



**BC SOCCER**

**COMPETITION MANAGEMENT EXPERT SYSTEM  
(COMET)  
CLUB USER GUIDE**

[comet.canadasoccer.com](http://comet.canadasoccer.com)

# CLUB REQUIREMENTS

**THIS GUIDE PROVIDES A DETAILED OVERVIEW OF THE COMET FEATURES THAT CLUBS WILL USE TO MEET THE FOLLOWING REQUIREMENTS:**

- 1. SUBMITTING UNIFORM COLOURS**
- 2. SUBMITTING PLAYER ROSTER AND CLUB OFFICIALS LIST**
- 3. SUBMITTING MATCH DAY START LISTS AND CLUB OFFICIALS LISTS**

# SUMMARY

## 1. MY CLUB PAGE

- LIST OF PLAYERS (PLAYER POOL)
- LIST OF COACHES AND CLUB STAFF (TEAM OFFICIALS POOL)
- CLUB KITS (ADDING A KIT, DEACTIVATING A KIT)

## 2. REGISTRATION, ROSTER, AND START LIST MANAGEMENT

- ADDING PEOPLE TO YOUR CLUB POOL
- SUBMITTING YOUR PLAYER ROSTER AND CLUB OFFICIALS LIST
- ADDING PEOPLE TO YOUR MATCH DAY START LIST AND CLUB OFFICIALS LIST

## 3. POST-MATCH

- ACCESSING THE MATCH SUMMARY REPORT

## 4. DISCIPLINARY

- NOTICE OF SANCTION



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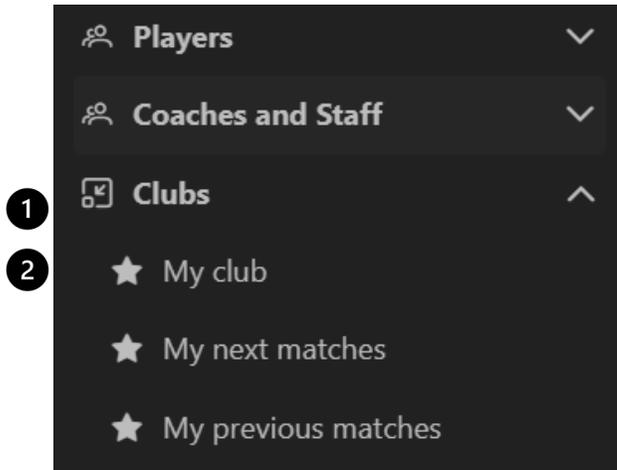
**MY CLUB PAGE**

# MY CLUB PAGE

## TO ACCESS YOUR CLUB PAGE:

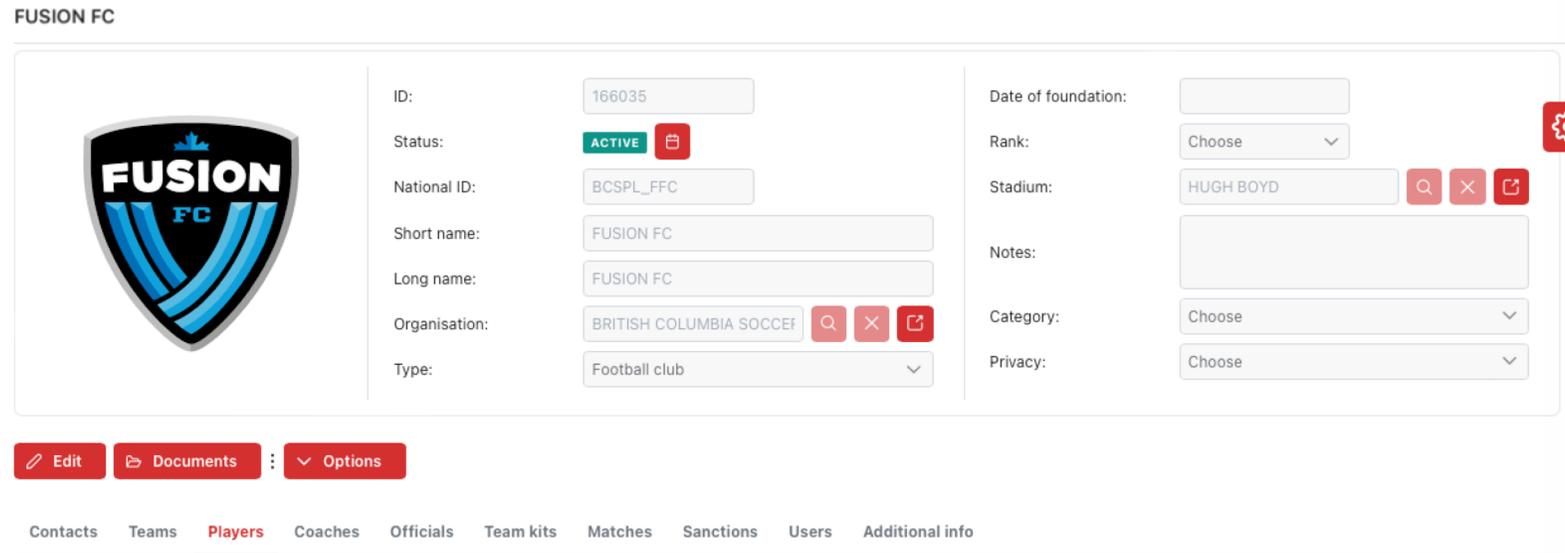
1. SELECT THE “CLUBS” MODULE
2. SELECT “MY CLUB”

## YOUR CLUB PAGE WILL OPEN:



A dark navigation menu with the following items:

- 1 Players (with a dropdown arrow)
- Coaches and Staff (with a dropdown arrow)
- 2 Clubs (with an upward arrow)
- ★ My club
- ★ My next matches
- ★ My previous matches



**FUSION FC**



ID: 166035

Status: ACTIVE 

National ID: BCSP\_L\_FFC

Short name: FUSION FC

Long name: FUSION FC

Organisation: BRITISH COLUMBIA SOCCER   

Type: Football club

Date of foundation:

Rank: Choose

Stadium: HUGH BOYD   

Notes:

Category: Choose

Privacy: Choose



 Edit  Documents  Options

Contacts Teams **Players** Coaches Officials Team kits Matches Sanctions Users Additional info



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# **MY CLUB PAGE**

**PLAYER POOL**

**TEAM OFFICIALS POOL**

# MY CLUB - PLAYERS TAB

SELECT THE “PLAYERS” TAB TO OPEN A LIST OF ALL PLAYERS REGISTERED IN YOUR CLUB POOL

Contacts Teams **Players** Coaches Officials Club kits Matches Sanctions Additional info

Print ID cards

Players

Photo	ID ↑↓	Name ↑↓	Gender ↑↓	DOB ↑↓	Nationality ↑↓	Position ↑↓	Discipline ↑↓	Status ↑↓
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	5416800	<a href="#">ACUNA VICTOR FRANCISCO JAVIER</a>	M	19.01.1988	Mexico	Midfielder	Football	CONFIRMED
	5418440	<a href="#">COUPLAND ANTOINE</a>	M	12.12.2003	Canada	Midfielder	Football	CONFIRMED
	5418480	<a href="#">DADA-LUKE KUNLE</a>	M	12.01.2000	Canada	Forward	Football	CONFIRMED
	5482104	<a href="#">DE BRIENNE MATTEO</a>	M	22.05.2002	Canada	Forward	Football	CONFIRMED

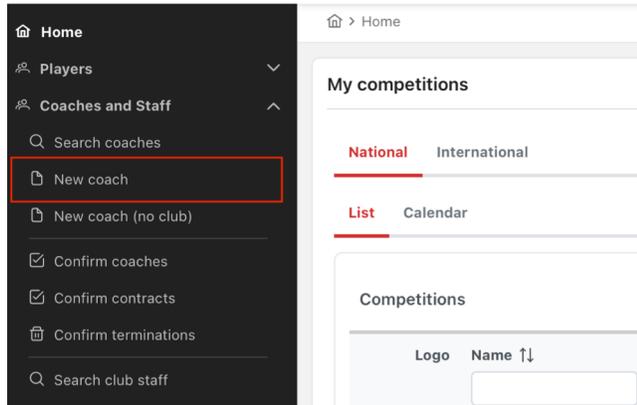
YOU MUST ACTIVELY ENSURE THIS PAGE IS UP TO DATE BY:

- REGISTERING PLAYERS WHO ARE MISSING FROM YOUR CLUB POOL
- TERMINATING THE REGISTRATIONS OF PLAYERS WHO ARE NO LONGER WITH YOUR CLUB

ONLY PLAYERS IN YOUR CLUB POOL CAN BE ADDED TO YOUR ROSTERS.

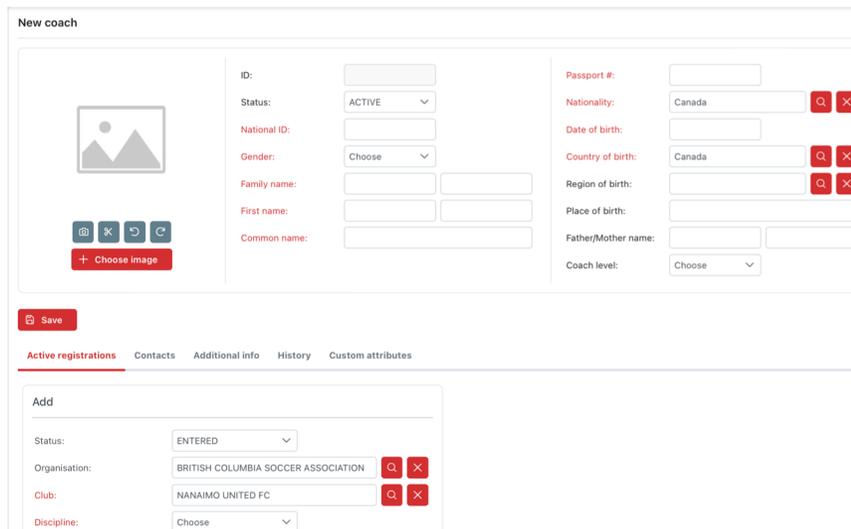
# MY CLUB - COACHES TAB

SELECT THE “COACHES” TAB ON THE RIGHT SIDE MENU



1) Under the ‘Coaches and Staff’ menu bar on the right side of your screen Click ‘New Coach’

2) Fill out all mandatory fields highlighted in **RED**



**New coach**

Save

Active registrations | Contacts | Additional info | History | Custom attributes

Add

Status: ENTERED

Organisation: BRITISH COLUMBIA SOCCER ASSOCIATION

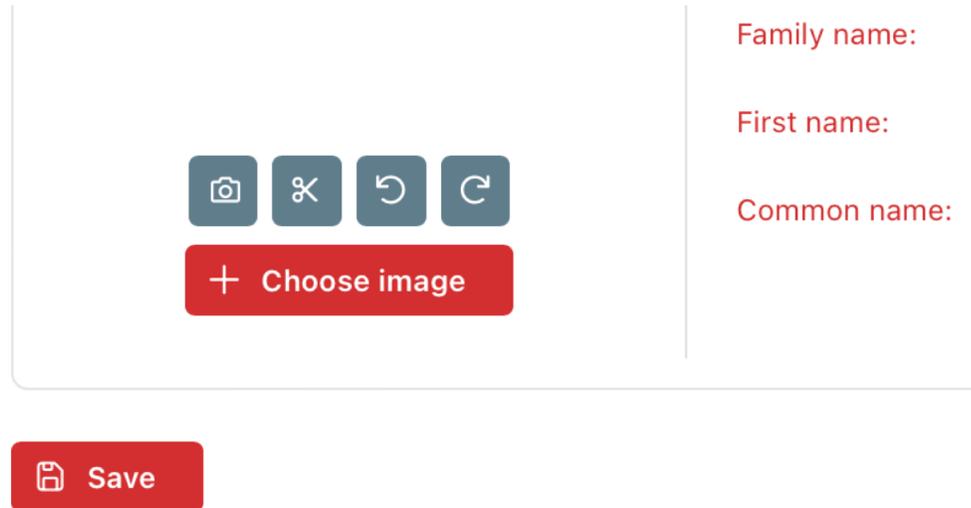
Club: NANAIMO UNITED FC

Discipline: Choose

Only team officials in your Club Pool can be added to your Club Officials List and therefore sit on the substitutes’ bench.

