



WGS DISCIPLINE MANUAL

CONTENTS



Access **3**

Dashboard **4**

Cautions **5**

Acknowledging a Case
Caution Count

Standard Charges **6**

Suspensions

Misconduct Charges **7**

Responding to a Charge
Notification of Hearing
Hearing Result

Payments **8**

Late Payment / Late Response Fee

FAQ's **9**

ACCESS

Provided you have access to the internet, you have access to the Whole Game System. You will need your FAN ID or email address, and your password to log in.

To log in, type the WGS web address into your browser toolbar:
<https://wholegame.thefa.com>



Welcome to Whole Game System

Email / FAN ID:

Password:

Login

[Reset / Retrieve Password](#)

If you are already a FA registered user get started by logging on with your existing email address or FAN.

[To create a FAN ID, please click here](#)

Enter either your FAN ID or registered email address, and your password.

If you do not know your FAN number, please contact the Northamptonshire FA office and we can inform you what this is.

If you've forgotten or don't know your password, you can reset this by clicking on the 'Have you forgotten your password?' button.

After entering these details, click on the login button and that will take you to your Club Homepage.

DASHBOARD

After logging in you will see your Dashboard, to access you club, click on the tab at the top of the page which says your role and club name.

By clicking on Discipline down the left hand side, this will show your all discipline cases for you club. When a new discipline cases gets added, you will receive a notification to your email address informing you of this.

This page details of all discipline cases, including the offender, offence date, match, status and due date.

There is the ability to download five year records for both the club and any players registered with the club.

Notifications for the club will be shown on the front page, or if you scroll down on the discipline page. These will inform you of any new cases, invoices, late fines or response deadlines that are added.

The system works in a proactive way to assist you in your role as club secretary and to try and help issues from occurring.

WHOLE GAME

[All Home](#)
[Club Chairman](#)
Northamptonshire County F.A. Rep team

Dashboard

Safeguarding

Player Registration

Players' Email

Discipline

Matches

Club Officials

Team Officials

Teams

Grounds

Approved

Affiliation 2019 - 2020

Details

Northamptonshire County F.A. Rep team
Discipline Summary

[Show Response Due](#)
[Intention To Claim](#)

County FA
2019 - 2020

	Cautions	Send Offs	Misconducts	Rule Breach	Non Playing Caution	All
FT	0	0	0	0	0	0
NFT	2	1	0	0	0	3
Club	0	0	0	0	0	0

FT NFT
First Team Non First Team
Click on the numbers to see further information

[Download Cases](#)
[Download 5 Year Summary](#)

10

	Offender	Offence Date	Level	Match Details	Case ID	Status	Paid	Response Due Date	Competition
S	Sophie Mullett	10/07/2019	NFT	Northamptonshire County F.A. Rep team U18 v Northamptonshire FA Girls ACC U16 Women's	9881049- S	Awaiting club confirmation	<input type="checkbox"/>	18/07/2019	United Counties Football League
C	Luke Scott	10/07/2019	NFT	Northamptonshire County F.A. Rep team U18 v Northamptonshire FA Girls ACC U16 Women's	9881047- C	Awaiting club confirmation	<input type="checkbox"/>	25/07/2019	United Counties Football League
C	Jack Patmore	10/07/2019	NFT	Northamptonshire County F.A. Rep team U18 v Northamptonshire FA Girls ACC U16 Women's	9881048- C	Awaiting club confirmation	<input checked="" type="checkbox"/>	-	United Counties Football League

CAUTIONS

The WGS Portal enables you to acknowledge cautions as soon as they are activated by Northamptonshire FA.

On the system, a caution can be identified either by the yellow card icon with a 'c', or by the Case ID that ends with a 'c'.

By clicking on the Case ID, this will allow display more details of the case, including;

- The player involved
- The offence
- The opposing team
- The offence date



Acknowledging a Case

STAGE 1

Click on the Case ID

STAGE 2

Check all details are correct

STAGE 3

Click on the 'Acknowledge' button at the top right of the page.

You should only acknowledge a case if all details are correct. If anything is incorrect, please contact Northamptonshire FA.

Occasionally, when you acknowledge a case you may be asked for further details about the player. To add this click on the players name and add their date of birth and address.

Cases must be acknowledged by the 'Response Due Date', if this doesn't happen, the club will receive a late fine and maybe suspended.

Caution Count

You can track the amount of cautions that a player has received in the season by clicking on the players name. The system will inform you if a player reaches one of the caution count thresholds.

STANDARD CHARGES

Standard Charges are identified on the system by a red card with an 's', or by the Case ID which ends in an 's'.

