

COMET

League / Area Association

Competition Management Training

June 2021



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 publish it on <https://cometsupport.faw.cymru/> after the event
- Please type any questions you may have regarding the items covered in this webinar by using the Q & A facility.
- To ensure that this webinar runs smoothly, can we please ask for your help as follows:
 - Please refrain from asking a question until we have completed the relevant section of the webinar.
 - **Please only ask questions related to competition management.**
 - We will be arranging further webinars to train clubs and referees which you are also welcome to attend or watch back.
- We will provide a full list of the questions and answers in the next few days



Contents

- Introduction and recap
- Competition Management Training
 - Checking which teams have entered your competition
 - Adding fixtures
 - Appointing referees
 - Changing the status of a match
 - Team rosters
 - Viewing tables and results
- The Cymru Football app
- Next steps



Introduction and recap



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.



Steps towards starting a competition on COMET



STEP 1
Create
competition
on COMET

STEP 2
All clubs
enter
competition
on COMET

STEP 3
Enter
fixtures and
appoint
referees

STEP 4
Match Day



Competition timescales

We also need to know when you want to start your 2021/22 season competitions so we can put in place a timetable to enable us to work with you to finalise arrangements and to also train your clubs and referees.

If you have not already done so, please can you let us know your planned 2021/22 season competition start date (you can do this via your dedicated point of contact within the COMET team).

If we do not hear from you, we will assume that you are not planning to start your competitions any earlier than in previous seasons i.e. August season start for senior competitions and September season start for junior competitions.



Where we are now:

Unless you have told us otherwise we have assumed that Adult competitions will start from August and Junior competitions will start from September. We have prioritised those competitions that will start earlier than this. **If you plan to start your competition earlier than this and have not informed us, please let us know asap.**

A small number of competitions are still at step 1 (we are awaiting details of the competitions from the competition organiser) – **if you have yet to provide us with the competition details, please can you do so asap so that we can ensure the competitions are set up and ready for clubs to enter. Without this information, the start date of the competition will be delayed.**

Most competitions are progressing through step 2:

- competition information has been provided;
- Your point of contact will work with you to set up your competition;
- The competition entry product will be set up so clubs can enter the competition

Before we can start the competition on COMET, upload the fixtures and appoint the referees, all teams need to enter. Please therefore encourage the remaining clubs to enter their teams into your competitions.



Webinar content

- This webinar will show you how to move on to:
 - Step 3 - uploading fixtures, appointing referees, and,
 - Step 4 - starting the competition, including changing a match status and viewing results and tables.
- Due to time restrictions, we cannot cover every eventuality within this webinar but will cover the key actions.
- Each competition organiser has a point of contact in the COMET team. They will work with you to finalise the specific settings for your competitions and will guide you through steps 3 and 4.
- **Please do not start a competition on COMET before you have spoken to your assigned contact within the COMET Team. Once a competition has been started on COMET, there is then no option to make any changes.**



Competition Management training



Checking which teams have entered a competition



Checking which teams have entered your competitions on COMET

- All teams must enter a competition via COMET
- For all 2020/21 season competitions that were set up on COMET:
 - all of the entered teams have been automatically entered into the 2021/22 season equivalents and no action is required by these clubs.
 - However, if a team either did not pay the entry fee for the 2020/21 season, or did pay the fee but have since been refunded, they will need to select the relevant product via My Comet and pay the entry fee.
- For any other 2020/21 season competition that was not set up on COMET, all of the teams must now take action in order to enter the 2021/22 season competitions via COMET:
 - If the team paid the entry fee for the 2020/21 season, they will need to select the FREE entry option on My Comet for that specific competition
 - If the team either did not pay the entry fee for the 2020/21 season or did pay the fee but have since been refunded, they will need to select the PAYABLE entry option on My Comet for that specific competition.
 - Once a team has chosen the relevant product on My Comet, they are then automatically added to the **Clubs** tab of the competition.
- You can see which teams have been entered your respective competitions by clicking the **Clubs** tab in the competition.



Checking which teams have entered your competition

The screenshot displays the 'My competitions' section of the FAW website. The left sidebar contains navigation options, with 'My competitions' highlighted. The main content area shows a table of competitions. The table has the following columns: Logo, Name, Season, Organisation, Team type, Discipline, Gender, Age category, Clubs, and Status. The row for 'JD Cymru North 21/22' is highlighted with a black box. The table shows the following data:

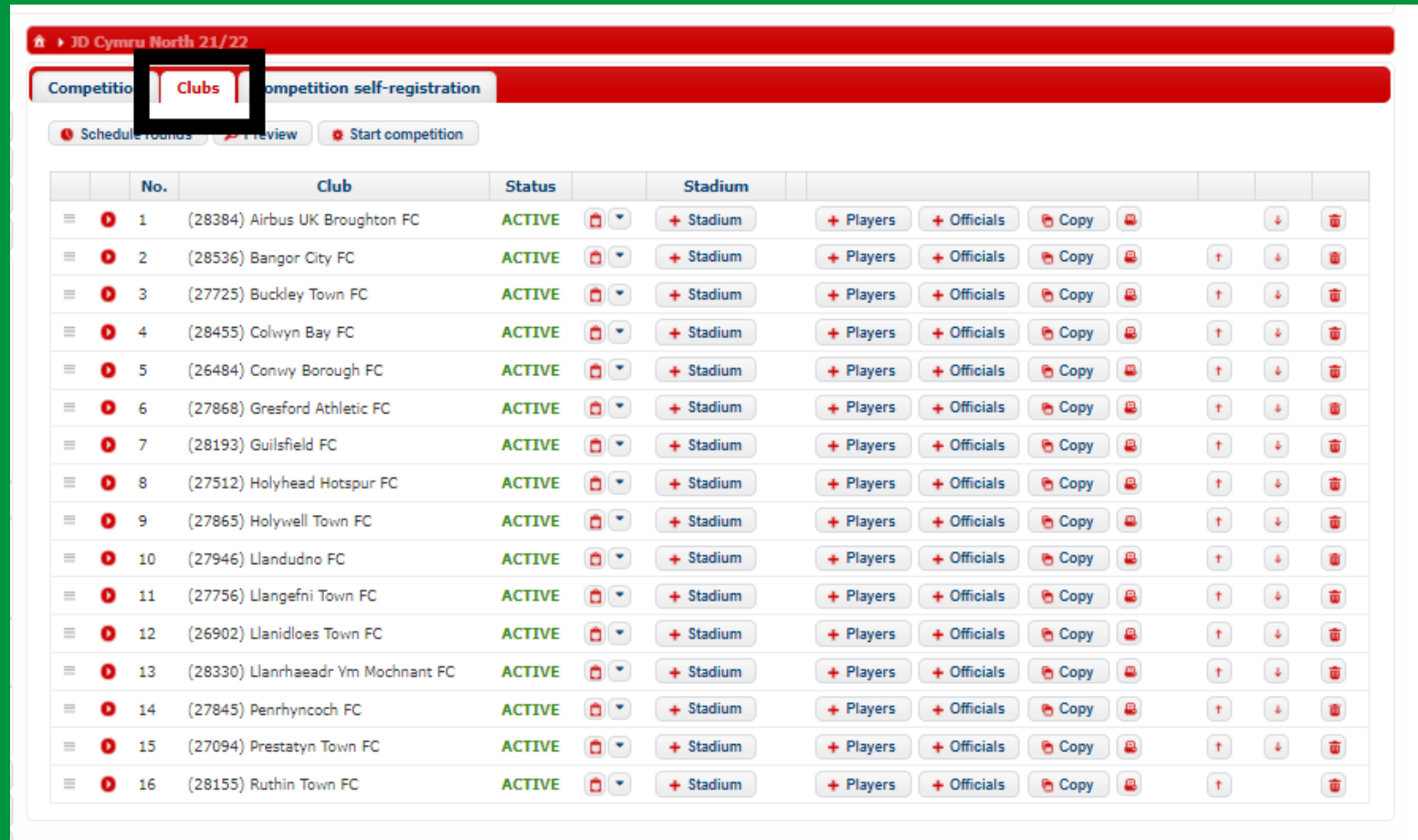
Logo	Name	Season	Organisation	Team type	Discipline	Gender	Age category	Clubs	Status
	FAW Welsh Cup 21/22	2021/2022	FAW	Club team	Football	Male	Adults	245	ACTIVE
	The FAW Amateur	2021/2022	FAW	Club team	Football	Male	Adults	245	ACTIVE
	JD Cymru North 21/22	2021/2022	FAW	Club team	Football	Male	Adults	16	ACTIVE
	The FAW Youth Cup 21/22	2021/2022	FAW	Club team	Football	Male	Adults	84	ACTIVE
	Ardal South East 21/22	2021/2022	FAW	Club team	Football	Male	Adults	16	ACTIVE
	Ardal South West 21/22	2021/2022	FAW	Club team	Football	Male	Adults	16	ACTIVE
	Ardal North East 21/22	2021/2022	FAW	Club team	Football	Male	Adults	16	ACTIVE
	Ardal North West 21/22	2021/2022	FAW	Club team	Football	Male	Adults	16	ACTIVE
	Nathaniel MG Cup - 2021/22 Season	2021/2022	FAW	Club team	Football	Male	Adults	46	ACTIVE

