

# COMET Referee Training

Using COMET on match day

July 2021

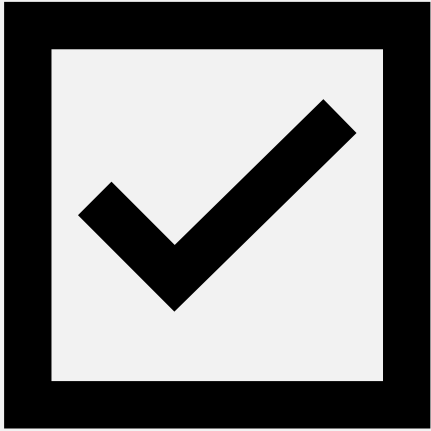


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# Preparing for the season



- Make sure you have a CONFIRMED registration on COMET (guides [here](#)).
- Make sure your contact details are up to date, including your emergency contact/next of kin details (guide [here](#)).
- If there are times that you are unavailable to be appointed, indicate this on COMET (guide [here](#)).
- Make sure you have accepted or declined all matches you have been appointed to (guide [here](#)).
- Download the COMET Football match day app.



# Using COMET on match day

- All adult, youth and junior competitions will use COMET on match day for the 2021/22 season. This will replace paper team sheets and match reports.
- As a referee, you will be able to:
  - Indicate your availability on COMET
  - Accept or decline match appointments
  - View team line-ups
  - Check and add yellow and red cards
  - Confirm match details after a match
  - Postpone or abandon a match
  - Enter a misconduct report
- Remember – you must have a Confirmed referee registration on COMET to be able to be appointed to a match.
- This webinar will show you how to use COMET to carry out all these tasks.



# What is Competition Management on COMET?

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



# Overview of Competition Management on COMET so far



Matches recorded on  
COMET  
4,400



Match events (goals,  
subs, cards)  
43,000



# The new COMET Football app



# COMET web and app versions

- All processes that are managed on COMET (registrations, payments, etc) can be carried out on the web version of COMET.
- In addition, match related processes (accepting/declining a match appointment, viewing team line-ups, adding match events, entering a misconduct report, changing a match status) can be carried out on the COMET Football app.
- The COMET Football app is only accessible to COMET users, not the public.
- The COMET Football app is being launched in July 2021 and replaces the previous mComet app.
- The new app is more user friendly and offers additional features.





# The new COMET Football app

- All processes that are managed on COMET (registrations, payments, etc) can be carried out on the [web version of COMET](#).
- In addition, match related processes (accepting/declining a match appointment, viewing team line-ups, adding match events, entering a misconduct report, changing a match status) can be carried out on the new **COMET Football** smartphone app, iphone or android versions.
- The new **COMET Football app** has been launched in July 2021.
- The new app will replace the mComet app as the app accessed by COMET system users for match day tasks.
- The COMET Football app is user friendly and includes extra features not previously available on the mComet app. Further enhancements will also be added in future including the ability for referees to enter their availability/unavailability via the COMET Football app.
- The COMET Football app is available from the [apple store](#) and [Google Play store](#) free of charge.
- The mComet app will continue to work but will be phased out when COMET users have had the opportunity to get the new app.



# Differences between COMET web and app features

Task	COMET web version	mComet app	New COMET Football app
Indicating availability	Yes	No	Coming soon
Accepting or declining match appointments	Yes	No	Yes
Viewing matches	Yes	Yes	Yes
Finding a match location	Yes	No	Yes
Viewing and correcting team line-ups	Yes	Yes	Yes
Adding match events	Yes	Yes	Yes
Confirming a match by moving the status to PLAYED	Yes	Yes	Yes
Postponing or Abandoning a match	Yes	Yes	Yes
Entering a misconduct report	Yes	No	Yes



# COMET web and app versions

- This webinar will show you how to carry out tasks on the most commonly used version of COMET, e.g. for match day tasks where most users will be on the pitch not in front of a computer, we will demonstrate on the app.
- We will provide links to guides to the alternative version where available.



# Terminology

- **COMET**– this is the web based system that you access via [comet.faw.cymru](http://comet.faw.cymru) and log-in using your credentials. This is the system used for registrations and payments.
- **COMET Football app** – this is the new app based system that needs to be accessed on a tablet or smartphone. You need to download it via the Google Play or apple store. It is only accessible to COMET system users and is used to do match day tasks (e.g. select team line-ups, add match events, confirm match results). You log-into COMET Football app using the same username and password that you use to log into the COMET web version
- **Cymru Football app** – this app is available to everyone and allows fans of Welsh football to follow domestic and international football, with live updates and statistics drawn from the data entered into COMET. Match and competition information entered on COMET or the COMET Football app, appears on the Cymru Football app.



