



## FAW COMET Regulations

### 1. PREAMBLE

The purpose of this Regulation is to ensure that where directed by the Association all Members and Subordinates use the FAW COMET system properly and in accordance with the Terms and Conditions of Use and the User Guidelines. Capitalised or defined words or phrases used in this Regulation have the same definition and meaning set out in the FAW Rules. Any reference to an FAW Rule or Regulation in this document will automatically include any amendments or additions to that Rule and Regulation that may be made by the Association from time to time. The singular in this Regulation includes the plural and vice versa and gender includes any other genders and references to persons including an individual, company, corporation, firm or partnership.

### 2. DEFINITIONS

In these Regulations the following words and expressions have the following meanings: -

<b>Abandoned</b>	means that a match started but was not completed.
<b>Affiliation Fee</b>	means the fee payable to affiliate with either the Association and/or with an Area Association (as set by the Association and/or by the Area Association from time to time).
<b>Approved</b>	means that an application to register a Player and Match Official has been approved by the FAW via FAW COMET but is awaiting Payments to confirm the registration.
<b>Cancelled</b>	means that an application to register a Player, Coach, Staff Member, Official or Match Official has been cancelled by either a Club, League, Area Association, Match Official or the Association (as applicable) BEFORE it has been Confirmed by the Club, League, Area Association or Association (as applicable).
<b>Club Accreditation Application</b>	means the submission via FAW COMET of a Club Accreditation Application for the relevant Playing Season, in accordance with the prevailing Club Accreditation Regulations.
<b>Club Licensing Appeal</b>	means a decision made by a Club to appeal the decision made by the club licensing panel
<b>Club Licensing Appeal Fee</b>	means the fee payable by a Club to appeal the decision made by the club licensing panel.
<b>Club Licensing Application</b>	means the submission via FAW COMET of a Club Licensing Application for the relevant Playing Season, in accordance with the prevailing Club Licensing Regulations.

<b>Club Licensing Application Fee</b>	means the fee payable by a Club when submitting its Club Licence Application for the relevant Playing Season.
<b>Coach</b>	means an individual registered in one or more of the different coaching roles with a Club as detailed by the Association on FAW COMET from time to time.
<b>Competition</b>	means a match or series of matches, involving two or more teams.
<b>Competition Entry Fee</b>	means the fee payable by a Club to enter a Competition (as set by the Competition Organiser from time to time).
<b>Competition Management</b>	means the general administration of football between Clubs and the Competition Organiser concerned. This includes, but is not limited to; confirming the team line-ups, uploading the match data, including the result of the match, the full names of the players taking part in the match, the names of the substitutes and details of any substitutions made (including the match time when the substitution was made), and details of any yellow cards and red cards issued (including the match time when the card was issued).
<b>Competition Organiser</b>	means the organisation responsible for managing and organising the relevant Competition.
<b>Confirmed</b>	means that an application to register a Player, Coach, Staff Member, Official or Match Official has been approved by the Club, League, Area Association or Association (as applicable) via FAW COMET, and Payments have been made (where relevant)
<b>Deleted</b>	means that an application to register a Player, Coach, Staff Member, Official or Match Official and/or a Confirmed registration of a Player, Coach, Staff Member, Official or Match Official has been removed from FAW COMET at the absolute discretion of the Association.
<b>Entered</b>	means that a draft application to register a Player, Coach, Staff Member, Official or Match Official has been created via FAW COMET by a Club, League, Area Association or Match Official but not Submitted to the Association;  and/or  means that a Submitted application to register a Player, Coach, Staff Member, Official or Match Official has been returned to Entered by the Association due to non-compliance with Rules and/or Regulations and/or to request further information.

<b>Entered (INT)</b>	<p>means that a draft application to register a Player who is either:</p> <ul style="list-style-type: none"> <li>- registered with a Club under the jurisdiction of a different National Association; or</li> <li>- is not of Welsh Nationality; or</li> <li>- was not born in Wales</li> </ul> <p>has been created on FAW COMET by a Club but not Submitted to the Association. In this instance the Player may require an International Transfer Certificate as per FIFA Regulations on the Status and Transfer of Players;</p> <p>and/or</p> <p>means that a Submitted (INT) application has been returned to Entered (INT) by the Association due to non-compliance with Rules and/or Regulations and/or to request further information.</p>
<b>Expired</b>	<p>means the status of an employment contract for a Professional Player which has naturally expired on the date as prescribed within the terms of the employment contract. In such cases the Professional Players registration with the Club will automatically and without notice change status to Terminated.</p>
<b>FAW COMET</b>	<p>means the Football Management System used by the Association as set out in these Regulations. Any reference to FAW COMET, COMET or system shall mean the same.</p>
<b>FAW COMET KPI</b>	<p>means the key performance indicators conveyed to Clubs and Match Officials, detailing how, and when, they must perform specific actions via FAW COMET, the responsibility for ensuring compliance with which, resides with the relevant Area Association and League.</p>
<b>FAW COMET KPI RECLAIM</b>	<p>means the amount that will be deducted from any Area Association or League from the monies that would ordinarily be payable to the Competition Organisers at the commencement of the following Playing Season should they fail to meet the FAW COMET KPI standards applicable to the previous Playing Season and which are calculated in accordance with the provisions of the FAW COMET KPI Schedule.</p>
<b>FAW COMET KPI Schedule</b>	<p>means the minimum standards (as set by the Association from time to time) required in relation to the performance</p>