At the bottom of the table, there is a pagination bar showing '1 - 10 of 367 results Page 1/37'.

- To find the competition, click **My Competitions**.
- Click on the competition you want to look at.
- *You can make competitions easier to find by selecting your favourite competitions, [click here](#) for a guide.*



Checking which teams have entered your competition



The screenshot shows the 'JD Cymru North 21/22' website. The 'Clubs' tab is highlighted in a black box. Below the navigation bar, there are buttons for 'Schedule rounds', 'Review', and 'Start competition'. The main content is a table with the following columns: No., Club, Status, Stadium, and a set of action buttons (+ Players, + Officials, Copy, and a trash icon). The table lists 16 teams, all with a status of 'ACTIVE'.

No.	Club	Status	Stadium	+ Players	+ Officials	Copy	Trash
1	(28384) Airbus UK Broughton FC	ACTIVE	+ Stadium	+ Players	+ Officials	Copy	Trash
2	(28536) Bangor City FC	ACTIVE	+ Stadium	+ Players	+ Officials	Copy	Trash
3	(27725) Buckley Town FC	ACTIVE	+ Stadium	+ Players	+ Officials	Copy	Trash
4	(28455) Colwyn Bay FC	ACTIVE	+ Stadium	+ Players	+ Officials	Copy	Trash
5	(26484) Conwy Borough FC	ACTIVE	+ Stadium	+ Players	+ Officials	Copy	Trash
6	(27868) Gresford Athletic FC	ACTIVE	+ Stadium	+ Players	+ Officials	Copy	Trash
7	(28193) Guilsfield FC	ACTIVE	+ Stadium	+ Players	+ Officials	Copy	Trash
8	(27512) Holyhead Hotspur FC	ACTIVE	+ Stadium	+ Players	+ Officials	Copy	Trash
9	(27865) Holywell Town FC	ACTIVE	+ Stadium	+ Players	+ Officials	Copy	Trash
10	(27946) Llandudno FC	ACTIVE	+ Stadium	+ Players	+ Officials	Copy	Trash
11	(27756) Llangefni Town FC	ACTIVE	+ Stadium	+ Players	+ Officials	Copy	Trash
12	(26902) Llanidloes Town FC	ACTIVE	+ Stadium	+ Players	+ Officials	Copy	Trash
13	(28330) Llanrhaeadr Ym Mochnant FC	ACTIVE	+ Stadium	+ Players	+ Officials	Copy	Trash
14	(27845) Penrhyncoch FC	ACTIVE	+ Stadium	+ Players	+ Officials	Copy	Trash
15	(27094) Prestatyn Town FC	ACTIVE	+ Stadium	+ Players	+ Officials	Copy	Trash
16	(28155) Ruthin Town FC	ACTIVE	+ Stadium	+ Players	+ Officials	Copy	Trash

- Click on the **Clubs** tab to see which teams have entered the competition.
- If any teams have not yet entered the competition you cannot progress any further with the competition.



Adding fixtures



Adding fixtures

- When setting up a competition on COMET, you need to choose the Competition System.
- You can select from a range of pre-set options, where the system will generate the matches, or if you choose Predefined, you can set the fixtures.
- If you choose Predefined, there are two ways to add fixtures to a competition on COMET: by uploading a fixture spreadsheet or by manually inputting each fixture to the system. You can also use a combination of spreadsheet and manual entry.





Adding fixtures by spreadsheet

- The first time you enter fixtures to a competition you need to do this by spreadsheet.
- You can add as few or as many fixtures this way as you want to – from one match to all the competition fixtures.
- All clubs must have entered the competition before fixtures can be uploaded.
- For the spreadsheet to upload, it must:
 - a. Be in the set format;
 - b. Include the club names exactly as they are listed in the Club tab of the competition (we have asked clubs to use a set format to help with this – find out more [here](#));
 - c. Not include any extra spaces, between or after words, or line spaces;
 - d. Not have any additional tabs or extra information.
- You can add a further spreadsheet for later competition fixtures, as long as there is no overlap in round numbers.



Example spreadsheet

	A	B	C	D	E
1	Round	HomeTeam	AwayTeam	DateTime	
2	1	Colwyn Bay Academy FC U14	Wrexham AFC Academy U14	22.11.2020 11:00	
3	1	Bala Town FC Academy U14	Aberystwyth Town FC Academy U14	22.11.2020 11:00	
4	1	Flint Town FC Academy U14	Cefn Druids Academy FC U14	22.11.2020 11:00	
5	1	Caernarfon Town FC U14	Connah's Quay Nomads FC U14	22.11.2020 11:00	
6	1	The New Saints FC U14s	Airbus UK Broughton Academy U14	22.11.2020 11:00	
7	1	Llandudno Academy FC U14	Prestatyn Town FC U14	22.11.2020 11:00	
8	2	Aberystwyth Town FC Academy U14	Newtown AFC Academy U14	29.11.2020 11:00	
9	2	Wrexham AFC Academy U14	Flint Town FC Academy U14	29.11.2020 11:00	
10	2	Connah's Quay Nomads FC U14	Bala Town FC Academy U14	29.11.2020 11:00	
11	2	Cefn Druids Academy FC U14	The New Saints FC U14s	29.11.2020 11:00	
12	2	Prestatyn Town FC U14	Caernarfon Town FC U14	29.11.2020 11:00	
13	2	Airbus UK Broughton Academy U14	Llandudno Academy FC U14	29.11.2020 11:00	
14	3	Prestatyn Town FC U14	Connah's Quay Nomads FC U14	06.12.2020 11:00	
15	3	Flint Town FC Academy U14	Llandudno Academy FC U14	06.12.2020 11:00	
16	3	Airbus UK Broughton Academy U14	Aberystwyth Town FC Academy U14	06.12.2020 11:00	
17	3	Colwyn Bay Academy FC U14	Caernarfon Town FC U14	06.12.2020 11:00	
18	3	Cefn Druids Academy FC U14	Newtown AFC Academy U14	06.12.2020 11:00	
19	3	Wrexham AFC Academy U14	Bala Town FC Academy U14	06.12.2020 11:00	
20	4	Connah's Quay Nomads FC U14	Aberystwyth Town FC Academy U14	13.12.2020 11:00	

Ready  Sheet1 



Adding fixtures by spreadsheet



Demo



Also see [*Adding fixtures user guide*](#).



