FAW COMET

Referees Match Management

Android version

https://cometsupport.faw.cymru/referees/match-management/

Viewing and editing team line-ups

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

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 screens of the mComet app (or team tabs on the match page on the web version) 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 Android version of the mComet app.
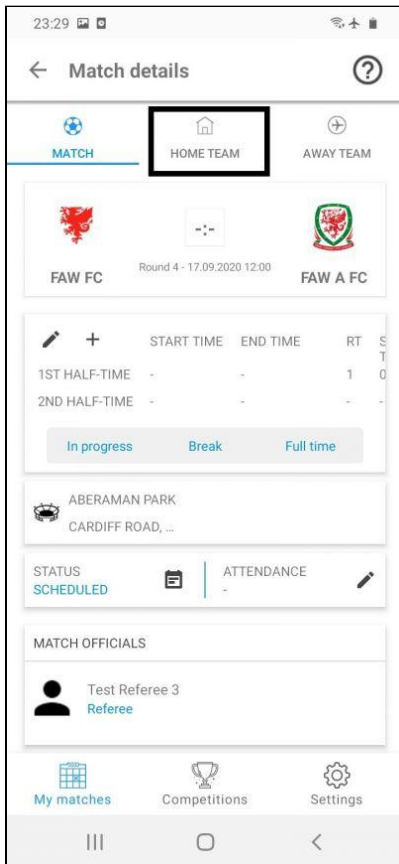
Viewing the match screen
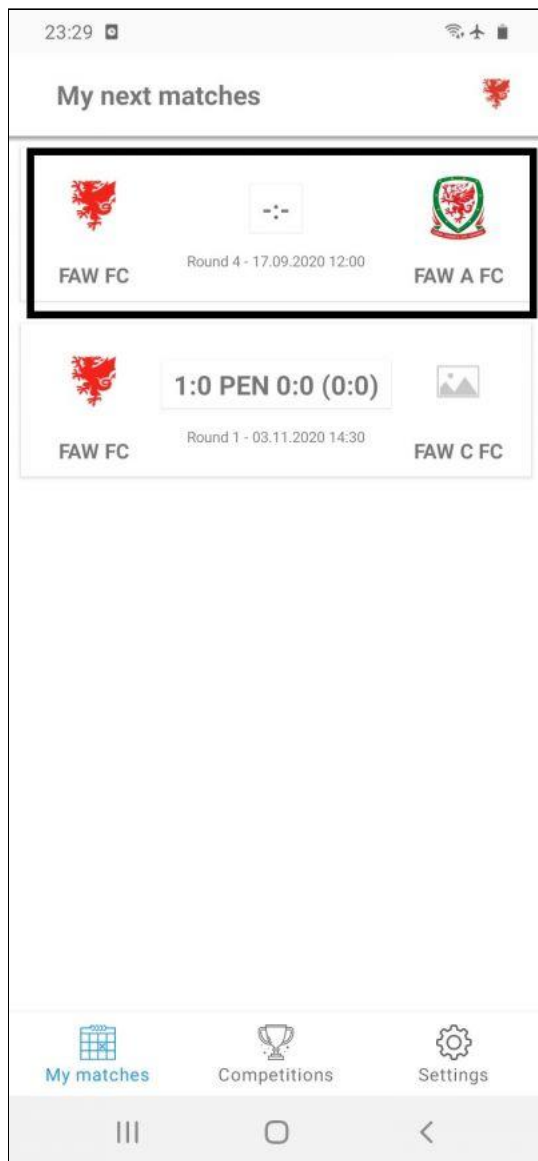
When logging into the mComet app a referee will be able to see their forthcoming matches on their home screen.
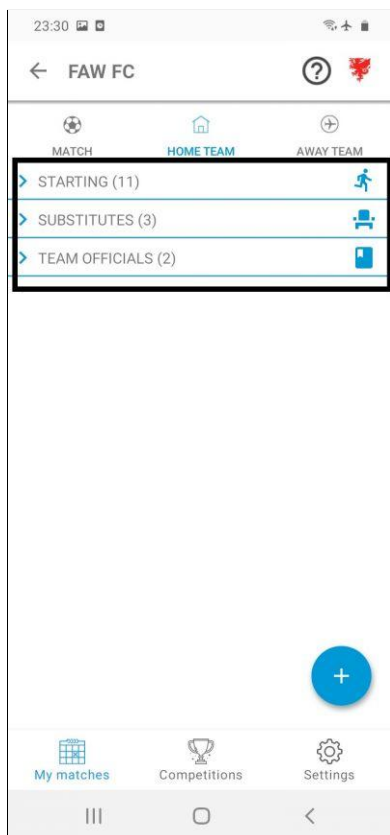To access a match screen tap the match.

The team tab

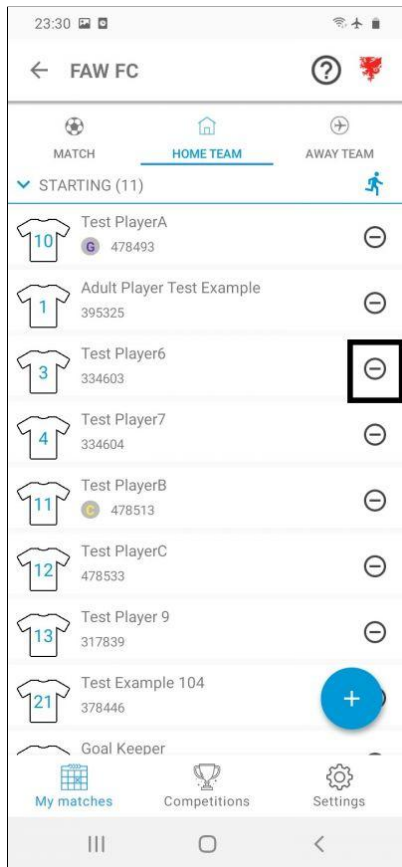To see the team line-ups, tap the home team or away team icon at the top of the screen to access the team screen.

Viewing the team

If the club has selected their team, you will be able to see it in the team screen, by tapping STARTING.