	of Clubs, Leagues, Area Associations and Match Officials in complying with the FAW COMET Regulations.
<b>FAW COMET Record</b>	means the COMET ID number of the individual or organisation concerned containing all relevant information.
<b>League</b>	means any organisation as prescribed by the Association or an Area Association from time to time which arranges and runs a seasonal competition for the playing of Association Football or Futsal in a league or series of leagues format for Clubs, including but not limited to National Leagues, Youth Leagues and Junior Leagues.
<b>Match Official</b>	means the referee, the assistant referees and any fourth official appointed to a match.
<b>Match Official Annual Registration Fee</b>	means the fee payable by Match Officials, in whatever sum that the Association shall determine from time to time.
<b>Monetary Sanction</b>	means the fee payable arising from a Disciplinary Offence.
<b>Official</b>	means an individual registered in one or more of the different Official roles with a Club, League, Area Association or Association as detailed by the Association on FAW COMET from time to time.
<b>Payments</b>	means those fees payable in respect of Player Registrations Annual Fee, Monetary Sanctions, Competition entry, Affiliation Fees and/or other membership, Club Licensing Applications, Club Licensing Appeals and Match Official Annual Registration Fee to be made via FAW COMET.
<b>Pending (INT)</b>	<p>means that an application to register a Player who is either:</p> <ul style="list-style-type: none"> <li>- registered with a Club under the jurisdiction of a different National Association; or</li> <li>- is not of Welsh Nationality; or</li> <li>- was not born in Wales</li> </ul> <p>has been reviewed by the Association and is awaiting receipt of an International Transfer Certificate from the relevant National Association.</p>
<b>Pending</b>	means that an application to register a Coach is awaiting approval by the FAW's safeguarding department.
<b>Postponed</b>	means that a match did not start.
<b>Played</b>	means that a match has taken place.

<b>Player Registration Annual Fee</b>	means the fee payable by Professional Players, Amateur Players and Futsal Players via the Club in respect of the administration charges for the registration of those Players, currently ten pounds (£10.00) inclusive of VAT in respect of Players aged sixteen (16) and over (but in whatever sum that the Association shall determine from time to time) and the fee payable by a Player's parent or guardian via the Club for the cost of processing the registration of an Amateur Player aged fifteen (15) and under (currently five pounds (£5.00) inclusive of VAT but in such sums as may be determined by the Association from time to time).
<b>Player Passport</b>	means a complete list, generated by the Association, of a Players registration history in accordance with FIFA Regulations on the Status and Transfer of Players.
<b>Scheduled</b>	means that a match is scheduled to take place.
<b>Staff Member</b>	means an individual registered in one or more of the different Staff Member roles with a Club as detailed on FAW COMET.
<b>Status Log</b>	means the appropriate part of FAW COMET detailing the date and time that a User has changed a status or uploaded a document onto an FAW COMET Record.
<b>Submitted</b>	means that an application to register a Player, Coach, Staff Member or Match Official has been formally Submitted to the Association via FAW COMET for approval.
<b>Submitted (INT)</b>	<p>means that an application to register a Player who is either:</p> <ul style="list-style-type: none"> <li>- registered with a Club under the jurisdiction of a different National Association; or</li> <li>- is not of Welsh Nationality; or</li> <li>- was not born in Wales</li> </ul> <p>has been formally Submitted to the Association via FAW COMET for approval. In this instance the Player may require an International Transfer Certificate as per FIFA Regulations on the Status and Transfer of Players.</p>
<b>Terminated</b>	means that the Confirmed registration of a Player, Coach, Staff Member, Official or Match Official, or an employment contract of a Professional Player has been Terminated by the Club, League, Area Association or the Association (as applicable) or has naturally expired.
<b>Term. Confirmed</b>	means the status of an employment contract for a Professional Player on FAW COMET which has been

Terminated by the Club and the termination has been subsequently accepted by the Association.

**Terms and Conditions of Use** means the FAW COMET Terms and Conditions of Use as determined by the FAW from time to time.

**User** means an individual who has duly agreed to the FAW COMET Terms of Use and has been provided access to FAW COMET by the Association.

**User Guidelines** means user guidelines issued in respect of the correct usage of FAW COMET as determined by the FAW from time to time.

### **3. REGULATIONS**

It is mandatory that all Members and Subordinates use the FAW COMET system where directed by the Association including, but not limited, to the following: -

- 3.1. Professional Player registrations, employment contracts, extensions, cancellations and transfers;
- 3.2. Amateur Player registrations, transfers, cancellations and terminations;
- 3.3. Registrations, transfer and terminations of Futsal players;
- 3.4. An application to Terminate the registration and employment contract of a Professional Player;
- 3.5. Loans & loan recalls as referred to in Section H of FAW Rules;
- 3.6. Notices of approach as referred to in Section H of FAW Rules;
- 3.7. The registration, termination and appointment of Match Officials;
- 3.8. The registration and termination of Coaches and Staff Members;
- 3.9. The registration and termination of Officials;
- 3.10. All matters relating to the Disciplinary Procedures concerning On-Field Offences for Players and Team Officials excluding claims of wrongful dismissal or claims of mistaken identity;
- 3.11. Contact details of Club, Member, Officials and Subordinates personal contact details under paragraph 6 of these Regulations;
- 3.12. Affiliation with an Area Association or Association;
- 3.13. The making of Payments; and
- 3.14. Competition Management.

