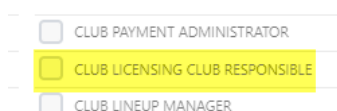




FAI Connect – CLUB MARK APPLICATION GUIDE

FAI Connect will now be used to track Club Mark applications and progress, in order for a club to apply through FAI Connect the associated club’s “CLUB MANAGER” (FAI Connect admin) must have the user role “CLUB LICENSING CLUB RESPONSIBLE” assigned to their FAI Connect profile.

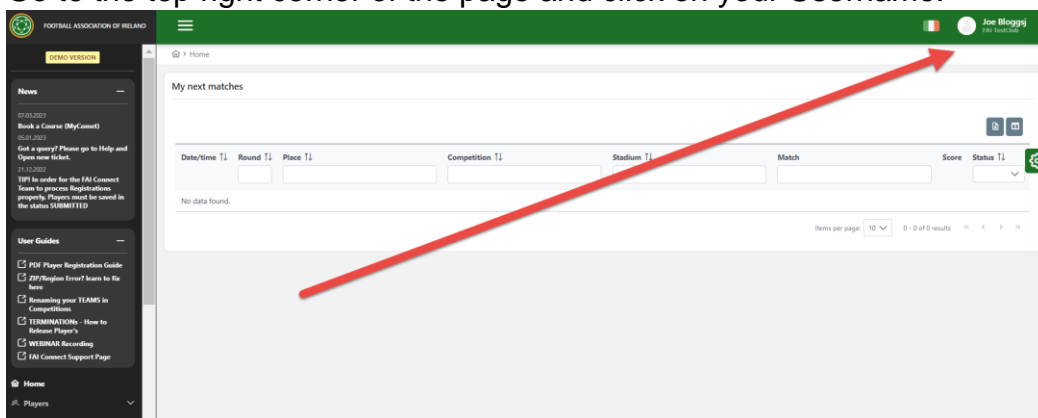


If you require this access please have the admin in your club with the user role “USER CREATOR” assign this to your profile or alternatively contact faiconnect@fai.ie requesting the additional role.

To create your FAI Club Mark application please follow the steps below;

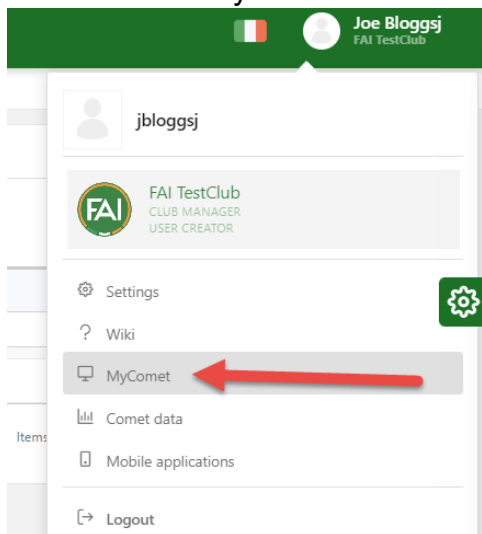
1. How to apply for FAI Club Mark.

