A comprehensive guide on how to register Professional Players and their Employment Contracts through the FAW COMET System
# Table of Contents

1. Introduction ................................................................. 3

2. Searching for players on COMET .................................... 8

3. How to fill in an address on COMET ................................. 11

4. How to upload a photo on COMET ..................................... 14

5. Completing the Player’s Registration Form ...................... 22

6. How to digitally sign a Registration Form .......................... 30

7. Uploading the Player’s Registration Form and Employment Contract on to COMET .......................... 36

8. Registering a Professional Player .................................... 39

9. Contract Extensions ...................................................... 54

10. How to Loan out a Professional Player ......................... 69

11. Recalling a Player during their Loan ............................ 86

12. Terminating a Professional Player’s Contract ................. 97

Introduction

Welcome to the Professional Player Registrations User Guide on the FAW COMET System.

This guide will give you a comprehensive understanding of how the Player Registrations system works and how to register professional players and their employment Contracts on COMET.

PLEASE NOTE: All Professional Players registered on COMET must also still be registered on the FIFA TMS system.

How does the Professional Player registration process differ to the Amateur Player registration process on COMET?

The Professional Players registration process differs slightly to the Amateur Players Registration process as you must also upload the player’s Employment Contract in addition to the signed Player Registration form.

You will need to submit both the signed registration form and the contract via COMET and wait for the FAW to approve both. Only when this has happened is the professional player registered to your club.

We would therefore always advise that once you have completed the first stage of a registration process (status ENTERED) you then proceed to complete the contract section before then moving on to submit the registration form.

This is to ensure that when the player’s registration status shows as CONFIRMED, this player is definitely registered and eligible to play for you since their contract has also been approved by the FAW.
Different types of registrations on COMET - Professional Players

On the COMET System, there are 5 types of Professional Player registration requests that you can complete:

1. Registering a Professional Player
   Registering a player on COMET that also has a professional playing contract.

2. Extending a Professional Player's contract
   Extending the player's professional playing contract.

3. Loaning a Professional Player to another club
   Allowing a professional player's registration to be transferred to another club for a period of time, whilst the player remains under contract with your club.

4. Recalling a Professional Player from their Loan to another club
   Recalling a player during their loan period if you need them to return to your club before the loan period has finished.

5. Terminating a Professional Player's Contract
   Cancelling a professional player's registration and contract on COMET.

The main difference between Amateur and Professional Player Registrations on COMET is that you must also complete the contracts section.

Both the registration request and the employment contract must be confirmed on COMET before a professional player is deemed as being registered and eligible for selection.
How the Professional Player Registration and Contract Process works on COMET

On the COMET System, a registration and a contract will move between 3 steps:

ENTERED

SUBMITTED

CONFIRMED
What do these steps mean?

ENTERED
This means the registration request has been started by the club. Whenever a registration request changes to ENTERED, the player will be notified of this via email and a registration form will be attached to an email received by the player so they can sign and date accordingly, as well as the club being able to print the form off on COMET. For professional players you also need to go on to the Active Contracts page to ensure that the status of the contract is also at stage ENTERED.

SUBMITTED
This means the club has sent the registration request to the FAW for approval. If the registration is rejected and returned to the club, the status will move back to ENTERED and the club will be notified immediately via email with a rejection reason. For professional players you also need to go on to the Active Contracts page to ensure that the status of the contract is also at SUBMITTED.

CONFIRMED
If the registration request is approved by the FAW we will confirm this on COMET and the status will change to CONFIRMED. This player is now registered to play in Wales. The player will receive an email confirming this and it will also contain their e-registration card. However, for professional players their contract also needs to be confirmed on the system so until this is confirmed, their registration to play professionally for your club is not yet confirmed. When both the Contract and Registration is showing as CONFIRMED on COMET then the Professional player's status is CONFIRMED.

A club can keep up to date with all registration related matters on COMET at all times through the My Club section of thier COMET account. The My Club page is where all of your club information is stored. This page is updated in real-time meaning any actions undertaken by the FAW make will show in this section immediately. Likewise, if the club undertakes any actions in this section, the FAW would also be able to see these changes immediately as well.
The standard registration process on COMET

When registering players on COMET, you will very quickly notice the system follows a very repetitive and familiar pattern.

1. Find the player on COMET. If a player is registered with your club you can find them through the My Club button on COMET. If they are not registered with your club you will need to find them through the Search Players button on COMET.

2. Fill in all of the mandatory fields – if the system already contains data for that player please double check this is accurate and up to date and amend if necessary. The mandatory fields on COMET are the same for all types of registrations and do not change. For an International Transfer Request you must also fill in the Notes section on the registration request. For a Professional Player you must remember to select the Level of registration as Professional.

3. You should now be on stage ENTERED. At this point the club or the player or parent/guardian can print this form. The form can also be signed digitally which we will show you how to do later in this guide.

4. Upload a scanned copy or photo of this form onto COMET. Once the form has been signed and dated you simply save a copy of this to your laptop or PC device ready to upload on to COMET. If uploading a photo of the registration form please make sure all of the information and the player's photograph are clear and legible or they will be rejected and returned to the club by the FAW.

5. Submit the registration form via COMET. You can submit registration forms at the click of a button at your convenience. There is no longer any need to travel anywhere to submit a hand written registration request in person!
What you also need to do with Professional Players

For all professional player registrations you must also remember to action the following in addition to the standard registration process:

1. Click on the players **Active Contracts** button.

2. Select the relevant action you need to take – this guide will run through each of these in detail.

3. Ensure the relevant contract documentation has been filled in correctly and signed by all parties off COMET.

4. Upload a scanned copy or photo of this documentation on to COMET.

5. Submit the contract documents to be confirmed by the FAW via COMET so that the player is registered with your club as a professional.