#### **4. USERS**

All Users must ensure that FAW COMET is used in accordance with the User Guidelines and the FAW COMET Terms and Conditions of Use both of which can be found on the FAW website. In particular all Users must ensure, amongst all other obligations, that: -

- 4.1. information entered onto FAW COMET is true and accurate and up to date insofar as practicable and that all relevant identification documentation has been received and verified before information is entered;
- 4.2. the search functionality available on FAW COMET is used properly and carefully to find any pre-existing FAW COMET Record before creating any duplicate record(s). Any User creating multiple and unnecessary duplicate record(s) will be in breach of these Regulations at the absolute discretion of the Association;
- 4.3. all information entered onto FAW COMET is regularly maintained and updated;
- 4.4. all data entered onto FAW COMET is kept strictly confidential;
- 4.5. only authorised Users will have access to FAW COMET;
- 4.6. Any User of FAW COMET must also hold a Confirmed registration (as applicable) with the organisation they are a User for and failure to register will result in the Users access to FAW COMET being suspended without notice until such time as the User has registered (as applicable) with the relevant organisation;
- 4.7. all confidential information obtained by Users to comply with their obligations under these Regulations will be used exclusively for the purpose of completing FAW COMET registration;
- 4.8. all authorised Users' training on FAW COMET is up to date;
- 4.9. any updates to the User Guide and/or terms and conditions of use and/or these Regulations will be complied with; and
- 4.10. any User shall not be involved in the Player registration process for more than one Club.

#### **5. ANNUAL FEES & PAYMENTS**

- 5.1. A Player Registration Annual Fee in any amount determined by the Association from time to time, is payable by the Club via FAW COMET at the point at which a player is moved to the status Approved.
- 5.2. A failure to pay the Player Registration Annual Fee will result in the Player becoming ineligible to participate in any Official Match, Open Friendly Match and/or Closed Friendly Match for the Club owing the outstanding Player Registration Annual Fee, until such time as the Player Registrations Annual Fee has been paid via FAW COMET

and any participation by the Player for the Club owing the Player Registration Annual Fee will be a breach of the FAW Rules and/or Regulation(s).

5.3. Deliberately left blank.

5.4. Match Officials Annual Fee:

5.4.1. The amount determined by the Association from time to time must be paid by the Match Official via FAW COMET prior to the Match Officials registration being Confirmed for the Playing Season.

5.5. Monetary Sanctions:

5.5.1. A Monetary Sanction must be paid by the Club via FAW COMET within thirty-one (31) days of the sanction date;

5.5.2. A failure to pay the Monetary Sanction by the stipulated due date, will automatically and immediately and without notice mean that Player and/or Staff Member and/or Coach (or if the Monetary Sanction is due from the Club, then the Club) will be ineligible to participate in any Official Match, Open Friendly Match and/or Closed Friendly Match, until such time as the Monetary Sanction has been paid via FAW COMET, and any participation in those circumstances will be a breach of FAW Rules; and

5.5.3. Any outstanding Monetary Sanction on a Player's FAW COMET record will mean such Player will not be permitted to transfer to another Club or register for any Club until the Monetary Sanction has been paid via FAW COMET.

5.6. Competition Entry Fees:

5.6.1. the relevant Competition Entry Fee(s) (if applicable) must be paid by the Club via FAW COMET prior to the deadline imposed by the Competition Organiser; and

5.6.2. failure pay the relevant Competition Entry Fee by the deadline will result in either that Club being expelled from the Competition or, if allowed by the rules of the Competition Organiser, required to pay an increased Competition Entry Fee as a penalty for late payment.

5.7. Affiliation Fees:

5.7.1. all Affiliation Fees (if applicable) must be paid via FAW COMET prior to the deadline imposed by the Association or the relevant Area Association;

5.7.2. failure to pay the Affiliation Fees by the deadline may result in an increased Affiliation Fee being payable as a penalty for late payment; and



- 5.7.3. participation in any Association Football will not be permitted until such time as the Affiliation Fee and any increase in the Affiliation Fee, has been paid in full via FAW COMET.

5.8. Club licensing:

- 5.8.1. all Club Licensing Application Fees and, where appropriate, any Club Licensing Appeal Fees, must be paid by a Club via FAW COMET by the deadlines as set out in the Club Licensing Regulations or any other applicable Regulations; and
- 5.8.2. failure to pay the appropriate Club Licensing Application Fees or Club Licensing Appeal Fees in accordance with the Club Licensing Regulations or any other applicable Regulations will result in the Club Licensing Application and the Club Licensing Appeal being refused by the Association.

