

## Whole Game Guide – Acknowledging and Paying Discipline

Log in to Whole Game System at <http://wholegame.thefa.com> using your FAN and password.

Please remember that discipline cases for teams playing at Step 4 and above is managed through Members Services and NOT WGS – The FA will administer discipline at this level.

You will see Notifications of what is outstanding on your dashboard once you've logged in:



**Notifications** Unread All

04 August 2015 Unread messages **3**

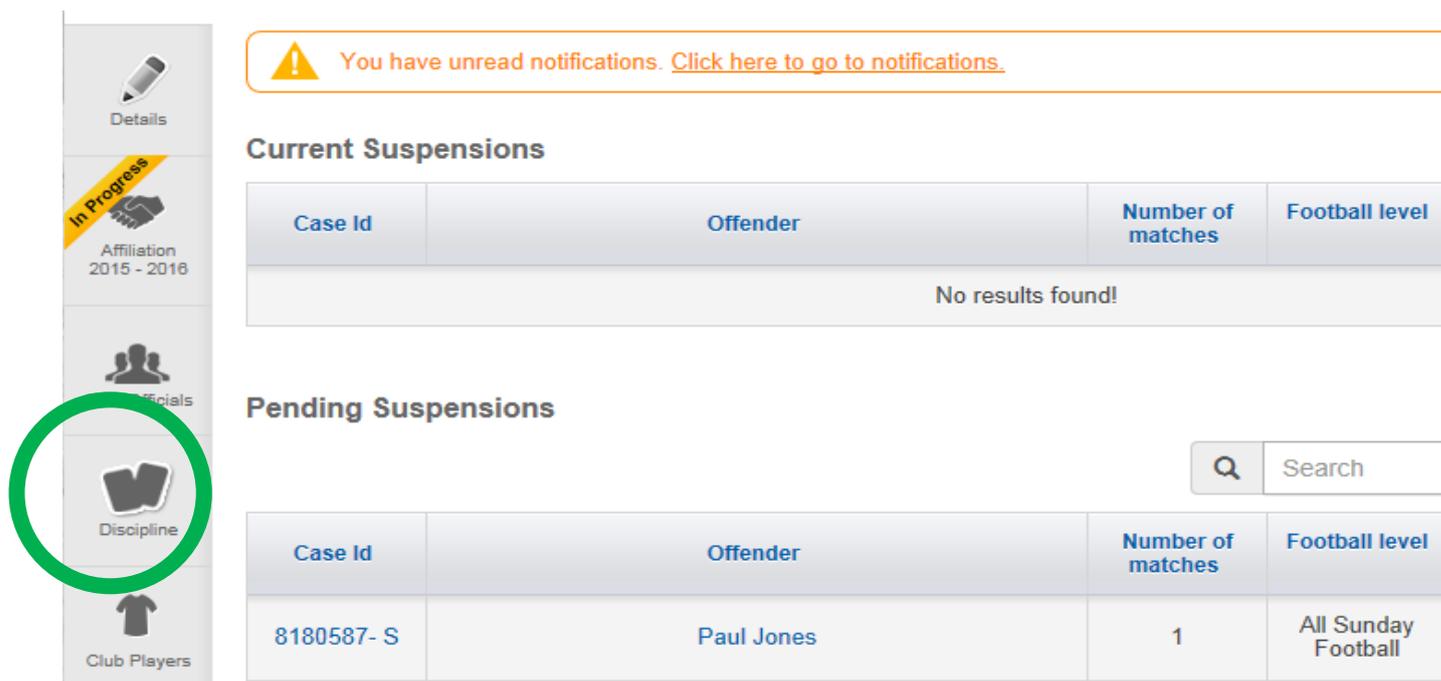
You have 3 standard notifications Unread messages **3** | Time

Discipline Case 8180588- M has been added to Surrey Football Services Test Club. 15:11

Click on your Club Tab from the main toolbar (along the top of the page):



On your Club Dashboard you'll see all current and pending suspensions for players at your club, along with a reminder of any notifications that are currently unread. Now click on 'Discipline' from the left hand menu to view your cases.



**You have unread notifications. [Click here to go to notifications.](#)**

### Current Suspensions

Case Id	Offender	Number of matches	Football level
No results found!			

### Pending Suspensions

Case Id	Offender	Number of matches	Football level
8180587- S	Paul Jones	1	All Sunday Football

You'll now see a summary of your discipline cases plus a list of those with outstanding actions.

Remember that you need to ACKNOWLEDGE cases by the 'Response Due Date' as shown. Click the Blue 'CASE ID' to begin. Failure to acknowledge the case by the deadline shown may result in a 25% "Late Response Fee" being added to the case.

	Offender	Offence Date	Level	Match Details	Case ID	Status
	Paul Jones	01/08/2015	NFT	Surrey Football Services Test Club First v Surrey Football Services Test Club Reserves	8180587- S	Awaiting confirmation
	Paul Jones	01/08/2015	NFT	Surrey Football Services Test Club First v Surrey Football Services Test Club Reserves	8180586- C	Awaiting confirmation

Confirm details of the case are correct, and click 'Acknowledge' in the top right hand corner.

