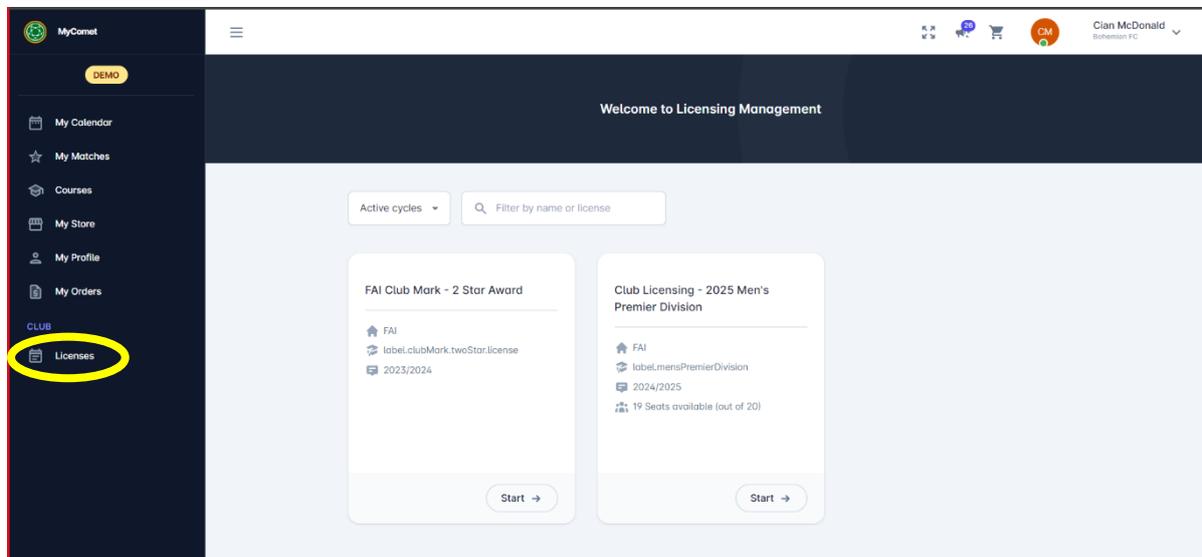


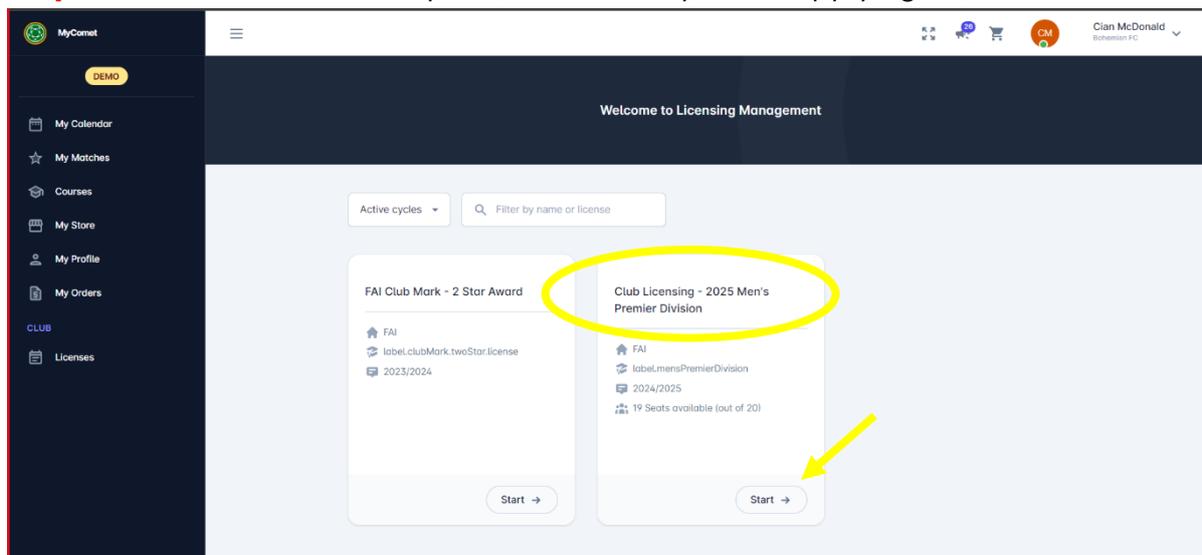


A guide document for clubs applying for a Licence on COMET. Please note all criteria should be treated as 'A' Criteria unless specifically noted as 'B'.

