FAW COMET

Referees Match Management

Wedsite version

https://cometsupport.faw.cymru/referees/match-management/
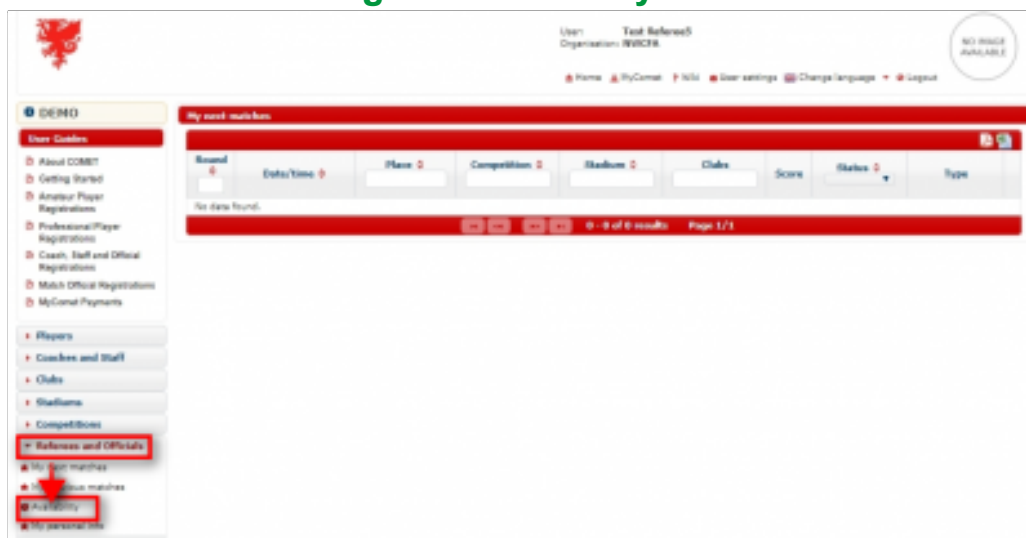
INDICATING AVAILABILITY OR UNAVAILABILITY

This guide will show match officials how to mark when they are available or unavailable to be appointed to matches.

Finding the Availability section

On the COMET system, you can add dates and times when you are available or unavailable to officiate matches to help the Referee Appointer and reduce the number of match appointments you need to decline.

Log into COMET. From the home page, click **Referees and Officials** on the left hand menu, then **Availability**.

Adding availability or unavailability
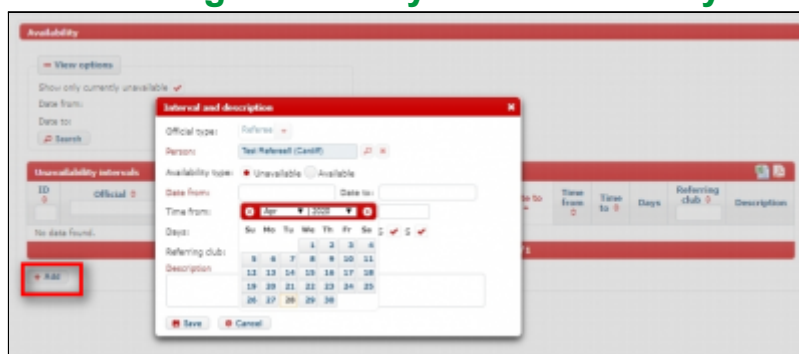
Click +Add. In the Interval and description window, select **Unavailable** or **Available**.

It is recommended that you select the dates you are unavailable, as these are likely to be less often than when you are available.

You will need to add a **Date** from for each instance you add. The date to is optional.

You can also add times and days of the week when you are available or unavailable.

Please see the examples below.

Example 1 - Unavailable for a period

You are unavailable for a week due to a holiday from 28th August to 4th September.

To add this period of unavailability select **Unavailable** as the availability type.

Enter 28.08.2020 (or the start of your holiday) in the date from box and 04.09.2020 (or the end of your holiday) in the date to box.

You will also need to add the reason, i.e. Holiday, in the Description box. Click **Save**.

Example 2 - Unavailable at a set time

You are unavailable on Friday evenings due to working between 6pm and 11pm.

