THE FOOTBALL ASSOCIATION OF WALES

Match officials using the COMET website to record matchday activities

A comprehensive guide on how Match officials perform their matchday activities using the COMET website.

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Introduction

On match days, referees will need to use COMET for the following tasks:

- Editing the team line-ups submitted by the participating teams;

- Checking and amending (if necessary) the match events entered by the home team, namely:

1. The goal scorers and time of each goal;
2. The substitutions and time of each substitution

- Adding details of yellow and / or red cards issued to players and technical staff;

- Adding details of any gross misconduct incidents;

- Submitting the electronic match report; and

- Changing the status of a match in the event of a postponed or abandoned game.

A referee can access COMET for his/her match day activities in three different ways:

- **Via the COMET web version;**
- Via the mComet app IOS version;
- Via the mComet app Android version

This guide will show you how to carry out these activities using the COMET web version.

This is relevant when there is no WiFi or mobile signal and you need to submit your match report at home on a laptop or computer, or if you have any misconduct information to add before submitting the match report.

Using the COMET web version to record your matchday activities

On a matchday, a match official will not normally take a laptop or pc device with them to a match, so the COMET matchday app for Android or iphones will be the quickest and most effective way to carry out your match day activities on COMET.

However, it is important to note that misconduct offences can ONLY be submitted through the COMET web version as opposed to the COMET app version.

It is also important to note that once you move a match from status SCHEDULED to PLAYED, you can no longer amend any of the match details so it is important to ensure all details are correct before submitting the match report.

You may therefore need to wait until you get home and use the COMET web version to complete your match report.

Submission of team line-ups

Both of the participating teams will need to select and submit their team line-ups electronically via COMET.

Once both teams have submitted their team line-ups, both teams can see each other's.

In the rare occurrence a team(s) is/are prevented from submitting their team line ups electronically through COMET (e.g. there is no WiFi or mobile signal), then the team(s) will need to complete handwritten team sheet(s) instead and hand into the referee.

Please note that the deadline for the submitting team sheets before kick-off (either electronically via COMET or handwritten), is determined by the relevant League's rules.

If a team has not been able to submit their team sheet via COMET prior to kick-off, then they **WILL STILL BE REQUIRED TO DO SO** as soon as possible after the match has finished when they have access to WiFi or mobile coverage.

If team sheets are submitted via COMET after the game has been played, the referee will need to check the electronic team sheet subsequently submitted via COMET agrees back to the handwritten team sheet submitted prior to kick-off.

If there are any anomalies, then the referee should inform the League immediately.

Editing, deleting and adding match events

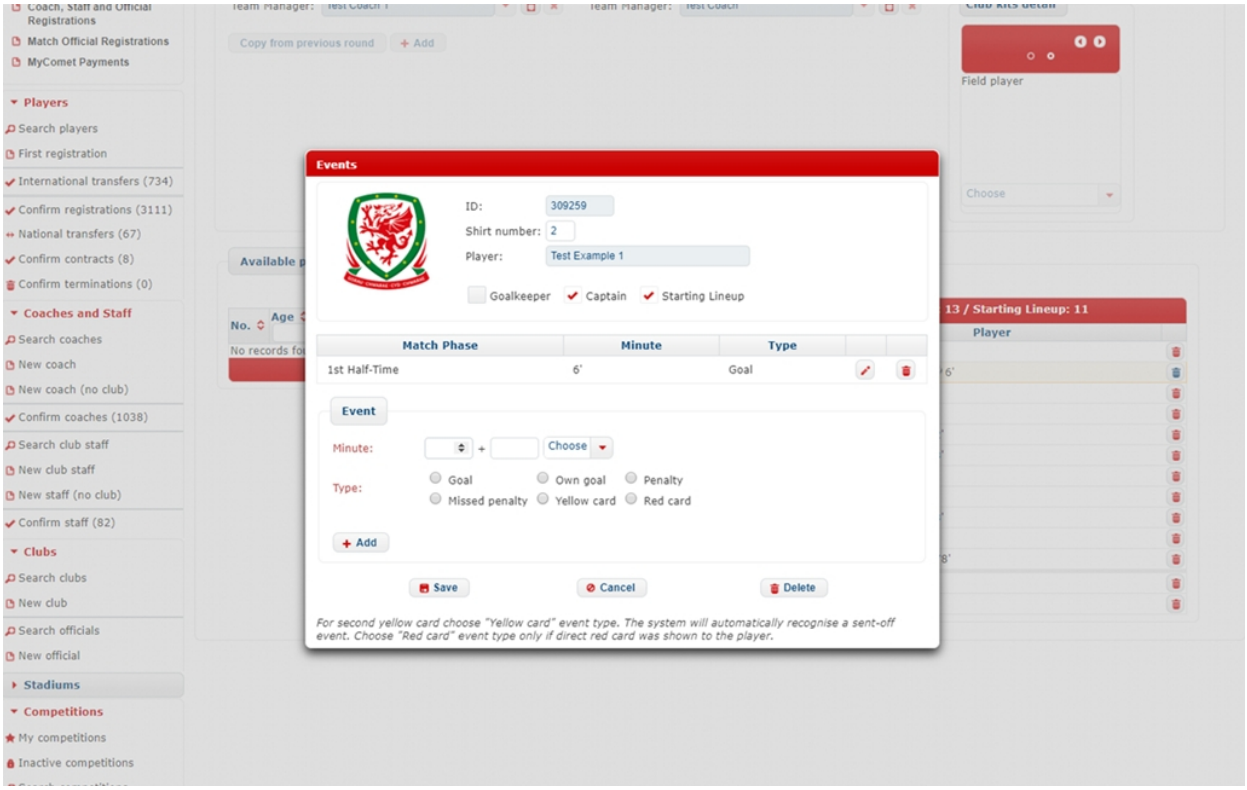
If the match event details entered on COMET are incorrect, then the referee will need to correct this before submitting his/her match report.

A referee will either have to edit the details that have been entered or delete the entry and re-enter new details e.g.

- If the correct match event (e.g. Goal) has been allocated to the correct player, but the wrong time has been entered, then the referee will just need to edit the details that have been recorded.

- However, if an incorrect match event (e.g. Goal) has been entered or the match event (e.g. Goal) has been recorded against the wrong player, then the referee will need to delete the incorrect entry and then re-enter the correct one.

Editing a match event



Let's assume that the incorrect time has been entered for a match event.

This will therefore needs to be edited by the referee.