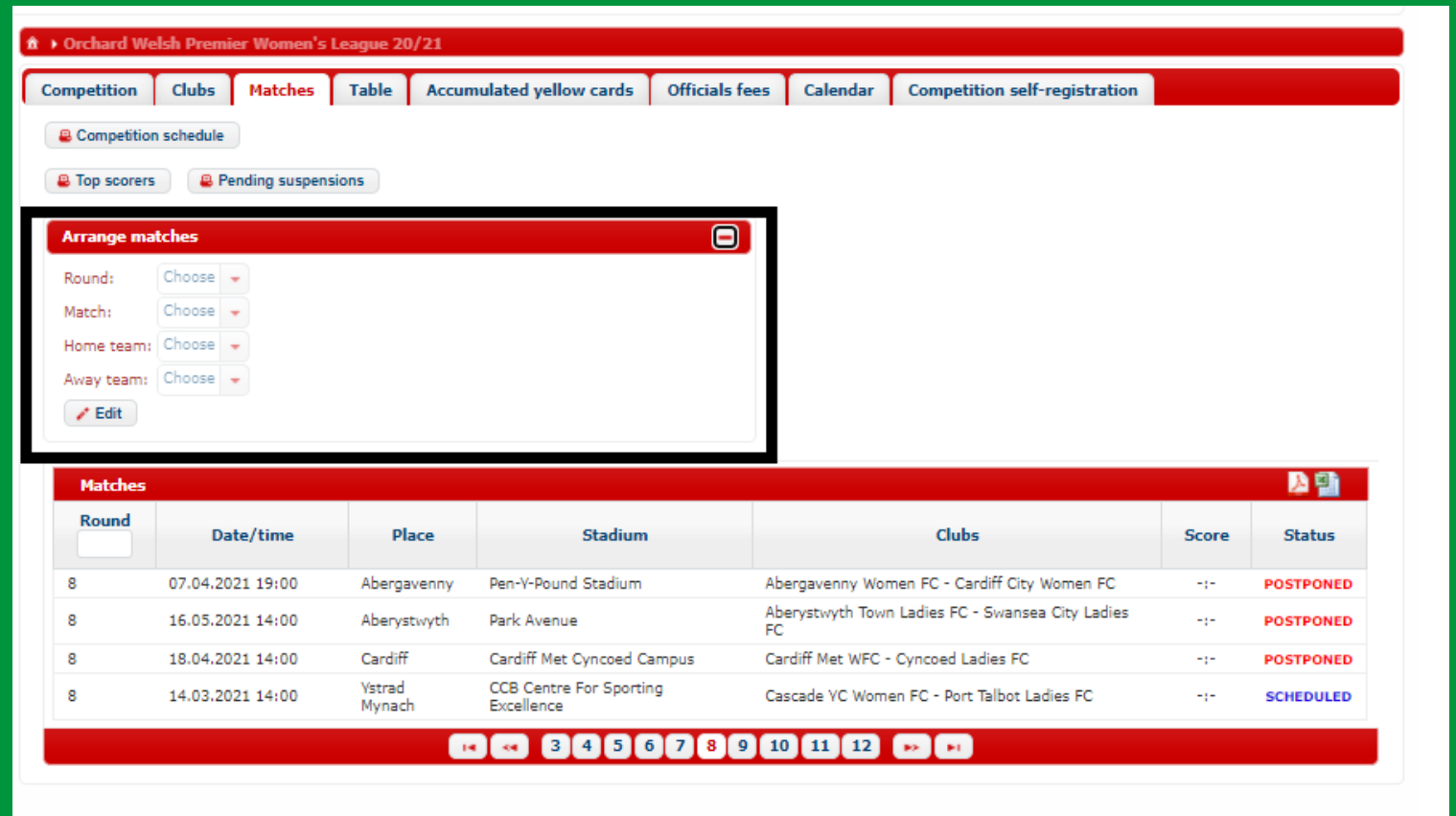
Why might the fixtures not upload?

Reason	Solution
Team(s) missing from the competition	All teams need to have entered the competition and be listed on the Club tab before the fixtures can be uploaded.
Difference in team name/spelling mistake	Teams on the spreadsheet need to be listed in exactly the same way as in the Club tab – if there is a difference, update the spreadsheet and upload again, making the original Inactive.
Extra spaces or line breaks	Watch out for additional spaces between or after words, and avoid line spaces or blank rows/columns in between match details.
Extra tabs or info on spreadsheet	The spreadsheet needs to follow the template format and not contain other info.
Team name discrepancy	If the team name on the spreadsheet seems to be the same as in the Club tab and there is still a problem, it may be because of a difference between the name and long name the club has used in their Team tab (My Club page). This can be corrected.
Duplicated round numbers	If uploading a second spreadsheet, you need to make sure there is no overlap in rounds you have already added. Extra fixtures in an already added round should be entered manually.



Adding fixtures individually

- After adding initial fixtures using the spreadsheet, you can enter further fixtures manually in the **Matches** tab of the competition.
- This is done via the **Arrange matches** section.
- As only the round and competing teams are added here, you will still need to add the date, time and venue to the match.



The screenshot displays the management interface for the Orchard Welsh Premier Women's League 20/21. The 'Matches' tab is selected, showing an 'Arrange matches' form and a table of fixtures.

Arrange matches form:

- Round: Choose
- Match: Choose
- Home team: Choose
- Away team: Choose
- Edit

Matches table:

Round	Date/time	Place	Stadium	Clubs	Score	Status
8	07.04.2021 19:00	Abergavenny	Pen-Y-Pound Stadium	Abergavenny Women FC - Cardiff City Women FC	--	POSTPONED
8	16.05.2021 14:00	Aberystwyth	Park Avenue	Aberystwyth Town Ladies FC - Swansea City Ladies FC	--	POSTPONED
8	18.04.2021 14:00	Cardiff	Cardiff Met Cyncoed Campus	Cardiff Met WFC - Cyncoed Ladies FC	--	POSTPONED
8	14.03.2021 14:00	Ystrad Mynach	CCB Centre For Sporting Excellence	Cascade YC Women FC - Port Talbot Ladies FC	--	SCHEDULED



Adding fixtures individually



Demo



Also see [*Adding fixtures user guide.*](#)



Adding Fixtures – key principles

- Fixtures should be uploaded by the Competition Manager
- Please ensure all teams have entered the competition and their names are in the correct format before uploading the fixture schedule.
- Fixtures must be listed in the correct format in the spreadsheet which the FAW will provide. Please ensure that:
 - Team names are exactly the same as the names in the Clubs tab;
 - There are no additional spaces or punctuation before or after words, as this will interfere with the format;
 - The Round number is included;
 - The date and time of kick off are in the correct format.
- Click Edit and Documents (in the Competition tab) to upload the fixtures. Please ensure that Competition Schedule is selected on the drop down menu.
- You may upload as many or as few rounds of the competition as you want, and add further rounds later.
- DO NOT click Start Competition until all participating clubs have entered and competition settings are finalised. If this is done too early, at worst, the competition will have to be set up again and clubs will need to re-enter.



Useful guides to managing fixtures

You can find the following guides on the [Comet Support](#) website:

[Adding Fixures](#)

[Changing Match Information](#)

[Resolving match venue conflicts](#)

[Reversing a fixture](#)



Appointing Referees



Appointing Referees

- Referees can only be appointed on COMET after fixtures have been uploaded.
- Only Referees with a Confirmed registration on COMET can be appointed to a match.
- All referees that were registered to an Area Association during the 2020/21 season have had their registrations automatically extended to 31st May 2022.
- Referees that did not register on COMET for the 2020/21 season will need to register on COMET and pay the relevant fee (£20 if purchased on or before 30th June / £30 if purchased on or after 1st July)
- There is no restriction on which referee can be appointed, e.g. a referee registered with the SWFA could be appointed to a GCFA match.
- Referee Appointers can appoint referees to individual matches, or in bulk.
- If a referee is already appointed to a match, this is shown on the selection list.
- Referees can enter dates that they are unavailable or a conflict with a club, which will mean they show in red as unavailable (they will be able to do this via the mComet app for 2021/22 season).
- The Referee must have accepted the appointment to be able to carry out their match functions on COMET.
- You can find Referee match management user guides [here](#).



