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Dear League Secretary,

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.

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

- 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 both during our meetings and in the survey responses. Having reflected on this, we have subsequently revised some of our intended processes and plans.

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** Leagues 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 League together with a linked email address (e.g. paypal@xyzleague.co.uk; or paypal-xyzleague@gmail.com etc)
- Register all of your league officials on COMET ahead of the 2019/20 season (we will provide a full list of the different roles in due course. An individual can also be allocated more than one role on COMET);
- Attend a Player & Coach Registration Training Workshop which will take place between middle of May and end of June this year (we have recently sent all leagues details of the dates of the workshops and how you book onto one of them). You will then be able to provide the necessary support to your clubs when they come to register their players, coaches and officials ahead of the start of the 2019/20 season; and
- Pay your 2019/20 season FAW Affiliation Fees (if applicable) via COMET using PayPal.

Additionally, if your league or cup competition is listed as one of the competitions shown on pages 14 and 15 of this document, you will also need to use COMET to manage your competitions for 2019/20 season - the FAW will then meet with your league to help you set up your competitions for the 2019/20 season.

IF YOUR LEAGUE OR CUP COMPETITION IS NOT LISTED ON PAGES 14 AND 15, THEN YOU WILL **NOT USE COMET TO MANAGE YOUR COMPETITIONS IN 2019/20 SEASON AND YOU SHOULD CONTINUE TO USE THE SAME SYSTEMS AS YOU CURRENTLY USE TO MANAGE THIS.**

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 Although Clubs will now 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, **ALL LEAGUES** will be required to provide the necessary support and assistance to their Clubs in relation to these new processes.
- 1.2 On COMET, a player registers with a Club (and not with a specific League).
- 1.3 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, he/she is then able to play Adult, Youth and Under 16 football for the same club without the need for separate player registrations.

- 1.4 Once a player has been registered, he/she will automatically become an FAW Playing Member for that season.
- 1.5 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 breakdown of how each area voted is shown below:

	Number of clubs				% of Clubs		
	Option A	Option B	Total		Option A	Option B	Total
FAW Directly Affiliated Clubs	100	38	138		72%	28%	100%
SWFA	106	39	145		73%	27%	100%
GCFA	71	24	95		75%	25%	100%
WWFA	78	34	112		70%	30%	100%
CWFA	22	15	37		59%	41%	100%
NEWFA	19	9	28		68%	32%	100%
NWCFA	27	13	40		68%	32%	100%
Sub-total	423	172	595		71%	29%	100%

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 Membership Fee of £10 Adults / £5 Juniors & Minis;
- Complimentary personal accident insurance for every registered player (amateur players only);
- 15% discount off Wales kit at JD Sports; and
- Opportunity for the player to win prizes for themselves and their teams/clubs via monthly prize draw.

- 1.6 The FAW will also pay each league a player registration fee of £2 for every registered player that plays in their league. If a club operates teams across several different leagues, then we will apportion the player registration monies across the relevant leagues. The FAW will work with the Area Associations to ensure that any apportionment is correctly calculated.

- 1.7 All Clubs will be financially incentivised to register their players as soon as possible once the 2019/20 Player Registration window opens. Clubs will be able to earn a 50% retrospective rebate payment from the FAW for all of the players they register on COMET before **31st July 2019**.

E.g. if a Club has 250 players (comprising 80 adults and 170 juniors), then they could earn a rebate of up to £825 (80 x £5 rebate per adult player + 170 x £2.50 rebate per junior player) if they register their players on COMET by no later than **31st July 2019**.

- 1.8 Detailed as an appendix to this document is a summary of the different fee amounts that will apply for 2019/20 season, how these are to be paid and to whom.

The league and cup entry fees per team listed in the appendix are the maximum amounts that can be charged for the 2019/20 season. If a league and/or cup organiser wants to charge a lower fee, then they are free to do so provided they also inform the FAW (by emailing comet@faw.co.uk) of the lower fee that they wish to charge.

