



MALTA FOOTBALL ASSOCIATION

PATRON: HE. Marie-Louise Coleiro Preca, President of Malta

14th August 2018

COMET – Guidelines for Matchday

In view of the imminent start of competitions, the guidelines below are intended to help clubs in their usage of COMET, the platform used for player registration and match sheets. It is important that Club users go through them carefully.

Clubs are reminded of the following important points:

1. All personnel that will or could be included in the line-up on matchday need to be entered in the system and confirmed by the Malta FA prior to the match. This applies to ALL coaching and technical staff who sit on the bench during the match (e.g. kit-managers, masseurs/physios, etc.). In the case of coaches and administrators, the requirements for registration remain the same (e.g. contract to be uploaded).

If an individual is not entered in the system beforehand, the club will be not be able to include that person in the line-up on matchday as his/her name would not show up.

2. As per Art. 11(iii) of Annex IV of Section IV – Regulations on the Status and Transfer of Players, to allow the Association sufficient time to process a registration:

At the very latest, players must be duly and correctly entered into COMET by midnight of the day preceding the last Working Day prior to the match in which they wish to participate.

It is to be pointed out that a player can only be deemed registered once his status is 'Confirmed'.

3. The responsibility of determining the eligibility or otherwise of players and officials (e.g. whether a player is suspended or not) remains with the clubs.

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Millennium Stand
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Tel: (+356) 2338 6000
Fax: (+356) 2338 6900
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Web: www.mfa.com.mt

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4. As per Art. 18 of Section V – Competition Rules, *the responsible Official of the team must submit the Match Report Form **and hand a printed copy to the referee** of the match or to any of his assistants. In the case of the first team of a Club, this must be done at least sixty (60) minutes prior to the commencement of the match, and in the case of any other team, this must be done at least thirty (30) minutes before the commencement of the match.*
5. The form used to change or correct the Official Match Report Form already given to the Referee shall remain the same.

A video tutorial on how to submit your line-up can be found here:

<https://info.mfa.com.mt/#twenty-nine>

Yours faithfully,



Dr Angelo Chetcuti
General Secretary

Annex - Step by Step guide to filling the match report form

ANNEX

Step by Step guide to filling the match report form

1. Log in by entering your username and password:

MFA COMET DEMO VERSION


Welcome to MFA COMET home page. Enter your credentials.

Username

Password

Remember me ☐



[Login](#) [Forgot your password?](#)



2. Choose the match for which you need to enter the line-up of your club from your **Home** Screen or by clicking on **'My Competitions'** on the Menu on the left, under the section 'Competitions'.

3. The Match Screen has the following elements with information on the match. :

MIX COMPETITION FOR TESTING 18/19 - Round 19 - SAN GWANN - BIRKIRKARA :-

Match  **SAN GWANN**  **BIRKIRKARA** [Venue director report](#) [Fair Play](#) [Expenses](#) [Referee observer report](#)

Part A Report

[Edit](#) [Documents](#)

[Match report](#) [Detail start list](#) [Media start list](#) [Club kits](#) [Confirmed team kits](#)

ID:

Competition: [+](#)

Round: [-](#)



Age category:



Stadium: [+](#) [x](#) [-](#)

Date/time:

Attendance:

Status: **SCHEDULED** [+](#)

 **SAN GWANN**  **BIRKIRKARA**

4. Click on the tab of your Club, shown in red above.

5. In the next screen you will see the following:

- On the top part of the screen (indicated in red below) there are the fields to fill out with your technical staff sitting on the bench, according to their roles;
- On the bottom part of the screen (indicated in blue below) you will see that all the registered players with your Club are listed in a searchable list.

