



HOW TO REPORT A CAUTION/DISMISSAL/MISCONDUCT

1. Navigate your web browser to wholegame.thefa.com and log in using your email address and password. If you do not know your password you can reset it using the following link:
<https://www.thefa.com/account/RequestPasswordReset>
(If you don't know your FAN or if you have any issues please contact Seb Stockbridge on 0191 3872929, Option 2, Option 6) or by email on Sebastian.Stockbridge@DurhamFA.com

2. Once you are logged in click on the Referee Administration Tab.

3. Click 'Add Match' from the menu on the left.



4. Enter the Match Details completing all sections.

The screenshot shows the 'Add Match Details' form. The left sidebar contains navigation options: Dashboard, Registration, Add Match, and Equality & Diversity Completed. The main form area has the following sections:

- Season:** A dropdown menu showing '2015 - 2016'.
- Select your role:** A dropdown menu.
- Select the match date:** A text input field with a calendar icon.
- Competition type:** Radio buttons for 'County cups', 'League and league cups' (selected), and 'Other competitions'.
- Select from league and league cup competitions:** A search input field with the placeholder text 'Start typing to find a competition'.
- Save Details:** A button at the bottom right of the form.

TIP: When searching for League & League Cup Competitions only type the first three or four letters e.g. 'Dur' for 'Durham County U18 League'.

This close-up shows the search dropdown menu for league and league cup competitions. The search term 'Dur' is entered in the input field. The dropdown list contains the following items:

- Castle Insurance Alan Smith Trophy - The Swinburne Maddison Durham Sunday Football League
- Clem Smith Bowl - Durham Alliance Combination Football League
- D & P Trophies Knockout Trophy - The Swinburne Maddison Durham Sunday Football League
- Durham Alliance Combination Football League - Durham FA
- Durham County FA 7-A-Side League - Durham FA
- Durham County FA Adult FUTSAL League - Durham FA
- Durham County FA Adult Summer League - Durham FA
- Durham County FA RF U.21s League - Durham FA
- Durham County FA U11s 9v9 League - Durham FA



5. Once you have found the correct League in the next box that appears click on 'All Teams In The League'

Select from league and league cup competitions

Durham County U18 League - Durham FA

Select the division

Select the division

All teams in the league

Save Details

6. Next select the home and away team from the drop down boxes provided.

Select from league and league cup competitions

Durham County U18 League - Durham FA

All teams in the league

Select the home team

Select a team

Select the away team

Select a team

Save Details

TIP: If either the home or away team do not appear in the drop down boxes please contact Jeff Russell on 0191 3872929.

7. Now that you have added the Match Details click 'Save Details'

Select the home team

Darlington Youth FC U18s

Select the away team

Sunderland Ryhope Colliery Welfare Juniors U18s (Sat)

Save Details



8. The following screen will now appear:

Dashboard

Registration

Add Match

Equality & Diversity Completed

Referee's Report

Darlington Youth FC U18s vs Sunderland Ryhope Colliery Welfare Juniors U18s (Sat)
Saturday 6 February 2016 - Durham County U18 League

Name

FAN

Cautions 0

Click to see full cautions report

Dismissals 0

Click to see full send-offs report

Misconduct 0

Click to see the extraordinary reports

Report summary

Cautions

No cautions added

[View / Add caution reports](#) ↻

Dismissals

No dismissals added

[View / Add send off reports](#) ↻

Misconduct

No extraordinary reports added

[View / Add extraordinary reports](#) ↻

Tick if the game was abandoned

There were no cautions/sendings off/misconduct in this match.

TIP: *If there is no discipline to report for this match please tick the box provided and click “Submit Discipline Report”. If you do have discipline to report please proceed to follow this guide.*



9. Please click the relevant button depending on which kind of discipline you are reporting.

Report summary

Cautions

No cautions added

[View / Add caution reports](#)

Dismissals

No dismissals added

[View / Add send off reports](#)

Misconduct

No extraordinary reports added

[View / Add extraordinary reports](#)

10. Caution Report: Once you have clicked on “View/Add Caution Report” the following screen will appear:

Dashboard

Registration

Add Match

Equality & Diversity Completed

Cautions

[Back to summary](#)

Darlington Youth FC U18s vs Sunderland Ryhope Colliery Welfare Juniors U18s (Sat)
Saturday 6 February 2016 - Durham County U18 League

Name

FAN

Cautions 0

Click to see full cautions report

Dismissals 0

Click to see full send-offs report

Misconduct 0

Click to see the extraordinary reports

Team	Player	Caution Code	FA Code	
Select ▼	Select ▼	Sel ▼		Add +

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

[Save Cautions](#)