1. Login to <https://faiconnect.ie>
2. Go to the top right corner of the page and click on your Username.

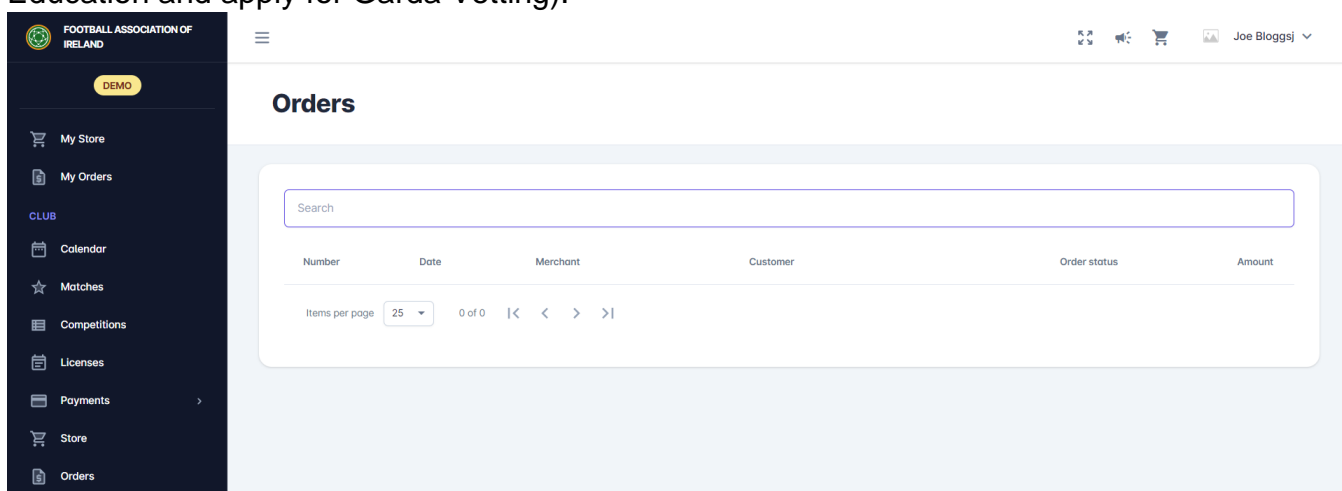




3. Now click on “MyComet” within the menu that drops down.

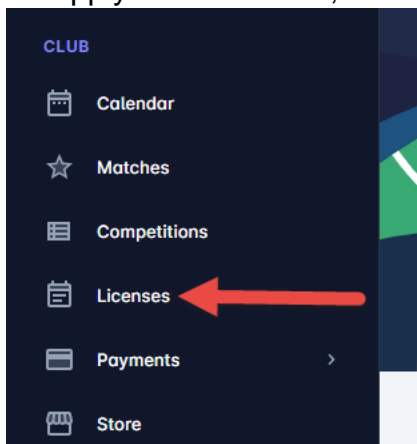


4. You will now be brought to MyComet (this is also where you can book your own Coach Education and apply for Garda Vetting).

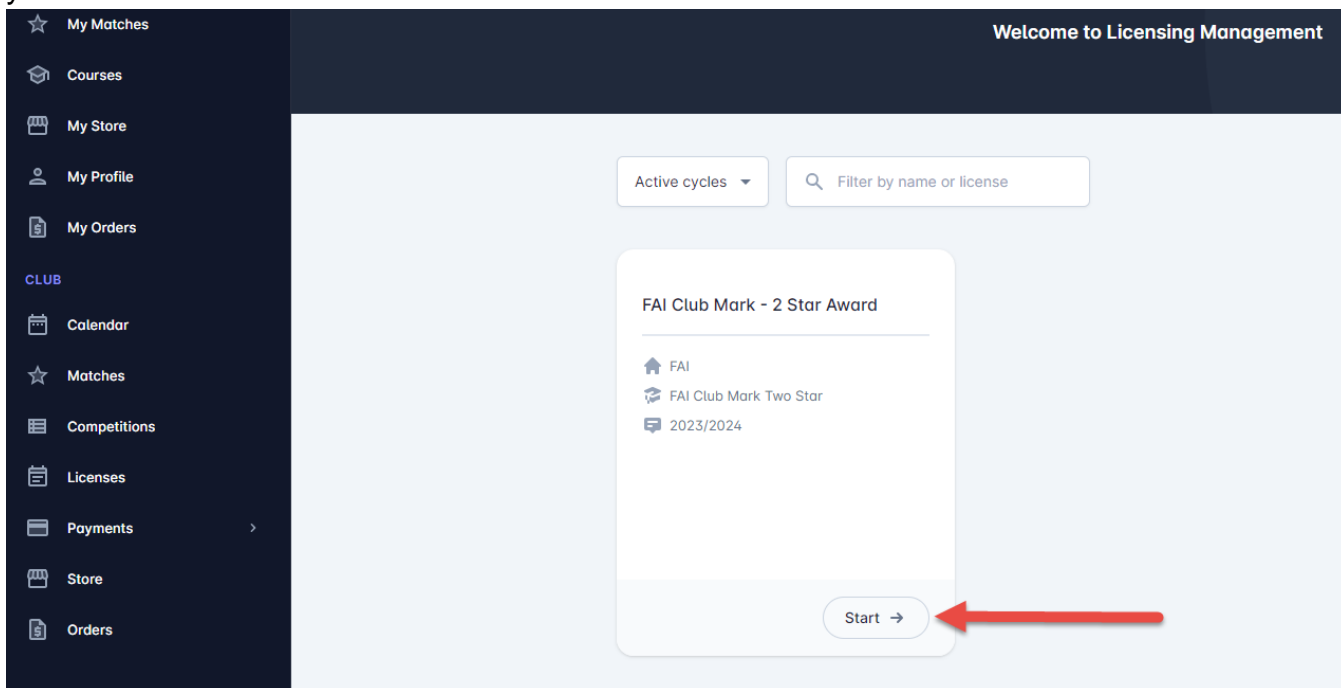




5. To apply for Club Mark, click on “Licenses” on the left side menu of MyComet.



6. You will then be on the Licensing Management page for your club and will see the Active Licenses open to Applications. Click “Start” on the Club Mark award applicable to your club.