Appointing Referees to individual matches



Demo

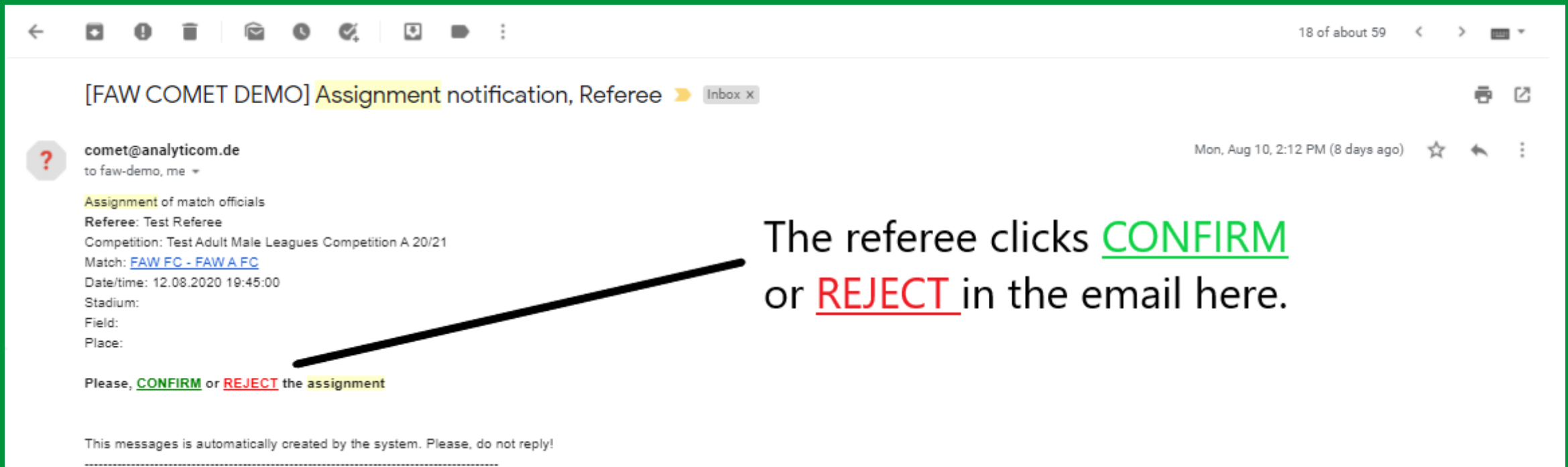


Also see [Appointing referees](#) user guide.



Referee appointment email

- Once the competition manager provisionally appoints the referee, the system sends an email to the individual (see below) and asks them to accept or reject the match appointment
- The referees will also receive a similar notification to their mobile phone via the mComet app and they can quickly accept or reject the match appointment at a touch of a button without having to log into COMET



The screenshot shows an email client interface. At the top, there are navigation icons and a status bar indicating '18 of about 59' items. The email subject is '[FAW COMET DEMO] Assignment notification, Referee' with an 'Inbox x' tag. The sender is 'comet@analyticom.de' with a red question mark icon, and the recipient is 'to faw-demo, me'. The email content includes: 'Assignment of match officials', 'Referee: Test Referee', 'Competition: Test Adult Male Leagues Competition A 20/21', 'Match: [FAW FC - FAWA FC](#)', 'Date/time: 12.08.2020 19:45:00', 'Stadium:', 'Field:', and 'Place:'. A bold instruction at the bottom reads 'Please, **CONFIRM** or **REJECT** the assignment'. A black arrow points from the text 'The referee clicks **CONFIRM** or **REJECT** in the email here.' to the 'CONFIRM' and 'REJECT' words in the email body. A footer note states 'This messages is automatically created by the system. Please, do not reply!'.



How will you know if a referee has accepted an appointment?

The circle next to their name in the match will turn green.

How will you know if a referee has declined an appointment?

The Referee Appointer will receive an email to let them know that the referee has declined the appointment, and the referees name will disappear from the match.

What happens if a referee accepts an appointment then later has to pull out of the match?

The referee can log into COMET to reject the appointment. They will have to provide a reason. The Referee Appointer will receive an email to let them know the referee has declined the appointment, and will be able to appoint a new referee.

What happens if a referee cannot access COMET to accept an appointment?

The Referee Appointer can accept the appointment on the referees behalf.



Accepting an appointment on behalf of a referee



Demo



Also see [Appointing referees](#) user guide.



Appointing Referees– Rosters

- As previously mentioned, we would advise against adding officials to the **Referee** and **Assistant Referee** tabs in the competition.
- Doing so creates a roster and narrows the selection of referees you can choose from, e.g. if you add one referee, they will be the only person who shows for selection when you appoint referees.
- Leaving the tabs empty will ensure you have the entire list of registered referees to appoint from.
- If you do choose to create a referee roster please ensure you add every referee you may appoint.

Test Adult Male Leagues Competition A 20/21

Competition Clubs Matches Table Accumulated yellow cards Officials fees Calendar

ID: 4838559

Status: ACTIVE

Organisation: Football Association of Wales

Competition type: Test Adult Male Leagues

Season: 2020/2021 Prefix: ✓

Name: Test Adult Male Leagues Competition A 20/21

Short name: Test Adult Male Leagues Competition A 20/21

Number of clubs: 4

System: Predefined

General settings

Registrations

Lineups

Foreigners

Youth

Standings

Scheduling

Disciplinary

Edit Search competitions New competition Documents

Referee Assistant referee Match observer Referee observer Competition manager Disciplinary manager Referee

+ Add

No.	ID	Person	Place
No data found.			