# MY CLUB - COACHES TAB

SELECT THE “COACHES” TAB ON THE RIGHT SIDE MENU



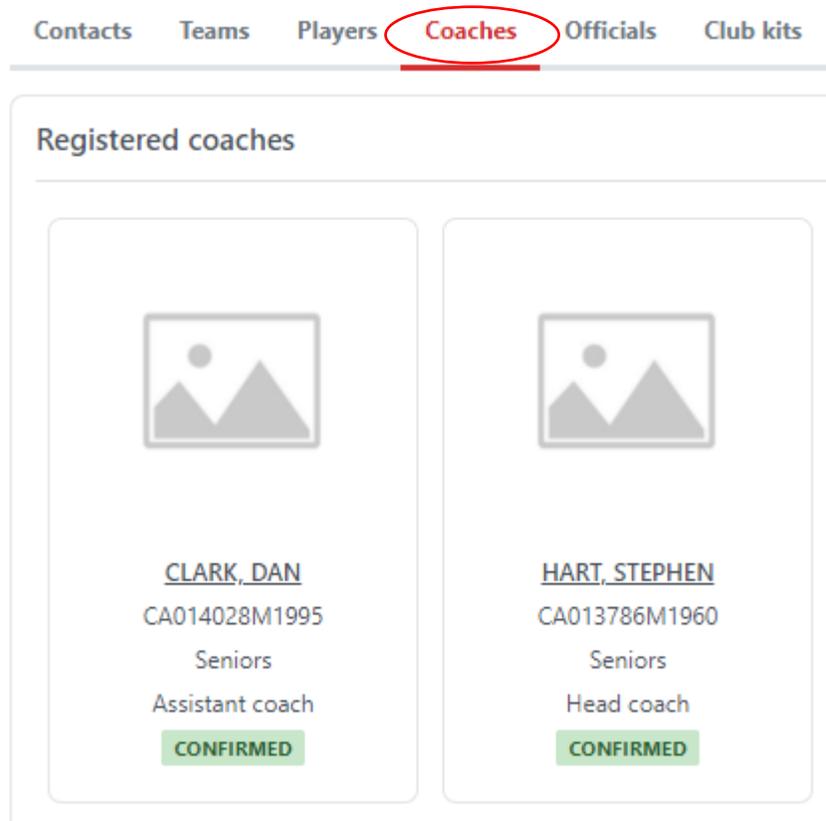
The screenshot shows a form for adding a coach. On the left, there is a large empty box for a profile picture. Below this box are four small icons: a camera, scissors, a left arrow, and a right arrow. Below the icons is a red button with a white plus sign and the text "Choose image". To the right of the image box are three text input fields, each with a red label: "Family name:", "First name:", and "Common name:". Below the input fields is a red button with a white floppy disk icon and the text "Save".

3) Click 'Save'

4) This information will now be submitted to the oversight body for approval. Once your coaches are approved they will show up on your club/teams COMET page under the 'Coaches' tab.

# MY CLUB - COACHES TAB

**SELECT THE “COACHES” TAB TO OPEN A LIST OF ALL COACHES AND CLUB STAFF REGISTERED IN YOUR CLUB POOL**



Contacts Teams Players **Coaches** Officials Club kits

Registered coaches

 <p><u>CLARK, DAN</u> CA014028M1995 Seniors Assistant coach <b>CONFIRMED</b></p>	 <p><u>HART, STEPHEN</u> CA013786M1960 Seniors Head coach <b>CONFIRMED</b></p>
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**You must actively ensure this page is up to date by:**

- **Registering team officials who are missing from your Club Pool**
- **Terminating the registrations of team officials who are no longer with your Club**

**Only team officials in your Club Pool can be added to your Club Officials List and therefore sit on the substitutes' bench.**



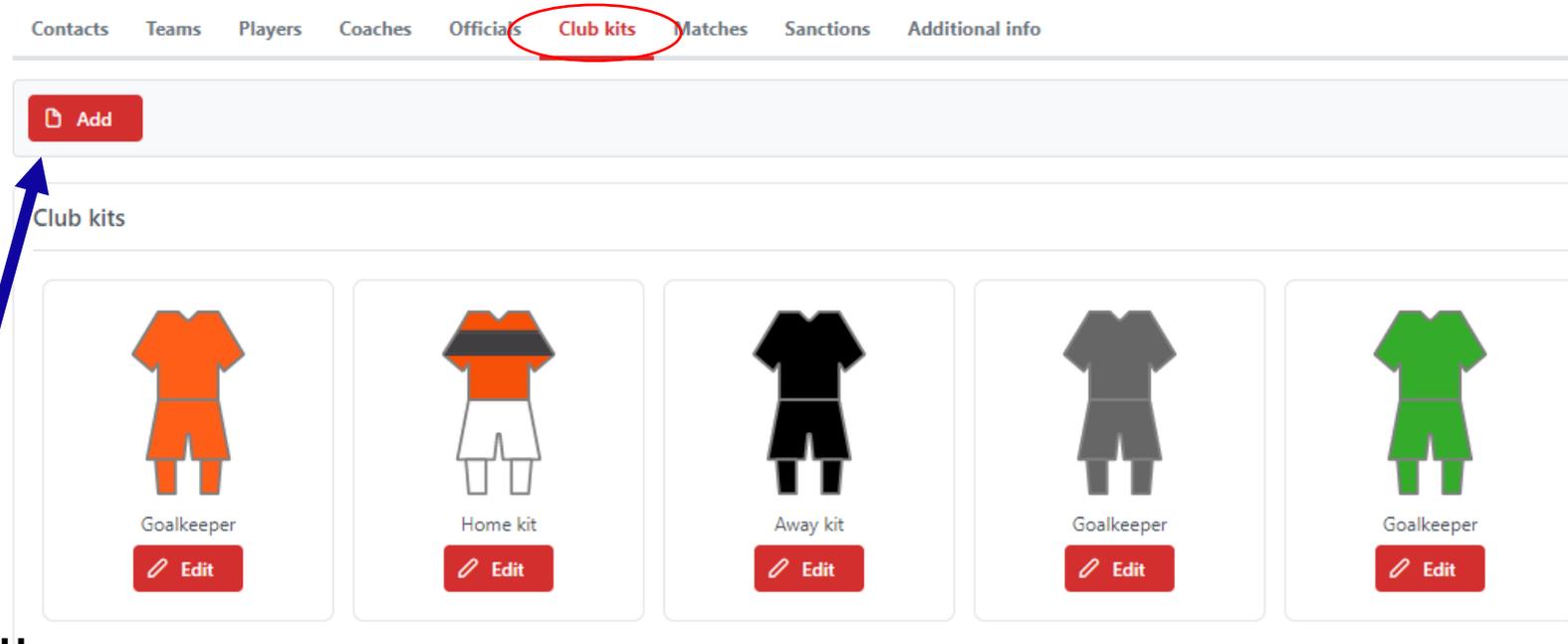
**BC SOCCER**

# **MY CLUB PAGE: CLUB KITS**

**DEACTIVATING A KIT  
ADDING A KIT**

# MY CLUB - CLUB KITS TAB

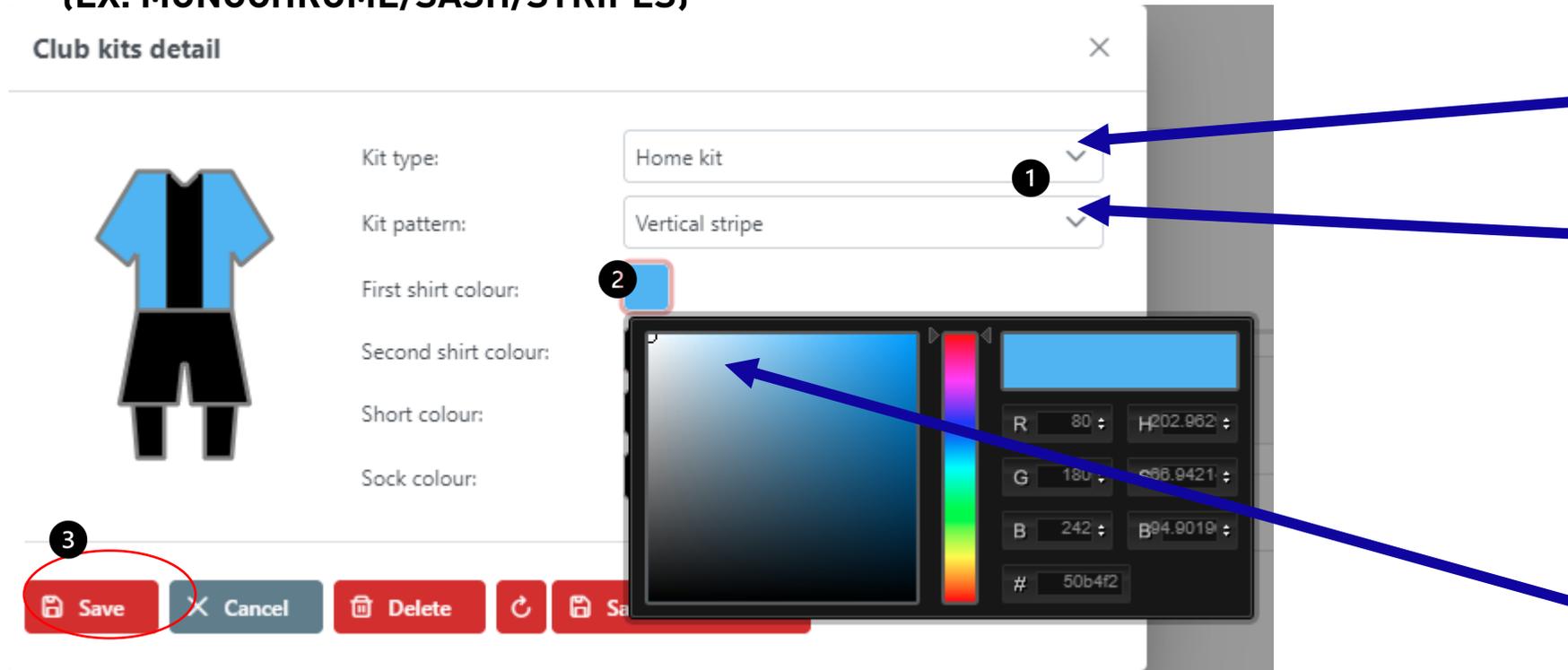
SELECT THE “CLUB KITS” TAB TO OPEN A LIST OF YOUR CLUB’S UNIFORMS:



FROM THIS PAGE, YOU  
CAN ALSO ADD  
ADDITIONAL UNIFORMS  
USING THE “ADD”  
BUTTON

# MY CLUB - CLUB KITS TAB- ADDING A KIT

USE THE DROPDOWN MENUS TO SELECT THE *KIT TYPE* (HOME/AWAY/OTHER/GOALKEEPER) AND THE *KIT PATTERN* (EX. MONOCHROME/SASH/STRIPES)



Club kits detail

Kit type: Home kit

Kit pattern: Vertical stripe

First shirt colour: 2

Second shirt colour:

Short colour:

Sock colour:

1

2

3

Save Cancel Delete Save

R 80 H202.962  
G 180 G86.9421  
B 242 B94.9019  
# 50b4f2

USE THE COLOUR SELECTOR TO SELECT A COLOUR FOR EACH PIECE OF THE UNIFORM (SHIRT/SHORT/SOCKS)

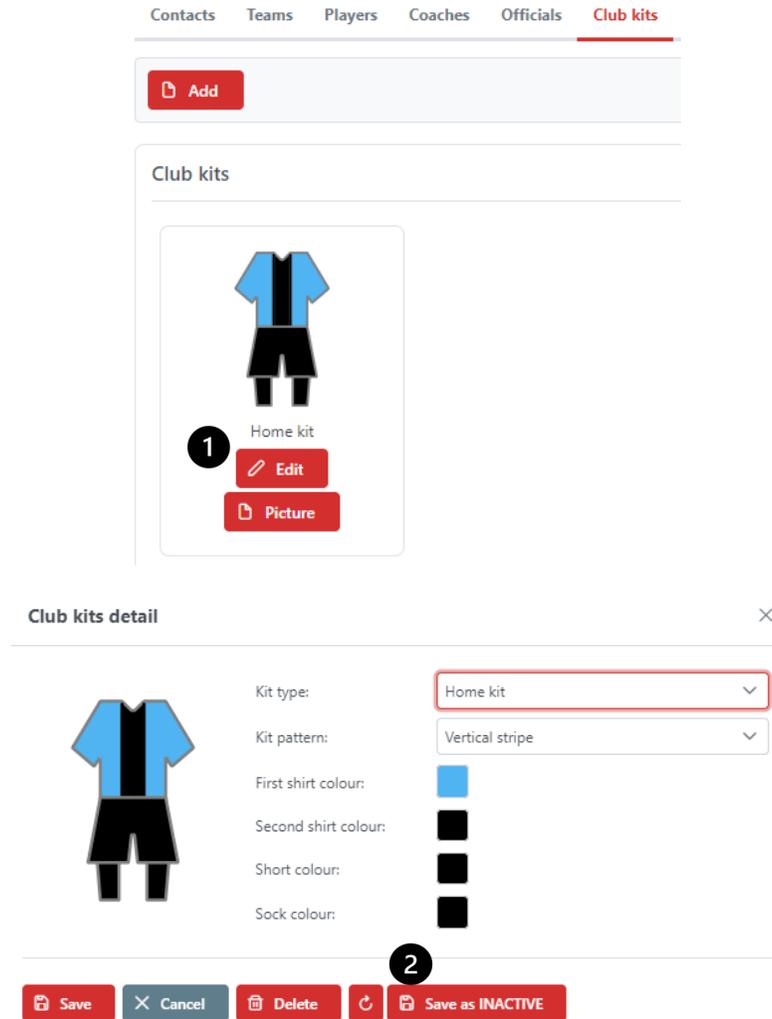
PRESS “SAVE” WHEN YOU HAVE FINISHED- THE UNIFORM WILL BE ADDED TO YOUR “CLUB KITS” AND CAN NOW BE ASSIGNED TO A MATCH

# MY CLUB - CLUB KITS TAB - DEACTIVATING A KIT

**TO DEACTIVATE AN EXISTING UNIFORM THAT YOUR CLUB NO LONGER HAS AVAILABLE:**

- 1. ON THE CLUB KITS TAB, CLICK “EDIT” BELOW THE UNIFORM YOU WISH YOU REMOVE**
- 2. CLICK “SAVE AS INACTIVE”**

**THE SELECTED UNIFORM WILL BE REMOVED FROM THE SYSTEM AND CAN NO LONGER BE ASSIGNED TO A MATCH.**



The screenshot shows the 'Club kits' tab in the BC Soccer system. At the top, there are navigation tabs: Contacts, Teams, Players, Coaches, Officials, and Club kits. Below the navigation is an 'Add' button. The main area displays a list of club kits, with one kit selected. The selected kit is labeled 'Home kit' and has an 'Edit' button and a 'Picture' button. A circled '1' is placed over the 'Edit' button. Below the list is a 'Club kits detail' modal window. The modal shows a preview of the kit and a list of settings: Kit type (Home kit), Kit pattern (Vertical stripe), First shirt colour (blue), Second shirt colour (black), Short colour (black), and Sock colour (black). A circled '2' is placed over the 'Save as INACTIVE' button at the bottom of the modal. The modal also has 'Save', 'Cancel', and 'Delete' buttons.



