

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. Where the context so requires, 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.

2. DEFINITIONS

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

Annual Fee	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).
Competition Management	means the general administration of football between Clubs and the competition administrator 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).
Confirmed	means that an application to register a Player, coach, Staff or Match Official has been approved by the Association via FAW COMET.
Entered	means that an application to register a Player, coach, Staff or Match Official has been created via FAW COMET by a Club or Match Official but not Submitted to the Association.
Entered (INT)	means that an application to register a Player who is either: <ul style="list-style-type: none">- registered with a Club under the jurisdiction of a different National Association; or- is not of Welsh Nationality; or

- was not born in Wales

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.

FAW COMET

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.

Payments

means those fees payable in respect of player registrations, disciplinary fines owed by Clubs, cup entry, affiliation and/or membership and the registration of Match Officials to be made via FAW COMET.

Pending (INT)

means that an application to register a Player who is either:

- registered with a Club under the jurisdiction of a different National Association; or
- is not of Welsh Nationality; or
- was not born in Wales

has been reviewed by the Association and is awaiting receipt of an International Transfer Certificate from the relevant National Association.

Request (INT)

means that the Association has received a request for an International Transfer Certificate from another National Association for a Player holding a Confirmed registration with a Club.

Staff

means those roles listed in the FAW COMET User Guidelines – Registering your Coaches, Staff and Club Officers.

Status Log

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.

Submitted

means that an application to register a Player, Coach, Staff or Match Official has been formally Submitted to the Association via FAW COMET for approval.

Submitted (INT)

means that an application to register a Player who is either:

- registered with a Club under the jurisdiction of a different National Association; or
- is not of Welsh Nationality; or
- was not born in Wales

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.

Temporary Eligibility	means an Amateur Player who has been granted Temporary Eligibility to participate within a designated Youth League or Junior League Only until 31 st May in the relevant Playing Season.
Terminated	means that the registration of a Player, coach or Match Official has been cancelled or has naturally expired.
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 and transfers
- 3.2. Amateur Player registrations and transfers
- 3.3. Professional Player cancellations
- 3.4. Amateur Player cancellations
- 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. Match Official registration and appointments
- 3.8. Registration of coaches

- 3.9. 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
- 3.10. Contact details of Club, Member, Officials and Subordinates personal contact details
- 3.11. Details of any affiliation with any National League, Junior League, Youth League
- 3.12. Details of any affiliation to any competition organised by any National League, Junior League, Youth League or Area Association.
- 3.13. Payments
- 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. all information entered onto FAW COMET is regularly maintained and updated;
- 4.3. all data entered onto FAW COMET is kept strictly confidential;
- 4.4. only authorised Users will have access to FAW COMET;
- 4.5. 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;
- 4.6. all authorised Users' training on FAW COMET is up to date; and
- 4.7. any updates to the User Guide and/or terms and conditions of use and/or these Regulations will be complied with.

5. ANNUAL FEE

- 5.1. An Annual Fee in any amount determined by the Association from time to time is payable by the Club via FAW COMET and within thirty-one (31) days of the date of registration of the Player, such fee being repayable by the Player / parent or guardian (including Futsal Players) or to the Club thereafter.
- 5.2. A failure to pay the Annual Fee within thirty one (31) calendar days from the date of registration of the Player will automatically and immediately and without notice mean

that that Player will be ineligible to participate in any Official Match and any participation in those circumstances will be a breach of the FAW Rules.

6. FINANCIAL TRANSACTIONS

- 6.1. Any financial transaction outstanding on a Player's FAW COMET record will mean such Player will not be permitted to transfer to another Club, cancel his or her registration or register for any other Club until the financial transaction has been paid by the Club via FAW COMET.

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. An application for the registration of a Professional Player must include a copy of a passport-style photograph of the Player and it shall be the responsibility of the Club to ensure that the photograph of the Professional Player is maintained and kept up to date throughout the period of the Professional Player's registration with the Club.
- 7.3. 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 uploaded onto FAW COMET within five (5) Business Days of the date of the Player's signature on the contract of employer. If the relevant registration form and employment contract is not received on FAW COMET within the prescribed timeframe and/or is incomplete the registration will not be accepted the application will be returned to the Club by the Association and the Professional Player will be ineligible to participate in any Official Match.
- 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 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 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 forwarded 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 forwarded to the Association for approval via the FAW COMET.

