



**FAW COMET Update
Referees
May 2020**

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Introduction

With the COMET System having now been live for nearly 12 months, we would like to take this opportunity to once again thank all clubs, referees, leagues and Area Associations for their excellent support and co-operation.

As with any new system, we will continue to review our processes and we will, whenever possible, always look to simplify and improve the system– as such, the COMET System will continue to evolve, year-by-year, season-by-season.

The overriding objective of the COMET System was to help modernise Welsh football – to simplify processes and to reduce the administration burden for all the volunteers that help to keep Welsh football running.

We are delighted with how the system has operated in its inaugural season - here are some COMET statistics for the 2019/20 season:

Number of clubs registered on COMET	955
Number of teams registered on COMET	3,819
Number of players registered on COMET	84,388
Number of coaches registered on COMET	6,735
Number of referees registered on COMET	913
Number of transactions paid electronically via COMET	104,965
Number of competitions recorded on COMET	53
Number of matches recorded on COMET	2,921
Number of different referees that have used COMET Competition Management	410
Number of goals (scorer and times) recorded on COMET	13,412
Number of yellow / red cards (individual and times) recorded on COMET	9,206
Number of substitutions (player details and times) recorded on COMET	12,633

At the present time, we cannot be certain as to when the 2020/21 season will start – however, we recognise that during this period of uncertainty, it's important to communicate so that everyone has a detailed understanding of the proposed timelines and processes, hence the reason for this note.

Please note that all of the dates referred to in this document are based on a “normal” start to the 2020/21 season (i.e. Adult football starting in August and Junior football starting in September) and if the start of the 2020/21 season is delayed, the relevant dates referred to may be extended accordingly and we will communicate this information to you at the relevant time.

This document provides detailed information in relation to the proposed processes and timelines for the COMET System in relation to 2020/21 season. Please refer to the relevant section for further information.

Summary

○ **Registration of match officials:**

- All existing referee registrations on COMET will automatically expire on 31st May 2020 and all referees will receive a system generated email informing them of their expiry of their registration.
- All referees must re-register on COMET prior to the start of the 2020/21 season and only registered referees will be appointed to matches in 2020/21 season
- The new referee registration window opens on **22nd June 2020** and the FAW COMET Team will make contact with all referees over the next couple of weeks to provide the training material (user guides and videos) and to invite them to attend an online training course (**to be held w/c 15th June 2020**).
- It will cost a referee £20 to re-register if he/she registers on COMET for the 2020/21 season **by no later than 31st July 2020** – thereafter the cost increases to £30.
- It is now mandatory for the referee's Next of Kin details to also be entered on his/her record and this must be done prior to the referee re-registering.
- All referee registration queries should be emailed to refereesregistration@faw.co.uk

○ **Competition management:**

- All Adult, Youth, Academy and Girls football competitions will now be recorded on COMET for the 2020/21 season.

For clubs, this means selecting and submitting team sheets and also recording the match events (goals, substitutes, yellow and red cards) will all need to be done via COMET.

For referees, this means entering unavailability dates, accepting / rejecting match appointments and submitting match reports (including any misconduct information) will all need to be done via COMET.

- All of the match information in respect of these Adult, Youth, Academy and Girls' competitions will be publicly accessible via a free COMET match day app.
- With the exception of Academy and Girls' football, Junior football will not be recorded on COMET until the 2021/22 season and therefore the current processes adopted for these competitions (i.e. accepting match appointments, teams submitting handwritten team sheets, teams informing the competition organiser of the result immediately after final whistle, referee reporting discipline matters to the relevant Area etc) will need to continue unchanged for the 2020/21 season.
- The FAW will work with all referees, Clubs and competition organisers to ensure that they receive the necessary training and support ahead of the start of the 2020/21 season.
- For all COMET Competition Management queries, please email cometcomp@faw.co.uk

○ **Training and Support:**

- For each process that needs to be performed on COMET, the FAW will produce a specific user guide and video. These will be accessed via a dedicated section on the FAW's website.
- We will also hold specific online training sessions for all referees. These training sessions will also be recorded and will be accessible on the FAW's website.

1. Registration of match officials

- Once a referee has registered on COMET, then he/she is covered by the FAW's Personal Accident Insurance scheme. Please note that a referee will not be permitted to officiate in any match during the 2020/21 season unless he / she has registered on COMET
- There are currently 913 referees registered on COMET and these registrations will terminate on 31st May 2020. At this time, all registered referees will receive an email to inform them that their registration has expired.
- The referee registration process for the 2020/21 season will open on **22nd June 2020**
- The registration fee for the 2020/21 season will be £30 which will be **reduced to £20 if the re-registration is completed by no later than 31st July 2020.**
- In advance of the referee registration window opening on 22nd June 2020, the FAW will distribute training guides and videos to remind referees of the process they need to follow.

We will also hold a webinar (online training session) **during w/c 15th June** – further details on how to register will follow.

- All referees are also now required to enter the contact details of their Next of Kin. Please click on the links below to access the user guide and video explaining how you do this.

