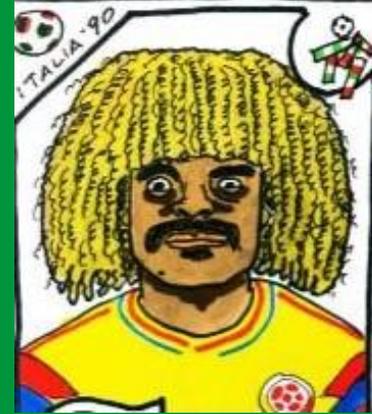


COMET League and Area Association Training – Phase 2 Croeso, Welcome

Whilst we wait for attendees to join, please have a go at guessing the footballers.
Answers will be given at the end of the webinar.



COMET

League / Area Association

Training – Phase 2

August 2020



Housekeeping

- In order to make the meeting as efficient as possible, we have muted your microphones and have also turned off your cameras
- We will be recording this webinar and will publish it on <https://cometsupport.faw.cymru/> after the event
- Please type any questions you may have regarding the items covered in this webinar by using the Q & A facility.
- To ensure that this webinar runs smoothly, can we please ask for your help as follows:
 - Please refrain from asking a question until we have completed the relevant section of the webinar.
 - Please only ask questions related to competition management.
- We will provide a full list of the questions and answers in the next few days



Contents

- Introduction
- Update on clubs and competition entries
- Update on referee registrations
- Competition Management Cycle
- Competition Management Training
- Discipline on COMET
- The COMET Live app
- Next steps



Introduction



Webinar Content

This webinar is aimed at competition organisers, whose competitions will be on the COMET system in the 2020/21 season, i.e. Adult, Youth, FAW Academy, Girls' and Flintshire Junior League (U12s to U16s) competitions. The webinar will focus on:

- Providing an update on competition entries and referee registrations;
- Providing training on competition set up, including adding fixtures, appointing referees, and changing status of matches;
- How to monitor your competitions through the season;
- Looking at next steps in working together to finalise your competitions set up.



League and Area Association Recap

Thank you for having provided the details of your league (contact details, officials who need access to COMET, and logos). – **If you still need to provide any of this to us please do so asap.**

Currently around 400 league and area association officials are registered on COMET. Please continue to self-register any outstanding league and area association officials. **Please remember, only those with a CONFIRMED registration are covered by personal accident insurance and will be given continued user access to the COMET System for the 2020/21 season.**

Thank you for providing the details of your Competition Managers, Referee Appointers and Disciplinary Managers (Area Associations). These people have now been registered in these roles on COMET and will be allocated by the FAW COMET Team to their respective competition(s) following this training session, so that they can access the competitions when they log into COMET. **Please note, we cannot provide Competition Manager, Referee Appointer or Disciplinary Manager access to a person that has yet to register as an Official on COMET.**

Therefore, if you have yet to register these individuals as Officials with your organisation please do so asap and inform us at cometcomp@faw.co.uk.



Update on Clubs and Competition Entry



What we have asked clubs to focus on to date

To date Clubs have been asked to spend time on the following:

- Checking that their club's details (key contacts, users, club logo, teams, kits etc.) are correct on their club's **My Club** page on COMET.
- Registering their club's coaches, staff and officials (the window opened on 22nd June).
- Registering any new players to the club (the window opened on 27th July). Existing players are continuously registered and do not need to be re-registered.
- Ensuring that they affiliate with either the FAW or with an Area Association and pay the relevant affiliation fee(s) on COMET.
- Entering competitions on COMET (where applicable).
- Getting ready to start the Club Accreditation process on COMET (the Club Accreditation application window opened on 17th August)



Competition entries

Number of competitions on COMET	300
Number of teams that have entered so far	3,661

Competition organisers have been shown how they can check which teams have entered their competitions.

The majority of competitions have healthy number of entries which put us in a good position to move to the next stage of the process.

However there are a small number of competitions that either currently have no entries or only have one or two teams that have entered. The FAW will contact these competition organisers over the coming days.



Competition entry errors

With over 3,660 entries to date, its inevitable that some clubs may have entered the wrong competition by mistake

In order to ensure that the correct teams have entered the correct competitions, and to maintain an accurate audit trail prior to the re-distribution of competition entry fees to each of the competition organisers, we would be grateful if you could please review the list of teams that have already entered your competition(s) and action the following:

- a. For the teams that have yet to enter, please contact the relevant Clubs and ask them to enter a team as soon as possible.
- b. If you notice that a club has incorrectly entered a team into one of your competitions, please contact the Club as soon as possible and advise them that they will need to go into MyComet and re-purchase the correct entry fee which will then automatically enter their chosen team into the correct competition.

Once the competition entry process has closed, we will liaise with each competition organiser to get details of any refunds due to clubs that entered teams into the wrong competition.

- We will process these refunds in one go (this is the same approach we are taking in addressing any errors that clubs may have made when purchasing affiliation fees with the FAW / Area Associations).
- At the same time, we will transfer the correct value of competition entry fees received by the FAW over to each Competition Organiser.



Update on Referee Registrations



What we have asked Referees to focus on to date

To date we have asked referees to spend time on the following:

- Ensuring their personal details are up to date on COMET (including their next-of-kin details) ;
- Registering on COMET as a referee for the 2020/21 season.

We have also provided user guides to Referees Officers at each Area Association to show how they can amend a referee's grading and register a newly qualified referee.

For information, all referees will be trained on how to use COMET for competition management via a webinar on 3rd September.



Referee Registrations

Organisation	No. of referees registered 2020/21 season	No. of referees registered 2019/20 season	Difference
FAW (Elite referees only)	116	139	-23
NWCFA	70	87	-17
NEWFA	89	130	-41
CWFA	50	75	-25
WWFA	119	148	-29
SWFA	184	285	-101
GCFA	68	79	-11
Sub-total	696	943	-247

All referees have been reminded that they must register on COMET if they want to referee an official game in the 2020/21 season – as soon as we have a start date for the new season, we expect to see an increase in the number of registered referees.

The Earlybird registration (at the reduced price of £20) ended on 31st July. Referees are still able to register at a cost of £30.

If a referee has bought membership with the wrong organisation in error, please advise them to contact us at refereesregistration@faw.co.uk.



The Competition Management Cycle



Step 1 – Where we are now

- Clubs need to:
 - Register their players, coaches, officials;
 - Pay all outstanding fees and fines (otherwise their players will not be eligible for selection);
 - Add all of their teams under their COMET profile (otherwise they can't enter the competitions);
 - Create and save their playing kits;
 - Affiliate with FAW or with an Area Association;
 - Enter their teams into the correct competitions.
- Referees need to:
 - Register for 2020/21 season;
 - Enter next of kin contact details to their profile.
- Leagues need to:
 - Register all of their officials;
 - Inform FAW COMET Team of their competition managers/ referee appointees;
 - Chase remaining clubs to enter competitions.



Step 2 – We need to move here as soon as we can

- Leagues can then:
 - Close competition entry;
 - Inform FAW of teams entered in error so that they can be removed from competition and refunded;
 - Plan fixtures (even if without dates/times).

- FAW can then:
 - Amend team names to the correct format;
 - Remove incorrect teams from competitions;
 - Process refunds.

- Referees can then:
 - Enter their availability/unavailability;
 - Download the mComet app.

- Clubs then:
 - Ensure that those selecting team line ups and recording match events are set up as users on COMET;
 - Download the mComet app.



Step 3 – when the season start date is known

- Leagues will then be able to:
 - Confirm fixtures, upload them to COMET and notify clubs;
 - Appoint referees.
- Referees will then be able to:
 - Accept or reject appointments;
 - Check their allocated fixtures on COMET / mComet app / COMET Live app.
- Clubs will then be able to:
 - Have a final check on whether they have paid all overdue fees;
 - Have a final check that they have registered all of their coaches with the relevant teams;
 - Check their fixtures on COMET / mComet app / COMET Live app.



Step 4 – match day!

- Clubs:
 - Select players and submit team sheets;
 - Record match events.
- Referees:
 - Check, add and edit match events;
 - Add misconduct;
 - Move the match to Played status.
- Leagues:
 - View team sheets, results and match reports;
 - Check that clubs and referees are complying with COMET KPIs;
 - Repeat Step 3.



Competition Management on COMET



Competition Management on COMET

- Viewing your competitions
- Adding fixtures
- Changing match information
- Reversing fixtures
- Appointing referees
- Changing the status of a match
- Viewing results, tables and reports



Competition Management

Viewing Your Competition



Viewing your competition

- How to find your competition(s)
- Competition set up
- The Documents button
- The Clubs tab
- Competition personnel





Search

Search...