# Indicating availability



## Indicating your availability and unavailability

To help Referee Appointers to only offer match appointments to match officials that are available to officiate, and to also reduce the number of appointments you have to decline (due to you being unavailable), the COMET system allows you to indicate:

- Set periods that you are unavailable to be appointed, e.g. when you are on holiday;
- Regular slots when you are unavailable, e.g. not being able to officiate on certain days due to work;
- If you are mostly unavailable, you can highlight dates and times when you are available;
- Clubs that you should not officiate due to a conflict, e.g. you have a family member involved with the club.
- [Click here for a guide to indicating availability or unavailability.](#)



# Indicating availability and unavailability



[Click here for a video guide to indicating availability](#)



# Accepting or declining match appointments





# Accepting or declining provisional match appointments

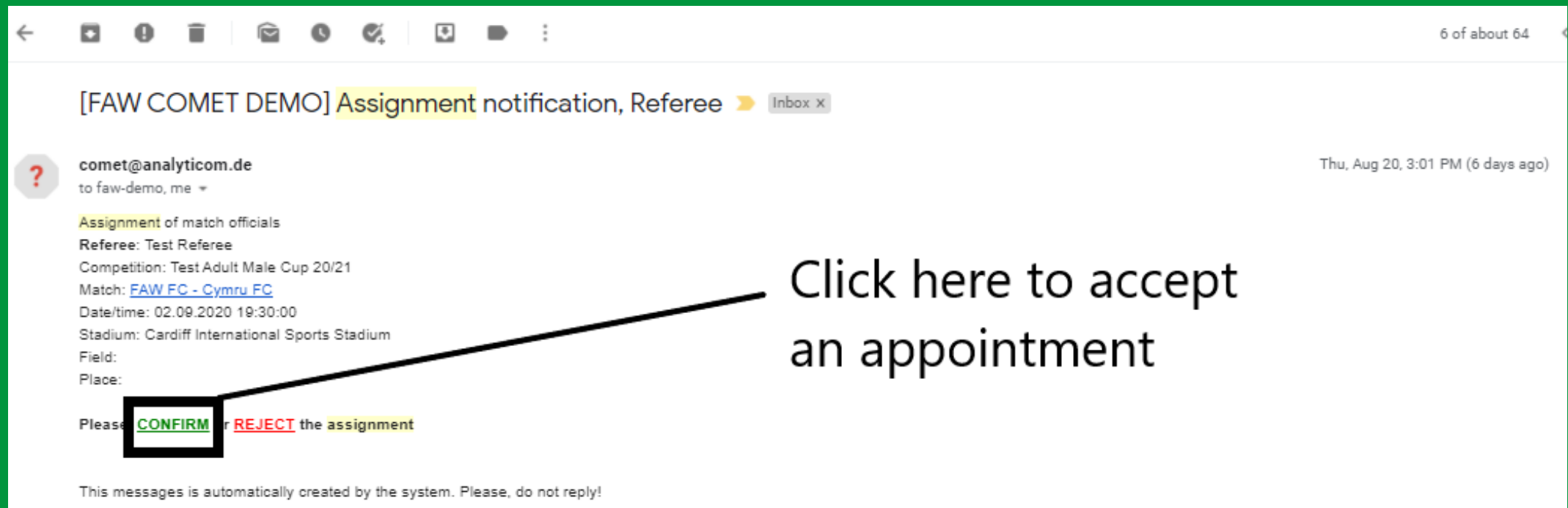
- Match appointments for all competitions using the COMET system (adult, youth and junior from under 12s up) will now be made through the COMET system.
- All match appointments on COMET are provisional – this means that you will need to accept or reject the provisional appointment
- You will receive an email to notify you when you are provisionally appointed to a match.
- You can accept or decline a provisional match appointment in one of three ways: by either clicking the **Confirm** or **Reject** buttons on the system generated email you receive (will be sent to the email address you used on your registration), via the COMET Football App or by logging into COMET.
- If you decline a provisional match appointment the Referee Appointer receives an email to let them know.
- If for any reason you cannot access your email, the COMET Football app or the COMET system, you can call the Referee Appointer who can then accept or decline the provisional match appointment on your behalf.
- You **must** accept the provisional appointment before you will be able to edit and confirm the match details.
- If you decline a provisional match appointment on COMET, or accept the appointment and later change your mind, you will need to provide a reason.



# Accepting a provisional match appointment via the email

The match appointment email will contain the match details.