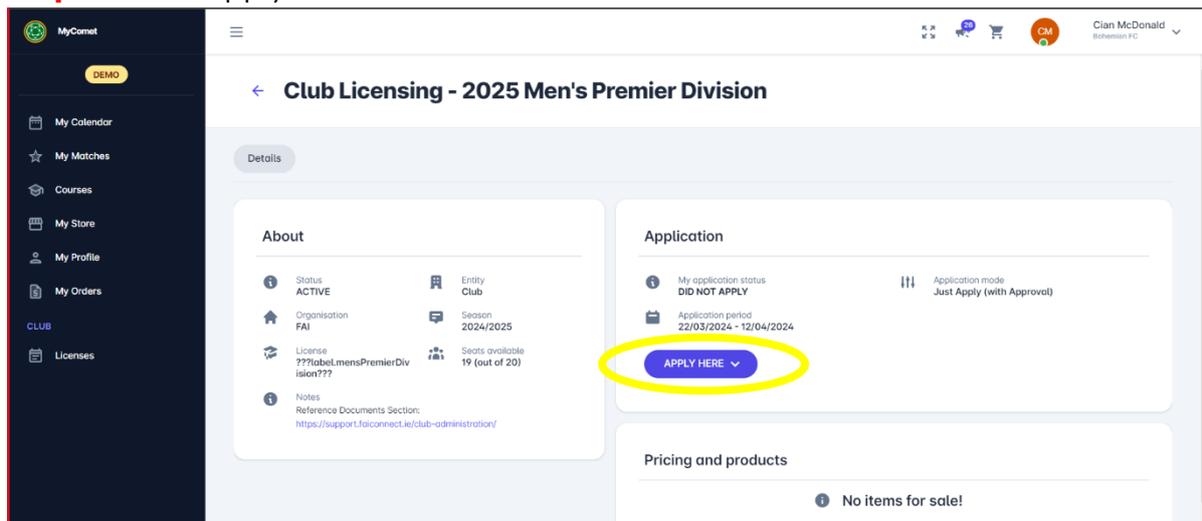
Step 1: Click on the "Licences" tab in the left column:



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



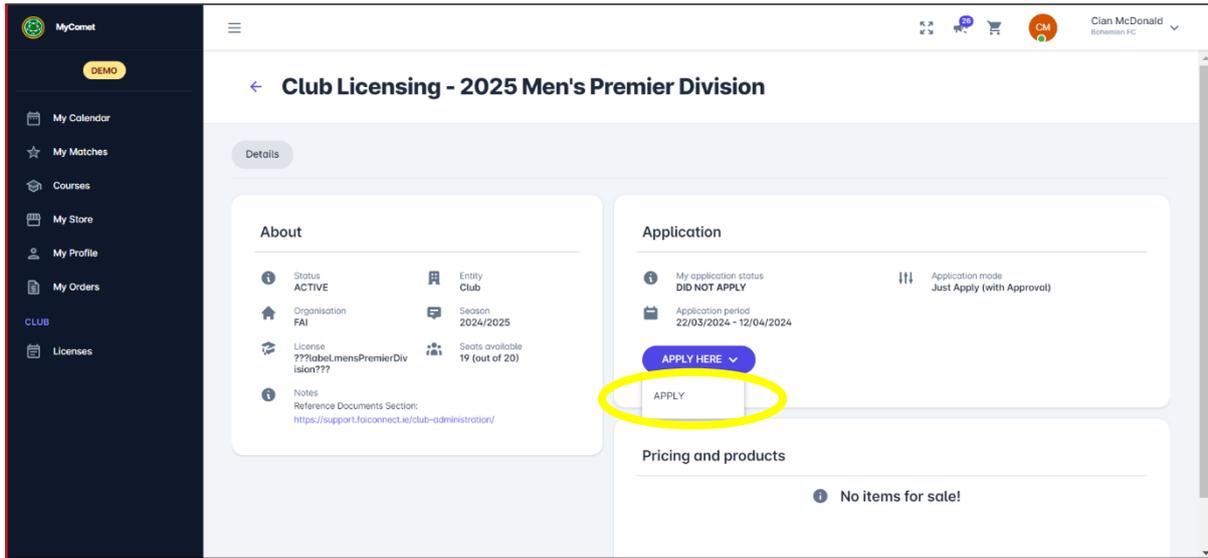
Step 3: Click "apply here":



