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15th April 2019

Dear Club Secretary,

Following on from our initial correspondence last November (FAW Modernisation Programme brochure), the FAW has spent the past two months recently consulting with its football stakeholders, which has involved the following:

- Holding focus group meetings with players, clubs, leagues and referees;
- Meeting all 6 Area Associations and all 72 leagues in Welsh football; and
- Sending surveys to over 900 clubs and 1,100 referees.

We are very grateful for the feedback we have received. Having reflected on this, we have subsequently revised some of our intended processes and plans.

Providing all of our stakeholders with relevant and timely information is vital if we are to deliver a successful implementation of the new COMET Football Management System.

COMET will transform and simplify the way in which Welsh football transactions are undertaken and will reduce administration workload, postage & printing costs for Clubs. It is also a flexible system that can be accessed anywhere and at any time - via computer, smart phone or tablet.

With the June 2019 go-live date of COMET System drawing ever closer, we want to provide you with some further and important information. We appreciate this is a very detailed document but it contains important information which you need to be aware of to help you prepare for the new system.

Please note that all Clubs will need to take the following actions:

- Appoint their COMET Champion (who will be their main COMET user);
- Set up a PayPal account for their Club together with a linked email address (e.g. paypal@xyzfc.co.uk; or paypal-xyzfc@gmail.com etc)
- Book themselves onto a Player & Coach Registration Training Workshop which will take place between middle of May and end of June this year;
- Register all of your players, coaches and club officials on COMET before the start of the 2019/20 season; and
- Pay your 2019/20 season FAW Player Membership Fees via COMET (using PayPal).

Additionally, if your club will play in one of the competitions shown on page 12 of this document during the 2019/20 season, you will also need to do the following:

- Pick your team sheets electronically;
- Record real-time match updates (score, goal scorers etc);
- Pay your league and cup entry fees via COMET (using PayPal); and
- Pay your yellow and red card fees via COMET (using PayPal).

Should you have any urgent questions, please don't hesitate to e-mail them to us at comet@faw.co.uk.

Kind regards

COMET System Project Implementation Team

PART A - SUMMARY

- 1.1 Clubs will be responsible for registering all of their players, coaches and club officials on the new COMET System ahead of the start of the 2019/20 season.
- 1.2 Once they have registered on COMET, all amateur players and coaches will be automatically covered by the FAW's personal accident insurance policy (details of the cover were supplied within the recent Club survey).
- 1.3 All player registration & transfer requests will be sent electronically via COMET to the FAW's Player Registration Department who will assume responsibility for reviewing & approving all requests.
- 1.4 All coach registration requests will be sent electronically via COMET to the FAW's Coach Registration Department who will assume responsibility for reviewing & approving all requests.
- 1.5 On COMET, a player will register with a Club (and not with a specific team within a Club). Once the player has registered with a Club, he/she is then eligible to play for any team operated by that Club subject to complying with the relevant Rules and Regulations. This means that once a player turns 16 during a season, he/she is then able to play adult and Under 16 football for the same club without the need for separate Player Registrations.
- 1.6 Once a player has been registered, he/she will automatically become an FAW Playing Member for that season. We recently sent a survey to all Clubs in Wales asking for feedback on a number of matters, including which of the two Player Membership Options (Option A or Option B) they preferred.

In total, 595 clubs responded to the survey and 71% chose Option A. The FAW Board has therefore decided to implement FAW Player Membership Option A for the 2019/20 season. Option A is based on the following:

- Annual Fee of £10 Adults / £5 Juniors
 - Complimentary personal accident insurance for every registered player (amateur players only)
 - 15% discount off Wales kit at JD Sports
 - Opportunity for the player to win prizes for themselves and their teams/clubs via monthly prize draw.
- 1.7 Clubs will be financially incentivised to start registering their players as soon as the COMET System goes live by earning a 50% retrospective rebate payment from the FAW for all of the players they register on COMET before **31st July 2019**.

