

GLOUCESTERSHIRE FA – WHOLE GAME SYSTEM DISCIPLINE GUIDANCE



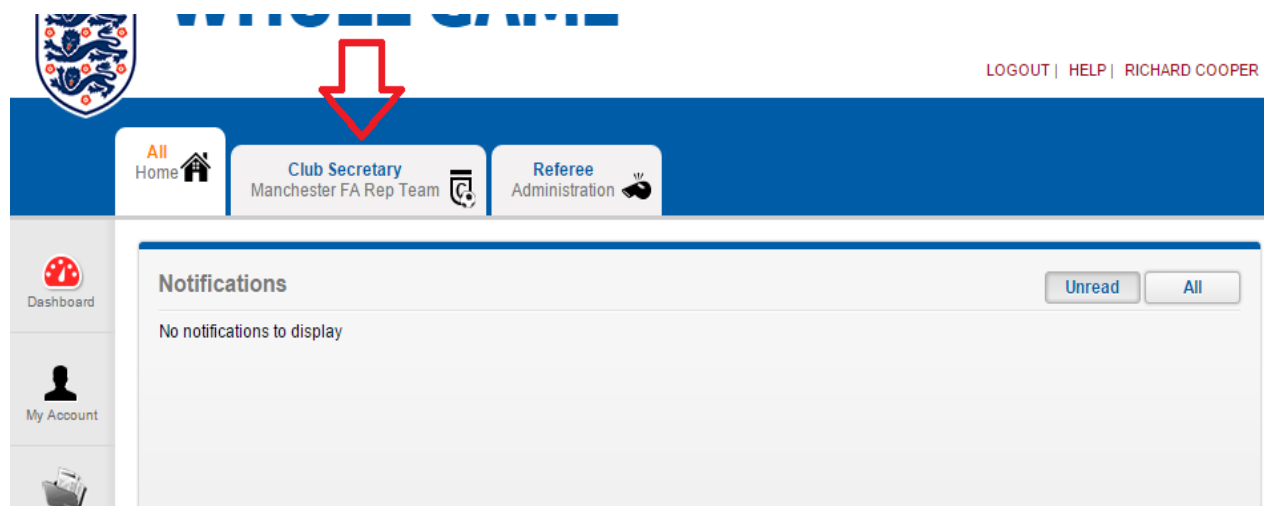
HOW TO ACKNOWLEDGE A CAUTION OR DISMISSAL

Following a new caution or dismissal being received, it is important that you acknowledge these cases on Whole Game System (WGS) at your earliest convenience. All cautions must be acknowledged within 14 days of notification and dismissals within 7 days of notification. **If a case is not acknowledged within the required timeframe your club will face a £20 late fee per case.**

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

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 to FA Whole Game you will be required to click your 'Club Secretary' tab:-



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

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

Dashboard

Details

Affiliation 2015 - 2016

Club Officials

Discipline

Club Dashboard for Manchester FA Rep Team

[Manage Discipline Permissions](#)

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.

To acknowledge a case first you need to confirm the players details are correct, to do this click his/her name:-

	Cautions	Send Offs	Misconducts	All
First team	1	1	1	3
Non First team	0	0	0	0

	Offence	Offence Date	Level	Match Details	Case ID	Status	Paid	Response Due Date
S	James Longdin	08/08/2015	FT	Manchester FA Rep Team U18 v Northumberland FA U18	8187886- S	Awaiting club confirmation	<input type="checkbox"/>	19/08/2015
C	Colin Bridgford	08/08/2015	FT	Manchester FA Rep Team U18 v Northumberland FA U18	8187885- C	Awaiting club confirmation	<input type="checkbox"/>	26/08/2015
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 3 of 3 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:-

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

Dashboard

Details

Affiliation 2015 - 2016

Club Officials

Discipline

Participant Discipline - Colin Bridgford

[Back](#)
[Participant Profile](#)

Details

Name	Colin Bridgford
FAN	55304159
DOB *	08/01/1973
Phone	
Mobile	
Business	
Email	colin.bridgford@manchesterfa.com

Address

Line 1 *	Platt Lane Complex
Line 2	Yew Tree Road
Line 3	Fallowfield
Town	MANCHESTER
County	
Postcode *	M14 7UU

[Update Details](#)

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

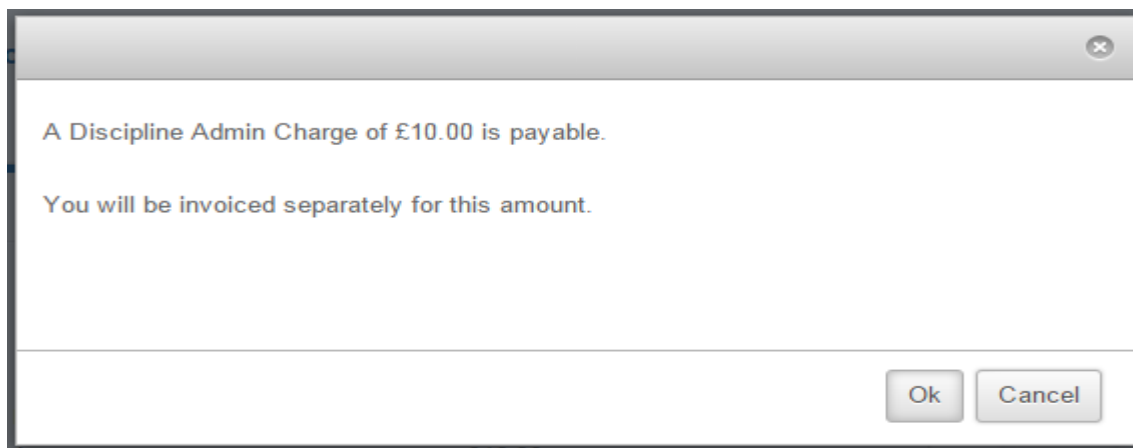
Click the 'Discipline' tab on the left hand side and you will see the other cases. When you have confirmed all the player(s) details you can acknowledge the case(s). Firstly, click the 'Case ID':-

First team	1	1	1	3
Non First team	0	0	0	0

Offender	Offence Date	Level	Match Details	Case ID	Status	Paid	Response Due Date
James Longdin	08/08/2015	FT	Manchester FA Rep Team U18 v Northumberland FA U18	8187886- S	Awaiting club confirmation	<input type="checkbox"/>	19/08/2015
Colin Bridgford	08/08/2015	FT	Manchester FA Rep Team U18 v Northumberland FA U18	8187885- C	Awaiting club confirmation	<input type="checkbox"/>	26/08/2015

This will open the respective case, showing the offence code, date of the offence, response date and how many cautions the player has had during the season. At the top right hand corner, you will see 'Acknowledge'. Click this:-

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



Once a case is acknowledged, no further action is required until you receive the next discipline invoice.

Caution Details

Manchester FA Rep Team U18 v Northumberland FA U18
Association of Northern Counties Competitions
08/08/2015

Case ID: 8187885C

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:-

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	

Line Item	Payment	Balance
Discipline Admin Charge	£ 10.00	£10.00

Amount to Pay: £10.00

Pay £10.00

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.