We would always advise that once you have moved to the first stage of a registration request for a Professional Player (status **ENTERED**), that you then complete the **contract section** first before submitting the registration form.

This is to ensure that when the players registration status shows as **CONFIRMED**, this player is definitely registered and eligible to play.

Both the registration form and the contract must be submitted to the FAW to register the player as a professional with your club.

If either the registration form or the contract are not submitted and approved by the FAW then this player is not eligible for selection. Both the contract and the registration have to be confirmed before the player can play for your club.

The easiest way for you to remember is that the contract allows you to employ the player for your club and the registration allows them to play for your club. One does not work without the other if you want a professional player playing for your club.
Searching for players on COMET

How to find players on COMET that are currently registered with your club

To find a full list of all of your club's registered players, you simply need to click on the **My Club** button.

**My Club** is where all of your club information is held.

To access it you click the **Clubs** button on the left hand section of your COMET screen to expand the menu on the left hand side, and then select the **My club** button which is below it.
How to find a full list of players that have registered with your club at some point in the past

Please note that all Amateur Player Registrations ended on the 31st May 2019. You would therefore need to register any players you wished to register as a Professional for the start of the 2019/20 season on COMET if they are not currently a professional.

If any of your current Professional player's contracts have expired at the end of this season they would also need to be registered on COMET for the start of the 2019/20 season.

Any professional player's whose contracts are still active will automatically be brought across on to COMET. However you MUST input an email address, a photo and the player's address on COMET in order to get their registration card.

If a player is not currently registered for your club, you would click on the Players button on the left-hand side.

You would then click on Search Players from the drop down menu.
On the page shown, your club name would automatically be populated in the highlighted Club box.

If a player has previously registered with your club at some point in the past, you simply
click the **Search** button and this would pull up a full list of all players that have ever registered with your club on COMET or the previous system.
How to find players on COMET that have never registered with your club

If a player has never previously registered with your club, you need to remove your club name from the **Club** box.

This will widen the search criteria to all players in Wales. However, due to GDPR you cannot simply search for any player in Wales.

Instead you will need to have specific information to be able to find a player.

You can find a player on COMET using one of the following criteria:

1. Surname and date of birth
2. 6 digit FSI registration number from the previous system (if known)
3. COMET ID number (if known)

You must also ensure that you obtain this information legally and with the consent of the player before proceeding.
How to fill in an address on COMET

1. Go on the Contacts tab

To fill in a players address on COMET, you always need to click on the Contacts button on the players page.

This button is located right next to the registration page, which is called Active Registrations.

To fill in the address, all you need to do is input the postcode in the Postcode box, and then click the magnifying glass.
2. Select the Correct Address

Once you have input the **postcode** and clicked on the **magnifying glass**, this will bring up a pop up box containing all addresses under this postcode.

You simply click on the correct address and it will automatically fill in the address box for you.
3. Address is now filled in

Once you click the correct address, the address section will be completed and look like the above screen shot.

It even registers the longitude and latitude which will bring up the exact location on a map within COMET.
How to upload a photo on COMET

Where is the photo section located?

The photo section will always be on the right hand side of the player's page.

There are 2 ways in which you can upload a photo to COMET which we will now cover.
1. Taking a photo using your laptop or PC device

If your laptop or PC device has a webcam or camera built in, you can take a photo using this device and save it instantly on COMET.

To do this you just need to click on the **person icon** highlighted on the screen.

This will bring up a camera screen on your device as we will show on the next page.
Capture the Photo

Once you have clicked the person icon and this box has appeared, simply take the photo of the individual by clicking the Capture button.

The photo is now uploaded

As soon as you click Capture, the system will take you back to the players page and the picture will appear in the Photo box.
2. Uploading a photo that is already saved on your PC or laptop device

In addition to taking a photo with your PC or laptop device, you can also upload a photo you already have saved on your device.

By clicking on the Choose button, the system will take you to your PC or laptop device to select a photo you may already have saved.

This allows you to upload a photo for a player without physically having to meet them.
Select the relevant photo

As soon as you click **Choose**, the system will take you into your PC or Laptop device to select the picture.

For this example we have saved the player picture in our **Documents folder** into a folder called **COMET System Player Photos**.

Simply double-click on the relevant photo to upload it to COMET.
The picture has now been uploaded on to COMET

As soon as you double-click on the relevant picture as per the previous page, this picture will immediately be uploaded on to COMET.
Always remember to Crop the photo!

Whenever you have uploaded a photo on to COMET, the final step to remember is that you MUST Crop this photo.

This is so the photo will sit correctly on the registration form, player registration card and all team sheets.

If you do not crop the photo it will not show up clearly meaning there is an increased risk the FAW will reject the registration request.

To crop the photo you simply need to click on the scissors icon highlighted once the photo has been uploaded.
Cropping the photo

As soon as you have clicked the **scissors icon** this box will pop up.

You simply need to drag the lighter shaded box over the players face, as highlighted. Once you have done this, just click the **Crop** button.

The system will take you back to the player's page and this photo will now sit correctly on the registration form, the electronic registration card and all team sheets for matches the player is involved in.
Completing the Player's Registration Form

Stage 1 - ENTERED

For all types of registration and employment contracts, once you have filled in the mandatory fields correctly and clicked **Save**, the registration request will reach the **ENTERED** stage.