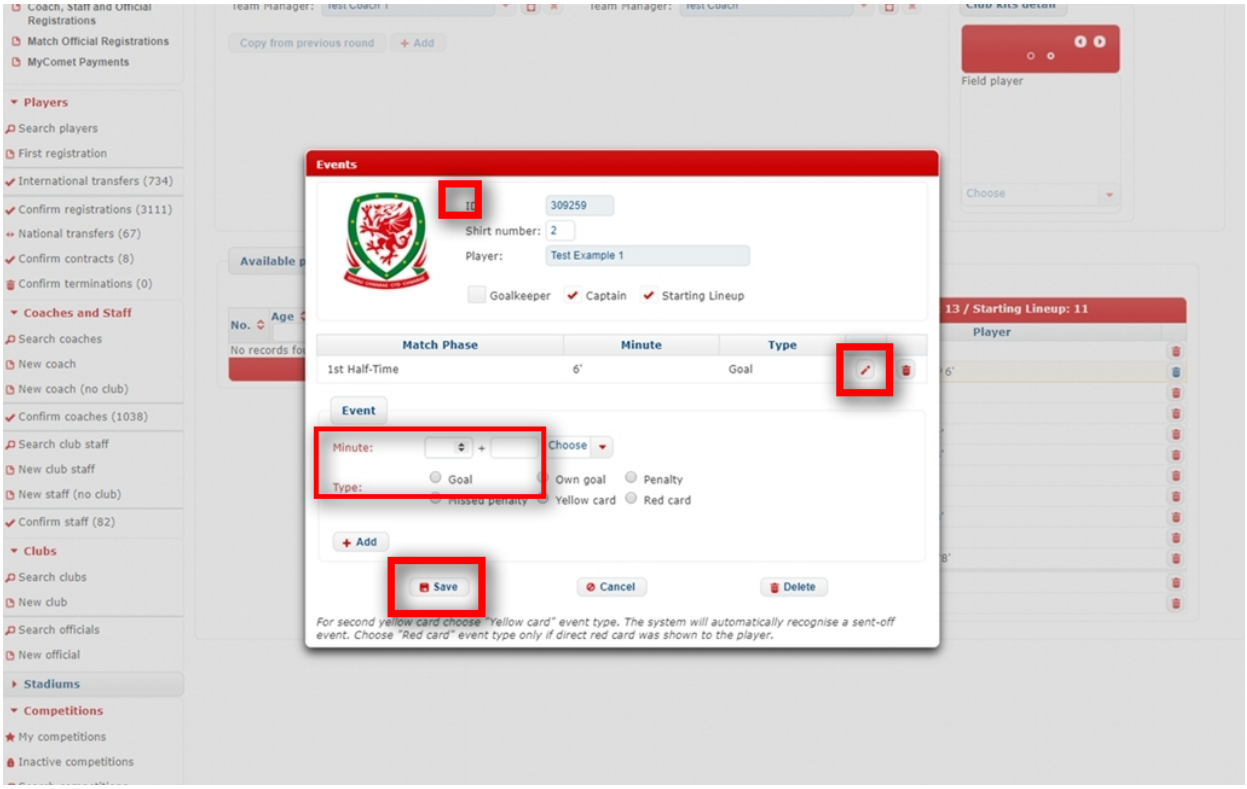
To do this, the referee:

- firstly selects the match;

- then the team; and

- finally the player.

The above screen then appears.



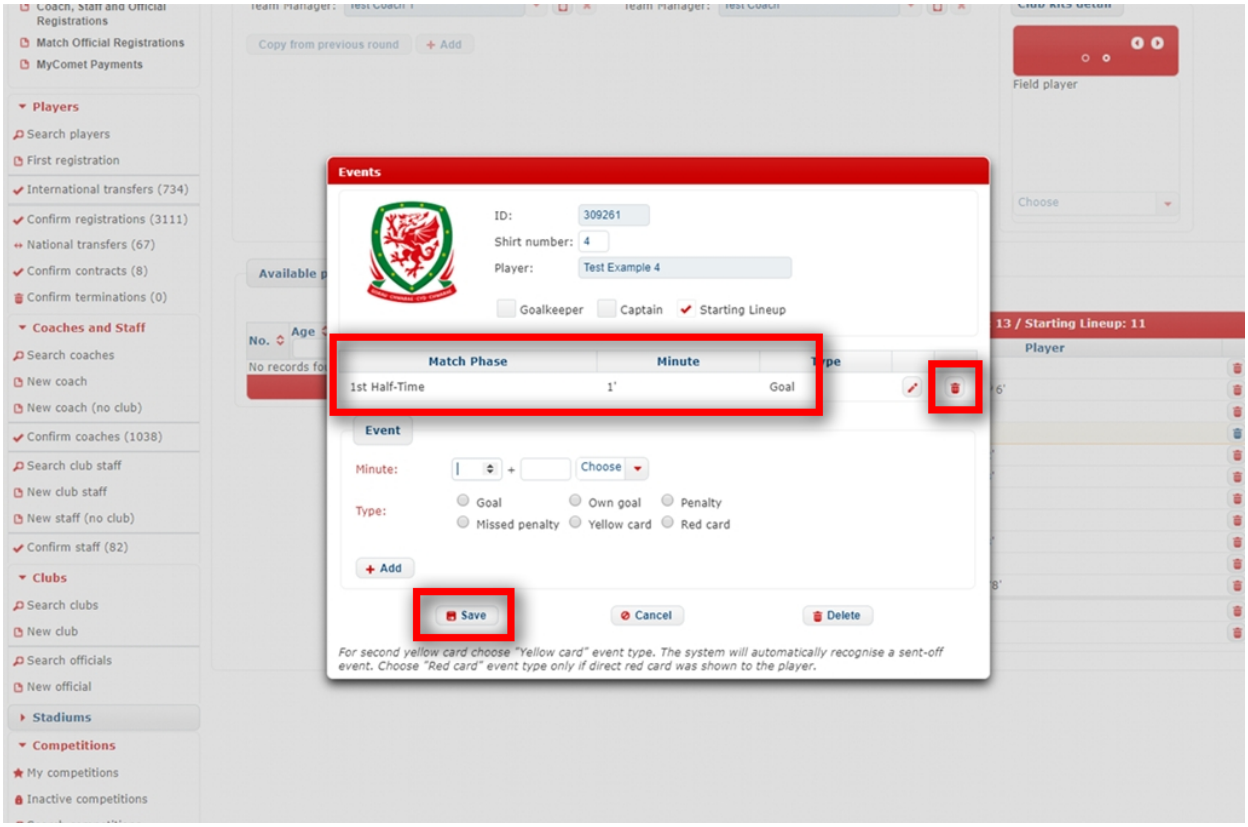
To amend the time, the referee needs to click on the match event that needs amending and then the pencil icon.

