriately by clubs.

CLUB Workforce & Development

- Minimum ONE qualified coach per age group squad (minimum Football Leaders Award)
- Ensure each club has at least ONE First Aid qualified person at each training or playing venues (FAW 1st Aid Award or approved equivalent)
- Minimum ONE qualified coach (minimum FLA) and FAW 1st aider is present during all matches/training.
- Ensure coach:player ratios set out by FAW are adhered to (coach:player ratio support available below)

- + Minimum ONE qualified coach per U6 - U11 age group squad (minimum Football Leaders Award)
- + Minimum TWO qualified coaches per U12 - U16 age group squad (minimum Football Leaders Award)
- + Minimum ONE qualified GK Award per club
- + ONE Nominated Club Coaching Coordinator (minimum C Certificate)

- + Minimum of ONE FAW C Certificate coach for every THREE mini and junior teams within the club
- + ONE Nominated Club Coaching Coordinator (minimum B Licence qualified)

CLUB PROVISION & DEVELOPMENT

- Adopt an equal playing opportunities policy for all registered players, regardless of gender, ability or ethnicity.
- For U6 U12 age groups, all players should have a minimum of 50% playing time when participating in matches.
- · The club runs:
- MINIMUM 1 team at U7 – 11 OR U12 – 16

- + The club runs:
- MINIMUM 2 teams (different age groups) at U6 - 11 OR

U12 - U16 age groups

- + The club runs:
- MINIMUM 2 teams (different age groups) at U6 – 11
 AND

U12 - U16 age groups

- + The club runs:
- MINIMUM 3 teams (different age groups) at U6 - U11 age groups
- MINIMUM 3 teams (different age groups) at U12 - U16 age groups
- 1 YOUTH OR 1 ADULT team (can be direct link to another club that provides this opportunity)
- Community activities does the club run at least ONE FAW approved community activity (list of approved community activity available below)

- + The club runs:
- 1 YOUTH team AND 1 ADULT team

OR

- 2 ADULT teams (can be direct link to another club)
- Community activities does the club run at least THREE FAW approved Community activities (list of approved community activities available below)