User: FAW Adult Leagues Official
Organisation: Football Association of Wales



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DEMO -
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Clubs

Stadiums

Competitions

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My favorite competitions

Inactive competitions

Search competitions

New competition

New UEFA competition

Search matches

My competition types

Search comp. types

New competition type

Search comp. mgr

New comp. mgr

Search ref. appointer

New ref. appointer

Referees and Officials

National

International

My competitions

Calendar

Show all

Logo	Name	Season	Organisation	Team type	Discipline	Gender	Age category	Clubs	Status
	Test Adult Male Leagues Competition A 20/21	2020/2021	FAW	Club team	Football	Male	Adults	4	ACTIVE
	Test Adult Male Leagues Competition B 20/21	2020/2021	FAW	Club team	Football	Male	Adults	4	ACTIVE

1 - 2 of 2 results Page 1/1



Viewing your competition – key principles

- You will need to be registered in a competition role to take actions within a competition, i.e. Competition Manager, Referee Appointer or Discipline Manager
- Competitions are set up based on the gender and age group details your league has provided.
- Cup competitions are set up as having extra time and penalties.
- If your competition has any special rules, e.g. overage players being permitted, a team roster being mandatory, penalties without extra time, rolling substitutions, etc, please inform the COMET Team and we will work with you to finalise your competition set up.
- Please DO NOT change the competition settings yourself, contact cometcomp@faw.co.uk.



Viewing your competition – key principles

Registrations 

Date from:

Date to:

Max registered players:   

Match appointment initial status: 

Integrate sales module: **Enable integration of COMET products which can provide payments, self-registration and other.*

Please DO NOT change the match appointment initial status from PENDING. Doing so will prevent referees being able to accept or decline match appointments.



Viewing your competition – key principles

Club Manages Match should only be ticked for competitions where there is no referee – ticking it will prevent the referee being able to carry out their functions on COMET.

Lineups

Max players in match lineup: 18

Max substitutions: 3

Max additional substitutions in extra-time:

Rolling substitutions:

Contract required for lineup: only prof Warn

Catalogue restriction level: Choose

Catalogue restriction level (team officials): Choose

Club manages match:

Max officials in lineup - home team: 6

Max officials in lineup - away team: 6



Viewing your competition – Team Rosters

Lineups

Max players in match lineup: 18

Max substitutions: 3

Max additional substitutions in extra-time:

Rolling substitutions:

Contract required for lineup: only Warn

Catalogue restriction level: Choose

Catalogue restriction level (team officials): Choose

Club manages match:

Max officials in lineup - home team: 6

Max officials in lineup - away team: 6

Catalogue refers to team rosters.

If the catalogue restriction level is changed to mandatory, clubs will only be able to select players or officials they have pre-registered on a roster.

If a roster is required for your competition, please contact cometcomp@faw.co.uk for guidance on setting this up.



Viewing your competition – Team Rosters

The screenshot displays a web interface for managing a competition. At the top, there are navigation tabs: Competition, Clubs (selected), Matches, Table, Accumulated yellow cards, Officials fees, Calendar, and Competition self-registration. Below these are buttons for 'Schedule rounds' and 'Load additional matches'. A table lists clubs with columns for No., Club, Status, Stadium, and buttons for '+ Stadium', '+ Player', '+ Officials', and 'Copy'. A small arrow icon is highlighted next to the club name '(27950) Llandudno FC Academy U16'. Below this is a 'Players' table with columns for ID, Name, Status, Nationality, DOB, Age, Level, Contract, and Status. The 'Players' table shows 19 results, with the first 10 displayed. Below the 'Players' table is a 'Club officials' table, which currently shows 'No data found.' At the bottom, there are more club entries, including '(27814) Bala Town Academy U16' and '(28591) The New Saints FC U16s'.

No.	Club	Status	Stadium	+ Stadium	+ Player	+ Officials	Copy
1	(28233) Cefn Druids FC Academy U16's	ACTIVE	20	+ Stadium	+ Player	+ Officials	Copy
2	(28390) Airbus UK Broughton FC Academy U16	ACTIVE	14	+ Stadium	+ Player	+ Officials	Copy
3	(28527) Newtown AFC U16	ACTIVE	16	+ Stadium	+ Player	+ Officials	Copy
4	(28222) Caernarfon Town FC U16	ACTIVE	17	+ Stadium	+ Player	+ Officials	Copy
5	(27950) Llandudno FC Academy U16	ACTIVE	19	+ Stadium	+ Player	+ Officials	Copy

ID	Name	Status	Nationality	DOB	Age	Level	Contract	Status
100360	Benjamin Adams	TERMINATED	Wales	27.10.2003	16	A	No	ACTIVE
100351	Alad Bannister	TERMINATED	Wales	15.04.2004	16	A	No	ACTIVE
110773	Ben Blingdon	CONFIRMED	England	20.12.2004	15	A	No	ACTIVE
111208	Kyle Cooper	CONFIRMED	Wales	08.11.2004	15	A	No	ACTIVE
100324	Will Davidson	TERMINATED	Wales	05.10.2003	16	A	No	ACTIVE
100323	Ben Hughes	TERMINATED	Wales	21.12.2003	16	A	No	ACTIVE
100373	Garner Hughes	CONFIRMED	Wales	02.09.2003	16	A	No	ACTIVE
100330	Thomas Kelly	TERMINATED	Wales	26.11.2003	16	A	No	ACTIVE
100348	Adam Martin	TERMINATED	Wales	08.05.2004	16	A	No	ACTIVE
100320	Charles Joseph McQuinn	CONFIRMED	Wales	15.10.2004	15	A	No	ACTIVE

ID	Name	Status	Nationality	DOB	Registration type	Contract
No data found.						

If a team roster is a requirement of your competition, clubs can add this in the **Clubs** tab of the competition, by clicking the **+Player** or **+Official** buttons.

Competition organisers can see who has been added to the roster by clicking the small arrow icon to the left of the team name.

Please note – the roster restricts the players and coaches who can be selected on a team sheet to those added to the roster.

Once a person is added to a roster they cannot be removed, only made Inactive.

The roster places a restriction on team selection so is not recommended where not mandatory in a competition.



Viewing your competition – key principles

Please DO NOT enter any information into the Disciplinary section.

Due to the FAW special rules, Disciplinary rules are set up in the back end of the system, and adding anything here will change the rules and cause errors.

Disciplinary

Accumulated yellow cards:

Accumulated yellow cards for officials:

Reset accumulated cards:

Only catalogue players serve suspension:

Deactivate accumulated yellow cards of eliminated team:

Suspension scope: ▼

Serving scope: ▼



Viewing your competition – key principles

Referee							Assistant referee		Match observer		Referee observer		Competition manager		Disciplinary manager		Referee appointer	
+ Add																		
No.	ID	Person			Place	Date of birth	Status											
1	339405	FAW Adult Leagues Official			Cardiff	01.01.1992	ACTIVE											

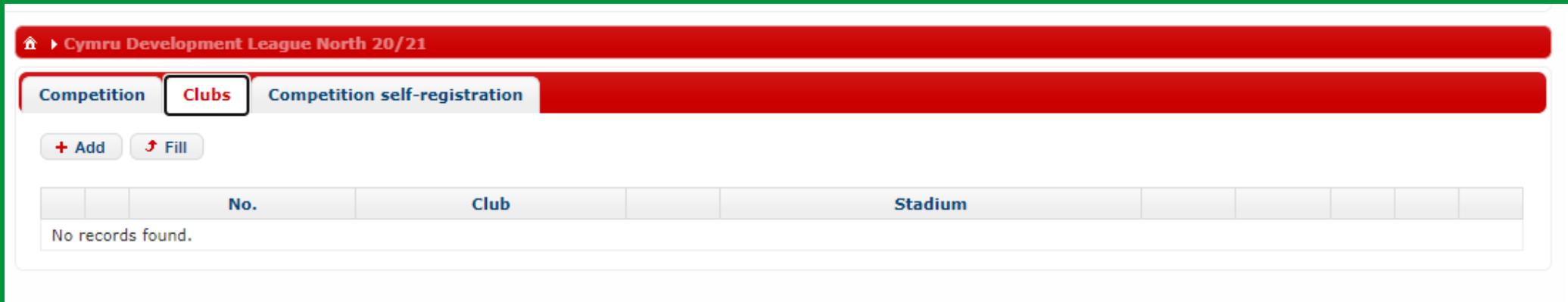
Navigation: [Previous] [Previous] **1** [Next] [Next]

The COMET Team will add your Competition Manager, Referee Appointer and Disciplinary Manager to the competition when they are registered.

You will be able to see them listed in the personnel tabs on the Competition page.



Viewing your competition – key principles



DO NOT manually add clubs in the Clubs tab of the competition.

This would mean:

- Clubs bypass the competition payment;
- Clubs do not agree to the competition rules and regulations;
- We have no audit trail of the club entering the competition on COMET.



Competition Management

Adding fixtures



Viewing your competition

- Filling in the fixture spreadsheet
- Uploading the fixture spreadsheet
- Adding subsequent fixtures – by spreadsheet
- Adding subsequent fixtures – manually



The Fixture Spreadsheet

	A	B	C	D
1	Round	HomeTeam	AwayTeam	DateTime
2	1	FAW A FC	Wales FC	24.08.2020 19:30
3	1	Cymru FC	FAW FC	24.08.2020 19:30
4	2	FAW A FC	Cymru FC	05.09.2020 14:00
5	2	FAW FC	Wales FC	05.09.2020 14:30
6	3	FAW FC	FAW A FC	13.09.2020 14:30
7	3	Wales FC	Cymru FC	13.09.2020 14:30
8				
9				
10				
11				
12				
13				

- Fixtures must be uploaded to COMET in an Excel spreadsheet in the format shown above.
- All competition organisers will be sent the template by the COMET Team.