- 1.9 The FAW will use PayPal as its payment gateway provider for the COMET System – this will allow Clubs, Leagues, Area Associations and Referees to make payments via debit card, credit card or direct from their bank account.

Each Club, League, Area Association and Referee will therefore need to set up their own PayPal Account. The attached step-by-step guide explains how to set up a PayPal account. It only takes a few minutes to open an account and there is no charge to do so. 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 the relevant entry will appear in each Club's dashboard. Clubs will then have up to 31 days to make the payment (please note that disciplinary transactions on COMET will only apply in 2019/20 season for the competitions listed on pages 14 and 15 of this document).

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.

- 1.10 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.

Therefore only the Directly Affiliated league and cup competitions listed on pages 14 and 15 of this document will therefore use COMET's Competition Management module for the 2019/20 season.

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

- 1.11 From the 2019/20 season onwards, all Amateur Players registrations will be continuous.

Continuous registration means that unless a player 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 over the past two seasons, we estimate that the introduction of a continuous registration process will reduce the number of annual player registration transactions by **75,000 each season from the start of the 2020/21 season onwards**.

- 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 On COMET, players register with a Club and not with a League. Due to GDPR rules, leagues will therefore not have direct access to the COMET accounts of the Clubs in their leagues since these will include details of players and coaches not connected to their leagues.

However, leagues will still be able to access a list of the players registered by clubs within their respective leagues via the COMET Competition Management module (this will go live in either 2019/20 season or 2020/21 season depending on the competition).

For the league and cup competitions not using COMET to manage their competitions in 2019/20 season, the leagues will need to instruct their Clubs to provide them with COMET reports showing all of their registered players – this takes seconds to run and can also include the option of providing leagues with copies of all of the player registration cards, on a per team basis.

- 1.15 Each league will need to appoint a COMET Champion (this person will be your League'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 your League.

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

- 1.16 FAW will organise and deliver all of the COMET System user training workshops – details of the training workshops, dates and locations have already been communicated to the Clubs and the leagues.

All Clubs will need to attend a Player & Coach Registration Training Workshop before the start of the 2019/20 season – **we also require all League Registration Secretaries to attend one of these Training Workshops where they will be able to observe the training given to the Clubs.**

The training 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.

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

Each Club will still be able to set up all of their different sections within the one account and also be able to make payments from different bank accounts, but by being linked to the one master club, players would then be able to play for any team operated by that Club without the need for separate player registration.

- 1.18 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 / club officials information on COMET;
- Printing off the registration form (which is automatically generated by COMET);
- Getting the player / coach / club official to sign the form;
- Scanning the signed form back into COMET; and
- Finally submitting the registration request to FAW for approval

- 1.19 The FAW will also provide each League with a dedicated laptop to operate the COMET Competition Management Module.

The laptop will be provided ahead of either the start of either the 2019/20 season or 2020/21 season - depending on when your league is required to use the COMET Competition Management Module (see pages 14 and 15 of this document).

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 Leagues - 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. Payments will need to be made via PayPal.
- 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 are being asked to re-register with the same Club each season. 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 and a list of registered players per team.
- 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. 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;
 - Clubs and their officials & staff;
 - Leagues and their officials & staff;
 - Area Associations and their officials & staff; 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);
 - 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, leagues and Area Associations:
 - details of all of their officials & volunteers.
- 1.5 Capturing all relevant information on COMET will also help 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** (including juniors and minis) within Wales will need to register on the COMET System ahead of the start of the 2019/20 season, they will not have access to the COMET System.
- Instead, their details will be entered and kept updated on COMET by their Clubs. All players will receive an electronic registration card. Clubs also receive copies of these cards and can provide them to their leagues as well.

1.3 Clubs:

- **ALL 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.
- The registration request will be sent to FAW who will check that the coach has the relevant qualifications to perform the requested coaching role.
- 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.

1.5 Leagues

- Each League 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 League and will also be responsible for setting up other COMET System users within their League (known as secondary users).
- It is up to each League 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 League 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 League e.g. competition manager, referee administrator etc

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.

All League Registration Secretaries will therefore be expected to act as the first line of support should a club encounter any difficulties in trying to submit registration requests for their players, coaches and officials.

