




Understanding your Discipline Paperwork

It is important that Clubs understand that the Discipline process has been split into two elements for this season.

The two elements are 'responding to the case' and 'paying the invoice'.

Discipline paperwork is issued on a daily basis (whether via the portal or manually). Invoices are only generated on a weekly basis (Wednesdays).


When you receive your covering letter to advise you that you have discipline cases raised against the club, this will indicate the date that the case was raised on. Clubs should then respond to Cautions (within 14 days), Sending Offs (within 7 days), Misconduct Cases (14 days) in line with the FA Discipline Regulations. By '**responded to**', the club should either respond to the case with the tickbox (via Whole Game System) or complete the paperwork and return to the Discipline Team at the County office within the timescales stipulated.

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| Wiltshire FA Dorcan Village, Unit 2/3 Murdock Road, Dorcan, Swindon, Wiltshire, SN3 5HY Email: info@wiltshirefa.com Web: |  |
| Secretary's Name Club Address | Club ID: Sec FAN: Affiliation Number: Date: Q-WIL 07/10/2015 |
| Club Statement for FC as at 07/10/2015 | |
| Please contact us at the above address if you believe any of the information enclosed with this statement to be incorrect. Please note that correspondence may have been sent that is yet to be received. | |



The second element to the process is the financial part.

As aforementioned, invoices are only generated on a weekly basis and the payment terms for settling the invoices is 14 days. This means that the dates the invoices are due for payment will differ from the dates the cases must be responded to by. As an example, this invoice was generated on Wednesday 7th October and payment is due by 21st October. The club would have received its discipline cases at any time in the week prior to the invoices being generated, so each case will have a separate 'response due date'.

| Wiltshire FA Dorcan Village, Unit 2/3 Murdock Road, Dorcan, Swindon, Wiltshire, SN3 5HY Tel: 01793 486 047 Email: info@wiltshirefa.com |  INVOICE D-INV-WIL 21 October 2015 | | | |
|--|---|------------------|-----|--------------|
| Secretarys Name Club Address | Invoice No: Invoice Date: Customer ID: Payment Terms: | | | |
| <table border="1"><thead><tr><th>Item Description</th><th>Fee</th><th>Gross Amount</th></tr></thead></table> | | Item Description | Fee | Gross Amount |
| Item Description | Fee | Gross Amount | | |

If in any doubt about the dates you need to respond to cases / settle invoices by, please contact the discipline team at the County Offices on 01793 486047 / Discipline@WiltshireFA.com

Please remember to quote either the invoice number or case number when settling invoices via BACS, and if you're responding to cases manually by sending the paperwork back to the County Offices, please indicate on the label at the bottom of the page your chosen payment method.