

GLOUCESTERSHIRE FA – WHOLE GAME SYSTEM DISCIPLINE GUIDANCE



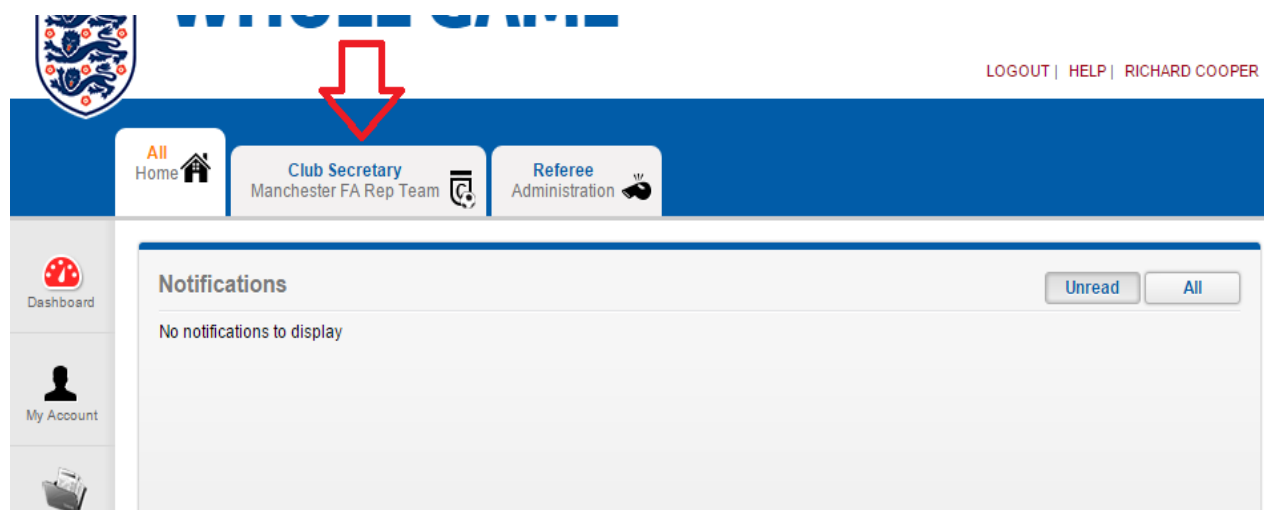
HOW TO ACKNOWLEDGE A MISCONDUCT CHARGE

Following the issue of a new misconduct charge to a club, individual or other participant, it is important that you acknowledge these cases on Whole Game System (WGS) at your earliest convenience. Misconduct cases must be responded to within 7 or 14 days dependant on the severity of the case. The response date will be displayed on WGS for you. **If a case is not responded to within the required timeframe then the case will be heard by a commission in the absence of a response or plea.**

Below is the process for responding to a misconduct charge. Guidance for other aspects of WGS can be found in other user guides; managing notifications, entering a suspension, discipline invoicing and acknowledging cautions and dismissals.

Access to discipline functions on Whole Game is initially limited to the Club Secretary. However, the Club Secretary can designate other members of the club as 'Discipline Officer' within the 'Club Officials' area so that the responsibility can be shared.

Once logged in you will be required to click your 'Club Secretary' tab:-



Then click the 'Discipline' tab on the left hand side:-

[All Home](#)
[Manchester FA Rep Team](#)
[Referee Administration](#)

Club Dashboard for Manchester FA Rep Team

Manage Discipline Permissions

Dashboard

Details

Affiliation 2015 - 2016

Club Officials

Discipline

Club Players

Teams

✓ You have NO unread notifications.

Current Suspensions

Search

10

Case Id	Offender	Number of matches	Football level	Start Date	End Date
6602926- S	Carl Walsh	3	All Sunday Football	25/01/2015	-

Showing 1 to 1 of 1 entries

Pending Suspensions

Search

10

Here you will see any cases that require acknowledgment. You can also view old cases by using the subtotal numbers at the top.

Any misconduct cases can be identified by the case number ending with the letter 'M'.