The screenshot displays a web interface for managing a club. At the top, there are two buttons: 'Edit' and 'Start List'. Below these, a red box highlights the 'Club officials' section, which includes fields for Head coach, Assistant coach, Goalkeeper coach, Physical trainer, Physiotherapist/Masseur, Doctor, Team manager, Kit manager, Stretcher bearer, and Club officials. Each field has a dropdown menu and a 'Copy from previous round' button. To the right of this section is a 'Club kits detail' panel with a 'Field player' dropdown and a 'Choose' button. Below the red box, a blue box highlights the 'Available players' section, which contains a table of players with columns for No., DOB, Player, L, SL, GK, and CP. The table lists five players: Newell Alec, Chavez Flores Daniel MEX, Xuereb Matthew, and Attard Izaak. To the right of the blue box is a 'Lineup' section with a 'Lineup: 0 / Starting Lineup: 0' header and a table with columns for No., DOB, and Player. The table currently shows 'No records found.'


No.	DOB	Player	L	SL	GK	CP
1	12.01.2004	Newell Alec	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	09.10.1992	Chavez Flores Daniel MEX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	03.03.2001	Xuereb Matthew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	28.04.2001	Attard Izaak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Click **Edit** at the top left of the screen.

7. The names of the technical staff can be entered in the respective fields. As soon as you start typing a name, you will be prompted with the Coaches and Staff members already registered with your club. It is very important to ensure that the staff members that are to be included on the match sheet are entered in the system (and confirmed by the Association) **prior to matchday**.

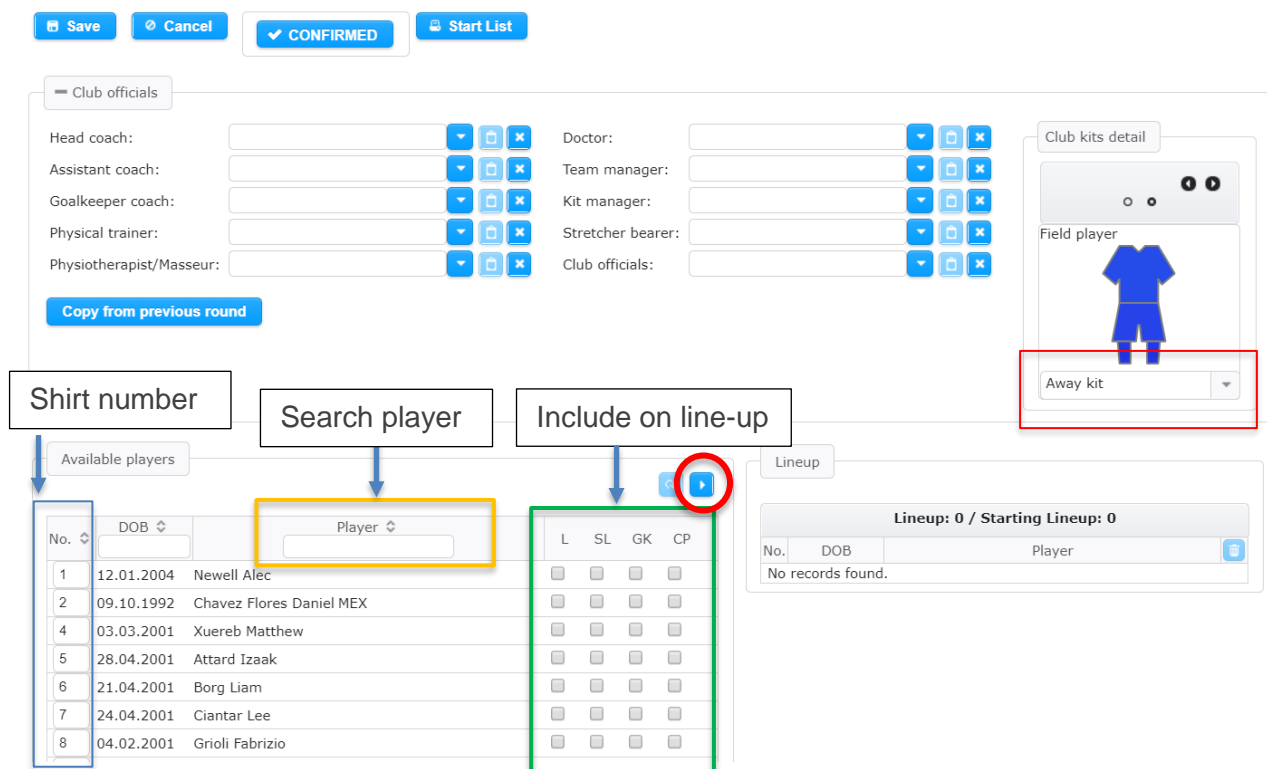
Search for the players to be included in the line-up and tick the respective boxes (marked in green below) depending on how they are to feature:

- L = Line-up
- SL = Starting line-up
- GK = Goalkeeper
- C = Captain

Next, move the players ticked to the line-up shown on the right by clicking on the 'play' button, shown in the circle below ()

Shirt numbers are to be typed in the box on the left of the player's name, indicated in blue below.