Then the referee needs to amend the time (in this case we want to change the time of the goal from 6 minutes to 4 minutes) and then press **Save.**

Any events that occur in stoppage time can also be added by putting 45 or 90 in the minutes box and then selecting the minute of stoppage time in the box next to it.

The new details are then recorded.

Deleting and re-entering a match entry



Let's assume that the wrong goal scorer has been entered.

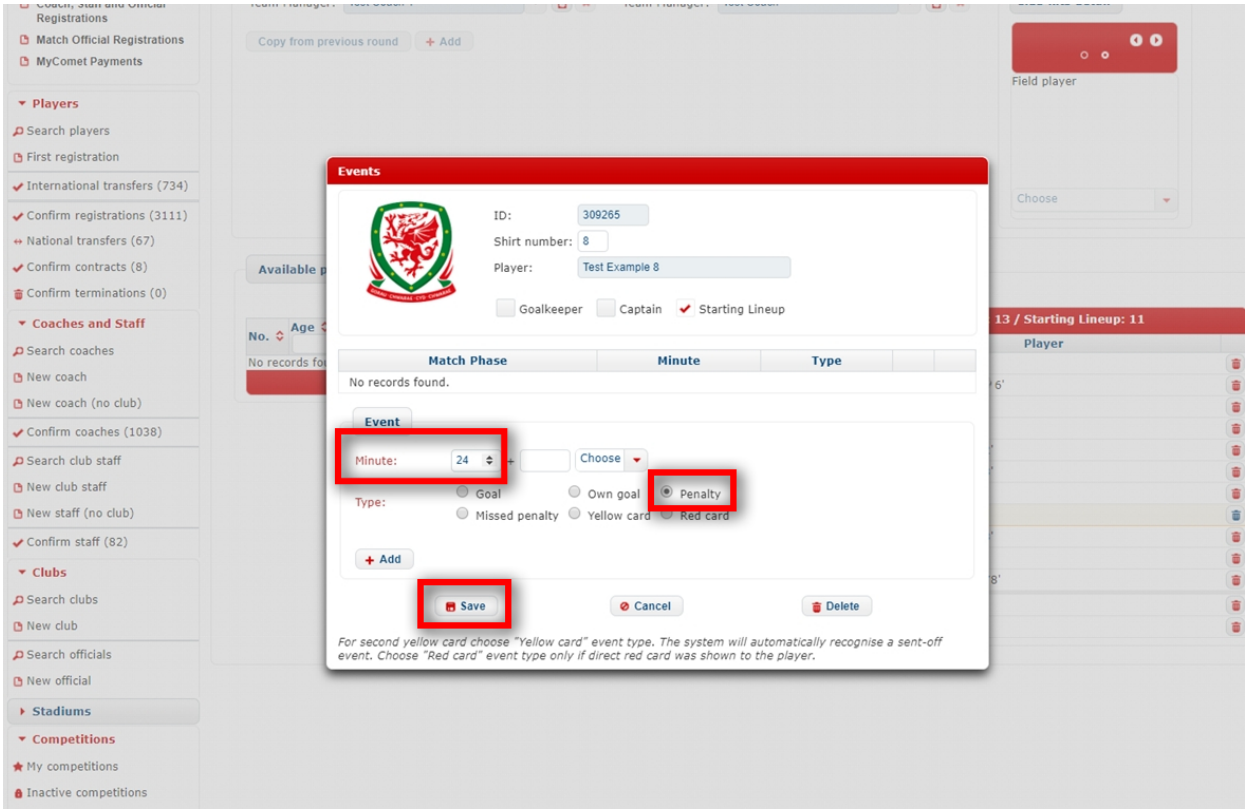
The referee will then need to delete this entry and create a new one for the correct goal scorer.

Then the referee needs to:

- firstly select the match;
- then the team; and
- finally the player whose match event that needs to be to deleted.

Choose the match event you want to delete and then next to it, click on the trash can icon and then **Save**.

The match event is then removed from that player.



To record the goal and time against the new goal scorer, the referee needs to select the relevant player and then

- firstly enter the time of the event;