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. Any application for the registration of an Amateur Player shall include the provision of the Association via FAW COMET a copy of a passport-style photograph of the Amateur Player and it shall be the responsibility of the Club to ensure that the Amateur Player's photograph is maintained and kept up to date throughout the period of the Amateur Player's registration with the Club.
- 8.3. A relevant completed registration form, as prescribed by the Association from time to time must be uploaded onto FAW COMET within five (5) Business Days of the date of the Player's signature (or in the case of a Junior Player within five (5) Business Days of the date of the parent's or guardian's signature). If the relevant registration form is received on FAW COMET after five (5) 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 been 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.
- 8.4. An Amateur Player aged sixteen (16) years old and over will remain registered with a Club until such time as that registration is cancelled or the Player transfers to another Club.
- 8.5. An Amateur Player aged under sixteen (16) years old will remain registered with a Club until:
 - 8.5.1. such time as that registration is cancelled; or
 - 8.5.2. the Player transfers to another Club; or
 - 8.5.3. the end of the Playing Season in which the Player turns sixteen (16). The Player's registration will be automatically terminated by the Association at the end of the aforementioned Playing Season and the Player will be required to re-register for the following Playing Season subject to the relevant Professional Registration Period or Amateur Registration Period as the case may be.
- 8.6. An application to cancel the registration of an Amateur Player must be submitted 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 cancelled.
- 8.7. In the case of an Amateur Player contacting the Club he or she is registered with to request in writing that his or her registration is cancelled then said Club must cancel said registration via FAW COMET immediately and notify the Player in writing once cancelled.

- 8.8. A Club approached by an Amateur Player or intending to approach or negotiate with an Amateur Player for him or her to play for that Club must give notice via the FAW COMET and in accordance with Section H of FAW Rules.
- 8.9. Subject to Section H of FAW Rules, a Junior Club shall be permitted to request that an Amateur Player registered with another Club's Academy is granted Temporary Eligibility via FAW COMET to participate as a Junior Player for said Junior Club within a designated Junior League only. Temporary Eligibility may only be granted during an Amateur Registration Period and must expire on 31st May of each Playing Season. In such cases the Academy will retain the Player's registration details on the Player passport
- 8.10. Subject to Section H of FAW Rules, a Club who participate in a designated Youth League shall be permitted to request that an Amateur Player registered with another Club is granted Temporary Eligibility via FAW COMET to participate as a Youth Player for said Club within a designated Youth League only. Eligibility may only be granted during the relevant Professional Registration Period or Amateur Registration Period and must expire on 31st May of each Playing Season. In such cases the Club participating in a designated Youth League shall not retain the players registration details on the Player passport.
- 8.11. Any Amateur Player granted Temporary Eligibility will not be permitted to participate in any other type of Association Football for said Club other than that which he or she has been granted Temporary Eligibility to participate in.
- 8.12. In the event of an Amateur Players registration with a Club being Terminated, any Temporary Eligibility held by the Player will remain valid for participation in a designated Youth League or Junior League as applicable until the end of the relevant Playing Season.
- 8.13. An application to cancel any Temporary Eligibility granted to an Amateur Player must be made via the FAW COMET by the Club who requested said Temporary Eligibility for the Amateur Player.
- 8.14. In accordance with Section H of FAW Rules any Amateur Player granted Temporary Eligibility shall be considered as registered with the Association and shall be eligible to participate in Official Matches within the relevant Youth League or Junior League as applicable.

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. An application for the registration of a Futsal Player shall include providing the Association via FAW COMET with a copy of a passport-style photograph of the Futsal

Player and it shall be the responsibility of the Club to ensure that the Futsal Player's photograph is maintained and kept up to date throughout the period of the Futsal Player's registration with the Club.

- 9.3. A relevant completed registration form, as prescribed by the Association from time to time must be uploaded onto FAW COMET within five (5) Business Days of the date of the Futsal Player's signature. If the relevant registration form is received on FAW COMET after five (5) 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 been accepted. The Club must then inform the Futsal Player, that his/her registration with the Club has not been accepted by the Association.

10. PLAYER REGISTRATIONS DEADLINES

- 10.1. An application for registration of any Player must be received by 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 Player's 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. For any Player to be eligible for participation in an Official Match said Player must be Confirmed 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.

11. INTERNATIONAL TRANSFER PROCEDURES

- 11.1. If a Player requires an International Transfer Certificate, 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, and in the event of an international transfer of a Professional Player, the Club must also ensure that the FIFA TMS reference number is entered into FAW COMET.

12. ADMINISTRATIVE PROCEDURES GOVERNING THE APPLICATION OF FAW RULE 87

- 12.1. If a Junior Player wishes to register with a Junior Club who participate in a Junior League outside of the boundary of the Area Association in which the Player principally resides, the Association will refer the matter to the Area Association in which the

Player principally resides for consideration and decision based on the individual circumstances of the matter.

- 12.2. In such circumstances, the Association will only Confirm an application to register said Junior Player once it has received written confirmation from the Area Association in which the Player principally resides.

13. MATCH OFFICIALS

- 13.1. Match Officials (for all FAW and National League competitions) are responsible for submitting the match report form through FAW COMET to confirm match data, as outlined in the Rules relating to the qualification, registration and control of referees and assistant referees and in accordance with the Rules of the relevant competition as set from time to time.

14. BREACH OF THESE REGULATIONS

- 14.1. 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.
- 14.2. Any breach of this Code 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.
- 14.3. Nothing in this Regulation will restrict or limit the scope of any Disciplinary Offence under Rule 38.1.