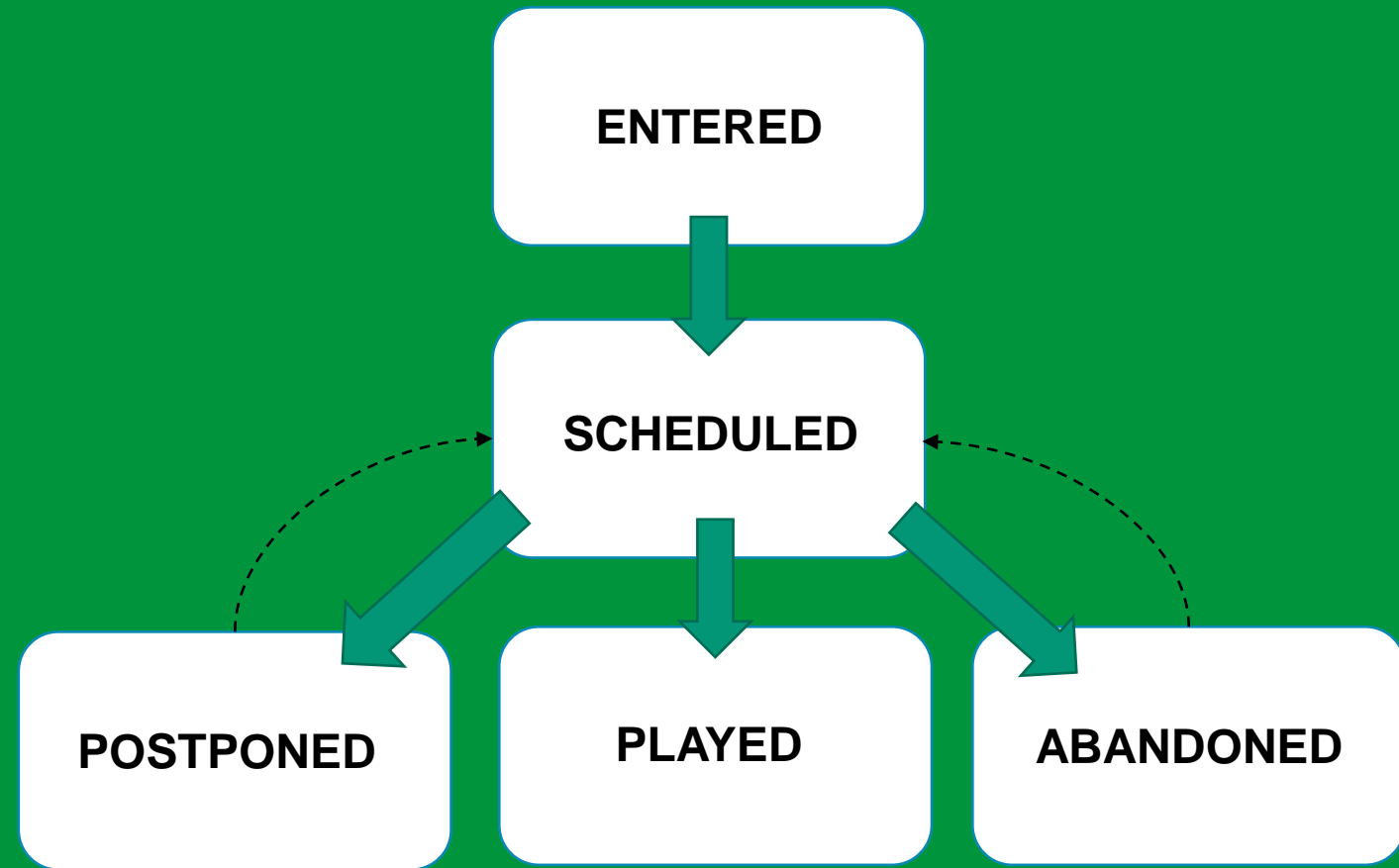
Changing the status of matches



Changing the status of a match

Changing the status of a match is the way we:

- Confirm a fixture to clubs and referees;
- Confirm that a match has been played;
- Postpone or abandon a match.



Changing the status of a match

The Match Statuses

ENTERED = provisional – no email notifications have been sent

SCHEDULED = match confirmed – when a match is changed to Scheduled, both clubs receive emails with the match details. The referee team receive email notification of their appointments. The match is shown on the Cymru Football app.

PLAYED = the match is complete and details (result, match events) are confirmed. Moving a match to Played triggers an email to the competition manager and both clubs, updates player, coach, referee and competition stats, updates the league table, adds sanctions to players and coaches, and ticks off served suspensions.

POSTPONED = match delayed to another date and awaiting rescheduling. Moving a match to Postponed triggers a notification to both teams, the referee team and the competition manager.

ABANDONED = match cancelled. Moving a match to Abandoned triggers a notification to both teams, the referee team and the competition manager. If an Abandoned match is to be played at a later date, a new fixture should be created rather than changing the details on this one.



Changing the status of a match

Who can change the status of a match?

ENTERED to SCHEDULED = The Competition Manager

SCHEDULED to PLAYED = The Referee and Competition Manager (in case there is no referee_

SCHEDULED to POSTPONED = The Referee and Competition Manager

ABANDONED = The Referee and Competition Manager

Points to note:

- A match must be at Scheduled before it can be moved to Played, Postponed or Abandoned.
- A reason needs to be put in when changing the match to Postponed or Abandoned.
- The Competition Manager can also change match statuses in bulk (so that you change several matches at the same time).
- It is important to change the status of a match to keep the system data current and relevant to users. There will be deadlines by when match statuses must be set to PLAYED.



Changing the status of a match



Demo



Also see:

[Changing the status of a match](#) user guide.



Changing match status in bulk – the Search Matches console

The Search Matches console is really useful for the following tasks:

- Getting an overview of matches taking place on a certain date or date range;
- Changing match statuses in bulk;
- Appointing referees to several matches at once;
- Changing the details of several matches at once.



The Search Matches Console



Demo



Also see:

[Changing match information](#) user guide

[Appointing referees](#) user guide

[Changing the status of a match](#) user guide.



Team rosters



Why have a team roster?



The competition rules put a restriction on which players can play in the competition instead of allowing all registered players to play, e.g. a limit on the squad size, a quota of player types, a deadline on when players must be registered to be eligible;



A club has two teams competing in the same competition.



Adding Players to a roster



Demo







Also see *How to add players to a roster on COMET* document.



Viewing rosters

JD Cymru Premier 2020/21 Season

Parent competition **Clubs** Competition self-registration

No.	Club	Status	Stadium							
1	(27811) Bala Town FC	ACTIVE	Maes Tegid	26	+ Players	+ Officials	Copy		↓	
2	(27752) Aberystwyth Town FC	ACTIVE	Park Avenue	28	+ Players	+ Officials	Copy	↑	↓	
3	(27724) Barry Town United AFC	ACTIVE	Jenner Park Stadium	39	+ Players	+ Officials	Copy	↑	↓	
4	(27705) Caernarfon Town FC	ACTIVE	The Oval	28	+ Players	+ Officials	Copy	↑	↓	
5	(28595) Cardiff Met University FC	ACTIVE	Cardiff Met Cyncoed Campus	29	+ Players	+ Officials	Copy	↑	↓	
6	(28226) Cefn Druids FC	ACTIVE	The Rock	48	+ Players	+ Officials	Copy	↑	↓	
7	(28600) Connah's Quay Nomads FC	ACTIVE	Deeside Stadium	47	+ Players	+ Officials	Copy	↑	↓	
8	(28472) Haverfordwest County AFC	ACTIVE	Bridge Meadow Stadium	25	+ Players	+ Officials	Copy	↑	↓	
9	(38465) Flint Town United FC	ACTIVE	Cae y Castell	34	+ Players	+ Officials	Copy	↑	↓	
10	(28524) Newtown AFC	ACTIVE	Latham Park	23	+ Players	+ Officials	Copy	↑	↓	

1 - 10 of 12 results Page 1/2

- Rosters are added and viewed in the **Clubs** tab of the competition.
- Click the small printer icon to generate a PDF of the roster.



Viewing rosters

Player type has been added for most players

Player is INACTIVE so won't be available for selection



Players in catalogue JD Cymru Premier 2020/21 Season

Organisation: (1) Football Association of Wales

Club: (27811) Bala Town FC

Competition: JD Cymru Premier 2020/21 Season - 2020/2021 (Include sibling competitions - 4)