Search

Search...

User: FAW Adult Leagues Official
Organisation: Football Association of Wales



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Disciplinary

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Organisations

Reports and Statistics

Help

Test Senior League 1 20/21

Competition Clubs Competition self-registration

ID:

Status: **ACTIVE**

Organisation:

Competition type:

Season: Prefix:

Name:

Short name:

Number of clubs:

System:

General settings

Registrations

Lineups

Foreigners

Youth

Standings

Scheduling

Disciplinary

Logo



Edit Search competitions New competition Documents

Referee Assistant referee Match observer Referee observer Competition manager Disciplinary manager Referee appointer

+ Add

No.	ID	Person	Place	Date of birth	Status
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

No data found.



Adding Fixtures – key principles

- Fixtures should be uploaded by the Competition Manager
- Please ensure all teams have entered the competition and their names are in the correct format before uploading the fixture schedule.
- Fixtures must be listed in the correct format in the spreadsheet which the FAW will provide. Please ensure that:
 - Team names are exactly the same as the names in the Clubs tab;
 - There are no additional spaces or punctuation before or after words, as this will interfere with the format;
 - The Round number is included;
 - The date and time of kick off are in the correct format.
- Click Edit and Documents (in the Competition tab) to upload the fixtures. Please ensure that Competition Schedule is selected on the drop down menu.
- You may upload as many or as few rounds of the competition as you want, and add further rounds later.
- DO NOT click Start Competition until all participating clubs have entered and competition settings are finalised. If this is done too early, at worst, the competition will have to be set up again and clubs will need to re-enter.



Competition Management

Changing match information



Changing match information

- Changing match venue, date and kick off time
- Reversing fixtures
- Inserting a result supplement
- Venues with multiple pitches





Search

Search...

User: FAW Adult Leagues Official
Organisation: Football Association of Wales



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DEMO - POSTGRESQL

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Test Senior League 1 20/21

- [Competition](#)
- [Clubs](#)
- [Matches](#)
- [Table](#)
- [Accumulated yellow cards](#)
- [Officials fees](#)
- [Calendar](#)
- [Competition self-registration](#)

Competition schedule

Top scorers [Pending suspensions](#)

Rounds



Arrange matches



Matches



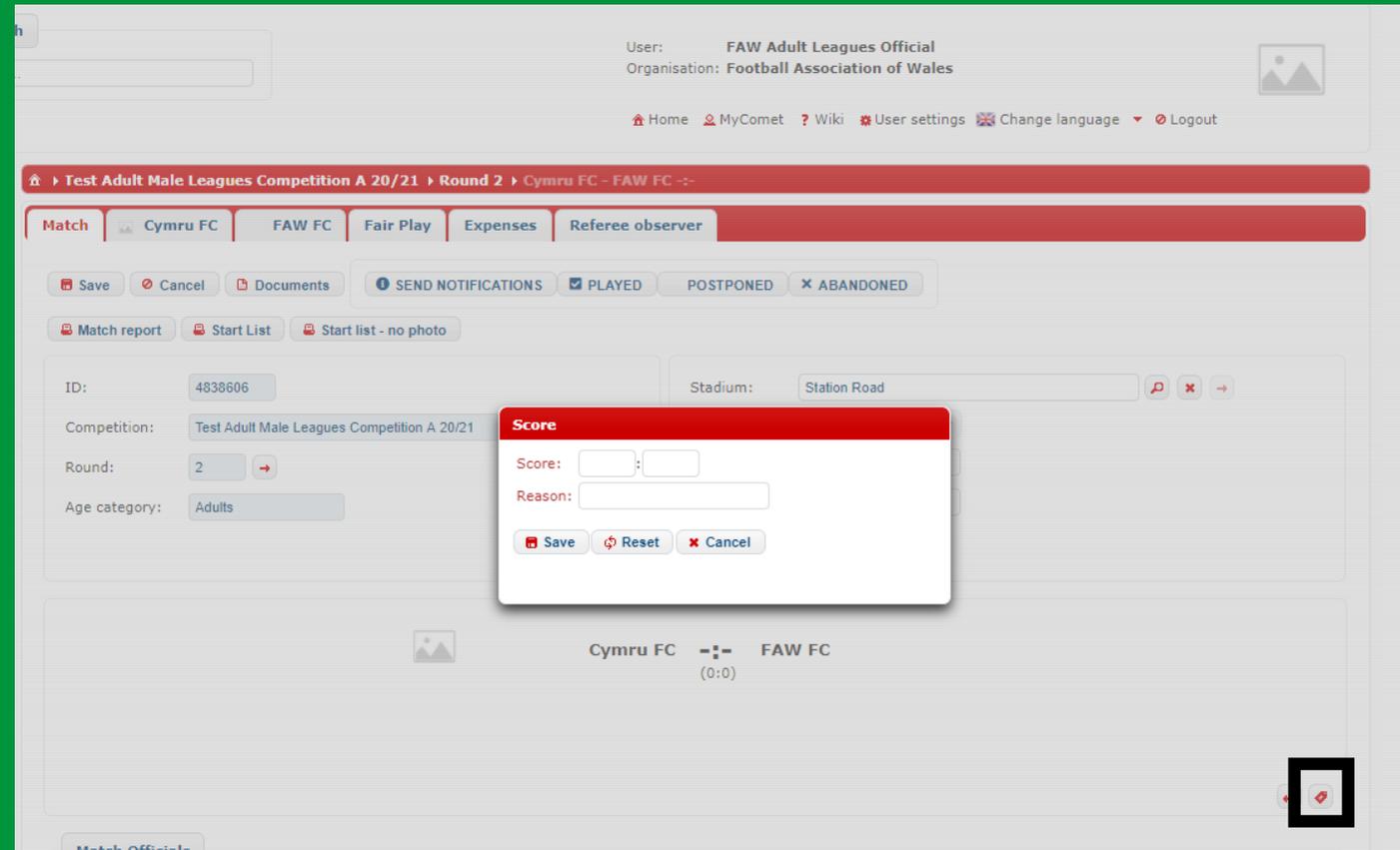
Round	Date/time	Place	Stadium	Clubs	Score	Status
1	31.08.2020 19:30	Prestatyn	Bastion Gardens	FAW A FC - Wales FC	-:-	ENTERED
1	31.08.2020 19:30		Cardiff International Sports Stadium	Cymru FC - FAW FC	-:-	ENTERED

Navigation: 1 2 3 4



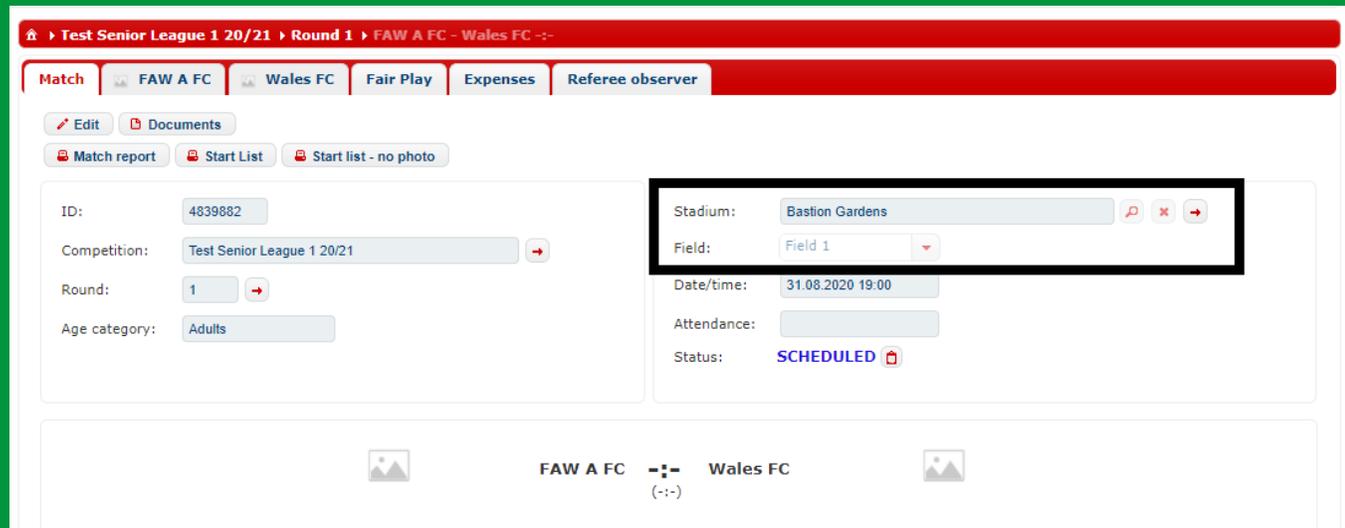
Changing match information– Inserting a result supplement

- In the case that a breach of competition rules means that a result is automatically awarded, the result can be entered manually by the Competition Manager by clicking the Insert Result Supplement button, and entering the score and reason.