**6. MANDATORY INFORMATION**

- 6.1. The following mandatory information must be recorded on FAW COMET in respect of the Player (including Futsal players), Coach, Official, Staff Member and/or Match Official being registered:

- 6.1.1. Family name;
- 6.1.2. Given name(s);
- 6.1.3. Nationality;
- 6.1.4. Date of birth;
- 6.1.5. Place of birth;
- 6.1.6. Country of birth;
- 6.1.7. Gender;
- 6.1.8. Ethnicity;
- 6.1.9. Disability (if any);
- 6.1.10. A clear and good quality passport style photograph of the Player (including Futsal players), Coach, Official, Staff Member or Match Official being registered. It will be the Clubs and/or League and/or Area Associations or the Match Official's (if applicable) responsibility to ensure that the photograph of the person is cropped on the system, maintained and kept up to date throughout the period of registration;
- 6.1.11. The personal and private email address of the individual being registered, or if this individual is aged fifteen (15) years of age or younger the parent or

guardians email address. It shall be the responsibility of the Club to ensure that the email address of the Player (or parent or guardian if applicable), Coach, Official and Staff Member is entered accurately and maintained throughout the period of registration with that Club. In the case of a Match Official it will be the responsibility of that Match Official to ensure that it is entered accurately and maintained throughout the period of registration. It will be a breach of these regulations for the email address of a Club and/or individual other than the person being registered and/or fake and/or invalid email address to be used for this purpose;

6.1.12. The full postal address and post code of the individual being registered. It will be a breach of these Regulations for the address and post code of the Club and/or individual other than the person being registered and/or fake and/or invalid postal address and postcode to be used for this purpose; and

6.1.13. In respect of Match Officials, their next of kin details.

## **7. PROFESSIONAL PLAYERS**

- 7.1. Professional Players must complete the appropriate FAW COMET-generated registration form, as prescribed by the Association from time to time.
- 7.2. A Professional Player's contract of employment, and the appropriate FAW COMET-generated registration form, as prescribed by the Association from time to time, must be Submitted onto FAW COMET within fourteen (14) Business Days of the date of the Player's signature on the contract of employment. If the relevant registration form and/or employment contract are not Submitted on FAW COMET within the prescribed timeframe and/or are incomplete the registration will not be accepted, and the application will be returned to Entered or Entered (INT) (as applicable) by the Association and the Professional Player will be ineligible to participate in any Official Match.
- 7.3. The minimum basic rates of weekly remuneration set in accordance with the National Minimum Wage Act 1998 (as amended) shall apply to all Professional registrations: as follows based on a minimum of five (5) hours employment per week:

21 year old and over	<b>£57.20</b>
18-20 year olds	<b>£43.00</b>
16-17 year olds	<b>£32.00</b>

The Club should specify the number of hours the Player will be employed by the Club per week when Submitting the contract of employment, this includes matches and training. Special provisions in the contract of employment that contradict the minimum basic rates of weekly remuneration provided above shall not be included in the contract of employment. Should a Club not pay a Player more than the expenses they incur, the Player cannot be considered to be a Professional Player and should not be registered as such.

- 7.4. During the period of a contract of a Professional Player the transfer of a Professional Player from one Club to another Club must be negotiated directly in writing between the Clubs (for the avoidance of doubt this does not include via COMET). A written transfer agreement which shall set out the full particulars of all financial and other arrangements between both Clubs which shall be signed by a Recognised Signatory of each of the two Clubs concerned must be Submitted to the Association for approval via the FAW COMET.
- 7.5. During the period of a contract of a Professional Player the loan of a Professional Player from one Club to another Club must be made on a form as prescribed by the Association from time to time. Such form must be Submitted to the Association and accompanied with a written loan agreement which shall set out the full particulars of all financial and other arrangements between both Clubs which shall be signed by a Recognised Signatory of each of the two Clubs concerned and Submitted to the Association for approval via the FAW COMET.
- 7.6. At the end of a loan period or should an early recall clause within the loan agreement and in accordance with FAW Rules be applied, the parent Club will be required to Submit an FAW COMET-generated registration form for the Professional Player during the Professional Registration Period.
- 7.7. An application to Terminate the registration and employment contract of a Professional Player shall be Submitted by the Club via FAW COMET and must include copy of any cancellation agreement entered into between the Club and Player (if applicable) and appropriate cancellation form as prescribed by the Association from time to time, each duly signed by all parties.
- 7.8. Any approach made for a Professional Player via FAW COMET without first negotiating a transfer agreement and/or submission of a mutual termination form will be deemed a breach of the FAW Rules.

## **8. AMATEUR PLAYERS**

- 8.1. Amateur Players must complete the appropriate FAW COMET-generated registration form, as prescribed by the Association from time to time.
- 8.2. A relevant completed registration form, as prescribed by the Association from time to time must be Submitted onto FAW COMET within fourteen (14) Business Days of the date of the Player's signature (or in the case of a Junior Player within fourteen (14) Business Days of the date of the parent's or guardian's signature). If the relevant registration form is Submitted on FAW COMET after fourteen (14) Business Days from the date of the relevant signature, and/or is incomplete, the Association shall not accept the application for registration and shall return to Entered or Entered (INT) (as applicable) via FAW COMET with an explanation as to why the application for registration has not be accepted. The Club must then inform the Player, or the parent or guardian (if applicable) that his/her registration with the Club has not been accepted by the Association.

