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) <u>here</u>.

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.

Main OWICBONY	n IAWAIC Ise May Experient Before choice			
	FAW FC Reserv	es 💽 FAW A FC		
				EB
Match Information				
0	634471	Salary	(page Ask	R 20 🖸
2mm	Shemana 🔁	feet	Dume	
Competitions.	Net Convertion 2012	Data/Type	24.01.0.002 14:00	
Round	4	Atambroa:		
Age campoin	45/5			

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

Match TAW PE Rece	warc	Reform of Automa		
Diser Dise		Distanti 🛛 🖗 Milità report 🖉 S	ettal 0 Santial - nepters	
() () () () () () () () () () () () () (N FC Reserves	VAFC	*
Match Information				
0	8000271	- Daties	Disport Fails	9 X 🗎
24.4	JOMENNE:	Tes:	0.000	19 M

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

	Change status	×	
*	Are you sure you want change thrus how	SCHEDULSD W POSTPONED / TAW A FC	
	Www.spund.pht		
Ä	C Rei	A series	
	A CONTRACTOR OF THE	State State	

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.

*	FAW FC I	Reserves - FAW A FC		۲	
1					
- Ale and				E	
Match Information					
Match Information	B(A097)	Start erry	Steps fee	0 X +	
Match Information	NAMEST C	Station Factor	Steps fax.		
Match Information		Station Fast Determe	Draper Pas Drame 28.07.2022 1435		
Match Information (D) Status Consettans Round	RAMOT POSTICINO:	Statium Pase Delaritme Attendence	Dragen Han Draine 28.07.2022 14:55	9 2 4	

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.

B Seve a	s SOKOULLD X Current Et Documents	Match report	8 starttar 🛛 8 startäst	- no photo -							
*	FAW FC Re	serves	FAW A FC	<		Te	truary 2	022		>	*
		S. J. Carro	The second	. м.	1	w	.т.	Ŧ	8	\$	·
() ()			3H 21/22		94	2	1	11	÷	¢	
				12		30	19	<u>ett</u>		197	
				- 14	15	10	17	is.	19	20	1
		- State and		- 21	(22)	23	- 24	25	20	21	10
Match Information				- 28.							
	(mmm)			Time.		į.	14:30		_	_	-
101	CORDET 1		500(um)	Hour					0	_	
Statum	POSTPONED D		Tield	SErute		_		0			· · · ·
Competition	Test Competition 21/22	-	Date/Time:	12,02,2	722 143	10					
Round	(4).		Attantança								
Age category:	Adulty										

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.

*	FA	W FC Reserves	FAW A FC		
* *		TEST	COMPETITION 21/22		
					- 0
Match Information					
ID:	8068971		Stadium:	Dragon Park	Q X →
Status:			Field:	Choose	~
Competition:	Test Competition 21/22		Date/time:	12.02.2022 14:30	
Round:	1		Attendance:		
Age category:	Aduits				

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**.

Save Save as IN PROG	KESS × Cancel		
eam information			
2034		Status: CONFIRM	Rebecca Crockett 26.01.2022 15:44:40 GN
1			
2	TT TT		

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 <u>will</u> be valid.

How is a match abandoned on COMET?

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

*	FAW FC Reserv	es 💀 FAW A FC		
		Han salwer miller Julia		
				142.05
12.575770111				
Match Information				
Match Information	-	Balan	Drager Nex	
Match Information	sternam 🗗	Saluri See	Dogo fao Dogo	8 8 7
Match Information ID Batus Campetture	Steman P	Safury Two: Datafree	Dreger Rek Orazak 2007-0002 1620	
Match Information D Datus Compatitum Roard	scants Rotanum D Tat Companier 2012	Babuy Nec Dautys Atomarca	Dregen Rok Orome Jauri 2020 1430	

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

	ave as PLAYED	FAW FC Reserves	FAW A FC		۲
D G	eve at ABANDONED		EST COMPETITION 2022		
Aatch Information					
atch Information	accestri		Sadum	Dragon Park	Q×

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

*	Change status	AW A FC	
	Are you sure you want change status from So	HEDULED to ABANDONED 1	No.
P 😭	Orange in weather conditions	and the second second	
	X No.		

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.

Match FAW FC Bearry	ers FAWAFC. Fair Play Exp	omses Beleine observer	proto	0	transaction is successfully uted.
*		FAW FC Reserves	FAW A F	ec .	W
•			ST COMPLEXION 2022		
Match Information					
101	6068971		Sted um:	Dragon Park	a × →
Status.	standoum 6		Field	Children	*
Competition	Rest Competition 21(22)		Date/time	15/02/02/14/00	

Rescheduling an abandoned match on COMET

If the abandoned match is rearranged for another date, a <u>new</u> fixture should be added to COMET, either through the spreadsheet upload or added individually. Please see guides to adding fixtures to COMET <u>here</u>.

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.