- then the type of the event (**Penalty goal**); and

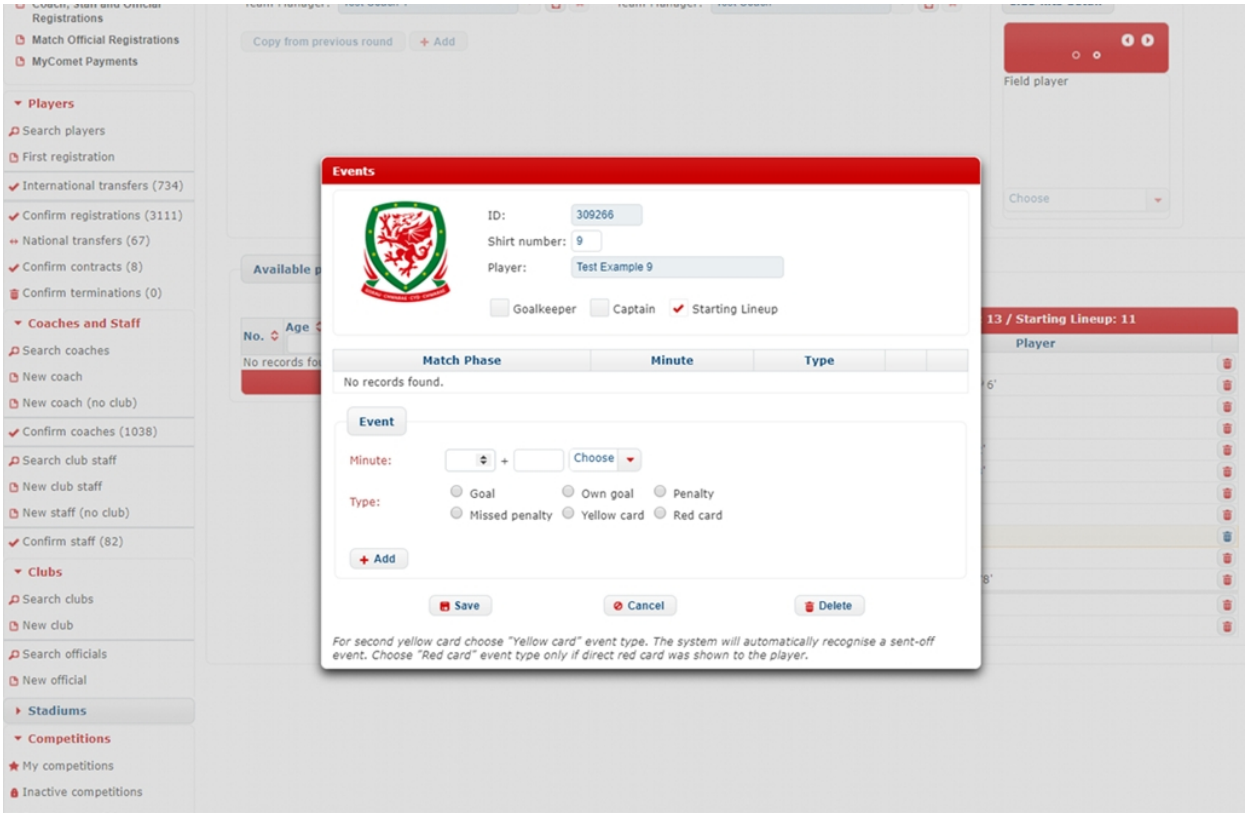
- then click **Save**

In the example above, the new entry has been recorded i.e. a different player scored a penalty after 24 minutes.

Adding details of yellow and/or red cards

It is the referee's responsibility to add details of the yellow and/or red cards issued to players and/or coaches.

To allocate a yellow card to a player



A referee can add yellow and red cards using the COMET web version.

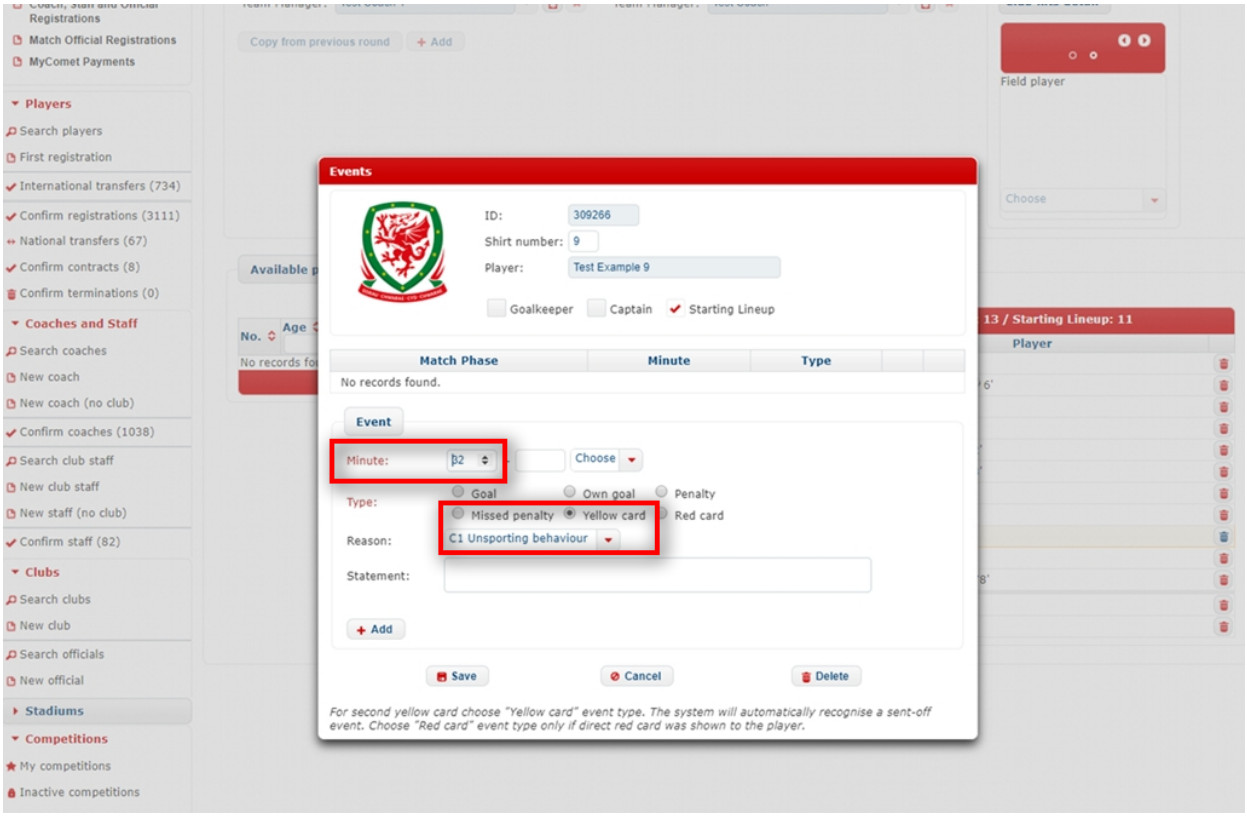
To do this, the referee needs to:

- firstly select the relevant match;

- then click on the relevant team; and

- finally click on the relevant player or coach.

- The above screen then appears.



The referee then needs to enter:

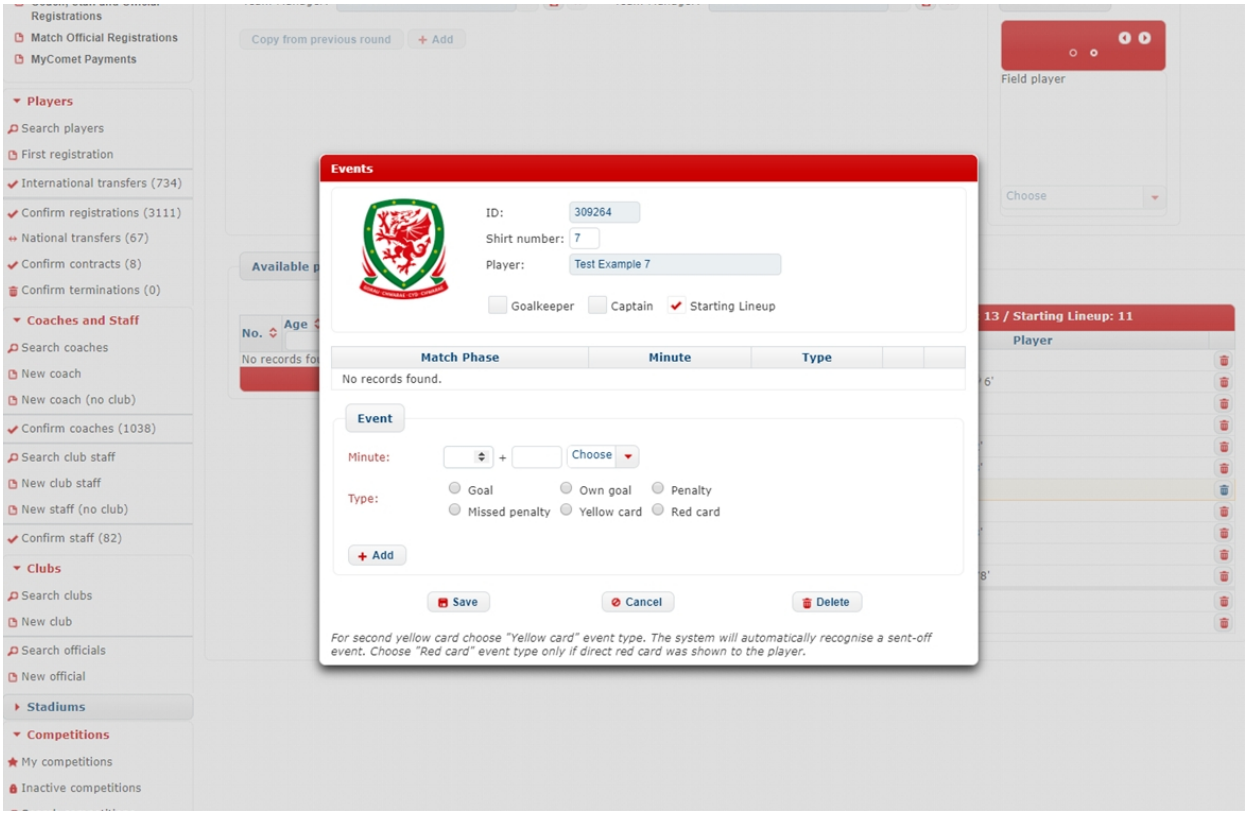
- then the time of the event;