- 8.3. An Amateur Player aged sixteen (16) years old and over will remain registered with a Club until such time as that registration is Terminated or the Player transfers to another Club.
- 8.4. An Amateur Player aged under sixteen (16) years old will remain registered with a Club until:
- 8.4.1. such time as that registration is Terminated; or
  - 8.4.2. the Player transfers to another Club; or
  - 8.4.3. the end of the Season during the Academic Year in which the Player turns sixteen (16) years old. The Player's registration with the Club will be automatically and without notice Terminated by the Association at the end of the aforementioned Season and the Player will be required to re-register for the following Season subject to the relevant Professional Registration Period or Amateur Registration Period as the case may be.
- 8.5. An application to Terminate the registration of an Amateur Player must be processed via FAW COMET by the Club with which the Player is currently registered. In such cases the Club must notify the Player in writing that his or her registration with the Club has been Terminated, stating the reason(s) why. The termination once accepted by the Club is immediate and automatic with no approval being required from the Association for any such application.
- 8.6. In the case of an Amateur Player (or the parent / guardian in the case of an Amateur Player aged fifteen (15) years old and younger) contacting the Club he or she is registered with to request in writing that his or her registration is Terminated then said Club must Terminate said registration via FAW COMET immediately and notify the Player in writing once Terminated. The termination once accepted by the Club is immediate and automatic with no approval being required from the Association for any such application. In the event of an Amateur Player (or the parent / guardian as the case may be) receiving no response from the Club in respect of any written request under this Paragraph 8.6, the Amateur Player (or the parent / guardian as the case may be) shall be entitled to make a written request to the FAW to terminate the registration of that Amateur Player. The written request must be sent to [registrations@faw.co.uk](mailto:registrations@faw.co.uk) along with a copy of any previous correspondence under this Paragraph 8.6 deemed pertinent. The FAW will consider the matter and will process the request to terminate in its absolute discretion. An Amateur Player who Terminates their registration under this regulation 8.6 will be prevented from re-registering for seven (7) Business Days.

## **9. FUTSAL PLAYERS**

- 9.1. Futsal Players must complete the appropriate FAW COMET-generated registration form, as prescribed by the Association from time to time.
- 9.2. A relevant completed registration form, as prescribed by the Association from time to time must be Submitted onto FAW COMET within fourteen (14) Business Days of the date of the Futsal Player's signature. If the relevant registration form is received on FAW COMET after fourteen (14) Business Days from the date of the relevant signature, and/or is incomplete, the Association shall not accept the application for registration and shall return to the Club via FAW COMET with an explanation as to why the application for registration has not be accepted. The Club must then inform the Futsal Player, that his/her registration with the Club has not been accepted by the Association.
- 9.3. An application to Terminate the registration of a Futsal Player must be processed via FAW COMET by the Club with which the Player is currently registered. In such cases the Club must notify the Player in writing that his or her registration with the Club has been Terminated. Termination once accepted by the Club is immediate and automatic with no approval being required from the Association for any such application.
- 9.4. In the case of a Futsal Player contacting the Club he or she is registered with to request in writing that his or her registration is Terminated then said Club must Terminate said registration via FAW COMET immediately and notify the Player in writing once Terminated.
- 9.5. A Futsal Player will remain registered with a Club until 31<sup>st</sup> May of the Season in which their registration as a Futsal Player is Confirmed by the Association. Subject to any earlier application to Terminate under paragraph 9.3 of these Regulations or the Futsal Player transferring to another Club during that Playing Season.

## **10. PLAYER REGISTRATIONS DEADLINES**

- 10.1. An application for registration of any Player must be Submitted to the Association via FAW COMET by no later than 5pm on the last Business Day prior to the match in which they wish to participate.
- 10.2. Pursuant to FAW Rule 144, if an application to register a Player is Submitted via FAW COMET after 5pm on a Business Day or is Submitted on a day which is not a Business Day, then the Association will deem receipt of the application to register said Player at 9.00am on the next Business Day. The Status Log on a Players FAW COMET Record will be used for the purpose of establishing the date and time a Club has Submitted an application to register a Player via FAW COMET.

- 10.3. The FAW may in its absolute discretion accept an application to register a player:
- 10.3.1. on a non-Business Day in circumstances where a Club is due to play a fixture on a non-Business Day at the start of a Professional Registration Period; or
  - 10.3.2. during the period 5pm to 11:59pm on the last day of a Professional Registration Period.
  - 10.3.3 if the Player is awaiting ITC they may be Approved and play on the same day if the ITC is received before 5pm on a Business Day.
- 10.4. For any Player to be eligible for participation in an Official Match said Player must be Approved by the Association via FAW COMET by no later than midnight on the last Business Day prior to the match in which they wish to participate. The Club then must pay the Player Registration Annual Fee to move the status to Confirmed
- 10.5. The FAW may in its absolute discretion accept an application to register a Player after a deadline if the application had been Submitted by the Club but returned to Entered before the deadline subject to the application being Submitted by the Club within 1 hour after the applicable deadline.

## **11. INTERNATIONAL TRANSFER PROCEDURES**

- 11.1. If a Player requires an ITC, the Club must ensure that FAW COMET is completed properly and in particular must ensure that the Player's most recent former club and the name of the national association the former club is affiliated to, is included in the application. Where a Club does not have a registered FIFA TMS user, the Association may request an Amateur ITC on the Clubs behalf. In such instances the Club must also include a copy of the Players photo I.D.
- 11.2. The use of TMS is a mandatory step for all international transfers of Professional Players and Amateur Players (both male and female) within the scope of Association Football. Clubs must ensure that TMS is used in conjunction with their existing obligations under these Regulations to use FAW COMET. A transfer instruction therefore needs to be added onto TMS at the same time as an application for registration is Submitted via FAW COMET.
- 11.3. An ITC may not be requested by the Association on TMS in its absolute discretion unless an application for registration has been Submitted by the Club via FAW COMET which is compliant with FAW Rules and/or Regulations. Likewise, an application for registration on FAW COMET at status Submitted (INT) may not be reviewed by the Association at its absolute discretion unless an accompanying transfer instruction has been added onto TMS..
- 11.4. The use of TMS is not required for the international transfer of players within the scope of Futsal.