Select **Unavailable** as the **Availability** type.

Enter the date that you become unavailable on Friday evenings in the Date from box and leave the Date to box empty (unless your work on a Friday evening will stop on a set date). Insert 6pm into the Time from box and 11pm into the Time to box.

Untick all the **Days** boxes except F (Friday).   Type the reason, i.e. work, into the **Description box**. Click **Save.**

Example 3 - only available at certain times

You are only able to officiate on Saturday afternoons.

Select Available as the Availability type.

Insert the Date from as applicable.

Insert the time period that you are available (or leave empty if you are available for a whole day), e.g. 12pm as the Time from and 6pm as the Time to.

Ensure only the Day box for Saturday is ticked (or the system will mark you as available for every afternoon ticked).

You do not need to add a reason for availability in the Description box.   Click **Save.**

Marking conflict with a club

You can also note any reason that you should not officiate for a certain club, i.e. if you have a link to that club.

To do this, click **+Add again.**

Ensure **Unavailable** is selected as the **Availability** type.

You will need to add a **Date** from that the conflict applies to.

Start to type the club name into the **Referring Club box**, or click on the magnifying glass icon to search for the club, then click on the relevant club to fill the box.

You will need to add a reason in the **Description box**.

Here for example, the referee has noted that a family member coaches at the club.

Viewing your availability

You can view the instances of availability or unavailability (Unavailability Intervals) and conflicts you have added by clicking Referees and Officials, then Availability.

The unavailability intervals you have added can also be viewed by Referee Appointers, who will use the information provided to appoint officials to matches.

I WOULD SUGGEST INFORMING INDIVIDUAL LEAGUES OF YOUR AVAILABILITY AS NORMAL (BY TEXT / EMAIL / PHONE - INDICATING AVAILABILITY IE 1st & 3rd Saturday, etc) - SO THERES NO CROSS-OVER

Viewing and editing team line-ups - web version

This guide will show referees how to view team line-ups and make changes to them on the web version of COMET.

Each club should select and confirm their team line-up by the deadline set by the competition organiser.

When both clubs have confirmed their team, the Competition Manager, Referee and both clubs will receive an email including a copy of the team sheet.

The referee is able to see the team line-up on the team tabs of the web version (or on the team screens of the mComet app) before and after the line-ups have been confirmed.

After a club has confirmed their line-up they are no longer able to make any changes, so may ask the referee to do this in case of a mistake or an event that calls for a change, e.g. an injury in the warm-up.