- the event type (Yellow card); and

- finally the reason for the yellow card.

The yellow card is then allocated against the player or coach.

To allocate a red card



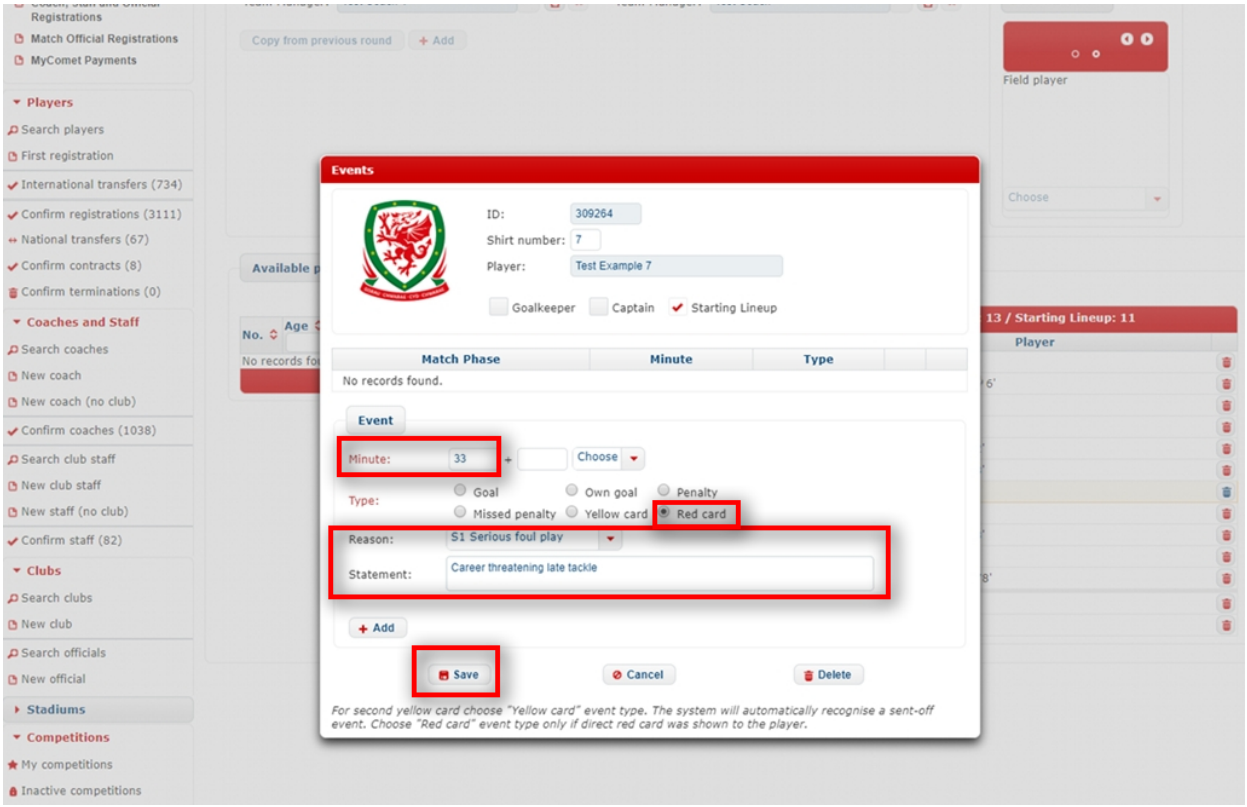
To enter a red card, the referee needs to:

- firstly click on the relevant match;

- then select the team; and

- finally select the player or coach.

The above screen then appears.



The referee then needs to enter:

- the time of the event; (33 minutes);

- the type of event (Red card);