Standard Charges are like cautions, apart from the player will receive a suspension. Details of this will be found by clicking on the Case ID and will include;

- The length of suspension
- Suspension start date
- Type of football suspension

Previously, referees have been required to write a report for each sending off. However, since the 2018/2019 season, referees are no longer needed to write reports; instead they are just required to report what the offence was.

Charge

The player is suspended from 3 matches from CFA Only - All Sunday Football until the team mentioned above have completed the required number of games in approved qualifying competitions

Date	Match	Competition
No upcoming matches exist in the system or the list is currently being updated. If there are any upcoming matches you are aware of that are not being displayed, please press 'Manage Matches'.		

Manage Matches



Suspensions

In order for a suspension to be cleared from the system, the club needs to add the fixtures that the player has missed to the system.

If you are unsure of the games that the player is going to miss, this can be updated as a later date.

STAGE 1

Click on the Case ID

STAGE 2

Click 'Manage Matches'

STAGE 3

Click 'New Match'

STAGE 4

Fill in the details required

STAGE 5

Repeat process for the number of games

MISCONDUCT CHARGES

As with cautions and dismissals, clubs have the ability to process the administration of misconduct charges through the WGS. The cases are identified where there is an 'm' at the end of the Case ID.

By clicking on the Case ID, you will see details of the charge, including;

- Who has been charged
- When the offence happened
- What the charge is
- Case documents

Responding to a Charge

STAGE 1	Click on the Case ID
STAGE 2	Fill in 'I am pleading...'
STAGE 3	Fill in 'I request a...'
STAGE 4	Upload any documents that you want the commission to consider
STAGE 5	If requesting a hearing, add in any witnesses
STAGE 6	Click 'Save'



Notification of Hearing

If requesting a personal hearing, a notification will get sent to the club secretary when a date has been scheduled. The date can be viewed by clicking on the Case ID and then on 'Hearing' in the top right corner. This will then give you the details of the hearing, including:

- Date
- Time
- Venue
- Commission Members

Hearing Result

After the hearing the club secretary will receive a notification which explains that the case has been heard. The hearing result letter can be found by clicking on the Case ID and downloading it at the bottom of the page.

PAYMENTS

Payments for disciplinary cases can be made through the Whole Game System, or can be paid by BACS, Cash or Cheque.

Please be aware that invoices will generate on a Wednesday.

Invoices can be accessed by clicking on 'Finance' down the left hand side, all outstanding and paid invoices will appear here. You can look at the breakdown of the invoices by clicking on the invoice number and downloading it.

STAGE 1

Click on 'Tick to Pay' - this will then allow you to either pay for part of the invoice, or the whole of the invoice.

STAGE 2

Click 'Pay £...'

STAGE 3

This will direct you to Barclaycard Smartpay to make payment

STAGE 4

Once paid, a receipt can be found under 'Paid Invoices'

Late Payment / Late Response Fee

There are two different reasons why the club might receive a late fee, which are issued in accordance with FA Regulations when timeframes are not met. The late fine is 25% of the original invoice.

Late Payment Fee: When a payment is not made by the date on the invoice. If the late payment fee is not paid within 14 days, the player and club will be suspended from all football.

Late Response Fee: When a payment is not acknowledged by the date stated (14 days for cautions, 7 days for standard charges). If the late response fee is not paid within 14 days, the player and team will be suspended from all football.

All suspensions for late fee will take effect from the first Monday after the invoice due date.

If you believe that a late fee has been added in error, please contact Northamptonshire FA immediately.

FAQ's

What if I don't know my password?

You can reset your password by using the 'Have you forgotten your password?' link on the WGS homepage. The system will ask for your DOB and email address to reset your password.

The reset password email has not come through?

Please contact Northamptonshire FA to check we have the correct email address on record.

I'm trying to acknowledge a case but I keep getting the message 'details for player are incomplete'?

This means we do not have the players DOB and address on our system, so add these click on the players name.

One of my players is showing as suspended, but they have served all of their suspension?

Check that the games that the player missed are all updated and on the system, if not add them on. If all the games have been added, please contact Northamptonshire FA and we will be able to advise.

Can I send in evidence later for a Misconduct Charge?

Yes, evidence can be submitted at a later date. However, all evidence should be submitted within 7 days of the hearing date.

A new FAN number has been created for one of our players?

If you notice that a player has two or more FAN numbers, please contact Northants FA and we can merge these together.

We are a Saturday Club, but my player is showing as being suspended on a Sunday?

If a player gets sent off whilst playing for a different team, the system will inform you. This is in case the player becomes suspended for non-payment / non-response, as this will affect your club too.



Northamptonshire Football Association
9 Duncan Close
RedHouseSquare
Moulton Park
Northampton
NN3 6WL



NorthamptonshireFA