



# Discipline –

## Step by Step Guide on Respond to Cautions/Red Cards





# How to respond to Cautions/Red Cards



Dashboard



Details



Affiliation  
2017 - 2018



Safeguarding



Player  
Registration



Data Cleansing



Discipline



Matches

## Club Dashboard for Leicestershire Test

[Manage Discipline Permissions](#)



You have NO unread notifications.

### Current Suspensions

| Case ID           | Offender | Term | Football level | Start Date | End Date |
|-------------------|----------|------|----------------|------------|----------|
| No results found! |          |      |                |            |          |

### Pending Suspensions

| Case ID           | Offender | Term | Football level | Start Date | End Date |
|-------------------|----------|------|----------------|------------|----------|
| No results found! |          |      |                |            |          |

#### Details

Leicestershire Test

Registration Number

Next Season Affiliation Number

#### FA Charter Standard

Status None

Type None

AHC - Start Date 01/09/2017

Auto Suspend Date 31/10/2017

#### Discipline

Club Status Not Suspended

Suspended Teams 0

Suspended Players 0

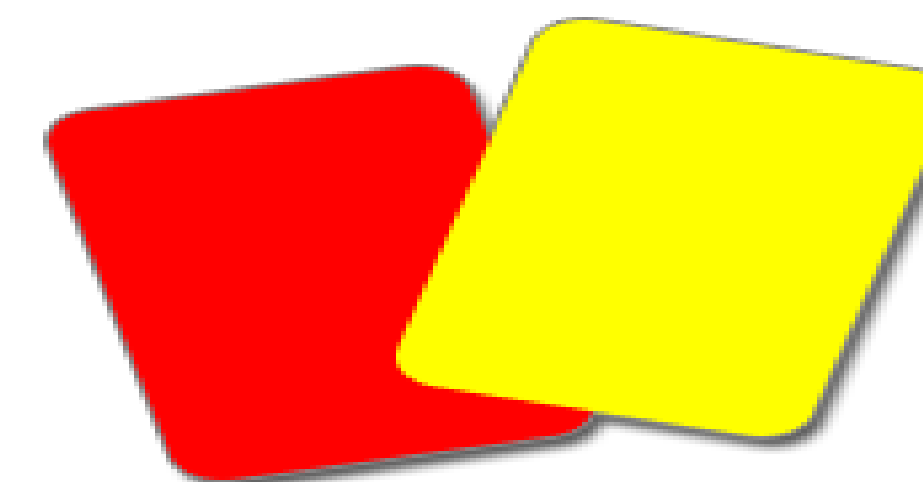
Step 1 – click on the  
Discipline tab

## Leicestershire Test Discipline Summary

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

County FA ▼

2017 - 2018 ▼



|      | Cautions | Send Offs | Misconducts | Rule Breach | All |
|------|----------|-----------|-------------|-------------|-----|
| FT   | 1        | 1         | 0           | 0           | 2   |
| NFT  | 0        | 0         | 0           | 0           | 0   |
| Club | 0        | 0         | 0           | 0           | 0   |

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

Search

10 ▼



|   | Offender    | Offence Date | Level | Match Details                         | Case ID    | Status                                 | Paid                     | Response Due Date |
|---|-------------|--------------|-------|---------------------------------------|------------|--|--------------------------|-------------------|
|  | Test Player | 22/10/2017   | FT    | Leicestershire Test First v Bye First | 9177695- S | Awaiting club confirmation             | <input type="checkbox"/> | 03/11/2017        |
|  | Test Player | 22/10/2017   | FT    | Leicestershire Test First v Bye First | 9177694- C | Step 2 – click on the 'case ID' number |                          |                   |

«

&lt;

1

&gt;

»

Showing 1 to 2 of 2 entries

FT  
NFTFirst Team  
Non First Team

Dashboard



Details

Affiliation  
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Discipline



Matches



Club Officials



## Caution Details

Back

Acknowledge

Lodge Claim

### Leicestershire Test First v Bye First

22/10/2017

#### Details

Name:

Test Player

Date of Birth:

-

Offence:

C1 - Unsporting behaviour

Offence Date:

22/10/2017

Response Due Date:

10/11/2017

Outstanding Balance:

£10.00

Acknowledged:

No

1st team cautions this season\*:

1

non 1st team cautions this season\*:

0

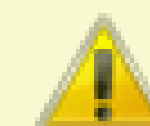
\* These totals includes any cautions imposed by the CFA

Step 3 – Click ‘Acknowledge’, then click ‘Ok’ on the following pop up box.

Step 5 – Click the players name to add/update details.

Step 4 – If the below message pops up continue through the steps provided.

Message from webpage



Cannot acknowledge case, details for Test Player are incomplete.

OK



Dashboard



Details



Affiliation  
2017 - 2018



Safeguarding



Player  
Registration

## Participant Discipline - Test Player

 Back

Participant Profile

### Details

Name Test Player

FAN

DOB \* -

Phone

Mobile

Business

Email

### Address

Line 1 \*

Line 2

Line 3

Town

County

Postcode \*

Step 6 – Click 'Update Details'

Update Details

## Update Participant Details

FAN ID

First name \*

Last name \*

Date of birth \*

Home number

show in handbook ☒

Work number

show in handbook ☒

Mobile number

show in handbook ☒

Postcode \*

Address line 1

Address line 2

Address line 3

Town

County

show in handbook ☒

Home Email

Work Email

Preferred email ☒ Home ☐ Work

Cancel

Save 

Step 7 – Input the players' address and DOB

Step 8 – Click Save

# Participant Discipline - Test Player

[← Back](#)

[Participant Profile](#)

## Details

**Name** Test Player  
**FAN** 0  
**DOB \*** 27/10/1917  
**Phone**  
**Mobile**  
**Business**  
**Email**

## Address

**Line 1 \*** Leicestershire & Rutland County Football Association Ltd  
**Line 2** Dog & Gun Lane  
**Line 3** Whetstone  
**Town** LEICESTER  
**County**  
**Postcode \*** LE8 6FA



[Update Details](#)

2017 - 2018 ▼

[Download 5 Year Summary](#)

10 ▼ 



|   | Offender    | Offence Date | Level | Match Details                         | Case ID    | Status                     | Paid                     | Response Due Date |
|---|-------------|--------------|-------|---------------------------------------|------------|----------------------------|--------------------------|-------------------|
|  | Test Player | 22/10/2017   | FT    | Leic Test First                       |            |                            | <input type="checkbox"/> | 03/11/2017        |
|  | Test Player | 22/10/2017   | FT    | Leicestershire Test First v Bye First | 9177694- C | Awaiting club confirmation | <input type="checkbox"/> | 10/11/2017        |

Step 9 – Click ‘Case ID’ number to return to the case page.

9177694- C

  
Dashboard

  
Details

  
Available  
Affiliation  
2017 - 2018

  
Safeguarding

  
Player  
Registration

  
Data Cleansing

  
Discipline

  
Matches



## Caution Details

[Back](#)

[Acknowledge](#)

[Lodge Claim](#)

### Leicestershire Test First v Bye First

22/10/2017

#### Details

|                                     |                           |
|-------------------------------------|---------------------------|
| Name:                               | Test Player               |
| Date of Birth:                      | 27/10/1917                |
| Offence:                            | C1 - Unsporting behaviour |
| Offence Date:                       | 22/10/2017                |
| Response Due Date:                  | 10/11/2017                |
| Outstanding Balance:                | £10.00 ▼                  |
| Acknowledged:                       | No                        |
| 1st team cautions this season*:     | 1                         |
| non 1st team cautions this season*: | 0                         |

\* These totals includes any cautions imposed by the CFA

Step 10 – Click Acknowledge and then select 'Ok' on the following pop up.