You can see the substitutes and coaches by tapping SUBSTITUTES or TEAM OFFICIALS.

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. an injury in the warm-up.

To remove a player from the team line-up, in the Starting list tap the circle next to the players name.
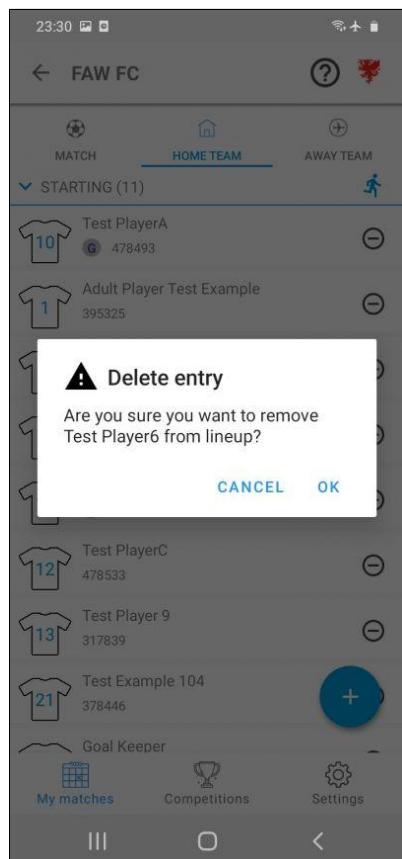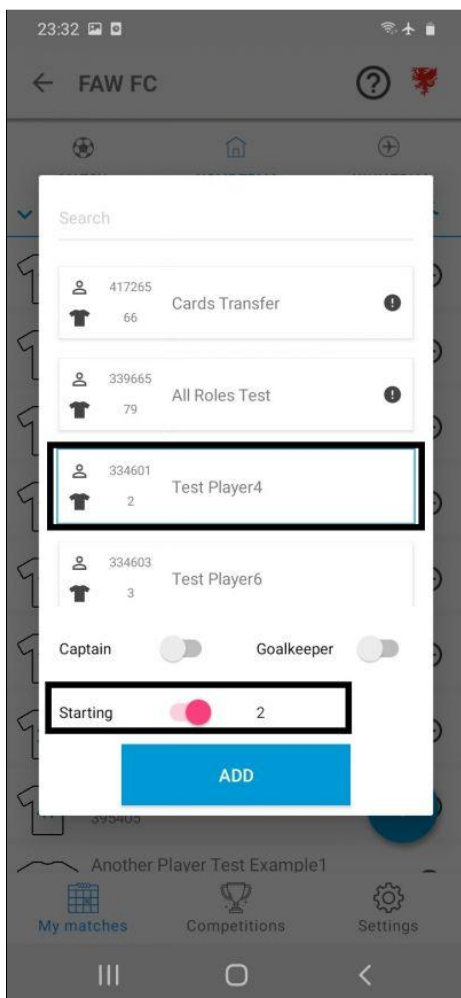

You will then see a warning message, checking whether you want to remove the player from the line-up.

Tap OK to proceed or Cancel to keep the player in the line-up.
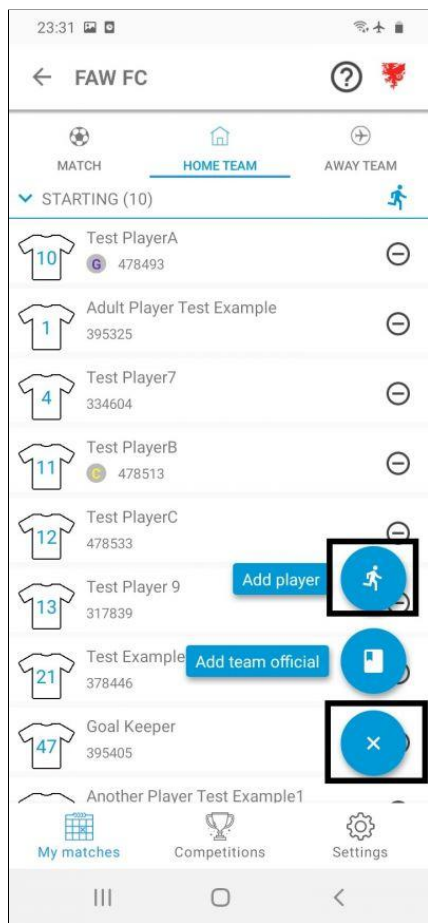
To add a player to replace the player who has been removed, tap the + sign at the bottom right of the page, then the person icon.

This will show the list of players available to add to the team line-up.

Tap the name of the player to be added to the line-up.

Make sure a shirt number is entered at the bottom right of the screen. The starting slider should be slid to the right if the player is starting, or to the left if they are being added as a substitute.

Tap Add to add the player to the line-up, then finally tap anywhere outside the search box to close the list.

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, 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.

Adding and correcting match events

This guide will show referees how to add & correct match events on the Android version of the mComet app