This guide will show you where to see the line up and how to make changes on the web version of COMET.
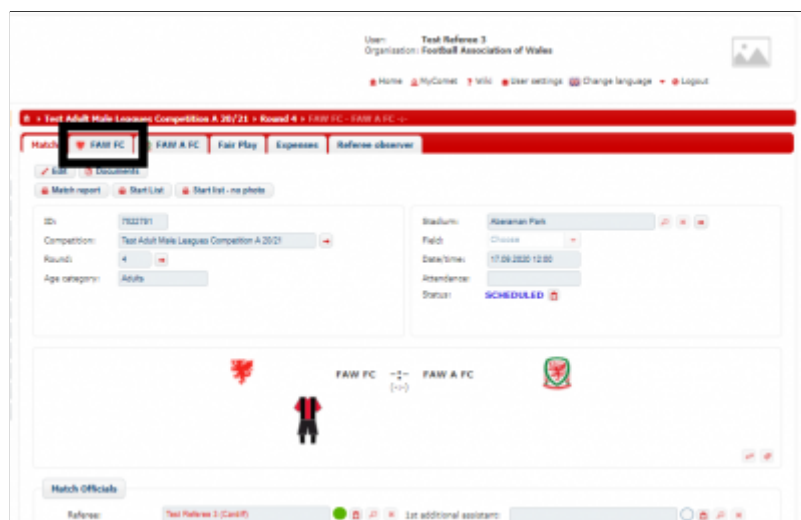
Viewing the match page
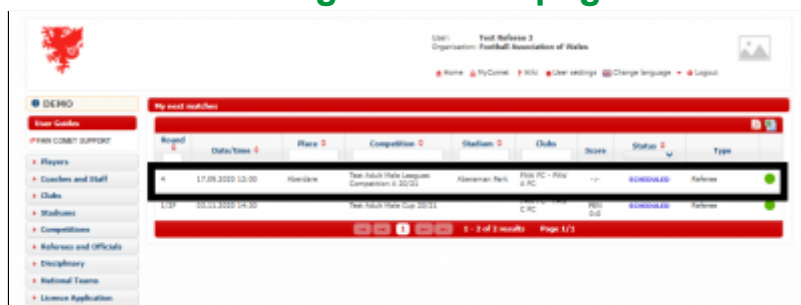
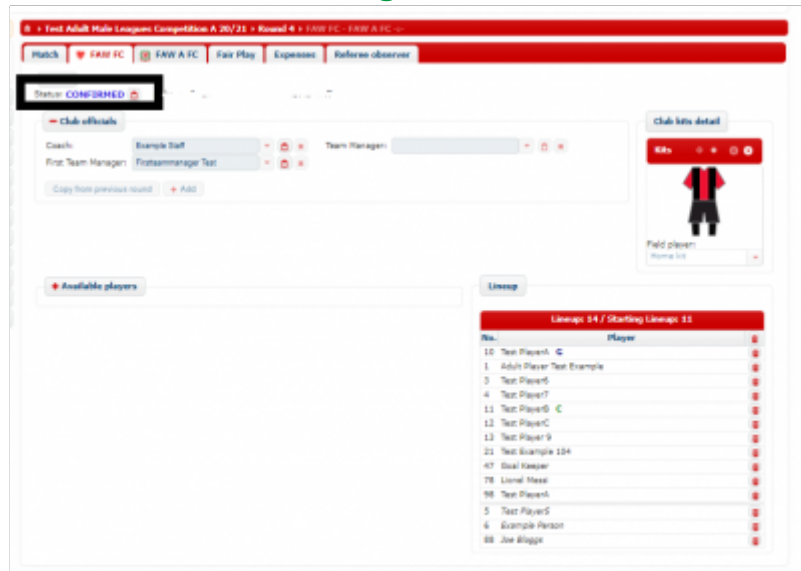When logging into COMET a referee will be able to see their forthcoming matches on their homepage.

To access a match page click on the row of the match.

The team tab

To see the team line-ups, click on the **team tab** for the team you wish to view.

Viewing the team

If the club has selected their team, you will be able to see it in the Lineup section of the team tab.

The players below the line in *italics* are the substitutes.

The coaches and officials are names at the top of the page.

If the line up has been confirmed by the club, you will see that the status is Confirmed at the top of the page, and the name of the person and time of confirmation will also be listed.

Team line-ups confirmed
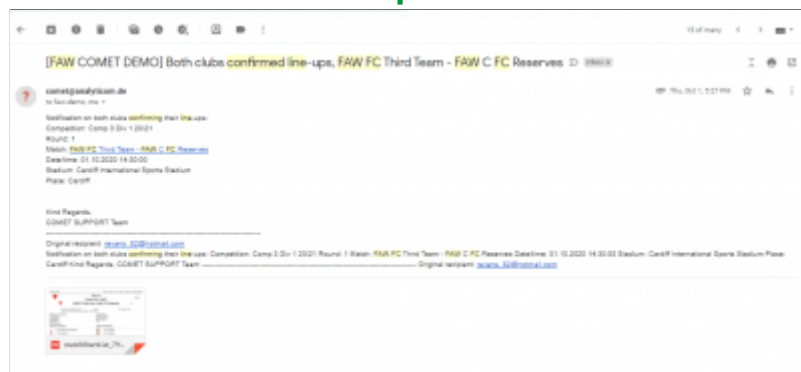
When both clubs confirm their team line-up, the Competition Manager, Referees and both clubs will receive an email notification like the one above, with a copy of the team sheet attached.

Making a change to the team line-up

After a club has confirmed their line-up they are no longer able to make any changes, so may ask the referee to do this in case of a mistake or an event that calls for a change, e.g. a warm-up injury.

