

Welcome, Croeso

FAW COMET Senior Leagues Webinar 19th May 2021

- The Registrations Processes on COMET for the 21-22 Season
- Competition Management on COMET



The Registrations Processes on COMET for the 21-22 Season



Player Registrations

- The player registrations window re-opens on Wednesday June 9th.
- Any players that remain with the same club will not need to pay a membership fee for the 21/22 season.
- If a player moves club though, then the relevant £5 (for under 16's) and £10 (for 16 and over) membership fees will occur and need to be paid within 7 days for the player to be eligible.
- If a player is still registered with a particular club on or after June 9th, this will count towards one of their clubs they are able to register with during the season.
- Players that were registered on eligibility will need to re-register for the coming season, as all eligibility registrations last for one season only.
- All players in the under 16 age group will also need to re-register for consent purposes. If registering for the same club though, the FAW will ensure that the players won't have to incur a membership charge.



Coach and Staff role registrations

- The FAW will automatically renew all existing coach and staff role registrations so that they will then expire on 31st May 2022 (instead of 31st May 2021)
- If a registration requires a DBS check and/or a coaching or other qualification, and this expires before 31st May 2022, we will only extend the registration on COMET to the date that the DBS Licence and/or qualification expires.
- When renewing the registrations, the FAW will:
 - Keep the coach registered in the same role e.g. if you are registered as Assistant Manager in the 2020/21 season you will remain registered as Assistant Manager in the 2021/22 season
 - Move all coaches currently registered with teams in the age categories Under 6 to Under 15 up one age category for the 2021/22 season e.g. if you are registered to coach an Under 8's team in the 2020/21 season, your registration will be renewed for 2021/22 season with the Under 9's team



Coach and Staff role registrations

- This renewal process will take place before 31st May 2021, in line with this being the designated end of the 20/21 season.
- The registration window for all new coach and staff registrations will open on Tuesday June 1st.
- Any personnel where you need to change the role or age category will also need to be registered in the correct role from this date, as well as terminating the old registration.



Club, League and Area Association officials registrations - 2021/22 season

- The FAW will automatically renew all existing Club, League and Area Association officials registrations so that they will then expire on 31st May 2022 (instead of 31st May 2021).
- As no DBS or coaching qualifications are required to register in these roles, we can carry out this process for all.
- When renewing an existing official's COMET registration, we will keep the official registered in the same role for the 2021/22 season e.g. if you are registered as a Treasurer in the 2020/21 season you will remain registered as a Treasurer on COMET for the 2021/22 season.



Club, League and Area Association officials registrations - 2021/22 season

- This renewal process will take place before 31st May 2021, in line with this being the designated end of the 20/21 season.
- The registration window for all new Officials registrations will open on Tuesday June 1st.
- Any personnel where you need to change the role will also need to be registered in the correct role from this date, as well as terminating the old registration.



Referee Registrations

- The FAW will automatically roll over all confirmed Area Association referees from the 20-21 season, to 31st May 2022, for the 21/22 season.
- All FAW level referees that have officiated in the top tiers this season will need to re-register.
- Any new or unregistered referees will also need to register for next season.



Reminder for all Registration Types

- For all registrations on the system, in any role, you must ensure to do the following:
- You must make sure to use the person's actual email address – not a generic address or address of the Secretary for example.
- You must also ensure to complete the ethnicity field for all individuals associated to your organisation.
- Failure to do so can result in registrations being terminated.



Competition Management on COMET



What is Competition Management on COMET?

Competition Organisers	Clubs	Referees
<ul style="list-style-type: none">• Set up competitions on COMET;• Add fixtures;• Appoint referees;• Can see and receive notifications about their competitions;• Can confirm, postpone or abandon matches;• Can view tables and competition statistics.	<ul style="list-style-type: none">• Enter competitions;• Can see and receive notifications about their matches;• Select team sheet;• Add match events (goals, subs, cards).	<ul style="list-style-type: none">• Indicate availability;• Accept/decline appointments;• Can see and receive notifications about their matches;• Add match events (cards);• Confirm, postpone or abandon matches.



Competition Management on COMET

- 2019/20 - FAW competitions used COMET competition management;
- 2020/21 – FAW competitions, all senior competitions, girls competitions and the Flintshire Junior League used COMET competition management (unfortunately, while these were set up most were unable to start due to the pandemic);
- 2021/22 – In addition to the above, all junior competitions (under 12 upwards) will use COMET competition management.



KPIs

- There will be no COMET KPIs in relation to submission of team line-ups, recording match events and confirming match results for the 2021/22 season.
- At the end of the 2021/22 season, we will review how each competition has been managed on COMET and this will then determine whether and how we implement KPIs for the 2022/23 season.



Deadlines

Submitting the team line-ups:

All team line-ups must be submitted via COMET. The deadline for the submission of team line-ups will be determined by each competition organiser.