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.
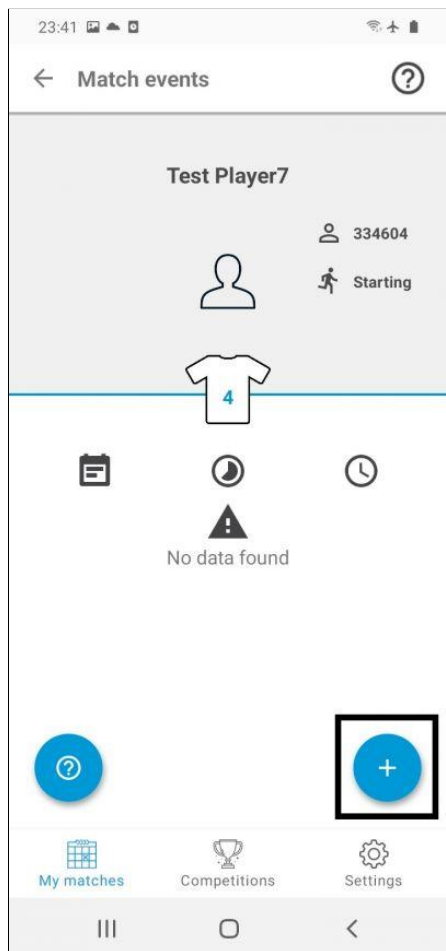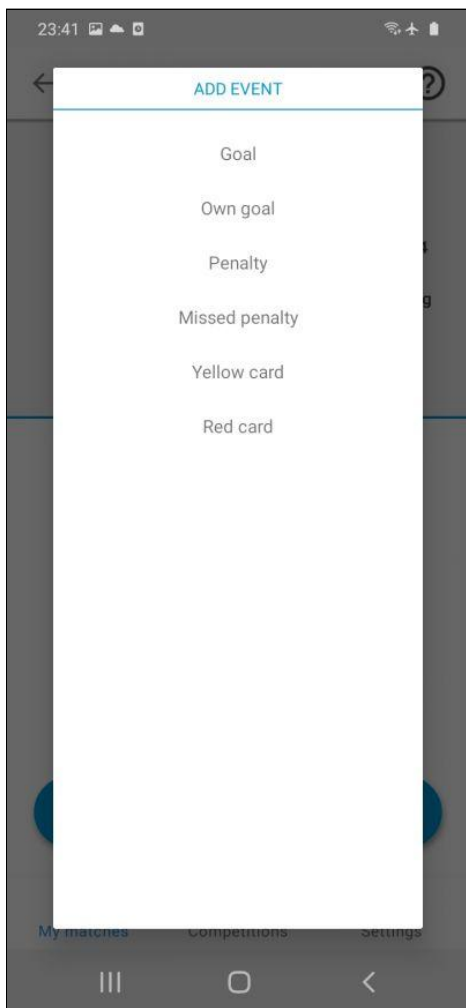
Adding a match event
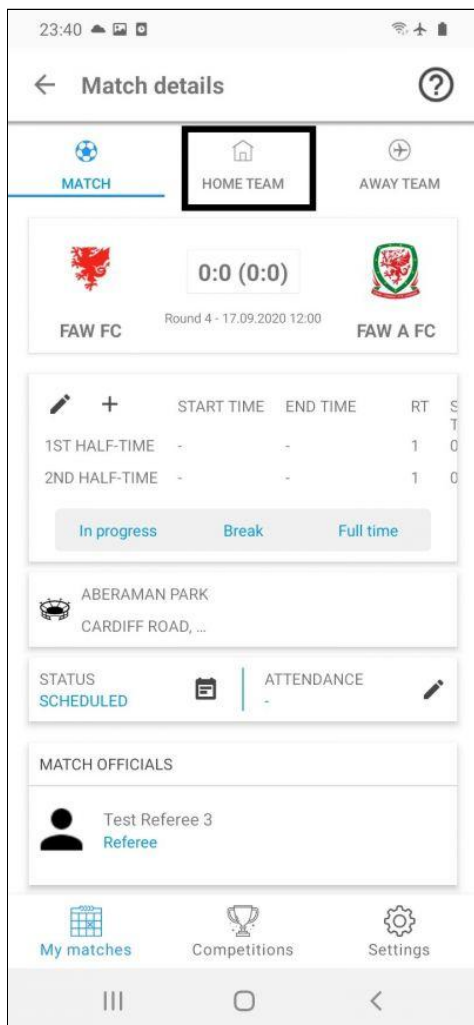
To add a match event, click on the home team or away team icon at the top of the screen, depending on the player you need to add the event to.
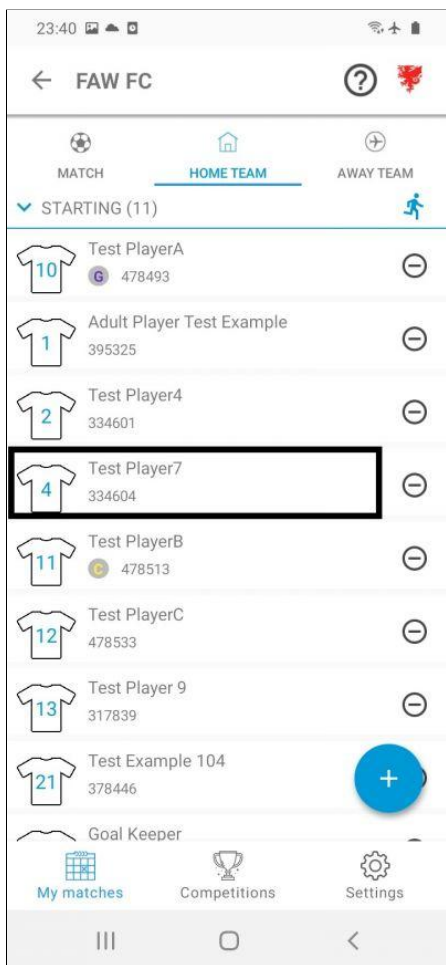
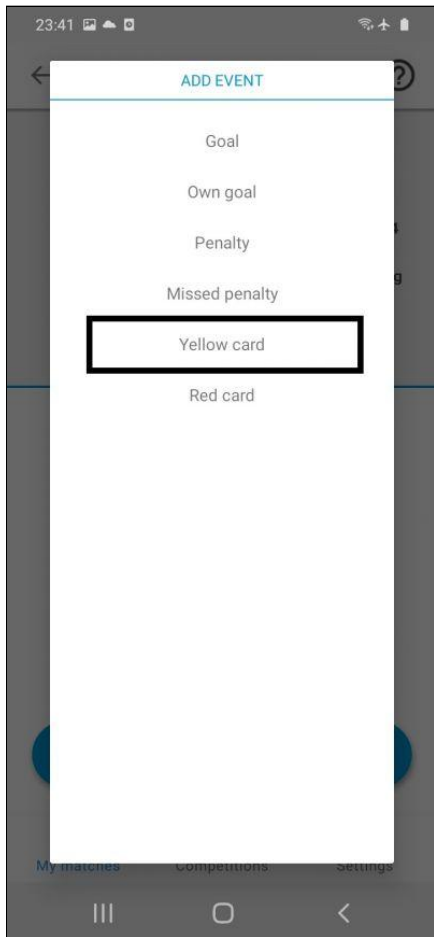**Tap the player that you want to add the event to.**