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# **REGISTRATION, ROSTER, AND START LIST MANAGEMENT**

**SECTION 1 - ADDING PEOPLE TO YOUR CLUB POOL**

**SECTION 2 - SUBMITTING YOUR PLAYER ROSTER AND CLUB  
OFFICIALS LIST**

**SECTION 3 - SUBMITTING A MATCH DAY START LIST & CLUB  
OFFICIALS LIST**

# UNDERSTANDING THE FLOW OF PEOPLE IN THE SYSTEM

## TEAM OFFICIALS FLOW THROUGH THREE MAIN PARTS OF THE COMET SYSTEM:

1. WHEN YOU REGISTER TEAM OFFICIALS WITH YOUR CLUB, THEY ARE ADDED TO YOUR CLUB'S GENERAL "POOL"
2. TEAM OFFICIALS ARE THEN ADDED TO THE SPECIFIC COMPETITION (PLAYER ROSTER)
3. TEAM OFFICIALS ARE THEN ADDED TO MATCH DAY START LISTS AND CLUB OFFICIALS LISTS



# SECTION 1

## REGISTRATION - ADDING PEOPLE TO YOUR CLUB POOL



REGISTERING A TEAM OFFICIAL  
TERMINATING A REGISTRATION

# REGISTRATION- ADDING PEOPLE TO YOUR CLUB POOL





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# **REGISTERING A TEAM OFFICIAL**

# COACH VS. CLUB STAFF

**FOR THE PURPOSES OF COMET, TEAM OFFICIALS ARE CATEGORIZED AS EITHER A COACH OR A CLUB STAFF:**

The following individuals are considered Coaches	The following individuals are considered Club Staff
<ul style="list-style-type: none"><li>• <b>Head Coach</b></li><li>• <b>Assistant Coach</b></li><li>• <b>Goalkeeper Coach</b></li><li>• <b>Physical Trainer</b></li><li>• <b>Athletic Trainer</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Team Manager</b></li><li>• <b>Doctor</b></li><li>• <b>Physiotherapist</b></li><li>• <b>Kitman</b></li><li>• <b>Other</b></li></ul>

# STEP 1 - DOES THE TEAM OFFICIAL ALREADY EXIST IN COMET?

**BEFORE YOU START THE REGISTRATION PROCESS OF A TEAM OFFICIAL ALWAYS CHECK TO SEE IF THEY ALREADY EXIST IN THE SYSTEM.**

**Similar to verifying a player, there are two ways to do this:**

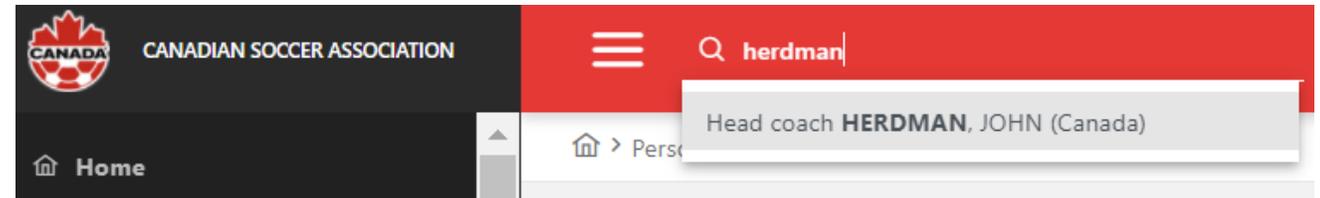
- 1. Use the Quick Search feature**
- 2. Use the advanced search feature in the “Coaches and Staff” module**

# QUICK SEARCH FEATURE- TEAM OFFICIALS

**USE THE QUICK SEARCH FEATURE AT THE TOP LEFT OF THE COMET WINDOW AND TYPE IN THE NAME OF THE PERSON YOU ARE LOOKING FOR.**

**IF THERE ARE RESULTS, YOU WILL SEE A LIST DROP DOWN.**

**IF YOU FIND THE PERSON YOU ARE LOOKING FOR, CLICK ON THE NAME OF THE PERSON IN THE LIST. THE PERSON'S PROFILE WILL OPEN.**



# ADVANCED SEARCH FEATURE- TEAM OFFICIALS

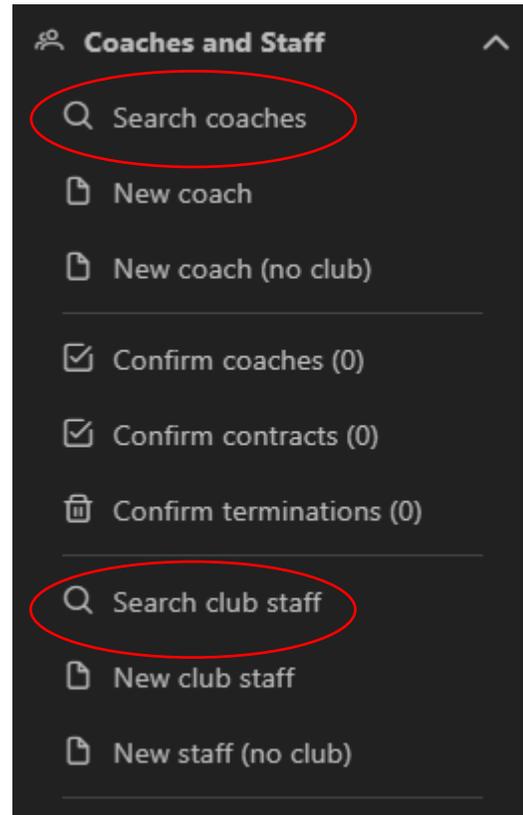
You can also use the advanced search feature in the Coaches and Staff module.

To find a Team Official, use the “Search coaches” or “Search club staff” feature in the Coaches and Staff Module.

Enter any combination of data that you know about a team official (e.g. names, date of birth, nationality, etc.) and press the “Search” button.

Results will be shown in a new table/list below. To select the person, click on that row from the list.

If there are no results (“No data found”), the person does not exist in the COMET database.



## Enter data:

Search coaches

ID:	<input type="text"/>
Status:	ACTIVE <input type="button" value="v"/>
National ID:	<input type="text"/>
Gender:	Choose <input type="button" value="v"/>
Family name:	Herdman <input type="text"/>
First name:	<input type="text"/>
Common name:	<input type="text"/>
National team:	<input type="checkbox"/> Choose <input type="button" value="v"/>

## Search results based on data entered:

ID ↑↓	Name ↑↓
<input type="text"/>	<input type="text"/>
4754876	HERDMAN, JOHN

## No results based on data entered:

ID ↑↓	Name ↑↓
<input type="text"/>	<input type="text"/>
No data found.	

## **STEP 2- NEW REGISTRATION OR NEW COACH/CLUB STAFF?**

**IF YOU FIND THE TEAM OFFICIAL DOES NOT ALREADY EXIST IN THE COMET DATABASE:**

**1. Create a New Coach/New Club Staff registration**

*\*In this case, you are both creating a new profile and attaching a registration to the profile*

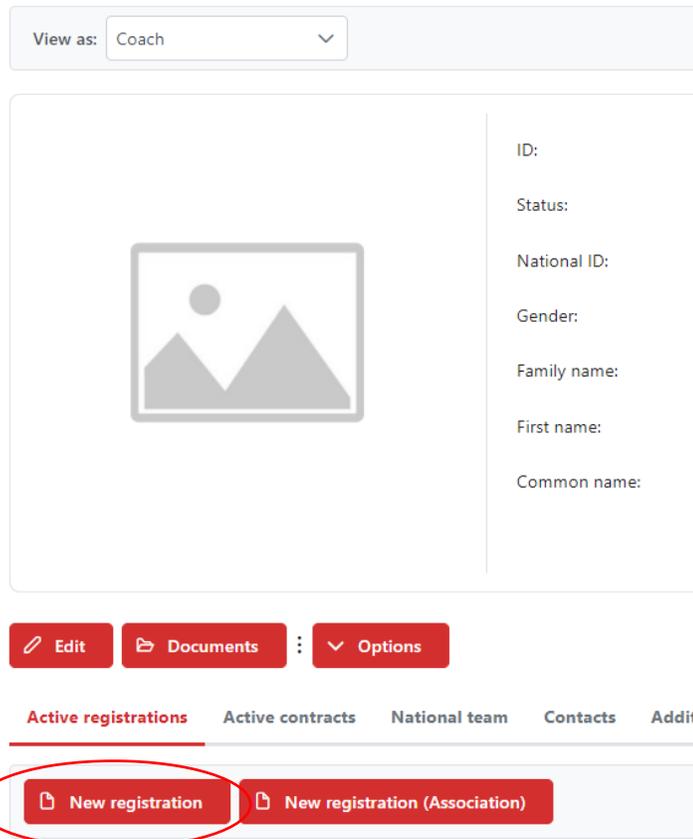
**If you find the Team Official DOES. already exist in the COMET database:**

**1. Verify that the information within their profile is correct. Update any information if necessary**

**2. Create a New Registration**

*\*In this case, you are attaching a New Registration to an existing profile*

Once you have verified that a Team Official already exists in COMET, you will need to open their profile and create a New Registration.



View as: Coach

ID:

Status:

National ID:

Gender:

Family name:

First name:

Common name:

Edit Documents Options

Active registrations Active contracts National team Contacts Additi

New registration New registration (Association)

1. Search for the Team Official and open their profile
2. Select “New Registration” underneath the person’s profile
3. Enter the details of the Team Official’s new registration
4. Click save

The team official’s status will now be set to “Entered” and requires verification from BC Soccer

# CREATING A *NEW COACH OR NEW CLUB STAFF*

ONCE YOU HAVE VERIFIED THAT A TEAM OFFICIAL DOES NOT ALREADY EXIST IN COMET, YOU WILL NEED TO CREATE A *NEW COACH/CLUB STAFF*

