

FAW COMET Competition Management Training for Competition Organisers, 9th June 2021

Questions & Answers

If a Club wanted to enter another team in our lowest Division after the matches have started, can this be accommodated or once we start we cannot add in any more teams?

All teams should have entered a competition before the competition starts. You will not be able to upload fixtures including a team that has not yet entered the competition.

In an exceptional circumstance when a team needs to enter after the competition has started we can work with competition managers on how this can be achieved and the impact on the matches already played. However, please note that this will create disruption and should be avoided where possible.

We have requested to use the automated scheduling of fixtures rather than uploading via a spreadsheet, will this be covered ? If not, where do we find help for this?

If you would like to use the automated scheduling of fixtures, your contact in the COMET team can help you with this.

In brief, this is done by selecting the system you want to use in the competition settings, e.g. round-robin, elimination, and then the system will create a fixture list based on the order of the clubs in the clubs tab. If choosing an automated system you cannot add any special rules, like local derbies, or avoiding venue clashes, but you are able to make changes to the fixtures (e.g. dates, venues, reversing fixtures) after they have been generated.

Will Leagues need to add the venues if the Comet fixture generated system is used?

Clubs are able to tag a venue to each of their teams on their My Comet page – this then means that this venue will become the default home venue for that team on COMET. If this hasn't been done, or if the venue is changed, competition managers can add a home venue for each team in the clubs tab or add venues to individual matches, or in bulk in the search matches page.

Do you suggest that we use a fixture generator app/programme?

This is entirely up to the competition organiser.

If choosing an automated system you cannot add any special rules, like local derbies, or avoiding venue clashes, but you are able to make changes to the fixtures (e.g. dates, venues, reversing fixtures) after they have been generated by the system.

If you use pre-defined fixtures you can set all the details yourself to meet any fixture criteria you may have.

Either way, your contact in the COMET team can help to set this up.

Can kick off times be flexible?

It is up to the competition organiser to set kick off times, or agree them with the clubs and put them on to COMET.

If a kick off time changes after a match has been scheduled, the competition manager can change this on COMET and emails will automatically be sent to both teams and the match referees to let them know of the change.

Under My Competitions the default number of teams in a competition is 4. Who can alter that, Competition Manager or COMET team?

The number of teams in the competition we showed during the training was set at four purely for demonstration purposes as we had added four clubs into the competition. In a real competition, the number of teams will increase if further teams enter the competition. There is no limit on the number of teams that can enter a competition on COMET.

Due to the possibility of not having enough referees for any given Saturday and I know a particular game needs a qualified referee and not a club referee, can that be highlighted?

There is not a way of flagging particular matches as needing a qualified referee, but adding team line-ups and match events will work in the same way on COMET whether a referee is appointed or not. The only difference would be that the competition manager should move the match to Played to confirm it.

If not covered, if a referee agrees an appointment but you need to put them on a different fixture what would happen then?

As shown in the session, a referee appointer is able to accept or decline an appointment on a referees behalf. If a referee is changed, the referee appointer can decline the appointment to remove the referee and make a note of the reason, then appoint the referee to the different match. Alternatively, the referee can accept the different fixture and decline the original one.

What happens on the matchday if a referee changes say 1hr before kick-off and the appointer cannot update comet?

If a referee is not appointed on COMET they will not be able to access the match to see the team sheets and match events and move the match to Played to confirm it, so it is advisable to appoint a referee on COMET at the referee appointers earliest opportunity.

You are able to allocate more than one referee appointer or competition manager to a competition (and someone may hold both roles), so you have back up if the main referee appointer is unavailable.

As a Competition Organiser of a Tier 4 league, when can I appoint the referees. Do I have to wait for appointments to be made at Tier 1/2 and 3 before appointing? Also, does Tier 4 have seniority of appointing referees over Tier 5?

This would work as it has previously done off COMET, where the referee must prioritise higher tier appointments (please check with your area association Referees Officer or the FAW Referees Manager if you need further advice).

COMET gives the advantage of being able to see on the system whether a referee is already appointed, and to which match, before trying to appoint them.

I missed some of the webinar, when will the recording be available? Thanks

The recording is available [here](#), along with recordings and presentations from our previous webinars.

Who can set the status to played?

As covered in the session, a referee or competition manager can set the match status at Played. Please refer to the webinar presentation for a rundown of who can change all statuses.

If you postpone a round 2 match for a later date does this still class as a round 2 game?

Yes, the round number would remain the same when the date was changed..

Will suspended players be shown as INACTIVE on the roster?

No, suspended players will not show as INACTIVE on the roster, but they will show in red (or with an exclamation mark on the app version) and will be unable to be selected in the team line-up.

Can you print out the team sheets and match reports direct from Comet?

Yes, you can generate a PDF copy of the team sheet and match report from COMET which can be printed.

Do leagues have to pay a fee to affiliate for this season if they paid last season

No, if a league affiliated in the 2020/21 season they do not need to pay to affiliate for the 2021/22 season, just to make sure that all the information required by the FAW or Area Association is included in their COMET profile.

Will clubs have to pay to enter competitions in 2021/22 season ?

It is competition entries that have been carried across to the new season, so if a club entered a team into a competition on COMET in the 2020/21 season and have not been refunded for entry, they will remain in the competition and will not need to enter again.

If a competition was not on COMET for entry in the 2020/21 season, clubs will have to enter teams on COMET, but if they have already paid for the competition, there will be a free entry option.

If running an U12 non Competitive competition and all matches are friendlies does this need to go on COMET i.e. fixtures?

Friendly matches do not need to be on COMET, however if a league want to run a friendly competition via COMET they may, and have the option of hiding the competition from the Cymru Football app.

If a league is not charging an entry fee the PAYABLE button may be confusing. If appropriate can this be removed?

If a club entered a team into a competition on COMET in the 2020/21 season and have not been refunded for entry, they will remain in the competition and will not need to enter again.

If a team needs to enter a competition, because they did not enter last season or the competition was not on COMET last season, they will need to enter on COMET even if the competition is free to enter, as in entering a team is automatically added to the clubs tab on COMET and accepts the terms and conditions of the competition.