You can also choose the kit colours from the 'Club Kits Detail' section on the right, marked in red below.



Save Cancel CONFIRMED Start List

Club officials

Head coach: [dropdown] [edit] [delete] Doctor: [dropdown] [edit] [delete]

Assistant coach: [dropdown] [edit] [delete] Team manager: [dropdown] [edit] [delete]

Goalkeeper coach: [dropdown] [edit] [delete] Kit manager: [dropdown] [edit] [delete]

Physical trainer: [dropdown] [edit] [delete] Stretcher bearer: [dropdown] [edit] [delete]

Physiotherapist/Masseur: [dropdown] [edit] [delete] Club officials: [dropdown] [edit] [delete]

Copy from previous round

Shirt number

Search player

Include on line-up

Available players

No.	DOB	Name
1	12.01.2004	Newell Alec
2	09.10.1992	Chavez Flores Daniel MEX
4	03.03.2001	Xuereb Matthew
5	28.04.2001	Attard Izaak
6	21.04.2001	Borg Liam
7	24.04.2001	Ciantar Lee
8	04.02.2001	Grioli Fabrizio

Lineup

Lineup: 0 / Starting Lineup: 0

No.	DOB	Player
No records found.		

Club kits detail

Field player

Away kit

8. When your line-up is ready, indicating both players and technical staff, click '**Confirmed**' at the top.

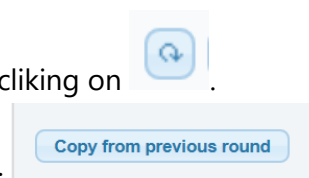


Save Cancel CONFIRMED Start List

Remember that throughout the process, whenever you 'Save', you need to click on 'Edit' again in order to change or add anything.

You can replicate the line-up of your club from the previous match by clicking on .

In the case of Technical Staff, you can click 'Copy from previous round':



Copy from previous round

9. You will need to **print the 'Start List'** - Click on 'Start list' and the line-up of your club will open in a separate window



Hand the print-out to the Venue Director (for Premier League only) or the Referee, as the case may be.

MIX COMPETITION FOR TESTING 18/19
SAN GWANN BIRKIRKARA

Date/Time: 01.11.2018 00:00
Stadium: MOSTA GROUND / Malta
Round: 19
Age category: Seniors
Attendance:

Referee:
Observer:
Venue director:
4th official:

1st assistant:
2nd assistant:
1st additional:
2nd additional:

BIRKIRKARA

10 Gatt De Raffaele Russell (88064) , 24.05.1996 GK
3 Fenech Jake (101288) , 30.05.2004
5 Tabone Desira Denilson (94014) , 08.03.2003
8 Vella Luke Lee (99979) , 16.05.2004
9 Zammit Kurt (88062) , 26.02.1996
35 Cross Nathan (99980) , 01.09.2004
55 Dimitrov Srdan (100416) , 28.07.1992 SRB
65 Perrone Luca (100724) , 10.05.2003 C
74 Borg Elton (71194) , 06.04.1981
75 Brincat Matthew (68767) , 24.10.1969
77 Brincat Kieron (97218) , 04.04.2003

Substitutions

33 Malla Verone Lucas (100226) , 23.02.1993 BRA
34 Ellul Isaac (99990) , 11.08.2004
36 Seychell Elijah (99989) , 17.01.2004
38 Zammit Gabriel (98637) , 04.06.2005

Club officials

Abela Joseph (59049) , Malta ID: 440770M (Head coach)

Goalkeeper: Captain:

SAN GWANN BIRKIRKARA Page: 1 / 1