Changing match information – Venues with multiple pitches

- If you run competitions at venues with multiple pitches, it can be useful to add the pitch that a match will be played on to the match information.
- If this applies to any of your competition venues, please contact us at cometcomp@faw.co.uk with the name of the venue and the number of pitches (plus pitch names if applicable) so we can register them on COMET.



The screenshot shows the match information form for a match between FAW A FC and Wales FC. The form is titled "Test Senior League 1 20/21 - Round 1 - FAW A FC - Wales FC". The match details are as follows:

ID:	4839882	Stadium:	Bastion Gardens
Competition:	Test Senior League 1 20/21	Field:	Field 1
Round:	1	Date/time:	31.08.2020 19:00
Age category:	Adults	Attendance:	
		Status:	SCHEDULED

The "Stadium" and "Field" fields are highlighted with a black box, indicating that they are the focus of the slide's content. The "Status" is "SCHEDULED". The match is between FAW A FC and Wales FC.

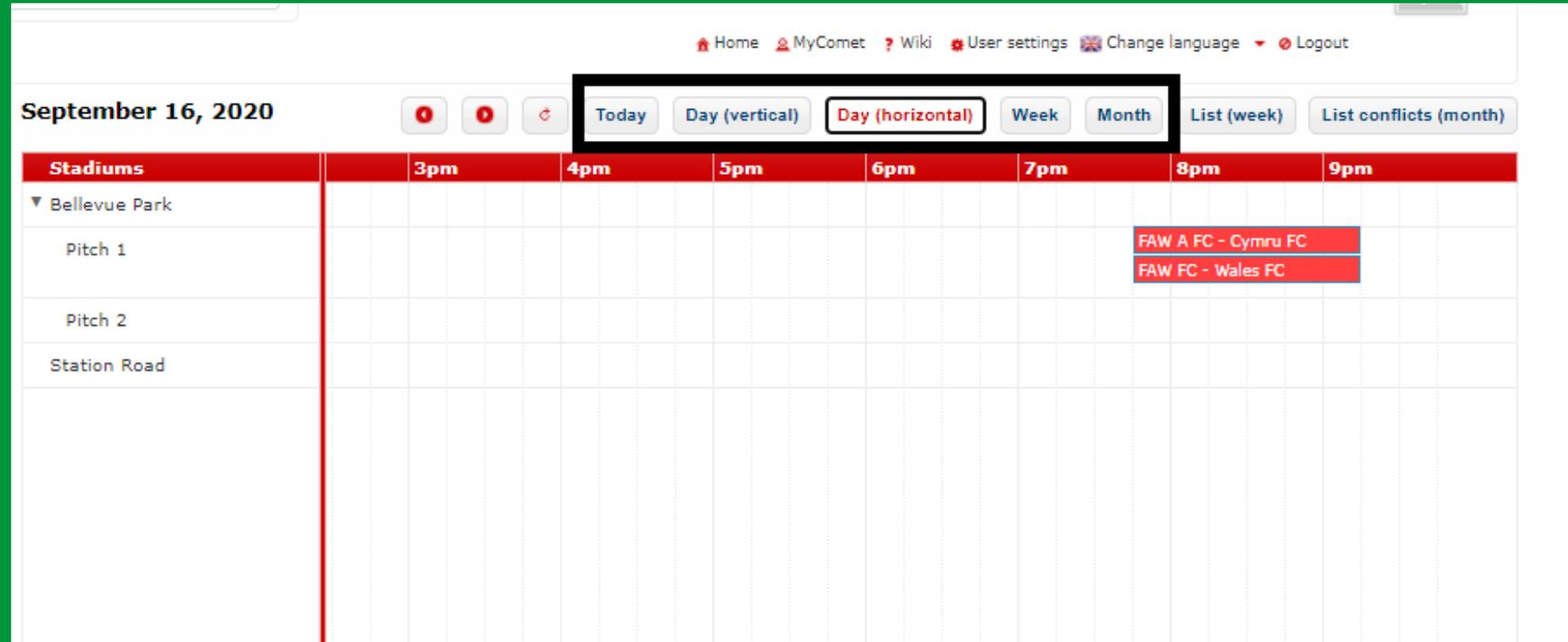


Changing match information – Resolving Venue Conflicts

Match venue conflicts can be identified using the **Match scheduler** console in the **Stadium** section.

Conflicts can be viewed in list or calendar view, and dragged and dropped to an alternative time, pitch or stadium.

A full guide can be found at <https://cometsupport.faw.cymru/>.



The screenshot shows the Match scheduler console for September 16, 2020. The interface includes a navigation bar with links for Home, MyComet, Wiki, User settings, Change language, and Logout. Below the navigation bar, there are view options: Today, Day (vertical), Day (horizontal) (selected), Week, and Month. There are also buttons for List (week) and List conflicts (month). The main area is a calendar grid with columns for time slots (3pm, 4pm, 5pm, 6pm, 7pm, 8pm, 9pm) and rows for stadiums (Bellevue Park, Station Road). A conflict is shown at Bellevue Park, Pitch 1, at 8pm, with two overlapping match events: FAW A FC - Cymru FC and FAW FC - Wales FC.

Stadiums	3pm	4pm	5pm	6pm	7pm	8pm	9pm
▼ Bellevue Park							
Pitch 1						FAW A FC - Cymru FC FAW FC - Wales FC	
Pitch 2							
Station Road							



Changing match information– key principles

- The Competition Manager can make changes to match scheduling without having to upload a new fixtures spreadsheet
- Changes can be made to an individual match or in bulk.
- The **search matches** console (Competitions – Search Matches) allows you to view all matches in a date range or competition and make bulk changes.
- A fixture can be reversed by clicking the **swap home and away teams** button on the match page.
- A result can be manually added by using the **Insert result supplement** function. This should **ONLY** be done where a breach of rules means a result is automatically awarded. In a normal running match, goals should be added to the scorers and from this the system calculates the result.
- Match venue conflicts can be identified and resolved using the **Match scheduler** console.



Competition Management

Appointing Referees



Appointing Referees

- Appointing referees to an individual match
- Appointing referees in bulk
- How you will know if a referee has accepted an appointment
- Accepting an appointment on behalf of a referee
- What happens if a referee declines an appointment?
- Referee rosters
- Receiving Misconduct Reports
- Referee fees and expenses





Search

Search

User: Referee Appointer Example
Organisation: Football Association of Wales



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New UEFA competition

Search matches

My competition types

Search comp. types

New competition type

Search comp. mgr

New comp. mgr

Search ref. appointer

National

International

My competitions

Calendar

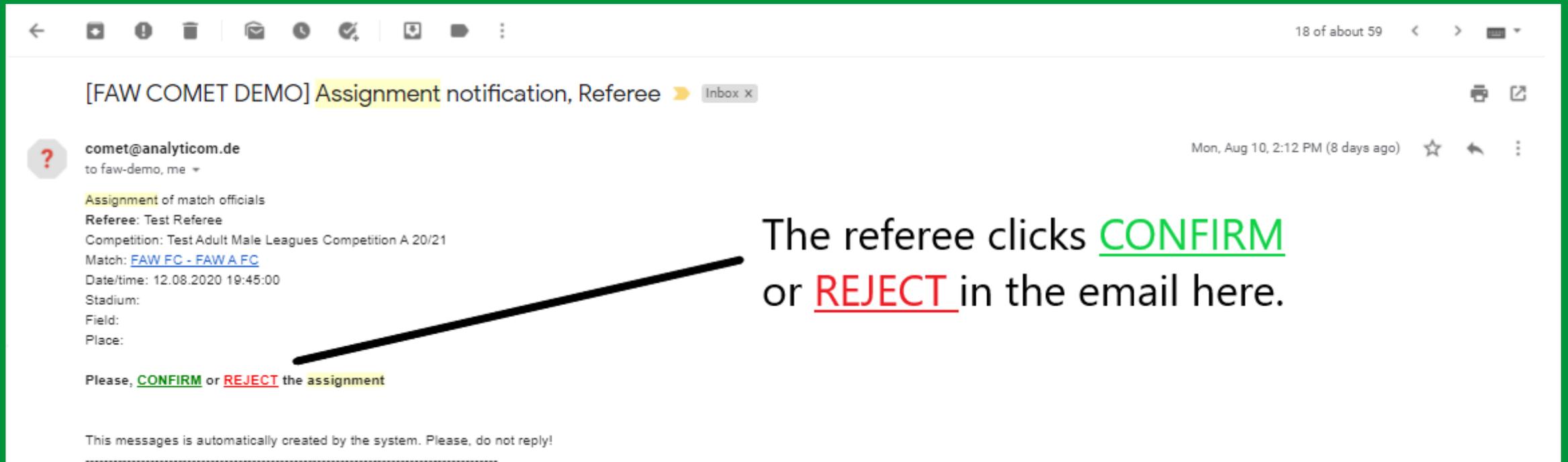
Show all

Logo	Name	Season	Organisation	Team type	Discipline	Gender	Age category	Clubs	Status
	Test Adult Male Leagues Competition A 20/21	2020/2021	FAW	Club team	Football	Male	Adults	4	ACTIVE
	Test Adult Male Leagues Competition B 20/21	2020/2021	FAW	Club team	Football	Male	Adults	4	ACTIVE
	Test Senior League 1 20/21	2020/2021	FAW	Club team	Football	Male	Adults	4	ACTIVE