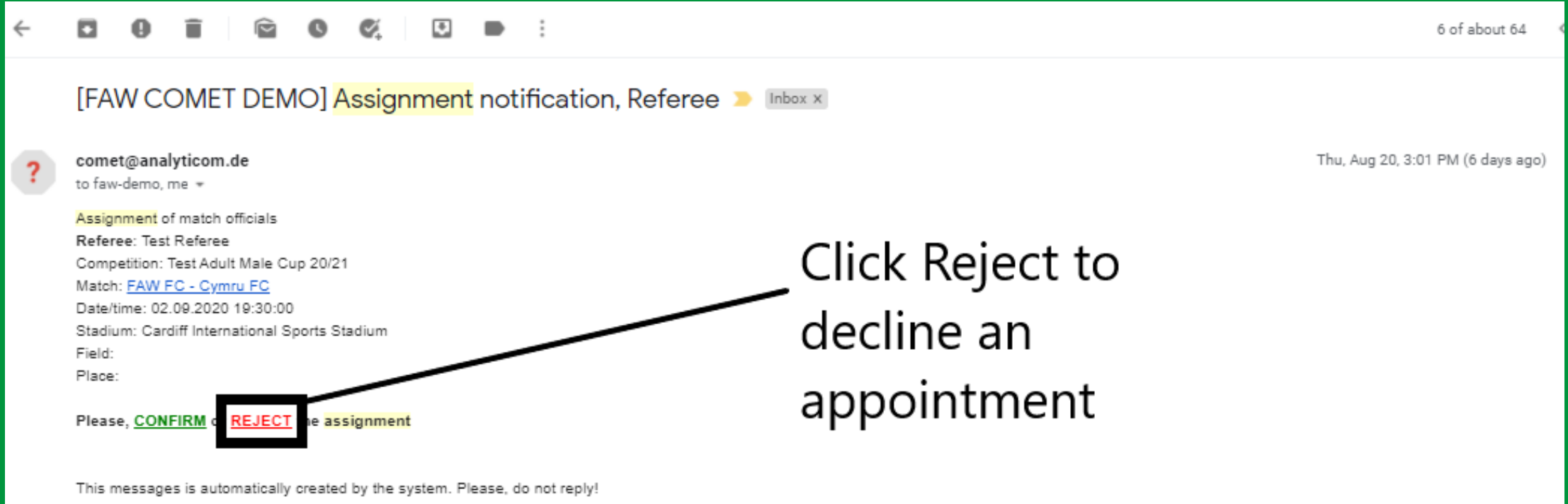
You can accept the provisional match appointment immediately by clicking Confirm in the email.



# Declining a provisional match appointment via the email

You can decline a provisional match appointment immediately by clicking Reject in the email.

When you decline a provisional match appointment you are removed from the match and the Referee Appointer receives an email to let them know.



[FAW COMET DEMO] Assignment notification, Referee > Inbox x

comet@analyticom.de  
to faw-demo, me

Thu, Aug 20, 3:01 PM (6 days ago)

Assignment of match officials  
Referee: Test Referee  
Competition: Test Adult Male Cup 20/21  
Match: [FAW FC - Cymru FC](#)  
Date/time: 02.09.2020 19:30:00  
Stadium: Cardiff International Sports Stadium  
Field:  
Place:

Please, [CONFIRM](#) or [REJECT](#) the assignment

This messages is automatically created by the system. Please, do not reply!

Click Reject to decline an appointment



# Accepting or declining a provisional match appointment



[Click here for a video guide to accepting or declining a provisional match appointment](#)



# Accepting or declining provisional match appointments

[Click here for a guide to accepting or declining a provisional match appointment – COMET Football app](#)

[Click here for a guide to accepting or declining a provisional match appointment – COMET web version](#)



# Viewing matches and receiving notifications



# My next matches – COMET Football app

Your home screen in the COMET Football app shows the next matches you have been appointed to.

**Please note** – you will not be able to see any matches until the season start is confirmed, fixtures have been uploaded by the competition organiser, and you are appointed to matches. Sometimes, competition organisers will only upload some of the fixtures which might explain why you cannot see games you think you are due to be appointed to

A **green** circle means you have accepted the appointment.

An **amber** circle means you have not yet accepted or declined the provisional match appointment.



# My next matches – COMET web version

When you log into COMET, the list of matches you have been appointed to will show on your home page.

You can also view these under **Referees and Officials** and **My next matches**.

**Please note** – you will not be able to see any matches until the season start is confirmed, fixtures uploaded by the competition organiser, and you are appointed to matches.

A **green** circle means you have accepted the appointment.  
An **amber** circle means you have not yet accepted or declined the appointment.



