



WHOLE GAME SYSTEM GUIDE

2020-2021 Version

WGS Guide 2020 2021

CONTENTS

- Email Notifications
- Logging in/FAN Retrieval/Password Reset
- Club Dashboard
- Responding to Red and Yellow Cards
- Mistaken Identity and Wrongful Dismissal
- Responding to a Misconduct Charge
- Adding Suspension Matches
- Invoices
- Useful Links

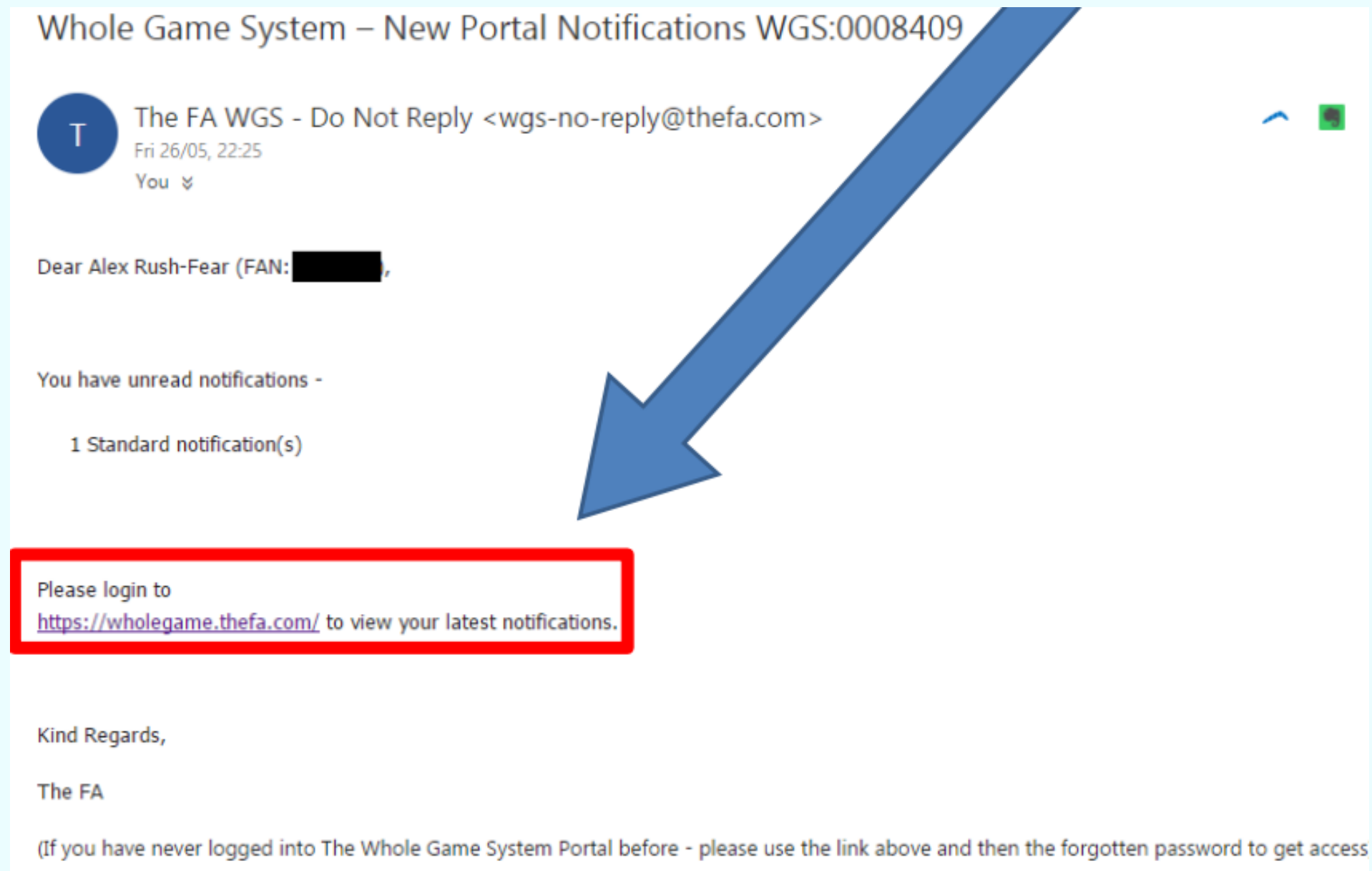


PART 1

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](#)

All Home

Club Secretary

League Secretary
Mini Soccer League

Dashboard

Details

In Progress

Affiliation
2017 - 2018

Safeguarding

Player
Registration

Data Cleansing

Discipline

Club Dashboard for

You have unread notifications. [Click here to go to notifications.](#)

Current Suspensions

Case ID	Offender	Term	Foot
No results found!			