[User guide - adding and updating personal information](#) and [Video - adding and updating personal information](#)

- The FAW will provide all Leagues and Area Associations with details of the referees who hold valid DBS Licenses; and
- Finally, for all queries relating to referee registration, please email refereesregistration@faw.co.uk

2. Competition Management

- For the 2020/21 season all Adult, Youth, Academy and Girls football competitions (including their relevant Area Association cups) will now be recorded on COMET.
- The FAW will work with all referees, Clubs and competition organisers to ensure that they receive the necessary training and support ahead of their competition being managed on COMET for 2020/21 season.
- In total, there will be over 300 different competitions using COMET for 2020/21 season and these competitions have already been set up by the FAW COMET team.
- This means that for the competitions recorded on COMET:
 - o Clubs will need to select and submit their team sheets electronically and will also be required to record the match events (goal scorers, substitutions and yellow/red cards) all via COMET– there is no longer any need for clubs to hand write team sheets or inform the competition organiser of the result post-match; and
 - o Referees will need to enter their availability/unavailability dates, accept/reject their match appointments, and submit the match reports (including any misconduct information) within 2 hours of the final whistle, all done via COMET.
- During the 2019/20 season, around 3,000 matches were recorded on COMET and these matches generated a total of 35,000 match events (goal scorers, substitutions, yellow and red cards) which were entered onto COMET either during each match or immediately after its conclusion.
- We will also launch a COMET public match day app ahead of the start of the 2020/21 season, which will mean that all of the match events relating to games recorded on COMET will be freely accessible to the public. It will allow the public to:
 - o view real time scores for every match in Wales;
 - o select their favourite competition / team / player / coach;
 - o receive real time notifications whenever their favourite team and / or player has scored (benefits of recording the match events in real-time mode); and
 - o access league tables, goal scorers charts, form tables, club, player and referee statistics in real-time mode.
- Please note that with the exception of Academy and Girls competitions, all Junior competitions will only be recorded on COMET from the start of the 2021/22 season and therefore for 2020/21 season, these competitions will continue to be managed in the same way as they have been done for 2019/20 season.
- Finally, should you have any queries in relation to competition management matters on COMET, please email cometcomp@faw.co.uk.

3. Training and Support

- Prior to the COVID-19 pandemic, it was our intention to train Clubs, Leagues, Area Associations and referees via a series of face-to-face training sessions – this approach worked well last Summer.
- However, due to the social distance restrictions currently imposed by the Welsh Government, we have had to amend our training programme accordingly so that it will now consist of the following:
 - For each action that needs to be performed on COMET, the FAW will provide a specific user guide and accompanying video. These short and easy to follow guides will set out the step-by-step process that needs to be followed.
 - We will also arrange a series of webinars (online training workshops) for clubs, Leagues, Areas, and referees. **The first webinars will be held during w/c 15th June.**
 - We will have a dedicated section on the FAW's website where system users will be able to access the guides and webinar recordings that they need;
 - We will operate a COMET Help Desk where system experts will be on hand to answer any questions that you may have; and
 - When things return to normality, we will arrange face-to-face “drop in clinics” around Wales where system users will be able to obtain expert advice on what they need to do. We will operate these for however long as is required.
 - Finally, if you have any queries in relation to system access, please email cometsupport@faw.co.uk

FAQ's

1. When does a match officials registration on COMET expire ?

The registrations of all match officials on COMET will expire on 31st May 2020 and all existing match officials will need to re-register for the 2020/21 season.

2. When can a referee register for the 2020/21 season ?

ALL match officials in Wales must re-register on COMET ahead of the start of the 2020/21 season and the match officials registration window will open on **Monday 22nd June 2020**. Prior to this date, all referees will be provided with information explaining the process they need to follow in order to re-register.

3. How much does it cost for a referee to register ?

£20 if the registration is actioned by no later than 31st July 2020, rising to £30 thereafter.

4. What happens if a referee does not register ?

Only registered referees can be appointed to matches in Welsh football.

5. I referee adult, youth, girls', and junior football matches - which of these matches will be recorded on COMET for the 2020/21 season ?

ALL Adult, Youth, Academy and Girls' football matches will be recorded on COMET for the 2020/21 season. This means that for these matches:

- Clubs will need to:
 - o Enter their team and pay the entry fee via COMET;
 - o Select and submit their team sheets via COMET;
 - o Record the match events (goals, yellow/red cards, substitutes) via COMET within 30 minutes of the final whistle; and
 - o Pay the disciplinary fines via COMET

- Referees will need to:
 - o enter their availability/unavailability dates on COMET,
 - o accept/reject their match appointments via COMET, and
 - o submit the match reports (including any misconduct information) via COMET within 2hrs of the final whistle.

With the exception of Academy and Girls' football, junior football will not be recorded on COMET until the 2021/22 season.

6. Last year, the FAW COMET Team travelled around Wales and held a number of face-to-face training sessions and meetings with Clubs, Leagues, Area Associations, and referees. How do you plan to deliver the training ahead of the 2020/21 season given the social distancing requirements imposed by the Welsh Government ?

For every process that needs to be performed on COMET, the FAW COMET Team will produce a PDF user guide and an accompanying video. These will be stored on the FAW website and can easily be accessed by Clubs, Leagues, Area Associations and Referees.

We will also organise online training sessions for Clubs, Leagues, Area Associations and Referees and these sessions will also be recorded on stored on FAW website. The first training sessions will take place during w/c 15th June 2020.

Finally, the FAW will operate a help desk (phone and email) which will provide assistance with any queries.

7. Which is the best internet browser to use when accessing COMET ?

We recommend using Google Chrome.