



**FAI CLUB MARK
ENTRY LEVEL
HOW TO GUIDE**

We have upgraded the way clubs register and apply for all tiers of FAI Club Mark through the FAI Connect platform. Below are the steps to follow, from registration through to application.

STARTING YOUR APPLICATION

- To start, login to <https://faiconnect.ie> and go to the top right corner of the page and click on your Username.
- Click on “MyComet” within the menu that drops down. (this is also where you can book your own Coach Education and apply for Garda Vetting).
- To apply for FAI Club Mark, click on “Licenses” on the left side menu of MyComet.
- You will then see multiple FAI Club Mark Applications for each region along with the county names beside the region.
- Click “Start” on the FAI Club Mark award specific to your region.
- When on the region-specific FAI Club Mark award application page, click “APPLY HERE”, then “APPLY”
- Click on the “tick” icon that comes up to progress. Your application status will now show as SUBMITTED.
- You will receive an email notifying you of your clubs’ application and you can either follow the hyperlink in the email or return to www.faconnect.ie/mycomet to proceed to the next stage.

COMPLETING YOUR APPLICATION

- When you return to MyComet, go to Licenses (on the left side menu), you will now see your club’s status showing as CONFIRMED on the FAI Club Mark Application box. Click “Continue” to proceed with your application.
- You will now see a new Tab to complete your FAI Club Mark application. To begin, click “Edit”.
- While your questions are in the ENTERED status (top right corner) you can amend your answers as much as possible, allowing you to complete the application in your own time. Just ensure to click Save at the top or bottom of the page so no work is lost.
- When all questions are answered, click Save, then click on ENTERED and change the status to SUBMITTED.
- Confirm you wish to SUBMIT your application for review by clicking on the “Tick”.
- When SUBMITTED, you will receive an email again to confirm you have successfully SUBMITTED the application.
- If we need you to amend your answers or uploads, your application may be RETURNED. You will receive email notification if this happens with a reason why.
- When we are satisfied all questions have been completed correctly, we will then CONFIRM your application and set your Club’s status to PASSED. You will be Notified of this by email instantly.
- Your FAI 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

FAI CLUB MARK ENTRY LEVEL APPLICATION CRITERIA

Category 1 – Club Governance & Administration

1. What is your club's designated email address?
Enter your club's designated email address in the online application form. The email address should be specific to the club and not an individual. E.g. abbottstownutd@gmail.com
2. What is your Club Mark Officer's name, email address and phone no.?
Enter the name, phone number and email address of your club's FAI Club Mark Officer in the online application form.
3. Please upload your Club Constitution
Please upload your **club's constitution** through the online application form. (Sample constitution in the Club Management Guide)
4. What is the name of your club's Chairperson?
Enter the name of your club's Chairperson in the online application form.
5. What is the name of your club's Secretary?
Enter the name of your club's Secretary in the online application form.
6. What is the name of your club's Treasurer?
Enter the name of your club's Treasurer in the online application form.
7. Please upload a copy of your Club's public liability insurance.
Upload a copy of your club's **insurance policy** through the online application form
8. Does your club record minutes of all committee meetings?
Upload minutes of last meeting (Blank out any sensitive information)
9. Please upload the minutes of your last Annual General Meeting
Upload minutes or the agenda of AGM (Blank out any sensitive information)
10. Does your club comply with FAI Goalpost Safety Guidelines?
Upload a picture of the goal post safety poster on display in your club
11. Does your club have a bank account?
Upload a recent bank statement (Blank out any sensitive information)
12. Does your club have a Volunteer Recruitment Policy?
Upload a copy of your club's **volunteer recruitment policy** through the online application form. (Sample document in the Club Management Guide)
13. Is your club compliant with Child Welfare and Garda Vetting Legislation? Please
Tick Yes or No
14. Is your club up to date with registration of players on FAI Connect? Please
Tick Yes or No
15. Name of affiliated League(s)
Please list all the leagues your club plays in.
16. Please upload a Letter of Support from your Affiliated League(s)
Please upload **letter(s)/email(s) of support** from your league(s) though the online form

Category 2 – Player and Coach Development

1. Does your club have an active member that has an up to date First Aid Certificate?
Please upload certificate, note that the date of certification must be visible as only a valid certificate will be acceptable.
2. Does your club have a first aid kit available at all training sessions and matches?
Please tick Yes/No.
3. Does your club have a certified coach with each team? Please
Tick Yes/No.
4. Does your club have a coach and assistant coach with each team?
Please Tick Yes/No.
5. Please snapshot your Club Workforce Register.
Use the snapshot function to create a register of volunteers listed on FAI Connect connected to your club. Please upload your **Club Workforce Registration sheet to the documents tab on your application** which should include, Name, Date of birth, Garda Vetting number, coaching qualification level, Safeguarding Training Number, and the team that the coach works with or the role the volunteer plays.
6. Please snapshot all the Child Welfare and Coach Development Licenses related to volunteers in your club.

Category 3 – Creating Opportunities for People to Play Football

1. Is your club compliant with the FAI Pathways Plan? Please
tick Yes/No
2. What date did your club run the Parent Education Workshop?
Please enter the date in the online form your club run its own Parent Education Workshop outlining sideline behaviour etc.
3. What is the name and email of your designated Club Childrens Officer?
Enter the details of your Club's Children's Officer in the online application form
4. Please upload your club's Child Welfare Risk Assessment
5. Please upload your club's Child Safeguarding Statement