It is at this point that the registration form and contract page can now be accessed. An email will now automatically be sent to the player (using the email address provided in the registration process) containing a PDF of the registration form. The club will also be able to generate the form on COMET.

The employment contract is not generated on COMET but will be the standard employment contracts that you currently use.

You would need to save a copy of this on your device once completed, ready to upload on to COMET.
How to upload the registration form onto COMET?

To complete any type of professional player registration request on COMET you will always need to complete the registration form in one of 3 ways.

1. The player can print this off to sign and send back to the club. This can be via hard copy or a scanned copy or photo of the signed form to send to the club digitally - so long as the form is clear and legible.

2. The player can digitally sign the form on their smart phone or tablet without printing and send back to the club via email to upload on to COMET.

3. The club can print the form off ready for the player to physically sign.
Now let’s show you how to do each of the above.
Submitting the registration form to the FAW within 5 business days of the player's signature

PLEASE NOTE:
The FAW Rule relating to registration requests needing to be submitted within 5 business days of the player does not relate to the date you printed the form.

As shown on point 1 of the above picture.

A form can be used at ANY time.

It is only once the player has signed and dated the form that it needs to reach the FAW within 5 business days of this signature.

As shown on point 2 of the above picture.
1. Player can print the form to sign

The moment you get to stage **ENTERED**, the player will automatically receive an email notification informing them of the request made by your club. Please see the above example.

The email will also contain a PDF attachment of the registration form so that the player can access it to sign and date accordingly.

This function offers flexibility as the player can complete and return this to the club, meaning you don't have to physically meet the player to complete the process.

Before signing the registration form the player should always check the photo is shown clearly in the photo box on the form and that all of the information is correct.
Always check the form before printing

When generating the registration form please check the form before printing to ensure the photo is showing and cropped correctly.

If you do not **crop** the photo before proceeding to this stage, the screen shot above shows what the photograph will look like on the form. **This form will be rejected by the FAW.**

You therefore need to **crop** the photo so that it will fit in this box correctly. This is also important for photos to fit on to the team sheets as well.

If for whatever reason the photo is missing from the form, you simply click the refresh button highlighted on the top left of your screen to load the page again.

Please refer to the earlier pages of this guide on how to **Crop** a photo.
9. Completing the Registration Form

Once you are happy the photo is now sitting correctly in the box (as highlighted) and all of the information is correct, the form is ready to be signed.

The club signature will be pre-populated as an e-signature to provide a clear audit trail of the club user that generated this form.

The player needs to read the relevant terms and conditions and sign and date the form.

PLEASE NOTE: This must be submitted to the FAW within 5 business days of the player's signature, as per FAW Rules and Regulations.
There is also a marketing section at the bottom of this page.

Since there is a fee payable to register as a player, the player is automatically opted in to receive marketing information and therefore would only need to tick this box if they did not want to receive any communication from the FAW.

It is important to note that the only communications sent to individuals would be directly from the FAW as opposed to any third parties or FAW partners.

Information sent by the FAW would include, amongst other things, a player's personal playing statistics at the end of each season along with football related content such as congratulatory emails on scoring and discounts off football products etc.

The FAW will not pass any details on to third parties to contact individuals so there is no need to worry in relation to being bombarded with spam email.
How can the Player send the signed and dated registration form back to the Club if not completing it in person?

Once the player has signed and dated the form they can do the following:

1. Scan the form and send back to the club via email.

2. Take a photo of the form and send back to the club via email – make sure this is clear and legible.

3. Sign and return the original printed copy to the club for them to upload on to COMET.
How to digitally sign a Registration Form

Player opens the email on their Smart phone or tablet

Getting the individual’s digital signature:

Step 1 – individual opens the email containing the PDF registration form and clicks on symbol shown in red circle
Individual creates a PDF on their Smartphone or tablet

Getting the individual’s digital signature:

Step 2 – individual selects “Create PDF” icon as shown

This can be done on both Android and Apple phones.
Click on the Pen icon

Getting the individual’s digital signature:

Step 3 – individual clicks on pen symbol as shown
Zoom in to the signature section on the form to sign and date

Getting the individual’s digital signature:

Step 4 – individual zooms in on the signature box, clicks the pen symbol and signs. Individual then unclicks pen symbol, zooms in on the date, re-clicks pen symbol and writes date.

Once signed and dated, individual clicks on symbol shown.
Send back to the club via email on the Smart phone or tablet

Getting the individual’s digital signature:

Step 5 – individual emails the signed form back to the Club
How can the Club access the Registration Form?

For all types of registration, once you have filled in the mandatory fields correctly and clicked **Save**, you will always be on the **ENTERED** stage.

It is at this point that the registration form can now be accessed.

The club will be able to generate the registration form on COMET by clicking on the **Generate registration form** button.

This will immediately load a PDF version of the form that the club can save on their device to print out at their convenience for the player to sign.

Don't forget, the employment contract also needs to be completed and uploaded on to COMET.
Uploading the Player's Registration Form and Employment Contract on to COMET

Once the player has signed and dated the registration form and employment contract and the club have a copy of this saved on their device, they are now ready to upload these documents on to COMET and proceed to the next stage of the registration request.

