



**FAI CLUB MARK
2 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 Two Star Applications button.
- Click “Start” on the FAI Club Mark Two Star Award.
- When on the FAI Club Mark Two 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 TWO STAR APPLICATION CRITERIA

Category 1 – Club Governance & Administration

1. Does your club have a Strategic Plan?
Please Upload a copy of your clubs Strategic Plan
2. Does your club have a Strategic Planning Subcommittee? Please
Tick Yes/No
3. Does your club have a Deputy DLP to assist the Chairperson? Please
enter the name
4. Does your club have a Marketing, Sponsorship & Communications Subcommittee?
Please tick Yes/No
5. Does your club have a Volunteer Recruitment and Support Officer? Please
enter the name
6. Is there a treatment room on site (Or a room that can be used as such)
Please tick Yes/No
7. Does your club have access to a club house with a meeting room at your home pitch?
Please tick Yes/No
8. Does your club have pitch boundaries at your home pitch? Please
upload Photo
9. Proof of Sustainability/ Renewable Technology at the Club / have future plans to install?
Please provide details.
10. Does your club have access to a Defibrillator? Please
tick Yes/No
11. Please upload your club's GDPR policy
12. Has your club an in-house disciplinary procedure? Please
upload a copy
13. Do you have a club-based Referee?
Someone in your club who has completed a referee education course
14. Does your club have a Head of Football that is on the FAI Auxiliary coach list?
Please enter the name
15. Please upload an image of the FAIs NO REF, NO GAME poster on display at your club
16. Confirmation that your FAIConnect profile is fully updated with coaches and volunteers listed,
and all club details updated
Tick the box

Category 2 – Player and Coach Development

1. Does your club have a maximum of three coaching/management roles per person (Evident in register)
Please tick Yes/No
2. Does your club have a minimum of three male and three female teams (Evident in register)
Please tick Yes/No
3. Does your club have one first aider per team (Evident in register) Please tick Yes/No
4. Does your club host FAI Coach Development courses at your club?
Please tick Yes/No
5. Does your club run in-house CPD which is delivered to various groups?
Please upload evidence
6. Does your club have a Head of Goalkeeping? Qualified to National Goalkeeping Licence - Formerly GK C (Evident in register)
Please list the name of your Head of Goalkeeping and their qualifications
7. Does your club have multiple (2+) UEFA licenced coaching staff within the club
Please tick Yes/No
8. Please upload your fully updated player and coach development plan
Include a full pathway from beginner age groups to adult age groups, also list the various formats of football your club provides
9. Please upload your Club Workforce Register

Category 3 – Creating Opportunities for People to Play Football

1. Proof of Engagement with FAI Programmes (must participate in 3 from a menu of 7)
Please list all the FAI programmes your club has hosted
2. In what way does your club run football inclusion programmes? Please explain
3. Does your club have FFA qualified coaches across various teams (Evident in register)
Please tick Yes/No
4. Does your club have a Club/School Liaison Officer for a club/school link.
Please enter the name of this person
5. Does your club have primary school, secondary school or third level institution links?
Please list details
6. Does your club provide recreational football opportunities? Please explain.
7. Please provide evidence of Club Community Engagement