Dashboard

Details

Affiliation 2015 - 2016

Club Officials

Discipline

Club Players

Teams

Manchester FA Rep Team Discipline Summary

Show Response Due

Intention To Claim

County FA

2015 - 2016

Download

	Cautions	Send Offs	Misconducts	All
First team	0	0	1	1
Non First team	0	0	0	0

Search

10

	Offender	Offence Date	Level	Match Details	Case ID	Status	Paid	Response Due Date
M	James Kinsey	08/08/2015	FT	Manchester FA Rep Team U18 v Northumberland FA U18	8187887- M	Awaiting club confirmation	<input type="checkbox"/>	26/08/2015

Showing 1 to 1 of 1 entries

This will bring up the player profile as below. If the details are correct you do not need to complete the next two steps. If the details require updating, please select the 'Update Details' button on the bottom right. The address, post code and date of birth fields are compulsory. Further information can be provided if available. If the player's name is incorrect please contact a member of the Gloucestershire FA Football Services team to update this for you:-

Dashboard

Details

Affiliation 2015 - 2016

Club Officials

Discipline

Club Players

Participant Discipline - James Kinsey

Back

Participant Profile

Details

Name

FAN

DOB *

Phone

Mobile

Business

Email

James Kinsey

55119454

Address

Line 1 *

Line 2

Line 3

Town

County

Postcode *

Update Details

2015 - 2016

Download 5 Year Summary

Search

10

Print

Once the players details appear you can update the required fields, once these are correct you can click 'Save'.

FAN ID
55304159

First name
Colin

Last name
Bridgford

Date Of Birth *
08/01/1973

Postcode *
M14 7UU Find address

Line 1 *
Platt Lane Complex

Address line 2
Yew Tree Road

Address line 3
Fallowfield

Cancel

Town
MANCHESTER


County ☒ Show address in handbook?

Home number ☒ Show home number in handbook?

Work number ☒ Show work number in handbook?

Mobile number ☒ Show mobile number in handbook?

Email Address ☒ Show email address in handbook?
colin.bridgford@manchesterfa.com



Save

Click the 'Discipline' tab on the left hand side and you will see the other cases. When you have confirmed all the player(s) details you can acknowledge the case(s). Firstly, click the 'Case ID':-

Affiliation 2015 - 2016


Club Officials

Discipline

Club Players

Teams


	Cautions	Send Offs	Misconducts	All
First team	0	0	1	1
Non First team	0	0	0	0



Discipline

Club Players

Teams

Offender	Offence Date	Level	Match Details	Case ID	Status	Paid	Response Due Date
 James Kinsey	08/08/2015	FT	Manchester FA Rep Team U18 v Northumberland FA U18	8187887- M	Awaiting club confirmation	<input type="checkbox"/>	26/08/2015

Showing 1 to 1 of 1 entries

This will open the respective case, showing the offence code, date of the offence, response date and public notes which will include more information relating to the charge. On the bottom right of the page you will be able to download a copy of the referee's report and/or county FA evidence. At the top right hand corner, you will see 'Respond'. Click this.

Dashboard

Details

Affiliation 2015 - 2016

Club Officials

Discipline

Club Players

Teams

Team Officials

Participant Misconduct


Manchester FA Rep Team U18 v Northumberland FA U18

Association of Northern Counties Competitions

08/08/2015

Back Respond

Case ID: 8187887M



Details

Name: James Kinsey

Date of Birth: 22/05/1992

Offence: E3(c) - Improper Conduct against a Match Official - (including abusive language/behaviour)

Offence Date: 08/08/2015

Response Due Date: 26/08/2015


Outstanding Balance: £10.00

Responded: No

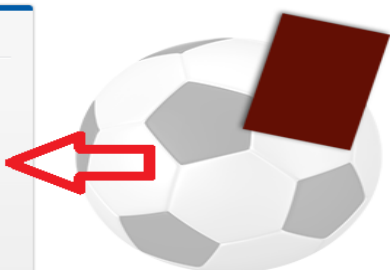
Public Notes: ***TEST - CHARGE INFORMATION WILL APPEAR HERE***

Charge

The participant has been charged for a breach of misconduct in accordance with FA rules. It is alleged FA Rule E3 - Improper Conduct against a Match Official (including abusive language/behaviour). A response to the charge is required by no later than **26/08/2015**. A copy of the report(s) which refer to the alleged misconduct is available below. To respond to the case please click 'Respond' above.



