

COMET Competition Management webinar
Leagues and Areas
Monday 24th August 2020

Question and Answers

Q - Are any checks done on the accuracy of the details clubs enter on COMET?

A - It is the club's responsibility to enter accurate data onto COMET. This is written into the Rules and Regulations. Depending on the specific data item or the person being registered, further checks may be undertaken by the FAW. If Areas wish to check this information at their own discretion to ensure accuracy this would also be fine

Q - How do we find out the contact in a club registered in our league? Previously they would have filled in a form to register with us and given the email and telephone contact details on the form

A – Leagues will be provided with access. Further information will follow. League users can access club contact details by clicking Clubs (on the left hand menu) then Search clubs.

Q - The Competitions submitted to the Comet team are not correctly entered onto the system. I have contacted the team to advise, I have had no response. Can you please advise?

A - Please send an email to cometcomp@faw.co.uk. The details currently entered onto COMET are the ones that have been supplied to us by the various competition organisers. However, these can be easily changed.

It is currently an extremely busy time for the COMET Team so please be patient as we cannot go live with competitions at this stage anyway. Any changes required will get done.

Q - Do we have to put fixtures into COMET as these may change based on the duration of the season ?

A - Fixtures have to be entered onto COMET but they can always be changed as and when required.

Q - How does a game get closed out if no referee is available ?

A - In the absence of a referee, the match result can be confirmed by the Competition Manager

Q - With the mComet app, is this something the League can use or just clubs?

A - The match day app will be accessible to clubs, competition organisers and referees. This can also be used by the Leagues Competitions Managers to assist with any aspects of submitting team line-ups, adding match events, or changing the status of matches.

Q - Presumably, allowance can be made for competitions that have penalties but no extra time?

A - Yes

Q - Can you add a stadium manually if it does not appear on the list?

A - No, only the stadia registered on COMET can be used. If there are any additional stadia/grounds/playing fields that need to be registered, the FAW COMET Team will gladly do so

Q - I can only see my cup competitions under "My competitions". How do I find my league competitions ?

A - For disciplinary reasons, all league competitions have been set up so that they fall under their relevant Area Association. Click on “Competitions”, then on “Search competitions” and then enter your Area Association in the Organisation box

Please see the attached user guide

Q - I thought Comet was going to allocate the fixtures, has that changed?

A - No, both options have always existed. You can either let the system create the fixtures using a random generator, or competition organiser can decide the fixtures. The decision is made by the competition organiser.

Q - Can you upload fixtures on a monthly basis or is it only for a full competition?

A - Fixtures can be uploaded as often as determined by the Competition organiser e.g. round by round, month by month. Even once the fixtures have been uploaded, they can either be changed on a game by game basis or you can change in bulk by uploading a new fixtures spreadsheet. The system is very flexible.

Q - How soon can the fixture spreadsheet be sent out to us for fixtures ?

A - The COMET Team will make contact with each competition organiser within the next two weeks in order to discuss next steps. Each competition organiser will be allocated a dedicated person from the COMET Team who will then become that competition organiser's account manager. The spreadsheet can be shared at this time.

However, before you can upload the fixture schedule:

- We will need all of your teams to have entered the competition (so that we can then close the competition to any further entrants); and
- We will need to check that the team names selected by the clubs are correct

Q - We as a league do not allocate venues clubs let each other know their venue each week we would not be able to allocate on COMET

A -That's fine - the venue can be selected on a match by match basis (if games are always played at different venues). The reason for asking clubs/competition organisers to select a venue is that this would then become the default venue for all home games for that club. Even then, it can still be changed for every game.

You just need the club to let you know the venue and then you can quickly select on COMET – it takes a matter of seconds to select the venue.

Q - Also teams communicate with referees where they are playing weekly

A - The match venue has to be selected on COMET and this can be done in a matter of seconds by the competition manager. The system will then automatically send a message to the clubs and the referee to let them know where the game is being played. The referee will also be able to see on Google Maps (on COMET) the location of the venue

Q -Can you send the user guides to the Leagues by email please?

A - All of the user guides are accessible on the COMET Support website and therefore there is no need for these to be emailed to all leagues.

Q - We in the SWWGL & WWL would definitely want to use automated fixtures rather than a manual spreadsheet as we have 1500 fixtures to deal with. Can we have all our Divisions set to this by default please?

A - That's fine - this can be discussed in more detail when your dedicated account manager speaks to you in the next couple of weeks.

Q - Can give more detail of us having an account manager? is this per league or per Association ?