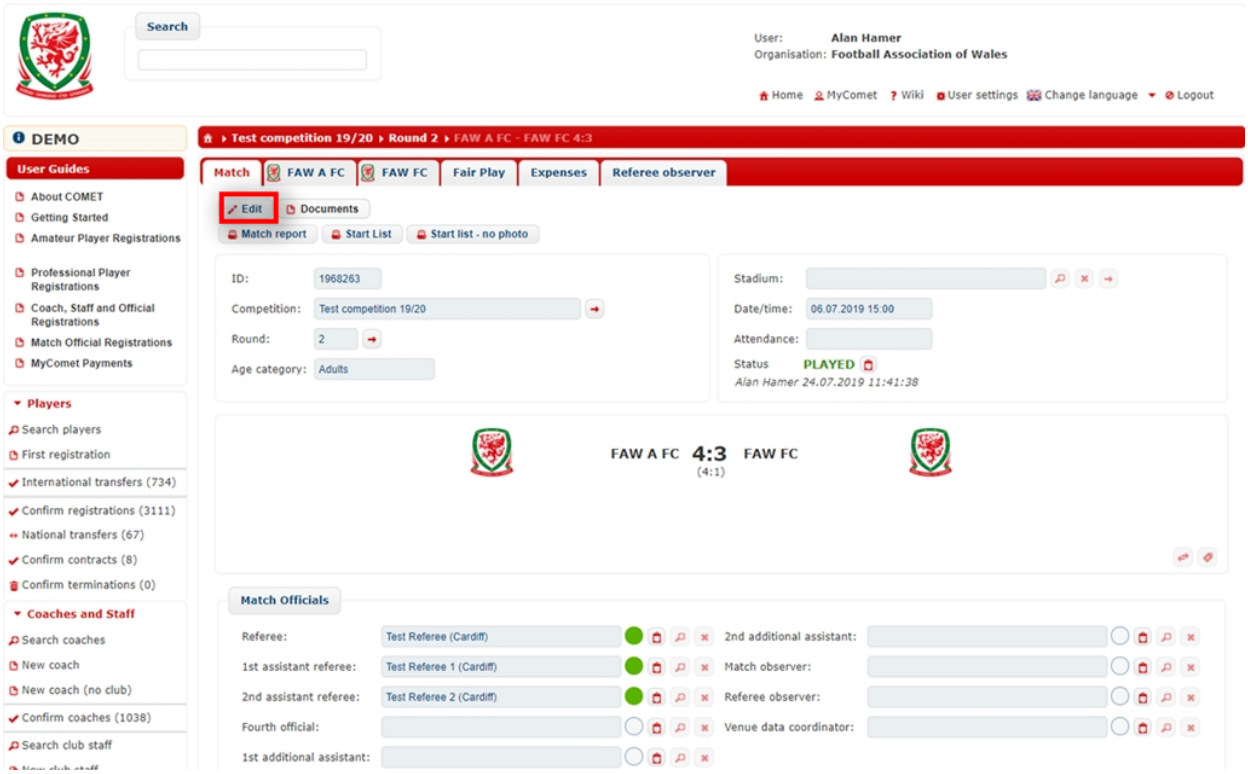
- the reason for the red card; (S1 Serious foul play);

- **Because it is a red card you will need to add a statement (description); and**

- then finally click **Save**

The red card is then allocated to the player or coach.

Recording misconduct information



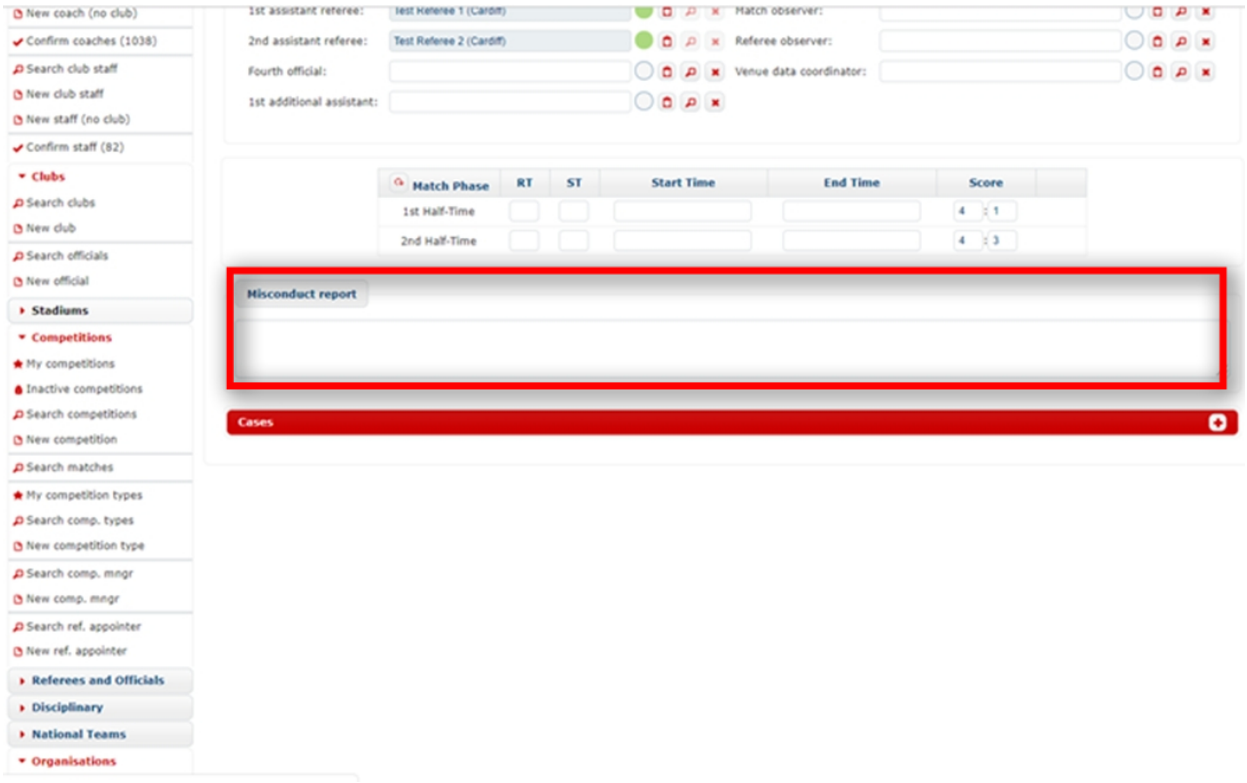
If in addition to any yellow or red cards issued, the referee will also need to report any additional misconduct details on COMET.

Please note that the misconduct cannot be entered on the app version - **it can only be entered on the web version.**