Recording match events:

Where possible, we recommend that Clubs (can either be the home, away or both teams) enter the match events (e.g. goals, substitutions, yellow cards, red cards) in real time mode in order to amplify the benefits of the Cymru Football app.

If this is not possible, clubs must enter the match events by no later than **4hrs after kick-off for league matches** and by no later than **5hrs after kick off for cup matches**. Each competition organiser has the right to shorten these deadlines accordingly.

Confirming the match result

Where possible, we recommend that the referee (or if in the absence of a referee, the competition manager), confirms the match result as soon as possible after the final whistle.

If this is not possible, the referee (or competition manager) must confirm the match result by no later than **5hrs after kick-off for league matches** and by no later than **6hrs after kick off for cup matches**. Each competition organiser has the right to shorten these deadlines accordingly.

If a club has problems getting online, they should use a paper team sheets and submit them by the normal competition deadline. Team line-ups and match events should then be added to COMET as soon as internet is available and before the deadline.



Benefits of Competition Management on COMET

- The competitions will be included on the **Cymru Football** app. Football fans will be able to follow matches live, and keep up to date with results and league tables and their favourite teams and players via this free of charge app. This is a great opportunity to promote Welsh football at all levels.
- Players, will build up a history of match appearances, minutes played and goals scored.
- Coaches will also build up a history of matches, and will be able to use match statistics to gain insight into their teams performances.
- Referees are able to accept match appointments at the touch of a button, and will also have an automatic record of all the matches they have officiated.



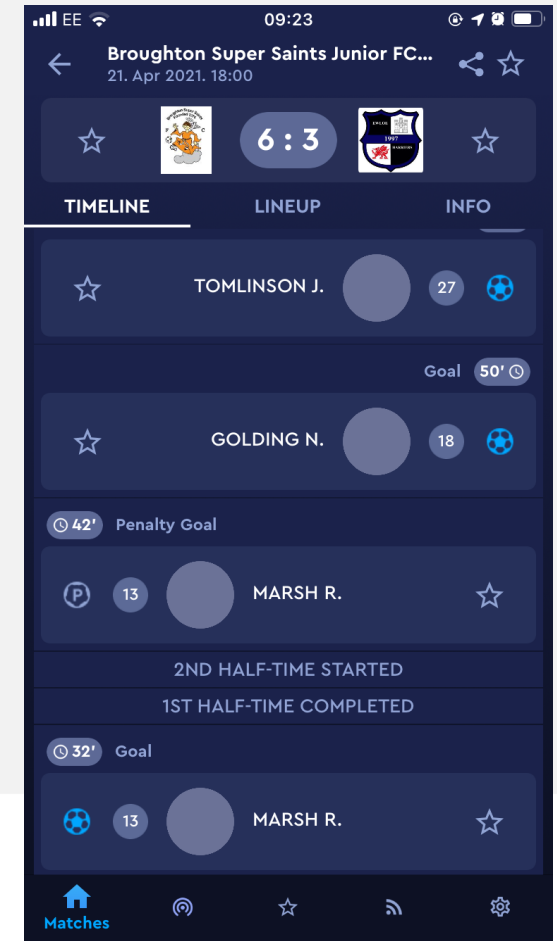
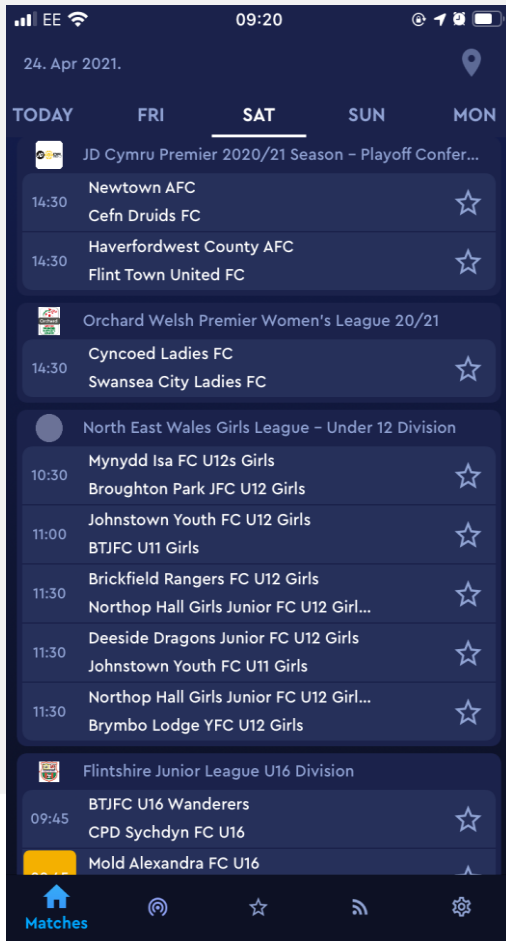
Benefits of Competition Management on COMET

