

Postponing and Abandoning matches

This update will provide advice to competition organisers on when a match status should be changed to **Postponed** and when it should be changed to **Abandoned** on the COMET system, and what to do when rescheduling postponed or abandoned matches.

Key things to remember

- A match must be at **Scheduled** status before it can be moved to **Postponed** or **Abandoned**.
- A match status can be changed to **Postponed** or **Abandoned** by the **Competition Manager** or **Referee**.
- You can find full user guides to competition management (which will shortly be updated to match the new interface) [here](#).

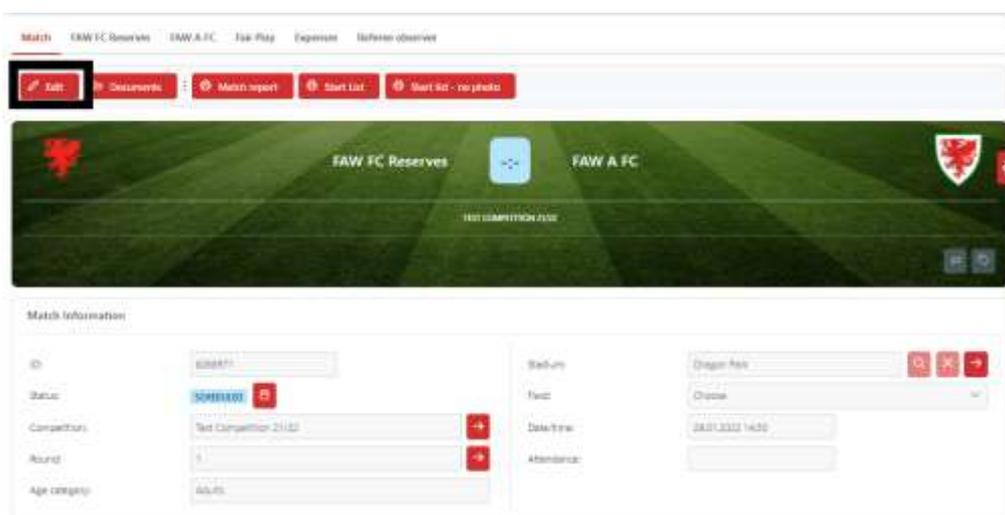
Postponing a match

When should a match be postponed on COMET?

A match should only be postponed on COMET if it has not started. If a match has already started it should be Abandoned.

How is a match postponed on COMET?

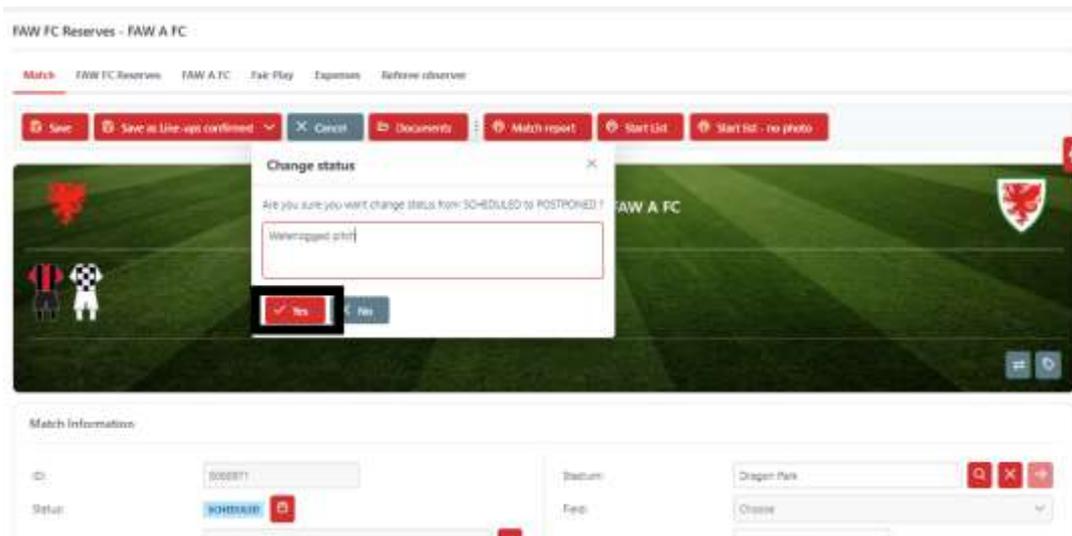
To postpone a match, click **Edit** at the top left of the match page.