To remove a player from the team line-up, click the bin icon next to the players name. This will remove them from the line-up and return them to the available players list on the left of the page.
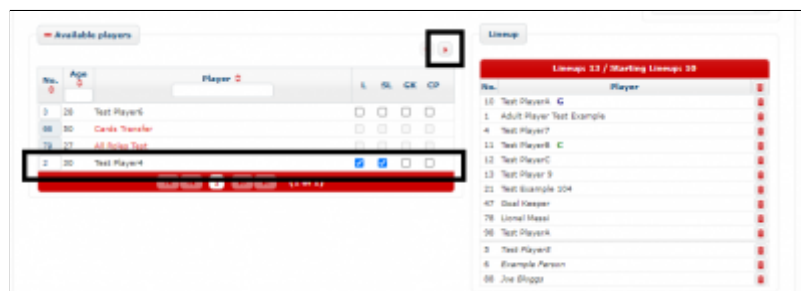
To add a player to replace the player who has been removed, firstly click on Available players to see the list of players available to add to the line-up.

Tick the SL (starting line-up) box in the row of the player to add a starting player, or L (line-up) to add a player as a substitute. Click the arrow button to move the player to the team line-up.

Please note – if you are replacing a player with a player who has already been named as a substitute, firstly remove the player from the line up by clicking the bin icon, then re-add them using the process above, as if you follow the steps used for substitutions during the match this will reduce the number of subs a team can use.

Viewing the updated team sheet

If you make changes to a team after the team line-ups have been Confirmed, a new team sheet will not be emailed to you, however you can generate an updated team sheet by clicking Start list on the match page.

ADDING AND CORRECTING MATCH EVENTS - WEB VERSION

This guide will show referees how to add and correct match events on the web version of COMET.

The home club is asked to add match events (goals, cards and substitutions) for a match to ensure consistency and avoid duplication.

Ideally they will do this in real time, however if they are unable to they can also add the events after the match. If this is the case, the club should ask the referee not to change the match status to Played until they have added the match events, and inform the referee when the events are added.

After the match, the referee should check that match events, particularly red and yellow cards, have been added correctly. Please be aware that the club may not know the reason for a card so please check this and correct if necessary.

The team tab

To add a match event, click on the team tab for the player you want to add the event to.

Adding a yellow card

To add an event to a player, click on their name in the **Lineup** section.

The **Events** box will open, where you will be able to see the players name and shirt number listed at the top.

To add a yellow card enter the minute that the card was given in the Minute section. You can add a time in stoppage time by filling the + box, or a card given out of playing time by selecting Before the match, During the break or After the match from the **Choose drop down menu**.
In the Type section, tick the **Yellow card box**.

You will need to choose a reason for the yellow card, by selecting from the Choose drop down list in the Reason section.

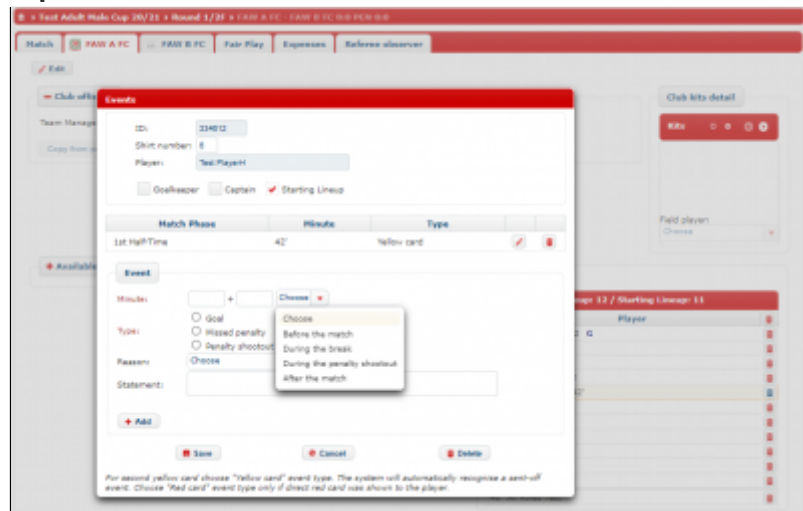You may enter further information by typing it into the Statement box, but this is optional for a yellow card.

