

GLOUCESTERSHIRE FA – WHOLE GAME SYSTEM DISCIPLINE GUIDANCE



HOW TO PROCESS INVOICES AND MAKE PAYMENTS

It is important to understand that in discipline cases the payment and case response are separate.

You are required to respond to the case as explained in the guidance 'How to Acknowledging a Caution or Dismissal'.

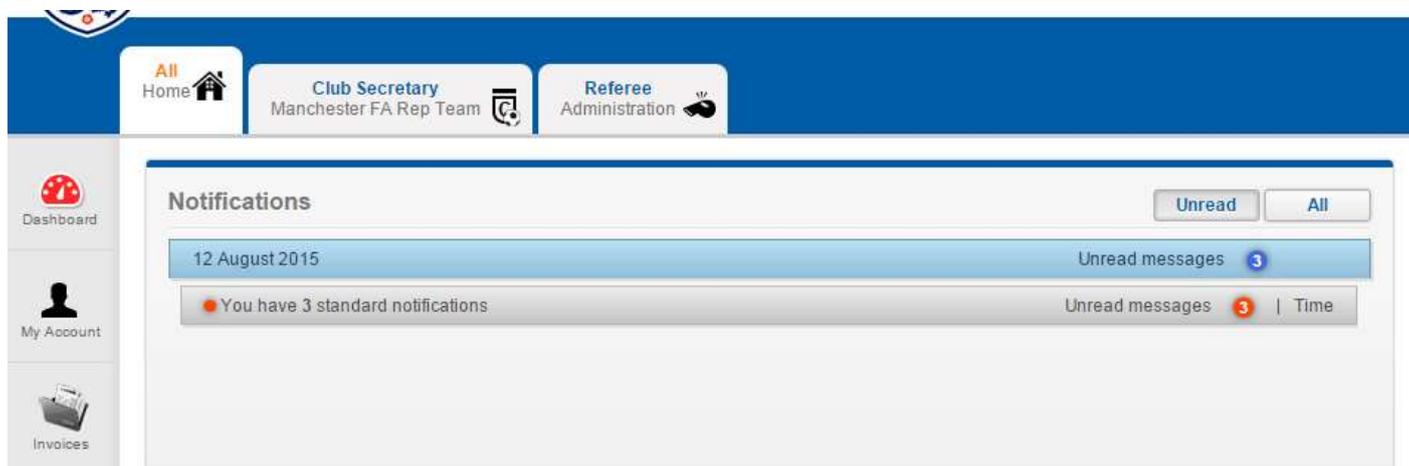
Weekly Invoices are generally produced every Wednesday and include fees and fines relating to cases issued or revised over the previous 7 days. Once the invoice is created, the club has 14 days to pay the invoice.

If an invoice is not paid within 14 days of issue, your club will receive a late payment charge equivalent to 25% of the outstanding amount.

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

When a new invoice has been issued you will receive a new notification on FA Whole Game:



If you open the notification, it may inform you that a new invoice has been created as shown below:

Notifications Unread All

19 August 2015

You have 1 standard notifications Time

Discipline invoice D-INV-MAN005729 has been created for club Manchester FA Rep Team. 03:40

Has been read by yourself

To Richard Cooper

Subject Discipline invoice D-INV-MAN005729 has been created for club Manchester FA Rep Team.

Details Discipline invoice D-INV-MAN005729 has been created for club Manchester FA Rep Team.

You can then view this invoice by clicking your club secretary tab:


LOGOUT | HELP | RICHARD COOPER

All Home
Club Secretary
Manchester FA Rep Team
Referee Administration

Notifications Unread All

No notifications to display

Then selecting club invoices on the options on the left:

Pending Suspensions

Search 10

Case Id	Offender	Number of matches	Football level	Start Date	End Date
8187886- S	James Longdin	3	All Saturday Football	22/08/2015	05/09/2015

Showing 1 to 1 of 1 entries

Details

Manchester FA Rep Team

Current Season Affiliation Number Q-MAN0626

Next Season Affiliation Number

Charter Standard

Status None

Type None

Discipline

Club Status Not Suspended

Suspended Teams 0

Suspended Players 0

In this menu you can see any outstanding invoices and also any paid invoices. These invoices are never removed and you will be able to see all invoices since the start of 2014/15 season:

Number	Date	Due	Amount	Paid	Balance	County	Type	
No invoices found								
Outstanding Invoices								
Tick to pay	Number	Date	Payment Due Date	Amount	Paid	Balance	County	Type
<input type="checkbox"/>	D-INV-MAN005729	19/08/2015	02/09/2015	£65.00	£0.00	£65.00	Manchester FA	Discipline Invoice

Number	Date	Due	Amount	Paid	Balance	County	Type
No invoices found							
Pending Invoices							
Number	Date	Due	Amount	Paid	Balance	County	Type
INV-MAN003881	11/05/2015	31/07/2015	£135.00	£135.00	£0.00	Manchester FA	Club Affiliation
INV-MAN000443	12/06/2014	30/06/2014	£113.00	£113.00	£0.00	Manchester FA	Club Affiliation

Any invoices within the outstanding invoices require payment. You can see the payment due date for the invoice on the menu bar:

Number	Date	Due	Amount	Paid	Balance	County	Type	
No invoices found								
Outstanding Invoices								
Tick to pay	Number	Date	Payment Due Date	Amount	Paid	Balance	County	Type
<input type="checkbox"/>	D-INV-MAN005729	19/08/2015	02/09/2015	£65.00	£0.00	£65.00	Manchester FA	Discipline Invoice

To make payment, tick the box next to the invoice and select the blue payment box:

Tick to pay	Number	Date	Payment Due Date	Amount	Paid	Balance	County	Type
<input checked="" type="checkbox"/>	D-INV-MAN005729	19/08/2015	02/09/2015	£65.00	£0.00	£65.00	Manchester FA	Discipline Invoice
							Payment	Balance
<input checked="" type="checkbox"/>	Discipline Admin Charge (8187885C)						£ 10.00	£10.00
<input checked="" type="checkbox"/>	Fine						£ 25.00	£25.00
<input checked="" type="checkbox"/>	Discipline Admin Charge (8187886S)						£ 10.00	£10.00
<input checked="" type="checkbox"/>	Discipline Admin Charge (8187887M)						£ 10.00	£10.00
<input checked="" type="checkbox"/>	Discipline Admin Charge (8191525C)						£ 10.00	£10.00
Amount to Pay:							£65.00	

If you wish to make a part payment you can deselect certain cases/products by unticking their line item. This will amend the total payment being made:

Affiliation 2015 - 2016

- Club Officials
- Discipline
- Club Players
- Teams
- Team Officials
- Club Invoices**

