

A guide document for clubs applying for a Licence on COMET. Please note all criteria should be treated as 'A' Criteria unless specifically noted as 'B'.

Step 1: Click on the "Licences" tab in the left column:

٨	MyComet	E Cian McDonald Cian McDonald Common PC
	DEMO	
	My Calendar	Welcome to Licensing Management
☆	My Matches	
ଚ୍ଚ	Courses	
巴	My Store	Active cycles
)°	My Profile	
\$	My Orders	FAI Club Mark - 2 Star Award Club Licensing - 2025 Men's Premier Division
CLUB	Licenses	 FAI bolet.clubMark.twoStar.license FAI 2023/2024 ColumnesPremierDivision 2024/2025 IP Seats available (out of 20)
		Start → Start →

Step 2: Choose the relevant cycle (The Licence you are applying for) and click "start":

MyCornet	E Clan McDonald Robertion FC
DEMO	
📅 My Calendar	Welcome to Licensing Management
🚖 My Matches	
🔄 Courses	
	Active cycles *
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S My Orders	FAI Club Mark - 2 Star Award Club Licensing - 2025 Men's Premier Division
CLUB	
E Licenses	Iobel-chuMark.twoStar.license ♠ FAI I 2023/2024 Iobel-mesPremierD/Vision III 2023/2025 Ibel-mesPremierD/Vision III 19 Seats available (out of 20) III 19 Seats available (out of 20)
	Start → Start →

Step 3: Click "apply here":

MyComet	=	🚦 🧬 🎽 😋 Cian McDonald 🗸
DEMO	← Club Licensing - 2025 Men's	Premier Division
📅 My Calendar		
🚖 My Matches	Details	
🔄 Courses		
🖽 My Store	About	Application
🚊 My Profile		
S My Orders	Status R Entity ACTIVE Club	My application status DID NOT APPLY Application mode Just Apply (with Approval)
	← Organisation FAI Season 2024/2025	Application period 22/03/2024 - 12/04/2024
🗐 Licenses	License Seats available 2??(abeLmensPremierDiv ision???	
	Notes Reference Documents Section: https://support.foiconnect.ie/club-administration/	
		Pricing and products
		No items for sale!



Step 4: Click on "apply":

MyCornet	≡	Sa 🧩 🛒 Can McDonald 🗸		
DEMO	 Club Licensing - 2025 Men's F 	Premier Division		
🛗 My Calendar				
🚖 My Matches	Details			
🗑 Courses				
	About	Application		
🚊 My Profile				
S My Orders	Status R Entity ACTIVE Club	My application status DID NOT APPLY Application mode Just Apply (with Approval)		
CLUB	A Organisation FAI Season 2024/2025	Application period 22/03/2024 - 12/04/2024		
Licenses	License ???label.mensPremierDiv ision??? Seats available 19 (out of 20)	APPLY HERE V		
	Notes Reference Documents Section: Note: Note:			
	mpa//apportracommecanycab commacciony	Driving and products		
		No items for sale!		

Step 5: Confirm in writing what licence you are applying for:

MyComet	=	Cian McDonaid Cian McDonaid Cian McDonaid
DEMO	← Club Licensing - 2025 Men's Premier Division	le la
☆ My Matches	Details	
Courses	About Are you sure?	
 My Profile My Orders 	Stotus ACTIVE Club name) will be applying for the (Year and name of Up reg)	Ht Application mode Just Apply (with Approval)
CLUB	FAI Liornae PromierDiv Liornae Vitadornity V V V V V V V V V V V V V V V V V V V	
	Reference Documents Section: https://support.facconnect.ke/club-odministration/ Pricing and products	
	A ()	to items for sale!