Finally click **Save** at the bottom of the box, and you will see the card marked against the players name in the line-up.

Adding a red card

To add a red card to a player, click on their name in the **Lineup** section.

Again, the **Events** box will open, where you will be able to see the players name and shirt number listed at the top.

Enter the minute that the card was given in the Minute section and in the Type section, tick the Red card box.

You will need to choose a reason for the red card, by selecting from the **Choose drop down list in the Reason section.**

For a red card you also need to enter further information by typing it into the **Statement box.**

Finally click **Save** at the bottom of the box, and you will see the card marked against the players name in the line-up.

Adding a card awarded out of play

A card awarded out of play can also be recorded on COMET.
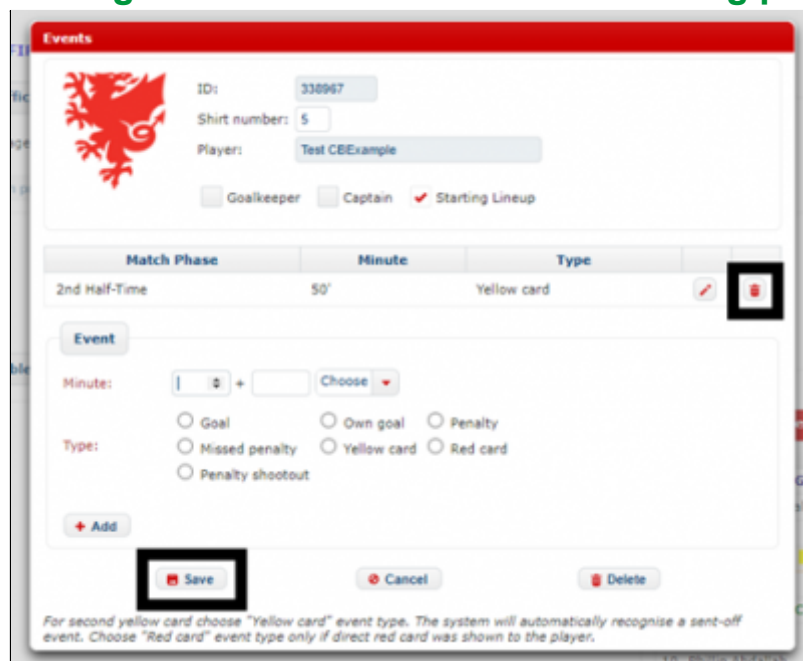
To do this, when allocating the card to the player, in the **Events box**, instead of entering the minute that the card was awarded, click the **Choose drop down menu.**

Here you can select **Before the match, during the break, during the penalty shootout or after the match as appropriate.**

Removing a match event added to the wrong player

If after the match, you notice that a card has been attributed to the wrong player, you are able to edit this.

To remove the event from the player, click on the players name in the Lineup section.

In the Events box which opens, you will see the event that has been added to the player listed.
To remove the event click on the bin icon next to the match event. The listing is then removed from the Events box.

Click Save to confirm this, and you will see that the event is now removed from the player in the team line-up.

To add the card to the correct player, please follow the process shown above to add a yellow or red card.

Editing a match event added to a player

If a card or other match event has been added to a player with the wrong details included (e.g. wrong time, wrong reason for card), you are also able to edit this.

To make the changes, click on the players name in the Lineup section.

In the Events box which opens, you will see the event that has been added to the player listed. To edit the event click on the pencil icon next to the match event.

You will then be able to edit the Minute, Type of event, Reason and Statement.

When you have made the necessary changes, click Save to confirm them.

Please ensure that you add any match events and make any changes that are needed before you change the match status to Played, as you will no longer be able to make changes after the status change.

Entering a misconduct report (White Paper Report)

This guide will show referees how to complete a misconduct report on COMET.

Referees no longer need to fill in and post a paper Misconduct Report. Instead, this should be done on the COMET system.

After the match, if filing a misconduct report, you should fill in the Misconduct Report section on the match page (web version) <u>before moving the match to PLAYED.</u>

Filling in the misconduct report

The misconduct report can be found at the bottom of the match page. To enter information into this section, click Edit at the top of the page.

You will then be able to type your report into the Misconduct report box. When you have done this, click Save at the top of the page.