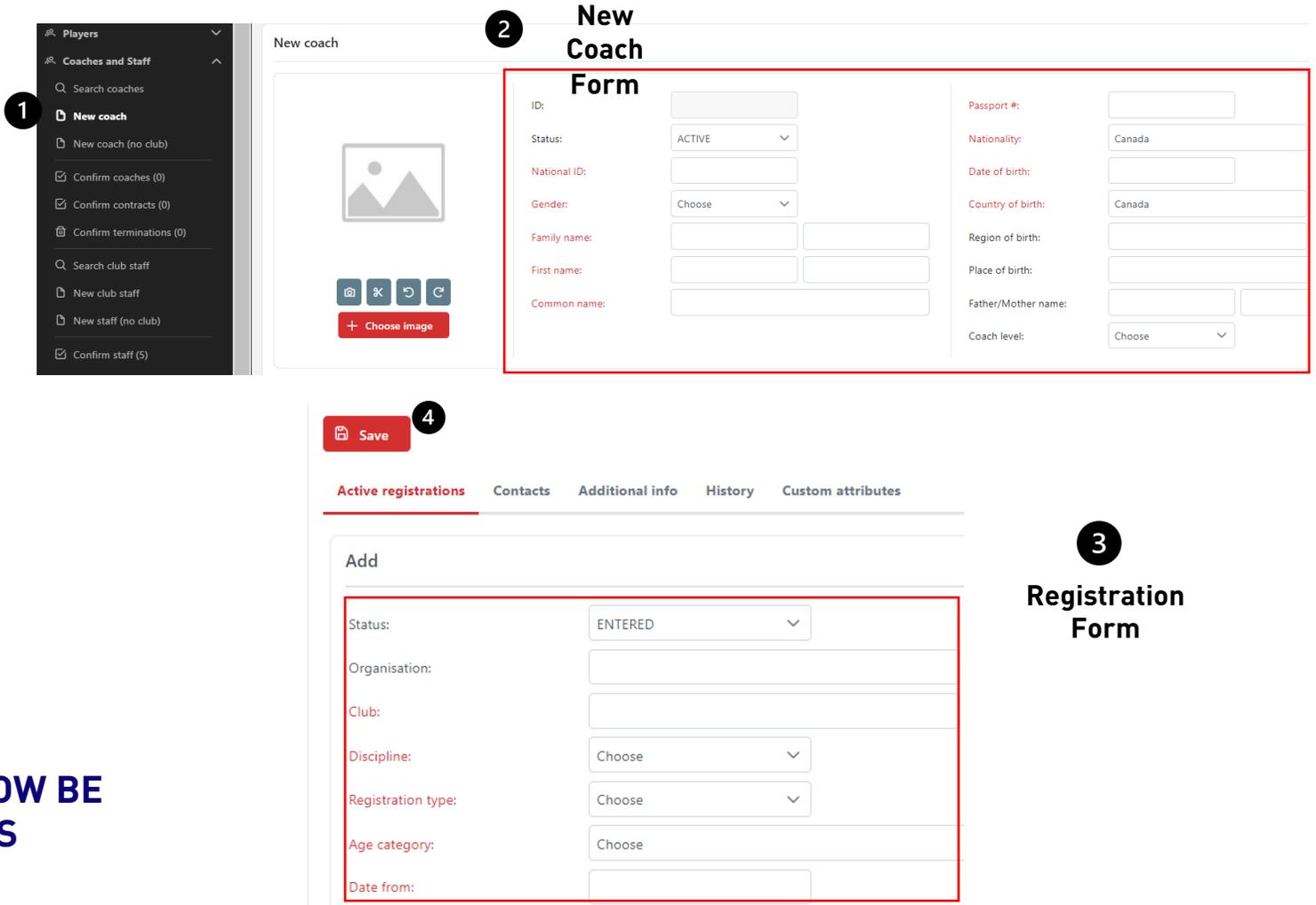
1. Click “New Coach” or “New Club Staff” under the Coaches and Staff Module. A New Coach/Club Staff Form will be generated

2. Enter all mandatory data on the New Coach/Club Staff Form (indicated in red). This will create a profile for the Team Official in the system

3. The Registration Form (below the New Coach/Club Staff Form) is specific to Team Official’s registration with your club. You are essentially “attaching” a registration to the Team Official’s profile at this time. Complete the Registration Form.

4. Click Save

**THE TEAM OFFICIAL’S STATUS WILL NOW BE SET TO “ENTERED” AND REQUIRES VERIFICATION FROM BC SOCCER**



The screenshot displays the COMET system interface for creating a new coach or club staff member. It is divided into two main sections: the 'New Coach Form' and the 'Registration Form'.

**1. Navigation:** A sidebar menu on the left shows the 'Coaches and Staff' module, with 'New coach' selected and highlighted with a red circle and the number 1.

**2. New Coach Form:** The main form is titled 'New Coach Form' and is highlighted with a red border and a red circle with the number 2. It contains the following fields:

- ID: [Text input]
- Status: ACTIVE (dropdown)
- National ID: [Text input]
- Gender: Choose (dropdown)
- Family name: [Text input]
- First name: [Text input]
- Common name: [Text input]
- Passport #: [Text input]
- Nationality: Canada (dropdown)
- Date of birth: [Text input]
- Country of birth: Canada (dropdown)
- Region of birth: [Text input]
- Place of birth: [Text input]
- Father/Mother name: [Text input]
- Coach level: Choose (dropdown)

**3. Registration Form:** Below the New Coach Form is the 'Registration Form', highlighted with a red border and a red circle with the number 3. It contains the following fields:

- Status: ENTERED (dropdown)
- Organisation: [Text input]
- Club: [Text input]
- Discipline: Choose (dropdown)
- Registration type: Choose (dropdown)
- Age category: Choose (dropdown)
- Date from: [Text input]

**4. Save:** A red 'Save' button is located at the top left of the Registration Form section, highlighted with a red circle and the number 4.

# ADDING A HEADSHOT TO A PROFILE

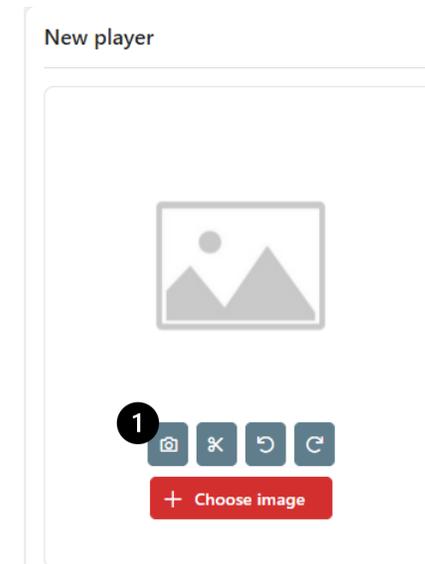
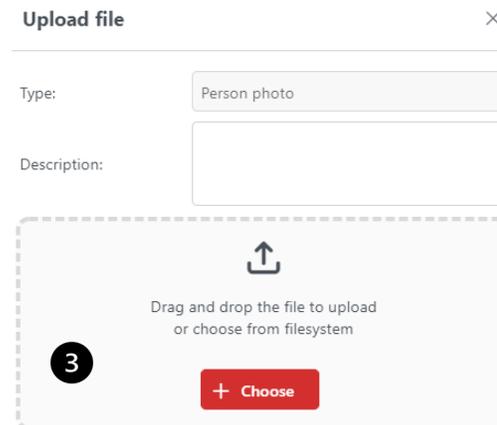
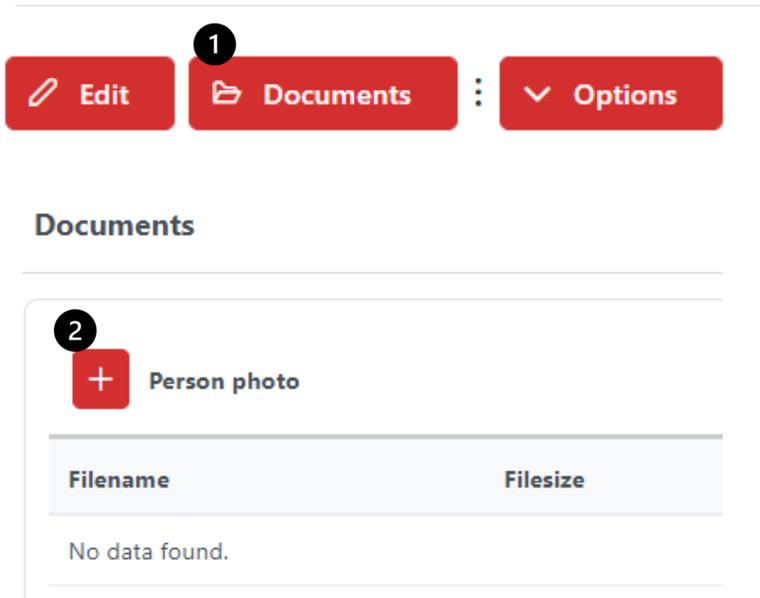
You may choose to add headshots to the profiles of your players and team officials. Although recommended to optimize the system's features, this step is optional and a registration can still be completed without uploading a headshot. A headshot can be added to an existing profile, or to a new profile during the registration process.

## Adding a headshot to an existing profile:

1. Search the person and open their profile
2. Click the "Documents" button
3. Select + "Person photo"
4. Select the "Choose" button
5. Find the photo in your files

## Adding a headshot to a new profile:

1. Select the "Choose Image" button on the New Player/New Coach/New Club Staff Form
2. Find the photo in your files



# MY CLUB – ID CARDS



**FUNCTIONS FOR DEFINING ID CARD TEMPLATES AND OPTIONS ARE AVAILABLE BY FOLLOWING BELOW:**

- > **SELECT MY CLUBS**
- > **SELECT THE DIVISION/TEAM YOU WISH TO PRINT**
- > **PLAYERS**

The screenshot displays the Fusion FC club profile page. On the left is the Fusion FC logo. The main area contains the following fields:

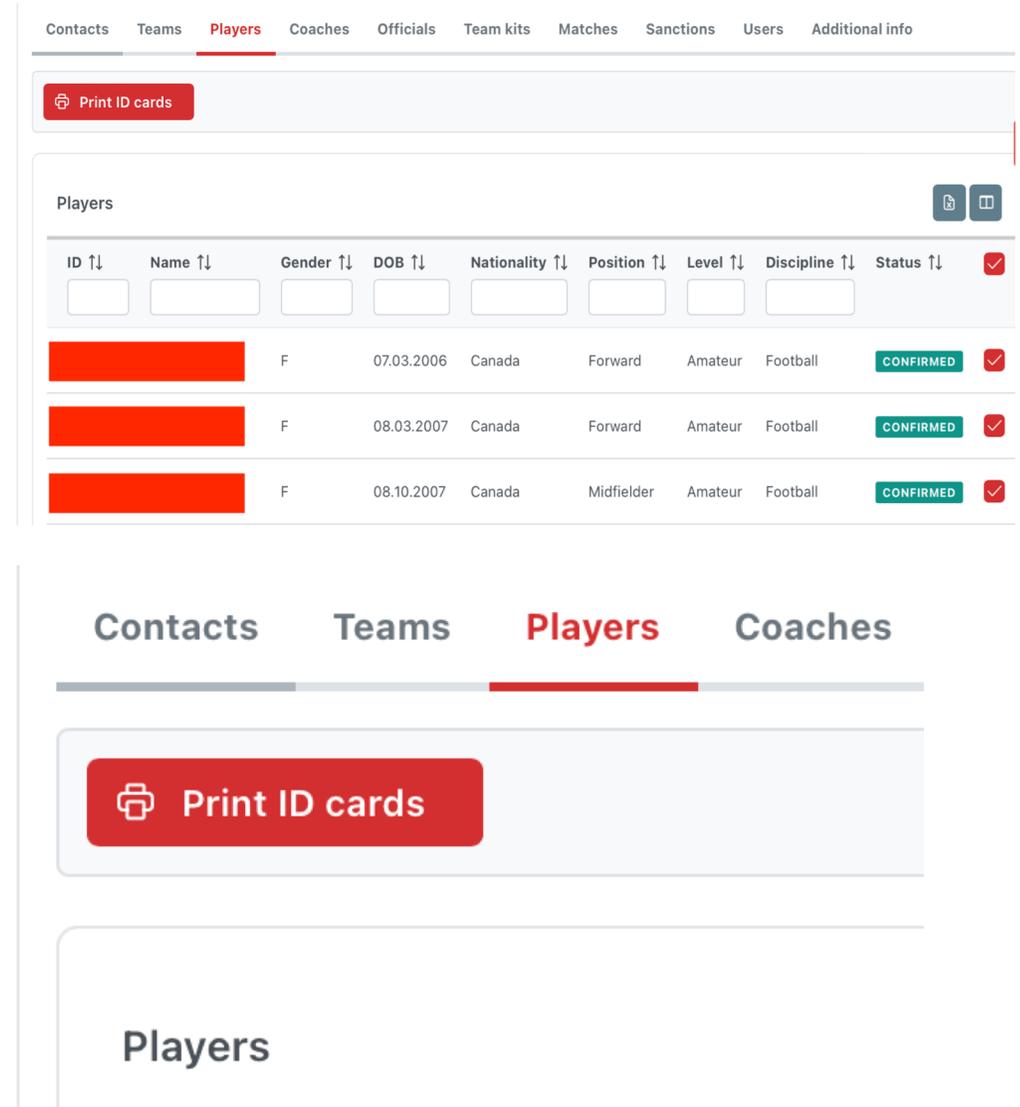
- ID: 166035
- Status: ACTIVE (with a trash icon)
- National ID: BCSPL\_FFC
- Short name: FUSION FC
- Long name: FUSION FC
- Organisation: BRITISH COLUMBIA SOCCER ASSOCI/ (with search, close, and share icons)
- Type: Football club (dropdown)
- Date of foundation: (empty text box)
- Rank: Choose (dropdown)
- Stadium: HUGH BOYD (with search, close, and share icons)
- Notes: (empty text box)
- Category: Choose (dropdown)
- Privacy: Choose (dropdown)

Below the fields are three buttons: Edit, Documents, and Options. At the bottom, there is a navigation menu with links for Contacts, Teams, **Players**, Coaches, Officials, Team kits, Matches, Sanctions, Users, and Additional info. A red button labeled "Print ID cards" is located at the bottom left of the page.

# MY CLUB – ID CARDS

SCROLL TO THE RIGHT AND THERE WILL BE A CHECK BOX BESIDE EACH PLAYERS NAME. CLICK THOSE YOU WISH TO CREATE AN ID CARD FOR.

AFTER ALL PLAYERS YOU WISH TO PRINT ARE SELECTED, CLICK 'PRINT ID CARDS'.