E.g. if your Club has 250 players (comprising 80 adults and 170 juniors), you could earn a rebate of up to £825 (80 x £5 rebate per adult player + 170 x £2.50 rebate per junior player) if you register your players on COMET by no later than 31st July 2019.
 - 1.8 All Clubs must pay their 2019/20 season fees via the COMET System. The FAW will use PayPal as its Payment Gateway provider – this will allow clubs to make payments via debit card, credit card or direct from their bank account. The FAW will provide all clubs with a detailed step-by-step guide on how to set up its own PayPal account – it takes minutes to open a PayPal account and there is no charge to the Clubs. All fees charged by PayPal will be covered by the FAW.

- 1.9. Once a transaction is generated on COMET (e.g. a player's registration request has been approved by the FAW Player Registration Department or a yellow / red card is assigned to a player via the referee's match report), then Clubs will then have up to 31 days to make the payment. Failure to do so within this time period will result in the player being automatically made ineligible for selection until the overdue amount has been paid.
- 1.9 Due to the large number of league and cup competitions operated within Welsh football, the implementation of the COMET Competition Management module will be carefully phased in over the next two seasons.

Only the Directly Affiliated league and cup competitions will therefore use COMET's Competition Management module for the 2019/20 season (a full list of these leagues and cup competitions can be found on Page 12 of this document).

HOWEVER, PLEASE NOTE THAT FROM THE START OF THE 2020/21 SEASON ALL LEAGUE AND CUP COMPETITIONS MUST USE THE COMET COMPETITION MANAGEMENT MODULE.

- 1.10 Professional Players currently registered with a Club who have entered into an Employment Contract that continues beyond 31st May 2019 will automatically be registered on COMET up to and including the date of expiry of the Players current Employment Contract.
- 1.11 From the 2019/20 season onwards, all Amateur Players registrations will be continuous. Continuous registration means that unless a player either transfers to another club or wants to cancel his/her registration, he/she will remain registered with the same club until further notice. This then eliminates the need for the player to have to re-register with the same club at the start of every season.

Based on an analysis of player registration transactions during the 2017/18 and 2018/19 seasons, we estimate that the introduction of a continuous registration process will reduce the number of transactions by **75,000 each season.**

- 1.12 Players and clubs will have the option to cancel a player's registration at any time and at no cost, provided that the player doesn't have any outstanding unpaid transactions.
- 1.13 If a player, having cancelled his/her registration, then tries to immediately re-register with another club, the FAW's Player Registration Department will not approve the re-registration any quicker than if it was processed as a transfer (so as to ensure that cancelling a registration is not used as a means to circumvent existing FAW Transfer Rules and Regulations).
- 1.14 All Clubs will need to appoint a COMET Champion (this person will be your Club's main COMET user and the FAW's main point of contact in relation to the COMET System). The COMET Champion will be responsible for setting up additional COMET System users (secondary users) within the Club.

We strongly recommend that your COMET Champion is someone who is comfortable in using a computer (e.g. used to navigating websites etc.)

- 1.15 FAW will organise and deliver all of the COMET System user training workshops – details of the training workshops, dates and locations will be circulated to all Clubs within the next week. All Clubs will need to attend a training workshop before the start of the 2019/20 season. The workshops will be held as follows:
- Phase 1 training: will take place between the end of the 2018/19 season and start of 2019/20 season; and
 - Phase 2 training: will take place between the end of the 2019/20 season and start of 2020/21 season.

- 1.16 The COMET System operates on a one account per Club basis e.g. if your Club operates several different sections e.g. senior, youth, junior and women's, then only one account would be set up on COMET for your Club and all of these sections would be listed under the same account. Each Club will still be able to set up all of the different sections with access to COMET.

This is different to how the current FSI Player Registration System works and the FAW will shortly send out a separate communication to each Club detailing the its intentions in relation to the merging of each Club's "related" records ; and

- 1.17 The FAW will provide Clubs with the relevant IT equipment, training and support to undertake the necessary registration requests on COMET. This includes providing all Clubs with a free of charge wireless printer/scanner to assist with the Player Registration and Coach Registration processes, where Clubs will need to undertake the following tasks:
- Entering the player's / coach's information on COMET;
 - Printing off the registration form (which is automatically generated by COMET) for the player/coach;
 - Getting the player / coach to sign the form;
 - Scanning the signed form back into COMET; and
 - Finally submitting the registration request to FAW for approval