You would always do this via the Documents button on the players Active Registrations and Active Contracts page respectively.
Saving the form on your device to upload on to COMET

Once the registration form and employment contract have been signed and dated by the player, you can do the following:

1. Scan the documents and save them to your PC or laptop device, ready to upload on to COMET.

2. Take a photo of the pages and save to your PC or laptop device, ready to upload on to COMET. **If you are taking a photograph of any pages, the players photo and all of the information on each page must be clear and legible or the FAW will reject these documents and ask you to submit a clear copy of them.**

You decide where on your device you wish to save all of your registration forms, player photos and employment contracts that you need to upload on to COMET.

This is an example of how and where to save them.
Let's Begin

Having covered the basic processes of how the FAW COMET Player Registration System works, this guide will now take you through each type of Professional Player Registration.
Registering a Professional Player

1. Follow the standard registration process but make sure you select the player as a professional

The only difference to the registrations part of the process is that you need to ensure you select the level for the player as Professional when checking over and updating a professional player's mandatory fields.

Please see the amateur registrations player guide on how to go through the player registration process on COMET to move from ENTERED to SUBMITTED.
2. Click on the Active Contracts Button

As well as going through the registration process you also need to complete and submit the player's employment contract.

To do this you would click on the Active Contracts button which is right next to the Active Registrations page that you use to register the player.
3. Click on New contract

Once you have clicked the Active Contracts button you will now be on the players professional contract page.

If the player doesn't currently have an active professional contract with your club you need to click the New contract button.
4. Fill in the contract length and intermediary details (if relevant)

Once you have clicked **New contract**, you now need to input the **Date from** and **Date to** of the contract.

If there are any intermediaries involved these individuals should be registered with the FAW and their details can be added in relation to this contract by clicking on the **Intermediary** button.

Once happy with the dates then click **Save**.
5. Intermediary details

If an Intermediary is involved then by clicking the Intermediary button this pop-up box would appear.

Here you would simply select the relevant information relating to their involvement and the name of the intermediary.

Any payment due to the intermediary would then be added through the Compensations button.
6. Click on the Documents button

Once you have clicked **Save**, the contract is now on stage **ENTERED**.

You now need to follow a very similar process to the registration form. Firstly you need to upload a copy of the completed contract.

To do this you need to click the **Documents** button.
7. Select the type of document you want to upload

Once you have clicked the Documents button it will bring up this pop-up box.

You now need to select the type of document as Contract and click the Choose button.
8. Select the relevant contract to upload on to COMET

By clicking the **Choose** button, this will immediately take you to your PC or Laptop device to select the contract document to upload on to COMET.

In this example, the contract was saved to the laptops **Documents** folder, ready to upload on to COMET.

Simply double-click on the contract document.

Before submitting we would advise to check over the document to make sure everything is signed and has been filled in correctly on the contract before uploading.
9. The contract has now been uploaded on to COMET

By double-clicking on the document this will immediately be uploaded on to COMET and will show as **Active** in the **Contract** section.

If you ever want to double-check the document quickly and easily you just need to click the **magnifying glass** highlighted to view a small version of the document, or the button highlighted next to this to view it in full size.

Once uploaded you can close this box by clicking the **White cross** in the top right corner of this pop up box.
10. You are now ready to submit the contract to the FAW for approval

As with the registration process on COMET, whenever you need to action something you firstly need to click the Edit button.
11. Submitting the contract

Once you have clicked **Edit** it will give you the option to **SUBMIT** or **CANCEL**.

You need to click the **SUBMIT** button to proceed. If you wanted to Cancel the entire contract submission process for any reason at this stage you would click the **CANCEL** button with the blue cross, to the right of the **SUBMIT** button.

If you just wanted to hold off submitting to the FAW at this stage you can go back to the previous page by clicking the smaller **Cancel** button with the red cross to the left of the **SUBMIT** button.
12. Confirming submission of the contract to the FAW

Once you have clicked **SUBMIT** on the previous page, this pop-up box will appear.

To confirm the submission to the FAW you simply click the **SUBMIT** button in the pop-up box.

You don't need to put anything in the **Reason/description** box unless you feel you have any relevant comments or information to share with the FAW at this point.

If you wanted to go back to the previous page you select the **Cancel** button.

This will just take you back to the previous page, it won't cancel the entire process.
13. The contract has now been submitted to the FAW for approval

As soon as you have clicked on the **SUBMIT** button in the pop-up box it will take you back to the players **Active Contracts** page and the status of this will have changed to **SUBMITTED**.

The FAW will now have this on its approval dashboard and will review the information before confirming or rejecting the documents if there was any issues.

If it was returned for any reason the club would get an email immediately with a reason for this, e.g. contract not signed, and there would be a link on the email to take you straight back to this page to upload a corrected version following the same process outlined through the previous steps.
14. Managing the status of your Player Registrations on COMET

As a club you can keep a record of all registration requests submitted to the FAW at any time by clicking the My Club button.

To do this you click on the Clubs button and this will expand this folder and you then click on My Club.

On the My Club page, this is where all your player details are visible in real-time.

When the FAW actions a request, the player will be notified via email and you will be able to see this change on the system immediately through your My club section.

For professional players you can find these quickly by clicking on Level.

This will differentiate between all Amateur and Professional players at your club.
Registering a Professional Player on COMET - a recap

1. On the players **Active Registrations** page ensure to select the **level** as **Professional**.

2. Check the players mandatory data fields and click **Save** to move the player registration process to stage 1 – **ENTERED**.