- COMET offers a paper-free approach to match day administration and includes time saving features like remembering squad numbers, generating electronic team sheets, and pre-filling the time of match events, through using the mComet app.
- Team rosters can be set on COMET, which means that only eligible players can play for a specific team. This has been useful when there are squad restrictions or a club has two teams in the same age group.
- If matches need to be postponed, there is no need for the competition organiser to phone the clubs involved. They can make the change on COMET and this then sends email notification to teams and referees. The same process applies if the match venue or kick off time is changed.
- Fixtures and venue clashes can be managed using the arrange matches calendar function. This is also useful in allocating matches in a venue with multiple pitches.



The Cymru Football app

The Cymru Football app includes fixtures and results, a live match feed and team and player statistics.



Competition Preparation



Steps towards starting a competition on COMET



Step 1 – Creating the Competition on COMET

This is where we are now. COMET team members have made contact with all competition organisers.

Leagues and Area Associations – provide their competition info to the FAW

The FAW – will work with competition organisers to create the competitions on COMET

Clubs – can make sure they have added all their teams to their My Club page, in preparation for entering competitions.



What if the competition was created on COMET for 2020/21 season but did not start?

- If the competition remains the same for the 2021/22 season, we will change the date on the competition and carry over the clubs that entered in the 2020/21 season.
- Clubs that were refunded will be removed from the competition (we need this info from leagues).
- Clubs that had already entered and have not been refunded their entry fee will not need to enter again.
- We can open up the competition for entry to clubs that did not enter last season, or clubs that entered but were refunded their entry fee.



What if the competition is new to COMET this season?

- If a competition is new to COMET this season, we will work with the organiser to set this up on COMET. All leagues have been contacted for their competition info.
- It will be up to the competition organiser to decide whether an entry fee applies.
- We can create a free entry product for clubs that entered last season and a paid entry product for clubs that did not enter if required.



Step 2 – Clubs enter competitions

Leagues and Area Associations – provide competition entry costs to the FAW

ensure competition officials are registered on COMET

will be able to see which clubs have entered a competition on COMET

The FAW – will work with competition organisers to open their competitions for entry and ensure league and area association officials have access to the competitions

- Will provide training to competition organisers, clubs and referees

Clubs – enter competitions through My Comet.

Referees – ensure that they are registered



Step 3 – Enter fixtures and appoint referees

Leagues and Area Associations – add fixtures to COMET *fixtures can only be added when all clubs have entered the competition*.

- Appoint referees *referees can only be appointed when fixtures have been added and the referee is registered*

The FAW – will support competition organisers in adding fixtures and appointing referees

- Will provide training to competition organisers, clubs and referees

Clubs – prepare for competitions by ensuring players and coaches are registered

- Ensure player registration fees are paid so players are eligible to play
- See their fixtures on COMET

Referees – can indicate availability and when they are unavailable on COMET to help with referee appointments

- Accept appointments on COMET



Step 4 – Match Day

Leagues and Area Associations – can view team sheets, live match events, results and match reports

- Provide support to clubs and referees

The FAW – will run a match day helpdesk to support clubs, referees and competition organisers with any match day COMET issues.

Clubs – Enter teams and match events on COMET

Referees – view team sheets, check match events and add cards and misconduct on COMET

- Confirm the match by changing the status to PLAYED.



Competition Preparation

As you can see, there are several steps towards starting a competition, so we need to follow a timetable to avoid delay.

Setting up the competition will be driven by when the competition organiser provides their competition info.