PART B - MAIN BENEFITS OF THE COMET SYSTEM

- 1.1 COMET will transform and simplify the way in which Welsh football transactions are undertaken - it will significantly reduce administration workload, time, postage & printing costs for Clubs - and can be accessed anywhere and at any time: 24hrs a day, 365 days a year via computer, laptop, smart phone or tablet.
- 1.2 From the start of the 2019/20 season, payments will be made via COMET– this will eliminate the need to write, post and bank cheques/postal orders.
- 1.3 We are introducing a new continuous registration period for all Amateur Players. This means that once an Amateur Player is registered on COMET, he/she will stay registered with the same club until the player / Club either cancels the registration or the player transfers to another Club.

Continuous registration removes the need for Amateur Players from having to re-register with the same club at the start of every season – this will significantly reduce the administration burden for all club and league volunteers.

There are 85,000 registered players in Wales and over the past 2 seasons, only 10,000 players start a new season registered to a different club to the one they were registered with at the end of the previous season. This means that 75,000 players every year re-register with the same Club.

Continuous registration will mean that these 75,000 players will not need to register each year.

- 1.4 COMET is a real-time system and will automatically determine a player's eligibility for selection e.g. Clubs will be automatically prevented by COMET from selecting an unregistered player, an under/over age player or a player that is suspended. This takes the workload burden away from the hard working volunteers across Welsh football.
- 1.5 COMET contains over 500 standard reports that can be customised, downloaded as PDFs or into Excel and can be automatically set to run and be emailed to any user on a specific day/time – these include details of the number of cards issued to each player per match, breakdown of minutes played by each player, time of when goals were scored / conceded..
- 1.6 Creating and submitting team sheets will now be performed electronically (no need for hand written paper forms).
- 1.7 COMET is a powerful system that can capture and report key playing statistics which can be accessed by players, coaches and their clubs. All clubs will have the ability to record real-time match updates e.g. name and time of goal scorers, yellow/red cards, substitutions etc. This information will then automatically appear on the FAW's Welsh Football Match Centre website.
- 1.8 We are introducing an FAW Playing Membership scheme from start of 2019/20 season. Once a player has been registered, he/she will then become a Playing Member and will be entitled to access a wide range of benefits including:
 - Complimentary player personal accident insurance cover (amateur players only);
 - Discount off Wales kit at JD Sports; and
 - Opportunities to win monthly prizes for themselves or the Club/team which they play for.

PART C - WHOSE DETAILS WILL BE RECORDED ON COMET ?

- 1.1 Every individual and organisation involved in Welsh football will have their own record created on COMET;
- 1.2 This includes:
 - All players;
 - All coaches;
 - All club officials and staff;
 - Clubs; and
 - Venues/stadia.
- 1.3 All football related transactions performed by any of the above individuals will then be recorded on COMET.
- 1.4 This will ensure that we are able to capture and report on the following information:
 - Players:
 - their full registration history (please note that all of the existing player registration history on the FSI System will be automatically imported into COMET ahead of the start of the 2019/20 season player registration window opening on 11th June 2019);
 - their playing history (number of matches and minutes played, goals scored, win/lose record) and;
 - their disciplinary history.
 - Coaches:
 - their registration history,
 - their coaching history (their win/lose record, timeline analysis of when their teams score/concede goals);
 - their coaching qualifications and ;
 - their safeguarding status.
 - For clubs:
 - details of all of their officials & volunteers.
- 1.5 Capturing all relevant information on COMET will simplify the future Club Accreditation and Club Licensing audits.

PART D - WHO WILL BE SET UP AS COMET SYSTEM USERS ?

1.1 Although the details of every person involved in Welsh football will need to be recorded on COMET, this does not mean that every person will be provided with direct access to the COMET System.

1.2 Players:

- Although all players within Wales will need to register on the COMET System ahead of the start of the 2019/20 season, they will not have direct access to the COMET System.
- Instead, their details will be entered and kept updated on COMET by their Clubs.