1 - 3 of 3 results

Page 1/1

Referee appointment email



The screenshot shows an email client interface. At the top, there is a navigation bar with icons for back, home, search, and other functions. The email title is "[FAW COMET DEMO] Assignment notification, Referee" with an "Inbox x" label. The sender is "comet@analyticom.de" and the recipient is "to faw-demo, me". The email content includes the following details:

- Assignment of match officials
- Referee: Test Referee
- Competition: Test Adult Male Leagues Competition A 20/21
- Match: [FAW FC - FAW A FC](#)
- Date/time: 12.08.2020 19:45:00
- Stadium:
- Field:
- Place:

The email concludes with the instruction: "Please, **CONFIRM** or **REJECT** the assignment". A black arrow points from this instruction to the text on the right: "The referee clicks **CONFIRM** or **REJECT** in the email here." At the bottom of the email, there is a footer: "This messages is automatically created by the system. Please, do not reply!"



Appointing Referees– Rosters

- As previously mentioned, we would advise against adding officials to the **Referee** and **Assistant Referee** tabs in the competition.
- Doing so creates a roster and narrows the selection of referees you can choose from, e.g. if you add one referee, they will be the only person who shows for selection when you appoint referees.
- Leaving the tabs empty will ensure you have the entire list of registered referees to appoint from.
- If you do choose to create a referee roster please ensure you add every referee you may appoint.

The screenshot shows the 'Test Adult Male Leagues Competition A 20/21' management interface. At the top, there are navigation tabs: Competition, Clubs, Matches, Table, Accumulated yellow cards, Officials fees, and Calendar. The 'Competition' tab is active, displaying various settings for the competition, including ID (4838559), Status (ACTIVE), Organisation (Football Association of Wales), Competition type (Test Adult Male Leagues), Season (2020/2021), Name (Test Adult Male Leagues Competition A 20/21), Short name (Test Adult Male Leagues Competition A 20/21), Number of clubs (4), and System (Predefined). On the right side, there are several red buttons with white text and a plus sign, representing different settings: General settings, Registrations, Lineups, Foreigners, Youth, Standings, Scheduling, and Disciplinary. Below these settings, there are buttons for Edit, Search competitions, New competition, and Documents. At the bottom, there is a row of tabs: Referee, Assistant referee, Match observer, Referee observer, Competition manager, Disciplinary manager, and Referee. The 'Referee' and 'Assistant referee' tabs are highlighted with a black box. Below the tabs, there is a table with columns for 'No.', 'ID', 'Person', and 'Place'. The table currently displays 'No data found.' and has navigation arrows at the bottom.



Appointing Referees– The Misconduct report

- Referees no longer need to fill in and post a paper Misconduct Report.
- After the match, if filing a misconduct report, they should fill in the Misconduct Report section on the match page (web version) before moving the match to PLAYED.
- When the Referee moves the match status to PLAYED, an email is sent to the Competition Manager, Disciplinary Manager and participating teams which includes the content of the misconduct report (we therefore recommend any confidential information is sent off the COMET system).

The screenshot displays a match report interface for a match between FAW A FC and Wales FC at Bellevue Park. The match status is 'PLAYED'. The interface includes sections for Match Officials and Live Match Status. A 'Misconduct report' section is highlighted with a red box, containing a text area for reporting misconduct.

Match report **Start List** **Start list - no photo**

ID: 4838805
Competition: Test Adult Male Leagues Competition A 20/21
Round: 2
Age category: Adults

Stadium: Bellevue Park
Field: Choose
Date/time: 12.08.2020 14:30
Attendance:
Status: **PLAYED**
FAW Adult Leagues Official 13.08.2020 09:58:23 BST

FAW A FC **0:2** Wales FC
(0:2)

Match Officials

Referee: Test Referee (Cardiff) 1st additional assistant:
1st assistant referee: 2nd additional assistant:
2nd assistant referee: Referee observer:
Fourth official: Venue data coordinator:
Match observer:

Live Match Status

IN PROGRESS BREAK FULL TIME
Match is in status: N/A

Match Phase	RT	ST	Start Time	End Time	Score
1st Half-Time	<input type="checkbox"/>	<input type="checkbox"/>			0 : 2
2nd Half-Time	<input type="checkbox"/>	<input type="checkbox"/>			0 : 2

Misconduct report

This is where the referee can communicate any misconduct information..]



Appointing Referees– Referee Fees

- Match Officials fees can be added to a competition in the **Officials Fees** tab.
- Click **Edit** and type in the fees for the roles you appoint within your competition, then click **Save**.

User: **FAW Adult Leagues Official**
Organisation: **Football Association of Wales**

[Home](#) [MyComet](#) [Wiki](#) [User settings](#) [Change language](#) [Logout](#)

Test Adult Male Leagues Competition A 20/21

[Competition](#) [Clubs](#) [Matches](#) [Table](#) [Accumulated yellow cards](#) **Officials fees** [Calendar](#)

[Edit](#)

Match Officials	Fee
Referee	50.00
1st assistant referee	40.00
2nd assistant referee	40.00
Fourth official	20.00
Match observer	
1st additional assistant	
Referee observer	
2nd additional assistant	
Venue data coordinator	



Appointing Referees– Referee Fees

- When a match in the competition is moved to **PLAYED** status, the match officials fees for all officials appointed to the match are automatically filled in the **Fee** column of the **Expenses** tab of the match.
- Details of the expenses paid to the officials can also be manually recorded here for equalisation purposes.

User: **FAW Adult Leagues Official**
Organisation: **Football Association of Wales**

[Home](#) [MyComet](#) [Wiki](#) [User settings](#)

[Test Adult Male Leagues Competition A 20/21](#) [Round 2](#) [FAW A FC - Wales FC 0:2](#)

Match **FAW A FC** **Wales FC** **Fair Play** **Expenses** **Referee observer**

[Fill](#) [Edit](#) [Documents](#) [Print](#)

Status: **IN PROGRESS**

Currency: **GBP**

Match Officials	Name	Fee	Expenses	Comments	Status
Referee:	Test Referee (Cardiff)	50.00	<input type="text"/>	<input type="text"/>	<input type="text"/>
		50.00			
					50.00



Appointing Referees– key principles

- The competition Referee Appointer is able to appoint Referees on the COMET system.
- Referees can be appointed to individual matches or in bulk.
- A referee must have a CONFIRMED registration to be able to be appointed.
- If a referee is not registered on COMET, they CANNOT be appointed to a game. All referees should therefore be registered on COMET.
- If a referee is showing in red they have listed themselves as unavailable for that date or club, or they have already been appointed to another match. You can see the reason by hovering over their name.
- A referee receives the appointment email when a match is moved to SCHEDULED status – please ensure you are happy with the officials allocated to a match before the status is changed.
- If a referee declines an appointment, the Referee Appointer will receive an email notification.
- A referee is not able to add or edit match events or move the status of a match to PLAYED unless they have accepted the match appointment (and the circle by their name is showing in green).
- The competing teams can see who has been appointed to their match 4 days before the match.
- Referees now fill in the misconduct report on COMET.
- After a match is moved to PLAYED, a referee is no longer able to edit the details of that match.
- Referee fees and expenses can also be recorded on COMET.



Competition Management

Changing the status of a match



Changing the status of a match

- Initial match status = ENTERED
- Changing the match status to SCHEDULED – individual match
- Changing the match status to SCHEDULED – in bulk
- Changing the match status to PLAYED
- Postponing or Abandoning a match





Search

Search

User: FAW Adult Leagues Official
Organisation: Football Association of Wales



[Home](#) [MyComet](#) [Wiki](#) [User settings](#) [Change language](#) [Logout](#)

DEMO - POSTGRESQL

User Guides

FAW COMET SUPPORT

Players

Coaches and Staff

Clubs

Stadiums

Competitions

Referees and Officials

Disciplinary

National Teams

Licence Application

Organisations

Reports and Statistics

Help

Test Adult Male Leagues Competition A 20/21

Competition

Clubs

Matches

Table

Accumulated yellow cards

Officials fees

Calendar

Competition schedule

Top scorers

Pending suspensions

Arrange matches



Matches



Round	Date/time	Place	Stadium	Clubs	Score	Status
3	16.09.2020 19:45			FAW A FC - Cymru FC	--	ENTERED
3	16.09.2020 19:45			FAW FC - Wales FC	--	ENTERED



1

2

3



Changing the status of a match– key principles

- The Competition Manager is able to change a match status on the COMET system.
- Clubs can see a match at ENTERED status, but no notifications are triggered.
- When a match is changed from ENTERED to SCHEDULED or SCHEDULED to PLAYED/POSTPONED/ABANDONED this triggers email notifications to the referee team and participating clubs.
- **So for example, if a weekend's matches are postponed on a Friday night due to bad weather, changing the matches to POSTPONED on COMET will send an email notification to all clubs and match officials.**
- If a referee is appointed after a match has already been changed to SCHEDULED, you will need to click EDIT and SEND NOTIFICATIONS on the match page to send them the match notification.
- A Referee should change the match to PLAYED status after the match, however if they are unable to do this, the Competition manager can do this on their behalf provided all match information is completed.
- If a match has been changed to PLAYED with match information missing, the Referee can no longer edit the match info, so this should be avoided.
- A match must be changed to PLAYED to confirm the result, and trigger suspensions.