- 11.5. Paragraph 11 of these Regulations should be read in conjunction with Articles 9 and 19, Annexe 3 and Annexe 3a of FIFA Regulations on the Status and Transfer of Players.

**12. ADMINISTRATIVE PROCEDURES GOVERNING THE APPLICATION OF FAW RULE 60**

- 12.1 If a Player has played in Official Matches for two (2) Clubs during one (1) Season, but the Club to which he or she is registered ceases to exist during the same Season, the Player shall be entitled to play for a third Club during the same Season. For example:

**Club 1 (Active) > Club 2 (Folds) > Club 3 (Player allowed to play for Club 3)**

**13. ADMINISTRATIVE PROCEDURES GOVERNING THE APPLICATION OF TRIALISTS UNDER FAW RULE 70**

- 13.1 Any Trialist shall be limited to participation in no more than two (2) Open Friendly Matches and/or Closed Friendly Matches during the Playing Season, as applicable, for the same Club within a period of twenty-eight (28) days from the commencement of such trial and will be always subject to the express provisions of FAW Rule 70. The limits do not apply during the Close Season.
- 13.2 Any such trial will not require the prior permission of the FAW and/or Area Association and will not need to be processed via FAW COMET.
- 13.3 The Club taking a Trialist will be required to retain a copy of any permission letter required from his or her existing club as applicable and appropriate written records of any matches played by the Trialist, in both cases for the remainder of the Season during which the trial has taken place. The FAW, in its absolute discretion, may request a copy of any such permission letter and/or details of matches played as part of any investigation into compliance under this Paragraph 12(A) and/or FAW Rule 70.
- 13.4 The provisions of this Paragraph 13 shall not apply in respect of Trialists at an FAW Academy. Such Trialist provisions are set out in the applicable Academy Regulations as set by the FAW from time to time.

**14. ADMINISTRATIVE PROCEDURES GOVERNING THE APPLICATION OF FAW RULE 79 and 79(A)**

- 14.1 A Club approached by an Amateur Player or intending to approach or negotiate with an Amateur Player to transfer to that Club must, during the Playing Season, give notice via the FAW COMET. No other form of notice will be recognised.
- 14.2 A Club may give 3 days' notice for an Amateur Player at any time. The Club have until the Entered application is automatically Cancelled to Submit a compliant FAW COMET-generated registration form subject to the applicable registration period being open. The Status Log on COMET will be used to determine when 72 hours have elapsed for the purpose of the 3 day notice period.

- 14.3 A Club, upon receiving a notice of approach for an Amateur Player via FAW COMET during a Playing Season, must immediately terminate the registration of that Amateur Player to enable that Amateur Player to transfer to the approaching Club unless any valid objection exists under the provisions of FAW Rule 80 (as amended by the FAW from time to time).
- 14.4 Unless an Amateur Player's current Club terminates a registration early, an approaching Club should not submit a compliant FAW COMET-generated registration form until the 3 days' notice has elapsed.
- 14.5 During the Close Season, the FAW will process the transfer of an Amateur Player from one Club to another Club on the provision that the new Club has submitted an FAW COMET-generated registration form for the Amateur Player in accordance with the FAW Rules and/or Regulations. In such cases there will be no requirement for notice of approach, for the current Club to terminate any registration via FAW COMET and/or opportunity for the current Club to object to the proposed transfer.
- 14.6 Should a Club exceed the limits set in FAW Rule 79 and/or FAW Rule 79(A) the Association may still process the transfer should no objection be received as per FAW Rule 80. Even in the event of an objection being made, the Association may still process the transfer should a compliant FAW COMET-generated registration form be submitted. In such instances the Association reserves the right to investigate an alleged breach of FAW Rules separately to an Amateur Player's registration.

## **15. ADMINISTRATIVE PROCEDURES GOVERNING THE APPLICATION OF FAW RULE 80**

- 15.1 Any written notice of objection to a proposed transfer under FAW Rule 80 by the Amateur Player's current Club shall be via email to [registrations@faw.co.uk](mailto:registrations@faw.co.uk) for consideration with copy also sent to the approaching Club. The current Club shall ensure that any written objection is corroborated by any evidence it deems pertinent.
- 15.2 The FAW will consider a duly signed FAW COMET-generated registration form, submitted via FAW COMET and which is compliant with FAW Rules and/or Regulations as a written request by the approaching Club for intervention under FAW Rule 80 should no written notice of objection be received by the FAW from the Amateur Player's current Club. In such cases the FAW will process the transfer in its absolute discretion.
- 15.3 Any objection to a transfer made on the grounds of forgery must be made within five (5) days of a registration being confirmed. The FAW may in its absolute discretion reverse the transfer upon receiving a signed witness statement from the Player. Any disciplinary investigation relating to the same transfer shall be treated separately from the Player's registration. Should any disciplinary investigation find the Player did sign the registration form the FAW reserves the right to reinstate a registration and investigate the Player and/or Club.
- 15.4 The provisions of this Paragraph 15 shall not apply in respect of any notice of approach made outside of the Professional Registration Period when an Amateur Player has played an Official Match in a Professional Competition.