Contacts Teams **Players** Coaches Officials Team kits Matches Sanctions Users Additional info

Print ID cards

Players

ID ↑↓	Name ↑↓	Gender ↑↓	DOB ↑↓	Nationality ↑↓	Position ↑↓	Level ↑↓	Discipline ↑↓	Status ↑↓	
									<input checked="" type="checkbox"/>
		F	07.03.2006	Canada	Forward	Amateur	Football	CONFIRMED	<input checked="" type="checkbox"/>
		F	08.03.2007	Canada	Forward	Amateur	Football	CONFIRMED	<input checked="" type="checkbox"/>
		F	08.10.2007	Canada	Midfielder	Amateur	Football	CONFIRMED	<input checked="" type="checkbox"/>

Contacts Teams **Players** Coaches

Print ID cards

Players



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# **TERMINATING A REGISTRATION**

**YOU MUST TERMINATE THE REGISTRATION OF PLAYERS AND TEAM OFFICIALS WHO ARE NO LONGER WITH YOUR CLUB OR THEY WILL REMAIN IN YOUR CLUB POOL.**

# TERMINATING A REGISTRATION

## TO TERMINATE THE REGISTRATION OF A PLAYER OR TEAM OFFICIAL:

1. Search for the player or team official and open their profile
2. Click the “Edit” button on the Active registrations tab
3. Enter the date of termination (“Date to”)
4. Select the reason for the termination
5. Click “Save as...”
6. Click “Save as TERMINATED”
7. A window will pop up and ask you to confirm the status change. You may also enter any additional useful notes here if you wish. Click “Yes” again to finalize the action

CANADA SOCCER 

DEMO FC 

FOOTBALL CLUB FIRST REGISTRATION

Status: CONFIRMED 

Organisation: CANADIAN SOCCER ASSOCIATION

Club: DEMO FC

Club FIFA ID:  Category: Ch

Discipline: Football

Level:  Amateur  Professional

Registration type: First registration

Date from: 26.05.2021

Date to:

Termination reason: Choose

Transfer value:  CAD

Notes:

 Edit  Documents  Options

Edit

Status: CONFIRMED 

Organisation: CANADIAN SOCCER ASSOCIATION

Club: DEMO FC

Club FIFA ID:  Category:

Discipline: Football

Level:  Amateur  Professional

Registration type: First registration

Date from: 26.05.2021

Date to:

Termination reason: Choose

Transfer value:

Notes:

 Save  Save as...  Cancel

 Save  Save as...  Cancel  Documents

 Save as TERMINATED

Change status 

Are you sure you want change status from CONFIRMED to TERMINATED ?

Yes  No

# ADDING PEOPLE TO A COMPETITION SUBMITTING YOUR PLAYER ROSTER



- NAVIGATING TO YOUR LIST OF COMPETITIONS
  - ADDING PLAYERS TO A COMPETITION
- ADDING TEAM OFFICIALS TO A COMPETITION
  - SUBMITTING YOUR ROSTER

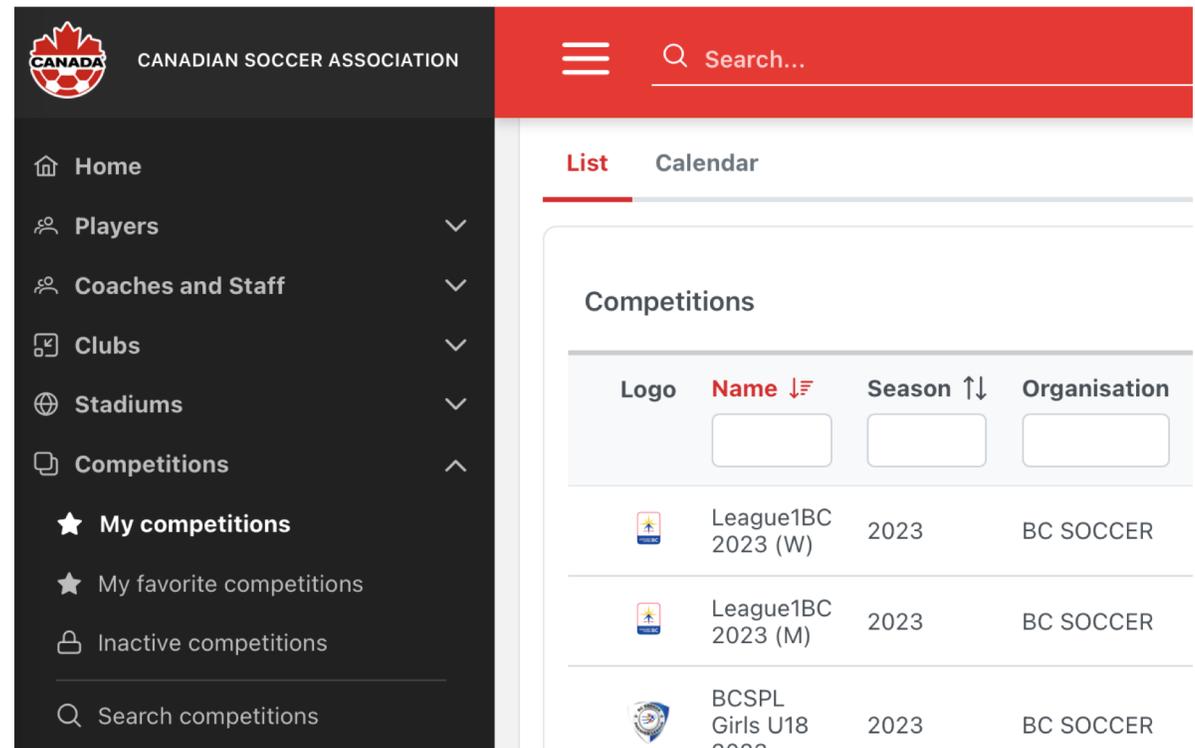
# ADDING PEOPLE TO A COMPETITION



# NAVIGATING TO A COMPETITION

1. To access a list of your competitions, select “My Competitions” under the Competitions module

2. Click on the appropriate competition

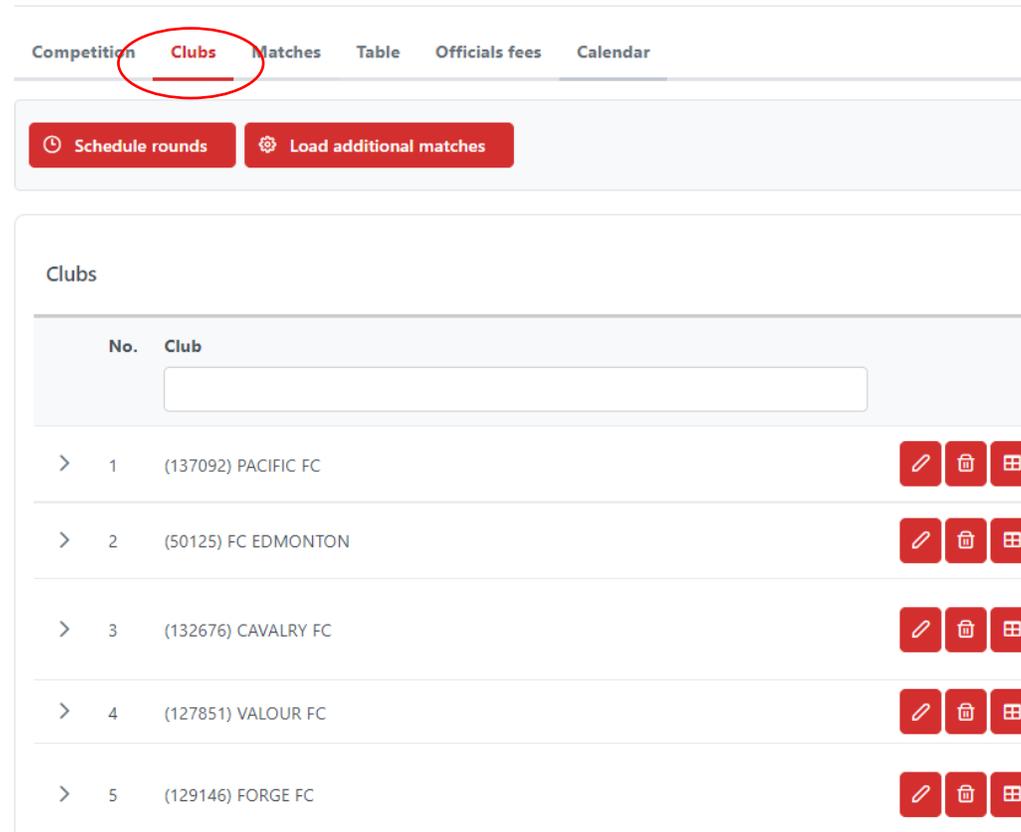


The screenshot shows the Canadian Soccer Association website interface. On the left is a dark navigation menu with the following items: Home, Players, Coaches and Staff, Clubs, Stadiums, Competitions, My competitions (highlighted with a star), My favorite competitions, Inactive competitions, and Search competitions. The main content area has a red header with a search bar and a 'List' tab selected. Below the header, there is a table titled 'Competitions' with columns for Logo, Name, Season, and Organisation. The table contains three rows of data:

Logo	Name ↓↑	Season ↑↓	Organisation
	League1BC 2023 (W)	2023	BC SOCCER
	League1BC 2023 (M)	2023	BC SOCCER
	BCSPL Girls U18 2023	2023	BC SOCCER

# NAVIGATING TO YOUR CLUB

Once you have entered the specific competition, navigate to the “Clubs” tab. A list of all Clubs in the competition will appear, however you will only be able to add Players and Officials to your own Club.



Competition **Clubs** Matches Table Officials fees Calendar

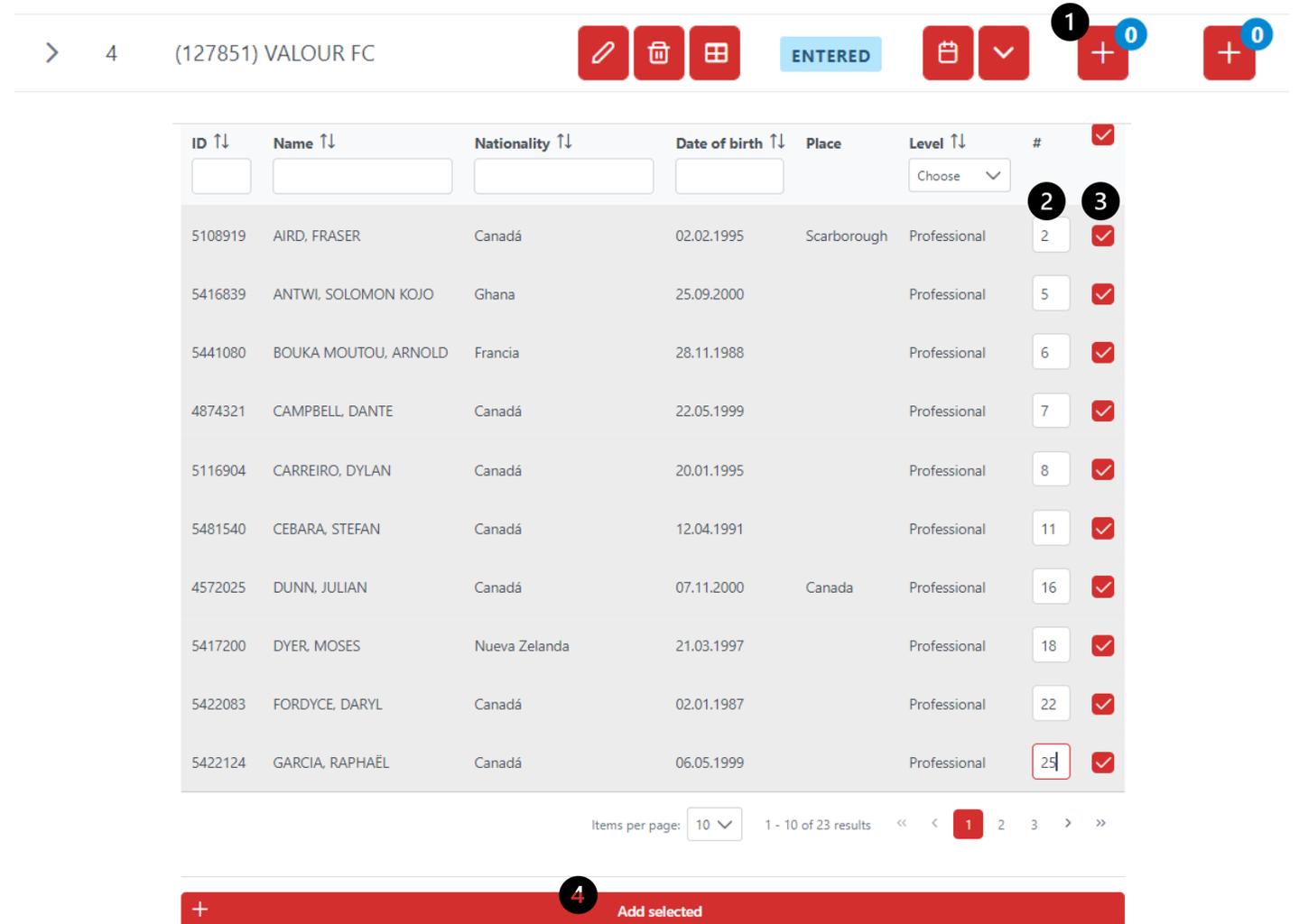
Schedule rounds Load additional matches

### Clubs

No.	Club	
> 1	(137092) PACIFIC FC	  
> 2	(50125) FC EDMONTON	  
> 3	(132676) CAVALRY FC	  
> 4	(127851) VALOUR FC	  
> 5	(129146) FORGE FC	  

