



WHOLE GAME SYSTEM GUIDE

2020-2021 Version

WGS Guide 2020 2021

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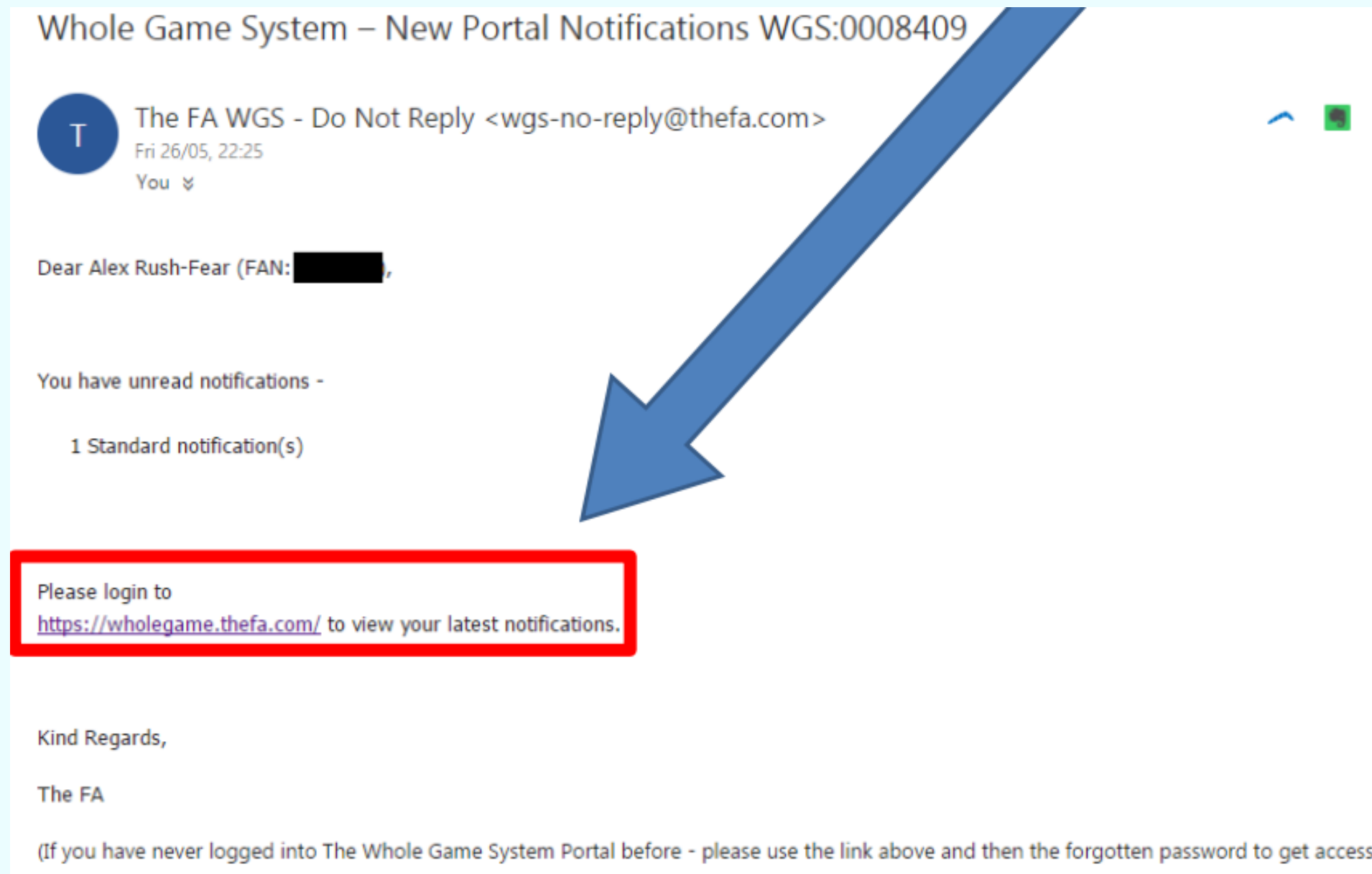


PART 1

Whole Game System

LOGGING IN, PASSWORD RESET AND CLUB DASHBOARD

Email Notifications



- As club Secretary or Discipline Officer, you should receive an email informing you of new notifications on the system - click the link in the email to access the WGS portal login
- Online Payments can only be made by the Club Secretary, Chairperson or Treasurer.

Logging In /FAN/Password Reset

- You can reach the Whole Game on the following link; <https://wholegame.thefa.com/>
- Once on the login page, use your FAN and password to access WGS
- If you have forgotten your FAN, please use the following link
<https://secure.thefa.com/fan/retrievefandetails.aspx>



WHOLE GAME

Need help?