3. Now go on to the **Active Contracts** tab next to the **Active Registrations** page and click **New Contract**.

4. Input the **Date from** and **Date to** of the contract, add any **Intermediary** information if relevant and click **Save**.

5. Upload the player’s employment contract on to COMET via the **Documents** button on this **Active Contracts** page.

6. Submit the contract to the FAW by clicking the **Edit** button and then click **SUBMIT**.

7. Confirm this submission by clicking **SUBMIT** again in the pop-up box that appears.

8. Go back on to the player’s **Active Registrations** page and upload the player’s registration form via the **Documents** button on this page.

9. Submit the registration form to the FAW by clicking the **Edit** button and then click **SUBMIT**.

10. Confirm this submission by clicking **SUBMIT** again in the pop-up box that appears.

11. Keep up to date on the process via the **My Club** page on your COMET account. The basic process with a professional player is to begin the registration process and then once you get to the **ENTERED** stage complete the contract submission first.

Once you are happy with this and have submitted the contract, then go back on to the registration page and submit the registration form as well. Once both have been **CONFIRMED** by the FAW this player will be registered to play.
Contract Extensions

1. Find the Player on COMET

To extend the contract of a professional player you firstly need to find your player on COMET.

You do this through the My Club button and finding the player from your player list.

You then click on the player to move on to their registration page and begin the process.
2. Click on the Active Contracts button

Once you have found the player through My Club and then clicked on the player to take you through to their registration page, you need to click on the Active Contracts button to bring up their contract details.
3. Click on the Extension button

Once on the players contract page, in order to begin the contract extension process you need to click the **Extension** button.
4. Enter the contract extension details

By clicking the **Extension** button it will take you through to this page.

The players current contract details will appear on the right and the proposed extension on the left in the **New contract** box.

What you need to do here is input the **Date from** and **Date to** of this new contract and also include any Intermediary information if relevant by clicking the **Intermediary** button.

This extended date will automatically update the original contract expiry date. Once happy with the information, click **Save**.
5. Open the Extension box

By clicking on Save it will take you back to the players contract page and you will now notice an Extension box will have appeared.

Click on the plus symbol on the right-hand side on this Extension box to open up the details of this contract Extension.
6. Click on the Documents button in the Extension box

Once the Extension box has opened, you now need to upload the Extension documents that will include the updated terms and contract dates.

To do this you need to click the Documents button highlighted in the Extension box.
7. Select the type of document you want to upload

Once you have clicked the Documents button it will bring up this pop-up box.

You now need to select the type of document as Contract and click the Choose button.
8. Select the contract extension to upload on to COMET

By clicking the **Choose** button, this will immediately take you to your PC or Laptop device to select the **Contract Extension** document to upload on to COMET.

In this example, the Contract Extension was saved to the laptops **Documents** folder, ready to upload on to COMET.

Simply double-click on the Contract Extension document.

Before submitting we would advise to check over the document to make sure everything is signed and has been filled in correctly on the contract before uploading.
9. The contract extension has now been uploaded on to COMET

By double-clicking on the document this will immediately be uploaded on to COMET and will show as **Active** in the **Contract** section.

If you ever want to double-check the document quickly and easily you just need to click the **magnifying glass** highlighted to view a small version of the document, or the button highlighted next to this to view it in full size.

Once uploaded you can close this box by clicking the **White cross** in the top right corner of this pop up box.
10. You are now ready to submit the contract extension to the FAW for approval

As with the registration process on COMET, whenever you need to action something you firstly need to click the **Edit** button.

Remember to click the **Edit** button highlighted in the **Extension box**, not in the main contract section.
11. Submitting the contract extension

Once you have clicked **Edit** it will give you the option to **SUBMIT** or **CANCEL**.

You need to click the **SUBMIT** button to proceed. If you wanted to Cancel the entire contract submission process for any reason at this stage you would click the **CANCEL** button with the blue cross to the right of the **SUBMIT** button.

If you just wanted to hold off submitting to the FAW at this stage you can go back to the previous page by clicking the smaller **Cancel** button with the red cross to the left of the **SUBMIT** button.
12. Confirming submission of the contract extension to the FAW

Once you have clicked **SUBMIT** on the previous page, this pop-up box will appear.

To confirm the submission to the FAW you simply click the **SUBMIT** button in the pop-up box.

You don't need to put anything in the **Reason/description** box unless you feel you have any relevant comments or information to share with the FAW at this point.

If you wanted to go back to the previous page you select the **Cancel** button.

This will just take you back to the previous page, it won't cancel the entire process.
13. The contract extension has now been submitted to the FAW for approval

As soon as you have clicked on the **SUBMIT** button in the pop-up box, it will take you back to the players **Active Contracts** page and the Status of this will have changed to **SUBMITTED** in the **Extension Box**.

The FAW will have received this to their own approval dashboard to review the documents before confirming or returning the registration if there were any issues with the documents.

If it was returned for any reason the club would get an email immediately with a reason for this, e.g. contract not signed, and there would be a link on the email to take you straight back to this page to upload a corrected version following the same process outlined through the previous steps.
14. Managing the status of your Player Registrations on COMET

As a club you can keep a record of all registration requests submitted to the FAW at any time by clicking the **My Club** button.

To do this you click on the **Clubs** button and this will expand this folder and you then click on **My Club**.

On the **My Club** page, this is where all your player details are visible in real-time.

When the FAW actions a request, the player will be notified via email and you will be able to see this change on the system immediately through your **My club** section.

For professional players you can find these quickly by clicking on **Level**.

