

## Annex 1 Registering Committee Members and Delegates

1. Club/MA enters and submits details of Committee members and their **designations** in COMET

2. Club/MA generates **signature form** through COMET - 'Reports and Statistics'

3. Club/MA President and Secretary sign the generated form and send it by email to [generalsecretary@mfa.com.mt](mailto:generalsecretary@mfa.com.mt) within the deadline

4. Officials and Committees submitted are approved following their approval by the Executive Board

1. The enclosed Annex 2 provides a Step-by-Step Guide to explain the process. Furthermore, a video tutorial of the process to register new club/Member Association officials is available here: <https://info.mfa.com.mt/comet-tutorials/#three>.

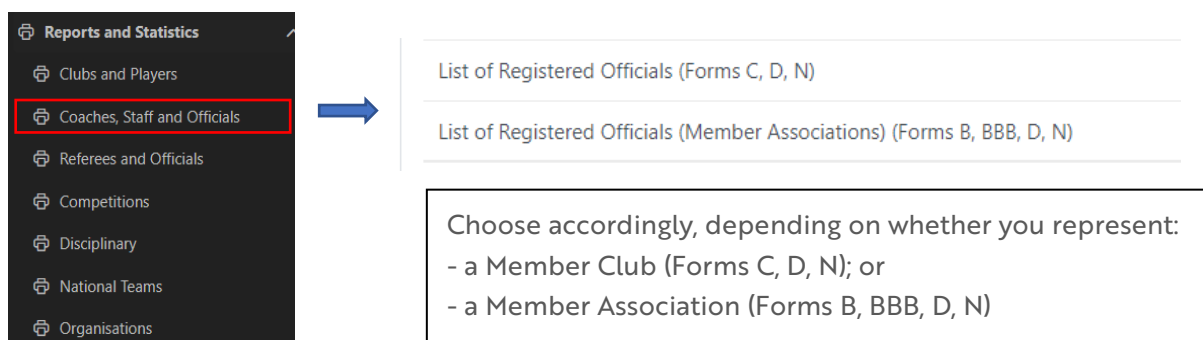
Designations are: President, Vice-President(s), Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Committee Members.

Please note that Delegate 1 and Delegate 2 are to be registered as such **over and above** their designation as one of the above. In this way the individual would appear twice in the list of officials, one per designation.

**Please ensure that you register ALL Committee Members and that the list of Committee Members and their respective designation matches those approved in your AGM.**

2. Once all officials are submitted, please generate the **Signature Form** as follows:

In COMET menu click on: Reports and Statistics → Coaches, Staff and Officials → List of registered officials.



The image shows a screenshot of the COMET menu on the left. The menu items are: Reports and Statistics, Clubs and Players, Coaches, Staff and Officials (highlighted with a red box), Referees and Officials, Competitions, Disciplinary, National Teams, and Organisations. A blue arrow points from the 'Coaches, Staff and Officials' item to a list of options on the right. The list contains: 'List of Registered Officials (Forms C, D, N)' and 'List of Registered Officials (Member Associations) (Forms B, BBB, D, N)'. Below this list is a text box with the following text: 'Choose accordingly, depending on whether you represent: - a Member Club (Forms C, D, N); or - a Member Association (Forms B, BBB, D, N)'

It is important to select registration status: SUBMITTED before generating the report.

**Parameters** Report formatting parameters

Comet ID:

Name:

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Organisation:


Club:

Registration status: **SUBMITTED**

Export format: PDF


3. Finally, print the form, sign it, and send it to [generalsecretary@mfa.com.mt](mailto:generalsecretary@mfa.com.mt).

Analyscom COMET Date: 08.06.2022 Time: 14:42:40 CEST Printed by: Matthew Sciberras (331732)



**List of Registered Officials (Forms C, D, N)**

**Attard**



Organization: (1) Malta FA  
 Club: (39605) Attard  
 Statuses: CONFIRMED

Comet ID / Malta ID: 39605 / -	Telephone:
Name: ATTARD FC	Mobile phone: +356 79728927
Parent organisation: Malta FA	Fax:
Date of Foundation: 01.01.1974	Personal email: attardfc@mfa.com.mt; attard@theyouthfa.org.mt
Field / Total capacity:	Web address:
Address: Attard FC, Triq Hal Warda,	Twitter:
Postcode / Town: ATD 1412 / Attard	Facebook: /Attardfc/
Region:	Bank Account:

Type	Registered officials	National ID / Passport number
President		
Secretary		
Vice President		
Committee Member		
Committee Member		
Committee Member		
Committee Member		
Committee Member		
Committee Member		
Committee Member		
Delegate 1		
Delegate 2		
YFA Club Official		
YFA Club Official		
YFA Club Official		
YFA Club Official		
YFA Club Official		
YFA Club Official		
YFA Club Official		
YFA Club Official		

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