

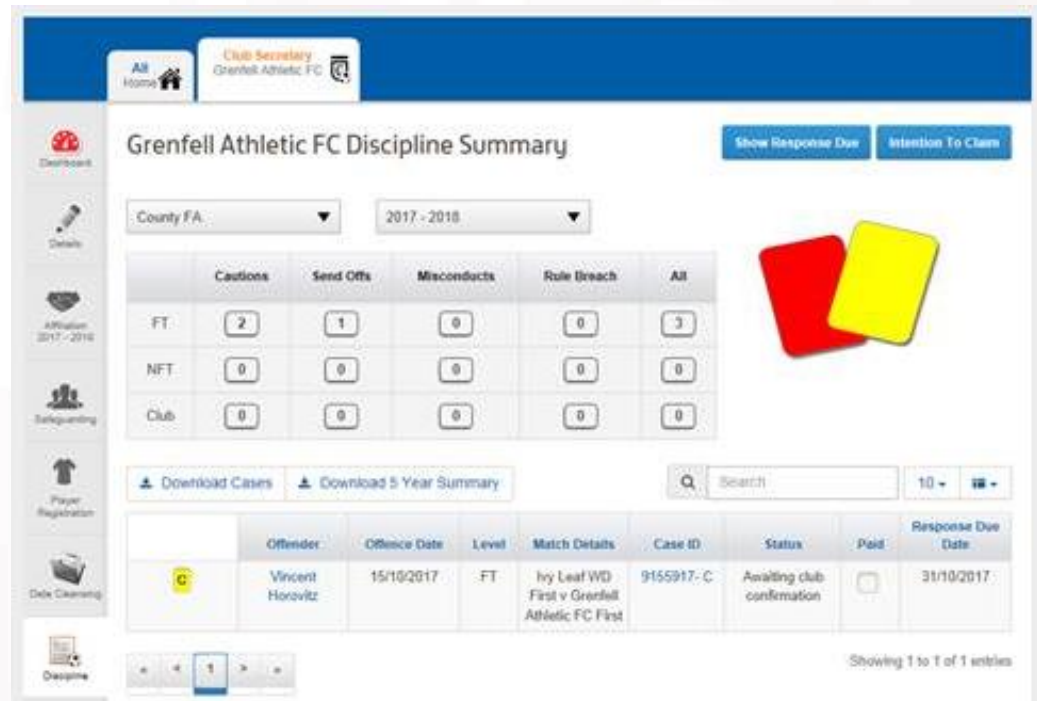


# Discipline on WGS

# Managing Discipline Online

- Log onto Whole Game System.
- Once selected Club role, click “Discipline” tab down the left hand side.

You will see the page below showing the outstanding cautions/red cards/misconducts that the club has.




**Grenfell Athletic FC Discipline Summary**

County FA: [v] 2017 - 2018 [v]

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

Download Cases | Download 5 Year Summary

	Offender	Offence Date	Level	Match Details	Case ID	Status	Paid	Response Due Date
	Vincent Horovitz	15/10/2017	FT	Ivy Leaf WD First v Grenfell Athletic FC First	9155917-C	Awaiting club confirmation	<input type="checkbox"/>	31/10/2017

Showing 1 to 1 of 1 entries



## 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.

You generally only have 14 days to acknowledge a case. This may change dependent on seriousness of case.  
\*Note: This may be different to the invoice due date.

Type of Case

	Offender	Offence Date	Level	Match Details	Case ID	Status	Paid	Response Due Date	Competition
<b>C</b>	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

## 1. Enter Player's details:

Click on the name of the player and check if the DOB & Address are on the system. If not, you need to enter those details before moving forward. Please check with the County to ensure this person is not already on the system.

## 3. Suspensions

If a player has been sent off then you need to add the matches which can be done by clicking on the Case ID.

## 4. Payment

Now the case is ready to be paid. There is a club invoice tab down the left hand side. Follow the step to pay the invoice when they are available.

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

# Adding a Suspension Match

## 1. Suspensions

Once in the Case, scroll down to the bottom of the page.

second yellow card in the same match

Outstanding Balance: £0.00 ▼

Acknowledged: Yes

**Sanction:** 1 match from 16/10/2019(Playing, Refereeing (non safeguarding)) from CFA Only - All Midweek Football

**Suspension Status:** Served

**Suspension End Date:** 30/10/2019

Alfie Hyett is suspended from CFA Only - All Midweek Football commencing from 16/10/2019 until Bedfont Sports FC U19s 1st XI has completed 1 match

### Charge

The player is suspended from 1 match from CFA Only - All Midweek Football until the team mentioned above have completed the required number of games in approved qualifying competitions

Date	Match	Competition

Manage Matches

Any matches used as a suspension match will be listed here.

2. Add Match (es)  
Click Manage Matches.





### 3. Locate the Match

All matches that have previously been entered onto the system will be listed here. Locate the correct match/es and click “Use as Suspension Match”

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

+ New Match

### 3. New Match

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

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

If successful, the matches will appear listed under the suspension within the Case ID as mentioned on previous page.