

FAW COMET Referees Webinar 1 – 16th June 2020

Questions and Answers

Referee Registration

Q - I am a new referee and did not complete my registration last season, how do I go about registering for the 2020/21 season?

If your referee registration was not confirmed in the 2019/20 season (you did not receive an email confirming your registration with an electronic ID card and insurance documents, or an email with COMET log in details), you will need to contact the Referees Officer for your Area Association who can help you to register on COMET for the first time.

Q- I would like to referee across two Area Association regions. Do I need to register for both Area Associations and pay the registration fee twice?

You only need to register once per season on the COMET system. We would recommend registering in the Area where you are likely to referee most often. You can still be selected on COMET to referee matches out of this region.

Q -Do I need to register as a referee with the league I plan to referee in, in addition to COMET?

When you are registered on COMET, your league will be able to see that you are registered and appoint you to matches. However, you may need to let your league know (off COMET) that you are interested in refereeing within the league. If in doubt, please contact the league referee appointer.

Q - How do I access the early bird offer for referee registration?

Prior to 22nd June when the referee registration opens on COMET, all referees will receive an email containing links to the different referee membership products. If you are registering before 1st August please make sure you click on the link for the early bird product. Please also ensure you select the correct Area Association link (or FAW if you are an elite referee).

Q - If a referee does not have a PayPal account can they pay to register another way?

No, only PayPal payments can be made on the COMET system. When payment is made through PayPal on the COMET system, a referees registration is automatically confirmed. This will not happen if the payment is made off the COMET system. All of the referees that registered on COMET during the 2019/20 season, paid their fees via PayPal.

If a referee cannot access PayPal, for example, if they are too young to have a PayPal account, we would recommend they ask someone else to pay the registration fee on their behalf (using this other person's PayPal account) and reimburse them.

Q - I have completed a referees course. At what point can I register as a referee?

When you have completed your practical course, you are eligible to register as a referee and your Area Association will help you do so.

Q - I am moving away from Wales. Will the referee qualification I achieved in Wales still count?

If you are registering as a referee outside Wales, the organisation you are registering with can contact the Referees Officer at the Area Association you qualified with for confirmation of your qualification.

Insurance

Q - What does the insurance included in referee membership include?

The insurance cover included in referee membership is Personal Accident Insurance. The Schedule of Benefits and policy conditions/exclusions will be attached to the email you receive when your registration is confirmed.

Q - What age restrictions are there on the insurance cover?

The insurance policy covers referees up to the age of 75, with some restrictions for those over 55. Full details are included in the insurance policy which you will receive once you have registered for the 2020/21 season:

These age restrictions are defined by the insurer and consistent with other types of insurance.

Q - For referees over the age of 55, the insurance provided through the referees association is better, has this been considered?

Referees are free to take out a further insurance policy in addition to the one included in their FAW COMET referee membership if they find this beneficial

Adding and updating personal details

Q - If I registered as a referee on the COMET system in the 2019/20 season, will my details still be on the system?

Yes, although your registration has come to an end, your personal information will be on the COMET system for when you re-register and can be accessed by logging into COMET with your normal log in details and clicking Referees and Officials > My personal info.

We would ask that you check that your details are correct and up to date, and a user guide will be available on the FAW COMET Support website (available from 22nd June) to guide you through this.

Q - Can I add more than one next of kin?

Yes. The FAW is asking that you add next of kin contact details in case of an emergency. You may add contact details for as many emergency contacts as you want to.

Safeguarding/DBS

Q - If I have a DBS, where will it show on my profile?

Your DBS will be added to your profile by the FAW Safeguarding department and will show on your Additional Info tab under Safeguarding and Licenses.

Q - I have lost my DBS badge and lanyard, can I receive another one?

The DBS card has now been replaced by the COMET electronic ID card, which you will receive by email attached to your registration confirmation email. This card can be opened on a Smart phone and contains your DBS information, if applicable.

Help and support

Q - Will the FAW provide further online referee training?

A further COMET referee webinar is planned for July (date TBC) which will focus on how to use COMET for competition related tasks, i.e. indicating availability, accepting match appointments, and submitting match reports. All referees will be contacted with full details on this shortly.

Q - Is there training planned for those registering and appointing referees?

The FAW will hold meetings (online) with Area Association and Leagues which will cover registering and appointing referees and provide written and video user guides covering these processes.

Q - Will COMET Champions be used in future?

We are grateful to those who expressed interest in being COMET Referee Champions last year.

Although a formal programme has not yet been put in place we know several have been informally helping their referee colleagues. This is something we would like to continue and develop going forward, especially as more referees will be using COMET on match day this season, and we will be in touch about this in due course

Competitions

Q - Which competitions will use COMET for competition management in the 2020/21 season?

All adult football (male and female), youth football, and girls football will use COMET for competition management in the 2020/21 season. This means that referees will be appointed through COMET, receive the team sheets, and submit their match reports through COMET.

A further webinar will be held to cover all competition management processes in detail.

Q - Is it possible for a referee to accept a match appointment on an assistant referee's behalf?

No, each match official must accept or decline their match appointment personally, or if they cannot, ask the referee appointer of the competition to do it on their behalf. This is an easy process and will be covered in the next webinar.

Q - How will COMET deal with referees who need to be appointed at short notice?

A referee can be appointed on COMET and accept the appointment at short notice. When a referee is appointed they receive an instant notification and can accept or decline the appointment at the touch of a button. This will be covered in the next webinar.

Q -What is the process for changing a team line-up after it has been submitted due to player injuries?

After teams have submitted their line-ups they cannot edit them. The referee is able to make changes to the team line-ups (subject to competition rules), and this will be covered in webinar 2.

Q -Are yellow and red cards recorded on COMET?

Yes, red, and yellow cards are recorded on COMET and the procedure for this will be covered in webinar 2.

Q - How does the COMET match day app work?

The COMET match day app will be covered in webinar 2 and written and video user guides will be provided on its use.

Q - What is the procedure for submitting team sheets and match reports in areas with reduced internet coverage?

Where internet coverage is poor, clubs may submit paper team sheets as a back up option. The clubs will then need to complete and submit their team sheets and the match events as soon as they can after the match for the referee to submit the match report. This will be covered in detail in webinar 2.

Q - How soon after a match must the match report be submitted?

The match report should be submitted within 2 hours of the final whistle. The process for this is will be covered in webinar 2.

Q - How are match reports submitted for matches where there is no referee?

Where there is no referee appointed on COMET, clubs are able to add match events, and the match is confirmed by the competition organiser. This will be covered in the webinars for Area Associations, Leagues and Clubs.

Q - I do not have a smart phone, how can I use COMET on match day?

If you do not have a smart phone you can ask each club to show you a copy of their completed team sheet. After the match, you should then submit the match report on a computer as soon as possible. This will be covered in webinar 2.

Q - Are referees expected to take their phones pitch side to confirm team sheets (keeping in mind that some parks pitches may be a distance from the dressing room or car park)?

This is a matter of personal choice. The referee can ask each club to show them their team sheet ahead of the match. Most competitions have a team sheet submission deadline set at a certain time before kick-off, which may allow referees to then store their phone securely.

Q - Will referee payments be made through COMET?

Referee payments will continue to be made in the usual way for the 2020/21 season.