

# GLOUCESTERSHIRE FA – WHOLE GAME SYSTEM DISCIPLINE GUIDANCE



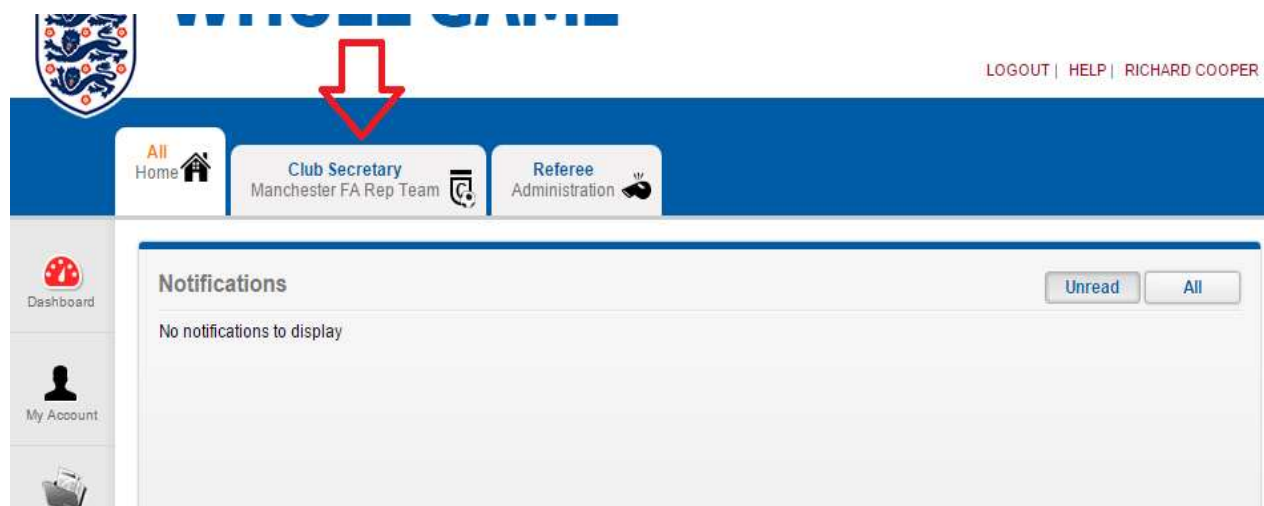
## HOW TO ACKNOWLEDGE A CAUTION OR DISMISSAL

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 be charged a late response 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 tab:



Then click your discipline section on the left hand side:

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:

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 7UJ

Update Details

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:-

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

Click back to discipline 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:

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 that 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.

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 box and select pay. This will then take you to BarclayCard Smartpay to make payment; your next invoice will show this case has been paid:

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 by email: [support@gloucestershirefa.com](mailto:support@gloucestershirefa.com).