- 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 e.g. Blues, Blacks and Whites, they can set up different squad lists 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:

- Adult football for one Club and Youth football for another Club; or
- Academy football for one Club and Junior football for another Club

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

- Please note that Sunday League and Veterans football are not being included within the COMET System implementation for 2019/20 season
- 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 pay the FAW an Annual Player Membership Fee (£10 Adults / £5 Juniors and Minis). The FAW will use the Player Membership Fee to pay the insurance premiums and also a fixed payment of £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, Clubs, Leagues, Referees and Area Associations must start paying their fees via COMET. The FAW will use PayPal as its payment gateway provider which will provide Clubs, Leagues, Referees and Area Associations with the ability to pay their fees either directly from their bank account or via a debit / credit card.

A detailed step-by-step guide showing how to set up a PayPal account is attached to this document. There is no cost to the Clubs, Leagues, Referees and Area Associations 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 A CLUB HAS 250 PLAYERS (80 ADULTS AND 170 JUNIORS), THEN THEY 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 (e.g. Head Coach, Assistant Coach etc.) and their 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, 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 from a drop-down menu (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 (e.g. if you want a coach to be added to a team sheet for an under 16s team, then you need to register the coach with the U16 team and so on) 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 & 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 Officials will receive an electronic registration card.
- All registered coaches 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 REGISTERING LEAGUE STAFF & OFFICIALS

- All leagues will be responsible for registering their own Staff & Officials. There is no need for the registrations to be approved by the FAW;
- When Leagues self-register their Staff & 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 (so that they provide the necessary consents and permissions).
- Once the registration request has been approved, all league staff & officials will receive an electronic registration card.

1.4 COMPETITION MANAGEMENT:

- COMET has two main sections: a registration section and a competition management section.

Although all Clubs, Leagues, Area Associations and Referees must use the registration section of the system from the start of the 2019/20 season, only some individuals and organisations will also need to use the competition management section for the 2019/20 season (see list on pages 14 and 15)

- COMET's Competition Management module will therefore be rolled out over the next two seasons (some competitions will use it from 2019/20 season and every competition will need to use it from 2020/21 season).
- COMET's Competition Management 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 the fixtures, results, scorers, team sheets and league tables of every match that is recorded 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.

Although we will not directly link COMET to the various league websites in 2019/20 season, all leagues can still operate their own websites and will be able to have a link to the FAW's results mini-website.

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 is organising and delivering 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 AND LEAGUES** 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.

- **CLUBS AND LEAGUES CAN SEND UP TO 2 PEOPLE TO ATTEND THE TRAINING WORKSHOP. DUE TO SPACE RESTRICTIONS, WE ARE UNABLE TO ACCOMMODATE MORE THAN 2 PEOPLE PER CLUB OR LEAGUE.**

- In terms of who from the Clubs should attend these training workshops:

- one person should be the Club or League's COMET System Champion; and
- the other person should be someone actively involved in the player registration process.

Leagues should send their registration secretaries to the training workshop.

- We will adopt the TRAIN-THE-TRAINER approach. So, if additional people within a Club or a league 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 train their fellow club / league colleagues.
- **By attending one of the workshops, all leagues will then be able to provide the necessary assistance to their Clubs should they have any queries with the registration process.**

1.3 Details of the dates, times and locations of the training workshops have already been sent out to all Clubs and Leagues. In summary:

- The Club training workshops will be held at several different locations across Wales. Whilst we have tried to choose venues based on geographical location, our final decision has been determined on a venue's ability to accommodate up to 80 people all accessing the internet at the same time. Therefore the venue's Wi-Fi capacity has been the determining factor in our choice of location.
- We kindly request that Clubs attend the workshop at their nearest venues. This will help to minimise travelling distances to / from the various training venues.
- The FAW will reimburse travel expenses (at the rate of 35p per mile) which will be based on one claim per club / league with mileage capped at the distance between your club (or in the case of a league, the home address of the Registration Secretary) 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.
- The FAW will book all training venues, supply the necessary IT equipment and provide refreshments. We will also distribute the Club 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 & Leagues 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 (£10);
 - All junior and mini players will pay the same Annual Membership fee (£5);
 - Leagues operating within the same Tier will now charge the same League entry fee. However, if a league wishes to charge a lower fee, then it can do so but it must also inform the FAW of this change (via email to comet@faw.co.uk).
 - All Cup competitions organised by Leagues will now charge the same entry fee. Again, if the organiser wishes to charge a lower cup entry fee, then they are free to do so but it must also inform the FAW of this change (via email to comet@faw.co.uk). **We will shortly confirm the fees for the Area Association organised cup competitions.**
- 1.3 Please find attached to this document, details of the fees for the 2019/20 season, how they will be paid and to which organisation.
- 1.4 As has previously been discussed, payments of monies by the FAW to each of the Leagues will be subject to the achievement of COMET Key Performance Indicators (KPIs). This is to ensure that all users of the COMET System follow the stipulated guidelines, and in particular, clubs (in respect to player registration, coach registration and team line-ups) and referees (submission of match reports) adhere to the COMET rules and regulations.
- 1.5 However, after listening to feedback from the recent meetings with leagues, we have amended our proposals as follows:
 - In 2019/20 season:
 - 90% of the payment amount due from FAW back to each league will be made unconditionally and will be paid prior to the start of each season (to ensure that leagues are not disadvantaged from a cash flow perspective);
 - 10% of the payment amount due from FAW back to each league will be subject to achieving the minimum KPIs and will be withheld until the end of the season.
 - Separate KPIs will apply to each of the following areas:
 - Player Registration:
 - The FAW will pay each league £2 for every player registered to play in its league;
 - £1.80 (90%) will be paid prior to the start of the season and £0.20 (10%) will be held back until the end of the season – this latter amount will be subject to KPI; and
 - The KPI will be based upon the level of support provided by the leagues to their clubs and the % number of registration forms correctly submitted by Clubs within each league

- League and Cup Entry Fees:
 - The league and cup entry fees for 2019/20 season have now been standardised – details are contained in the attached Appendix. Leagues are free to charge lower fees should they wish to do so;
 - Depending on the competition, some Clubs will now pay these fees to the FAW instead of to their league;
 - The FAW will immediately pay 90% of these fees to the relevant competition organisers and will hold 10% back until the end of the season – this latter amount will be subject to KPI; and
 - The final payment will be based upon the level of support provided by the leagues to their clubs and the % number of electronic team sheets and match reports correctly submitted by clubs and referees during a season for their respective league.

- In 2020/21 season
 - For leagues that achieve the 2019/20 season KPI, then the payments for the 2020/21 season will follow a similar pattern, namely
 - 90% will be paid unconditionally before the start of the season; and
 - 10% withheld until the end of the season and is subject to KPIs

 - However, for league that fail to achieve their 2019/20 season KPI, then the payments for the 2020/21 season will be amended so that
 - 75% will be paid unconditionally before the start of the season and
 - 25% withheld until the end of the season and be subject to KPIs.

The increased proportion (i.e. 25% instead of 10%) subject to KPIs in 2020/21 season will apply to the specific area where the league failed to achieve the minimum KPI in 2019/20 season e.g. Player Registration or League & Cup Entry Fees or both.

 - If the 2020/21 season KPI is then achieved, the payment split for 2021/22 season then reverts back to 90% / 10% split and so on.

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 League 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 Leagues will have the option of paying their fees by either debit card, credit card or **from their bank account**. There is no cost to the Leagues 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.

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 pages 14 and 15 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 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 required 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, a Club must select the minimum number of players required per the competition rules. They 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 Clubs do if a player is injured in the warm-up, after they have submitted their 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 Clubs should then contact their leagues and if the matter is not resolved, it should then 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 league and cup entry fees for 2019/20 season different to the amounts we currently charge ?

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).

League and cup competition organisers are free to charge a lower amount if they wish to do so – they just need to inform the FAW of the lower fee (via email: comet@faw.co.uk).