Pending Suspensions

Case ID	Offender	Term	Foot
No results found!			

Details

Dorset Current Season Affiliation Number
S-DOR0437

Next Season Affiliation Number

FA Charter Standard

StatusNone

TypeNone

AHC - Start Date28/09/2018

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

© 2004 Blackwell Publishing Ltd, *Journal of Internal Medicine* 255: 103–110

- # WGS| 2020 2021 Guidelines

	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

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

	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)

Yellow Card

- 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 [REDACTED] (Youth) U15 15s Academy

Case ID: 1008773

[REDACTED] [REDACTED] [REDACTED]

05/01/2020

[REDACTED]

15/09/2004

C1 - Unsporting behaviour

05/01/2020

19/01/2020

£2.50 ▼

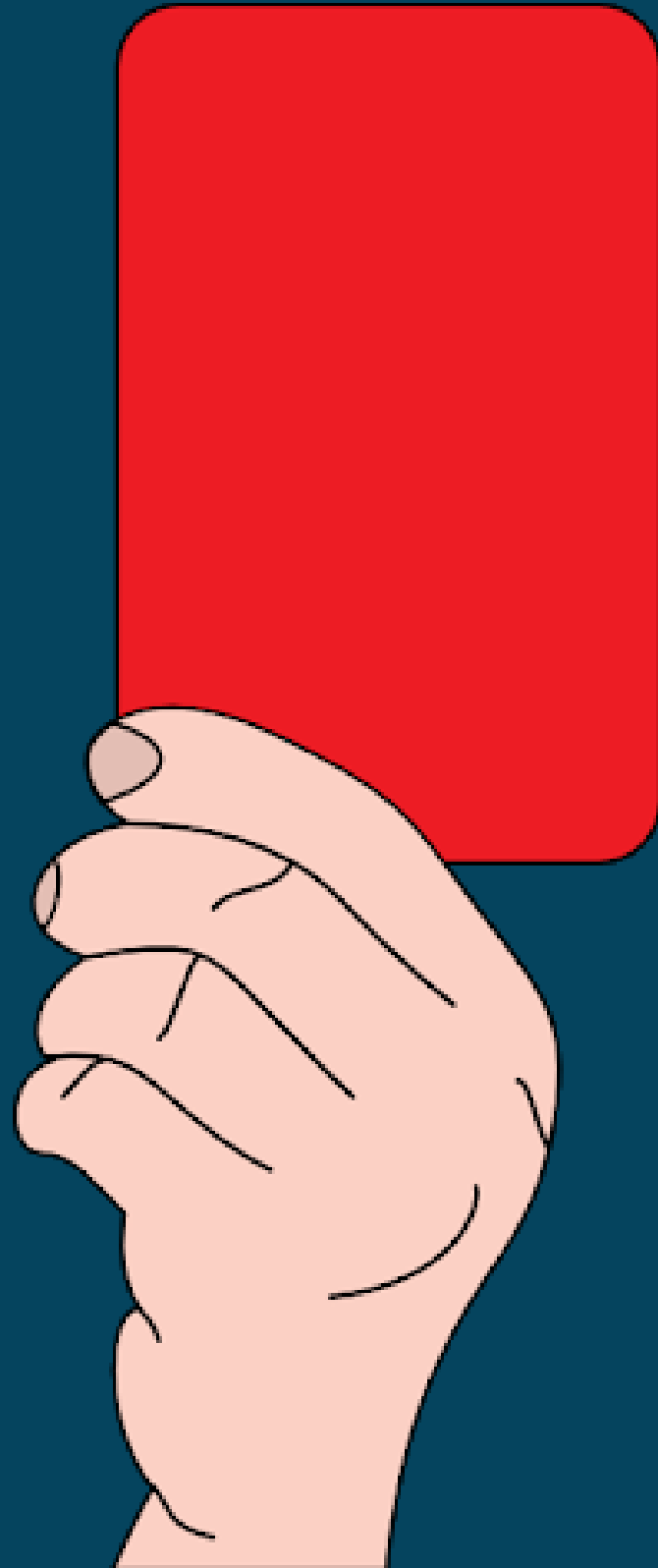
No

Sine Die - [REDACTED] 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



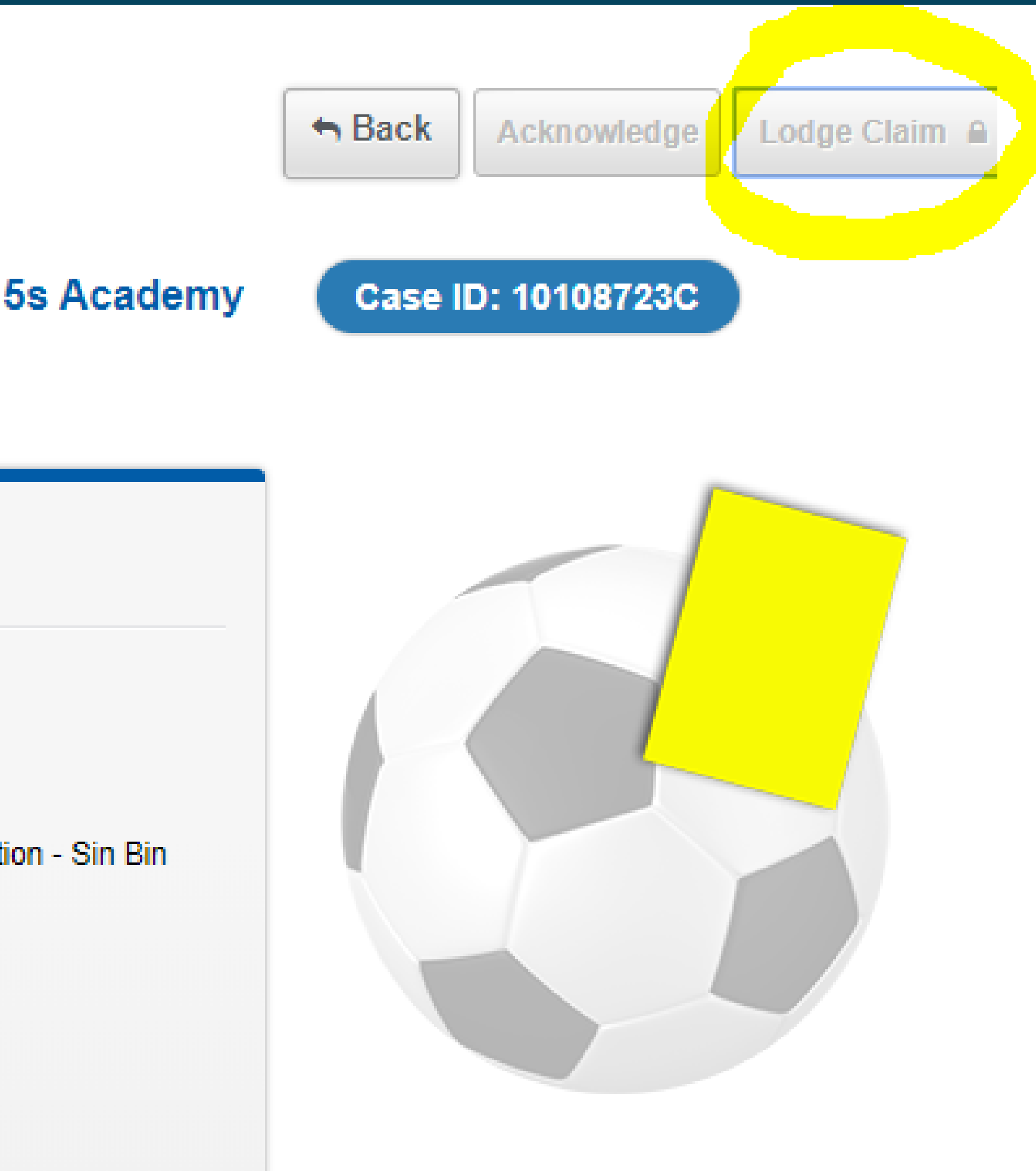
ENTER MATCHES

Enter the missed game
details



UNSURE?

email
discipline@londonfa.com
for help



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 their 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 receive a yellow but receive no £10.00 fine associated with a standard yellow card