View match official report/letter

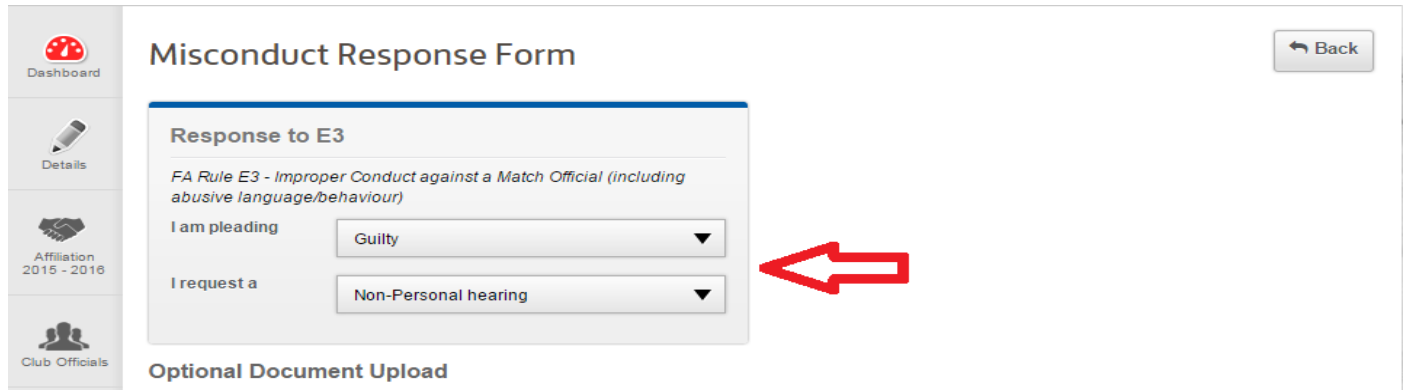


You now need to provide a response to the charge raised. If you are responding on behalf of a player/coach then it is your responsibility to advise the participant of the charge. The response provided must be the agreed response between the participant and the club.

You have two options for plea which are '**guilty**' or '**not guilty**'. A guilty plea means you are pleading guilty to the whole charge, if you dispute any part of the charge then you should plead not guilty.

You also have two options for a Hearing which are a '**Personal Hearing**' or '**Non-personal (Correspondence) Hearing**'. A Personal Hearing will mean you attend in person to give your evidence or mitigation. A Non-personal Hearing will be dealt with in your absence using written submissions.

The response is done by selecting the relevant plea and hearing from the drop down menus:-



Misconduct Response Form

Response to E3

FA Rule E3 - Improper Conduct against a Match Official (including abusive language/behaviour)

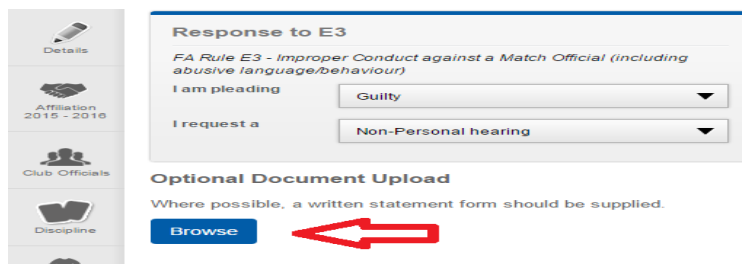
I am pleading: **Guilty**

I request a: **Non-Personal hearing**

Optional Document Upload

You can upload documents to support your response. For any not guilty pleas you must upload evidence to support this plea. For guilty pleas, you can upload any mitigation that you wish the commission to consider when deciding a sanction.

To do so, click the 'Browse' button:-



Response to E3

FA Rule E3 - Improper Conduct against a Match Official (including abusive language/behaviour)