This will differentiate between all Amateur and Professional players at your club.
Extending a Professional Players Contract - a recap

1. Find the player through your My Club page on COMET and click on that player to go on to their Active registrations page.

2. Once on the Active Registrations page, click on the Active Contracts button (next to the Active Registrations button) to go on to the players contract page.

3. Once on the players Active Contracts page, click the Extension button.

4. Input the Date from and Date to of the Contract Extension, add any Intermediary information if relevant and click Save.

5. An Extension Box will now appear on the Active Contracts page and this Extension will be on stage 1 – ENTERED. You can open this box by clicking on the plus button in the Extension box.

6. Upload the completed Contract Extension document on to COMET via the Documents button in the Extension box.

7. Submit the Contract Extension to the FAW by clicking the Edit button in the Extension box and then click SUBMIT.

8. Confirm this submission by clicking SUBMIT again in the pop-up box that appears.

9. Keep up to date on the process via the My Club page on your COMET account.

This process is very similar to submitting a new contract for a player shown in the previous part of the guide.

The only real difference is to remember to upload and submit the documents through the Extension box that will appear, not through the original contract.
How to Loan out a Professional Player

1. Find the Player on COMET

To loan out a professional player you firstly need to find the player on COMET.

You do this through the My Club button and finding the player from your player list.

You then click on the player to move on to their registration page and begin the process.
2. Click on the Active Contracts button

Once you have found the player through My Club and then clicked on the player to take you through to their registration page, you need to click on the Active Contracts button to bring up their contract details.
3. Click on the Loan button

Once on the players Active contracts page, in order to begin the loan process you click the Loan button.
4. Enter the Loan details

By clicking the **Loan** button it will take you through to this page.

The players current contract details will appear on the right and the proposed loan information will show on the left in the **New contract** box.

What you need to do here is input the following:

- The **Club** you are loaning the player to
- The **Date from** and **Date to** of this proposed loan.
- Include any Intermediary information if relevant by clicking the **Intermediary** button.

Once happy with the information, click **Save**.
5. The Players Registration status has now changed to ENTERED with the new Club

Once you have clicked Save on the previous page, if you go on the players Active Registrations page you will notice that their registration will have changed to stage ENTERED with the club you have proposed to loan the player out to.

They will get an email to inform them of this and will need to follow the standard registration process, with the player signing the registration form with them for the duration of this loan period you have specified on the previous page.
6. Open the Loan box on the Active Contracts page

On the Active Contracts page you will now notice a Loan box will have appeared.

Click on the plus symbol on the right-hand side on this Loan box to open up the details of this Loan proposal.
7. Click on the Documents button in the Loan box
8. Select the type of document you want to upload

Once you have clicked the **Documents** button in the **Loan box** it will bring up this pop-up box.

You now need to select the **type** of document as **Contract** and click the **Choose** button.
9. Select the relevant Loan Agreement to upload on to COMET

By clicking the Choose button, this will immediately take you to your PC or Laptop device to select the Loan Agreement document to upload on to COMET.

In this example, the Loan Agreement was saved to the laptops Documents folder, ready to upload on to COMET.

Simply double-click on the Loan Agreement document.

Before submitting we would advise to check over the document to make sure everything is signed and has been filled in correctly on the agreement before uploading.
10. The Loan Agreement has now been uploaded on to COMET

By double-clicking on the document this will immediately be uploaded on to COMET and will show as **Active** in the **Contract** section.

If you ever want to double-check the document quickly and easily you just need to click the **magnifying glass** highlighted to view a small version of the document, or the button highlighted next to this to view it in full size.

Once uploaded you can close this box by clicking the **White cross** in the top right corner of this pop up box.
11. You are now ready to submit the Loan Agreement to the FAW for approval

As with the registration process on COMET, whenever you need to action something you firstly need to click the Edit button.

Remember to click the Edit button highlighted in the Loan box, not in the main contract section.
12. Submitting the Loan Agreement

Once you have clicked **Edit** it will give you the option to **SUBMIT** or **CANCEL**.

You need to click the **SUBMIT** button to proceed. If you wanted to Cancel the entire contract submission process for any reason at this stage you would click the **CANCEL** button with the blue cross to the right of the **SUBMIT** button.

If you just wanted to hold off submitting to the FAW at this stage you can go back to the previous page by clicking the smaller **Cancel** button with the red cross to the left of the **SUBMIT** button.
13. Confirming submission of the Loan Agreement to the FAW

Once you have clicked **SUBMIT** on the previous page, this pop-up box will appear.

To confirm the submission to the FAW you simply click the **SUBMIT** button in the pop-up box.

You don't need to put anything in the **Reason/description** box unless you feel you have any relevant comments or information to share with the FAW at this point.

If you wanted to go back to the previous page you select the **Cancel** button. This will just take you back to the previous page, it won't cancel the entire process.
14. The Loan Agreement has now been submitted to the FAW for approval

As soon as you have clicked on the **SUBMIT** button in the pop-up box it will take you back to the players **Active Contracts** page and the status of this will have changed to **SUBMITTED** in the **Loan Box**.

The FAW will have received this to their own dashboard to approve and confirm or return if there was any issues with the document.

If it was returned for any reason the club would get an email immediately with a reason for this, e.g. agreement not signed, and there would be a link on the email to take you straight back to this page to upload a corrected version following the same process outlined through the previous steps.
15. Club B (the club the player is going on loan to) now needs to have submitted the Registration form to the FAW to be able to complete the Loan process.