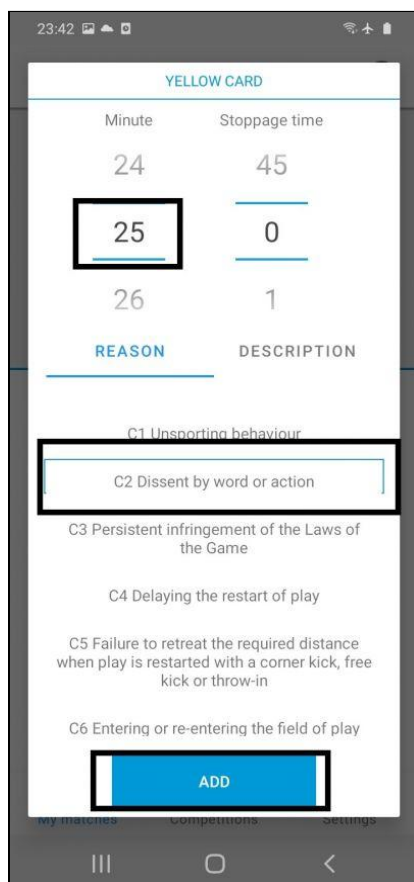**On the player details screen, tap the + sign at the bottom right of the screen to add a match event.**

You will then see the list of match events that can be added to the player on the Add event screen.

Adding a yellow card

To add a yellow card, tap Yellow card on the Add event screen,

On the Yellow card screen, enter the minute that the card was awarded by scrolling through the Minute list.

If this was in stoppage time, you can add the minute of stoppage time by scrolling through the Stoppage time list.
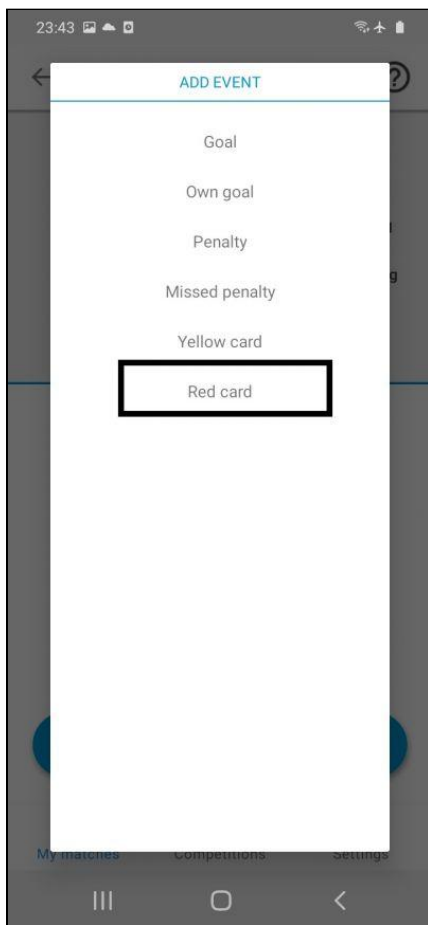
Next, tap the reason for the card. You can scroll down to see all reasons.

You may enter further information by typing it into the Description box, but this is optional for a yellow card.
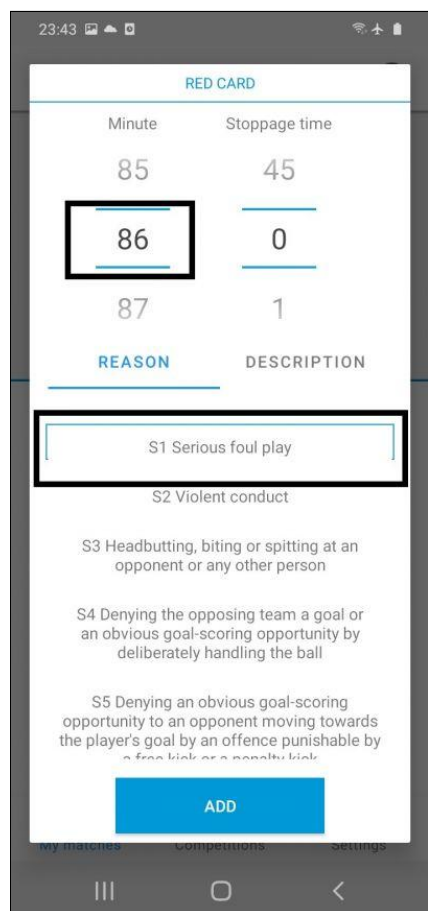
Finally, tap ADD at the bottom of the screen to save the event.

The card will now be marked against the players name in the line-up.

Adding a red card

To add a red card, tap Red card on the Add event screen.

To add a red card, tap Red card on the Add event screen.

On the Red card screen, enter the minute that the card was awarded by scrolling through the Minute list.

If this was in stoppage time, you can add the minute of stoppage time by scrolling through the Stoppage time list.

Next, tap the reason for the card. You can scroll down to see all reasons.

For a red card further information must also be entered in the Description tab. Tap Description and type the information into the tab.

Finally, tap ADD at the bottom of the screen to save the event.

**The card will now be marked against the players name in the line-up.**

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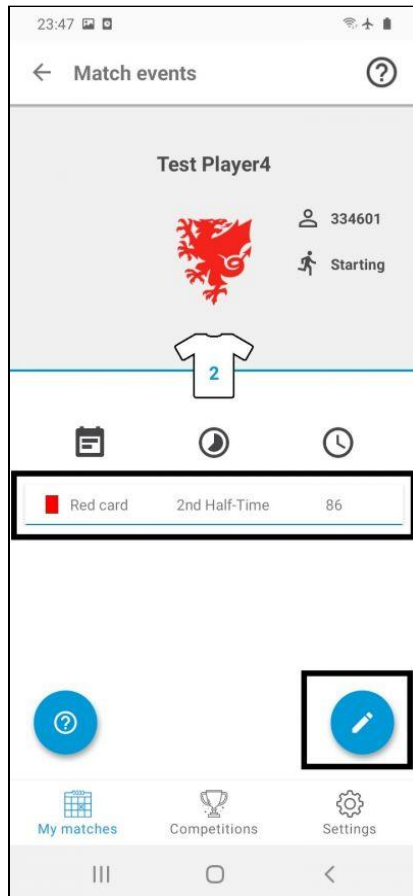
If after the match, you notice that a card has been attributed to the wrong player, you are able to edit this.