MyComet	=	Sa 🥐 🏋 🥐 Cian McDonald Rohemian FC
DEMO	← Club Licensing - 2025 Men's Premier Division	
া My Calendar ☆ My Matches	Details	
ন্ত্রি Courses	Are you sure?	
🖳 My Store	About Are you sure you want to execute this action?	
My Orders	Stotus ACTIVE Cognition Fol	If Application mode Just Apply (with Approval)
🗐 Licenses	Clusters 777lobul.mensPremierDiv sison?? Notes	
	Retrements Documents Section: https://support.faiconnect.ie/club-edministration/ Pricing and products	
	0	No items for sale!



Step 7: You are now in the "Submitted" status and you are awaiting approval from the FAI Licensing department to allow you to start your application:

MyCornet	E Cian McDonald Control Contro
DEMO	
📅 My Calendar	Welcome to Licensing Management
🚖 My Matches	
🗑 Courses	
	Active cycles • Q Filter by name or license
😩 My Profile	
S My Orders	SUBMITTED FAI Club Mark - 2 Star Award
CLUB	Premier Division r FAI
🗐 Ucenses	 FAI Ibel.chibMork.twoStor.license Ibel.chibMork.twoStor.license
	Continue > Start >

Step 8: Once you have been approved by the FAI Licencing department, you will receive an email confirming this. Your status will now be changed to "Confirmed":

MyComet	E Cian McDonald Commence C
DEMO	
📅 My Calendar	Welcome to Licensing Management
🚖 My Matches	
🗑 Courses	
🕮 My Store	Active cycles V Q Filter by name or license
🚊 My Profile	
S My Orders	CONFIRMED FAI Club Mark - 2 Star Award
CLUB	Premier Division
🔁 Ucenses	♣ FAI Isobel.clubMork.twoStor.ilcense ✿ Isobel.mensPremierDivision ■ 2023/2024 ■ 2024/2025 ■ 18 Seets available (out of 20)
	Continue > Start >

Step 9: Note the link which will take you to the **Reference Documents** section which will be stored on the COMET Support page:

MyComet	E Cian McDonald Common PC
DEMO	 Club Licensing - 2025 Men's Premier Division
My Calendar	Control Documents SPORTING FOOTBALL SOCIAL RESPONSIBILITY/SOCIAL AND ENVIRONMENTAL SUSTAINABILITY INFRASTRUCTURE PERSONNEL AND
Si Courses	Abust
I My Store	About
My Profile	Status Entry Image: http://production status Image: http://productionstatus <
CLUB	License 7710beLmensPremierDiv Karton Karton Stotto volioble 18 (out of 20)
	Notes Reference Documents Section: https://support.fdiconnect.ke/dub-odministration/ Pricing and products
	No items for sale!



Step 10: Click on the relevant Criteria Heading (SPO, FSR/SES, INF etc...)

MyComet	E Cian McDonald
DEMO	 Club Licensing - 2025 Men's Premier Division
📅 My Calendar	C Details Document SPORTING OOTBALL SOCIAL RESPONSIBILITY/SOCIAL AND ENVIRONMENTAL SUSTAINABILITY INFRASTRUCTURE PERSONNEL AND
ⓒn Courses 땐 My Store	About Application
은 My Profile ⑤ My Orders	Status ACTIVE Entity Club My opplication status CONFIRMED © I Application mode Just Apply (with Approval)
CLUB	License ???tobeLmensPremierDiv ision??? Notes
	Reference Documents Section: https://support.foiconnect.ie/club-administration/ Pricing and products
	No items for sale!

Step 11: Click on "Edit" to activate the category evidence area to make submissions. "Entered" indicates that you have now been entered into the application process and can now start submitting:

٢	MyComet	≡	K 7	26	Ĩ	CM Cian McDonald Bohemian FC
	DEMO	 Club Licensing - 2025 Men's Premier Division 				
	My Calendar					
☆	My Matches	Control Contro	IN	IFRAST	RUCTUR	RE PERSONNEL AND . >
ଚ୍ଚ	Courses					
巴	My Store	Edit				ENTERED V
9	My Profile					
6	My Orders	Evidences				
CLUB		SPO 1.01 - Academy Development Programme				
Ê	Licenses	The licence applicant must have a written Academy Development Programme approved by the FAI.				
		SPO 1.01 - Academy Development Programme (File)				
		The licence applicant must have a written Academy Development Programme approved by the FAI.				
		SPO 1.01 - Academy Development Programme (Confirm)				
		The licence applicant must have a written Academy Development Programme approved by the FAI.				