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

[Home](#) [MyComet](#) [Wiki](#) [User settings](#) [Change language](#) [Logout](#)

**DEMO - POSTGRESQL**

**User Guides**

FAW COMET SUPPORT

- Players
- Coaches and Staff
- Clubs
- Stadiums
- Competitions
- Referees and Officials
- Disciplinary
- National Teams
- Licence Application
- Organisations

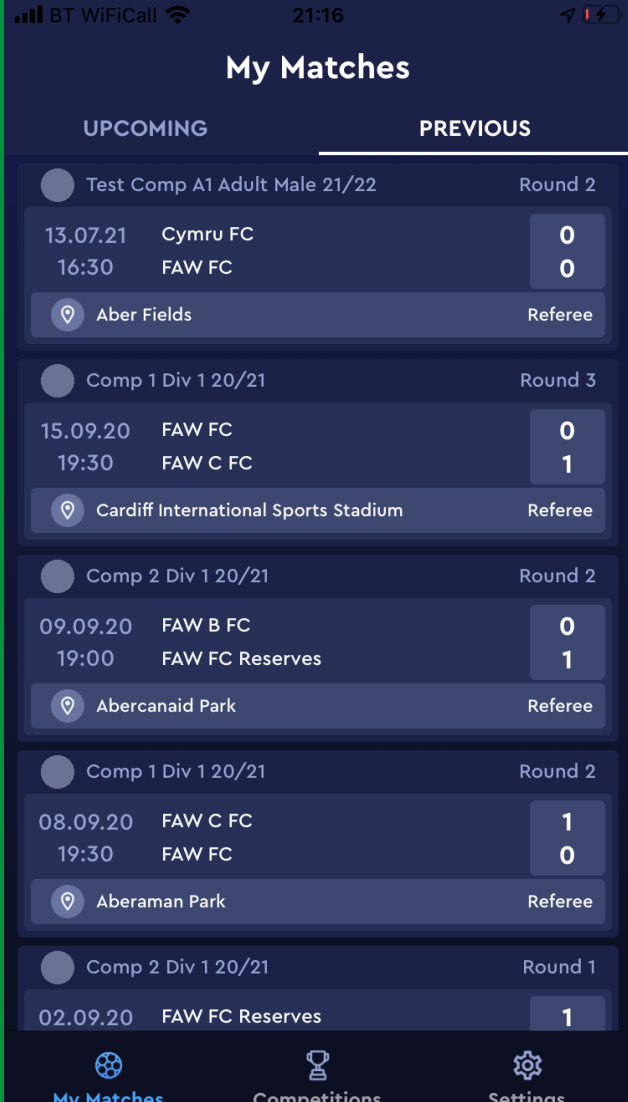
Round	Date/time	Place	Competition	Stadium	Clubs	Score	Status	Type	
1	20.08.2020 19:45	Aberystwyth	Test Adult Male Leagues Competition A 20/21	Park Avenue	Wales FC - Cymru FC	0:0	SCHEDULED	1st assistant	●
1	31.08.2020 14:30	Aberdare	Test Senior League 1 20/21	Aberaman Park	FAW FC - Cymru FC	0:0	SCHEDULED	Referee	●
1	31.08.2020 19:00	Prestatyn	Test Senior League 1 20/21	Bastion Gardens	FAW A FC - Wales FC	-:-	SCHEDULED	4th official	●
1	05.09.2020 14:30		FAW Academy League Under 16s 20/21		Cardiff Met University FC - Barry Town United AFC	-:-	SCHEDULED	Referee	●
2	16.09.2020 19:30		Test Adult Male Cup 20/21		Cymru FC - Wales FC	-:-	SCHEDULED	1st assistant	●

1 - 5 of 5 results Page 1/1



# My previous matches COMET Football app

On the COMET Football app you can view your previous matches in the **Previous** screen.




The screenshot shows the 'My Matches' screen in the COMET Football app. The screen is divided into two tabs: 'UPCOMING' and 'PREVIOUS'. The 'PREVIOUS' tab is selected, showing a list of matches. Each match entry includes the competition name, round, date, time, teams, score, venue, and referee. The matches are listed in descending order of date.

My Matches							
UPCOMING				PREVIOUS			
● Test Comp A1 Adult Male 21/22 Round 2							
13.07.21	Cymru FC		0				
16:30	FAW FC		0				
📍 Aber Fields							Referee
● Comp 1 Div 1 20/21 Round 3							
15.09.20	FAW FC		0				
19:30	FAW C FC		1				
📍 Cardiff International Sports Stadium							Referee
● Comp 2 Div 1 20/21 Round 2							
09.09.20	FAW B FC		0				
19:00	FAW FC Reserves		1				
📍 Abercanaid Park							Referee
● Comp 1 Div 1 20/21 Round 2							
08.09.20	FAW C FC		1				
19:30	FAW FC		0				
📍 Aberaman Park							Referee
● Comp 2 Div 1 20/21 Round 1							
02.09.20	FAW FC Reserves		1				


At the bottom of the screen, there are three icons: a soccer ball for 'My Matches', a trophy for 'Competitions', and a gear for 'Settings'.