Competition Management

Viewing results, tables and reports



Viewing results, tables and reports

- Viewing team line ups
- Viewing match reports
- Viewing match results and generating a summary
- Viewing the league table
- Other competition statistics



Team line-ups

When both teams confirm their line-up on COMET, an email is sent to the Competition Manager, Referee and both teams with the team sheet attached.

The line ups can also be seen in the team tabs and a team sheet can be generated with or without player photos here:

The screenshot shows the user interface of the COMET website. At the top, the user is identified as 'FAW Adult Leagues Official' from the 'Football Association of Wales'. Navigation links include Home, MyComet, Wiki, User settings, Change language, and Logout. The main content area displays match details for 'Test Adult Male Leagues Competition A 20/21 - Round 2 - FAW A FC - Wales FC 0:2'. A red navigation bar contains tabs for Match, FAW A FC, Wales FC, Fair Play, Expenses, and Referee observer. Below this, there are buttons for 'Edit', 'Documents', 'Match report', 'Start List', and 'Start list - no photo'. The 'Start List' button is highlighted with a black box. The match details section includes fields for ID (4838805), Stadium (Bellevue Park), Field (Choose), Date/time (12.08.2020 14:30), Attendance, and Status (PLAYED). At the bottom, the score is shown as 'FAW A FC 0:2 Wales FC (0:2)'.

The screenshot shows the 'Start List' page for the match 'Test Adult Male Leagues Competition A 20/21 - FAW A FC - Wales FC'. The page includes the following information:

- Match Details:** Date/time: 12.08.2020 14:30 BST, Stadium: Bellevue Park / Wales, Round: 2, Age category: Adults, Attendance: [blank]
- Referee:** Test Referee
- Officials:** 1st assistant: [blank], 2nd assistant: [blank], 4th official: [blank], Match observer: [blank]
- 1st additional:** [blank], **2nd additional:** [blank], **Referee observer:** [blank], **VDC:** [blank]

FAW A FC	Wales FC
1 User Guide Example GK	1 Richard Mahrez GK
2 Adult Player Test 62	2 Robert Firmino C
3 Adult player 65 Test 65	3 Walid Abbas
16 Adult Player Test 61	4 Rhodri Owain Ab Dafydd
17 Adult Player Test 63	5 Brendan Fernandes
18 Adult player Test 68	6 Paul Dybala
19 Adult player 67 Test 67	7 Ishmael Abberton
20 Adult player 64 Test 64 C	8 Cameron James Abbott
21 Adult player 66 Test 66	9 Gareth Bench
22 Adult player Test 69	10 Alex Jones
23 Adult Player 70 Test 70	11 Alexander David Jones

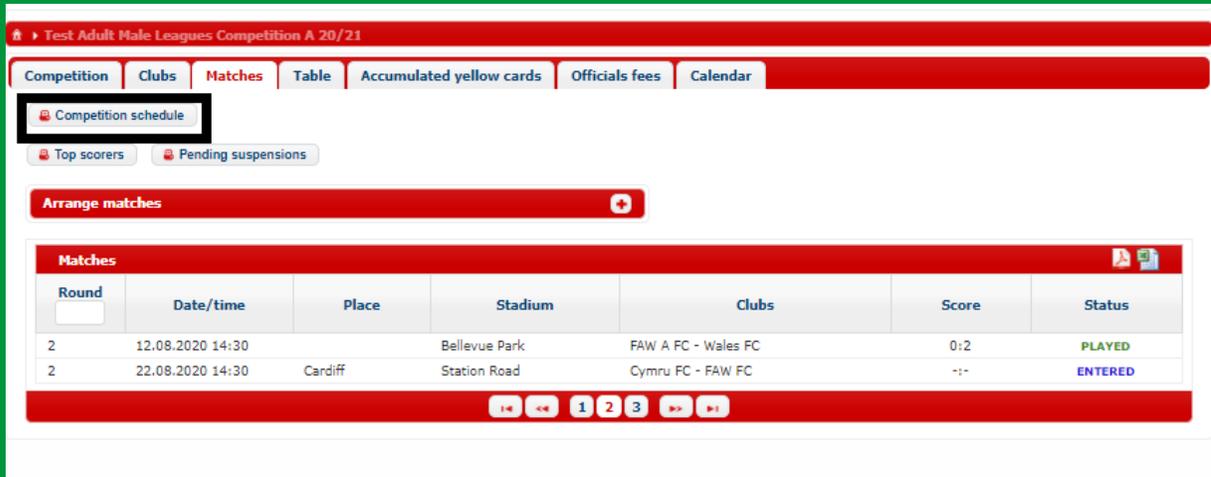
Substitutions	Substitutions
24 Adult Player Test 71	12 Andrew Jones
	13 Alun Wyn Jones
	14 Luke Abbott



Match Results

The match schedule and results can be viewed round by round in the Matches tab of the competition.

You can also generate a Competition Schedule report which includes results for matches played here:



Round	Date/time	Place	Stadium	Clubs	Score	Status
2	12.08.2020 14:30		Bellevue Park	FAW A FC - Wales FC	0:2	PLAYED
2	22.08.2020 14:30	Cardiff	Station Road	Cymru FC - FAW FC	--	ENTERED



Competition schedule

Organisation: (1) Football Association of Wales
Competition: (4838559) Test Adult Male Leagues Competition A 20/21 - 2020/2021
TOTAL RECORDS: 6

Round 1			
11.08.2020 19:45		FAW FC - FAW A FC	0:0
12.08.2020 19:45	Aberystwyth, Park Avenue	Wales FC - Cymru FC	POSTPONED

Round 2			
12.08.2020 14:30	null, Bellevue Park	FAW A FC - Wales FC	0:2
22.08.2020 14:30	Cardiff, Station Road	Cymru FC - FAW FC	ENTERED

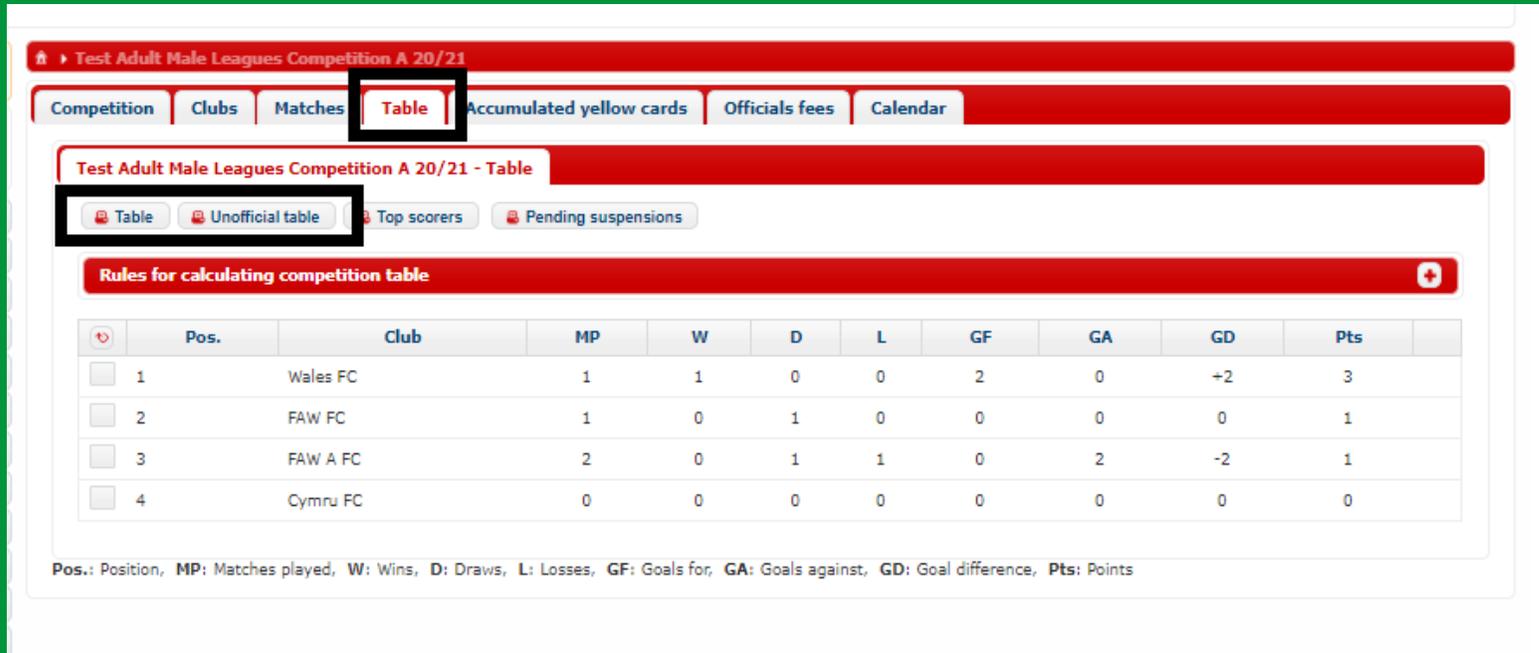
Round 3			
16.09.2020 19:45	null, Bellevue Park	FAW A FC - Cymru FC	SCHEDULED
16.09.2020 19:45	Aberdare, Aberaman Park	FAW FC - Wales FC	SCHEDULED



The league table

The league table can be viewed in the Table tab of the competition.