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 you need to fill in a misconduct report, you may choose to wait until you get home to fill the misconduct report via the web version and then change the match status to **PLAYED.**

Additionally, If the misconduct report is long or contains confidential 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.

Changing a match status to Played - web version

This guide will show referees how to change the status of a match to **Played** on the web version of COMET.

At the end of a match, the Referee should confirm the match and finalise the details by changing the match status from **SCHEDULED to PLAYED.**

When a match status is changed to Played, this automatically updates the results and match table, triggers suspensions and updates competition statistics.
If a match status is not moved to Played the issues created include the following:
·   competition data will not be up to date;
·   there is a risk that a team could field an ineligible player in their next match if their suspension has not been triggered;
·   a player could be prevented from playing if their suspension is not counted as having been served.

<u>Please note</u>, once a match status has been changed to Played, neither the participating clubs nor referee are able to edit any match details, so please ensure match details are added in full and correct before changing the match status to Played.

If any match details need changing after the match status has been moved to Played, please contact the Competition Manager.

Changing the match status to PLAYED

After the match, when you are happy that all match details have been added to the match, click **Edit** at the top of the match page.

Next, click the **PLAYED** button.

The Change Status box will open, click **PLAYED** again. There is no need to add a comment in the text box.

The match status will now show as **PLAYED** and the name of the person who changed the match status and date and time they did so will be recorded.

When the match status is changed to **PLAYED**, an email is automatically sent to the Competition Manager, Disciplinary Manager and participating teams.

The match status can also be changed via the mComet app. Please see the iOS and android user guides for full details on this.

Changing a match status to Postponed or Abandoned - web version

This guide will show referees how to change the status of a match to Postponed or Abandoned on the web version of COMET.

If circumstances require it, the Referee is able to change the match status from **SCHEDULED to POSTPONED or ABANDONED.**

When a match status is changed to **Postponed or Abandoned**, this automatically sends an email notification to the participating teams, referee team and competition manager.

Changing the match status to POSTPONED

If a match needs to be **Postponed**, for example due to pitch conditions, click **Edit** at the top of the match page.

Next, click the **POSTPONED** button at the top of the page.
In the **Change** status box that opens, you will need to type in a reason for the postponement.

When you have done this, click **POSTPONED.**

The match status will now show as **POSTPONED** and the participating clubs, referee team and competition manager will have been informed by email.
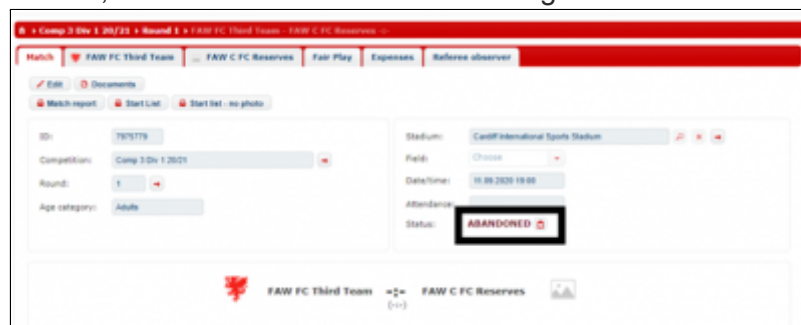
Changing the match status to ABANDONED

If a match needs to be **Abandoned,** for example due to deteriorating weather conditions, click **Edit** at the top of the match page.

Next click the **ABANDONED** button at the top of the page.

In the Change status box that opens, you will need to type in a reason for abandoning the match. When you have done this, click **ABANDONED** on the Change status box.

The match status will now show as **ABANDONED** and the participating clubs, referee team and competition manager will have been informed by email.

GOLDEN RULES -
   1. **ALWAYS PRESS SAVE AFTER EACH ACTION**
   2. **DO NOT PRESS PLAYED UNTIL ALL ADMIN IS DONE FULLY - IE TEAMS, SUBSTITUTES, SCORES & MISCONDUCT**

COMET IS THE ONLY OPTION TO COMPLETE THESE ACTIONS - ALL OTHER PREVIOUS WEB VERSION ARE NOW OBSOLETE!