

# COMET Referee Training – Phase 1

## Croeso, Welcome

Whilst we wait for attendees to join, please have a go at guessing the football clubs from the emojis...

Answers will be given at the end of the webinar.



# COMET Referee Training – Phase 1

June 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 share this after the event so that you can refer back to it
- Please type any questions in the Q & A facility after a section has finished and we will make sure to answer all questions and share with the presentation after the event.



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# Introduction



# Preparing for the 2020/21 Season

Although we don't know when the 2020/21 season will start, referees can do the following things on COMET to prepare for the new season:

- Make sure you know your COMET log in details;
- Check and update your personal details on your COMET profile, including adding your next of kin contact details;
- From 22<sup>nd</sup> June, register on the COMET system.



# Referee Registrations

- Referee registrations are annual and expire at the end of the season, on 31<sup>st</sup> May.
- If you were registered on the COMET system in the 2019/20 season, you will have received an email telling you that your registration had expired on 31<sup>st</sup> May.
- All referees who want to officiate in Wales during the 2020/21 season must register on the COMET system.
- Referee Registration costs £30, reduced to £20 if purchased by no later than 31<sup>st</sup> July 2020.
- Your Referee Registration fee includes personal accident insurance.



# Competitions on COMET

- All adult, youth, academy and girls' football matches will be recorded on COMET for the 2020/21 season.
- This means that for all of the above matches, referees will:
  - accept or decline match appointments via the COMET system;
  - be able to indicate when they are available or unavailable to officiate by marking this on COMET;
  - receive team line ups electronically via COMET (instead of paper copies);
  - submit match reports (including any misconduct information) via COMET.
- This will be covered in detail in a further webinar to take place in July.
- If a referee is not registered on COMET, it is not possible to appoint them to a match on the COMET system.





# COMET log in details



# COMET log in details

- Log in details were sent to all previously registered Referees in June and July 2019 (from email address [comet@analyticom.de](mailto:comet@analyticom.de)).
- The same log in details can be used to log in in the 2020/21 season.
- If you did not receive or have forgotten your log in details, please email [refereesregistration@faw.co.uk](mailto:refereesregistration@faw.co.uk) with your full name and date of birth to arrange to have them re-sent to you.
- If you are a new Referee you will receive log in details after registering.
- The COMET web address is [comet.faw.cymru](http://comet.faw.cymru).