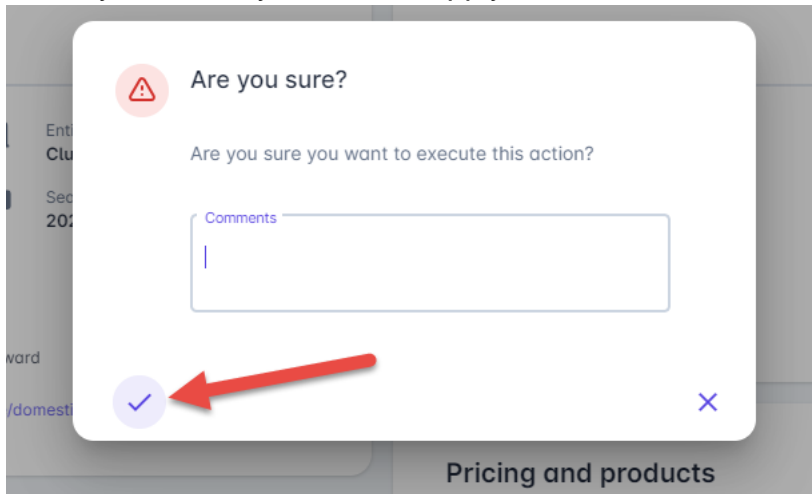


7. You should now see be on the relevant Club Mark award application page.

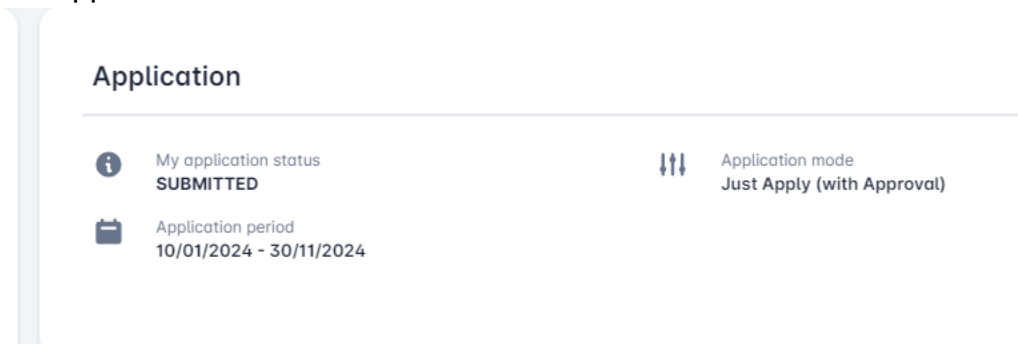
8. To create an application, click “APPLY HERE”, then “APPLY”.



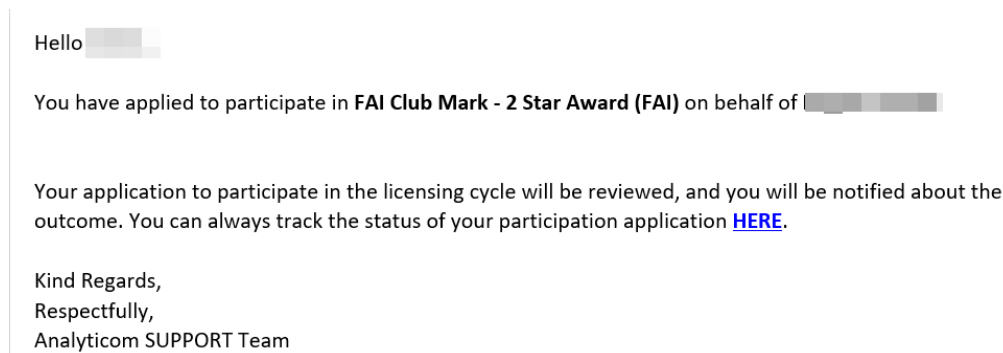
9. When you are sure you want to apply for this Club Mark award, click on the “tick” icon.