To remove the event from the player, tap the players name in the Home team or Away team screen.
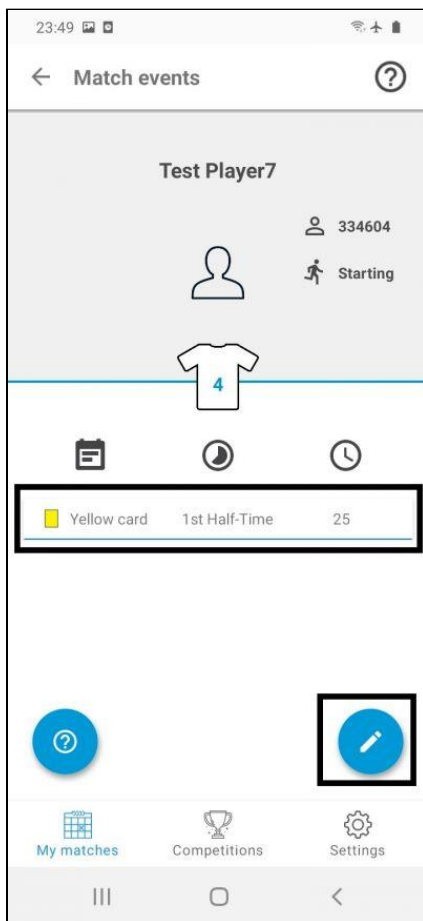
On the player details screen, you will see the event that has been added to the player listed. Tap the event, and then tap the pencil icon at the bottom right of the page.
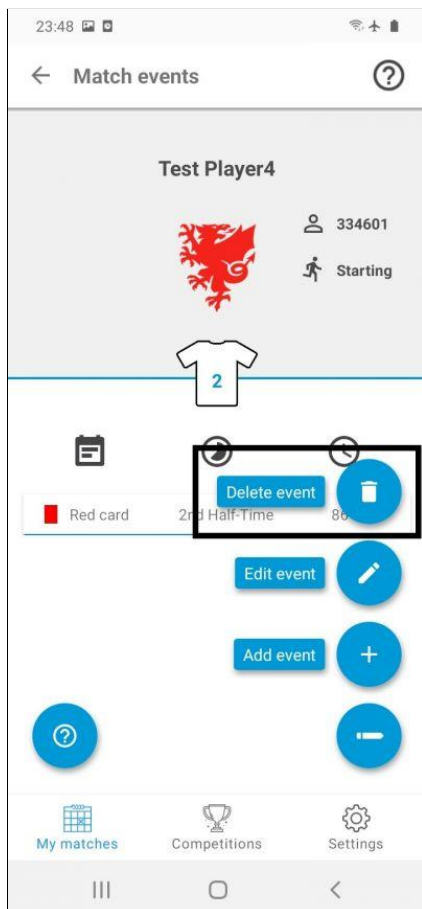
To remove the event tap the Delete event bin icon. The event will now be removed from the player in the team line-up.

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, tap the players name in the Home team or Away team screen.

On the player details screen, you will see the event that has been added to the player listed. Tap the event, and then tap the pencil icon at the bottom right of the page.
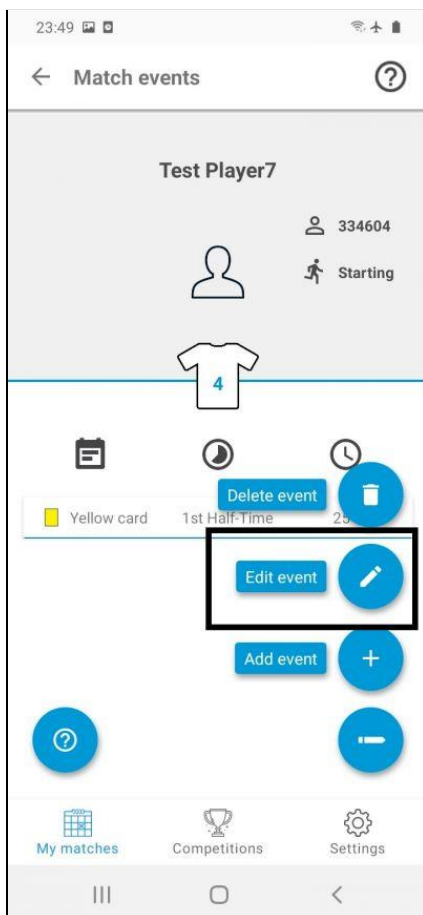
Tap the Edit event pencil icon to correct the details of the event.

You will then be able to edit the Minute that the card was awarded and the Reason for the card. When you have made the change, tap ADD at the bottom of the screen to confirm this.

If you need to change the type of match event, e.g. swap a yellow card for a red card, you will need to remove the wrong event and add the correct one.

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.

Changing a match status to Played

This guide will show referees how to change the status of a match to Played on the Android version of the mComet app.