A - Every competition will be assigned an account manager - this applies regardless as to whether the competition is managed by a league or an Area Association.

Q - Can you search referees by their COMET ID?

Referee appointers will be able to search for a referee by their COMET ID.

Q - Who will enter list of pitches on to the system we have a majority of council pitches with main centres and also private pitches

A - To ensure that there are no duplications, these will be registered on COMET by the FAW COMET Team. All we will need to know is the name of the playing venue, the address and the number of pitches that exist at the venue.

Q - Can you have more than one competition manager?

A - Yes - you can have as many as you want. The only caveat is that they must be registered as an official on COMET.

Q- Teams change venues day before game sometimes i.e. weather bad they move to 3g etc

A - That's fine - the venue can be changed as often as you want and each time it is changed, it sends an automatic notification to the two teams and the referee. There is no need for anyone to send emails or call the teams/referees to let them know.

Q -How do you remove teams who have incorrectly entered a competition

A - We will cover this off when the account manager speaks to you – for audit purposes, this task will be managed by FAW COMET Team.

Q -If the Competition Manager is unavailable to update but has an Assistant how does the Assistant gain access

A - We suggest you set up both as Competition Managers - there is no limit on the number of people that can be set up as Competition Manager. We just need them to be firstly registered as an official on COMET

Q -if a referee officiates a game at 12.30 then goes to a game at 2.30 and is unable to register the result until later on can he post the result then

A - Yes, a referee can confirm the match result for the first game after he/she has finished refereeing the second game. A referee will have a maximum of 5hrs from kick-off to confirm the match result for a league game and maximum of 6hrs after kick-off to confirm the match result of a cup game.

Q- when it says about postponement, clubs let each other know. The referee or league do not know until the club gets in contact.

A - In that case, the competition manager can postpone the game on COMET when he/she is notified by the Club or referee. It is not a problem

Q -Is there any way that the League website can be linked so as the results are sent to it automatically?

A - Unfortunately not. We did look at this but it requires a considerable amount of work to link the system to over 80 different websites. Instead, the COMET System will link to a COMET LIVE app which will contain all of the match details.

Q - Too much information in one go. Ridiculous!!!!

A - This is why the presentation is recorded and will be emailed to all competition organisers. You can then re-watch at your own speed.

The purpose of the webinar is to give a high level overview on how competition management works on COMET. The presentation confirmed that further discussion would take place with each competition organiser and that they would be contacted individually.

User guides will also be available for all the training sections at <https://cometsupport.faw.cymru/>.

Q - What if the team is out of the cup competition the day he is reed carded. What happens to the suspension?

A - It is carried over to the same competition next season.

Q - We sometimes have the scenario where at the end of a season a player gets a ban but does not re-register the following season as he is too old. Does that mean he escapes a ban?

A - Any unserved suspension follows the player on COMET. When a player receives a suspension, he/she gets an ACTIVE sanction. This ACTIVE sanction will prevent the player from playing for any club until it has been CLOSED (i.e. it has been served)

Q - When will competition managers be allocated to leagues? .. is that when the FAW allocate a resource to help the competition manager?

A - It is the leagues that choose their competition managers. We have already asked all competition organisers to notify the FAW COMET Team of their competition managers and we will then get them set up.

We will be adding these user roles for these personnel in the coming weeks.

Q - Can we see the slide show without having to listen to the webinar?

A - Yes

Q - So if game is scheduled for 11am, and the club notifies the competition manager that the game is off at 9am but competition manager is at work or away from home and can't access COMET, how would we prevent the other team and referee from turning up at venue ?

A - We always recommend more than one person is set up as a competition manager for a competition. Worst case scenario, the relevant individuals can still be notified by phone and common sense still needs to apply.

Q - Can referees pre-determine what Leagues they are available on specific dates - or is it going to be a "free for all"?

A - A referee has to accept or reject every match appointment they are offered. They can therefore decide which leagues they want to officiate in.

Q- Are we all going to get a reply from Q/A

A - Yes - all questions that are asked will receive a response.

Q - Is there a League protocol in selecting referees?

A - This should be discussed with your Area Association. COMET changes the way in which a referee is appointed (i.e. it is done electronically) but any existing protocols can still remain in place

Q - if referees are not available to cover matches and a substitute ref is used how do the result and match reports be raised who will be responsible to report this

A - In the above scenario, the substitute referee would be appointed on COMET and he/she would be responsible for completing the match report.

Q - It would be easier if we could allocate fixtures on a group basis monthly not by week to week and Referees .

A - The fixtures can be allocated and referees appointed as often or as little as each competition organiser decides.