Bala Town FC

ID	Player	Date of birth	Player type	Nationality	#	Date	Status
197369	Cai Jon Aykroyd	12.01.2003	Club trained player	Wales		25.02.2021	ACTIVE
273054	Andrew Burns	02.07.1993	Free player	England		11.09.2020	ACTIVE
498633	Karl Byrne	11.07.1996		Republic of Ireland		16.10.2020	ACTIVE
407385	Raul Correia	28.08.1994	Free player	Angola		11.09.2020	ACTIVE
468013	Liam Davies	02.07.1996	Free player	England		16.10.2020	ACTIVE
183669	William Albert Evans	01.07.1997	Association trained player	Wales		11.09.2020	ACTIVE
218548	Daniel Gosset	30.09.1994	Association trained player	England		11.09.2020	ACTIVE
114524	Henry Lloyd Jones	18.09.1993	Association trained player	Wales		11.09.2020	ACTIVE
417005	Antony Kay	21.10.1982	Free player	England		11.09.2020	ACTIVE
113876	Shaun David Kelly	11.12.1988	Free player	England		11.09.2020	ACTIVE
309964	Steven Leslie	05.11.1987	Free player	Wales		11.09.2020	ACTIVE
184382	Harri Lloyd	30.04.1997	Association trained player	Wales		16.10.2020	ACTIVE
133563	Jack Mackreth	13.04.1992	Free player	England		24.02.2021	ACTIVE
263237	Lassana Nalatche Mendes	26.12.1992	Free player	Spain		11.09.2020	ACTIVE
302279	Lee Robert Molyneux	24.02.1989	Free player	England		11.09.2020	ACTIVE
90326	Owain Llyr Morris	18.05.1996		Wales		11.09.2020	ACTIVE
11985	Nathan Peate	02.05.1991	Association trained player	Wales		11.09.2020	ACTIVE
181471	Ryan Edward Pryce	30.06.1997	Free player	England		16.10.2020	ACTIVE
197472	Alex Ramsay	15.07.1993	Association trained player	Wales		11.09.2020	ACTIVE
149396	Jonathan Rushton	17.05.1990	Free player	Wales		16.10.2020	ACTIVE
334490	Oliver Shannon	12.09.1995	Free player	England		11.09.2020	ACTIVE
189351	Kieran Lewis Smith	03.06.1992	Free player	England		11.09.2020	ACTIVE
146638	Sean Paul Smith	12.12.1994	Free player	England		11.09.2020	ACTIVE
195998	Jonathan Spittle	13.08.1994	Free player	Wales		11.09.2020	ACTIVE
119099	Anthony Stephens	21.01.1994	Free player	England		11.09.2020	ACTIVE
37286	Christopher Venables	23.07.1985	Association trained player	Wales		11.09.2020	ACTIVE
199638	Sion Sullivan	21.06.2003	Club trained player	Wales		16.10.2020	INACTIVE



Rosters – key things to note

- If a club has added only one player to a roster, only the players added to the roster will be available for selection on match day – it is therefore essential that ALL players a club wants to select from are added to the roster.
- If the competition has different elements, the roster should be added in the PARENT competition.
- If a roster is added in an element of the competition (e.g. Phase 1 of the Cymru Premier) this overrides the roster in the parent competition.
- Clubs should make a player INACTIVE on the roster if they do not want them to be included (players will remain on the roster even if they leave the club, but will not be able to be selected).



Viewing tables and results



Viewing tables and results

- Viewing team line ups
- Viewing match reports
- Viewing match results and generating a summary
- Viewing the league table



Team line-ups

When both teams confirm their line-up on COMET, an email is sent to the Competition Manager, Referee and both teams with the team sheet attached.

The line ups can also be seen in the team tabs and a team sheet can be generated with or without player photos here:

The screenshot shows the match page for FAW A FC vs Wales FC. The user is logged in as 'FAW Adult Leagues Official'. The match details include: ID: 4838805, Stadium: Bellevue Park, Date/time: 12.08.2020 14:30, Round: 2, Age category: Adults. The status is 'PLAYED'. The score is FAW A FC 0:2 Wales FC. The 'Start List' button is highlighted with a red box.

The 'Start List' page for FAW A FC vs Wales FC. The match details are: Date/time: 12.08.2020 14:30 BST, Stadium: Bellevue Park / Wales, Round: 2, Age category: Adults. The referee is Test Referee. The match observer is listed. The start list for FAW A FC includes: 1 User Guide Example GK, 2 Adult Player Test 62, 3 Adult player 65 Test 65, 16 Adult Player Test 61, 17 Adult Player Test 63, 18 Adult player Test 68, 19 Adult player 67 Test 67, 20 Adult player 64 Test 64 C, 21 Adult player 66 Test 66, 22 Adult player Test 69, 23 Adult Player 70 Test 70. The start list for Wales FC includes: 1 Richard Mahrez GK, 2 Robert Firmino C, 3 Walid Abbas, 4 Rhodri Owain Ab Dafydd, 5 Brendan Fernandes, 6 Paul Dybala, 7 Ishmael Abberton, 8 Cameron James Abbott, 9 Gareth Bench, 10 Alex Jones, 11 Alexander David Jones. Substitutions for FAW A FC include: 24 Adult Player Test 71. Substitutions for Wales FC include: 12 Andrew Jones, 13 Alun Wyn Jones, 14 Luke Abbott.



Match Reports

When the match status is changed to PLAYED, an email is sent to the Competition Manager, Referee and both teams.

The Match Report can be generated here:

The screenshot shows the match management interface for 'Test Adult Male Leagues Competition A 20/21 - Round 2 - FAW A FC - Wales FC 0:2'. The 'Match report' button is highlighted with a red box. Other visible buttons include 'Edit', 'Documents', 'Start List', and 'Start list - no photo'. The match details shown are: ID: 4838805, Competition: Test Adult Male Leagues Competition A 20/21, Round: 2, Age category: Adults, Stadium: Bellevue Park, Field: Choose, Date/time: 12.08.2020 14:30, Attendance: (empty), Status: PLAYED, and a note: FAW Adult Leagues Official 13.08.2020 09:58:23 BST. At the bottom, the score is displayed as FAW A FC 0:2 Wales FC (0:2).

The match report page displays the following information:

- Match report**
Test Adult Male Leagues Competition A 20/21
FAW A FC - Wales FC
0:2 (0:2)
- Date/time: 12.08.2020 14:30 BST
Stadium: Bellevue Park / Wales
Round: 2
Age category: Adults
Attendance:
- Referee: Test Referee (Cardiff)
1st assistant:
2nd assistant:
4th official:
Match observer:
- 1st additional:
2nd additional:
Referee observer:
VDC:

Team A	FAW A FC	ID	Team B	Wales FC	ID
1	User Guide Example	G 337038	1	Richard Mahrez	G 339147
2	Adult Player Test 62	338945	2	Robert Firmino	C 339167
3	Adult player 65 Test 65	338946	3	Walid Abbas	154017
16	Adult Player Test 61	338925	4	Rhodri Owain Ab Dafydd	19279
17	Adult Player Test 63	339025	5	Brendan Fernandes	339245
18	Adult player Test 68	339027	6	Paul Dybala	339246
19	Adult player 67 Test 67	339047	7	Ishmael Abberton	15673
20	Adult player 64 Test 64	C 339065	8	Cameron James Abbott	106202
21	Adult player 66 Test 66	339125	9	Gareth Bench	339267
22	Adult player Test 69	339186	10	Alex Jones	96618
23	Adult Player 70 Test 70	339205	11	Alexander David Jones	34634
24	Adult Player Test 71	339225	12	Andrew Jones	297544
			13	Alun Wyn Jones	20784
			14	Luke Abbott	24686

Team Manager: Lamp Frankard
Assistant coach:
Adult Coach DD:

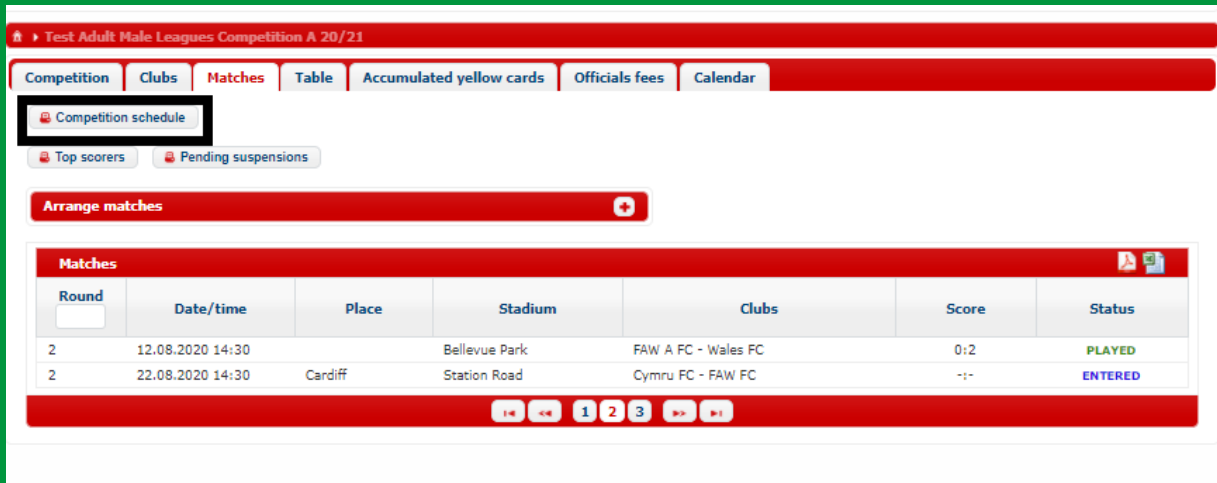
Score	0:1	0:2																		
Scorer/Min	5	2	5	45																
PK/OG																				



Match Results

The match schedule and results can be viewed round by round in the Matches tab of the competition.