# Referee Registration - Renewals



# Referee Registration - Renewals

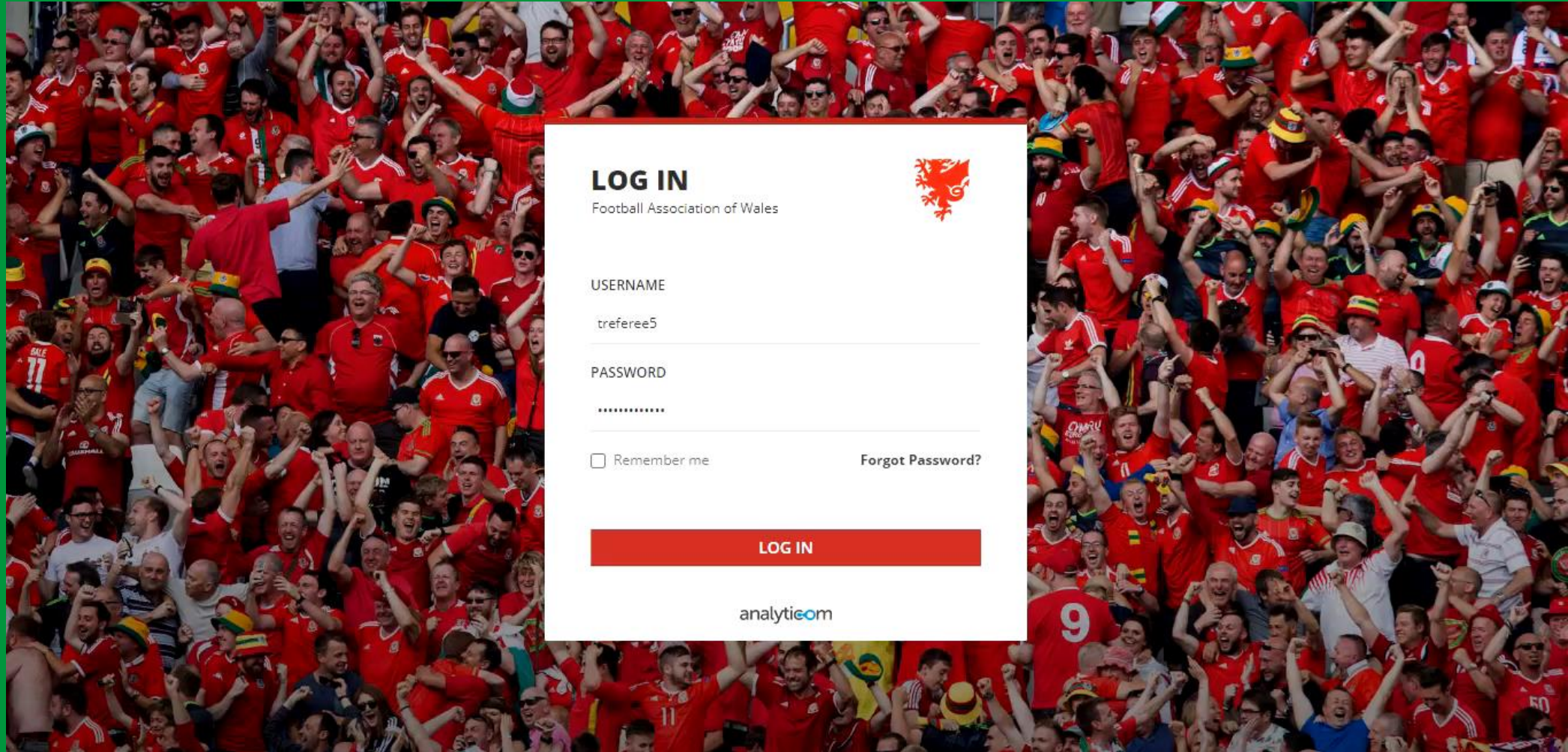
- Ahead of the Referee registration window opening on 22<sup>nd</sup> June, all Referees who were registered in the 2019/20 season will receive an email that will contain links to the different Referee Membership products that can be purchased through COMET.
- The links will be sent out by the end of the day on 22<sup>nd</sup> June – please do not get in touch on 22<sup>nd</sup> June requesting the links as this will delay links being sent out. Please also check your junk mail.
- The 7 different Referee Membership products that can be purchased are:
  - FAW Referee Membership (Elite Referees only) - This means Elite Referees: International (FIFA) List, 1A, 1B, 2, F, F-1A and F-1B, and Elite Assistant Referees: International (FIFA) List, 1AR, 1ART, 2AR, F and F-1AR
  - North Wales Coast FA Referee Membership
  - North East Wales FA Referee Membership
  - Central Wales FA Referee Membership
  - West Wales FA Referee Membership
  - South Wales FA Referee Membership
  - Gwent County FA Referee Membership

You will need to click on the link for the Referee Membership product you wish to affiliate to.

- For each of the 7 Referee Membership products, there will be two links – an Early Bird rate (if purchased before 1<sup>st</sup> August 2020) and a Full Price rate (if purchased after 31<sup>st</sup> July 2020)
- If you are registering by no later than 31<sup>st</sup> July please make sure you select the Early Bird link (this will expire after 31<sup>st</sup> July).
- When you click on the link you will be taken to the COMET log in page, and once you have logged in, you will be taken directly to the product you have chosen.