# My previous matches - COMET web version



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



[Home](#) [MyComet](#) [Wiki](#) [User settings](#) [Change language](#) [Logout](#)

**DEMO - POSTGRESQL**

**User Guides**

[FAW COMET SUPPORT](#)

[Players](#)

[Coaches and Staff](#)

[Clubs](#)

[Stadiums](#)

[Competitions](#)

[Referees and Officials](#)


[My next matches](#)

[My previous matches](#)

[Availability](#)

[My personal info](#)

### My previous matches

Round	Date/time	Place	Competition	Stadium	Clubs	Score	Status	Type	Mark
2	24.08.2020 14:00		Test Senior League 1 20/21	Cardiff International Sports Stadium	Wales FC - Cymru FC	1:1	PLAYED	4th official	

[1](#) 1 - 1 of 1 results Page 1/1

On the web version, you can view your previous matches and their results under **Clubs** and **My previous matches**.



# The match page

To access full details for each match, click on or tap the match and you will see the match page.

Test Competition 1

Round 6

FAW FC - FAW A FC

Match

FAW FC

FAW A FC

Fair Play

Expenses

Referee observer

Edit

Documents

Match report

Start List

Start list - no photo

ID: 4815200

Competition: Test Competition 1

Round: 6

Age category: Adults

Stadium: Cardiff International Sports Stadium

Field: Choose

Date/time: 28.03.2020 14:00

Attendance:

Status: SCHEDULED

FAW FC

-:-

FAW A FC

Match Officials

Referee: Test Referee 3 (Cardiff)

1st additional assistant:



BT WiFiCall 11:58

← Cymru FC - FAW FC  
Test Comp A1 Adult Male 21/22

INFO HOME AWAY

Location  
Aber Fields

Date/Time  
13.07.2021  
16:30

Attendance

Match phases  
Start End ST Result  
1H - - -

Status: SCHEDULED  
Rebecca Crockett  
13.07.2021 16:59

My Matches Competitions Settings

# System generated email notifications

You will receive system generated email notifications (to the email address you provided for your registrations) from the system when:

- You are appointed to a match;
- The status of a match you are appointed to changes, e.g. match postponed by competition manager;
- A change is made to the match, e.g. change of kick off time or venue, fixture reversed;
- Both teams have confirmed their team line-up;
- The match details and result are confirmed, by being moved to Played.



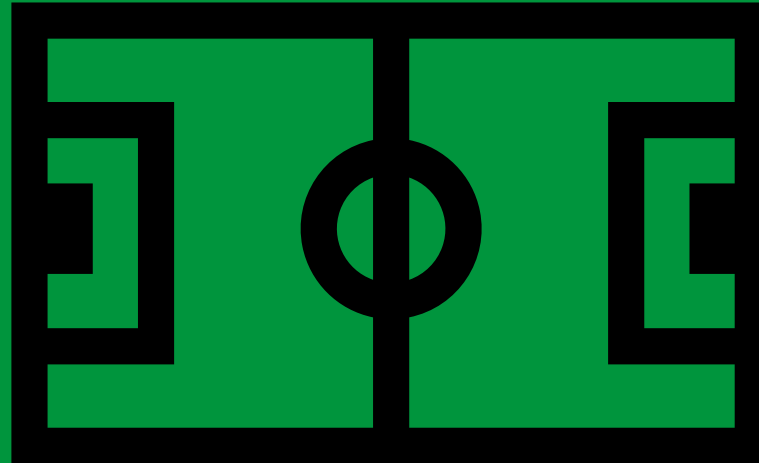
# Match day tasks



# A referee's match day process

## Pre-match

- Check team line-ups have been submitted by clubs;
- If required, amend team line-ups after club has confirmed them (in case someone is injured in the warm up);
- If required, move match status to POSTPONED (or ABANDONED if the game starts but cannot be completed)



## Post-match

- Check match events added by clubs are correct;
- Where needed, correct and add further match events including yellow and red cards;
- When applicable, add misconduct details;
- Move match status to PLAYED.