You can also generate a Competition Schedule report which includes results for matches played here:



The screenshot shows the 'Test Adult Male Leagues Competition A 20/21' interface. The 'Matches' tab is selected, and the 'Competition schedule' link is highlighted. Below the navigation bar, there are buttons for 'Top scorers' and 'Pending suspensions'. An 'Arrange matches' button with a plus icon is also visible. The main content area displays a table of matches with the following data:

Round	Date/time	Place	Stadium	Clubs	Score	Status
2	12.08.2020 14:30		Bellevue Park	FAW A FC - Wales FC	0:2	PLAYED
2	22.08.2020 14:30	Cardiff	Station Road	Cymru FC - FAW FC	--	ENTERED



The 'Competition schedule' report is displayed, featuring the FAW logo and the following information:

Organisation: (1) Football Association of Wales
Competition: (4838559) Test Adult Male Leagues Competition A 20/21 - 2020/2021
TOTAL RECORDS: 6

Round 1

11.08.2020 19:45		FAW FC - FAW A FC	0:0
12.08.2020 19:45	Aberystwyth, Park Avenue	Wales FC - Cymru FC	POSTPONED

Round 2

12.08.2020 14:30	null, Bellevue Park	FAW A FC - Wales FC	0:2
22.08.2020 14:30	Cardiff, Station Road	Cymru FC - FAW FC	ENTERED

Round 3

16.09.2020 19:45	null, Bellevue Park	FAW A FC - Cymru FC	SCHEDULED
16.09.2020 19:45	Aberdare, Aberaman Park	FAW FC - Wales FC	SCHEDULED

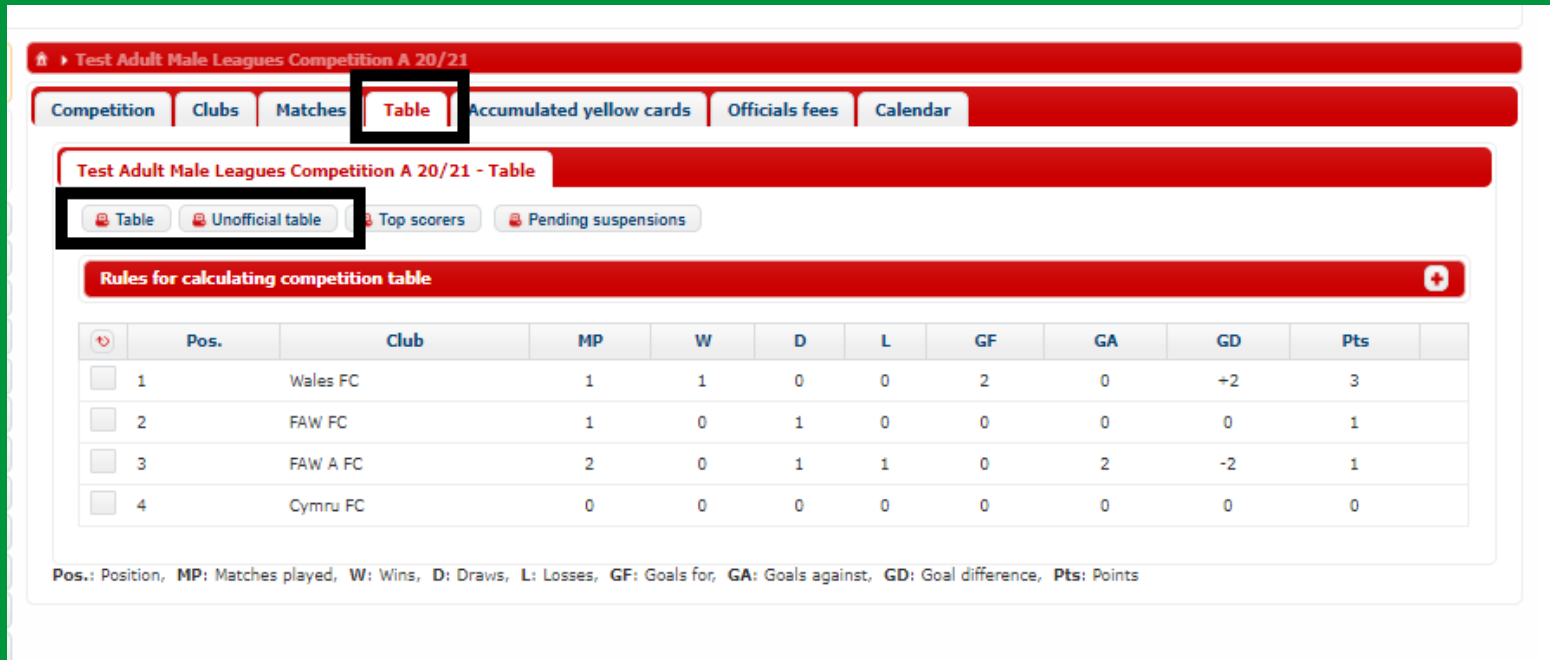


The league table

The league table can be viewed in the Table tab of the competition.

You can also generate a PDF copy of the table by clicking Table (takes into account matches moved to Played only) or Unofficial Table (also takes into account those matches not moved to Played).

Please note that the goal difference cannot be hidden.



Test Adult Male Leagues Competition A 20/21

Competition Clubs Matches **Table** Accumulated yellow cards Officials fees Calendar

Test Adult Male Leagues Competition A 20/21 - Table

Table Unofficial table Top scorers Pending suspensions

Rules for calculating competition table

	Pos.	Club	MP	W	D	L	GF	GA	GD	Pts
<input type="checkbox"/>	1	Wales FC	1	1	0	0	2	0	+2	3
<input type="checkbox"/>	2	FAW FC	1	0	1	0	0	0	0	1
<input type="checkbox"/>	3	FAW A FC	2	0	1	1	0	2	-2	1
<input type="checkbox"/>	4	Cymru FC	0	0	0	0	0	0	0	0

Pos.: Position, MP: Matches played, W: Wins, D: Draws, L: Losses, GF: Goals for, GA: Goals against, GD: Goal difference, Pts: Points