Once you have submitted the loan documentation, if the club you are loaning the player to hasn’t submitted the registration form for the player, the loan process has not been completed yet.

At this stage you can no longer action the players Active Registrations page, so it is on Club B to ensure they move the status from ENTERED to SUBMITTED.

Once the loan agreement and the registration form for Club B have seen SUBMITTED, the FAW can complete the process and confirm both the loan agreement and the player's registration with Club B.
Loan Agreements - a recap

1. Find the player through your My Club page on COMET and click on that player to go on to their Active registrations page.

2. Once on the Active Registrations page, click on the Active Contracts button (next to the Active Registrations button) to go on to the players contract page.

3. Once on the players Active Contracts page, click the Loan button.

4. Input the name of Club B and the Date from and Date to of the Loan Agreement, add any Intermediary information if relevant and click Save.

5. On the Active Registrations page, the player’s registration will now be at the ENTERED stage with Club B. Club B now need to follow the standard registration process to move this registration from ENTERED to SUBMITTED with their club.

6. On the Active Contracts page, a Loan box will now appear and this Loan Agreement will be on stage 1 – ENTERED. You can open this Loan box by clicking on the plus button in the Loan box.

7. Upload the completed Loan Agreement document on to COMET via the Documents button in the Loan box.

8. Submit the Loan Agreement to the FAW by clicking the Edit button in the Loan box and then click SUBMIT.

9. Confirm this submission by clicking SUBMIT again in the pop-up box that appears.

10. Once you have SUBMITTED the Loan Agreement and Club B have SUBMITTED the player’s registration form with their club, this Loan Agreement can then be CONFIRMED by the FAW.

For a Loan to be completed on COMET, the Parent Club need to begin the process via the Loan button on the player’s Active Contracts page.

Club B then need to submit the registration form and the Parent club needs to submit the loan agreement contract document.

This Loan Agreement is a standard FAW document that can be provided on request and needs to be filled in by both clubs and the player before being uploaded on COMET to submit to the FAW for approval.
Recalling a Player during their Loan

1. Find the Player on COMET

Since the player is currently on loan with another club, their registration is currently not with your club. As such, they will not appear in the My Club section of your COMET account.

You will therefore need to locate the player via the Search Players button.
When you click on the Search Players button, your club name will automatically appear in the Club box.

All you need to do is click the Search button highlighted.

This will bring up a list of all the players that have held a registration with your club, including the player in question.
2. Select the Player from the search results

Once you have clicked **search**, you can find your player by by starting to type in their name in the **Name** box.

This will narrow the results down and simply click on the relevant player in the results bar, as highlighted.
3. Click on the Active Contracts button

Once you have found the player through Search Players and then clicked on the player to take you through to their registration page, you need to click on the Active Contracts button to bring up their contract details.
4. Open the Loan box to access the Loan details

Once on the Active Contracts page, click the plus button on the Loan box to open up the loan details.
5. Upload the relevant Notice Document to recall the Player

As per FAW rules, you must give the club the player is currently on loan with written notice of a minimum of 24 hours before you look to recall a player on COMET.

You therefore need to upload proof of this notice on COMET for the FAW to approve this action.

You would do this through the Documents button in the Loan box.
6. Click the Edit button

You then need to click the Edit button to carry out the action to cancel the loan.
6. Confirm the date you wish to terminate the Loan

Once you have clicked **Edit**, the system will take you to the page shown and you then need to confirm the date you wish to cancel the loan by inputting the date in the **Date of Termination** box.

Then press the **TERMINATE** button.
7. Confirm the request to terminate the loan

Once you have clicked **TERMINATE** button on the previous page, this pop-up box will appear.

To confirm the request to terminate the loan you simply click the **TERMINATE** button in the pop-up box.

You don't need to put anything in the **Reason/Description** box unless you feel you have any relevant comments or information to share with the FAW at this point.

If you wanted to go back to the previous page you select the **Cancel** button.

This will just take you back to the previous page, it won't cancel the entire process.
9. FAW Confirms the loan termination

Once the FAW have approved the Loan Termination the Loan box will no longer be showing on the players Active Contracts page and you will be able to reregister the player with your club.

Once the Loan has been terminated by the FAW you will notice the loan box will no longer be on the Active Contracts page.
10. Re-register the Player for your Club

You will now notice on the players Active Registrations page that their registration with Club B has now disappeared and the player's registration is now at stage ENTERED with your club.

You now need to follow the standard registration process to re-register the player with you:

- Generate the registration form
- Player signs and dates the registration form
- Upload this signed form on to COMET via the Documents button
- Submit the request to the FAW via the Edit button and then clicking SUBMIT and confirming submission by clicking SUBMIT again in the pop-up box that will appear.

Once CONFIRMED by the FAW the player will now be registered as a professional player back at your club. Process complete.
Recalling a Loan Player during the Loan Period - a recap

1. Find the player through the Search Players button on COMET and click on that player to go on to their Active registrations page.

2. Once on the Active Registrations page, click on the Active Contracts button next to the Active Registrations page to go on to the players Active contracts page.

3. Once on the players Active contracts page, click on the plus button on the Loan box to open up the loan details.

4. Upload the relevant proof of notification to Club B via the Documents button in the Loan box.

5. Click the Edit button to begin the Loan Cancellation process.

6. Input the date you wish to cancel the loan on and click TERMINATE. Confirm the termination request by clicking TERMINATE on the pop-up box that appears.

