

Discipline

Frequently Asked Questions

Q. When will a suspension start?

- A.** The period between the offence date and suspension commencement date is 7 days. Please be reminded if paperwork is not received or the offence does not show on your portal you must contact the County FA within 5 days as the suspension will commence 7 days after the offence date.

Please ensure the player serves a suspension regardless.

Should a player play whilst he should be serving a suspension, the club and player will be charged under football regulations. Non receipt of paperwork is not a valid defence for when a player has played whilst serving a suspension

Q. When will my discipline invoices be ready to pay?

- A.** Discipline invoices are automatically generated every Wednesday. There is a 14 day period to pay these.

Q. How do I appeal a red card?

- A.** All red cards can be appealed with the exception of those for use of offensive or insulting or abusive language/gestures (S6) and receiving a second caution in a game (S7). Please be aware that for an appeal to be successful, you must be able to prove that the referee made an obvious error in sending the player off.

You would mark your intention to appeal via Whole Game System or via email to lauren.halsey@hertfordshirefa.com. You do not need to await the referees report.

The club must lodge their intent to claim within two working days of the game and submit all evidence, along with the appeal fee within four working days of the game. Video evidence must be submitted if available.

Guidance was also sent to leagues, should a claim need to be submitted during the closed period.

Q. Where do I find details of Public Liability Insurance (also known as Legal Liability Insurance)?

- A.** Your Public Liability Certificate can be found here:

hertfordshirefa.com/leagues-and-clubs/club-management/insurance

Q. I don't like giving my credit/debit card details online – is there an alternative?

A. Yes, you can download your invoice and send a cheque to the Headquarters.

Q. Why am I unable to acknowledge a caution?

A. Usually this is because there is some missing detail that you need to provide - commonly this is the players DOB and address.

To add this, click on the player and click update details.

Q. How do I add a match for a player to serve a suspension?

A. Log into WGS and select the 'Matches' tab. Click on the icon that says 'Add Match' and input the relevant information to create the match which will be used to serve the suspension.

Q. How do I report an incident that happened during a football match?

A. Essentially there are two ways of dealing with this type of incident should you wish to take it further;

Option 1 – The incident is reported to Hertfordshire FA's Designated Safeguarding Officer who liaises with the Welfare Officer of each club in an attempt to educate and prevent this type of incident occurring in the future.

Option 2 – An official complaint is made directly to the Hertfordshire FA to instigate potential disciplinary charges.

Please note if this option is taken Hertfordshire FA will charge ANY breach of FA regulation from both parties providing sufficient evidence exists.

Be aware that Option 2 is significantly more involved and detailed. Should any club or its members wish to pursue the allegations they will need to provide full witness statements using the Club Report Form which can be found [on our website](#).

Any discipline questions other than those covered above

The Essential Information For Clubs at Step 5 and below 2019-20 is an online interactive reference guide to aid Leagues, Clubs and Players throughout the season.

This explains the disciplinary process and details the changes that have taken place over the last few years – including match based discipline, temporary dismissals, sanction guidelines, competition specific cautions, mandatory minimum sanctions and changes to referee reporting. This year's guide also includes videos and resources that will go into greater depth to explain the disciplinary process.

You can find a link to it via the [Discipline pages on our website](#).