10. Your application status will now show as SUBMITTED.

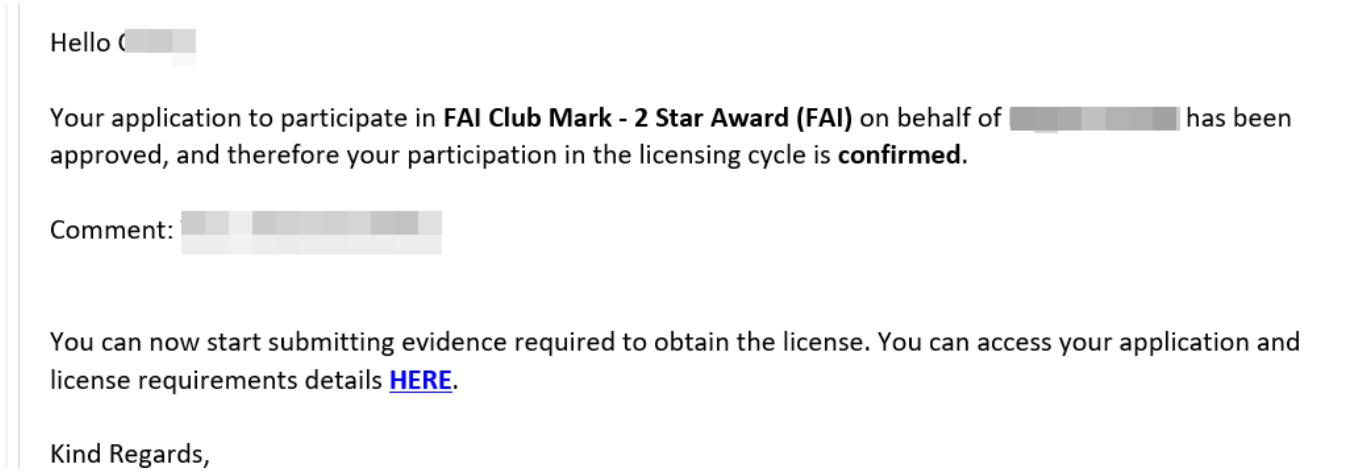


11. You will then receive an email notifying you of your clubs application which is in the review stage. An FAI Club Mark staff member will also be notified by email.



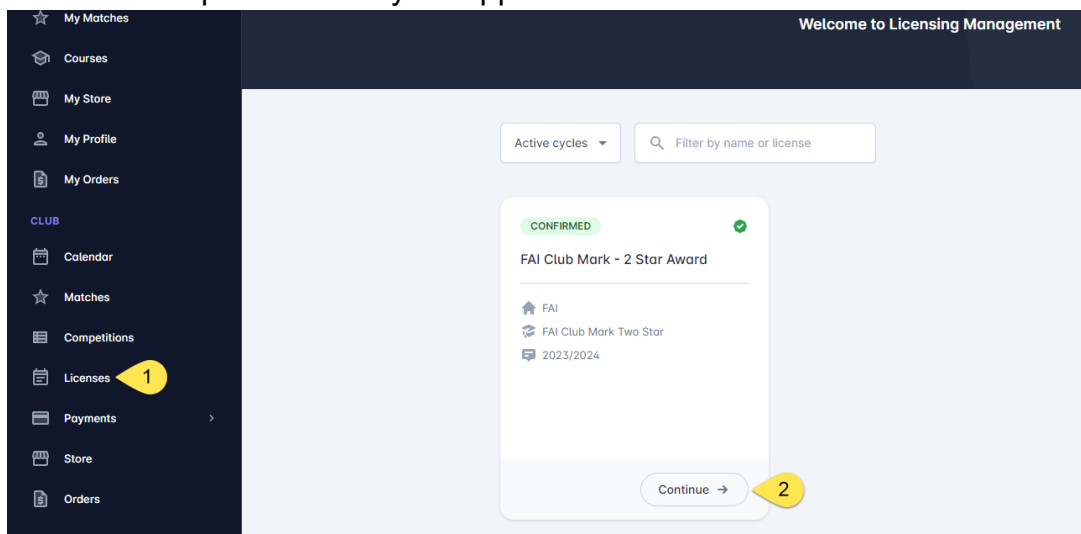


You will then receive a notification by email once your application to the Club Mark licensing cycle is Confirmed. Once Confirmed, you can follow the hyperlink in the email or return to www.faiconnect.ie/mycomet



2. Completing the Club Mark Licensing Cycle

1. When you return to MyComet, go to Licenses (on the left side menu), and you will now see your club's status showing as CONFIRMED on the Club Mark cycle. Click "Continue" to proceed with your application.