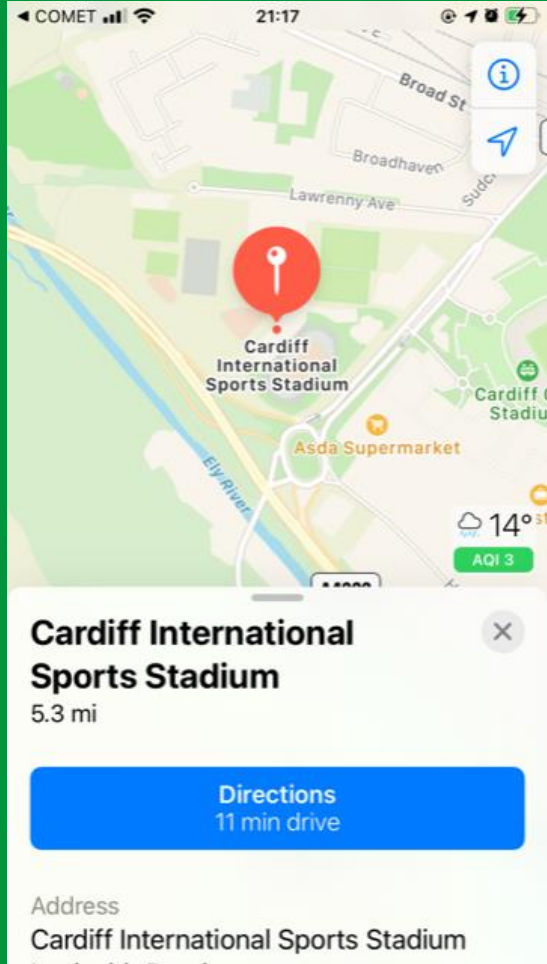
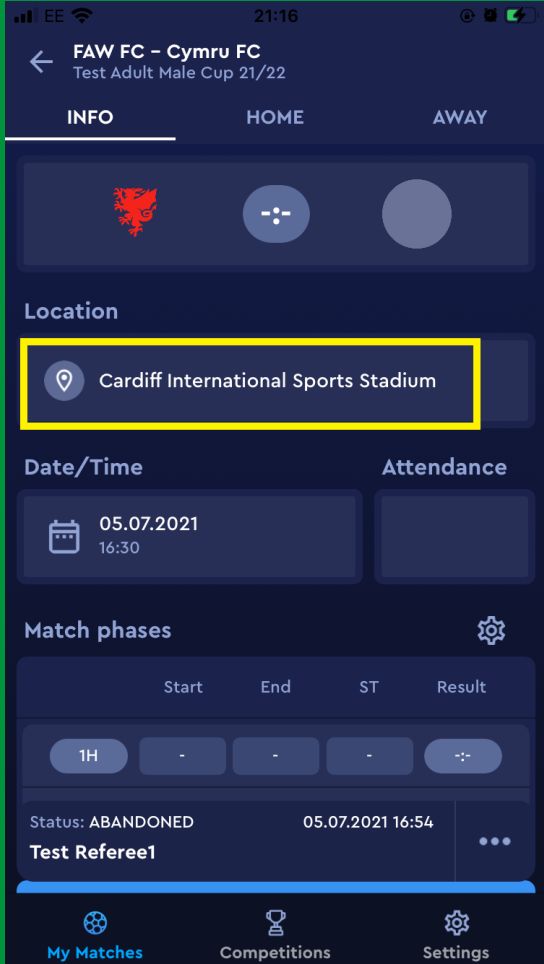
# Finding a match location



## Finding a match venue location

In the COMET Football app, tap the match location to find the match venue in your smart phone map app.

[Click here for a guide to finding a match location on the COMET Football app.](#)





# Viewing and correcting team line-ups



# Team line-ups

- Teams should now submit their line-ups via COMET and not via a paper team sheet .
- Each club is responsible for selecting and confirming their own team line-ups on COMET.
- Team line-ups need to be submitted via COMET by the deadline specified in the competition rules.
- When both clubs submit their team line-ups, the team sheet is automatically emailed to **both clubs**, the **referee** and the **competition manager**.
- You can also see the team line-ups in the clubs tabs of the match page or on the COMET Football app.
- Only players with a Confirmed registration with the club, and who are within the gender and age group parameters of the competition, will show on COMET as available for selection to the team sheet.
- Coaches registered at the age category of the competition will be available for selection. At least one coach must be selected for the club to confirm the team sheet.
- If a player or coach is showing in **red** this means that they are suspended, either as a result of being sent off or reaching a yellow card threshold, or for having an overdue disciplinary fine or player registration fee.
- When a club has confirmed their team line-up, they are no longer able to edit it, however the referee can edit the team line-up, e.g. in the case of a selected player getting injured in the warm-up.



# Email notification when both teams confirm line-ups

 comet@analyticom.de  
to faw-demo, me ▾

Notification on both clubs confirming their **line-ups**:  
Competition: Test Senior League 1 20/21  
Round: 2  
Match: [Wales FC - Cymru FC](#)  
Date/time: 14.09.2020 19:30:00  
Stadium: Cardiff International Sports Stadium  
Place:

Kind Regards,  
COMET SUPPORT Team

---

Original recipient: [cometsupport@faw.com](mailto:cometsupport@faw.com)  
Notification on both clubs confirming their **line-ups**: Competition: Test Senior League 1 20/21 Round: 2 Match: W  
COMET SUPPORT Team ----- Original recipient:

---

 matchStartList\_48...