So,

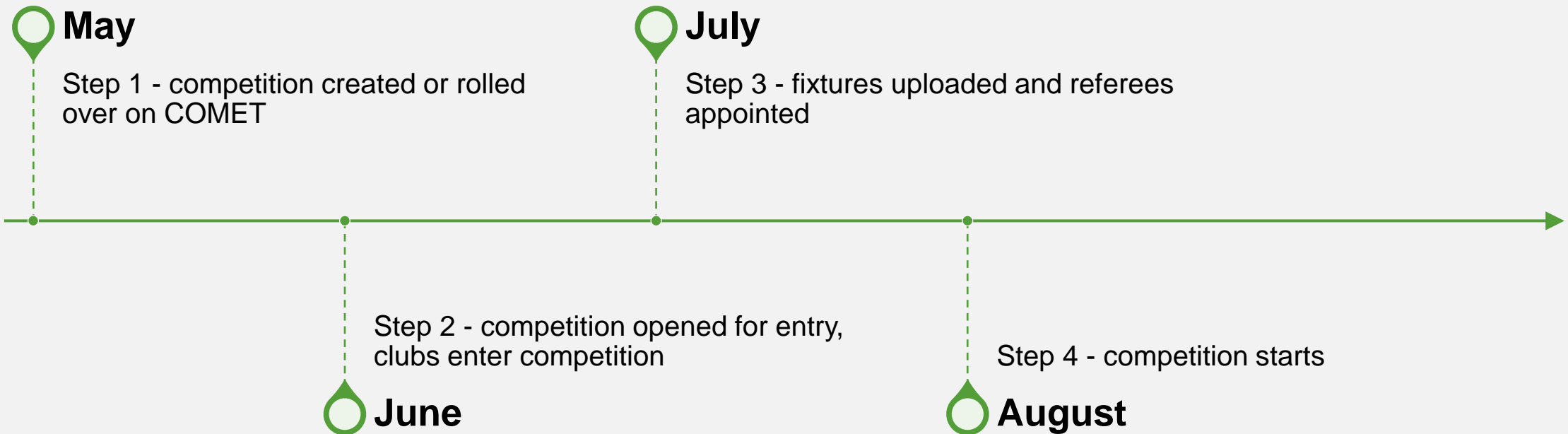
If a competition is starting in **AUGUST**, the competition entry deadline will need to be the end of **JUNE** to give competition organisers time to enter fixtures and appoint referees. So, the FAW and league need to work together to set up the competition in **MAY**. IF THE COMPETITION IS NOT SET UP ON COMET BY 31ST MAY, IT WON'T BE ABLE TO START IN AUGUST

If a competition is starting in **SEPTEMBER** the competition entry deadline will need to be the end of **JULY** to give competition organisers time to enter fixtures and appoint referees. So, the FAW and league need to work together to set up the competition in **JUNE**.

We recommend giving clubs as much time as possible to enter competitions to avoid last minute issues which can delay the competition start. **A competition can only start on COMET (which then allows fixtures to be created and referees appointed) once all of the teams have entered.**



Example competition preparation timeline



The COMET team have 600 competitions to set up for the 2021/22 season. We also need to keep in mind the additional activities which will take place in June, i.e. player, coach and official registrations and club accreditation, so it is important to get organised early. If information is provided at short notice, we cannot guarantee that competitions can be quickly set up, due to the heavy workload in June. Please take advantage of the quieter period in May to work with us in setting up your competitions.



FAQs



What happens if a match does not have a referee?

This is not a problem, the clubs select their teams and add match events, and the competition manager can change the match status to PLAYED. If a competition manager needs to change the status of a lot of matches they can do this in bulk, which we will cover in training.

What happens if there are problems in getting a signal/accessing COMET or the mComet app on match day?

If a club has problems getting online, they should use a paper team sheets and submit them by the normal competition deadline. Team line-ups and match events should then be added to COMET as soon as internet is available and before the deadline.



Can two leagues jointly run a competition?

Yes, you can have as many competition managers and referee appointers assigned to a competition as you need and competition personnel from more than one league can be given access to a competition.

Will discipline be dealt with on COMET?

If a competition is on COMET, then all of the disciplinary matters (yellow/red cards, misconduct etc) will also be managed on COMET. Area Association Discipline Officers will have access to COMET to manage this. As soon as a match result is confirmed on COMET, fines relating to the yellow and red cards issued in that game are automatically created by COMET and appear in the clubs My Comet account for payment. Disciplinary fees paid via COMET are received by the FAW and the FAW will then pay the money over in full to the relevant area association.



Competition Management Support



Support in finalising your competition

- All competition organisers have been given a point of contact in the COMET team.
- A member of the COMET team will already have been in touch about the competitions you plan to run in the 2021/22 season and will keep in contact with you to set up the competition.
- If you have yet to respond, please can you do so asap.



Training

- All competition organisers will be invited to a training webinar, to guide you through how competition management works on COMET.
- The training webinars will start in June and will be held on Zoom, and recorded so you can refer to them again.
- We will ensure that the training is comprehensive and we will provide any additional support that may be necessary.



Match day support

- A match day help desk will be open on match days for the early part of the season (we will keep it running for as long as it is required by clubs and referees).
- This can be accessed by clubs, referees and competition organisers who can telephone the helpdesk for immediate help with urgent match related queries (e.g. problems in submitting / editing team line-ups, adding match events etc)
- The telephone number and working hours of the helpdesk will be shared ahead of the season start and published at <https://cometsupport.faw.cymru/>.



Resources and contacts

- A Library of FAW COMET User Videos and User Guides on the 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
 - safeguarding@faw.co.uk – Safeguarding/DBS queries
 - discipline@faw.co.uk – Discipline related queries
 - cometsupport@faw.co.uk – COMET 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.



Next steps



Please return your competition information to your contact within the COMET team if you have not done so already.



Details of the training session in June will be shared shortly.



Diolch, Thank you