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.
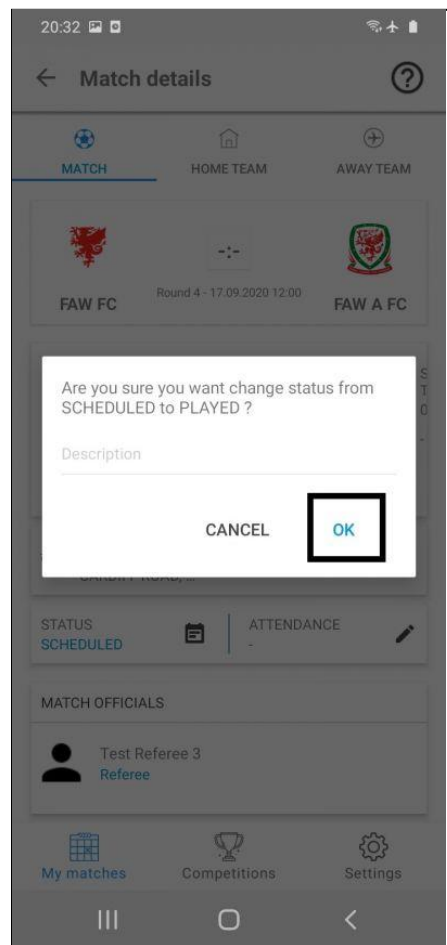
Changing the match status to PLAYED
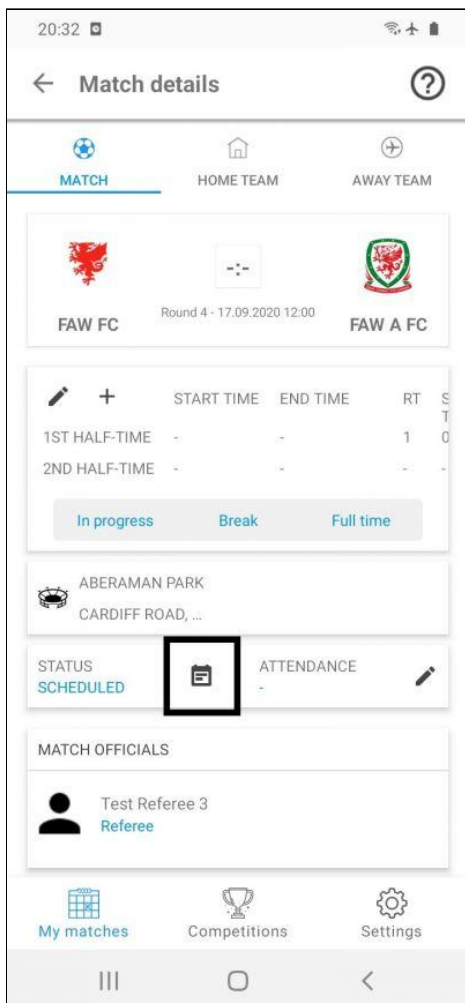
After a match, when you are happy that all match details have been added to the match, tap the clipboard icon on the match screen.
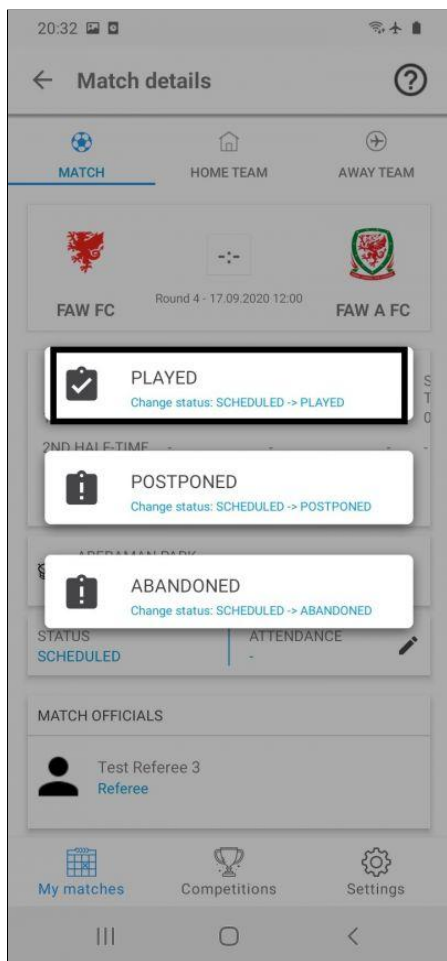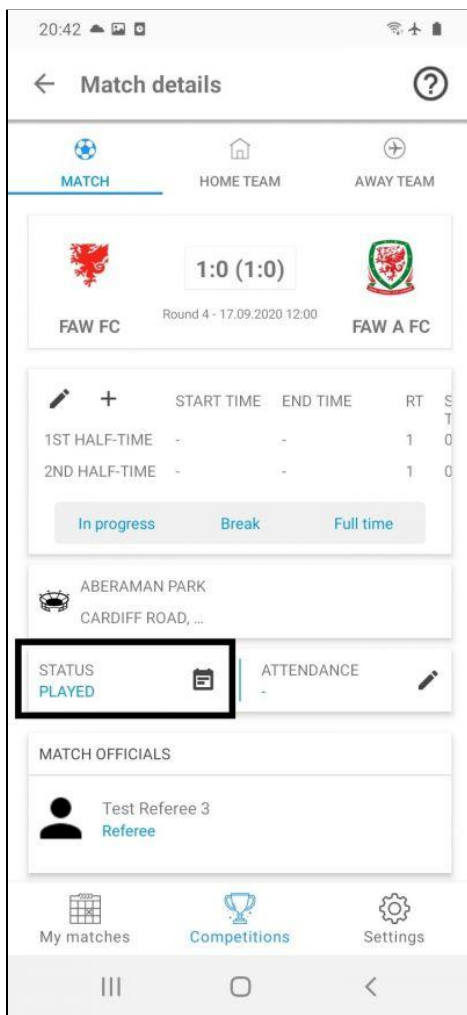
Next, tap PLAYED.

The warning box will open to check whether you want to change the match status. Tap OK to proceed with the status change or Cancel to return to the match screen.

If you have tapped OK, the match status will now show as PLAYED.

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

Changing a match status to Postponed or Abandoned

This guide will show referees how to change the status of a match to Postponed or Abandoned on the Android version of the mComet app.