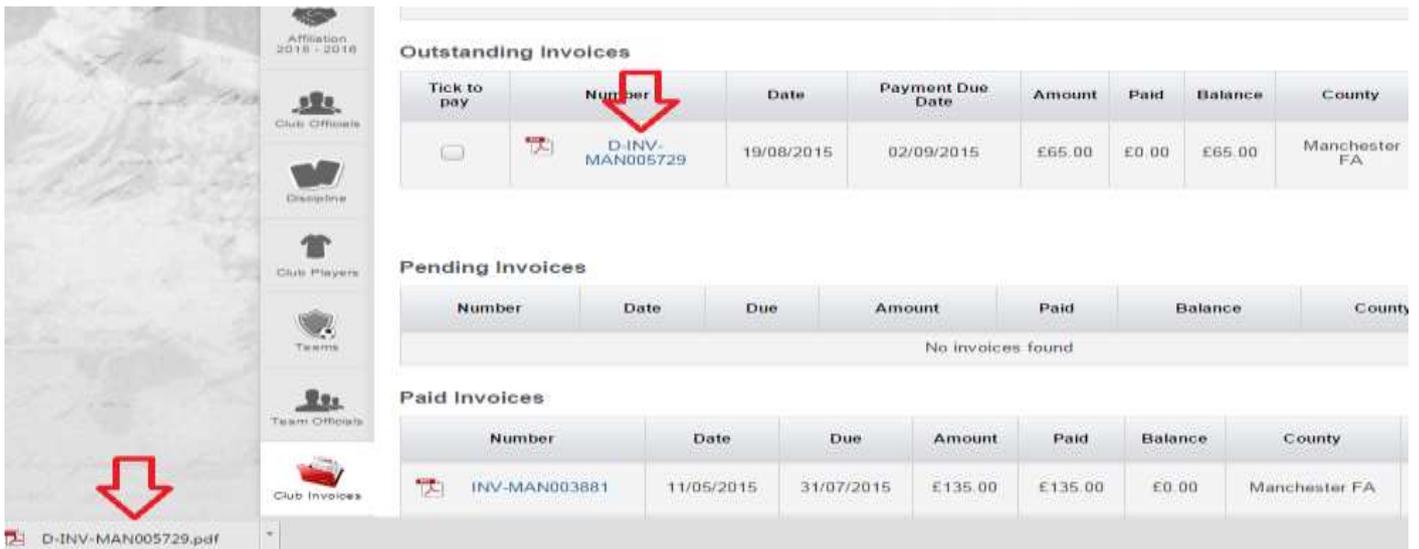
Outstanding Invoices

Tick to pay	Number	Date	Payment Due Date	Amount	Paid	Balance	County	Type	
<input checked="" type="checkbox"/>	 D-INV-MAN005729	19/08/2015	02/09/2015	£65.00	£0.00	£65.00	Manchester FA	Discipline Invoice	
	<input checked="" type="checkbox"/>	Line Item					Payment	Balance	
	<input checked="" type="checkbox"/>	Discipline Admin Charge (8187885C)					£ 10.00	£10.00	
	<input checked="" type="checkbox"/>	Fine					£ 25.00	£25.00	
	<input type="checkbox"/>	Discipline Admin Charge (8187886S)						£10.00	
	<input checked="" type="checkbox"/>	Discipline Admin Charge (8187887M)					£ 10.00	£10.00	
	<input type="checkbox"/>	Discipline Admin Charge (8191525C)						£10.00	
							Amount to Pay:	£45.00	

 [Pay £45.00](#)

Once payment is made the invoice will move into the "Paid Invoices" section below.

You can also download an invoice before payment or after payment as a receipt. This is done by clicking the invoice number which will download the PDF for you.



The screenshot shows the 'Club Invoices' section with three sub-sections:

- Outstanding Invoices:** Contains one invoice with number **D-INV-MAN005729**. A red arrow points to the number, and another red arrow points to the 'Pay £45.00' button from the previous image.
- Pending Invoices:** A table with columns: Number, Date, Due, Amount, Paid, Balance, County. The text "No invoices found" is displayed below the table.
- Paid Invoices:** Contains one invoice with number **INV-MAN003881**. A red arrow points to the number.

At the bottom left, a red arrow points to the file name **D-INV-MAN005729.pdf**, indicating the download option.

When viewing an invoice either before payment or after payment you can see the cases/product for which payment is required:



INVOICE

Richard Cooper
 Manchester FA Rep Team
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

Invoice No: D-INV-MAN005729
 Invoice/Tax Point Date: 19 August 2015
 Customer ID: 67023
 Payment Terms: 02 September 2015

Item Description	Price	VATRate	Total VAT	Gross Amount
Cautlon (Yellow Card)				
8187885- C: Colin Bridgford (08/08/2015)		0% (ZRO)		£10.00
Fixture: Manchester FA Rep Team U18 v Northumberland FA U18, played on 08/08/2015				
Discipline Admin Fee - Manchester FA	£10.00	0% (ZRO)		
8191525- C: Phil Cooper (15/08/2015)		0% (ZRO)		£10.00
Fixture: Manchester FA Rep Team U18 v Cumberland FA U18, played on 15/08/2015				
Discipline Admin Fee - Manchester FA	£10.00	0% (ZRO)		
Standard Charge (Red Card)				
8187886- S: James Longdin (08/08/2015)		0% (ZRO)		£35.00
Fixture: Manchester FA Rep Team U18 v Northumberland FA U18, played on 08/08/2015				
Discipline Admin Fee - Manchester FA	£10.00	0% (ZRO)		
Fine - Manchester FA - S2 - NNLS	£25.00	0% (ZRO)		
Misconduct				
8187887- M: James Kinsey (08/08/2015)		0% (ZRO)		£10.00
Fixture: Manchester FA Rep Team U18 v Northumberland FA U18, played on 08/08/2015				

You can make payment in various ways; either online by credit or debit card, by cheque sent and made payable to to the 'Gloucestershire Football Association', by cash paid in person at the office (do not send cash in the post) or by BACS transfer. Bank account details for Gloucestershire FA can be found on the invoice. To ensure BACS payments are processed promptly please remember to include your club's name and the Invoice Number as the transaction reference.

If you have any questions relating to Whole Game Discipline, contact us by email: support@gloucestershirefa.com.