## **16. ADMINISTRATIVE PROCEDURES GOVERNING THE APPLICATION OF FAW RULE 87**

- 16.1. It is the responsibility of a Club to obtain the necessary permission under FAW Rule 87 from the applicable Area Association before Submitting an application to register a Junior Player who wishes to register as a Junior Player for a Club outside the boundary of the Area Association in which that Junior Player principally resides. In such cases the Club shall ensure the Submitted application includes a copy of such permission. If the application for registration of such Junior Player is Approved by the Association, this does not override the obligation of said Club to obtain the necessary permission from the Area Association concerned prior to the Junior Player participating for the Club.

## **17. MATCH OFFICIALS' REGISTRATIONS**

- 17.1. All Match Officials must register on FAW COMET at the start of every Playing Season and must do so before they are eligible to officiate in any Official Match.
- 17.2. The registration of a Match Official will expire at the end of each Playing Season (unless otherwise agreed by the Association).
- 17.3. Only Match Officials in possession of a valid Disclosure and Barring Service licence will be permitted to officiate in any Official Matches involving Junior Players.
- 17.4. All Match Officials will be required to re-register and pay the relevant Match Official Annual Registration Fee ahead of the start of each subsequent Playing Season (unless otherwise agreed by the Association).

## **18. REGISTRATION OF STAFF MEMBERS AND COACHES**

- 18.1. All Staff Members and Coaches must register on FAW COMET at the start of every Playing Season and must do so before they are permitted to Coach any team. A Staff Member and/or Coach who is not yet registered may be permitted to stand in the technical area in exceptional circumstances should they have received permission from the relevant Competition Manager.
- 18.2. Only registered Staff Members and Coaches are eligible to be added to a team-line up of the team which they have registered for.
- 18.3. Unless otherwise agreed by the Association, the registration of a Staff Member and/or Coach will expire on the earlier of:
  - 18.3.1. The end of the Playing Season; or
  - 18.3.2. The date upon which the Coach or Staff Member's Disclosure & Barring Service licence expires, if the Coach or Staff is required to hold such a valid licence as part of his or her registration; or

18.3.3. The date upon which the Coach or Staff Member's qualification expires if the Coach or Staff Member is required to hold such a qualification as part of his or her registration.

18.4. All Staff Members and/or Coaches will be required to re-register ahead of the start of each subsequent Playing Season (unless otherwise agreed by the Association).

## **19. REGISTRATION OF OFFICIALS**

19.1. All Officials must register on COMET at the start of every Playing Season. Failure to do so will result in the relevant individual's COMET user access being suspended until such time as the individual has registered.

19.2. The registration of an Official will expire at the end of each Playing Season (unless otherwise agreed by the Association).

19.3. All Officials will be required to re-register ahead of the start of each subsequent Playing Season (unless otherwise agreed by the Association).

## **20. CLUB LICENSING**

20.1 To be processed via FAW COMET in accordance with the applicable Regulations (as set by the Association from time to time) that set out the minimum standards that Clubs need to attain prior to the start of every Playing Season.

## **21. CLUB ACCREDITATION**

21.1 To be processed in accordance with the applicable Regulations (as set by the Association from time to time) that set out the minimum standards that Clubs operating teams for Junior Players, need to attain prior the start of every Playing Season.

## **22. AFFILIATION**

22.1 To be processed via FAW COMET in accordance with the applicable Rules and/or Regulations (as set by the Association from time to time) and/or in accordance with the applicable rules and/or regulations (as set by the Area Association from time to time) that set out the minimum requirements that Qualifying Clubs, National Leagues, Area Associations and any other Club, League or Competition must comply with in order to affiliate or attain membership with the Association and/or an Area Association (as applicable) prior to the start of every Playing Season.

## **23. COMPETITION MANAGEMENT**

23.1. For all Competitions recorded on FAW COMET, the participating Clubs must:

23.1.1. Enter the relevant Competition(s) via FAW COMET and pay the relevant Competition Entry Fee(s) via FAW COMET;

23.1.2. Submit their team line-ups on FAW COMET (starting line-up, substitutes and team Officials) in accordance with the deadlines imposed by the Competition Organiser;

23.1.3. By no later than the time specified in the FAW KPI COMET Schedule for the relevant Playing Season, record the following match events on FAW COMET:

23.1.3.1. The goal scorers and match time that has elapsed when each goal was scored

23.1.3.2. Substitution details including the match time that has elapsed when each substitution was made

23.1.3.3. The yellow and red cards issued including the match time that has elapsed when the card was issued

23.2 For all Competitions recorded on COMET, Match Officials must ensure they:

23.2.1 Enter their availability and unavailability dates via FAW COMET;

23.2.2 Accept or reject their allotted match appointments via FAW COMET;

23.2.3 Prior to kick off, check the team line-ups submitted by the two teams are correct;

23.2.4 By no later than the time specified in the FAW COMET KPI Schedule for the relevant Playing Season:

23.2.5 Check, and if necessary, amend or input, the details of each goal scorer (including match time that has elapsed) and each substitution (including the match time that has elapsed);

23.2.6 Check, and if necessary, amend or input, details of each yellow card (including the match time that has elapsed) and each red card (including match time that has elapsed);

23.2.7 Enter the details of any misconduct by Players and/or team officials;

23.2.8 Confirm the match result on FAW COMET by changing the status of the match from Scheduled to Played;

23.2.9 Subject to regulation 23.3.6, in the event of an Official Match being Postponed, move the status of the match from Scheduled to Postponed as soon as possible after the decision to Postpone the match has been made; and

23.2.10 Subject to regulation 23.3.6, in the event of an Official Match being Abandoned, change the status of the match from Scheduled to Abandoned as soon as possible after the decision to Abandon the match has been made.