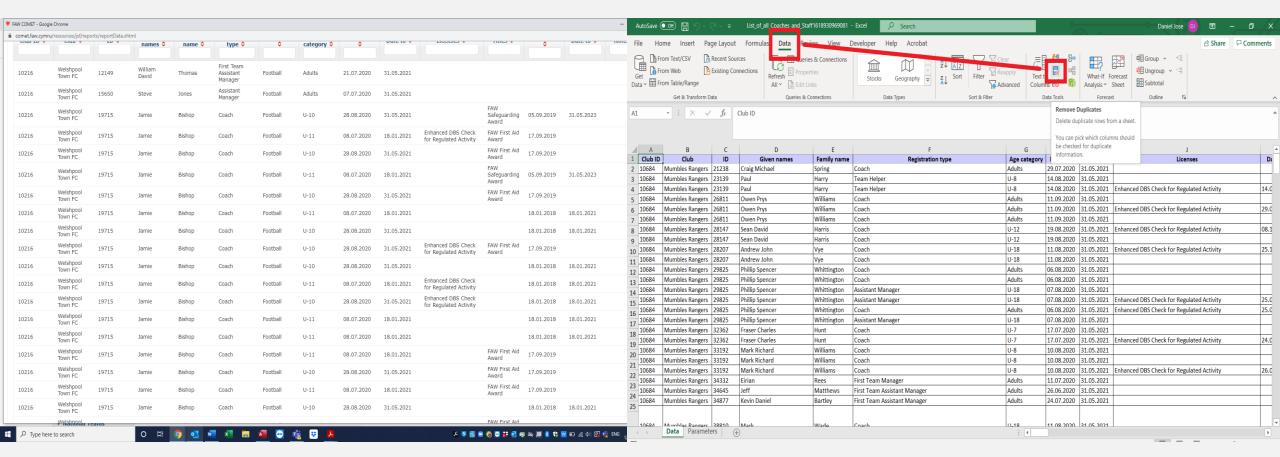


Rewards and Recognition

			_		
REWARD	STANDARD	BRONZE	SILVER	GOLD	PLATINUM
TRAINING EQUIPMENT	TIERED EQUIPMENT PACKAGE	BASED ON ACCREDITATION LEVEL	L AND ACCREDITATION APPLICA	TIONS BEING SUBMITTED VIA (COMET BY A SPECIFIC DEADLINE
MARKETING & PROMOTION	RKETING & PROMOTION A SUITE OF DIGITAL ASSETS TO SUPPORT CLUBS IN PROMOTING THEIR ACCREDITATION ACHIEVEMENTS ACROSS SOCIAL MEDIA, WEBSITE AND MARKETING MATERIAL				
CLUB INSURANCE		% DISC	COUNT ON CLUB ASSET INSURA	NCE PROTECTION VIA <u>Watkin-</u>	<u>DAVIES</u>
TICKET ALLOCATION				1 U21 OR WOMENS HOME IAL FIXTURES	TICKET ALLOCATION FOR 1 U21, WOMENS OR MENS HOME INTERNATIONAL FIXTURE
COACH EDUCATION SUPPORT			PART-FUNDING OF 1 B CERTIF	ICATE COURSE FEE FOR NOMIN	ATED COACHING COORDINATOR
CLUB COACHING SUPPORT					IG SUPPORT FROM FAW COACH ON TEAM
PROFILING THROUGH FAW TRUST					COMMITMENT TO 1 FEATURE ON FAW TRUST WEBSITE, PODCAST OR FC CYMRU

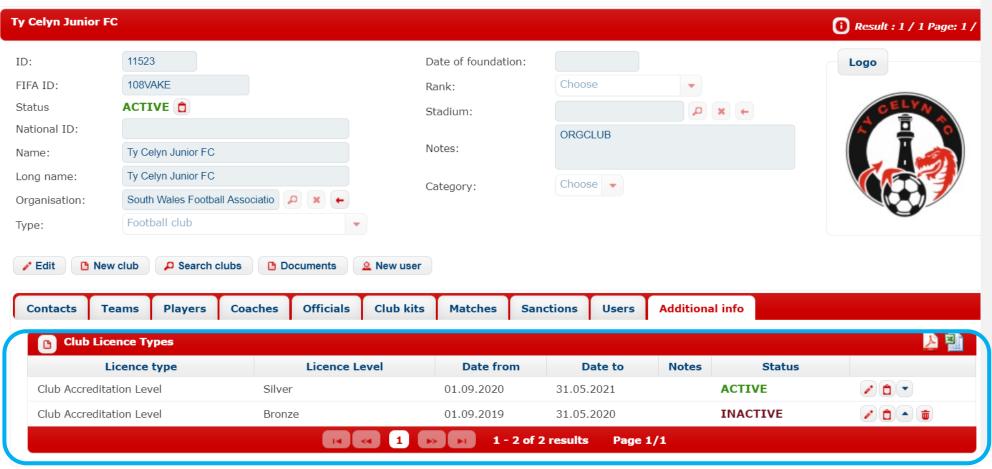


COMET - CAP Changes (Reporting)





COMET - CAP Changes (Instant recognition)





Where can club find out more information and support?

- Club Accreditation | FAW Trust
- FAW Comet Support | Home
- Club Services Manager <u>Danielle@fawtrust.cymru</u>

Area	Name	Email
Gwent County FA & South Powys	Kevin Moon	kevin@fawtrust.cymru
North Wales Coast FA, North East Wales FA & North Powys	Mike Parry	mike.parry@fawtrust.cymru
South Wales FA	Daniel Delahay	daniel@fawtrust.cymru
West Wales FA & Ceredigion	Eleri Williams	eleri@fawtrust.cymru