You can also generate a PDF copy of the table by clicking Table (takes into account matches moved to Played only) or Unofficial Table (also takes into account those matches not moved to Played).



The screenshot shows a web interface for a football league table. At the top, there's a navigation bar with tabs: Competition, Clubs, Matches, Table, Accumulated yellow cards, Officials fees, and Calendar. The 'Table' tab is selected and highlighted with a black box. Below this, there's a sub-navigation bar with options: Table, Unofficial table, Top scorers, and Pending suspensions. The 'Table' option is also highlighted with a black box. Below the navigation is a section titled 'Rules for calculating competition table' with a plus icon. The main content is a table with the following data:

	Pos.	Club	MP	W	D	L	GF	GA	GD	Pts
<input type="checkbox"/>	1	Wales FC	1	1	0	0	2	0	+2	3
<input type="checkbox"/>	2	FAW FC	1	0	1	0	0	0	0	1
<input type="checkbox"/>	3	FAW A FC	2	0	1	1	0	2	-2	1
<input type="checkbox"/>	4	Cymru FC	0	0	0	0	0	0	0	0

Pos.: Position, MP: Matches played, W: Wins, D: Draws, L: Losses, GF: Goals for, GA: Goals against, GD: Goal difference, Pts: Points



Other Competition Statistics

Top Scorer and Pending Suspension reports for the competition can also be generated by clicking the buttons in the Tables tab.

Test Adult Male Leagues Competition A 20/21

Competition Clubs Matches **Table** Accumulated yellow cards Officials fees Calendar

Test Adult Male Leagues Competition A 20/21 - Table

Table Unofficial table **Top scorers** Pending suspensions

Rules for calculating competition table

	Pos.	Club	MP	W	D	L	GF	GA	GD	Pts
<input type="checkbox"/>	1	Wales FC	1	1	0	0	2	0	+2	3
<input type="checkbox"/>	2	FAW FC	1	0	1	0	0	0	0	1
<input type="checkbox"/>	3	FAW A FC	2	0	1	1	0	2	-2	1
<input type="checkbox"/>	4	Cymru FC	0	0	0	0	0	0	0	0

Pos.: Position, MP: Matches played, W: Wins, D: Draws, L: Losses, GF: Goals for, GA: Goals against, GD: Goal difference, Pts: Points



Discipline on COMET



Discipline on COMET

- For the 2020/21 season, discipline in relation to the following competitions will be managed on COMET:
 - Adult
 - Youth
 - FAW Academy
 - Girls
 - Juniors (Flintshire Junior League U12s to U16s only)
- FAW will be responsible for managing the discipline for Tier 1 to 3 competitions
- Area Associations will be responsible for managing the discipline for Tier 4 and below competitions



How discipline works on COMET

- If a player, coach or team official is given a card during a match, then:
 - a) A sanction is automatically raised on their COMET profile;
 - b) The monetary sanction automatically appears in the relevant club's My Comet account (this happens once status of match is moved to PLAYED);
 - c) COMET will work out whether the player is now suspended and if so, the length of the suspension; and
 - d) If the player/coach is suspended, their names will show in red on COMET for the matches they are suspended for, and they will not be able to be selected in the team line-up.
- Once the suspension has been served, the player will no longer show in red and will be available again for selection, **as long as the monetary sanction is not overdue for payment (see below).**
- Please note that all disciplinary fines must be paid within 31 days of the offence. Failure to do so will automatically make the player ineligible for selection even if he / she has served their suspension arising from an accumulation of yellow cards / receiving a red card.



Yellow Cards

- For the purposes of yellow card counts, these are calculated on a per Competition basis
- **League competitions:**
 - Players:
 - 5 yellow cards accumulated in a specific league competition in the same season = 1 game suspension
 - 10 yellow cards accumulated in a specific league competition in the same season = 2 game suspension
 - 15 yellow cards accumulated in a specific league competition in the same season = 3 game suspension
 - Coaches/team officials:
 - 3 yellow cards accumulated in a specific league competition in the same season = 1 game suspension
 - 6 yellow cards accumulated in a specific league competition in the same season = 2 game suspension
 - 9 yellow cards accumulated in a specific league competition in the same season = 3 game suspension
- **Cup competitions:**
 - Players:
 - 1 game suspension for every 2 yellow cards accumulated in a specific cup competition in the same season
 - Coaches/team officials:
 - 1 game suspension for every 2 yellow cards accumulated in a specific cup competition in the same season.



Red Cards

- No change in the length of the suspensions from last season.
- If the person has been sent off once before in the same competition in the same season, then the suspension is increased by one further game in the same competition.
- If the person has been sent off twice before in the same competition in the same season, the suspension is increased by two further games and so on....



Different League competition types set up on COMET for disciplinary purposes

- In order to implement the FAW and Area Association disciplinary rules on COMET, we have allocated all league competitions into one of categories below.
 - FAW Adults Senior Leagues/FAW Adults Reserve Leagues/FAW Youth Leagues/FAW Academy Leagues
 - SWFA Adults Senior Leagues/SWFA Adults Reserve Leagues/SWFA Youth Leagues/SWFA Junior Leagues
 - WWFA Adults Senior Leagues/WWFA Adults Reserve Leagues/WWFA Youth Leagues/WWFA Junior Leagues
 - GCFA Adults Senior Leagues/GCFA Adults Reserve Leagues/GCFA Youth Leagues/GCFA Junior Leagues
 - CWFA Adults Senior Leagues/CWFA Adults Reserve Leagues/CWFA Youth Leagues/CWFA Junior Leagues
 - NEWFA Adults Senior Leagues/NEWFA Adults Reserve Leagues/NEWFA Youth Leagues/NEWFA Junior Leagues
 - NWCFA Adults Senior Leagues/NWCFA Adults Reserve Leagues/NWCFA Youth Leagues/NWCFA Junior Leagues
- This explains why league competitions don't appear on your "My competitions" dashboard.
- By creating these categories, it means that whenever a player is suspended, he/she will be prevented from playing for any other team that plays in a competition falling within the same category.



How red and yellow card suspensions are served on COMET

- All suspensions will be served with the team in which the player committed the offence.
- For Cup Competitions, a player will be suspended for a specific Cup Competition only e.g. if a player was sent off playing in the FAW Welsh Cup, then he/she would only be suspended from the FAW Welsh Cup and would be free to play in any other cup competition.
- For League Competitions, the player will be suspended from all matches in the same category of football in which he/she committed the offence e.g. Adult Senior football, Adult Reserve football, Youth football, FAW Academy football, Junior football etc. until such time as he/she has served the suspension e.g.

Scenario 1

- Club A has a 1st & 2nd team, both playing within the FAW Adult Senior Leagues pyramid.
- The player is sent off playing for Club A's 1st team and receives a three game suspension.
- The player is then suspended from playing for all teams (so this includes Club A's 2nd team) that play within the FAW Adult Senior Leagues pyramid until such time as the team in which the player committed the offence (Club A's 1st team) has played three games.

Scenario 2:

- Club B has a 1st & 2nd team
- Club B's 1st team plays within the SWFA Adult Senior Leagues pyramid, whereas Club B's 2nd team plays within the SWFA Adult Reserve Leagues pyramid
- The player is sent off playing for Club B's 1st team and receives a one game suspension.
- The player is then suspended from playing for all teams that play within the SWFA Adult Senior League Pyramid until such time as the team with which the player committed the offence (Club B 1st team) has played one match.
- However, in the meantime, the player would still free to play for Club B's 2nd team as they play in a different disciplinary category (the SWFA Adult Reserve Leagues pyramid).



The Accumulated Yellow Cards Tab

This is where yellow cards accumulated in another competition type can be allocated to a person.

Accumulated yellow cards will move with a player.

Please DO NOT enter any information into this tab. The FAW Discipline Department and Area Associations will take any action needed.