# Referee Registration - Renewals



# Referee Registration – New Registrations



# Referee Registration – New Registrations


- If you are a new Referee who has not previously registered on the COMET system, the first step is to contact the Referees Officer for your Area Association, who can help you to register.
- You will need to provide the following information:
  - Full name
  - Gender
  - Date of Birth
  - Nationality
  - Country of Birth
  - Place of Birth
  - Home address
  - Email address
  - Next of kin contact number
  - Head shot photo (preferably electronic not printed)



# Referee Registration – New Registrations

- Once your Referees Officer has created a new record for you on the COMET System and saved your details, the system will automatically send an email to the email address you have provided.
- A registration form will be attached to this email – please check that your details are correct, print and sign your name, date the form, and return to the Referees Officer.
- Due to current social distancing measures, we recommend that forms are signed digitally where possible and we will provide a user guide on how you can do this.


**FOOTBALL ASSOCIATION OF WALES**  
**REFEREE REGISTRATION FORM**



Date: 10.06.2020 Form number: 987746

**REFEREE INFORMATION**

COMET ID	339965
Name	All Roles
Surname	Test
Date of birth	01.02.1983
Place of birth	Cardiff, Wales
Nationality	Wales
Gender	Male



**CONTACT DETAILS**

1st Line of Address	Football Association Of Wales Ltd 11-12 Neptune Court Vanguard Way
Town	Cardiff
Country	South Glamorgan
Country	Wales
Post code	CF24 5PJ
e-mail address	irockett@faw.co.uk
Mobile number	

**REGISTRATION DETAILS**



Organisation	Football Association of Wales
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**ORGANISATION'S CONSENT**

Name of Representative	Rebecca Crockett (icrockett)
Date of Signature	10.06.2020

**REFEREE'S CONSENT**

For the purposes of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR), I acknowledge and accept The Football Association of Wales' (FAW) Privacy Notice which is available on The FAW's website or via the QR code / hyperlink below:

[FAW Privacy Policy](#)  [FAW Rules](#) 

\* I agree to be bound by the Rules and Regulations of the FAW. These can be accessed via the QR code / hyperlink above;  
\* I confirm that the information provided on this form is true and accurate. Should any details on this form change at any point, I agree to inform the FAW / my relevant Area Association via the relevant systems and procedures, as set out by the FAW from time to time; and  
\* I consent to being registered as a referee with the above named organisation and acknowledge that my registration will automatically expire at the end of the season.

Referee's Name	
Referee's Signature	
Date of Signature	

By ticking this box, I confirm I DO WANT to receive via email, exclusive offers, news, information and marketing notifications from the FAW.





# Referee Registration – New Registrations

- Once your signed registration form has been uploaded onto COMET and your registration has been CONFIRMED by the Referees Officer, you will receive an email to let you know your registration is Confirmed.
- Your electronic ID card (this can only be opened on a smart phone) and personal accident insurance documents for the 2020/21 season will be attached.
- You will receive a further email with your COMET user access details. This will include your username and password and the link to the COMET log in page.
- The emails are system generated and will come from [comet@analyticom.de](mailto:comet@analyticom.de) so please check your spam folder on your email account.



# Updating your personal information



# Updating your personal information

User: **Test Referee5**  
Organisation: **NWCFA**

Home MyComet Messenger Wiki User settings Change language Logout

DEMO - POSTGRES SQL

**User Guides**

- About COMET
- Getting Started
- Amateur Player Registrations
- Professional Player Registrations
- Coach, Staff and Official Registrations
- Match Official Registrations
- MyComet Payments

**Players**

**Coaches and Staff**

**Clubs**

**Stadiums**

**Competitions**

**Referees and Officials**

- My next matches
- My previous matches
- Availability
- My personal info**
- Search referees

**View as:** Referee

ID: 337811  
FIFA Id: 11X74K8  
Status: **ACTIVE**  
Gender: Male  
Family name: Referee5  
Given names: Test  
Marketing notifications:

Passport #:   
Nationality: Wales  
Date of birth: 01.02.1991 29y 4m 9d  
Country of birth: Wales  
Place of birth: BANGOR  
Father/Mother name:   
Referee category: 3  
FSI Number:

**Photo**

**Edit** Search referees New referee View user

**Active registrations** Contacts Additional info History Matches Sanctions

**Registration - Regional association**

FAW NWCFCA

Status: **CONFIRMED**  
Organisation: North Wales Coast Football Association  
Date from: 01.08.2020  
Date to: 31.05.2021



# Adding or updating your address

**View as:**

ID: 337611  
FIFA Id: 11X74K8  
Status: **ACTIVE**  
Gender: Male  
Family name: Referee5  
Given names: Test  
Marketing notifications:

Passport #:   
Nationality: Wales  
Date of birth: 01.02.1991 29y 4m 9d  
Country of birth: Wales  
Place of birth: BANGOR  
Father/Mother name:   
Referee category: 3

**Address lookup results**

- Computer World, C W L House, Neptune Court, Vanguard Way, Cardiff, South Glamorgan
- Cordner Lewis Solicitors, Unit 25-26, Neptune Court, Vanguard Way, Cardiff, South Glamorgan
- Faw Football Development Centre Ltd, 11-12 Neptune Court, Vanguard Way, Cardiff, South Glamorgan
- Football Association For Wales, 11-12 Neptune Court, Vanguard Way, Cardiff, South Glamorgan
- Football Association Of Wales Ltd, 11-12 Neptune Court, Vanguard Way, Cardiff, South Glamorgan**
- Haynes Watts, Unit 7, Neptune Court, Vanguard Way, Cardiff, South Glamorgan
- Johnson Poole & Bloomer, Unit 5, Neptune Court, Vanguard Way, Cardiff, South Glamorgan
- Lee Wakemans Ltd, Unit 8, Neptune Court, Vanguard Way, Cardiff, South Glamorgan
- M S A Focus International Ltd, Unit 1-2, Neptune Court, Vanguard Way, Cardiff, South Glamorgan
- Mark Williams Associates Ltd, Unit 6, Neptune Court, Vanguard Way, Cardiff, South Glamorgan

**Contacts** Additional info History Sanctions

Address: Football Association Of Wales Ltd  
11-12 Neptune Court  
Vanguard Way

Postcode: CF24 5PJ

Place: Cardiff

Region: South Glamorgan

Country: Wales

Long,Lat: 51.473837,-3.153277

+ Google map



# Updating your email address

View as: Referee

ID: 337611      Passport #:      Nationality: Wales  
FIFA Id: 11X74K8      Date of birth: 01.02.1991      29y 4m 9d  
Status: ACTIVE      Gender: Male  
Family name: Referee5      Country of birth: Wales  
Given names: Test      Place of birth: BANGOR  
Marketing notifications:

**Contact**

**Email**

Type: Email

Value: test@referee5.co.co.uk

Description:

Address: Football Association Of Wales Ltd  
11-12 Neptune Court  
Vanguard Way

Postcode: CF24 5PJ


Place: Cardiff

Region: South Glamorgan

Country: Wales

**Contacts**

Type	Value	Description
✉	test@referee5.co.co.uk	



# Adding or updating your photo

The screenshot shows a web interface for managing a profile. The main form contains the following fields:

- View as:** (Red header)
- ID:** 337611
- FIFA Id:** 11X74K8
- Status:** ACTIVE
- Gender:** Male
- Family name:** Referee5
- Given names:** Test
- Marketing notifications:**
- Passport #:** (Empty)
- Nationality:** Wales
- Date of birth:** 01.02.1991 (29y 4m 9d)
- Country of birth:** Wales
- Place of birth:** BANGOR
- Father/Mother name:** (Empty)

The **Photo** section on the right shows a cartoon character of a man in a suit holding a book and a pen. Below it are buttons for **+ Choose** and **+ Crop**.