7. FAW will need to approve this Loan Termination request. Until this has been approved the Loan Agreement is still in place.

8. You will know when it’s been approved by the FAW as the Loan box will disappear from the players Active Contracts page.

9. Re-register the player for your club on the Active Registrations page by following the standard registration process.

To recall a player during the loan, you need to ensure to inform club B in writing a minimum of 24 hours before.

Upload proof of notification through the Documents button in the Loan box and then request the termination.

Once this request has been approved by the FAW and the loan has been terminated you then need to re-register the player as a professional with your club.
Terminating a Professional Player's Contract

1. Find the Player on COMET

To cancel a professional player's contract you firstly need to find the player on COMET.

You do this through the My Club button and finding the player from your player list.

You then click on the player to move on to their registration page and begin the process.
2. Click on the Active Contracts button

Once you have found the player through My Club and then clicked on the player to take you through to their registration page, you need to click on the Active Contracts button to bring up their contract details.
3. Click on the Edit button

Once on the players contract page, in order to begin the cancellation process you need to click the **Edit** button.
4. Begin the termination process

Once you have clicked on the **Edit** button on the **Active contracts** page, you now need to do the following:

1. Put in the date of termination in the **Date of Termination** box.

2. Upload the Contract Termination document via the **Documents** button.

To do this please follow the document upload steps in the previous sections of this guide.

The type of document you need to select and upload is **Contract Termination**.

Once you have done the above, click the **TERMINATE** button.
5. Submit the termination request - make sure to do this with any Contract Extensions as well as the main Contract

Once you have clicked the **TERMINATE** button on the previous page, this pop-up box will appear.

To confirm the request to terminate the player's contract you simply click the **TERMINATE** button in the pop-up box.

You don't need to put anything in the **Reason/description** box unless you feel you have any relevant comments or information to share with the FAW at this point.

If you wanted to go back to the previous page you select the Cancel button. This will just take you back to the previous page, it won't cancel the entire process.

**PLEASE NOTE:** If the player has any contract extensions on COMET these must also be terminated to confirm the overall contract termination.

To do this you would simply upload the same contract termination document in the **Extension** box as well as on the main contract section.
8. The contract termination now needs to be approved by the FAW

After clicking the **TERMINATE** button the system will take you back to the player’s **Active contracts** page where you will notice the status of the Contract is showing as **TERMINATED**.

This does not mean that the contract has been terminated yet, it just means that you have requested the termination from the FAW.

The FAW will need to review this before it is approved.
9. FAW confirms the Contract Termination

Once the FAW have approved the Contract Termination the **Contract** will no longer be showing on the player's **Active Contracts** page and you will now be able to terminate the player's professional registration with your club as well.
10. Terminate the Player's Registration

Once the Contract has been terminated, click on the player's **Active Registrations** page to take you to their registration with your club.

You now need to terminate this registration.

To do this you need to click the **Edit** button.
11. Fill in the Mandatory Fields

Once you have clicked **Edit**, you now need to input the **Date to** of the registration and the **Termination Reason**.

The date of the registration termination should always match up with the date of the contract termination.

Once completed you then need to click **TERMINATE**.
12. Confirm the Termination of the Player's Registration

Once you have clicked the **TERMINATE** button on the previous page, this pop-up box will appear.

To confirm the termination of the registration you simply click the **TERMINATE** button in the pop-up box.

You don't need to put anything in the **Reason/description** box unless you feel you have any relevant comments or information to share with the FAW at this point.

If you wanted to go back to the previous page you select the **Cancel** button.

This will just take you back to the previous page, it won't cancel the entire process.
Cancelling a Professional Players Contract and Registration - a recap

1. Find the player through your My Club page on COMET and click on that player to go on to their Active registrations page.

2. Now move across on to the Active Contracts page, next to the Active Registrations button.

3. On the contract page you now need to click Edit.

4. Then input the Date of Termination and upload the Contract Termination document via the Documents button.

5. Then click TERMINATE and confirm this by clicking TERMINATE in the pop-up box that will appear.

6. You MUST remember to do steps 3 - 5 in the Contract Extension box first if the player has any existing contract extensions with your club. Simply upload the same termination document in the Documents section of the Extension box.

7. Once you have submitted this Termination request, the FAW will need to review the documents as to whether they are happy to confirm this or flag up any issues regarding the termination.

8. If satisfied the FAW will confirm this termination and the players contract with your club will have been removed from their Active Contracts page.

9. You now need to cancel the players registration.

10. Do this by going on the player’s Active Registrations page and clicking Edit and then input the Date of Termination and the Termination Reason.

11. Then click the TERMINATE button on this page and confirm this termination by clicking TERMINATE in the pop-up box that will appear.

Remember for professional players you need to action both the Contract and the Registration for a cancellation to be confirmed.

For a cancellation you need to request to terminate the players employment contract first. Only when this contract termination request has been approved by the FAW can you proceed to terminate the players registration with your club.
You have now come to the end of this Professional Player Registration guide

We have now covered every action you may need to complete for a Professional Player on COMET:

1. We have registered a Professional Player and had the playing Contract approved.

2. We have Extended the Contract of a Professional Player.

3. We have Loaned a Professional Player out to another Club.

4. We have recalled the player from their Loan during the Loan period, and finally;

5. We have cancelled a Professional Player's Contract and Registration with our club.
Thanks for Reading

Should you have any further queries please contact the FAW via registrations@faw.co.uk for any rules or registration related queries, or comet@faw.co.uk for further system support.