1.3 Clubs:

- Clubs must register all of their players, coaches and officials on COMET ahead of the start of the 2019/20 season;
- Each Club must appoint a COMET Champion (this person will be their main system user). The COMET Champion will have unrestricted access to all areas of the COMET System relating to his/her Club and will also be responsible for setting up other COMET System users within the Club (known as secondary users). It is up to each Club to determine who will be their COMET Champion – however, we strongly recommend that this person is someone comfortable with using a computer; and
- Whenever a Club individual is added as a secondary user on COMET, he/she will need to be allocated a specific role (for info, a user can be allocated multiple roles) and will then be provided with access to the specific area of the COMET System relating to their role within that Club e.g. player registration secretary - player registration; treasurer - making payments; team manager / helper - selecting & submitting the electronic team sheets etc.

1.4 Coaches:

- Every club will need to register its coaches on COMET ahead of the start of the 2019/20 season.
- Once a coach has been registered, he/she will:
 - be provided with complimentary personal accident insurance cover which will be arranged and paid for by the FAW; and
 - receive an electronic registration card for the season.

PART E - WHAT WILL HAPPEN ON COMET AND WHEN ?

1.1 PLAYER REGISTRATIONS

- From the start of the 2019/20 player registration window, all player registration, loan and transfer requests will be made by the Clubs via the COMET System

All of these requests will then be sent electronically to the FAW's Player Registration department, who will now review and approve all such requests. The FAW will recruit additional staff in its Player Registration Department to ensure that all requests are processed in a timely manner

- Although League Registration Secretaries will no longer be required to approve all registration and transfer requests, they will continue to play an important role in helping and supporting their Clubs when they enter the details on the COMET System.
- On COMET, players will be registered to a specific Club (and not to a specific team within a Club). Therefore once the player has registered, he/she will be free to play for any team operated by the Club, subject to FAW Rules and Regulations and provided the player meets the gender & age criteria specified each team.

If Clubs operate multiple teams at the same age group, they can set up different squads for each team.

- COMET only allows a player to register with one club at a time. However, in line with current FAW Rules, a player will still be able to register to play:
 - o Adult football for one Club and Youth football for another Club; or
 - o Academy football for one Club and Junior football for another Club

subject to obtaining the relevant FAW Rules and Regulations and approvals.

- Professional Players currently registered with a Club who have entered into an Employment Contract that continues beyond 31st May 2019 will automatically be registered on COMET up to and including the date of expiry of the Players current Employment Contract.
- Once an amateur player has registered on COMET for the 2019/20 season, his/her registration will then be treated as continuous. Continuous registration means that unless an amateur player decides to cancel his/her registration or transfer to another club, he/she will continue to remain registered with the same club and will not be required to re-register at the start of every season.

The introduction of continuous registration will significantly reduce the annual workload for all players, clubs, leagues and other volunteers within Welsh football.

We believe this will reduce the number of player registration transactions by 75,000 every season.

- For each registered player, a Club will need to pay the FAW an Annual Player Membership Fee. The FAW recently sent a survey to all 900 Clubs in Wales – 71% of Clubs indicated that they preferred FAW Annual Player Membership Fee Option A (Adults - £10 / Juniors - £5)

The FAW will then use the Player Membership Fee to pay for the insurance premiums and payment to each league (we will pay £2 to each league for every player registered by a Club in their league).

- Once a player's registration has been confirmed, the player will automatically become an FAW Playing Member and will receive an electronic membership card. In addition to receiving complimentary personal accident insurance cover (amateur players only), FAW Playing Members will also receive other benefits including:
 - o the opportunity to win playing kit, training equipment and Wales international tickets for their team;
 - o the opportunity to attend Wales international training session; and
 - o 15% discount off Wales kit at JD Sport.
- From the start of the 2019/20 season, all Clubs must pay their fees via COMET. The FAW will use PayPal as its payment gateway provider which will allow Clubs the option to pay their fees direct from their bank account or via a debit / credit card.

The FAW will prepare a detailed step-by-step guide to show how easy it is to set up a PayPal account. There is no cost to the Club and all PayPal fees and charges will be borne by the FAW.

- Clubs will also be financially incentivised to submit their player registration requests to the FAW as soon as the 2019/20 season player registration window opens i.e. each club will be entitled to earn a rebate, (equivalent to 50%) for all player registrations processed by the FAW for their club before 31st July 2019.