I am pleading: **Guilty**

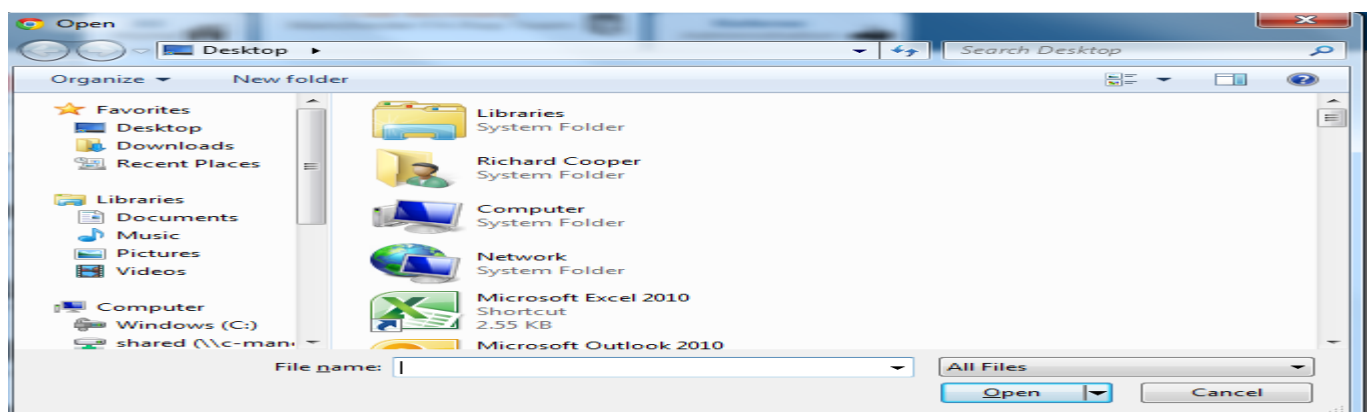
I request a: **Non-Personal hearing**

Optional Document Upload

Where possible, a written statement form should be supplied.

Browse

This will open up a dialog box for you to locate the file on your computer. Find the file you wish to upload and press 'Open':-



This will insert the document on the misconduct response. Repeat this process if you have multiple documents to upload.

Details
 Affiliation 2015 - 2016
 Club Officials
 Discipline
 Club Players

Response to E3

FA Rule E3 - Improper Conduct against a Match Official (including abusive language/behaviour)

I am pleading Guilty

I request a Non-Personal hearing

Optional Document Upload

Where possible, a written statement form should be supplied.

[Browse](#)

Jimmy1.docx

Once you have provided the response and uploaded the supporting documents, please read and tick the disclaimer box and press 'Submit':-

Dashboard
 Details
 Affiliation 2015 - 2016
 Club Officials
 Discipline
 Club Players

Misconduct Response Form

[Back](#)

Response to E3

FA Rule E3 - Improper Conduct against a Match Official (including abusive language/behaviour)

I am pleading Guilty

I request a Non-Personal hearing

Optional Document Upload

Where possible, a written statement form should be supplied.

[Browse](#)

Jimmy1.docx

☒ I understand that by clicking the Submit button, I must pay the administration fee of £10.00. In the event of the fee not covering the amount of costs, an additional amount may be charged by the Disciplinary Commission.

[Save](#)
[Submit](#)

A message will appear confirming the fee. This will be added to your club's next invoice:

✕

A Discipline Admin Charge of £10.00 is payable.

You will be invoiced separately for this amount.

[Ok](#)
[Cancel](#)

Once a case is acknowledged, no further action is required until you receive the next discipline invoice and the date of the Hearing if a Personal Hearing has been requested.

All Home

Manchester FA Rep Team

Referee Administration

Caution Details

Back

Acknowledged

Lodge Claim

Manchester FA Rep Team U18 v Northumberland FA U18

Case ID: 8187885C

Association of Northern Counties Competitions

08/08/2015

Details

Name:

Colin Bridgford

Date of Birth:

08/01/1973

Offence:

C2 - Shows dissent by word or action

Offence Date:

08/08/2015

Response Due Date:

26/08/2015

Outstanding Balance:

£10.00

Acknowledged:

Yes

1st team cautions this season*:

1

non 1st team cautions this season*:

0

* These totals includes any cautions imposed by the CFA

Immediate payment can be made (rather than waiting for the invoice). Within the case window, scroll down to see the payment information (as below). Tick the 'Tick to pay' box and select 'Pay'. This will open a new window to make the payment. Once this is completed, your next invoice will show this case has been paid:-

Club Players

Teams

Team Officials

Club Invoices

1st team cautions this season*:

1

non 1st team cautions this season*:

0

* These totals includes any cautions imposed by the CFA

View match official report/letter

Tick to pay	Number	Date	Payment Due Date	Amount	Paid	Balance	County	Type
<input checked="" type="checkbox"/>	8187885C	07/08/2015		£10.00	£0.00	£10.00	Manchester FA	
<input checked="" type="checkbox"/>	Line Item					Payment	Balance	
<input checked="" type="checkbox"/>	Discipline Admin Charge					£ 10.00	£10.00	
Amount to Pay:							£10.00	

Pay £10.00

Once the Hearing has been completed, the results will be available on FA Whole Game. A notification will be issued to alert you to this update.

If you have any questions relating to Whole Game Discipline, contact us on 01454 615888 (option 4) or email info@gloucestershirefa.com. Our offices are open from 8.30am to 5.30pm, Monday to Friday.