## Caution Details

**Surrey Football Services Test Club First v Surrey Football Services Test Club Reserves**  
Surrey Football Services Test League  
01/08/2015

Case ID: 8180586C

**Details**

**Name:** [Paul Jones](#)

**Date of Birth:** 12/02/1983

**Offence:** C3 - Persistently infringing the laws of the game

**Offence Date:** 01/08/2015

**Response Due Date:** 18/08/2015

**Outstanding Balance:** £10.00

**Acknowledged:** No

**1st team cautions this season\*:** 0

**non 1st team cautions this season\*:** 1

\* These totals includes any cautions imposed by the CFA

If the players' details need updating, click the blue 'Players Name' to update their date of birth and address. If the wrong player is shown, or there is a spelling mistake in the name, please email [Discipline@Berks-BucksFA.com](mailto:Discipline@Berks-BucksFA.com) and we'll make the change for you.

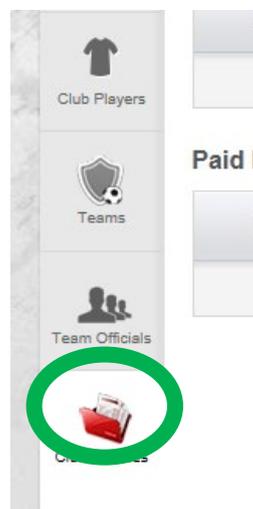
If you are making a claim against a charge under FA Regulations (i.e. for Wrongful Dismissal or Mistake Identity) you can use the blue 'Lodge Claim' button to do so. This will automatically become locked if outside the timescales for such an appeal (please see our website or the FA's Discipline Handbook for more information).

Now that you've acknowledged the case, you can choose to pay now or pay later. To pay now, tick the box in the dialog box within the case and complete the steps by pressing the blue Pay button.

Tick to pay	Number	Date	Payment Due Date	Amount	Paid	Balance	County	Type	
<input checked="" type="checkbox"/>	8180586C	31/07/2015		£10.00	£0.00	£10.00	Surrey FA		
	<b>Line Item</b>					<b>Payment</b>	<b>Balance</b>		
<input checked="" type="checkbox"/>	Discipline Admin Charge					£ 10.00	£10.00		
						<b>Amount to Pay:</b>	<b>£10.00</b>		

**Pay £10.00**

You are automatically set up to receive invoices weekly, so if you prefer, you can return to pay all your cases in one go when the invoice is generated. Click on the 'Club Invoices' button from the main menu to show your outstanding invoices and then tick the invoice you want to pay, before clicking the 'Pay' button.



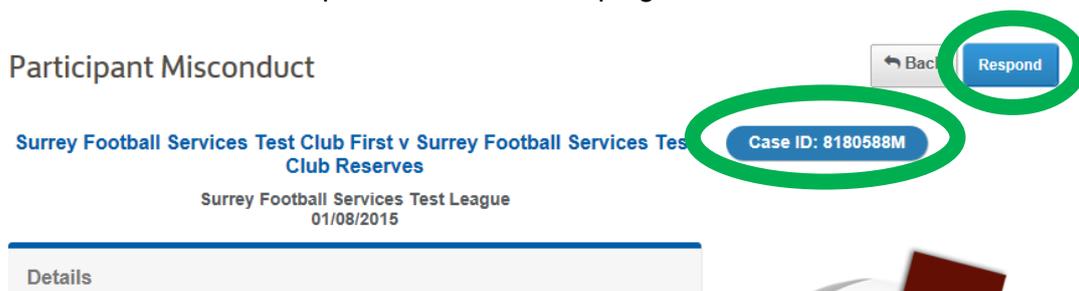
**Outstanding Invoices**

Tick to pay	Number	Date	Payment Due Date	Amount	Paid	Balance	County	Type
<input type="checkbox"/>	 INV-SUR010959	17/07/2015	14/08/2015	£134.00	£0.00	£134.00	Surrey FA	League Sanction

Pay

Please note that invoices must be paid by the deadline date shown, or you may be charged a 25% "Late Payment Fee."

To respond to a **Misconduct Case**, you need to open the case from the discipline menu by clicking on the blue 'Case ID' and click the blue 'Respond' button in the top right hand corner.



You'll then be provided with a misconduct response form, asking you to enter your plea to the charge. If you are opting for a Personal Hearing you can also enter details of the witnesses who will be in attendance with you at the hearing. For all charges, you can upload mitigation by using the optional document upload tool. Remember to click 'Save' to continue.

If you are accepting or denying a charge via correspondence (i.e. you do not want to attend the hearing in person) then you need to submit mitigation to be reviewed by the panel. If no response to the charge is received by the required date, the case will be heard as a non-personal hearing in your absence.

If you have any questions in relation to WGS Discipline, contact us on 01235 544890 or at [Discipline@Berks-BucksFA.com](mailto:Discipline@Berks-BucksFA.com)