MISCONDUCT

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

PART 4

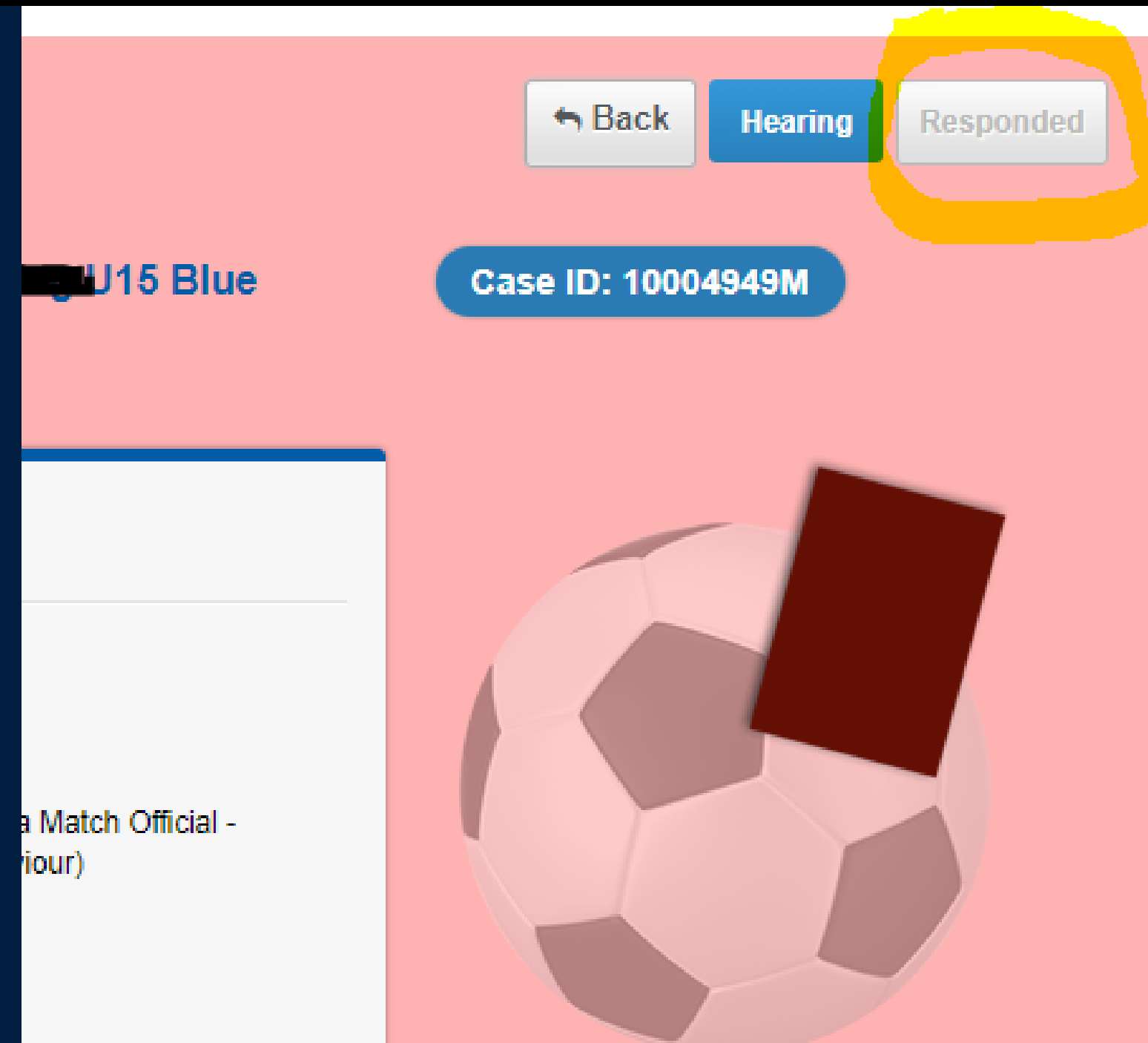
Misconduct Cases

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' section of the WGS system. On the left is a sidebar menu with icons for Dashboard, Details, In Progress, Affiliation 2017-2018, Player Registration, Data Cleansing, Discipline, Matches, and Club Officials. The main content area is titled 'Invoices' and contains three sections: 'Receipt', 'Credit Notes', and 'Outstanding Invoices'. The 'Receipt' section has input fields for 'From: Receipt start date' and 'To: Receipt end date', and a 'Generate Receipt' button. The 'Credit Notes' section is a table with columns: Number, Date, Due, Amount, Paid, Balance, County, and Type. It currently shows 'No invoices found'. The 'Outstanding Invoices' section is a table with columns: Tick to pay, Number, Date, Payment Due Date, Amount, Paid, Balance, County, and Type. It contains one row for invoice D-INV-DOR009135, dated 02/08/2017, due 16/08/2017, for £35.00. The 'Tick to pay' checkbox is circled in red. Below this table is a 'Pay' button, also circled in red. The 'Paid Invoices' section is a table with columns: Number, Date, Due, Amount, Paid, Balance, County, and Type. It contains one row for invoice D-INV-DOR008243, dated 23/02/2017, due 09/03/2017, for £10.00, which has been fully paid.

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>