

WHAT IS THE PROCESS

The Referee submits the Discipline on WGS



The Club is notified that a case has been created



The Club has **TWO WEEKS** to acknowledge and respond to the case.



At the next Invoice Date, an invoice will be created. The Club has **TWO WEEKS** to pay this.



If the Club fails to Pay/Respond by the deadlines, this will incur an automatic 25% late fee.



The Club then has an additional **TWO WEEKS** (one month in total) to pay for the Discipline.



Failure to do so will lead to an automatic suspension for the Club/Team.

TIPS

The **RESPONSE** date and the **INVOICE** date may be different.

All invoices can be paid on WGS.

Once an invoice is paid, this will automatically respond to the case.


Each Player needs to have DOB, 1st Line of Address and Post Code

CAUTIONS

WGS > CLUB ROLE > DISCIPLINE

1. Enter Player's details:

Click on the name of the player and check if the DOB & Address are on the system. If not, click "Update Details" to enter before moving forward. If you know the player is already on the system, please email discipline@middlesexfa.com

	Offender	Offence Date	Level	Match Details	Case ID	Status	Paid	Response Due Date	Competition
	Joe Bloggs	28/08/2018	FT	HOME TEAM vs AWAY TEAM	123456-C	Acknowledged	<input type="checkbox"/>	13/09/2018	Spartan South Midlands Football League

2. Acknowledge Case

Click on the Case ID, and click the acknowledge button in the top right hand corner. If the button is greyed out, this means the player's details have not been entered.

3. Payment

Now the case is ready to be paid. There is a "Finance" tab down the left hand side of WGS. Follow the steps to pay the invoice when they are available.

***Note:** Invoices are available dependant on the frequency you are issued them, i.e. monthly, weekly.

TEMPORARY DISMISSALS (SIN BINS)

These are recorded as regular cautions, however no fee is attached as the consequence is dealt with on the day. Please ensure you acknowledge these cases.



SENDING OFFS / SUSPENSIONS

**PLEASE ENSURE YOU FOLLOW THE SAME PROCEDURE AS CAUTIONS
TO ACKNOWLEDGE AND PAY FOR THE CASE**

When a player incurs a Match Suspension, the matches need to be added to WGS, otherwise it will not be lifted.

WGS > CLUB ROLE > MATCHES



Locate the Match

All matches that have previously been entered onto the system will be listed here. If listed, locate the correct match/es and click "Use as Suspension Match"

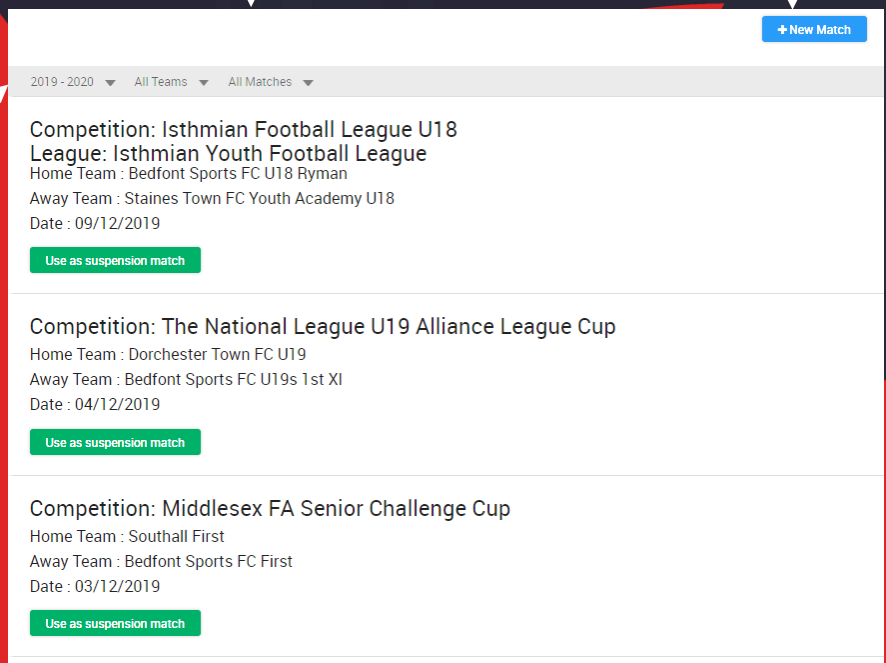
New Match

If the match is not listed, click "+ New Match"
Enter details as requested.

NOTE:

You can filter for certain teams within your club here.

NOTE: Only matches for the team the player was suspended for will count towards the suspension.



The screenshot shows the WGS system interface. At the top right is a blue button labeled "+ New Match". Below it is a filter bar with "2019 - 2020", "All Teams", and "All Matches". The main content area lists three matches, each with a green button labeled "Use as suspension match".

Match Details	Action
Competition: Isthmian Football League U18 League: Isthmian Youth Football League Home Team : Bedfont Sports FC U18 Ryman Away Team : Staines Town FC Youth Academy U18 Date : 09/12/2019	Use as suspension match
Competition: The National League U19 Alliance League Cup Home Team : Dorchester Town FC U19 Away Team : Bedfont Sports FC U19s 1st XI Date : 04/12/2019	Use as suspension match
Competition: Middlesex FA Senior Challenge Cup Home Team : Southall First Away Team : Bedfont Sports FC First Date : 03/12/2019	Use as suspension match