

NORTHAMPTONSHIRE



WHOLE GAME DISCIPLINE MANUAL

FOOTBALL

ASSOCIATION



Football Operations: 01604 670741
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Now you are online for discipline you will no longer receive paperwork in regards to discipline. All discipline for your club can be viewed through Whole Game System.

We recommend that you check the Whole Game System at least once a week to check if you have got any outstanding discipline cases.

To log into Whole Game System use the link: <https://wholegame.thefa.com/>

If you do not know your FAN number please contact the office on the emails of numbers provided below.

If you've forgotten your password, click on the button to reset your password, an email will then get sent to you with a link to reset your password.

If you have any questions or queries about anything in this manual contact the Governance Department using the following contact details:

Football Operations: 01604 670741

Harley Collyer - Investigations Officer - 01604 678403 - Harley.Collyer@NorthantsFA.com

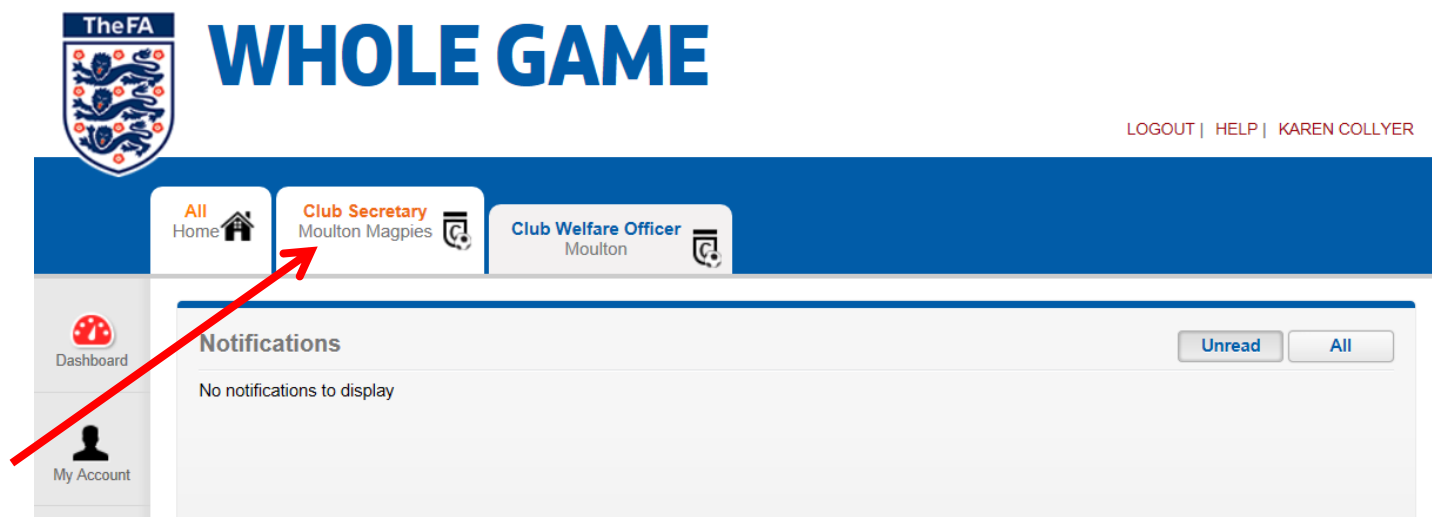
Jack Patmore - Football Administrator - 01604 679221 - Jack.Patmore@NorthantsFA.com



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DASHBOARD & BASIC NAVIGATION

After you log onto the Whole Game System click on the Club Secretary tab for your club