E.g. IF YOUR CLUB HAS 250 PLAYERS (80 ADULTS AND 170 JUNIORS), THEN YOU COULD EARN A REBATE OF UP TO £825 (80 X £5 REBATE + 170 X £2.50 REBATE)

- Finally, Clubs will be responsible for updating COMET to reflect any changes to a player's contact details (e.g. change of address, email, updated photo etc).

1.2 COACH REGISTRATIONS

- All Clubs will need to register their Coaches and Staff / Officials (e.g. Secretary, Chairman, Treasurer etc) on COMET ahead of start of the 2019/20 season.
- Whilst Clubs can self-register their Staff / Officials without the need for FAW approval, the registration requests for all Coaching roles will need to be submitted to the FAW for approval. This will ensure that all Welsh football coaches meet the FAW's minimum coaching and safeguarding requirements (if applicable);
- The coaching information that we record on COMET will be used to help simplify future Club Accreditation and Club Licensing audits and as a result, will also reduce the associated workload for Clubs.
- All current safeguarding information (DBS) held by the FAW will be automatically imported into COMET. Once the COMET System has been successfully implemented, the FAW will stop using the current paper DBS application forms with all future DBS applications having to be submitted online. This will speed up the process of obtaining a DBS check (the online process is considerably quicker).

The FAW will provide all Club Safeguarding Officers with the necessary training to assist with the transition from the current paper based application process to the online only DBS application process.

- When Clubs registers their coaches, they will need to allocate each coach a role (e.g. Head Coach, Assistant Coach) and a team (e.g. 1st team, under 16s). They will also need to upload the coach's picture, select the coach's qualifications (if applicable) and get the coach to sign a registration form, before sending the request to the FAW for approval.

- If a coach is involved with more than one team in the same Club or has coaching roles across a number of different Clubs, then the Club will need to apply for separate registrations for each team / Club he or she coaches.
- There is also no limit on the number of coaches that a Club can register for a specific team;
- Only registered coaches can be added to team sheets on COMET and only registered coaches with a valid DBS licence can be involved in coaching junior players and/or vulnerable adults.
- When Clubs self-register their Staff and Officials, they will need to allocate them a role (e.g. Secretary, Treasurer). They will also need to upload a photo for each official and get the staff member/official to sign a registration form.
- Once the registration request has been approved, all Coaches, Staff and Club officials will receive an electronic registration card.
- All registered coaches (Club staff and officials are not covered) will also be provided with complimentary personal accident insurance cover which will be arranged and paid for by the FAW;
- Clubs will also be responsible for registering any new coaches or for amending the coaching qualifications of any of its existing registered coaches.

1.3 COMPETITION MANAGEMENT:

- COMET's Competition Management module will be rolled out over the next two seasons (2019/20 and 2020/21). This module covers the following functions:
 - o Creating/setting up a competition (league, cup etc.);
 - o Defining the competition rules (e.g. number of fixtures, age limits for teams within that competition etc.);
 - o Adding teams to a competition;
 - o Creating fixtures (can either be manually uploaded or automatically generated by the COMET system);
 - o Appointing match officials;
 - o Selecting and confirming team line ups (electronic not paper);
 - o Recording real-time match updates;
 - o Confirming match results (electronic not paper);
 - o Producing / updating league tables; and
 - o Disciplinary management.
- Due to the large numbers of leagues and cup competitions operating across Welsh football, the implementation of the COMET Competition Management module will be phased in over the next two seasons.

- Please note that only the following leagues and cup competitions must use the COMET Competition Management module from the start of the 2019/20 season (however, all other leagues and cup competitions must use the COMET Competition module from the start of the 2020/21 season):

A. Leagues:

Welsh Premier Football League,
Welsh Premier Women's Football League,
Welsh Premier Development League (North & South),
FAW Championship (Northern & Southern),
Welsh Football League,
Welsh Alliance Football League,
Mid Wales Football League,
Welsh National Football League,
Welsh League Reserves (West & East)
Welsh Alliance Reserve League,
Welsh National League Reserves,
Welsh National League Reserves & Colts;
Welsh League Youth Division; and
FAW Academy Leagues.