Welcome to Whole Game System

Email / FAN ID:

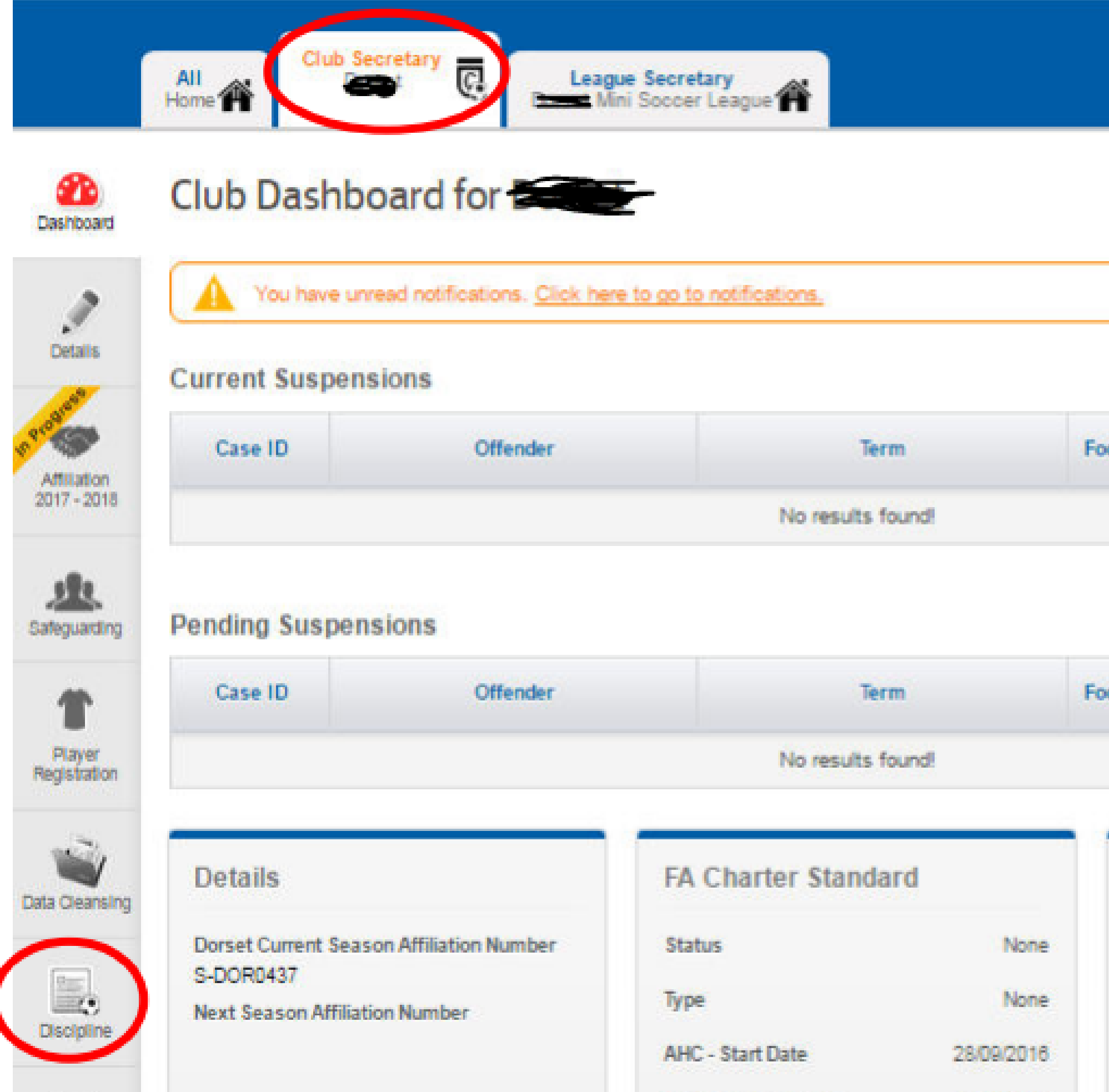
Password:

Login

[Have you forgotten your password?](#)

If you are already a FA registered user get started by logging on with your existing email address or FAN.

[To create a FAN ID, please click here](#)



Club Dashboard

- Once logged in , click on the top relevant tab at the top of the page to access the club dashboard. In most cases, this is the name of your club.
- Here you can view any current or pending suspensions for players
- To view all current discipline cases for you club, click the 'Discipline' button on the left hand menu.

