

## REPORTING MISCONDUCT ON WHOLE GAME SYSTEM (WGS)

### The FA Regulations:

- Referees must submit a report to the relevant Affiliated Association within two days of the match (excluding Sundays), stating the cautionable, sending-off offences and/or extraordinary incidents
- In the case of sending-off offences and extraordinary incidents, the assistant referees may also submit a report

**1** Log in to the Whole Game System using the link below:

<https://wholegame.thefa.com>

You will need the email address associated with your FAN and your password.



**2** Click on the 'Referee Administration' tab at the top right hand side of the page.



**3** Then click on the 'Add Match' tab on the left hand side of the page, the top right hand side of the page.



**4** Enter the match details:

- Season
- Your role (referee or assistant referee)
- Match date
- County Cup / League and League Cups / Other Competitions
- Name of the Competition -if you cannot find the competition, then contact your County FA)

### New Match Details

Season  
2020 - 2021

Select your role

Select the match date  
Enter the Match Date

County cups  League and league cups  Other competitions

Select from league and league cup competitions  
Start typing to find a competition

Save Match

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If there are no teams found within the competition, then you will need to do a manual search for the club and then the team and press 'save match'

Select from county cup competitions

Sussex FA - Sussex Community Shield

No teams found for this competition. Proceed with the manual search below

Start typing to find a homeclub first

Start typing to find an awayclub first

Save Match

Select from county cup competitions

Sussex FA - Sussex Sunday Challenge Cup

Select the home team

Select a team

Select the away team

Select a team

Save Match

If there are teams found within the competition, then you can select them from the dropdown and press 'save match'

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You can select add cautions and/or dismissals and/or misconduct by clicking on the relevant section(s)

**Please note:** 'Non Playing Participant' offences relate to Technical Area occupants only

**Cautions** 0

Click to see full cautions report

**Cautions Non Playing Participant** 0

Click to see full cautions report

**Dismissals** 0

Click to see full send-offs report

**Dismissals Non Playing Participant** 0

Click to see full send-offs report

**Misconduct including Non Playing Dismissals** 0

Click to see the extraordinary reports

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### CAUTIONS

- Enter the **team**, **player\***, **caution code**, **FA code** (for C1 cautions)
- Click 'Add' and 'Save Cautions' when they have all been added

*\*If the player does not appear on the dropdown list, scroll to the bottom, click 'other' and manually type their first name and last name*

Team	Player	Caution Code	FA Code	
Select	Select	Select		Add +

Please don't forget to click "Save Cautions" after new caution added

To best aid with administration, please ensure that all the cautions are added in the order of occurrence.

Save Cautions

## 8

### NON PLAYING PARTICIPANT CAUTIONS

- Enter the **team**, **participant\*** and **offence**
- Click **'Add'** and **'Save Cautions'** when they have all been added

*\*If the player does not appear on the dropdown list, scroll to the bottom, click **'other'** and manually type their first name and last name*

Team	Participant	Offence	
Select ▼	Select ▼	Select ▼	Add +

*Please don't forget to click "Save Cautions" after new caution added*

*To best aid with administration, please ensure that all the cautions are added in the order of occurrence.*

Save Cautions

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### DISMISSALS

- Enter the **team**, **player\***, **under law 12 section** and advise if there is an assistant referee also reporting
- Click **'Add Dismissal'**
- If the player does not appear on the dropdown list, scroll to the bottom, click **'other'** and manually type their first name and last name.

*\*For S2 Violent Conduct the 'type' will need to be added; for S7 the 2 caution codes will need to be added*

#### Add New Dismissal

Team  
Select ▼

Player  
Select ▼

Under law 12 section  
Select ▼

Also Reporting  
 Tick if there's an assistant also reporting

Add Dismissal +

## 10

### NON PLAYING PARTICIPANT DISMISSALS

- Enter the **team**, **participant**, **offence**, **name(s) of other(s)** reporting and **incident details**
- Click **'Add Dismissal'**
- If the player does not appear on the dropdown list, scroll to the bottom, click **'other'** and manually type their first name and last name.

#### Add New Non Playing Dismissal

Team  
Select ▼

Participant  
Select ▼

Offence  
Select ▼

Name of others who may also report on this incident  
Please provide other reporting names

Incident details  
Please enter more details here

Add Dismissal +

**10 NON PLAYING PARTICIPANT DISMISSALS**

- Enter the **team, participant, offence, name(s) of other(s) reporting and incident details**
- Click **'Add Dismissal'**
- If the player does not appear on the dropdown list, scroll to the bottom, click **'other'** and manually type their first name and last name.

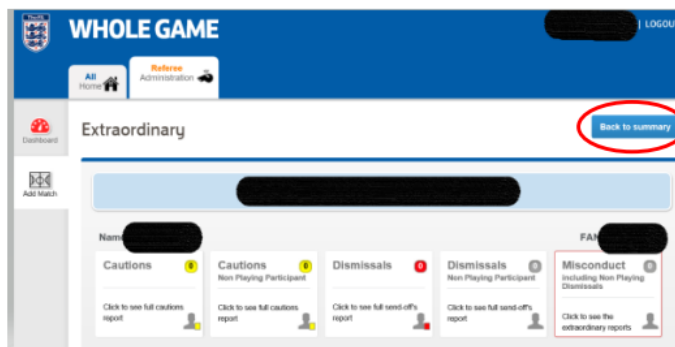
Add New Non Playing Dismissal

**11 MISCONDUCT**

- Enter **linked to club**, if you deem the incident as **misconduct**, if the incident caused the **match to be abandoned, name(s) of others(s) who may be reporting and incident details**
- Click **'Add'**

Add new report

**12** Once all the cautions and/or dismissals and/or misconduct have been added, scroll to the top and press **'Back to summary'**



- At the bottom of the summary page, tick if the game was abandoned or there were no cautions/dismissals/misconduct in the match
- Finally, click **'Submit Discipline Report'** and this will go to the relevant County FA(s)

- Tick if the game was abandoned
- There were no cautions/sendings off/misconduct in this match.

**Submit Discipline Report**