



CIRCLE  TM

**FAI CLUB MARK
1 STAR
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 the FAI Club Mark One Star Applications button.
- Click “Start” on the FAI Club Mark One Star Award.
- When on the FAI Club Mark One Star 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.faiconnect.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 ONE STAR APPLICATION CRITERIA

Category 1 – Club Governance & Administration

1. What is name of your club?
Enter the name of your club in the online application form
2. What is the name of your Assistant Chairperson?
Please enter the name of your clubs Assistant Chairperson
3. Does your club have a health and safety policy/documents?
Upload relevant documents. See Appendix W of the FAI's Club Management Guide for samples
4. Does your club have a projected annual budget?
Upload your club's annual budget. A Budget template is in the FAI's Club Management Guide
5. Does your club have a finance/fundraising subcommittee? Please click yes or no
6. Does your club have role descriptions for all positions on your management committee? Add all your role descriptions to one-word document and upload it in the space provided. Sample role descriptions can be found in the Appendix section of the FAI's Club Management Guide
7. Does your club have a volunteer induction pack?
Upload the information you provide to volunteers when they join your club. Framework for this will be provided at your FAI Club Mark Meeting.
8. Does your club have access to changing facilities at your home pitch?
Please tick the box in the online form to declare that your club has suitable changing facilities for players at your home pitch
9. Does your club have access to toilets at your home pitch?
Please tick the box in the online form to declare that your club has suitable toilets for players at your home pitch
10. What is the name of your clubs nominated grounds person? Please enter the grounds person's name.
11. What is the website address for your club? Please enter your club's website
12. Please upload your club's social media policy.
See appendix N of the FAI's Club Management Guide
13. What is the name of your club's Public Relations Officer (PRO)/Communications Officer?
Please enter the name of your club's PRO/Communications Officer
14. Please upload your club's equality/inclusion policy. See Appendix X of the FAI's Club Management Guide

Category 2 – Player and Coach Development

1. Does your club have a player's code of conduct?
Upload your club's players code of conduct. See appendix S of the FAI's Club Management Guide
2. Does your club have a coach's code of conduct?
Upload your club's coaches code of conduct. Please see appendix R of the FAI's Club Management Guide
3. What is the name of your club's Head of Football?
4. Please enter the name of your club's Head of football.

5. Does your club have a coaching subcommittee that meets at least twice annually?
Please upload the most recent minutes from your coaching subcommittee's last meeting.
6. Please upload your club's coaching and player development plan.
Please ensure this is in line with the FAI's Player Development Plan. A framework for this and sample will be provided at your Club Mark meeting. FAI Club Mark 6
7. Please upload an updated Club Workforce Register to demonstrate that your club is adhering to the FAI Child Welfare and Safeguarding Policy and have attained the appropriate FAI Coaching Qualifications.

Category 3 – Creating Opportunities for People to Play Football

1. Does your club have a football nursery programme?
Please tick the box to declare that your club has a nursery programme
2. Please Upload your Parent/Guardian code of conduct. See appendix T in the FAI's Club Management Guide
3. Does your club provide opportunities for girls to play football? Please explain.
Please state the number of females playing football in your club, the no. of female teams and a very brief overview of what the club is doing to promote women's & girls' football
4. Has your club signed up to the CARA Centre Disability Charter?
<https://caracentre.ie/sport-inclusion-disability-charter/> Any information that does not upload onto the online application form can be emailed directly to clubmark@fai.ie