# ADDING PLAYERS TO THE COMPETITION

1. Select the + button under “Players” beside your Club name. A list of all players in your Club Pool will appear
2. Add the jersey number for each participant you wish to add to the competition
3. Select the check box beside each participant you wish to add
4. Once you have selected all of the participants you wish to add, click “Add Selected” at the bottom



> 4 (127851) VALOUR FC

ENTERED

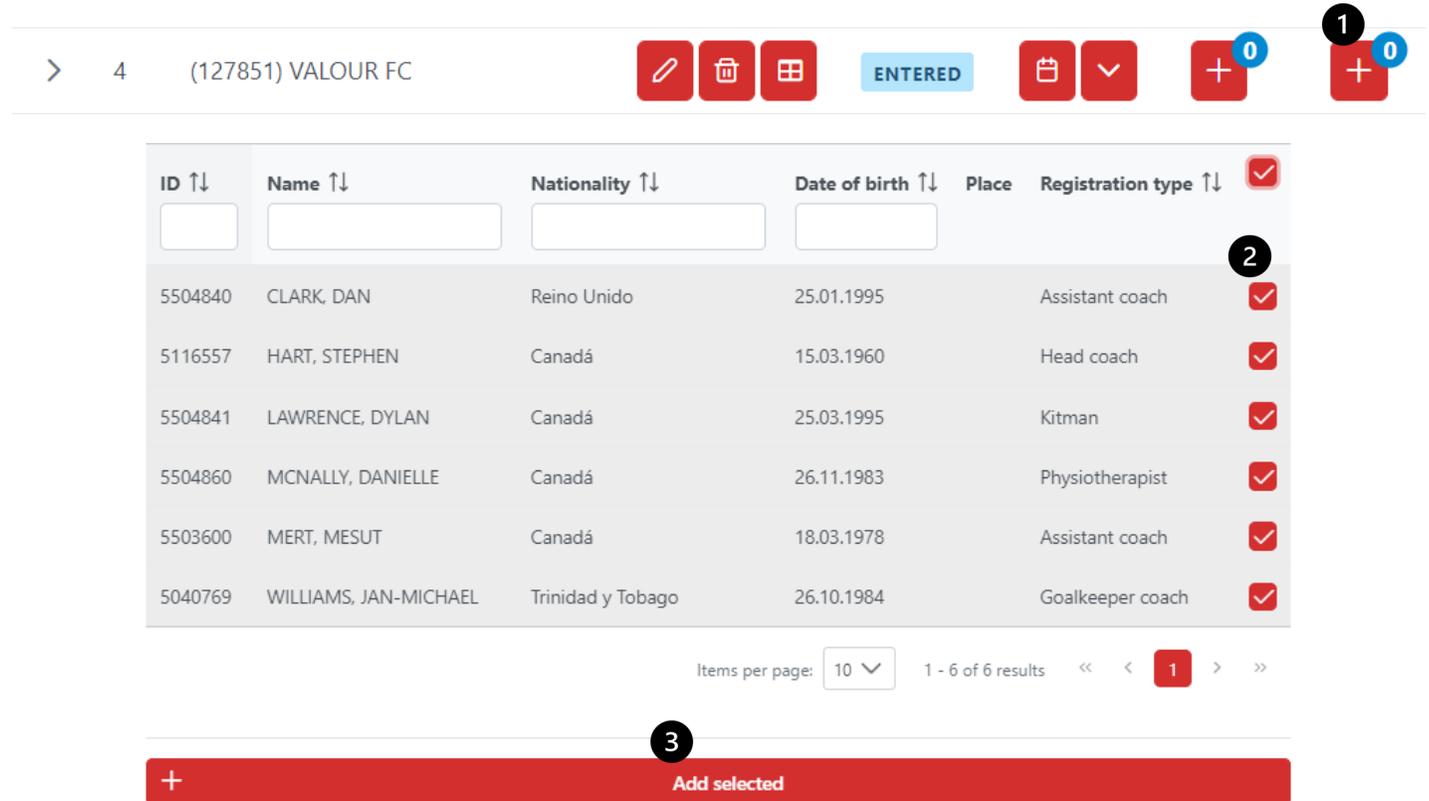
ID ↑↓	Name ↑↓	Nationality ↑↓	Date of birth ↑↓	Place	Level ↑↓	#	<input checked="" type="checkbox"/>
5108919	AIRD, FRASER	Canadá	02.02.1995	Scarborough	Professional	2	<input checked="" type="checkbox"/>
5416839	ANTWI, SOLOMON KOJO	Ghana	25.09.2000		Professional	5	<input checked="" type="checkbox"/>
5441080	BOUKA MOUTOU, ARNOLD	Francia	28.11.1988		Professional	6	<input checked="" type="checkbox"/>
4874321	CAMPBELL, DANTE	Canadá	22.05.1999		Professional	7	<input checked="" type="checkbox"/>
5116904	CARREIRO, DYLAN	Canadá	20.01.1995		Professional	8	<input checked="" type="checkbox"/>
5481540	CEBARA, STEFAN	Canadá	12.04.1991		Professional	11	<input checked="" type="checkbox"/>
4572025	DUNN, JULIAN	Canadá	07.11.2000	Canada	Professional	16	<input checked="" type="checkbox"/>
5417200	DYER, MOSES	Nueva Zelanda	21.03.1997		Professional	18	<input checked="" type="checkbox"/>
5422083	FORDYCE, DARYL	Canadá	02.01.1987		Professional	22	<input checked="" type="checkbox"/>
5422124	GARCIA, RAPHAËL	Canadá	06.05.1999		Professional	25	<input checked="" type="checkbox"/>

Items per page: 10 1 - 10 of 23 results << < 1 2 3 > >>

+ Add selected

# ADDING TEAM OFFICIALS TO THE COMPETITION

1. Select the + button under “Officials” beside your Club name. A list of all Team Officials in your Club pool will appear
2. Select the check box beside each team official you wish to add
3. Once you have selected all of the team officials you wish to add, click “Add selected” at the bottom



The screenshot shows the interface for adding team officials to a club. At the top, there is a navigation bar with a back arrow, the number '4', and the club name '(127851) VALOUR FC'. To the right of the club name are several action buttons: a red edit button, a red trash button, a red grid button, a blue 'ENTERED' button, a red calendar button, a red dropdown arrow, a red plus button with a '0' notification, and another red plus button with a '0' notification. Below this is a table of team officials. The table has columns for ID, Name, Nationality, Date of birth, Place, and Registration type. Each row has a red checkmark in the rightmost column. A red plus button with a '2' notification is located to the right of the table. Below the table is a pagination bar with 'Items per page: 10', '1 - 6 of 6 results', and navigation arrows. At the bottom, there is a red button with a plus sign and the text 'Add selected'.

ID ↑↓	Name ↑↓	Nationality ↑↓	Date of birth ↑↓	Place	Registration type ↑↓	
5504840	CLARK, DAN	Reino Unido	25.01.1995	Assistant coach		✓
5116557	HART, STEPHEN	Canadá	15.03.1960	Head coach		✓
5504841	LAWRENCE, DYLAN	Canadá	25.03.1995	Kitman		✓
5504860	MCNALLY, DANIELLE	Canadá	26.11.1983	Physiotherapist		✓
5503600	MERT, MESUT	Canadá	18.03.1978	Assistant coach		✓
5040769	WILLIAMS, JAN-MICHAEL	Trinidad y Tobago	26.10.1984	Goalkeeper coach		✓

# SUBMITTING YOUR PLAYER ROSTER AND CLUB OFFICIALS LIST

- Once you have added all of your players and team officials to the competition, you must change the status of your roster from “Entered” to “Submitted” by using the dropdown button and then clicking submit:

>	1	(132676) CAVALRY FC	  	ENTERED	  	20		6
>	2	(129146) FORGE FC	  	ENTERED	  	0		0
>	3	(127518) HFX WANDERERS FC	  	ENTERED	  	5		0

- Once your roster is in status “Submitted”, you have submitted your Player Roster.
- Your Provincial Association must then verify the registration of each person on your roster. The status of your roster will then be changed to “Confirmed”.

# PREPARING A MATCH DAY START LIST AND CLUB OFFICIALS LIST



**Navigating to a Competition and Match**

**Adding Players to your Start List**

**Adding Team Officials to your Bench**

**Official Submission of your Start List and Club Officials List**

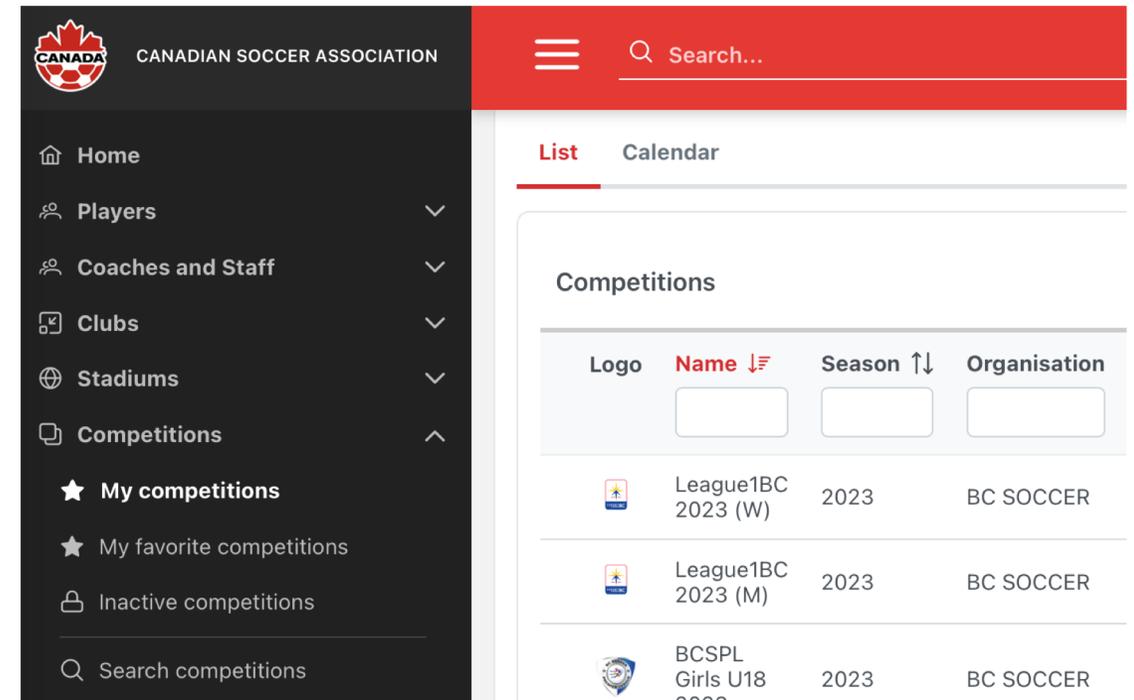
# ADDING PLAYERS AND TEAM OFFICIALS TO A MATCH DAY LINEUP



# NAVIGATING TO A COMPETITION

1. TO ACCESS A LIST OF YOUR COMPETITIONS, SELECT “MY COMPETITIONS” UNDER THE COMPETITIONS MODULE

2. CLICK ON YOUR INTENDED COMPETITION



The screenshot shows the Canadian Soccer Association website interface. On the left is a dark navigation menu with the following items: Home, Players, Coaches and Staff, Clubs, Stadiums, Competitions, My competitions (highlighted with a star), My favorite competitions, Inactive competitions, and Search competitions. The main content area has a red header with a search bar and a 'List' tab selected. Below the header, there is a table titled 'Competitions' with columns for Logo, Name, Season, and Organisation. The table contains three rows of data:

Logo	Name	Season	Organisation
	League1BC 2023 (W)	2023	BC SOCCER
	League1BC 2023 (M)	2023	BC SOCCER
	BCSPL Girls U18 2023	2023	BC SOCCER

# NAVIGATING TO A SPECIFIC MATCH

ONCE YOU HAVE ENTERED THE SPECIFIC COMPETITION, NAVIGATE TO THE “MATCHES” TAB. A LIST OF MATCHES WITHIN THE COMPETITION WILL APPEAR. SELECT THE MATCH THAT YOU WISH TO PREPARE YOUR LINEUP FOR.