A **Crop photo** dialog box is open in the center, showing the same cartoon character with a dashed crop box. It has **+ Crop** and **+ Cancel** buttons at the bottom.

At the bottom of the page, there are tabs for **Contacts**, **Additional info**, **History**, and **Save**. The **Additional info** tab is active, showing:

- Address:** Football Association Of Wales Ltd, 11-12 Neptune Court, Vanguard Way
- Postcode:** CF24 5PJ
- Place:** Cardiff
- Region:** South Glamorgan



# Key points

- Mandatory fields are shown in red and these must all be filled in, otherwise you will receive an error message and be unable to save your profile.
- The mandatory data fields are Gender, Family Name, Given Names, Nationality, Date of Birth, Country of Birth, Referee Category, Address and Email Address.
- A photo is also mandatory – please remember this will show on the public facing COMET LIVE app.
- You will not be able to edit your Referee Category – your Referees Officer will need to do this.
- Remember to click **Save** after adding or editing information.
- Adding next of kin information is now a requirement, and you will have to agree to this when registering.



# Adding next of kin contact details





# Adding next of kin details

View as: Referee

ID: 337611      Passport #:      Nationality: Wales      Date of birth: 01.02.1991      29y 4m 9d

FIFA Id: 11X74K8

Status: ACTIVE


Gender: Male

Family name: Referee5

Given names: Test

Marketing notifications:

Photo



**Contact**

**New contact**

Type: Mobile phone

Value: 029 2043 5830  
+373 68 123456

Description: Next of kin contact number - wife Jane

Edit   Search referees   New referee   View user

Active registrations   **Contacts**   Additional info   History   Matches   Sanctions

Address: Football Association Of Wales Ltd  
11-12 Neptune Court  
Vanguard Way

Postcode: CF24 5PJ

Place: Cardiff

Type	Value	Description
✉	test@referee5.co.co.uk	



# Next Steps



# Next Steps

- Checking and updating your personal information.
- Being ready for the Referee registration window when it opens on Monday June 22nd.
- Links for registration renewal will be sent out by the end of the day on 22<sup>nd</sup> June.
- Understanding whether or not you are an Elite Referee – if so, you must purchase the FAW Referee Membership product. If you are not an Elite Referee, you need to purchase the relevant Area Association Referee Membership
- If you are renewing your registration before 1<sup>st</sup> August 2020, please ensure that you click on the Early Bird product link (and not the Full Price product link). We will be unable to refund anyone that clicks on the wrong link.



# Future Training

## July – Phase 2

- Competition Management (for those that will officiate Adult, Youth, Academy or Girls' matches during 2020/21 season):
  - Indicating your availability/unavailability dates on the COMET system;
  - Accepting and declining match appointments;
  - Submitting match reports via COMET.



# Key Support Resources



- User Videos and User Guides on FAW Website (these will be available before 22<sup>nd</sup> June)
- Help Ticket function via COMET
- Send us an email:
  - [refereesregistration@faw.co.uk](mailto:refereesregistration@faw.co.uk) – Referee registrations
  - [cometcomp@faw.co.uk](mailto:cometcomp@faw.co.uk) – Queries regarding a competition on COMET
  - [cometsupport@faw.co.uk](mailto:cometsupport@faw.co.uk) – general system issues
- COMET Helpdesk over the phone – 02920 435 830 and ask to speak to the COMET Team or relevant department
- Please be aware that majority of FAW Staff are currently furloughed and those that are working are doing so from home. Where possible, please send your query via email rather than calling the office.



**Diolch, Thank you**



# COMET Referee Training – Phase 1

## Diolch, thank you



1. Shamrock Rovers
2. West Ham United
3. Swansea City
4. Blackpool
5. LA Galaxy
6. Bow Street
7. Red Star Belgrade
8. Hearts
9. Manchester United
10. Paris Saint Germain