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.
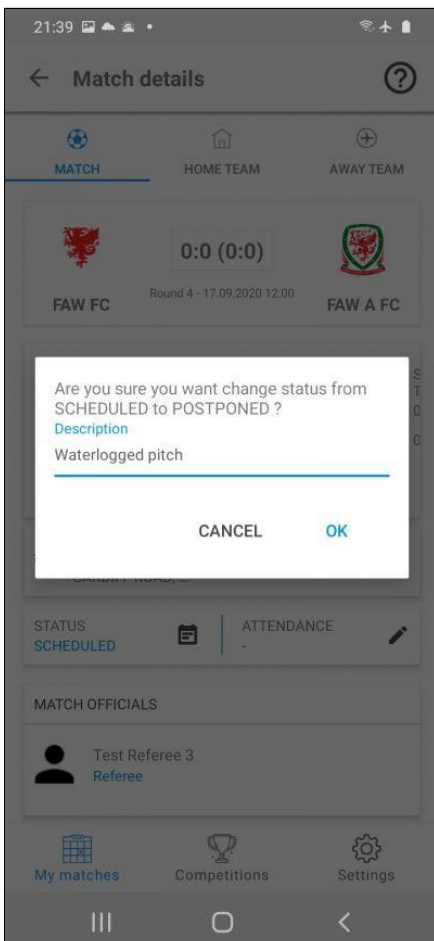
Changing the match status to POSTPONED
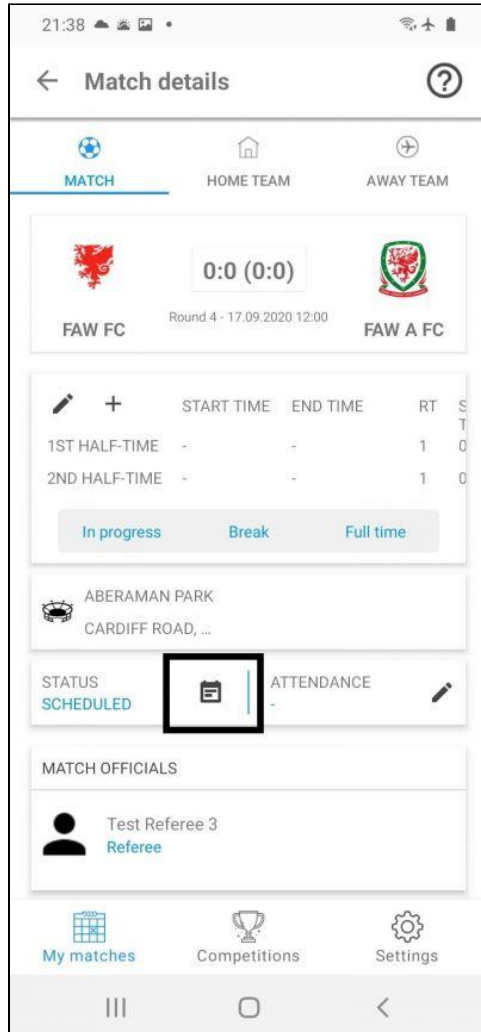
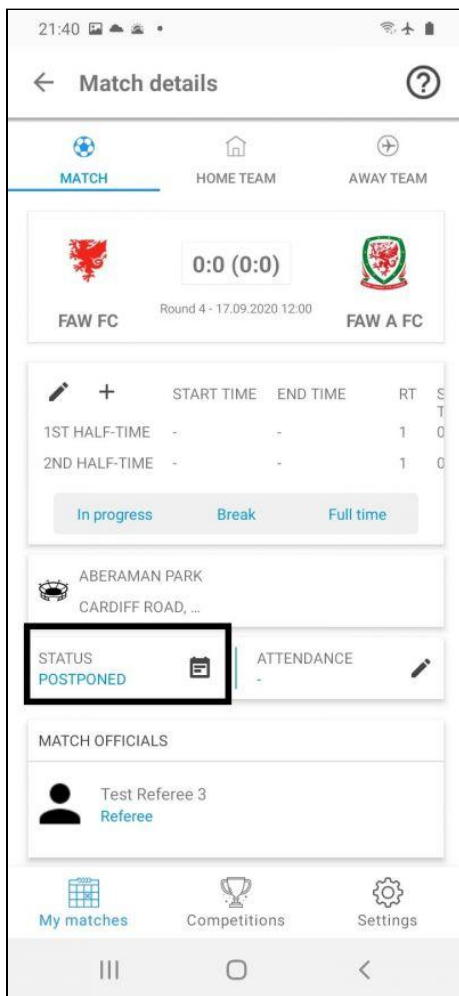**If a match needs to be Postponed, for example due to pitch conditions, tap the clipboard icon on the match screen.**
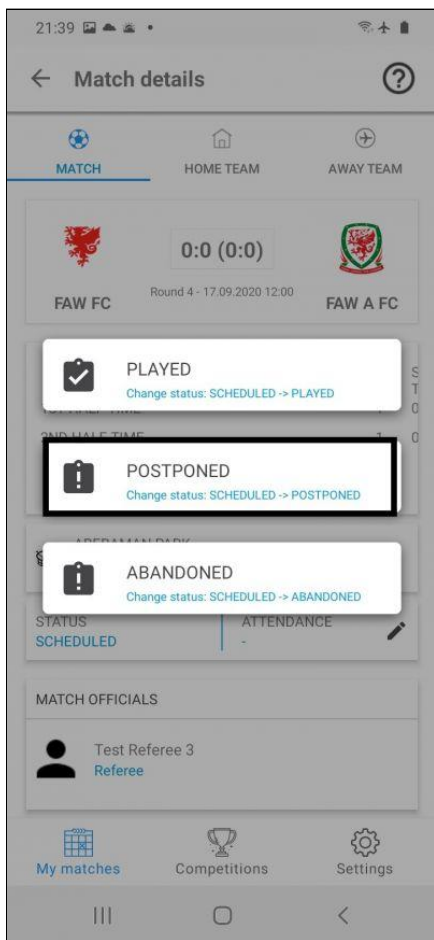
Next, tap the POSTPONED box