B. Cup competitions:

FAW Welsh Cup,
FAW Women's Welsh Cup,
Nathaniel MG Cup,
FAW Trophy,
FAW Youth Cup (Men's); and
FAW Girls Cup (Under 16's).;

- The FAW will also re-configure its website so that from the start of the 2019/20 season we will have a Welsh Football Match Centre containing all fixtures, results, scorers, team sheets and league tables of every match processed on COMET.

This data will be automatically generated by, and updated from, the COMET System, which can then be accessed by all players, coaches, referees, leagues, Area Associations and members of the public.

PART E - WHEN AND HOW WILL EVERYONE BE TRAINED ?

- 1.1 To ensure that all COMET users are trained ahead of using the new system, the FAW will organise and deliver a comprehensive user training programme:
- Phase 1 training workshops will take place between the end of the 2018/19 season and the start of the 2019/20 season; and
 - Phase 2 training workshops will take place between the end of 2019/20 season and the start of the 2020/21 season;
- 1.2 **Club Training Workshop - Player & Coach Registration (Phase 1):**
- All Clubs must attend a Player & Coach Registration Training Workshop which will take place between mid-May and end of June 2019. As part of these registration training workshops, all Clubs will also be trained on how to select electronic team sheets and how to make their payments via COMET.
 - **EACH CLUB MUST ATTEND A PLAYER & COACH REGISTRATION WORKSHOP** and can send up to 2 people to attend. In terms of who from the Clubs should attend these training workshops:
 - one person should be the Club's COMET System Champion; and
 - the other person should be someone actively involved in the player registration process.
 - If additional people within a Club then need to be trained on any player / coach registration, team line-up or COMET payment matters, then the two people attending the training workshop will need to do this.
- 1.3 Details of the dates, times and locations of the training workshops will be sent out to all Clubs within the next week. In summary:
- Club training workshops will be held at several different locations across Wales. Whilst we have tried to choose venues based on their geographical location, our final decision has been determined on the venue's ability to be able to accommodate up to 80 attendees all logging onto the internet at the same time. We kindly request that you attend the workshop at your nearest venues. This will help to minimise travelling distances to / from the various training venues.
 - The FAW will reimburse travel expenses (35 pence per mile) which will be based on one claim per club with mileage capped at the distance between your club and the nearest training venue to your club;
 - To minimise disruption and to offer the greatest flexibility, training workshops will be held:
 - between the end of one season and the start of the next; and
 - on weekday evenings (Mon to Thurs) and on weekends.
 - All COMET System users must attend a training session relating to their relevant module and the FAW will use an online system (Eventbrite) to enable users to book themselves directly onto a workshop of their choice.
 - The FAW will book all training venues, supply the necessary IT equipment and provide refreshments. We will also distribute the wireless printer/scanners at the workshops; and
 - The FAW will produce the training packs/guides for the workshops and will also operate an ongoing COMET help desk function to answer any queries that Clubs may have after the training has taken place.

PART F - FEES

1.1 As part of the implementation of the new COMET System, the FAW is also taking the opportunity to standardise the fees that are currently charged within Welsh football.

1.2 This will mean the following:

- All adult players (irrespective of which Tier they play in) will pay the same Annual Membership Fee;
- All leagues within the same Tier will charge the same League entry fee; and
- All Cup competitions organised by Leagues and Area Associations will charge the same entry fee.

1.3 Please find attached to this document:

- Details of the fees for the 2019/20 season;
- how they will need to be paid; and
- to which organisation.

COMET FAQs

1. Will the new COMET System increase my administration workload ?

No – it will have the reverse effect. The system will significantly reduce the administration workload for all clubs and leagues. The current processes in Welsh football are time consuming and expensive.

The processes on the COMET System are identical to the ones that you currently undertake – it's just that they will be performed on a computer system instead of being handwritten. COMET will reduce the amount of time spent by volunteers doing administration, all communication will be electronic and there will be significant reductions in printing and postage costs.

The introduction of a continuous registration period for Amateur Players will also avoid the need for at least 75,000 players to re-register at the start of every season.

2. Is COMET a reliable system ?

The COMET System has been designed by a Croatian company called Analyticom. COMET is the World's market leader in Football Management Systems and has been operational for 15 years. It is fully endorsed by FIFA, UEFA and all 41 of the National Associations that currently use it.