PART 2

Responding to **Red** and **Yellow** Cards

HOW TO RESOLVE THEM

Responding to Yellow Cards

- First, pick the season from the drop down at the top.
- To acknowledge a case for yellow, click on the Case ID number, then click acknowledge in the top right corner.
- Please remember, Yellow cards as the result of a Sin Bin do not have fines so only need to be acknowledged in the WGS
- Standard yellow cards do have a £10 fine attached them.

[Redacted] (Youth) Discipline Summary Show

County FA ▼ 2019 - 2020 ▼

	Cautions	Send Offs	Misconducts	Rule Breach	Non Playing Caution	All
FT	0	0	0	0	0	0
NFT	20	2	1	0	0	23
Club	0	0	0	0	0	0

FT
NFT
Click o

[Download Cases](#) [Download 5 Year Summary](#)

	Offender	Offence Date	Level	Match Details	Case ID	Status
S	[Redacted]	24/11/2019	NFT	[Redacted] U15 15s Academy v [Redacted] Youth U15 Black	[Redacted]	Awaiting club confirmation
C	[Redacted]	19/01/2020	NFT	[Redacted] Y U18	[Redacted]	Awaiting club

Responding to Yellow Cards (continued)

- The option to Acknowledge is in the top right of a case.
- If you cannot acknowledge the case, it means some details on the player (such as address) may be missing and are required to except payment.
- Please click through on the players name, and choose update details before trying to pay.

ils

U15 EJA v ██████████ (Youth) U15 15s Academy

██████████ ██████████ ██████████

05/01/2020

Back Acknowledged

Case ID: 1008773

██████████

15/09/2004

C1 - Unsporting behaviour

05/01/2020


19/01/2020

£2.50 ▾

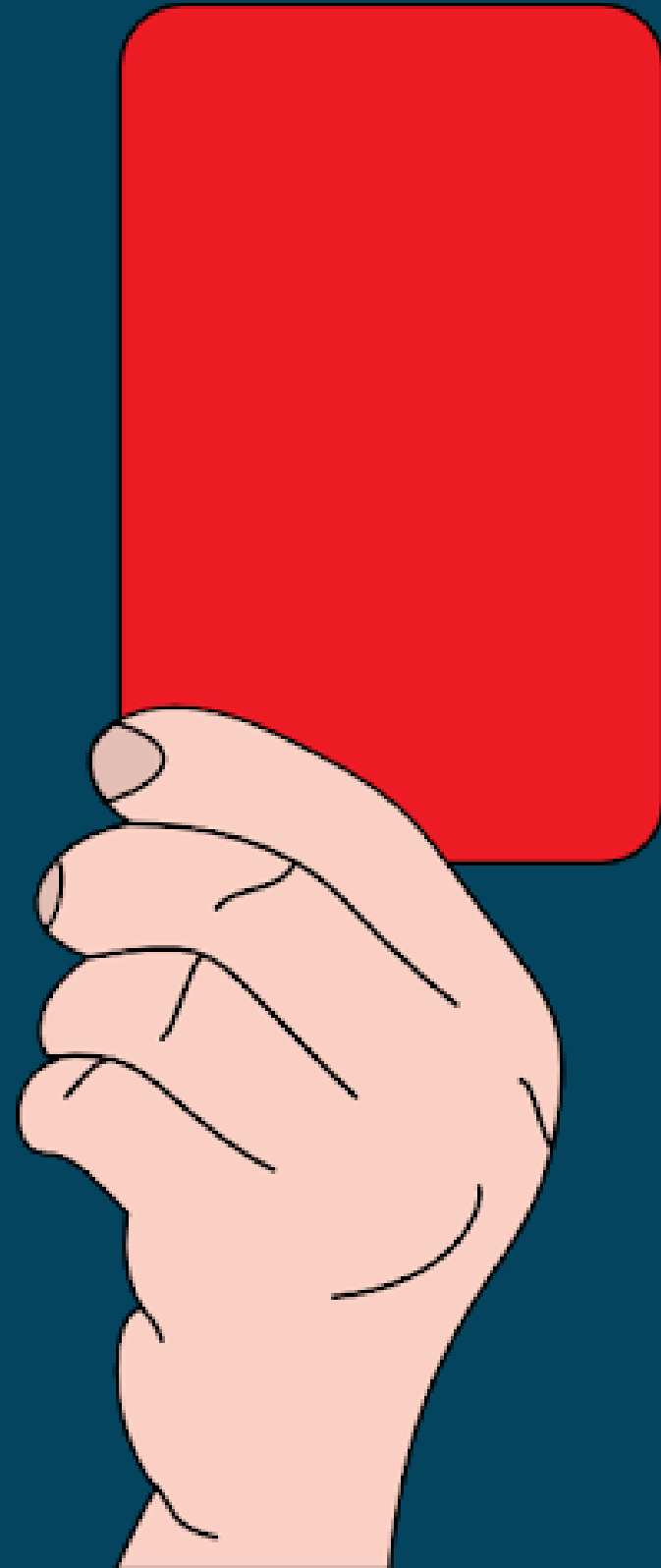
No

Sine Die - ██████████ from All Football starting from 03/02/2020

Active (Serving)