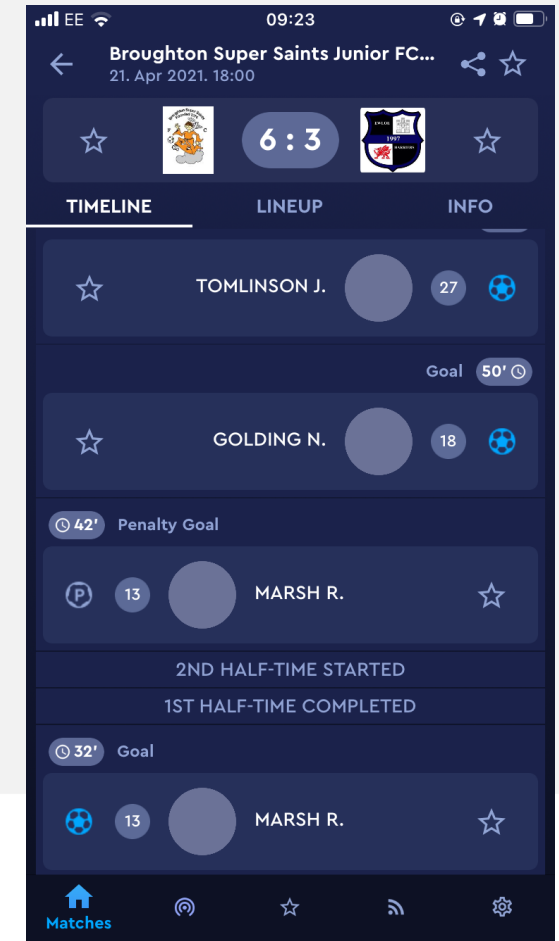
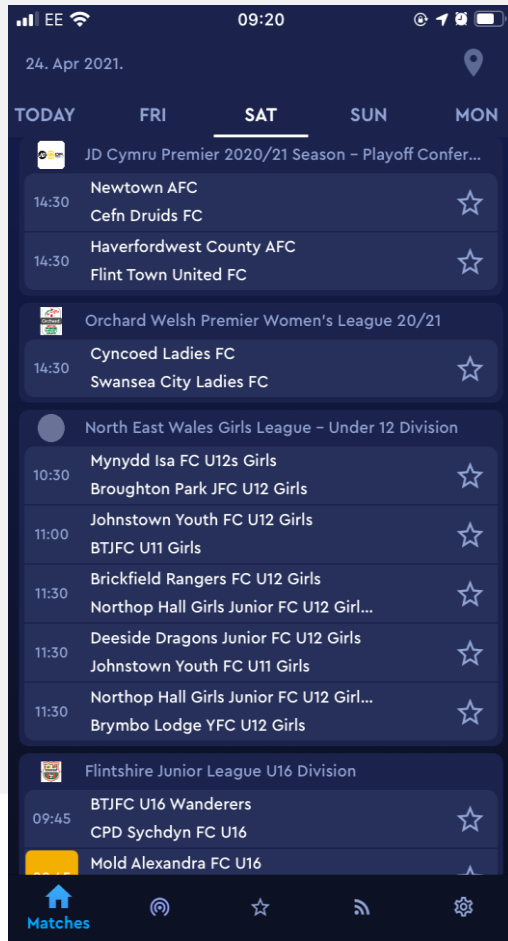


The Cymru Football App



The Cymru Football app

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



Next Steps



Next Steps

- Provide us with your competition information if you haven't already.
- We will work with you to set up your competitions and open them for entry.
- Make sure all clubs have entered your competitions. We cannot progress until they have done so.
- Work with your point of contact in the COMET team to finalise your competition – remember, please do not start your competition without making sure all teams have entered and the competition settings are correct. Once you start a competition, there is no going back!
- Training for clubs will be held at the end of June, in July and in August.
- Training for referees will be held at the end of June, in July and in August.
- We recommend that all clubs and referees attend the session before their season starts so that the information is fresh.
- Competition organisers are also welcome to attend or watch the webinars back to gain understanding of the processes from the club/referee point of view.



Other Updates



Player registrations

Player registrations are continuous, so most players who had a Confirmed registration at the end of the 2020/21 season remain registered, with the following exceptions, whose registrations will have been terminated on 31st May:

- Players who turned 16 during the season;
- Players with an eligibility registration;
- Players with an unpaid fee from the 2019/20 or 2020/21 season.

Players who had their registration terminated will need to re-register to play in the 2021/22 season.

Those players who turned 16 during the season will need to re-register to give their own consent to play. If they re-register for the same club, the fee will be written off (as long as it was paid in the 2020/21 season).



Player registrations

Please note

Players who were registered in the 2020/21 season are still covered by personal accident insurance until 30th June.

As we are now in the **close season** (1st-30th June) players are permitted to play in friendly matches without being registered.

The player registration window opens today, 9th June 2021.



Affiliation

For the 2021/22 season, there are four different elements that make up the affiliation process:



a. All Clubs must affiliate with the FAW and/or their relevant Area Association;



b. All Clubs must also affiliate with every league in which they plan to compete;



c. All Leagues must affiliate with either the FAW or their Area Association, and



d. All Area Associations must affiliate with the FAW.



a. Club to FAW / Area Association affiliation

- The process will be managed on COMET from the 2021/22 season. This means:
 - Affiliation applications will be created on, and distributed COMET for all Clubs;
 - Clubs will complete and submit their applications via COMET; and
 - Area Associations will review the submitted affiliation applications, raise any queries, and confirm the affiliations for the 2021/22 season, all via COMET.
- This process has begun and the 6 Area Associations are in the process of creating and distributing the application forms to their clubs.
- A note was sent to all Clubs on 7th June to inform them of the process.



b. Club to League affiliation

- The process will be managed on COMET from the 2021/22 season. This means:
 - Affiliation applications will be created on, and distributed COMET for all Clubs;
 - Clubs will complete and submit their applications via COMET; and
 - Leagues will review the submitted affiliation applications, raise any queries, and confirm the affiliations for the 2021/22 season, all via COMET.
- For clubs in the NEWFA area, there is no requirement to complete a separate affiliation form for league affiliation – the area association affiliation form will cover both.
- For all other Area Associations, clubs will need to complete separate COMET affiliation application forms to affiliate with their leagues. However, to simplify the process, it has been agreed that there will be a standardised affiliation application form which all of the leagues within a specific Area will then need to use.
- We are in the process of finalising the standardised application forms for each Area and aim to complete this process within the next week. The FAW will create the application form for each league – each league will then need to send this application form out to their clubs via COMET.
- As well as filling in the application, clubs will need to enter the competition through My Comet if they have not already done so.



How to send out and administer Affiliation applications

For information on how you send out and review affiliation applications as Leagues and Area Associations, please visit our COMET Support Website:

Setting up and reviewing affiliation applications:

<https://cometsupport.faw.cymru/leagues-and-area-associations/affiliation/setting-and-reviewing-affiliation-applications/>

Formatting and viewing the list of coaches at a club:

<https://cometsupport.faw.cymru/leagues-and-area-associations/affiliation/formatting-reports-coaching-and-staff-personnel/>



c. League to FAW / Area Association affiliation

- There is no affiliation application form for leagues and Areas to complete and submit via COMET - the affiliation process will be entirely based on the information recorded by leagues under their COMET profiles.
- Therefore leagues should ensure that their COMET profiles contain the information that the FAW or the Area Associations have requested in prior years, including the contact details (email addresses and telephone numbers) for their key individuals.



d. Area Association to FAW affiliation

- There is no affiliation application form for Areas to complete and submit via COMET - the affiliation process will be entirely based on the information recorded by Area Associations under their COMET profiles.
- Therefore Area Associations should ensure that their COMET profiles contain the information that the FAW has requested in prior years, including the contact details (email addresses and telephone numbers) for their key individuals.



Affiliation

- If a club operates different sections that need to affiliate to two different Area Associations, or needs to affiliate with an Area Association and with the FAW, they will need to separately affiliate with each organisation.
- If a club, league or Area Association completed their affiliation for the 2020/21 season, they do not need to pay an affiliation fee for the 2021/22 season.
- If a club, League or Area Association did not complete their affiliation for the 2020/21 season, they will also need to pay the relevant affiliation fee for the 2021/22 season.



Competition Management Support



Support in finalising your competition

- All competition organisers will have a point of contact in the COMET team, who will continue to keep in touch with you as we work to finalise your competitions.



Match day support

- An FAW 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 to get uses to the system).
- The FAW match day help desk 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 FAW match day helpdesk will be shared ahead of the season start and published at <https://cometsupport.faw.cymru/>.
- Once clubs and referees have got used to the system, the FAW match day help desk will cease and thereafter, the respective competition organisers will need to provide any match day support to their clubs and referees.



Resources and contacts

- There is an extensive library of FAW COMET 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 FAW staff are currently working partly from home and partly from the office. We therefore recommend you raise a Help Ticket or send an email if you have any queries.



Thanks for Watching!