**Start List**  
**Test Senior League 1 20/21**  
**Wales FC - Cymru FC**

Date/time: 14.09.2020 19:30 BST  
Stadium: Cardiff International Sports Stadium / Wales

Round: 2  
Age category: Adults

Referee: Test Referee  
1st assistant: Ref Comet Test  
2nd assistant: Test Referee 3  
4th official: Test Referee5  
Match observer:

1st additional:  
2nd additional:  
Referee observer:  
VDC:

Wales FC	Cymru FC
15 Samuel Antony Abbit GK	1 Test Example1 GK
2 Robert Firmino	3 Test StrikerExample
3 Walid Abbas C	4 Test Example 4 C
4 Rhodri Owain Ab Dafydd	5 Test CBExample
5 Brendan Fernandes	6 Test Example2
6 Paul Dybala	7 Andrew Iniesta
7 Ishmael Abberton	8 Test Example5
9 Gareth Bench	9 Lewis Suarez
10 Alex Jones	10 Phillip Abdallah
11 Alexander David Jones	13 Max Aaron
12 Andrew Jones	14 Wilder Chris
<b>Substitutions</b>	<b>Substitutions</b>
1 Richard Mahrez	2 Luke Gwyn Aaron
13 Alun Wyn Jones	11 Test Example3



# Viewing and editing team line-ups



[Click here for a video guide to viewing  
and editing team line-ups](#)



# Team line-ups – key points to remember

- Clubs should remember to Confirm their team line-up when they have selected the team and coaches.
- At least one coach must be named on a line-up before it can be confirmed.
- After Confirming a team line-up, clubs cannot edit it, so they may request help from the Referee if the line up needs to be changed.
- In the event that nobody from a club is able to access COMET to submit a team line-up due to system or signal issues, they will need to submit a paper team sheet to the match referee by the normal deadline for the competition.
- Clubs will still have to submit their electronic team line-up via COMET as soon as they can get system access and have been asked to inform the referee when they have done so. This electronic team line up should then be compared back to the paper team line up to ensure that there are no discrepancies.
- Please note, failure to use COMET means there is a risk of clubs fielding an ineligible player. Results, tables and match events will not be updated until the match information is added to COMET



# Team line-ups – user guides

Here we have shown how to see a team line-up on the COMET Football app as this is the most common way a line-up is selected on match day, but please see the links below for user guides to both web and app versions.

[Click here for a guide to viewing and editing team line-ups on the COMET Football app](#)

[Click here for a guide to viewing and editing team line-ups on the COMET web version](#)



# Adding and editing match events



# Adding Match Events

- Match events are goals, substitutions and cards (also missed penalties, own goals and assists) and should be recorded on COMET by the clubs.
- Match events can be added via the COMET Football app (preferred option) or the web version of COMET.
- Ideally these should be added in real time by the home club. This information will then feed through automatically to the Cymru Football public app which will allow people to follow matches electronically. It will also update the statistics of players and coaches.
- If Clubs cannot record the match events during the game, then they need to be added as soon as possible after the game.
- In order to avoid duplication, we recommend that the **home club** records the match events on behalf of **both teams**.
- After the match, the home club has been asked to let the Referee know once they have finished adding the match events or if they have had problems in adding any.
- The Referee should check the match events added, in particular the cards, and if necessary correct them and add any missing events.
- Please keep in mind that clubs may not know the reasons for cautions, so please always check that cards are added to the correct player and with the correct reason.





# Adding and editing match events



[Click here for a video guide to adding  
and editing match events](#)



# Adding and editing match events – user guides

Please see the links below for user guides to adding and editing match events in web and app versions of COMET.

[Click here for a guide to adding and editing match events on the COMET Football app](#)

[Click here for a guide to adding and editing match events on the COMET web version](#)