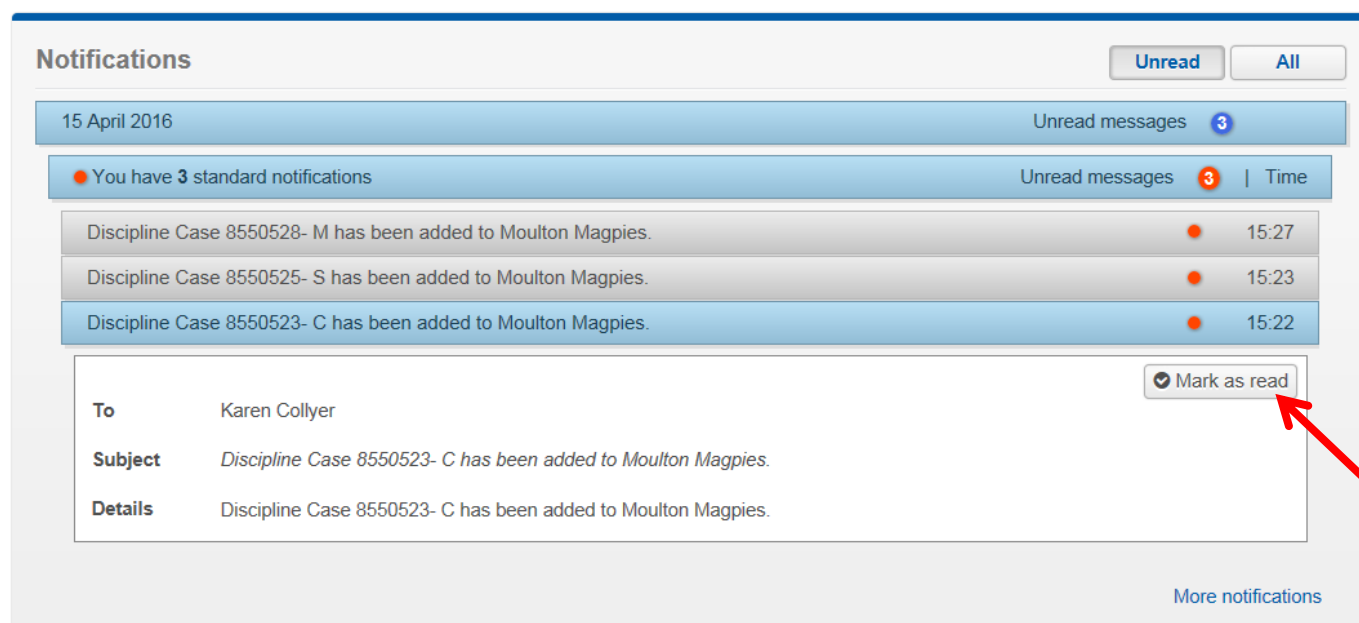


The screenshot shows the 'TheFA WHOLE GAME' dashboard. At the top right, there are links for 'LOGOUT | HELP | KAREN COLLYER'. Below the header, there are three navigation tabs: 'All Home' (with a house icon), 'Club Secretary Moulton Magpies' (with a club crest icon), and 'Club Welfare Officer Moulton' (with a club crest icon). A red arrow points to the 'Club Secretary' tab. On the left side, there are two menu items: 'Dashboard' (with a red notification icon) and 'My Account' (with a person icon). The main content area is titled 'Notifications' and contains the text 'No notifications to display'. There are 'Unread' and 'All' buttons in the top right of the notifications section.

Scroll down the page to the section entitled 'Notifications'.

This is where you will find information relating to discipline cases added to your club, either a new case or an invoice that is available to pay.

Once you have read the notification, utilise the 'Mark as Read' button so you don't receive further emails alerting you of the notification.