2. You will now see a new Tab which you can access to complete your Club Mark cycle.

← FAI Club Mark - 2 Star Award

About

Status ACTIVE	Entity Club
Organisation FAI	Season 2023/2024
License FAI Club Mark Two Star	
Notes Application process for Club Mark 2 Star Award	

Application

My application status CONFIRMED	Application mode Just Apply (with Approval)
Application period 10/01/2024 - 30/11/2024	

3. Please take time to look over this page in detail. There are 3 Categories of Evidences (Questions) you must answer, 1 – Club Governance and Administration, 2 – Player and Coach Development and 3 - How your Club provides Opportunity for Underage players to Play. To begin, click “Edit”.

← FAI Club Mark - 2 Star Award

Details Club Mark 2 Star Award

Edit ENTERED ▾

Evidences

4. The page will refresh and each question will require different format of answers i.e. Upload of File, Yes/No, Free text box etc.

Evidences

Club Governance and Administration

Does your club have a Strategic Plan? * **i**

+

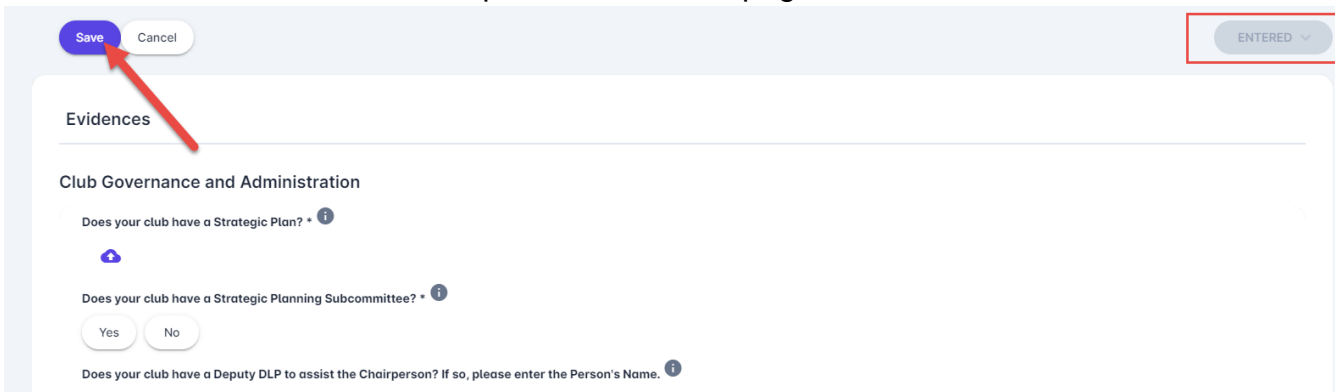
Does your club have a Strategic Planning Subcommittee? * **i**

Yes No

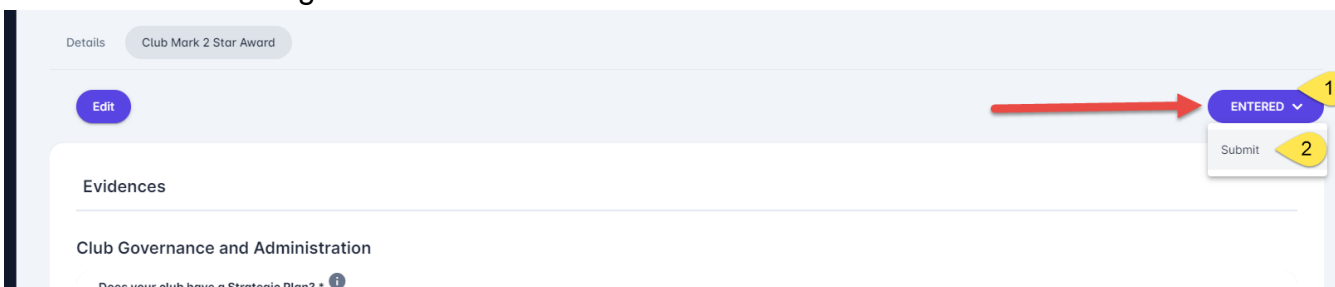
Does your club have a Deputy DLP to assist the Chairperson? If so, please enter the Person's Name. **i**