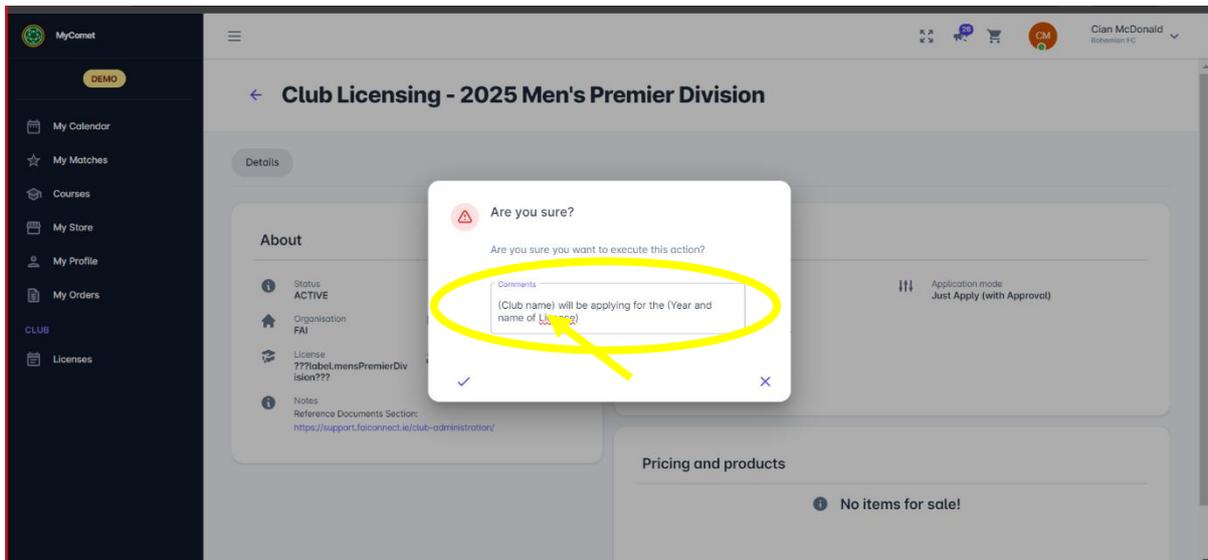


FAI CLUB LICENSING – COMET SYSTEM

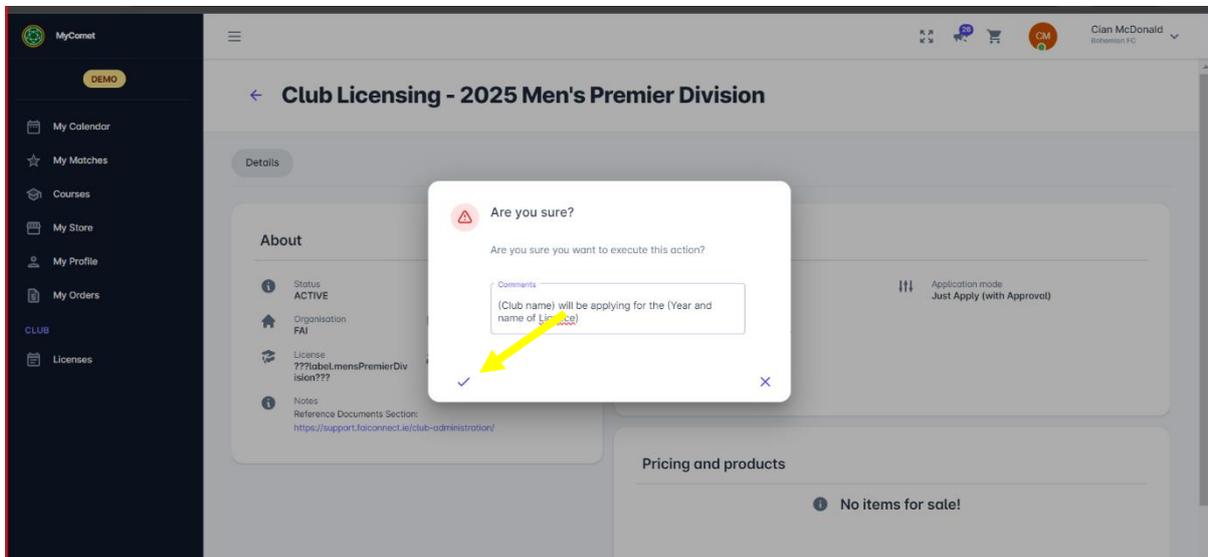
Step 4: Click on “apply”:



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



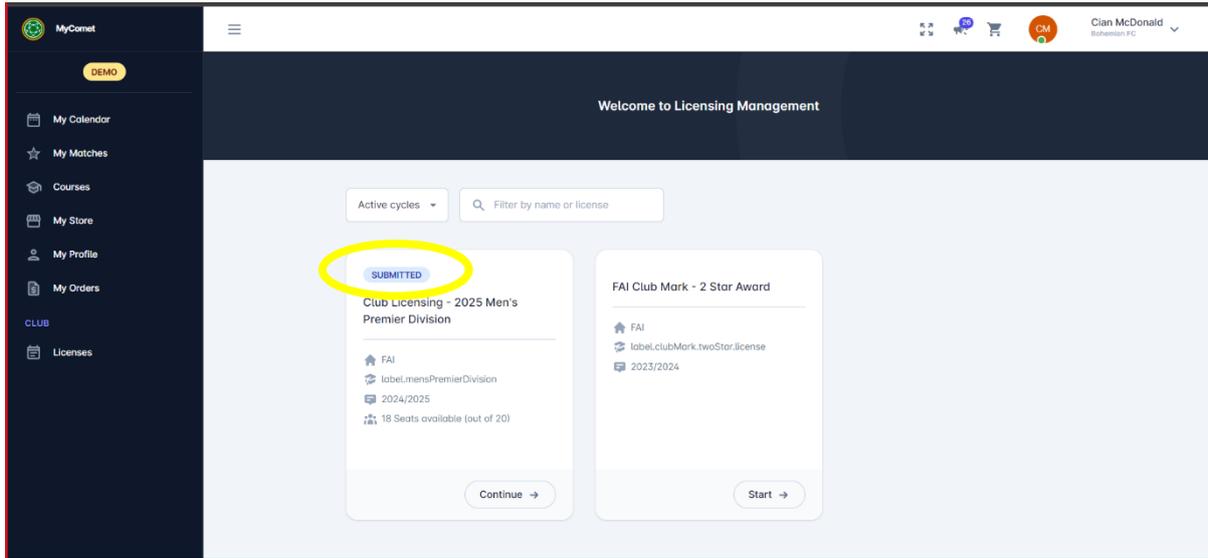
Step 6: Click on the tick to confirm:



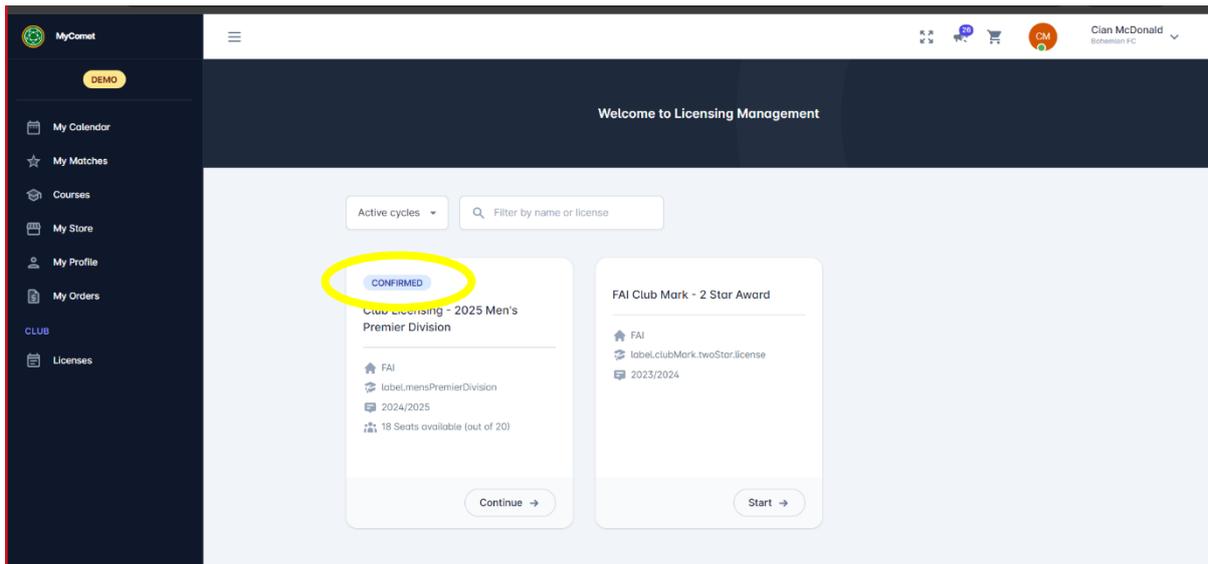


FAI CLUB LICENSING – COMET SYSTEM

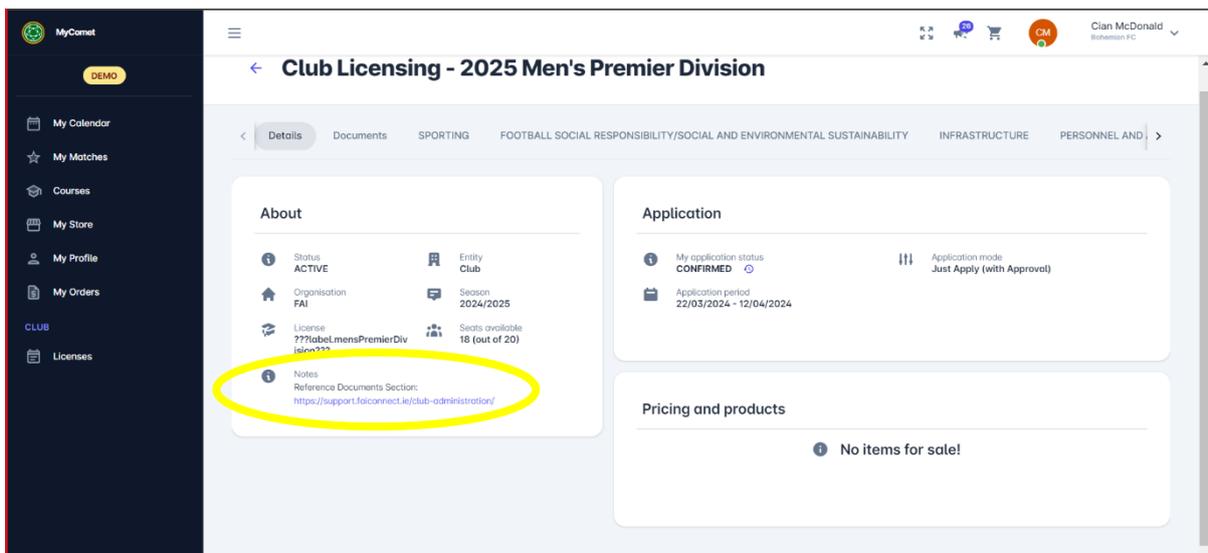
Step 7: You are now in the “Submitted” status and you are awaiting approval from the FAI Licensing department to allow you to start your application:



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”:



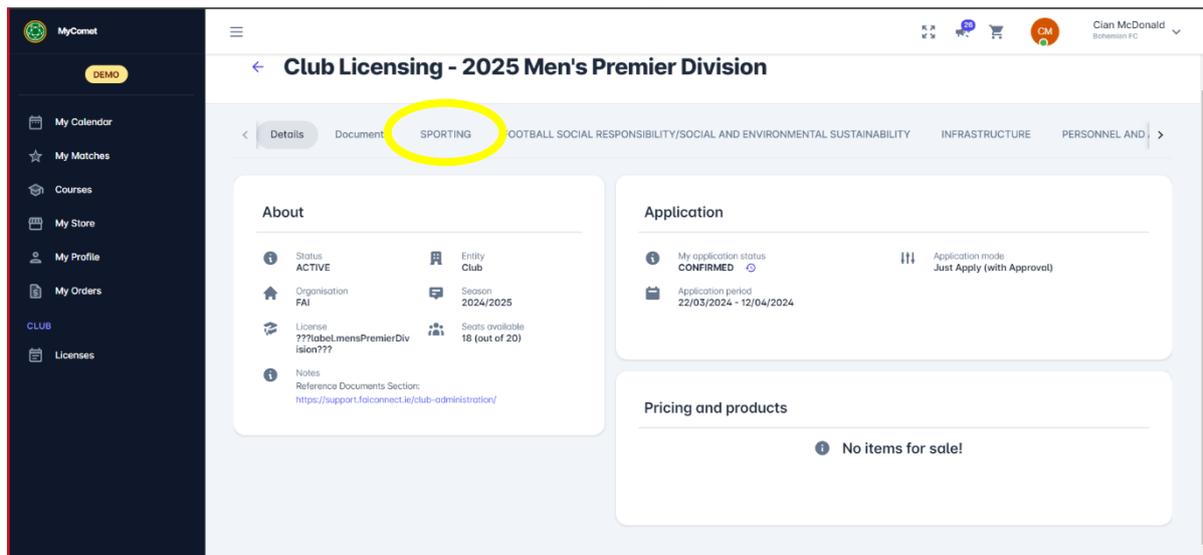
Step 9: Note the link which will take you to the **Reference Documents** section which will be stored on the COMET Support page:



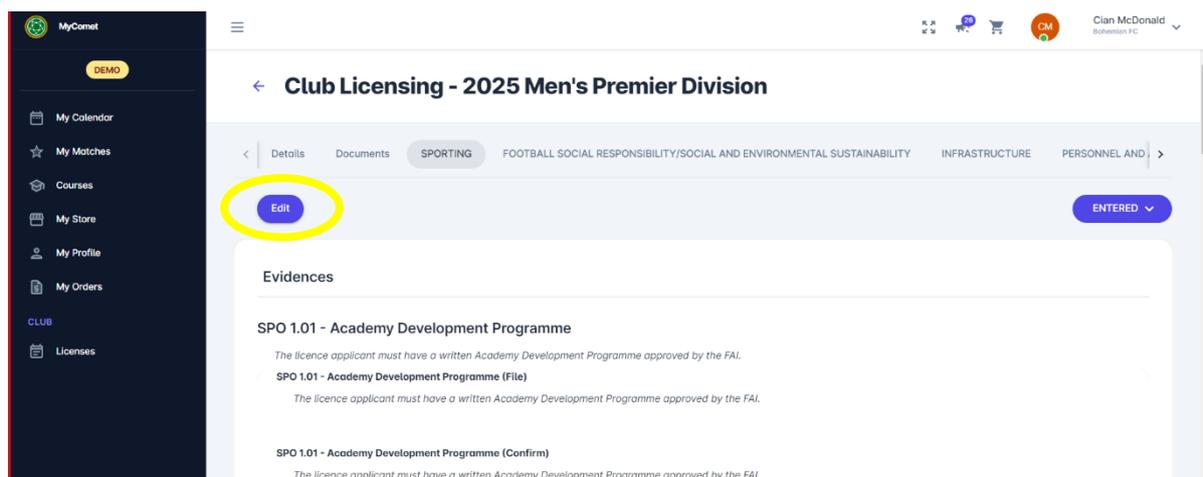


FAI CLUB LICENSING – COMET SYSTEM

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

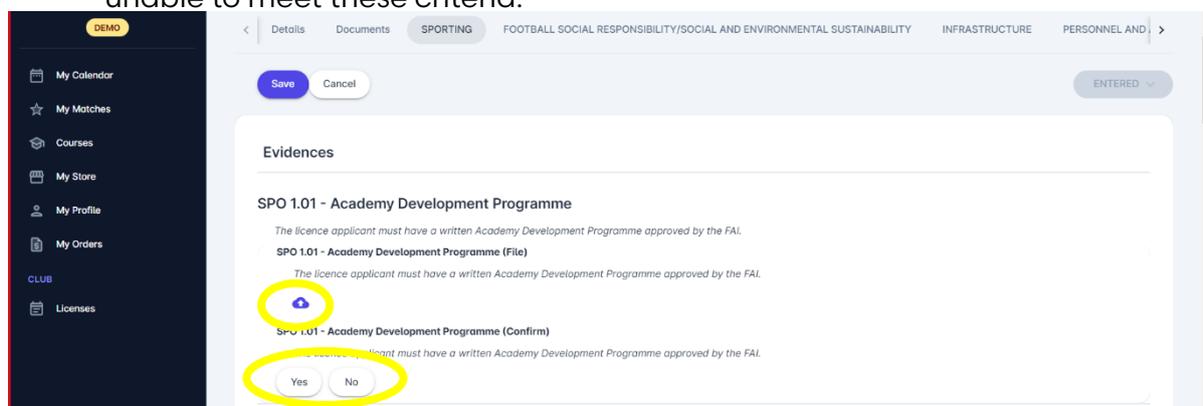


Step 11: Click on "Edit" to activate the category evidence area to make submissions. "Entered" indicates that you have now been entered into the application process and can now start submitting:



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

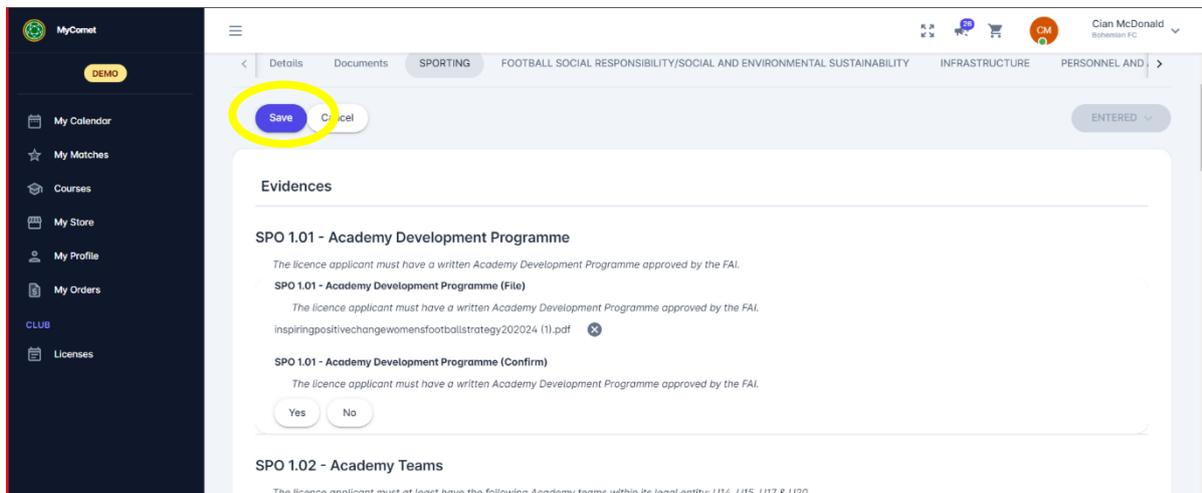
- 1) Upload a file/document (New or revised document not previously supplied).
- 2) Confirm "Yes" or "No" ("Yes" means the club are confirming that the Licensing department have been provided with the most up-to-date version of the document required OR the club are committing to achieving the criteria 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 unable to meet these criteria.



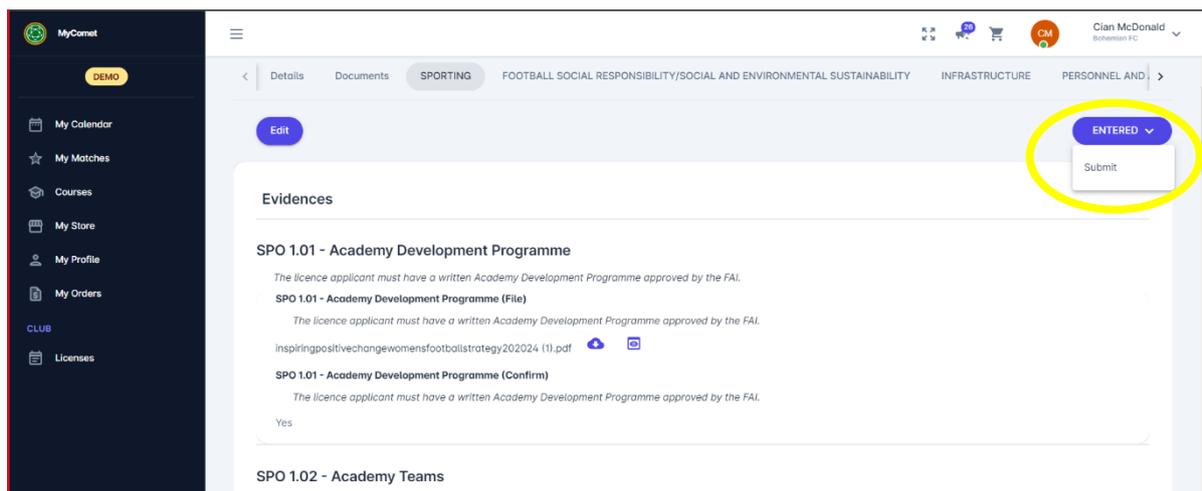


FAI CLUB LICENSING – COMET SYSTEM

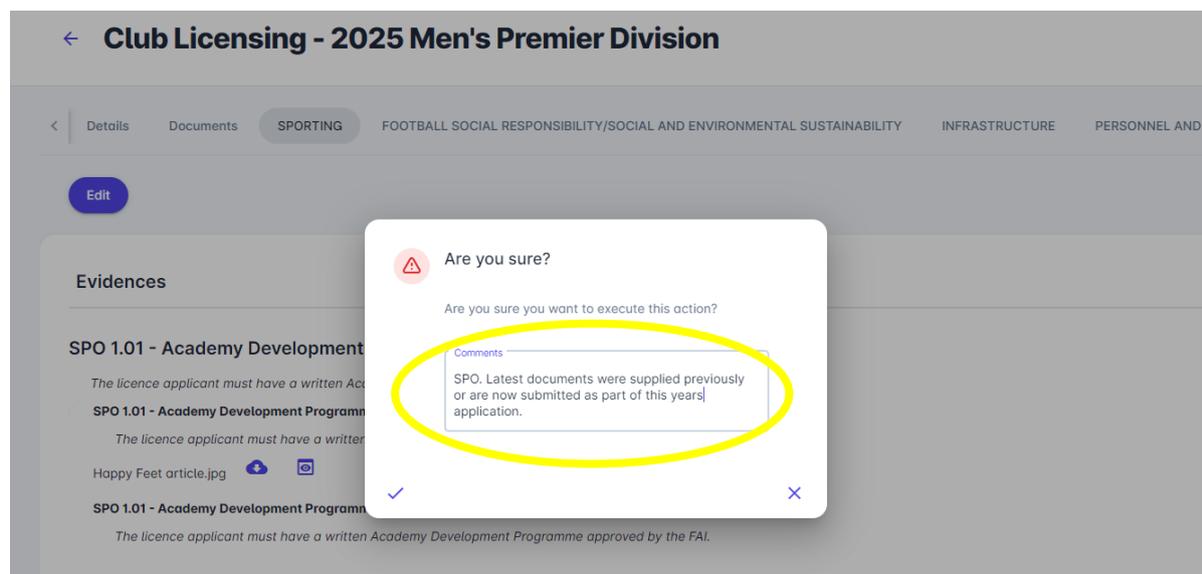
Step 13: “Save” means you can edit and delete submissions as you please, without informing the FAI Licensing department of any changes you have made. Note that the “cancel” button clears all data entered into the evidence section:



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



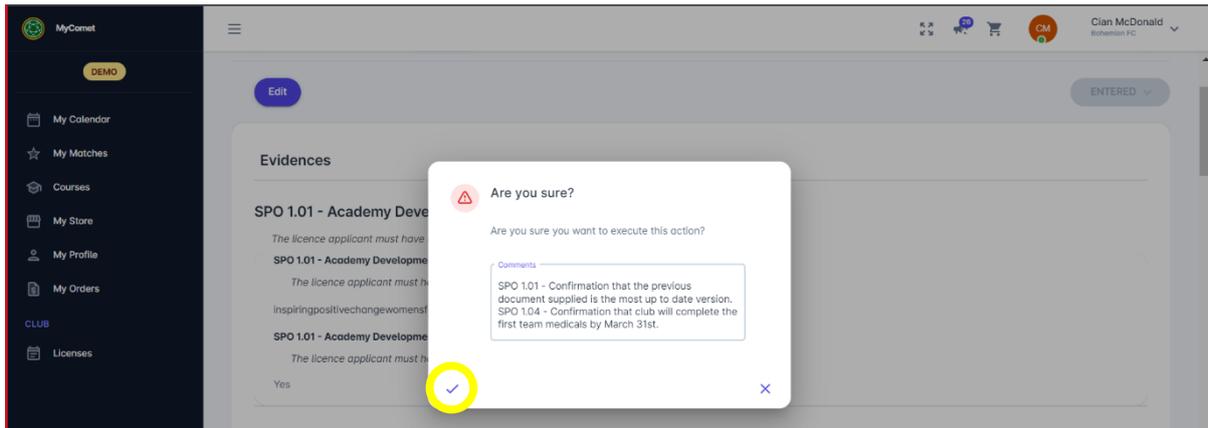
Step 15: For each criteria evidence that you have chosen “yes”, please confirm if the FAI Licensing department have been supplied with the most up-to-date version OR if it’s a commitment to achieving the criteria by the required submission date in the Manual:



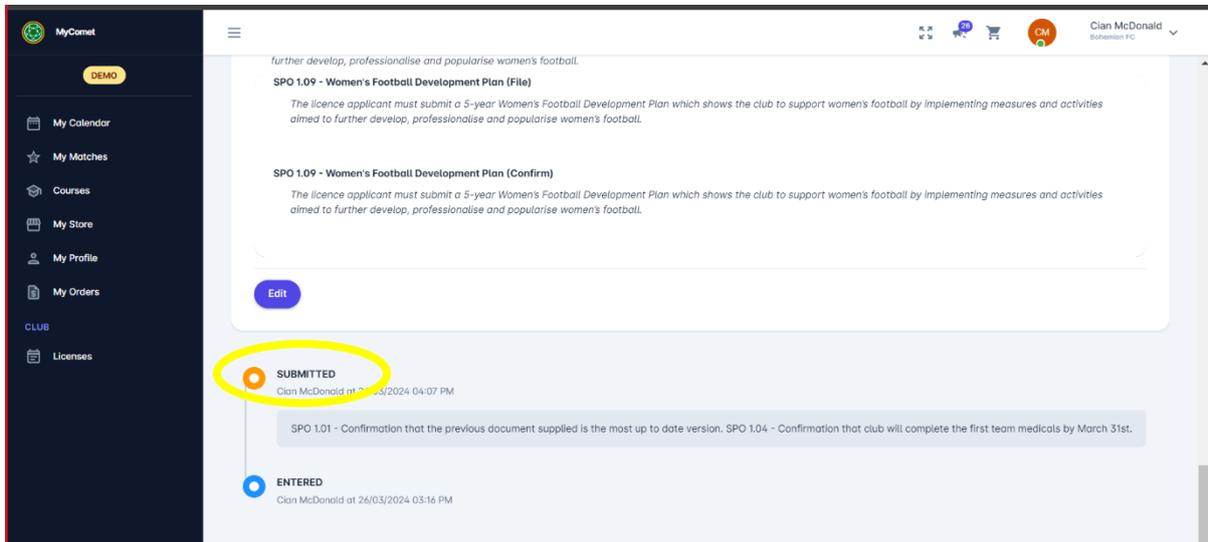


FAI CLUB LICENSING – COMET SYSTEM

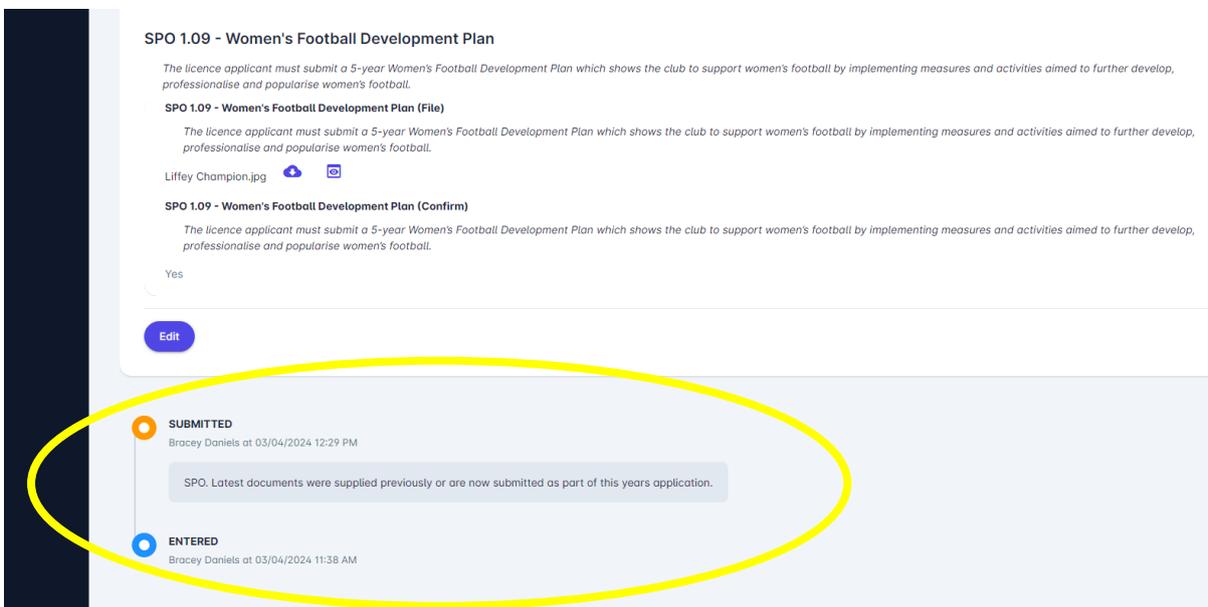
Step 16: Click the “tick”:



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”:



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.





FAI CLUB LICENSING – COMET SYSTEM

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).

SPO 1.01 - Academy Development Programme
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.
inspiringpositivechange.womensfootballstrategy202024 (1).pdf
SPO 1.01 - Academy Development Programme (Confirm)
The licence applicant must have a written Academy Development Programme approved by the FAI.
Yes

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”.

RETURNED
Cian McDonald at 24/03/2024 04:33 PM
SPO 1.01 Is submitted to for licensing committee. SPO 1.02 - SPO 1.09 to be supplied.

SUBMITTED
Cian McDonald 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.

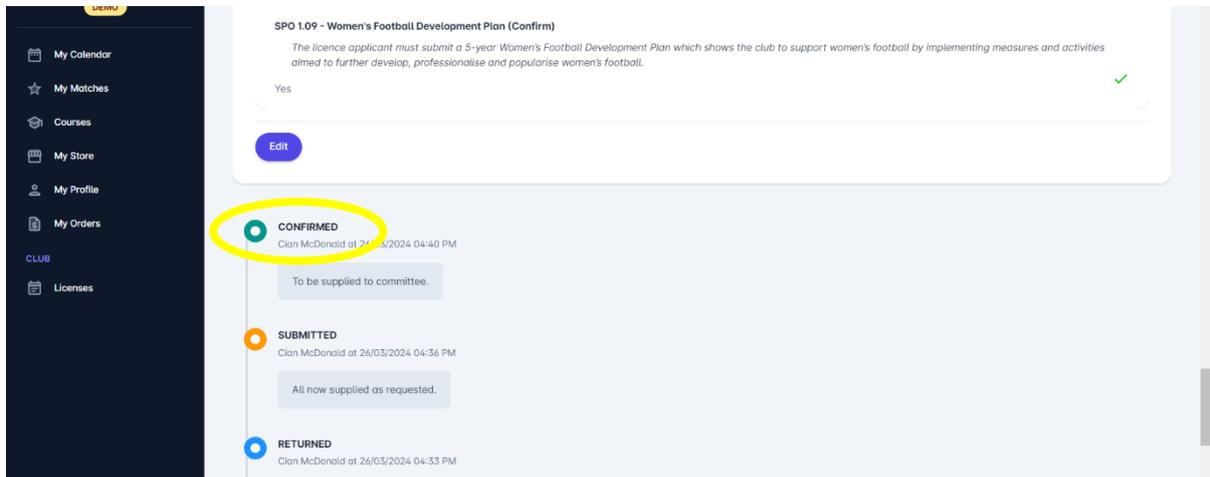
ENTERED
Cian McDonald at 26/03/2024 03:16 PM

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.



FAI CLUB LICENSING – COMET SYSTEM

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



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