Next, click the **Save as** button and choose **Save as POSTPONED**.



You will need to enter a reason for postponing the match in the change status box, then click **Yes** to confirm the postponement.



The match will then show as Postponed on COMET and on the COMET Football and Cymru Football apps, and both teams and any referees or other officials appointed will receive an email notification to let them know that the match is postponed.



Rescheduling a postponed match on COMET

When rescheduling a postponed match, you should use the original match created on COMET, with the date and time (and venue if different) amended.

On the match page of the postponed match, click **Edit** at the top of the page.

You will then be able to change the **date** and **kick off time** of the match by clicking in the **Date/Time** field and selecting the new match date and kick off time.

You can also change the match venue if you need to by clicking in the **Stadium** field, and either starting to type in the new venue, or searching for the venue by clicking the magnifying glass.

When you have made the changes and updated the match details, click **Save as SCHEDULED**.

Save Save as SCHEDULED Cancel Documents Match report Start list Start list - no photo

FAW FC Reserves FAW A FC

TEST COMPETITION 21/22

February 2022

M T W T F S S

1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28

Time: 14:30

Hour Minute

Match Information

ID: 6068871

Status: POSTPONED

Competition: Test Competition 21/22

Round: 1

Age category: Adults

Stadium:

Field:

Date/time: 12.02.2022 14:30

Attendance:

You will be prompted to enter a reason for changing the status in the **Change status** pop up box. Enter a short explanation, e.g. Rescheduling match, and click **Yes** to save the match back at **Scheduled**.

Once saved, the match will show as Scheduled on COMET and the COMET Football and Cymru Football apps, and both teams and any referees or other officials appointed will receive an email notification to let them know that the match is scheduled again.

FAW FC Reserves FAW A FC

TEST COMPETITION 21/22

Match Information

ID: 8068971

Status: SCHEDULED

Competition: Test Competition 21/22

Round: 1

Age category: Adults

Stadium: Dragon Park

Field: Choose

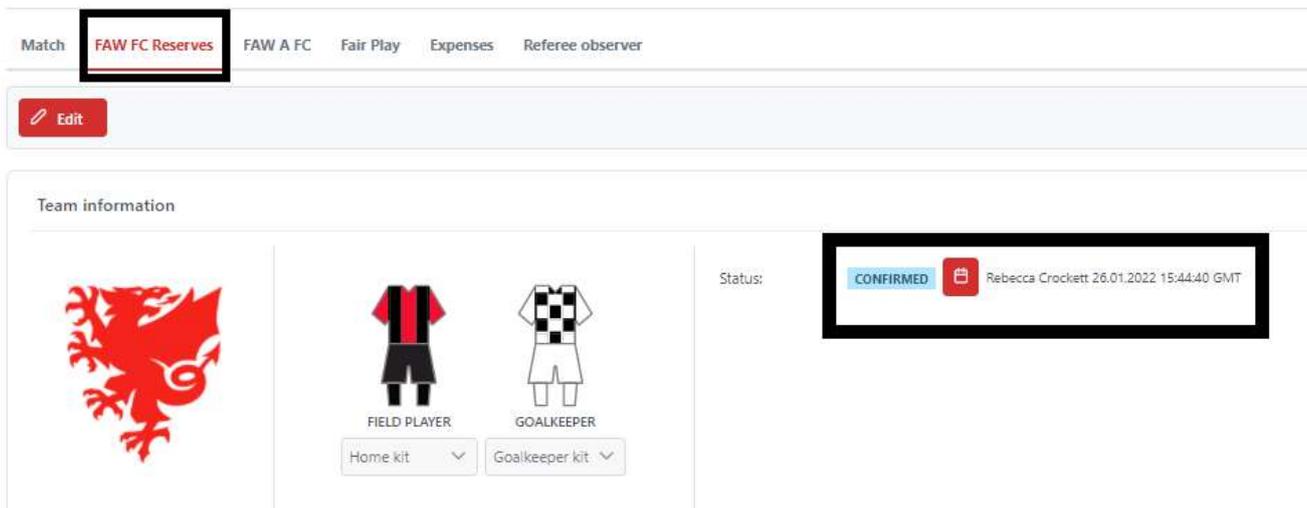
Date/time: 12.02.2022 14:30

Attendance:

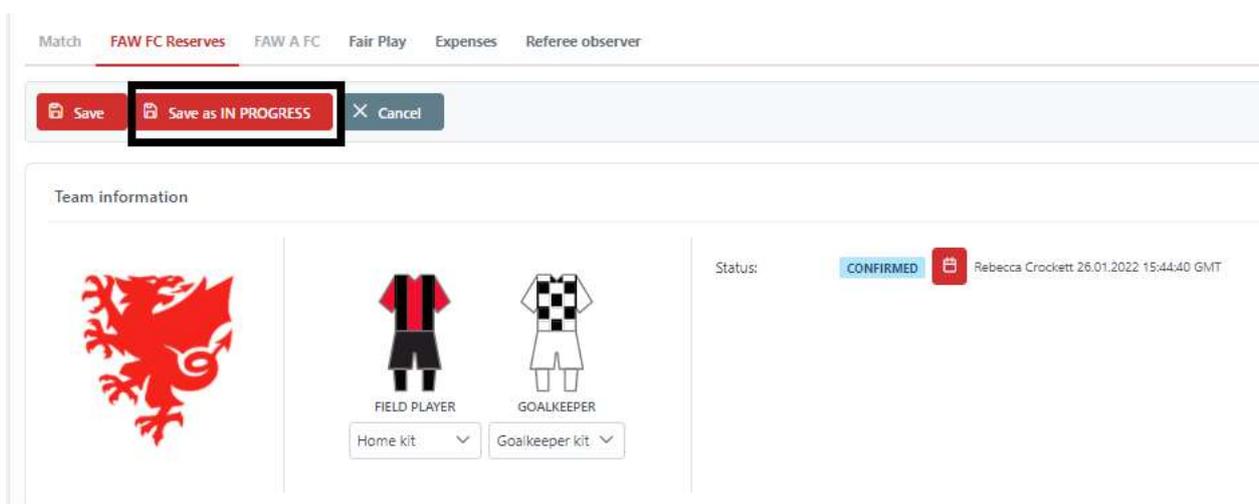
What to do if a team has already been selected.

If a match has been postponed at a late stage, it is possible that a club may have already selected and confirmed their team line-up. This will mean, when the match is rescheduled, the line-up remains and cannot be changed by the club (club users cannot edit a team after it has been confirmed), though it is very likely they will need to make changes.

To resolve this, when rescheduling a match please check the **team tabs** to see whether either of the teams is **Confirmed**. You can see whether a team is confirmed on the right of the team tab as shown below.

