



## **COMET Competition Management** **Hints and tips for Referees**

In order to help referees with their COMET match day tasks, please see below some hints and tips:

### **1. Recording your availability and unavailability dates / times on COMET (please see page 13 of the user guide)**

- To assist competition organisers when they come to appointing referees, please ensure that you enter on your COMET profile, the dates when you are available/unavailable to officiate.
- This will speed up the appointment process as you will then avoid having to reject match appointments you are offered on days when you are unavailable.

### **2. Accepting or rejecting your provisional match appointments (please see page 16 of the user guide)**

- Please remember to accept or reject the match appointments you are offered. All match appointments are provisional and therefore you must respond to the request. If you do not respond, your appointment will not be confirmed.
- You can accept or reject your provisional match appointment in one of three ways:
  - by responding to the system generated email,
  - by logging onto your COMET profile; or
  - via the new COMET Football app.

### **3. Checking your upcoming matches (see page 22 of the user guide)**

- You can check your upcoming matches by logging into your profile on COMET or via the new COMET Football app.
- Please note that if you have:
  - rejected a match appointment, it will no longer appear on your profile.
  - if you have yet to respond to the provisional match appointment, an orange circle will appear next to the game on your profile; and
  - if you have already accepted the match appointment, a green circle will appear next to the game on your profile.
  - You can also find the location of your matches on the COMET Football app.

### **4. Viewing and editing Team line-ups (see page 33 of the user guide)**

- Teams must select and confirm their time line-up via COMET and do so in accordance with the deadlines set by the competition organisers.
- In order to submit a line-up, clubs need to make sure that they have select a captain and a goalkeeper. If they do not, the system will not allow them to submit their team line-up.
- We have also reminded all clubs to read the rules for each competition that they enter and ensure they understand which players may not be eligible for selection (especially FAW Rule 62).
- Once a team has been submitted and confirmed on COMET, the team cannot make any changes to its line-up. However, a referee can still make some changes to the team line-up, if for example a player gets injured in the period between submitting the line-up and kick off.

## **5. Adding, deleting, or editing match events (see page 39 of the user guide)**

- Teams are required to record the match events (goals, substitutions, yellow and red cards) on COMET and ideally, do this during the game so that the details appear on the Cymru Football app in real time mode.
- In order to avoid duplication, we recommend that the match events for both teams are entered on the COMET Football app by a user from the home team.
- Clubs have also been shown how to delete or edit a match event entered in error.
- Once the game has finished, referees should check the match events that have been entered, and if necessary, make any changes (by adding missing match events e.g. cards not recorded; correct match events entered against the wrong player (e.g. yellow card has been recorded against Player 10 but it was issued to Player 9); amend the reason for a yellow or red card etc)
- Please note that these changes must be made whilst the match is still at status SCHEDULED.

## **6. Recording misconduct (see page 43 of the user guide)**

- Yellow and red cards are recorded as match events and allocated against the relevant player or coach.
- If there is any misconduct to report, then this should also be done via COMET. There is no longer any need for referees to complete paper misconduct reports.
- Please note that the misconduct information must be recorded before the status of the match is moved to PLAYED.
- If due to a sensitive situation, a referee prefers to submit the misconduct report on COMET after he/she has left the ground, then we recommend the referee moves the game to PLAYED on COMET as soon as possible after the final whistle and then states "Misconduct report to follow by email" in the relevant section of the COMET Football app. Once the referee is at home, he/she can then provide further details via email to the disciplinary secretary at either the FAW or relevant Area Association.

## **7. Confirming the match result (see page 47 of the user guide)**

- The match result is only confirmed on COMET once the referee moves the match status from SCHEDULED to PLAYED.
- In doing so, the system then automatically updates the league tables, the player/coach/referee statistics and also the disciplinary records.
- It is important that all referees move the status of a match to PLAYED as soon as possible after the final whistle. However, the match should only be moved to PLAYED, once:
  - The referee is happy that the score is correct and that all of the match events have been correctly recorded; and
  - The misconduct details (if applicable) have been entered.