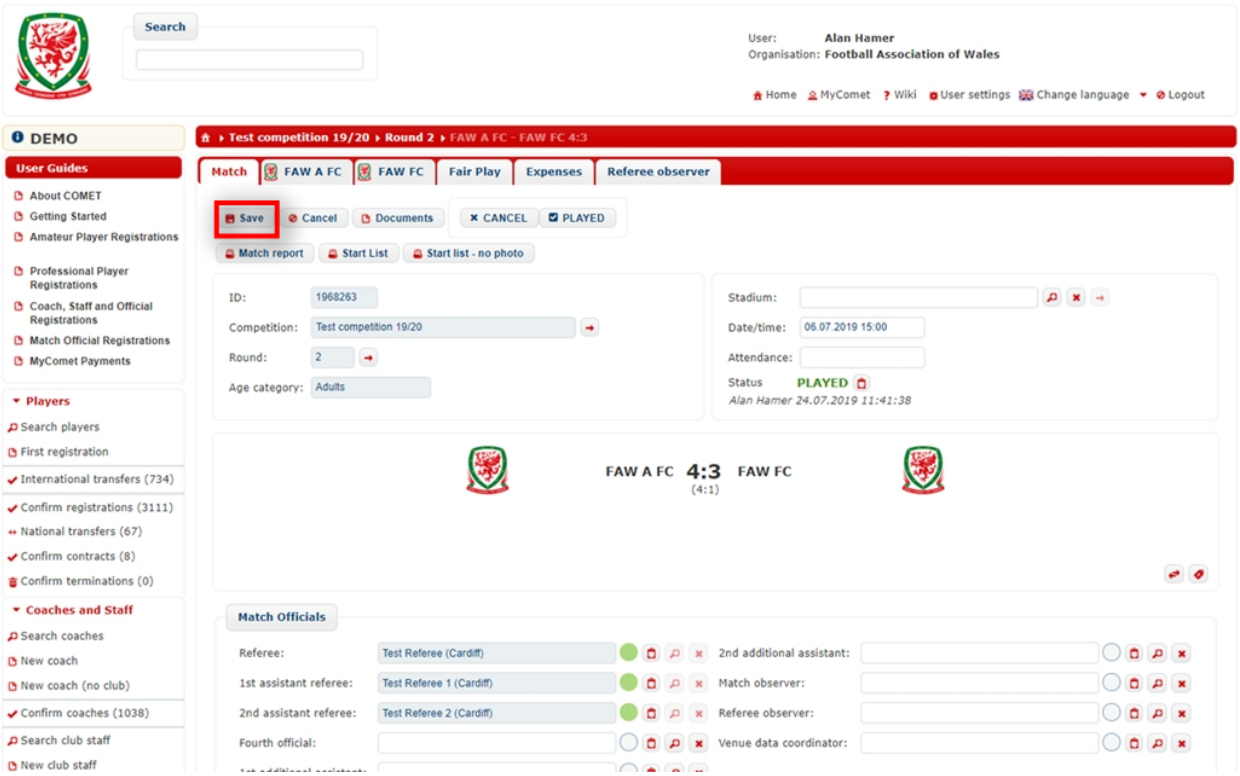
The referee has two ways of doing this:

- By logging into the COMET web version using a computer; or
- By logging into the COMET web version using a smartphone or tablet device.

The referee then selects the relevant match and presses **Edit.**



You then scroll to the bottom of the page and enter the relevant information in the **Misconduct report** box.



You then scroll back up to the top of the screen and click on **Save.**

The misconduct information has then been entered onto COMET.

Submitting a match report

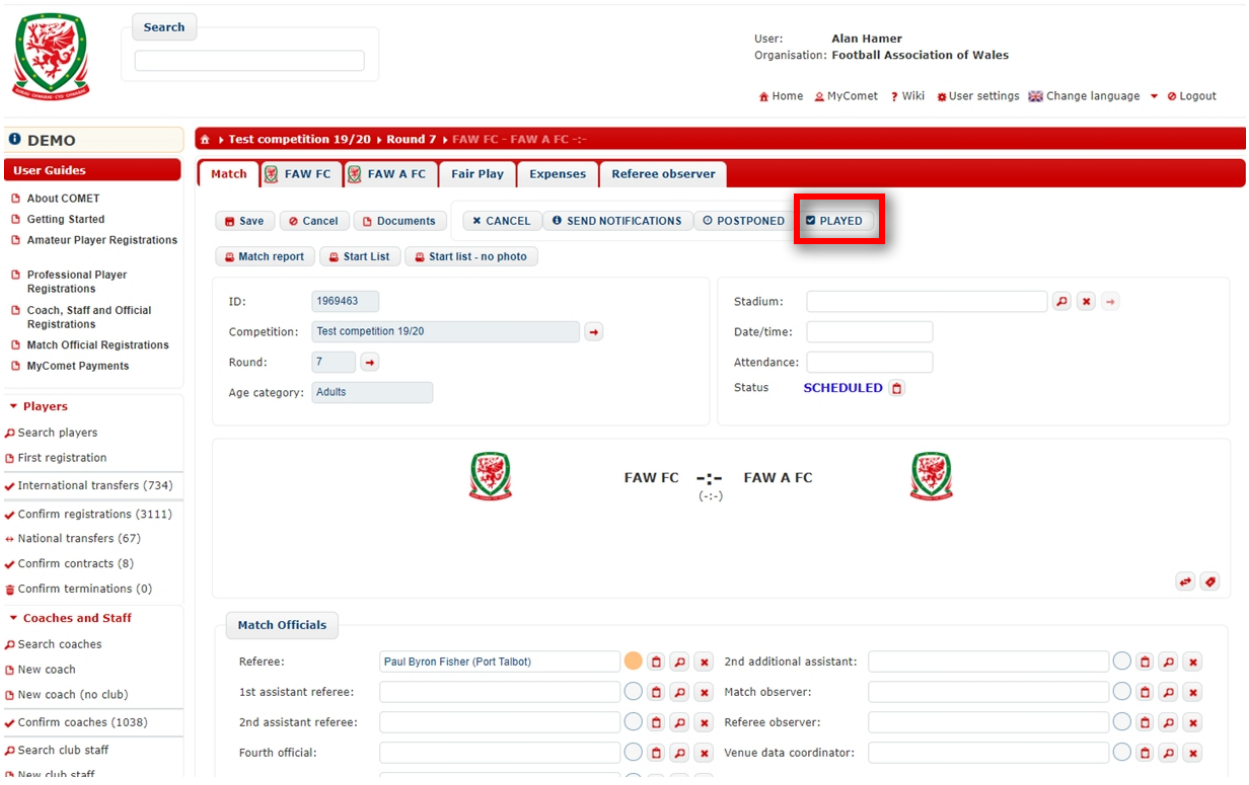
The referee should submit the match report once:

- Both teams have submitted their team line-ups on COMET;