Responding to Red Cards



- The process to acknowledge Red cards is the same as Yellow Cards.
- The fine related to a red card is related to the severity of the case.
- If you feel the Red Card was given wrongfully, you have 2 working days from the game to appeal the Red card
- To appeal a Red Card, appeal via the WGS or discipline@londonfa.com

Suspensions



GO TO THE CASE

Click on the Case ID,
then click on Add
Match



ENTER MATCHES

Enter the missed game
details



UNSURE?

email
discipline@londonfa.com
for help

← Back Acknowledge **Lodge Claim** 🔒

5s Academy

Case ID: 10108723C



Mistaken Identity

- If you feel that either the wrong player has been cautioned/sent off (except for offensive language or for second yellow card) you can claim for mistaken identity.
- To lodge a claim, click on the Case ID number and select the relevant claim.
- Alternatively, email discipline@londonfa.com within 2 working days of the card being issued.
- S6 (offensive language) and S7 (second yellow cards) are exempt from this process

Things to Consider

2 YELLOWS

You cannot appeal 2 yellows. Simply log in, acknowledge, pay any related fines .

A 1 match ban will be in place.

RED CARD APPEALS

Club secretaries must inform the London FA of thier intention to appeal within 2 working days at 5pm of the match where a red is given

SIN BINS

Players sent to the sin bin will recieve a yellow but recieve no £10.00 fine associated with a standard yellow card

MISCONDUCT

A commission decide if the indivdual is guilty or not.
Individuals must respond to each charge and decide if they want a personal hearing