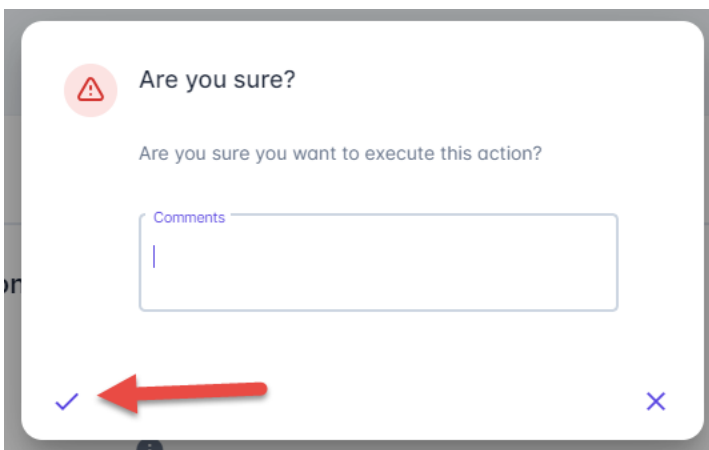
- While your Evidences are in the ENTERED status (top right corner) you can amend your answers as much as possible (allowing you to complete the licensing cycle in your own time incase your club needs to work on certain tasks to complete the categories). Just ensure to click Save at the top or bottom of the page so no work is lost.



- When you have all Evidences (Questions) answered, click Save, then click on ENTERED and change the status to SUBMITTED.



- Confirm you are sure you wish to SUBMIT your evidence for Review by clicking on the "Tick".





- 8. When SUBMITTED, you will receive an email again to confirm you have successfully SUBMITTED the application. Likewise the FAI Club Mark staff will also be notified and will review your E

Hello [redacted]

You have submitted the category Club Mark 2 Star in Club Mark - 2 Star Award 2023/2024 (Football Association of Ireland) on behalf of [redacted]

Your category submission will be reviewed, and you will be notified when the review has been completed. You can always track the status of your categories in this cycle [HERE](#).

Kind Regards

- 9. If the FAI need you to amend your answers/Evidences, your application can be RETURNED to SUBMITTED. You will receive email notification if this happens with a reason why. You can also track your progress of each Question as the FAI staff will mark each Evidence as completed if correctly answered.

← Club Mark - 2 Star Award

Details Club Mark 2 Star

Edit CONFIRMED

Evidences

Club Governance and Administration

- Does your club have a Strategic Plan? *
 - Document.pdf
- Does your club have a Strategic Planning Subcommittee? *
 - Yes
- Does your club have a Deputy DLP to assist the Chairperson? If so, please enter the Person's Name.
 - Paul Jones
- Does your club have a Marketing, Sponsorship & Communications Subcommittee? *
 - Yes





- 10. When the FAI Club Mark team are satisfied all Evidences have been completed correctly, they will then CONFIRM your application and set your Club's status to PASSED. You will be Notified of this by email instantly.

Hello [redacted]

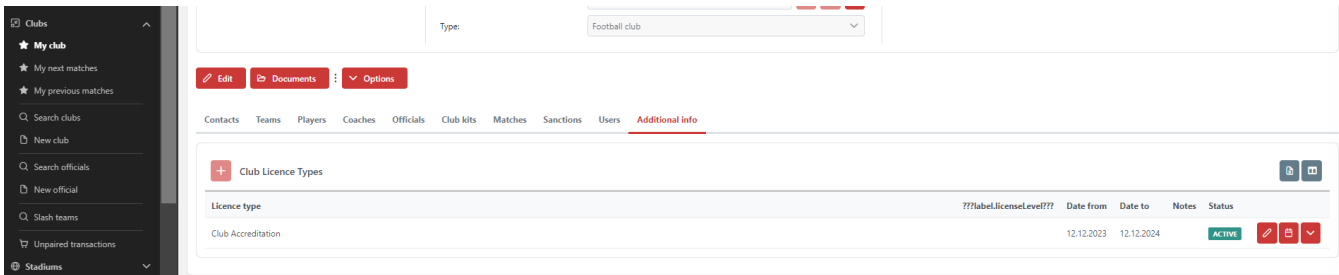
You have successfully completed your participation in **Club Mark - 2 Star Award (FAI)** on behalf of [redacted] and your status has been set to **passed**. Your Club Accreditation licence has been issued. Congratulations.

Comment: [redacted]

You can access your application and licensing cycle details [HERE](#).

Kind Regards,

- 11. Your Club Mark status will then be added to your Club's additional info tab on FAI Connect > Clubs > My Club > under Club Licenses. The License is issued for 3 years from the date set to PASSED.



- 12. Congratulations, you have completed the Club Mark licensing cycle through FAI Connect.