Competition Clubs **Matches** Table Officials fees Calendar

Competition schedule Club kits Confirmed team kits Top scorers Accumulated yellow cards Pending suspensions  Include sibling competition

Rounds + Arrange matches +

Matches Show all   

Round	Date/time	Stadium	#	Match	Score	Status
1	07.04.2022 19:30	<a href="#">YORK LIONS STADIUM</a>	1	<b>1</b> <a href="#">YORK UNITED FC - HFX WANDERERS FC</a>	--	SCHEDULED
1	09.04.2022 15:00	<a href="#">TD PLACE STADIUM</a>	2	<a href="#">ATLETICO OTTAWA - CAVALRY FC</a>	--	SCHEDULED
1	10.04.2022 14:00	<a href="#">CLARKE STADIUM</a>	3	<a href="#">FC EDMONTON - VALOUR FC</a>	--	SCHEDULED

# NAVIGATING TO YOUR CLUB

**ONCE YOU HAVE OPENED THE MATCH, CLICK ON YOUR CLUB'S TAB. THIS IS THE SCREEN WHERE YOU WILL PREPARE YOUR LINEUP.**

YORK UNITED FC - HFX WANDERERS FC

Match	<b>YORK UNITED FC</b>	HFX WANDERERS FC	Referee
-------	-----------------------	------------------	---------

 Edit	 Teamsheet report
--	--

# ADDING PLAYERS TO YOUR LINEUP

## THERE ARE TWO WAYS TO ADD PLAYERS TO YOUR LINEUP:

### 1. MANUALLY

- REQUIRES YOU MANUALLY TO CHECK OFF THE APPROPRIATE BOX FOR EACH PLAYER BEFORE MOVING PLAYERS OVER TO YOUR LINEUP

### 2. PREPOPULATED FROM PREVIOUS MATCH (WHERE APPLICABLE)

- REFRESHES THE LINEUP FROM YOUR LAST MATCH, PREPOPULATING THE BOX FOR EACH PLAYER. YOU CAN MANUALLY MAKE MINOR CHANGES BEFORE MOVING PLAYERS OVER TO YOUR LINEUP

# ADDING PLAYERS TO YOUR LINEUP- MANUALLY

## TO MOVE PLAYERS FROM YOUR *AVAILABLE PLAYERS* LIST TO YOUR LINEUP:

1. Toggle the “Load Available Players” button to generate your player list
2. On the *Available Players* list, check off the appropriate column for each player you wish to add to your lineup
3. Press the “Go” arrow to move the players over to your lineup

Players

Load available players:

Code	Meaning	Details
L	Lineup	ALL players you wish to include in your lineup (both starting players and substitute players)
SL	Starting Lineup	The 11 players you wish to include in your starting lineup
GK	Goalkeeper	Mark your goalkeepers
CP	Captain	Mark your team captain

**Note: Available players who will not participate in the match as a starter or substitute should not be checked off at all.**

Available players

No. ↑↓	ID ↑↓	Player ↑↓	L	SL	GK	CP
3	5418600	CAMARGO, SERGIO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	5116901	CARDUCCI, MARCO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	5448380	CORDOVA CARPIO, JAIR AYRTON	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	5486980	FARSI, MOHAMED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	5418601	GIANTSOPOULOS, NIKOLAOS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	5109060	HABER, MARCUS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	5109947	LEDGERWOOD, NIKOLAS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	5418484	MINATEL, OLIVER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	5485520	NORTHOVER, DEAN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	5418485	PASQUOTTI, NICO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	5418801	PEPPE, ARIBUSITAMUNOPIRIM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	4783031	HERNANDEZ, JOSE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	5418486	SIMMONS, ELLIOT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	5418820	TRAFFORD, MASON	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Lineup Starting Lineup: 11 Total: 16

No.	ID	Player	
4	5116901	MARCO CARDUCCI	<input checked="" type="checkbox"/>
3	5418600	SERGIO CAMARGO	<input checked="" type="checkbox"/>
5	5448380	JAIR CORDOVA	<input checked="" type="checkbox"/>
7	5486980	MO FARSI	<input checked="" type="checkbox"/>
9	5109060	MARCUS HABER	<input checked="" type="checkbox"/>
10	5109947	NIK LEDGERWOOD	<input checked="" type="checkbox"/>
12	5418484	OLIVER MINATEL	<input checked="" type="checkbox"/>
13	5485520	DEAN NORTHOVER	<input checked="" type="checkbox"/>
14	5418485	NICO PASQUOTTI	<input checked="" type="checkbox"/>
15	5418801	ARIBIM PEPPE	<input checked="" type="checkbox"/>
17	5449320	RICHARD LUCA	<input checked="" type="checkbox"/>
8	5418601	NIKO GIANTSOPOULOS	<input checked="" type="checkbox"/>
16	4783031	JOSE HERNANDEZ	<input checked="" type="checkbox"/>
18	5418486	ELLIOT SIMMONS	<input checked="" type="checkbox"/>
19	5418820	MASON TRAFFORD	<input checked="" type="checkbox"/>
20	5418821	JAY WHEELDON	<input checked="" type="checkbox"/>

# ADDING PLAYERS TO YOUR LINEUP - PREPOPULATED LINEUP

RATHER THAN MANUALLY CHECK OFF EACH BOX FOR EACH PLAYER, YOU CAN REFRESH YOUR LINEUP FROM THE PREVIOUS MATCH (IF APPLICABLE):

1. Click the “refresh” arrow. Your available players list will prepopulate and you can make changes as needed
2. Press the “Go” arrow to move the players over to your lineup

Available players

No. ↑↓	ID ↑↓	Player ↑↓	L	SL	GK	CP
21	5249231	ZATOR, DOMINICK LUKASZ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	5418901	ZEBIE, BRUNO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	5418484	MINATEL, OLIVER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	5418485	PASQUOTTI, NICO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	5418486	SIMMONS, ELLIOT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	5418600	CAMARGO, SERGIO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	5418601	GIANTSOPOULOS, NIKOLAOS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	5418801	PEPPLE, ARIBUSITAMUNOIPIRIM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	5418820	TRAFFORD, MASON	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	5418821	WHEELDON, JONATHAN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	5116901	CARDUCCI, MARCO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	4783031	HERNANDEZ, JOSE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	5109947	LEDGERWOOD, NIKOLAS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	5448380	CORDOVA CARPIO, JAIR AYRTON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# ADDING PLAYERS TO YOUR LINEUP

ONCE YOU HAVE CLICKED THE “GO” ARROW, THE APPROPRIATE PLAYERS WILL MOVE FROM THE *AVAILABLE PLAYERS* LIST (LEFT) TO THE LINEUP (RIGHT):

Lineup			Starting Lineup: 11	Total: 16
No.	ID	Player	<input type="checkbox"/>	<input type="checkbox"/>
4	5116901	<span>GK</span> MARCO CARDUCCI	<input type="checkbox"/>	<input type="checkbox"/>
3	5418600	SERGIO CAMARGO	<input type="checkbox"/>	<input type="checkbox"/>
5	5448380	JAIR CORDOVA	<input type="checkbox"/>	<input type="checkbox"/>
7	5486980	MO FARSI	<input type="checkbox"/>	<input type="checkbox"/>
9	5109060	MARCUS HABER	<input type="checkbox"/>	<input type="checkbox"/>
10	5109947	<span>C</span> NIK LEDGERWOOD	<input type="checkbox"/>	<input type="checkbox"/>
12	5418484	OLIVER MINATEL	<input type="checkbox"/>	<input type="checkbox"/>
13	5485520	DEAN NORTHOVER	<input type="checkbox"/>	<input type="checkbox"/>
14	5418485	NICO PASQUOTTI	<input type="checkbox"/>	<input type="checkbox"/>
15	5418801	ARIBIM PEPPE	<input type="checkbox"/>	<input type="checkbox"/>
17	5449320	RICHARD LUCA	<input type="checkbox"/>	<input type="checkbox"/>
8	5418601	<span>GK</span> NIKO GIANTSOPOULOS	<input type="checkbox"/>	<input type="checkbox"/>
16	4783031	JOSE HERNANDEZ	<input type="checkbox"/>	<input type="checkbox"/>
18	5418486	ELLIOT SIMMONS	<input type="checkbox"/>	<input type="checkbox"/>
19	5418820	MASON TRAFFORD	<input type="checkbox"/>	<input type="checkbox"/>
20	5418821	JAY WHEELDON	<input type="checkbox"/>	<input type="checkbox"/>

STARTING XI

SUBS

You can continue to move players back and forth between the Available Players list and the Lineup using the checkboxes and trash icons

# LINEUP- PLAYERS UNDER SUSPENSION

- **PLAYERS LISTED IN RED ON YOUR AVAILABLE PLAYERS LIST CURRENTLY HAVE AN ACTIVE SANCTION (SUSPENSION OR FINE).**
- **PLAYERS UNDER AN ACTIVE SUSPENSION WILL NOT BE ABLE TO BE CHECKED OFF AND ADDED TO YOUR LINEUP.**
- **PLAYERS WITH ONLY A MONETARY FINE OUTSTANDING WILL STILL APPEAR IN RED BUT MAY BE CHECKED OFF AND ADDED TO YOUR LINEUP UNLESS CLUB IS OTHERWISE NOTIFIED BY BC SOCCER.**

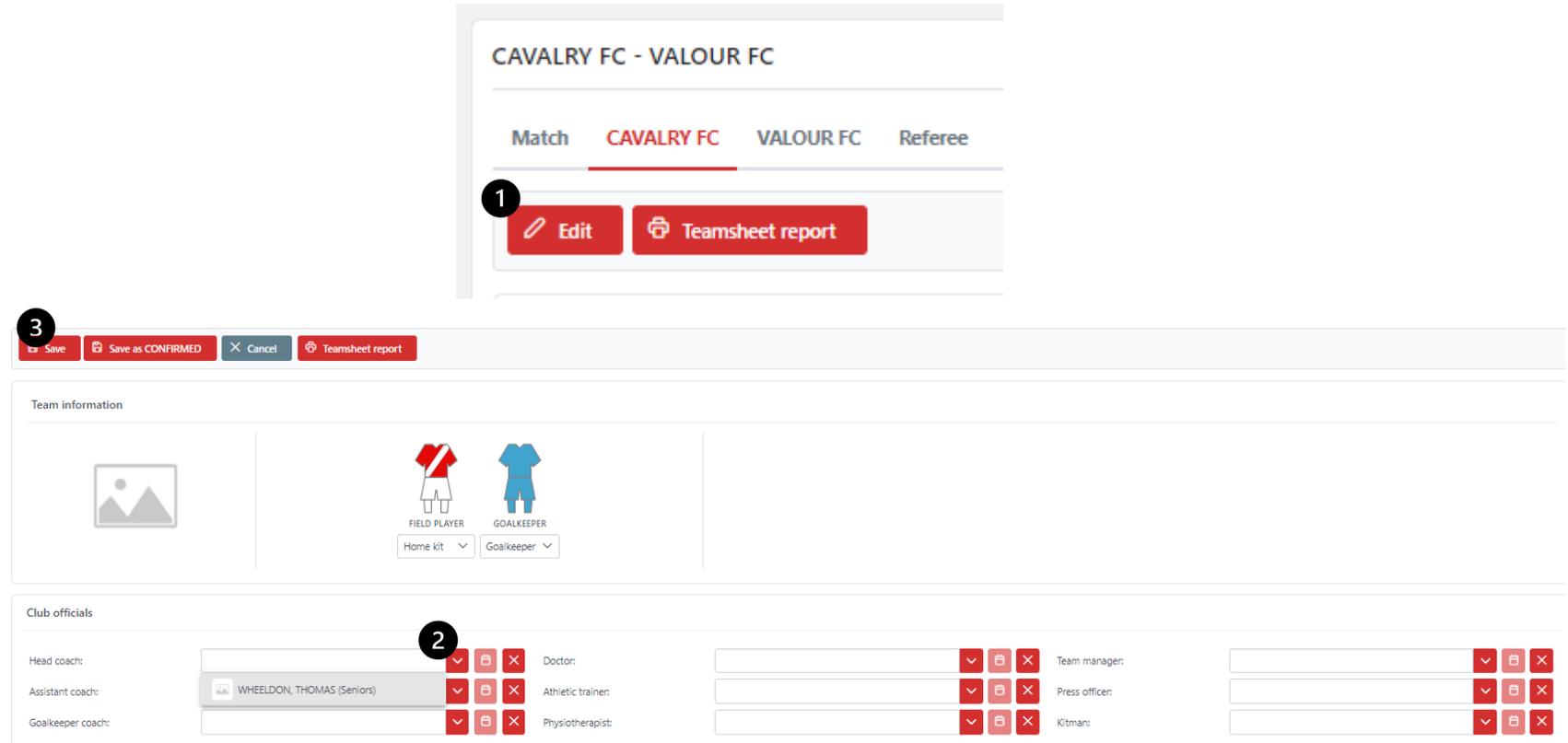
## Available players

No. ↑↓	ID ↑↓	Player ↑↓
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	5249231	ZATOR, DOMINICK LUKASZ
12	5418484	MINATEL, OLIVER
14	5418485	PASQUOTTI, NICO
18	5418486	SIMMONS, ELLIOT
3	5418600	CAMARGO, SERGIO
8	5418601	GIANTSOPOULOS, NIKOLAOS
15	5418801	PEPPE, ARIBUSITAMUNOPIRIM
19	5418820	TRAFFORD, MASON
20	5418821	WHEELDON, JONATHAN
23	5418901	ZEBIE, BRUNO
4	5116901	CARDUCCI, MARCO
16	4783031	HERNANDEZ, JOSE
10	5109947	LEDGERWOOD, NIKOLAS
5	5448380	CORDOVA CARPIO, JAIR AYRTON
6	5449300	ESCALANTE RAPALO, JOSE ALBERTO
17	5449320	ROSA DA SILVA SOUSA, RICHARD LUCA
9	5109060	HABER, MARCUS
13	5485520	NORTHOVER, DEAN
7	5486980	FARSI, MOHAMED
32	5743130	DEMO, JOHN 

# ADDING TEAM OFFICIALS TO THE BENCH

On the same screen where you prepare your lineup, you will also submit the list of Team Officials who will sit on your bench.