Step 12: Each Criteria will have two data submission options:

- 1) Upload a file/document (New or revised document not previously supplied).
- 2) Confirm "Yes" or "No" ("Yes" means the club are confirming that the Licensing department have been provided with the most up-to-date version of the document required OR the club are committing to achieving the criteria by the relevant date as set out in the licensing manual.
- 3) If a club clicks "No", they should clarify in writing exactly why they are currently <u>unable</u> to meet these criteria.

DEMO	C Details Documents SPORTING FOOTBALL SOCIAL RESPONSIBILITY/SOCIAL AND ENVIRONMENTAL SUSTAINABILITY INFRASTRUCTURE	PERSONNEL AND
📅 My Calendar	Save Cancel	ENTERED V
🚖 My Matches		
🕅 Courses	Evidences	
My Store		
💪 My Profile	SPO 1.01 - Academy Development Programme	
S My Orders	The licence applicant must have a written Academy Development Programme approved by the FAI. SPO 1.01 - Academy Development Programme (File)	
	The licence applicant must have a written Academy Development Programme approved by the FAI.	
E Licenses		
	SP01.01 - Academy Development Programme (Confirm)	
	Yes No	



Step 13: "Save" means you can edit and delete submissions as you please, without informing the FAI Licensing department of any changes you have made. Note that the "cancel" button clears all data entered into the evidence section:

٩	MyComet	E Cian McDonald V
	DEMO	C Details Documents SPORTING FOOTBALL SOCIAL RESPONSIBILITY/SOCIAL AND ENVIRONMENTAL SUSTAINABILITY INFRASTRUCTURE PERSONNEL AND > 4
Ē	My Calendar	Save C cel ENTERED V
	My Matches	
ଚ୍ଚ	Courses	Evidences
巴	My Store	
٥	My Profile	SPO 1.01 - Academy Development Programme The licence analicant must have a written Academy Development Programme approved by the FAL
ര	My Orders	SP0.101 - Academy Development Programme (File)
2		The licence applicant must have a written Academy Development Programme approved by the FAI.
CLUB		inspiringpositivechangewomensfootballstrategy202024 (1).pdf 🛛 😵
É	Licenses	SP0101-Acrdemy Development Programme (Confirm)
		The licence applicant must have a written Academy Development Programme approved by the FAL
		Vas No
		SP0 1.02 - Academy leams
		The licence applicant must at least have the following Academy teams within its legal entity: U14, U15, U17 & U20

Step 14: When you have completed the submissions within a particular section, you will click on "Entered" -> "Submit":

MyComet	E Cian McDonald Common PC
DEMO	C Details Documents SPORTING FOOTBALL SOCIAL RESPONSIBILITY/SOCIAL AND ENVIRONMENTAL SUSTAINABILITY INFRASTRUCTURE PERSONNEL AND
📅 My Calendar	Edit ENTERED ~
☆ My Matches	Submit
🕅 Courses	Evidences
💾 My Store	
🔔 My Profile	SPO 1.01 - Academy Development Programme
	The licence applicant must have a written Academy Development Programme approved by the FAI.
S My Orders	SPO 1.01 - Academy Development Programme (File)
CLUB	The licence applicant must have a written Academy Development Programme approved by the FAI.
一 Licenses	inspiringpositivechangewomensfootballstrategy202024 (1).pdf 🔷 💿
	SP0 1.01 - Academy Development Programme (Confirm)
	The licence applicant must have a written Academy Development Programme approved by the FAI.
	Yes
	SPO 1.02 - Academy Teams