Caution Code

C1 - Unsporting behaviour
C2 - Shows dissent by word or action
C3 - Persistently infringing the laws of the game
C4 - Delays the restart of play
C5 - Fails to respect the required distance at a restart
C6 - Enters or re-enters the field of play without the referee's permission
C7 - Deliberately leaves the field of play without the referee's permission

FA Codes (For Unsporting Behaviour)

AA - Adopting an aggressive attitude
DI - Simulation
DP - Dangerous Play
FT - Foul Tackle
GC - Goal Celebration
HB - Handball
RP - Reckless Play
SP - Pushing or Pulling an opponent
TR - Tripping
UB - Unspecified Behaviour



11. From the drop down boxes provided select which team the player is from.

Team	Player	Caution Code	FA Code	
Select ▼	Select ▼	Sel ▼		Add +
Select Darlington Youth FC U18s Sunderland Ryhope Colliery Welfare Juniors U18s (Sat)		on added		Save Cautions

12. Now select the player from the drop down box provided.

Team	Player	Caution Code	FA Code	
Darlington Youth FC ▼	Select ▼	Sel ▼		Add +
Please don't forget to click "Save C		Save Cautions		
Caution Code C1 - Unsporting behaviour C2 - Shows dissent by word or action C3 - Persistently infringing the laws of the game C4 - Delays the restart of play C5 - Fails to respect the required distance C6 - Enters or re-enters the field of play without permission C7 - Deliberately leaves the field of play without permission		(For Unsporting Behaviour) an aggressive attitude us Play le ebration Play or Pulling an opponent ed Behaviour		
Aaron Adam Adam Adam Adam Adam Adam Adam Addison Aidan Alex Alex Alexander Alexander Andrew Andrew				

TIP: If the player does not appear in the list click 'Other' found at the bottom of the player list. Then complete the sections 'First Name' and 'Last Name'.

Team	Player	Caution Code	FA Code	
Darlington Youth FC ▼	First Name Last Name ✖	Sel ▼		Add +

13. Add the relevant Caution Code and FA Code (if required) and click 'Add +'. You must click 'Save Cautions' after every caution you enter.

Team	Player	Caution Code	FA Code	
Darlington Youth FC ▼	Aaron ▼	C1 ▼	AA ▼	Add +
Please don't forget to click "Save Cautions" after new caution added				Save Cautions



16. If you have a dismissal to enter click 'View / Add send off reports' under Dismissals.

Report summary

Cautions

Team	Player	Description
Darlington Youth FC U18s	Aaron Carruthers	C1 Unsporting behaviour

[View / Add caution reports](#)

Dismissals

No dismissals added

 [View / Add send off reports](#)

Misconduct

No extraordinary reports added

[View / Add extraordinary reports](#)

17. Select 'Team' 'Player Name' & 'Sanction' using the drop down boxes provided. You will also need to write your report using the box provided. Once completed click 'Add Dismissal'.

Add New Dismissal

Team

Player

Under law 12 section

Also Reporting
 Tick if there's an assistant also reporting

Report

TIP: If the dismissal was due to abusive, insulting or offensive language please type the offensive words used in full.

DURHAM COUNTY FA – WHOLE GAME SYSTEM DISCIPLINE GUIDANCE – REFEREE REPORTING



18. Repeat steps for further dismissals. If there are none click 'Back to summary'.

19. If you have an extraordinary report to submit click 'View / Add send off reports' under Misconduct.

Report summary

Cautions

Team	Player	Description
Darlington Youth FC U18s	Aaron Carruthers	C1 Unsporting behaviour

[View / Add caution reports](#)

Dismissals

No dismissals added

[View / Add send off reports](#)

Misconduct

No extraordinary reports added

 [View / Add extraordinary reports](#)

20. Complete the sections provided including as much detail as possible and then click 'Add'.

Add new report

Linked to

Misconduct

Did this incident cause the match to be abandoned?
 Yes No

Name of others who may also report on this incident

Incident details

TIP: A misconduct report should be used for any additional misconduct by a player following a red card, by a player before or after the game, by a club official or by club spectators.

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21. Click 'Back to summary'.

22. Now that you are back at the summary page you should see all entered cautions, dismissals and extraordinary reports. Click 'Submit Discipline Report'.

Tick if the game was abandoned

 [Submit Discipline Report](#)

TIP: *If you abandoned the game tick the box before clicking 'Submit Discipline Report'.*

23. Congratulations you have successfully submitted your discipline reports.

 Dashboard

Referee's Report

 Thank you for submitting your report

[Referee Dashboard](#)

 Registration

 Add Match

 Equality & Diversity Completed