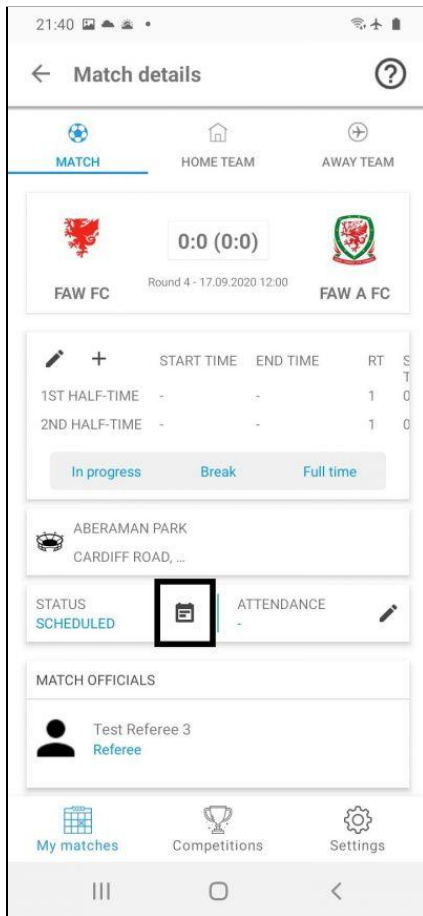**A warning box will pop up to check whether you want to change the match status to Postponed.**

You will need to type in a reason for the postponement.

When you have done this, tap OK to change the match status to Postponed or Cancel to return to the match screen.
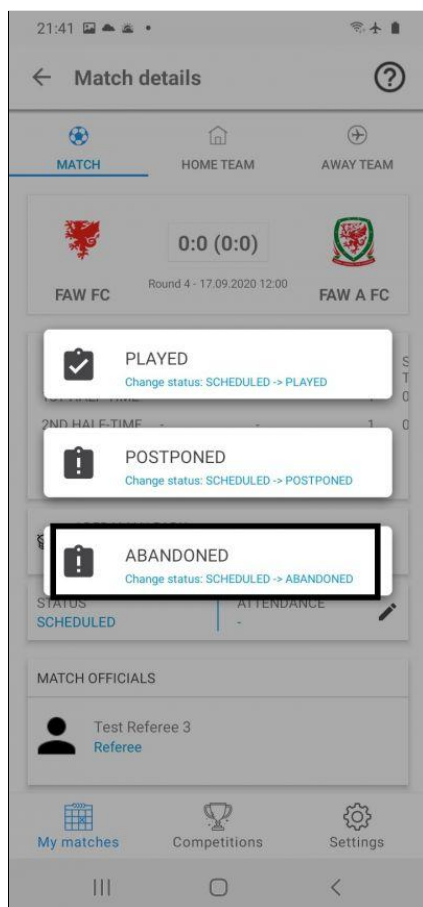
If you have tapped OK the match status will now show as POSTPONED and the participating clubs, referee team and competition manager will have been informed by email.
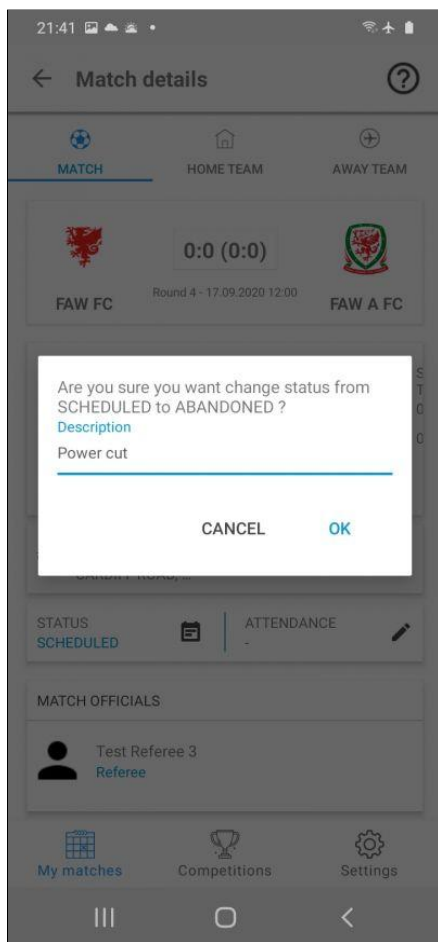
Changing the match status to ABANDONED

If a match needs to be Abandoned, for example due to deteriorating weather conditions, tap the clipboard icon on the match page.
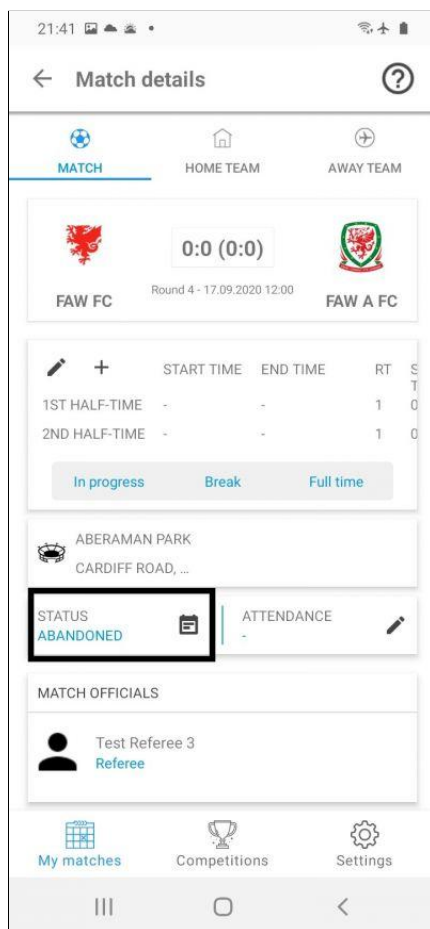

Next tap the ABANDONED box.

A warning box will pop up to check whether you want to change the match status to Abandoned.

You will need to type in a reason for the match being abandoned.

When you have done this, tap OK to change the match status to Abandoned or Cancel to return to the match screen.

If you have tapped OK, the match status will now show as ABANDONED and the participating clubs, referee team and competition manager will have been informed by email.