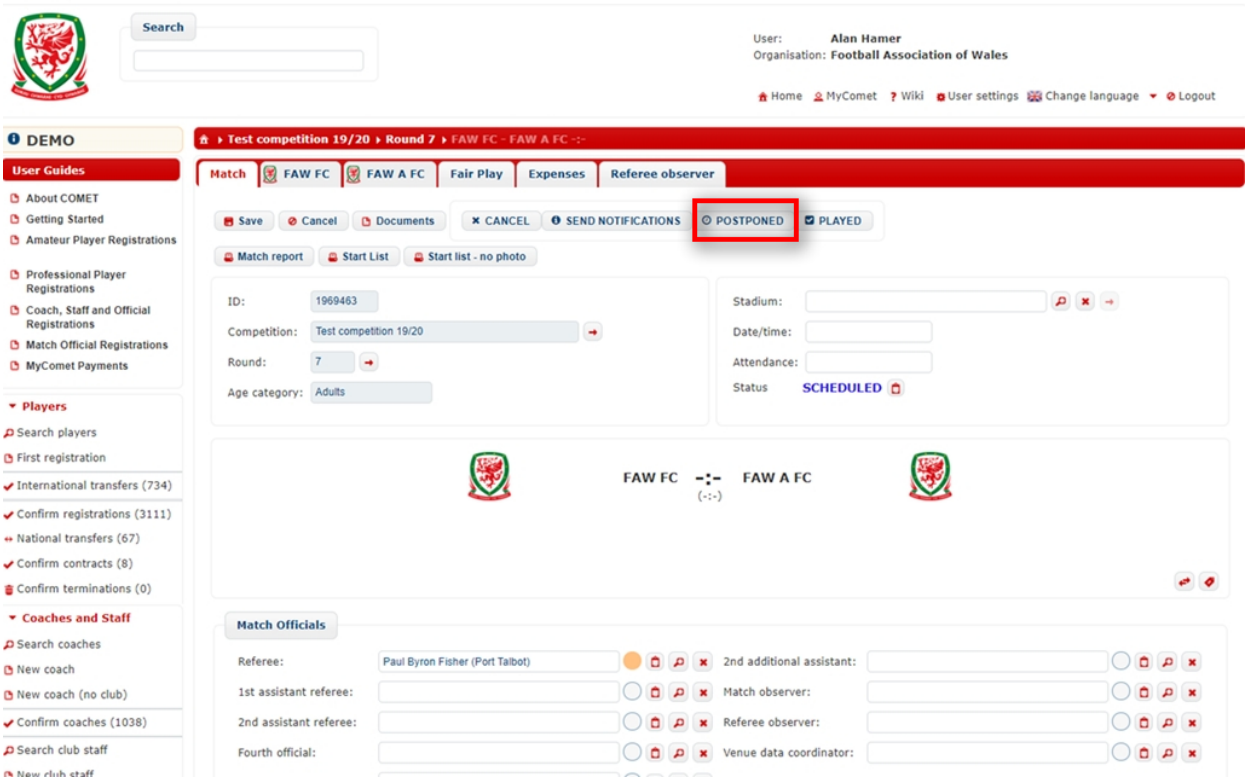
- The home team has correctly recorded the goals scorers, time of goals, substitutions and times of each substitutions;

- The referee has added details of any yellow and/or red cards; and

- The referee has entered any relevant misconduct information.

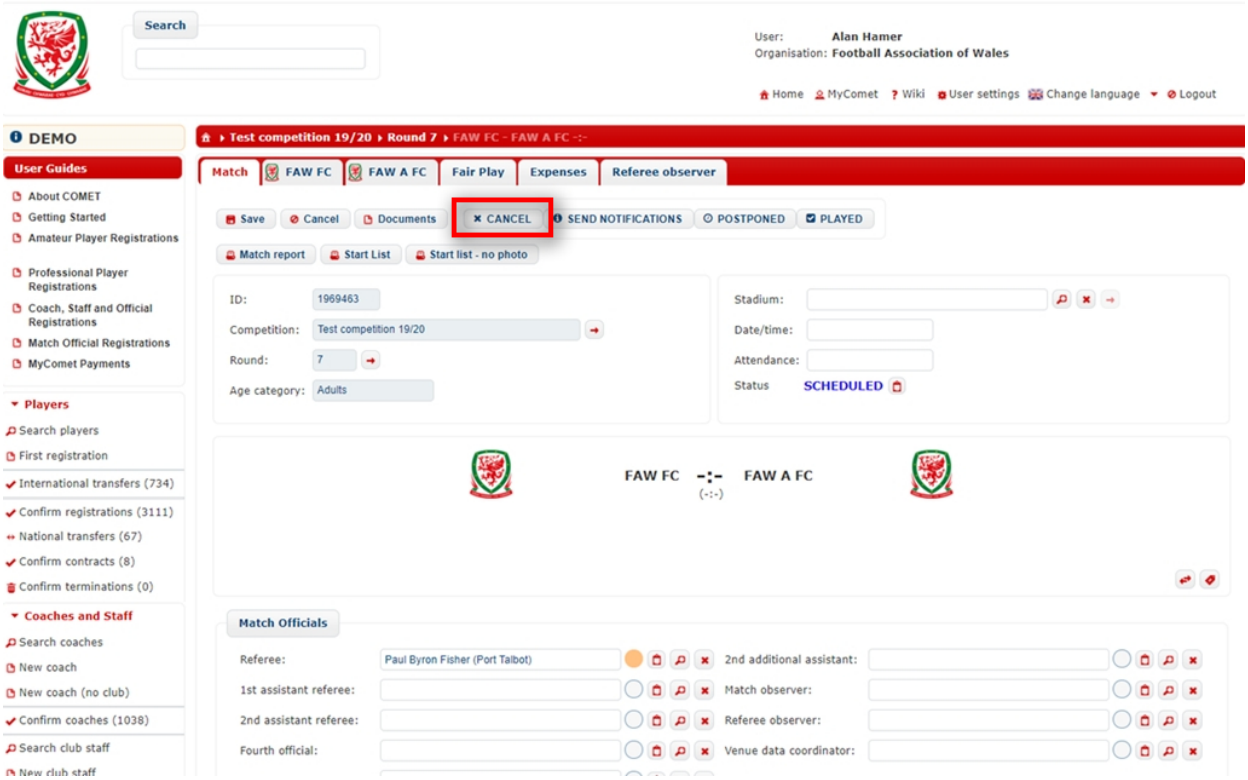


To submit a match report on the web browser, the referee selects the match, clicks on **Edit** and then **PLAYED.**



In certain circumstances, the match may not start or not get completed.

If the match is postponed due to the weather or any other reason, then the referee clicks on Edit and then **POSTPONED;**



If the match is abandoned before being completed, then the referee clicks on Edit and then **CANCEL (ABANDONED).**

Guide Summary

You have now come to the end of this Matchday activities user guide for web browser

We have now covered every action you may need to carry out as a Match Official on the COMET system on matchday using the web version of COMET:

- Adding, amending and deleting match events;

- Assigning yellow and red cards and cases of misconduct;

- Changing the status of a match; and

- Submitting a match report.

Thank you for reading this guide, you are now ready to manage matchday events on COMET

Should you have any further queries regarding the COMET system, please contact the FAW via comet@faw.co.uk for further system support.

Should you have a query related to your Match Official role, you will need to contact your relevant Area Association or FAW Referees Manager.

Best Wishes,

The FAW COMET Team