

## KEY DEVELOPMENTS TO THE OPERATION OF THE CLUB ACCREDITATION PROGRAMME

Following the implementation of the COMET football management system during the 2019/20 season, it is now mandatory for all clubs to register their team information, coaches (COMET regulation 3.8), staff and officials (COMET regulation 3.10), adhering to COMET coach and officials registration processes, to their COMET club account.

Due to the duplication this process would cause with the existing operation of the club accreditation programme, a review was undertaken into whether all club accreditation information could be captured via the COMET system in order to streamline coach and team registrations on one system.

The review highlighted that all club accreditation information can be captured and submitted electronically via the COMET system and that audits can be completed electronically via the COMET system also. As a result, I have highlighted the subsequent operational changes that will be made to the club accreditation programme for the 2020/21 season.

### **Operational change 1: Data Capture workbook replaced by club accreditation application via COMET**

- All club accreditation information will be captured via the COMET system's club accreditation application.
  - Clubs MUST register all of their teams, coaches and officials on COMET before they can submit the club accreditation application.
  - Clubs will be able to automatically transfer this information from their COMET club account into their COMET club accreditation application without having to enter the data and information twice.
- Club accreditation timelines for the summer window will remain the same, with clubs able to submit a completed club accreditation application between 1<sup>st</sup> June until 23<sup>rd</sup> August.
  - However please note COVID-19 update below.
- Clubs will submit their application directly via the COMET system.
  - Audits will then be completed as soon as applications are submitted with feedback issued directly to clubs via the COMET system on their club accreditation status and action plan to achieve a higher level.
- Clubs will be rewarded a tiered package of kit and equipment for submitting a club accreditation by a specific deadline and subsequently being awarded an accreditation level

### **Operational change 2: Removal of January (mid-season) accreditation window**

- Clubs will not be able to reapply for a higher level of accreditation mid-season.
  - Clubs will be awarded an accreditation level for the whole season based on summer window audit.
- Clubs will not need to re-submit accreditation applications to highlight updated coach qualification mid-season.
  - The change in coach education expiry dates to 31<sup>st</sup> May for non-UEFA licenced qualifications (i.e. C Certificate, Football Leaders, First Aids, and Safeguarding Awards) will ensure the vast majority of club coaches, staff and officials will have valid qualifications for the whole season.
  - Clubs can then update their coaches' qualifications section via COMET ahead of each new season's club accreditation application.



- Those individuals who do not have a valid qualification or whose DBS certificates expire during the season will still be identified to leagues as non-compliant should they not comply with their re-certification requirements.

### **Operational change 3: Increase of Standard award compliant teams' threshold to 60%**

- The threshold for clubs to achieve Standard award for the 2020/21 season will be set at 60% of their club's teams achieving minimum standards.
- Any club who has less than 60% of their club's teams achieving minimum standards will be deemed Unaccredited.
- This is part of our long-term phased approach to set a threshold of 75% of club teams achieving minimum standards in order to reach Standard award.

### **Operational change 4: Clubs to appeal accreditation decision to FAW Trust rather than Area Association**

In the event of a club being prohibited from participating in all football related activity, a club may appeal the decision in writing to the FAW Trust. Any notice of appeal must be lodged with the FAW Trust by the club no later than 7 Business Days following receipt of the copy of the accreditation decision.

### **COVID-19**

Given the impact of the COVID-19 outbreak on the suspension of all football activity, the club accreditation submission timelines and deadlines will need to be adjusted for the 2020/21 season to allow clubs appropriate time to access coach education courses and submit relevant information. The extent of the timeline and deadline amendments will be assessed once the situation related to the virus becomes clearer.

**AL**

**29.04.20**