The number of users on COMET is unlimited with Analyticom's support team constantly monitoring the system's performance. In fact, they report that they have never encountered any problems from having too many users accessing COMET at the same time. This includes in New Zealand where there are over 150,000 users!

The COMET System data is stored on servers located at three different processing centres in Germany and New Zealand – all of these processing centres contain the same real time data so they are effectively providing backups to the backups!

3. My Club doesn't have a debit card. What do I need in order to make payments via the COMET System ?

The FAW will use PayPal as its payment gateway provider. This means that Clubs will have the option of paying their fees by either debit card, credit card or **directly from the Club's bank account**. There is no cost to the Clubs to set up a PayPal account (it takes a couple of minutes to do so) and all of PayPal's fees and charges will be paid by the FAW. We will send a detailed step-by-step guide to all Clubs informing them of the process they need to follow – this will require each Club to set up a dedicated email address which is linked to the bank account used on PayPal.

4. How will Clubs submit their electronic team sheets ?

From the start of the 2019/20 season, we will require some leagues/cup competitions to ensure that their clubs submit their team sheets electronically (these are the competitions listed on page 11 of this document).

For info, team sheets for all league and cup competitions will need to be submitted electronically from the start of the 2020/21 season.

Selecting and submitting a team line-up is an easy and quick process. Once an individual has been given access to select a team line-up on COMET, he / she will then select the team from a list of all eligible players.

The list of players that will be available for selection will be automatically created by COMET and will be based on the following factors:

- Whether the player is registered to the club (if they are not registered, they will not appear on the list);
- Their gender;
- Their age (the player's age must fall within the min and maximum age range defined for that team); and
- Whether the player is ineligible for selection (if the player is serving a suspension or has not paid an outstanding amount, although he/she will appear on the list, the player's name will appear in red and the system will prevent them from being selected until the suspension has been served).

Line-ups can be created by using a mobile phone, tablet or computer. Once both teams have submitted their team line-ups, they can be viewed by both teams. The referee will then see the names and photos of the players selected and has the ability to validate a player's identity when taking to the field of play.

If Clubs want to print their team line-ups, a team sheet can also be generated by the COMET system for printing.

If clubs experience problems in accessing the internet or obtaining mobile phone coverage on match day and are then unable to select their team line-up electronically, a hand-written team line-up should be handed to the referee by the time stated in the competition regulations.

Clubs will still be requested to submit their electronic team line-up via COMET as soon as they are able to get internet /mobile signal (even if this is after the match) and the referee will then check this back to the paper team sheets previously submitted before he/she confirms and submits the match report.

5. What happens if Clubs having problems in submitting a team line-up ?

To submit a team line-up, you must select the minimum number of players required per the competition rules. You must also select at least one Coach (who can also be a player).

In selecting a team, a club will be able to pick from a list of eligible players (will be based on whether they are registered, their age, gender and if they are suspended). If a player or coach does not appear on the list for you to select, please check that they are registered.

Clubs must ensure that they register all of their players and coaches by no later than the last working day prior to the match-day otherwise they will not be able to be added to the team line up on day of the game.

6. What do I do if a player is injured in the warm-up, after I have submitted my team line-up?

Once a club has electronically submitted its team line-up, they no longer have the ability to change it. So if someone gets injured during the warm up, the club should inform the referee of the player change, and he/she can edit the team line-up on COMET.

7. Where do I go for help with COMET?

We know that with any new system, there will be times when the users need help. In the first instance, we suggest every user refers to the online help function which will be set up on the FAW's website. If this doesn't resolve the problem, contact should be made with your COMET Champion.

If this still doesn't resolve the problem, then the matter should be escalated and logged with the FAW COMET Help Desk. The operating hours of the FAW COMET Help Desk will include evenings and weekends.

8. Why are the fees I have to pay my league for 2019/20 season different to the amounts we currently pay ?

The amounts currently charged to enter leagues and cup competitions across Wales differs considerably – some competitions in the lower tiers currently charge more than those in the elite tiers. Also, within each tier, there are considerable differences in the amounts charged.

The FAW believes that the standardisation of competition entry fees is necessary and therefore the FAW Board has set fixed amounts per Tier for 2019/20 season (see attached).