PART 4

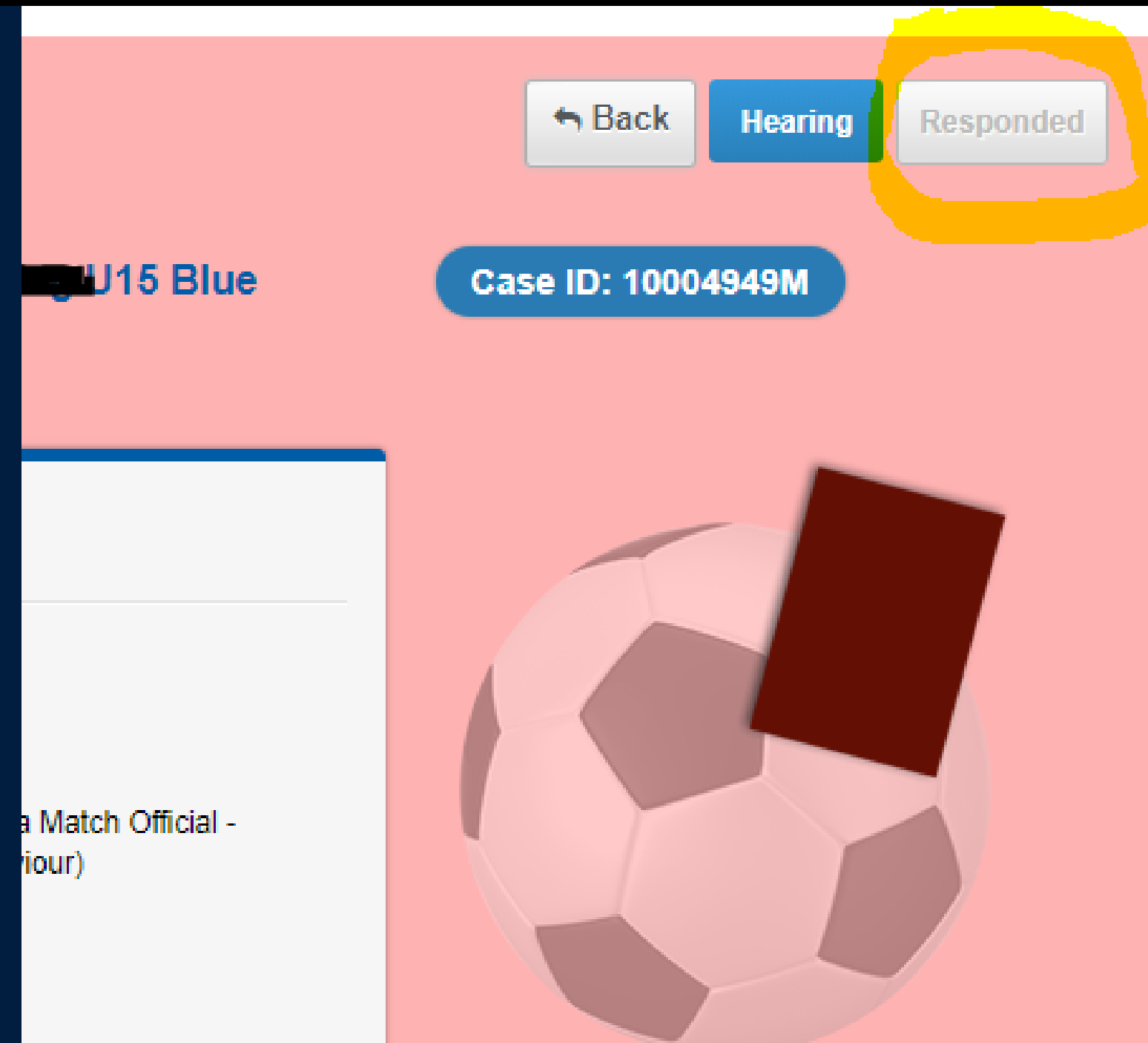
Misconduct Cases

Misconduct Cases

HOW TO RESPOND

HOW TO RESPOND

- Unlike Yellow and Red cards, you cannot just acknowledge a misconduct charge, the club must enter how they want to respond to the charge.
- To respond to a misconduct, enter the case, click 'Respond' in the top right corner.



Misconduct Cases

HOW TO RESPOND CONTINUED

Misconduct Response Form [Back](#)

Response to E3

FA Rule E3 - Improper Conduct against a Match Official (including abusive language/behaviour)

I am pleading

I request a

Optional Document Upload

Where possible, a written statement form should be supplied.

[Browse](#)

I understand that by clicking the Submit button, I must pay the administration fee of £10.00. In the event of the fee not covering the amount of costs charge an additional amount may be charged by the Disciplinary Commission.

[Save](#) [Submit](#)

RESPONSE FORM

- Once you click on respond, you will be taken to a misconduct response form.
- You must enter the person's plea for the charge and if the person wishes to have a personal hearing.
- Personal hearings cost £30 at Non NLS and £50 for step 5-7 clubs.

PART 5

Invoices on WGS

Paying Invoices

- All discipline invoices are paid for through for paid via the WGS
- You can reach them via the Club Invoices button on the left hand menu in WGS
- To pay an invoice through the WGS, check the 'tick to pay' box, then click pay, and enter card details.
- Remember, invoices must be paid within 14 days or the system will add a late payment fee.
- If in doubt please email discipline@londonfa.com

The screenshot shows the 'Invoices' page in the WGS system. On the left is a navigation menu with icons for Dashboard, Details, In Progress, Affiliation 2017-2018, Player Registration, Data Cleaning, Discipline, Matches, and Club Offices. The main content area is titled 'Invoices' and includes sections for Receipt, Credit Notes, Outstanding Invoices, and Paid Invoices. The 'Outstanding Invoices' table has a 'Tick to pay' column with a red circle around the checkbox for invoice D-INV-DOR009135. A red circle also highlights the 'Pay' button at the bottom right of the page.

Number	Date	Due	Amount	Paid	Balance	County	Type
No invoices found							

Tick to pay	Number	Date	Payment Due Date	Amount	Paid	Balance	County	Type
<input type="checkbox"/>	D-INV-DOR009135	02/08/2017	16/08/2017	£35.00	£0.00	£35.00	Dorset FA	Discipline Invoice

Number	Date	Due	Amount	Paid	Balance	County	Type
D-INV-DOR008243	23/02/2017	09/03/2017	£10.00	£10.00	£0.00	Dorset FA	Discipline Invoice

Invoices on WGS

- Full video tutorial: <https://www.youtube.com/watch?v=TSptlCYip74>
- Introduction to WGS Portal: <https://www.youtube.com/watch?v=ofV5HMrvG7A>
- Responding to Cautions: <https://www.youtube.com/watch?v=Q5vki5wurbM>
- Responding to Dismissals & Misconduct: <https://www.youtube.com/watch?v=H10mjDWSk5c>
- Finance: <https://www.youtube.com/watch?v=HJoNOV5TNcc>