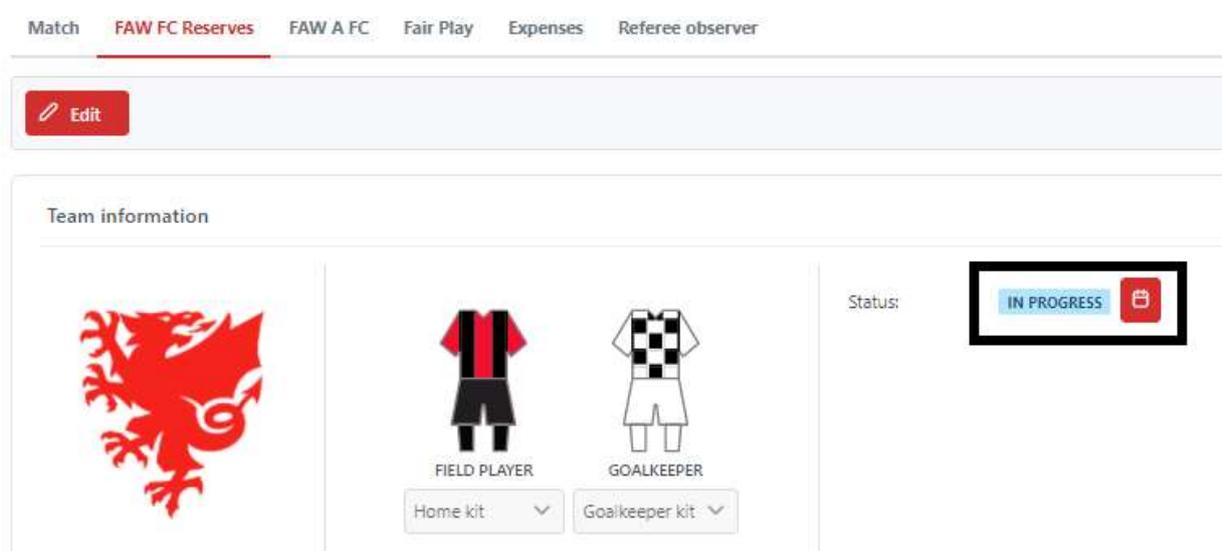


To allow a club to make changes to their team, it needs to be **In Progress**. To change a Confirmed line-up to In Progress, click **Edit**, then **Save as IN PROGRESS**.



Again, you will need to enter a reason for changing the status, in the pop up **Change Status** box, and click **Yes**.

The team line-up will now show as **In Progress** and the club will be able to make changes. They will need to confirm the line-up again when it is complete.



Please note – a club cannot change the status of their line-up to In Progress. Ideally this should be done by the competition manager when rescheduling the postponed match, to avoid problems with a club selecting their team on match day.

Abandoning a match

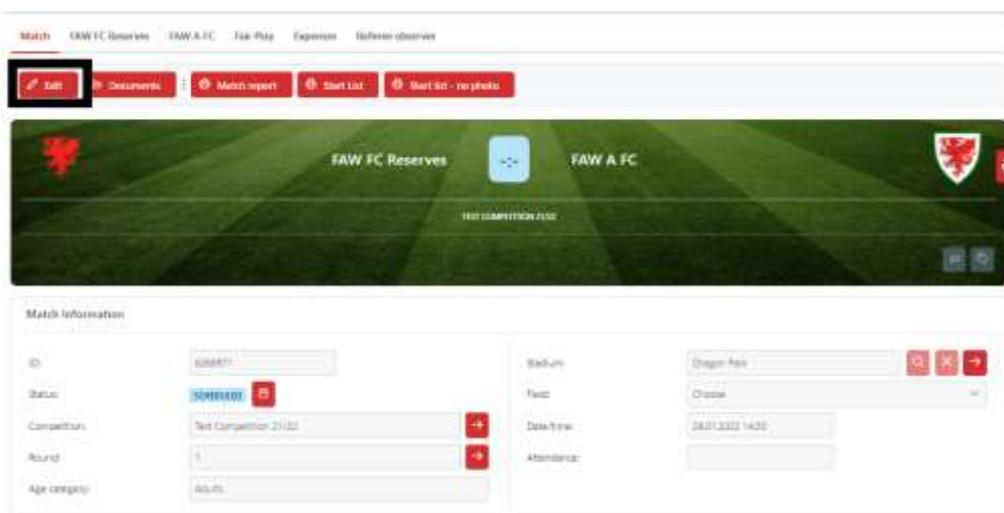
When should a match be abandoned on COMET?

A match status should be changed to Abandoned on COMET if the match starts but cannot be finished.

When a match is changed to Abandoned, the result will not stand, goals and appearances will not be recorded in players records, but disciplinary sanctions awarded before the match is abandoned will be valid.

How is a match abandoned on COMET?