Step 15: For each criteria evidence that you have chosen "yes", please confirm if the FAI Licensing department have been supplied with the most up-to-date version OR if it's a commitment to achieving the criteria by the required submission date in the Manual:

Details Documents SPORTING	FOOTBALL SOCIAL RESPONSIBILITY/SOCIAL AND ENVIRONMENTAL SUSTAINABILITY INFRASTRUCTURE	PERSONNE
Edit		
Evidences	Are you sure?	
	Are you sure you want to execute this action?	
SPO 1.01 - Academy Development	Comments	
The licence applicant must have a written Acc	SPO. Latest documents were supplied previously	
SPO 1.01 - Academy Development Programn	or are now submitted as part of this years application.	
The licence applicant must have a writter		
Happy Feet article.jpg 🔹 💿		
SDO 1 01 - Academy Development Program	✓ ×	



Step 16: Click the "tick":

MyCornet	E Cian McDonald V
DEMO	Edit
📅 My Calendar	
🚖 My Matches	Evidences
💮 Courses	Are you sure?
	SPO 1.01 - Academy Deve Are you want to execute this action?
🚊 My Profile	SP01.01 - Academy Developme consets
S My Orders	The licence applicant must h SPO 1.01 - Confirmation that the previous document supplied is the most up to date version. SPO 1.04 - Confirmation that club will complete the
	SP0.1.01 - Acordemy Development
E Licenses	The licence applicant must h

Step 17: Now the club are in the "Submitted" status for this particular criterion. Note that categories should only be submitted when the club are happy that all is up-to-date as the club are unable to edit this category once "submitted":

MyComet	E Cian McDonald Common PC
DEMO	further develop, professionalise and popularise women's football. SPD 1.09 - Women's Football Development Plan (File)
📅 My Calendar	The licence applicant must submit a 5-year Women's Football Development Plan which shows the club to support women's football by implementing measures and activities aimed to further develop, professionalise and popularise women's football.
🚖 My Matches	SPO 1.09 - Women's Football Development Plan (Confirm)
Courses	The licence applicant must submit a 5-year Women's Football Development Plan which shows the club to support women's football by implementing measures and activities aimed to further develop, professionalise and popularise women's football.
My Store	
My Profile	
S My Orders	Edit
🛱 Licenses	SubMITTED Clan McDoneld at 7 cs/2024 04:07 PM
	SPO 1.01 - Confirmation that the previous document supplied is the most up to date version. SPO 1.04 - Confirmation that club will complete the first team medicals by March 31st.
	Cian McDonold at 26/03/2024 03:16 PM

Step 18: Any communication for each criteria will be stored at the bottom of the page of the relevant criteria with a timestamp for each message.

	The licence applicant must submit a 5-year Women's Football Development Plan which shows the club to support women's football by implementing measures and activities aimed to further
	professionalise and popularise women's football.
	SPO 1.09 - Women's Football Development Plan (File)
	The licence applicant must submit a 5-year Women's Football Development Plan which shows the club to support women's football by implementing measures and activities aimed to furt professionalise and popularise women's football.
	Liffey Champion.jpg 🕚 💿
	SPO 1.09 - Women's Football Development Plan (Confirm)
	The licence applicant must submit a 5-year Women's Football Development Plan which shows the club to support women's football by implementing measures and activities aimed to furt professionalise and popularise women's football.
	Yes
	Edit
	Edit SUBMITTED Bracey Daniels at 03/04/2024 12:29 PM
0	Edit SUBMITTED Brocey Daniels at 03/04/2024 12:29 PM SPO. Latest documents were supplied previously or are now submitted as part of this years application.
	Edit SUBMITTED Bracey Daniels at 03/04/2024 12:29 PM SPO, Latest documents were supplied previously or are now submitted as part of this years application.
	Edit SUBMITTED Brocey Daniels at 03/04/2024 12:29 PM SPO, Latest documents were supplied previously or are now submitted as part of this years application. ENTERED



Step 19: The Licensing department will receive an email when the clubs "submit". The Licensing Experts will then review and "confirm" if they are to be supplied to the licensing committee (green tick) OR if they "return" a submission, it will be accompanied with a message clarifying what is outstanding (red x).