1. Press the “Edit” button above the Club Officials section
2. Using the dropdown menu beside each position, select the appropriate individual. Only individuals registered to your Club for that specific position will appear in the dropdown menu
3. Click the Save button



The screenshot shows the 'CAVALRY FC - VALOUR FC' match setup screen. At the top, there are tabs for 'Match', 'CAVALRY FC', 'VALOUR FC', and 'Referee'. Below the tabs, there are two buttons: 'Edit' (with a pencil icon) and 'Teamsheet report' (with a document icon). A red circle with the number '1' is placed over the 'Edit' button. Below this, there is a toolbar with buttons for 'Save', 'Save as CONFIRMED', 'Cancel', and 'Teamsheet report'. A red circle with the number '3' is placed over the 'Save' button. The main content area is divided into sections: 'Team information' with a placeholder for a team photo and kit selection (Home kit and Goalkeeper kit), and 'Club officials' with dropdown menus for various roles. A red circle with the number '2' is placed over the dropdown menu for the 'Assistant coach' role, which currently shows 'WHEELDON, THOMAS (Seniors)'. Other roles include Head coach, Goalkeeper coach, Doctor, Athletic trainer, Physiotherapist, Team manager, Press officer, and Kitman.

# LINEUP- TEAM OFFICIALS UNDER SUSPENSION

- Team Officials appearing in **RED** on the Club Officials dropdown lists currently have an active sanction (suspension or fine).
- Team Officials under an active suspension will not be able to be selected from the dropdown lists to be added to your Club Officials list.
- Team Officials with only a monetary fine outstanding will still appear in red but may be selected and added to your Club Officials list unless Club is otherwise notified by BC Soccer.

Assistant coach:

Goalkeeper coach:



**Example:**

This coach has an active suspension and cannot be selected for your Club Officials list

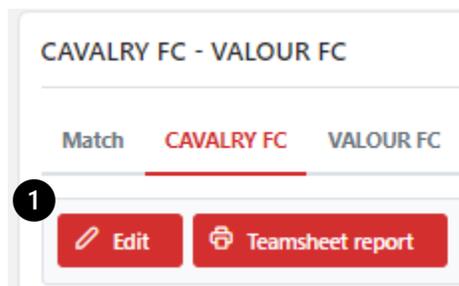
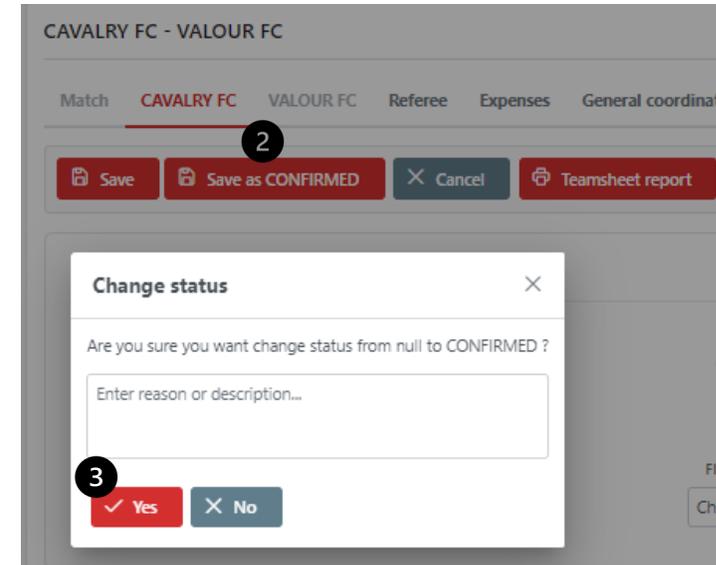
# SUBMISSION OF LINEUP & OFFICIALS ON THE BENCH

- Once you have entered your lineup and Club Officials who will sit on the bench, you must officially submit it.

- This must be done no later than 70 minutes prior to a match.

1. On the same screen where you prepared your lineup, click the “Edit” button.
2. Select “Save as Confirmed”
3. The system will ask you to confirm that you would like to submit your lineup- select “Yes”

Your lineup is now submitted and cannot be changed. Note that your submission is stamped with your electronic signature. **For this reason, it is important that COMET accounts are never shared.**



Status:



**LINEUP SUBMISSION IS LOGGED WITH ELECTRONIC SIGNATURE**

## **PRIOR TO THE MATCH:**

- **You must submit (“Confirm”) your lineup and club officials list prior to this time**
- **Both clubs will receive an auto-generated copy of the start lists via email. The start lists for both teams can also be accessed in COMET at this time**
- **Note: Any changes to lineups after they have been locked must be done by the referee in their report submission**



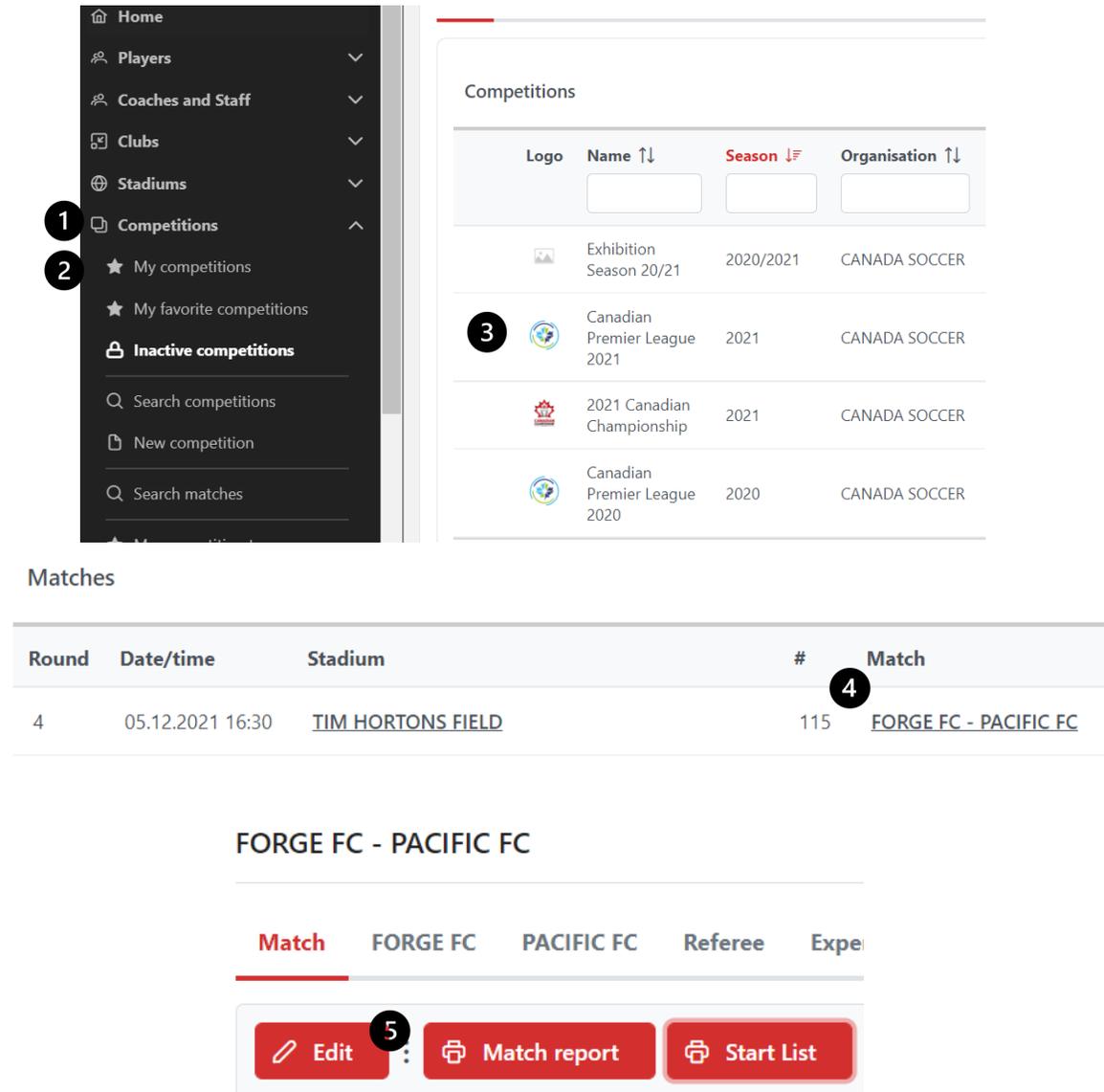


**BC SOCCER**

**POST-MATCH**

# ACCESSING MATCH REPORTS

- Once a referee has completed their report following each match in which your club participated, club contacts with COMET Club Referent accounts will automatically receive a PDF copy of the Match Summary Report via email.
- PDF copies of the Match Summary Report are also available through the online system. In order to access a Match Report:
  1. Under the “Competitions” tab, select “My Competitions”
  2. Select the appropriate Competition
  3. Select the appropriate match
  4. On the Match tab, select the “Match Report” button
  5. A PDF copy of the Match Report will be generated



The screenshot shows the COMET Club Referent interface. On the left is a dark sidebar menu with options: Home, Players, Coaches and Staff, Clubs, Stadiums, Competitions (highlighted with a '1'), My competitions (highlighted with a '2'), My favorite competitions, Inactive competitions, Search competitions, New competition, and Search matches. The main content area is titled 'Competitions' and contains a table with columns: Logo, Name (with an up/down arrow), Season (with a filter icon), and Organisation (with an up/down arrow). The table lists several competitions, with 'Canadian Premier League 2021' highlighted by a '3'. Below this is a 'Matches' section with a table with columns: Round, Date/time, Stadium, #, and Match. The match 'FORGE FC - PACIFIC FC' is highlighted with a '4'. Below the match table, the interface shows the match details for 'FORGE FC - PACIFIC FC' with tabs for 'Match', 'FORGE FC', 'PACIFIC FC', 'Referee', and 'Expe'. At the bottom, there are three buttons: 'Edit' (with a pencil icon and a '5'), 'Match report' (with a printer icon), and 'Start List' (with a printer icon).

Logo	Name ↑↓	Season ↓	Organisation ↑↓
	Exhibition Season 20/21	2020/2021	CANADA SOCCER
	Canadian Premier League 2021	2021	CANADA SOCCER
	2021 Canadian Championship	2021	CANADA SOCCER
	Canadian Premier League 2020	2020	CANADA SOCCER

Round	Date/time	Stadium	#	Match
4	05.12.2021 16:30	TIM HORTONS FIELD	115	FORGE FC - PACIFIC FC

FORGE FC - PACIFIC FC

Match FORGE FC PACIFIC FC Referee Expe

Edit Match report Start List



**BC SOCCER**

**DISCIPLINARY**

# NOTIFICATION OF SANCTION

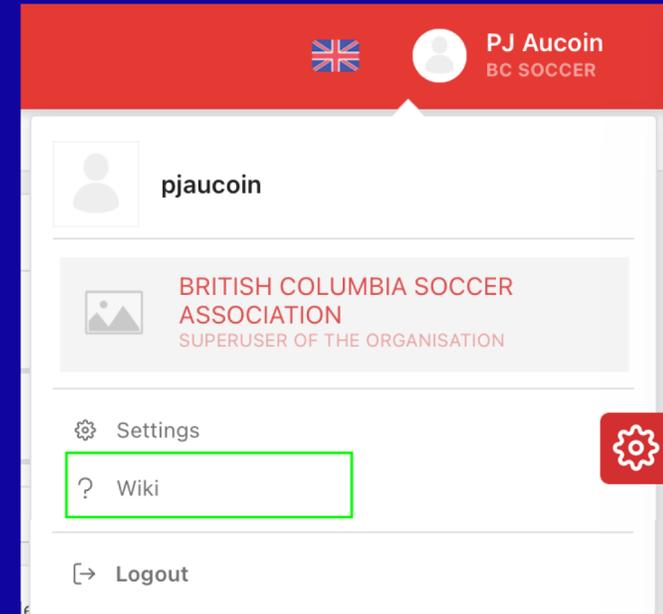
**WHEN A PLAYER/TEAM OFFICIAL/CLUB IS ISSUED A SANCTION, CLUB CONTACTS WITH COMET CLUB REFERENT ACCOUNTS WILL RECEIVE NOTICE OF DISCIPLINARY REPORT VIA EMAIL. BY FOLLOWING THE LINK IN THE EMAIL, THE CASE CAN BE ACCESSED IN COMET**



# QUESTIONS?

SHOULD YOU HAVE ANY QUESTIONS PLEASE FIRST REFER TO THE COMET WIKI BY CLICKING THE FOLLOWING [\[LINK\]](https://tinyurl.com/fdfvk6ts)

[HTTPS://TINYURL.COM/FDFVK6TS](https://tinyurl.com/fdfvk6ts)



ANY FURTHER QUESTIONS, PLEASE CONTACT MATT HOLBROOK AT [MATT@BCSPL.CA](mailto:MATT@BCSPL.CA)