The screenshot shows the user interface of the FAW Adult Leagues Official website. The user is logged in as 'FAW Adult Leagues Official' from the 'Football Association of Wales'. The page title is 'Test Adult Male Leagues Competition A 20/21'. The navigation menu includes 'Competition', 'Clubs', 'Matches', 'Table', 'Accumulated yellow cards' (highlighted with a black box), 'Officials fees', and 'Calendar'. Below the navigation, there is a 'Transfer cards' section with input fields for 'Club', 'Person', and 'Cautions', along with a 'Team official' checkbox and 'Save'/'Cancel' buttons. A table below this section has columns for 'No.', 'ID', 'Person', 'Club', 'Type', and 'Cautions', but it is currently empty with the message 'No data found.' At the bottom, there is a 'Deactivate accumulated yellow cards' button.



The COMET Live App



COMET LIVE match-day app

- Analyticom are currently finalising the COMET LIVE match-day app for the start of 2020/21 season.
- The app will be available in iOS and Android versions and can be downloaded by public free of charge.
- The app will contain live scores, team sheets, match events, league tables and player & team stats.
- The app will work best if match events are added to COMET in real time. Clubs will be trained in doing this.
- Users can select their favourite players and receive notifications whenever they are involved in a match event.
- When the app is finalised we will notify all football stakeholders so they can download it.

18. Aug 2020.

SUN	MON	TODAY	WED	THU
● Test Competition 1				
FT	FAW A FC	0	0	☆
	FAW FC	0	0	☆
28'	FAW FC	0	0	☆
	FAW A FC	0	0	☆
33'	FAW A FC	0	0	☆
	FAW FC	0	0	☆
Ardal North West 20/21				
45+116 3'	Montgomery Town FC	2	0	☆
	Berriew FC	0	0	☆
18:30	Penparcau FC			☆
	Bow Street FC			☆
18:30	CPD Penrhyndeudraeth FC			☆
	Caersws FC			☆
18:30	Porthmadog FC			☆
	Corwen FC			☆
18:30	Rhostyllen FC			☆
	Kerry FC			☆
18:30	Saltney Town FC			☆
	Llandrindod Wells FC			☆
18:30	Welshpool Town FC			☆
	Llanfair United FC			☆
90+72 5'	Machynlleth FC	-	-	☆
	Llanuwchllyn FC	-	-	☆

Matches



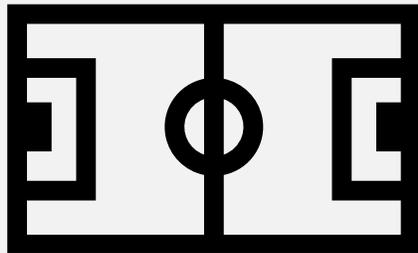
The live app

Public access to all matches on COMET



The mComet app

Access to COMET users only
Match events entered by
COMET users



Test Senior League 1 20/21 Round 2 Wales FC - Cymru FC 1:0

Match Wales FC Cymru FC Fair Play Expenses Referee observer

Status: CONFIRMED User Wales: 24.08.2020 11:46:36 BST

Club officials

Team Manager: George Worst Assistant coach: Lamp Frankard

Club kits detail

Kits

Field player: Choose

Starting Lineup(11)

No.	Player	Position
15	Samuel Antony Abbit	G
2	Robert Firmino	
3	Walid Abbas	C
4	Rhodri Owain Ab Dafydd	
5	Brendan Fernandes	
6	Paul Dybala	12'
7	Ishmael Abberton	
9	Gareth Bench	
11	Richard Mahrez	
12	Andrew Jones	
13	Alun Wyn Jones	
14	Luke Abbott	
20	Alyn Jones	

No Service 14:20

Wales FC

Starting Lineup(11)

- 15 Samuel Antony Abbit 4/8/1999
- 2 Robert Firmino 8/7/1992
- 3 Walid Abbas 10/23/1973
- 4 Rhodri Owain Ab Dafydd 9/21/1970
- 5 Brendan Fernandes 8/1/1985
- 6 Paul Dybala 8/8/1995
- 7 Ishmael Abberton 6/3/1978
- 9 Gareth Bench

No Service 14:24

Wales FC - Cymru FC

LIVE - -35'

1:0

TIMELINE LINEUP INFO

Minute	Player	Event	Player	Minute
15	ABBIT S.	G	EXAMPLE1 T.	1
2	FIRMINO R.		STRIKEREXAMPLE T.	3
3	ABBAS W.	C	EXAMPLE 4 T.	4
4	AB DAFYDD R.		CBEXAMPLE T.	5
5	FERNANDES B.		EXAMPLE2 T.	6
6	DYBALA P.		INIESTA A.	7
7	ABBERTON I.		EXAMPLE5 T.	8
9	BENCH G.		SUAREZ L.	9
10	JONES A.		ABDALLAH P.	10
11	JONES A.		AARON M.	13
12	JONES A.		CHRIS W.	14

No Service 14:24

Wales FC - Cymru FC

LIVE - -35'

1:0

TIMELINE LINEUP INFO

- 12' Yellow card
- 6' DYBALA P.
- 5' Goal
- 3' ABBAS W.

1ST HALF-TIME STARTED



Next Steps



Next Steps

Do



- Register any remaining League and Area Association Officials on COMET;
- Check your competitions and:
 - Remind clubs who have not yet entered the competition to do so;
 - Inform the COMET Team of any errors in entries (we will provide a spreadsheet to be completed with the information we need).
- Refer to the Competition Management user guides at <https://cometsupport.faw.cymru/>.

Don't



- Expect to see anything different or new on COMET yet, until we move past stage 2 of the competition cycle;
- Make changes to your competition settings without contacting the COMET team;
- Try to upload fixtures or start your competition on COMET yet.



Future Training

- Club Competition Management training will take place by webinar on 26th August. This will cover:
 - Seeing your matches on the COMET web version and mComet app;
 - Selecting a team line up;
 - Adding match events.
- Referee Competition Management training will take place on 3rd September. This will cover:
 - Indicating availability/unavailability for match appointments on COMET;
 - Accepting and declining match appointments;
 - Viewing and editing team line ups;
 - Adding and editing match events;
 - Changing a match status to PLAYED.

We kindly ask that Area Association and league representatives do not book onto the club or referee webinar due to limited places available. The webinars will be available to watch back at <https://cometsupport.faw.cymru/>.



Phase 1

- Updating your organization's details on COMET (users/contacts/logo)
- Registering your Officials
- Setting up your Competition Managers and Referee Appointers (if using Competition Management for the 2020/21 season)
- How clubs enter competitions and pay the entry fees

Phase 2

- Recap on phase 1
- Competition management:
 - Setting up your Competitions
 - Uploading and amending fixtures
 - Appointing referees to matches
 - Accessing competition management reports

Start of the
2020/21
Season



Key Support Resources



Support in finalising and managing your competition

- All competition organisers will be given a point of contact in the COMET team.
- A member of the COMET team will contact you in the next two weeks to discuss any concerns about your competitions, what we have covered tonight and answer any questions you may have.
- Please also feel free to contact cometcomp@faw.co.uk with queries. It would help us deal with queries more efficiently if one representative of your competition could collect and send us the question you have.



Match day support

- A match day help desk will be open on match days and evenings for the early part of the season.
- This can be accessed by clubs, referees and competition organisers who can telephone the helpdesk for immediate help with urgent match related queries.
- The telephone number and working hours of the helpdesk will be shared ahead of the season start and published at <https://cometsupport.faw.cymru/>.



- Library of FAW COMET User Videos and User Guides on new FAW COMET Support Website:
<https://cometsupport.faw.cymru/>
- Help Ticket function on COMET
- Send an email to the relevant FAW dept:
 - registrations@faw.co.uk – Player registrations queries
 - coachregistrations@faw.co.uk – Coach, Staff and Officials registrations
 - cap@faw.co.uk – Club Accreditation programme queries
 - cometcomp@faw.co.uk – Queries regarding a competition on COMET
 - safeguarding@faw.co.uk – Safeguarding/DBS queries
 - discipline@faw.co.uk – Discipline related queries
 - cometsupport@faw.co.uk – general system issues
- Or you can call the COMET Helpdesk on (02920) 435 830 and ask to speak to the COMET Team or relevant department
- Please be aware that a number of FAW staff are currently furloughed and those that are working are primarily doing so from home. We therefore recommend you raise a Help Ticket or send an email if you have any queries.



Thanks for Watching!



COMET League and Area Association Training – Phase 2 Diolch, thank you

Gary Lineker



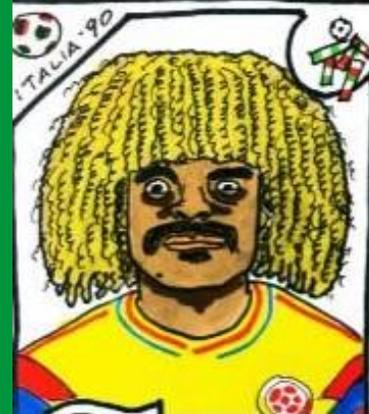
George Best



Ben Davies



Carlos Valderrama



Ruud Gullit