CLUB	SPO 1.01 - Academy Development Programme
🚍 Licenses	The licence applicant must have a written Academy Development Programme approved by the FAI.
	SPO 1.01 - Academy Development Programme (File)
	The licence applicant must have a written Academy Development Programme approved by the FAI.
	inspiringpositivechangewomensfootballstrategy202024 (1),pdf 🚺 💿
	SPO 1.01 - Academy Development Programme (Confirm)
	The licence applicant must have a written Academy Development Programme approved by the FAI.
	Yes
My Orders CLUB	SPO 1.03 - Registration of Players The licence applicant must confirm that all of its players are registered with the League of Ireland on the FAI's Football Management System and in accordance with the relevant provisions of the FIFA Regulations on the Status and Transfer of Players. SPO 1.03 - Registration of Players (File)
	The licence applicant must confirm that all of its players are registered with the League of Ireland on the FAI's Football Management System and in accordance with the relevant provisions of the FIFA Regulations on the Status and Transfer of Players.
	^
	SPO 1.03 - Registration of Players (Confirm)
	The licence applicant must confirm that all of its players are registered with the League of Ireland on the FAI's Football Management System and in accordance with the relevant provisions of the FIFA Regulations on the Status and Transfer of Players.
	×

Step 20: Returned means the club need to take action to amend as set out in the message from the category expert. Anything that has been returned, will be accompanied with clarification and a red x. You will see the exact requirements that are to be amended underneath the word "Returned".

MyComet	😑 💀 🥷 📜 💡 Cian McDonald 🗸
DEMO	SP0 1.09 - Wamen's Football Development Plan (Confirm) The licence applicant must submit a 5-year Wamen's Football Development Plan which shows the club to support wamen's football by implementing measures and activities
📅 My Calendar	aimed to runner develap, protessionause and popularise women's rootaal.
📩 My Matches	
🐑 Courses	Edit
🖽 My Store	
🚔 My Profile	RETURNED
S My Orders	Clam McDonald at 24 yr 2024 04-33 PM
CLUB	SPO 1.01 is submitted to for licensing committee. SPO 1.02 - SPO 1.09 to be supplied.
🗐 Licenses	Ciam McDonaid at 26/03/2024 04:07 PM
	SPO 1.01 - Confirmation that the previous document supplied is the most up to date version. SPO 1.04 - Confirmation that club will complete the first team medicals by March 31st.
	Clam McDonoid at 26/03/2024 03:16 PM

Step 21: Repeat step 11-16 to amend any submissions that need to be made as set out in the message from the category expert.



Step 22: Confirmed means that this particular category is sitting for the Licensing Committee to review:

DEMO	SPO 1.09 - Women's Football Development Plan (Confirm)	
🗂 My Calendar	The licence applicant must submit a 5-year Warner's Football Development Plan which shows the club to support warner's football by implementing measures and activities almed to further develop, professionalise and popularise warner's football.	
☆ My Matches	Yes	
🔄 Courses		
My Store	Edit	
🚊 My Profile		
S My Orders	CONFIRMED	
CLUB	Cian McDanald at 22 - 8/2024 04:40 PM	
🗐 Licenses	To be supplied to committee.	
	SUBMITTED Clarn McDonald at 24/03/2024 04:36 PM	
	All now supplied as requested.	
	Cion McDenaid at 24/03/2024 04:33 PM	

Complete a similar process for each criteria heading until all areas have been supplied, reviewed and confirmed.