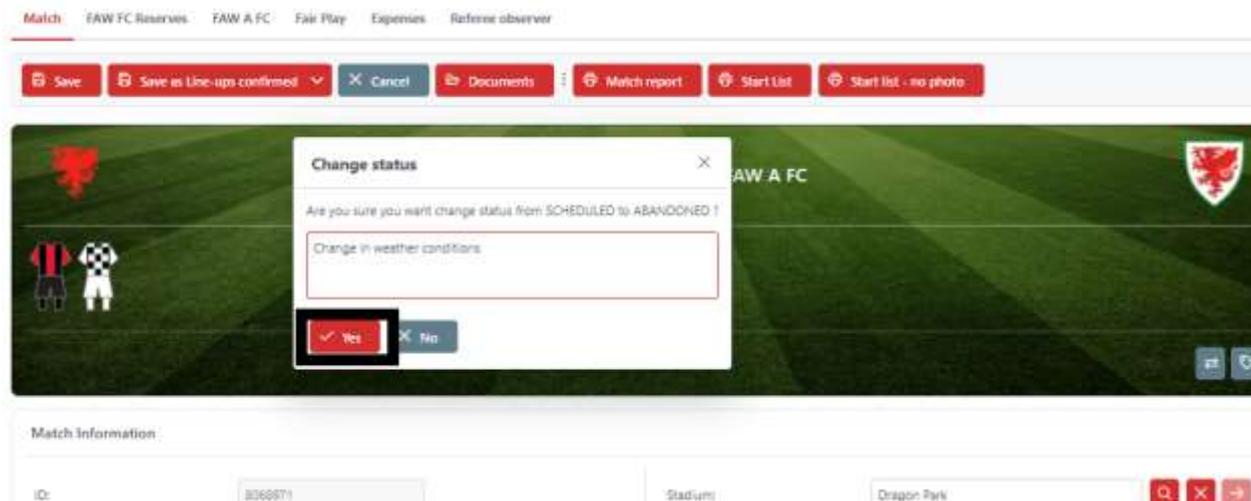
To abandon a match, click **Edit** at the top left of the match page.



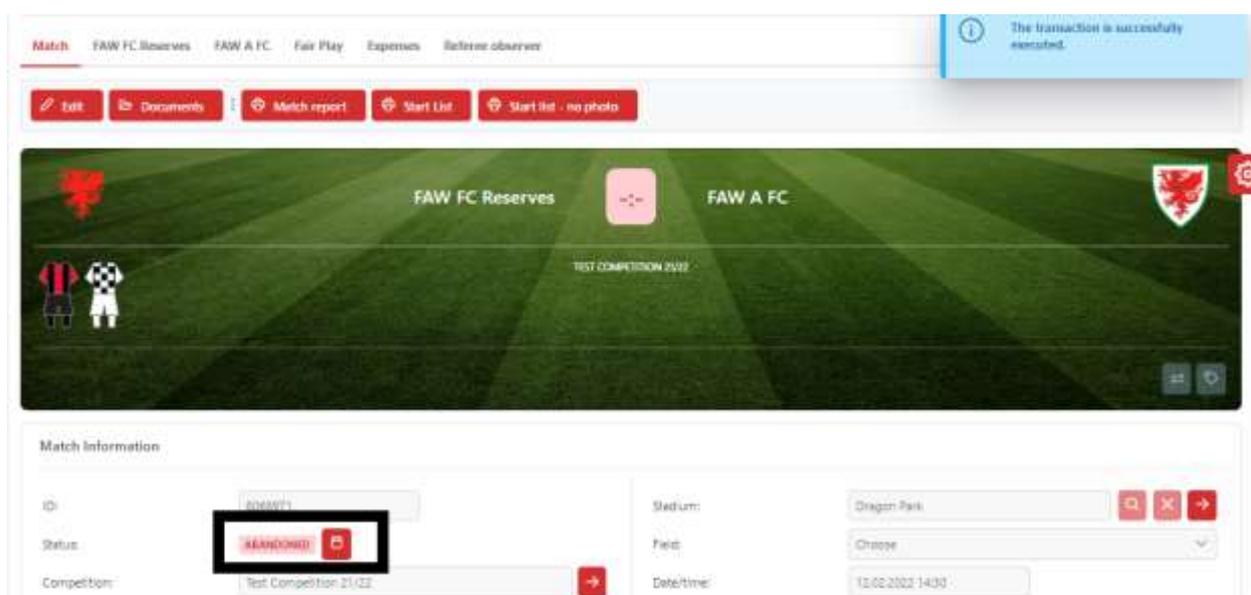
Next, click the **Save as** button and choose **Save as ABANDONED**.



You will need to enter a reason for abandoning the match in the change status box, then click **Yes** to confirm the postponement.



The match will then show as Abandoned on COMET and on the COMET Football and Cymru Football apps, and both teams and any referees or other officials appointed will receive an email notification to let them know that the match has been abandoned.



Rescheduling an abandoned match on COMET

If the abandoned match is rearranged for another date, a new fixture should be added to COMET, either through the spreadsheet upload or added individually. Please see guides to adding fixtures to COMET [here](#).

Please note, once a match has been Abandoned, it should be left at this status and not used to reschedule the match. This is because any cards awarded before the match was abandoned will be linked to cases and must remain on the system.