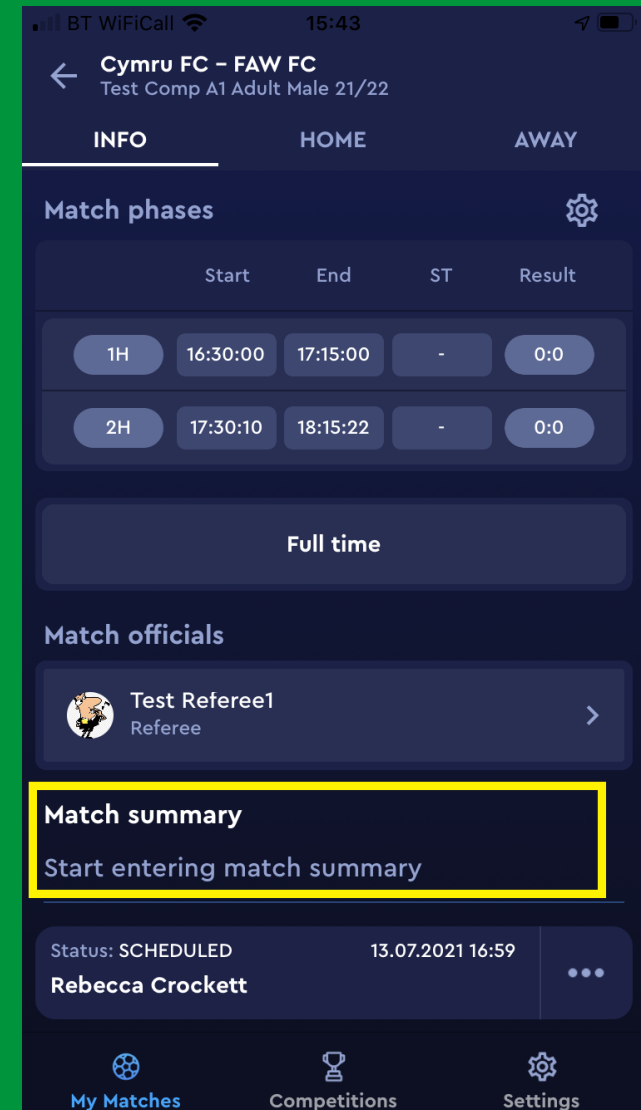


# Entering a misconduct report



# Submitting a misconduct report

- Referees no longer need to fill in and post a paper Misconduct Report.
- Instead, a Misconduct report can be submitted on either the COMET Football app or on the COMET web version.
- After the match, if filling a misconduct report, you should fill in the Match summary section on the match screen before moving the match to PLAYED.
- When the Referee moves the match status to PLAYED, an email is sent to the Competition Manager, Disciplinary Manager and participating teams which includes the content of the misconduct report.
- If the misconduct report is long or contains confidential/sensitive information, and you do not want to delay moving the match to PLAYED, you may choose to send the misconduct report separately by email - please make a note of this in the Misconduct report box e.g. "Misconduct report to follow by email"



# Submitting a misconduct report



[Click here for a video guide to submitting  
a misconduct report](#)



# Submitting a misconduct report– user guides

Please see the links below for user guides to submitting a misconduct report on the web and app versions of COMET.

[Click here for a guide to submitting a misconduct report on the COMET Football app](#)

[Click here for a guide to submitting a misconduct report on on the COMET web version](#)



# Changing a match status



# Changing a match status

- When a match is added to COMET, the initial match status is ENTERED.
- When the match is moved from ENTERED to SCHEDULED by the Competition Manager, provisional match appointment emails are then automatically sent out to Referees.
- At the end of a match, when all match events have been added and checked, and the misconduct report filled, it is the responsibility of the Referee to change the match status to PLAYED.
- This confirms the match result (and match events), makes the match report available, and also automatically updates the league table, team, player and coach statistics, and disciplinary sanctions.
- Until a match is moved to PLAYED, these items remain open and are not updated, therefore it is important to move the match to PLAYED as soon as possible after the final whistle.
- Each competition organizer will have a deadline by which the referee must confirm the match result by moving the match stats to PLAYED on COMET. Further information will follow on this.
- Once a match is changed to PLAYED, it can no longer be edited by a club or referee, so please do not do this until all match events are completed.





# Changing a match status

- A Referee can also change a match to POSTPONED or ABANDONED statuses.
- A match status should be moved to POSTPONED if the match cannot take place e.g. due to weather or pitch conditions.
- A match status should be moved to ABANDONED if the match has started but cannot be completed.
- To be moved to either PLAYED, POSTPONED or ABANDONED, a match status must firstly be at SCHEDULED.



# Changing a match status



**[Click here for a video guide to changing a match status](#)**



# Changing a match status– user guides

Please see the links below for user guides to changing a match status in the web and app versions of COMET.

[Changing a match status – COMET Football app](#)

[Changing a match status to Played – COMET web version](#)

[Changing a match status to Postponed or Abandoned – COMET web version](#)



# Support Resources



# Match day support

- An FAW match day help desk will be open on match days (Saturdays only) 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 used 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 your area association or the relevant FAW dept:
  - Referee registration queries should be sent to the FAW Referees Manager or your Area Association Referee Officer
  - Referee appointment queries should be sent to your competitions Referee Appointer
  - [safeguarding@faw.co.uk](mailto:safeguarding@faw.co.uk) – Safeguarding/DBS queries
  - [discipline@faw.co.uk](mailto:discipline@faw.co.uk) – Discipline related queries
  - [cometsupport@faw.co.uk](mailto:cometsupport@faw.co.uk) – COMET system issues – only to be used if you cannot access COMET to log a help ticket
- 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.



**Diolch, Thank you.**