**23.3 A Competition Organiser must:**

23.3.1 Ensure all participating teams have entered their Competition via FAW COMET in a timely manner and by no later than the stipulated deadline;

23.3.2 Assume financial responsibility for collecting monies from late entrants;

23.3.3 Record, and maintain, all their fixtures on FAW COMET (teams, dates, times, venues and Match Officials);

23.3.4 Appoint Match Officials via FAW COMET

23.3.5 Notify Clubs and Match Officials via FAW COMET

23.3.6 When a Competition Organiser is responsible for changing the status of an Official Match it must change the status of a match as necessary from:

23.3.6.1 Scheduled to Played;

23.3.6.2 Scheduled to Postponed (in the event of a postponement); or

23.3.6.3 Scheduled to Abandoned (in the event of an abandonment)

In the event of an Official Match being moved from Scheduled to Postponed, a Competition Organiser must use the same Official Match record when re-arranging the fixture. A new Official Match record must not be created.

23.3.7 When requested by a Match Official, make amendments to a match reported submitted by a Match Official

23.3.8 In the absence of a Match Official and at the request of the home team:

23.3.8.1 Add and/or amend match events; and

23.3.8.2 Change the status of the match from Scheduled to Played.

**24. FAW COMET KPIs**

24.1 The Association will decide the FAW COMET KPI's that will be applicable for each Playing Season.

- 24.1.1. The FAW COMET KPI's will be provided to each Area Association and League through the FAW COMET KPI Schedule, prior to commencement of each Playing Season to which those FAW COMET KPI's will be applicable.
- 24.1.2. At the conclusion of each Playing Season the Association will, with reference to the FAW COMET, calculate whether each Area Association and League has achieved the minimum standards referred to in the FAW COMET KPI's applicable the Playing Season just ended.
- 24.1.3. If an Area Association or League has failed to reach the minimum standards referred to in the FAW COMET KPI's, they will be notified of this fact and the FAW COMET KPI Reclaim that will apply.
- 24.1.4. The FAW COMET KPI Reclaim will then be applied by withholding monies that would have ordinarily been payable to the Competition Organiser at the start of the following Playing Season.
- 24.1.5. Any failure to comply with the minimum standards set out in the FAW COMET KPI's will not be a breach and will be dealt with in accordance with paragraph 24 of these Regulations.

## **25. MISCELLANEOUS**

- 25.1 An application for registration of a Player at status Entered or Entered (INT) will not be reviewed or registered or Confirmed by the Association. Such Players are ineligible to participate for the Club in an Official Match. Without prejudice to any measure required to rectify the sporting consequence of such appearance, the Association may also impose sanctions on the Player and/or the Club.
- 25.2 If an application to register a Player, Coach, Staff Member, Official or Match Official has remained at Entered or Entered (INT) status for longer than thirty (30) calendar days then the Association will change the status of the application to Cancelled and/or Deleted at its absolute discretion. No notice will be given to the Club by the Association in this instance.
- 25.3 If an application to register a Player or Match Official has remained at Approved status for longer than sixty (60) calendar days then the Association will change the status of the application to Cancelled and/or Deleted at its absolute discretion. No notice will be given to the Club by the Association in this instance.
- 25.4 The FAW reserves the right to amend any Confirmed registration for a Player, Coach, Staff Member, Official and/or Match Official, in its absolute discretion, to Terminated and/or Deleted should it determine, without limitation, that the registration is non-compliant with FAW Rules and/or Regulations and/or is incomplete and/or invalid.
- 25.5 The FAW reserves the right to amend any Terminated registration for a Player, Coach, Staff Member, Official and/or Match Official, in its absolute discretion, to Deleted

should it determine, without limitation, that the registration was non-compliant with FAW Rules and/or Regulations and/or is incomplete and/or invalid.

- 25.6 For the purposes of any FAW COMET Record dated prior to the 2022-2023 Season, any temporary eligibility will not be recorded on the Player Passport.

## **26. BREACH OF THESE REGULATIONS**

- 26.1 It shall be a breach of these Regulations if any User, Member, Club or Subordinate fails to comply with the provisions of these Regulations or use the FAW COMET contrary to the User Guidelines or the Terms and Conditions of Use.
- 26.2 Notwithstanding any information contained on FAW COMET, or the ability of any User, Member, Club or Subordinate to undertake any action or process on FAW COMET, the provisions of the FAW Rules and Regulations ultimately prevail and it is the responsibility of any User, Member, Club or Subordinate to comply with any such provisions.
- 26.3 Any breach of these Regulations, save for a failure to comply with the minimum standards set out in the FAW COMET KPI's from time to time and which shall be dealt with in accordance with the provisions of paragraph 19 of these Regulations, will be a Disciplinary Offence under the FAW Rules and any charge or sanction against any Member or Subordinate bound by this Regulation will be in accordance with the procedures set out in Section E of the FAW Rules.
- 26.4 Nothing in this Regulation will restrict or limit the scope of any Disciplinary Offence under Rule 38.1.