

CLUB ACADEMY SCOTLAND COMPETITION / MATCH DAY PROCESSES

Start of the Season

Competition organiser creates a competition and generates the fixtures onto the system in a status of **ENTERED**

The competition organiser adds referee appointers to the competition as **referee managers**

4 Days before Match

Clubs send Fixture details to Competition Organiser and Referee Coordinators who appoint match officials for each CAS game directly onto **COMET**

3 Days before Match

The referee manager **appoints the relevant match officials**, whilst **updating the fixture date, kick off time and venue**. Once complete the **referee manager** will update the match to a status of **SCHEDULED**

Match Official reviews the appointment and either updates to **Save as CONFIRMED** or **Save as REJECTED** for the match

Trialists must be **CONFIRMED** so they can be selected on teamlines. Clubs are responsible for **putting a trialist in status**

Club/Team lineup manager accesses the match and **enter the kits, team officials and players to the digital teamline 60 minutes** before KO. Changing the status of the teamline to **CONFIRMED**. [Video Guide](#)

Once both teamlines are **CONFIRMED**, the teamlines are released and accessible to both teams. A PDF copy of this teamline is sent to **both clubs** and the **match officials**

The team are no longer able to make any changes to the teamline once in a **CONFIRMED** status

Monitoring staff can view the teamlines after both teams have confirmed their teamline or KO time has passed

Match Day

If the team have confirmed in error or need to make a change, the confirmed **match official** on the fixture can **make any necessary changes**

Once the match is finished, the **referee** will add the match events

After completing all administration tasks, the **referee** will then **set the match to a status** of **PLAYED**

The **referee** is then unable to make any more changes to the fixture. Any errors will need corrected by the competition administrator

If a match is **ABANDONED** the referee will update the status. If the match is **POSTPONED** the competition organiser or referee coordinator will update the match status.

The competition organiser will re-schedule any abandoned or postponed fixtures.

1 Day after Match Day

If required the referee will **complete any disciplinary forms related to the match**.