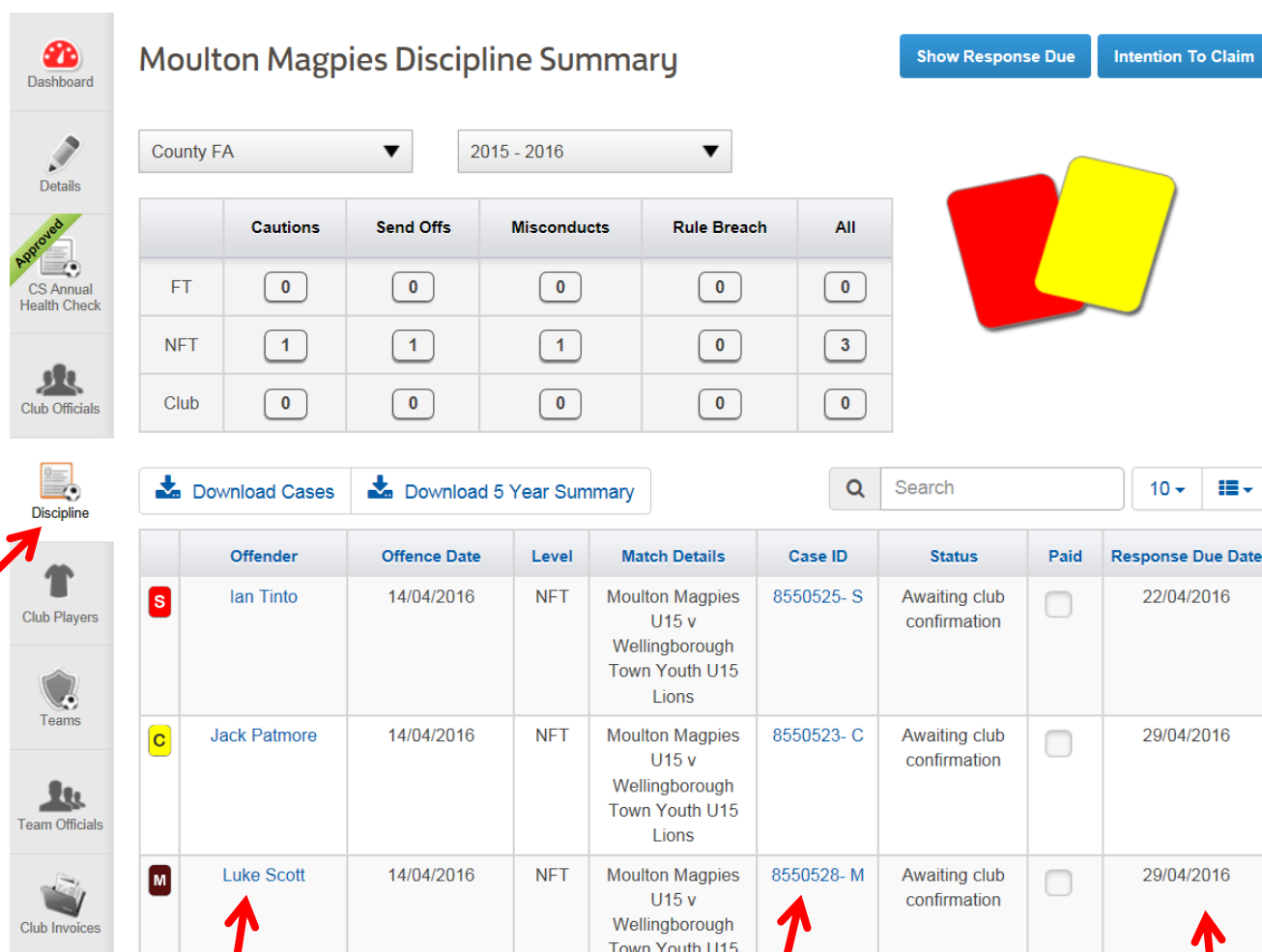
The screenshot shows a detailed view of a notification. At the top, there are 'Unread' and 'All' buttons. Below, there is a date separator '15 April 2016' and a summary bar: 'You have 3 standard notifications' with 'Unread messages 3' and a 'Time' link. The notification list contains three entries: 'Discipline Case 8550528- M has been added to Moulton Magpies.' (15:27), 'Discipline Case 8550525- S has been added to Moulton Magpies.' (15:23), and 'Discipline Case 8550523- C has been added to Moulton Magpies.' (15:22). The third entry is expanded to show details: 'To: Karen Collyer', 'Subject: Discipline Case 8550523- C has been added to Moulton Magpies.', and 'Details: Discipline Case 8550523- C has been added to Moulton Magpies.'. A red arrow points to the 'Mark as read' button in the top right of the expanded notification. At the bottom right, there is a 'More notifications' link.



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To view all discipline cases for your club, click on 'Discipline' from the tool bar on the left hand side.

The discipline summary page will allow you access to all the information you need in relation to discipline cases for your club both in the past and present.



Moulton Magpies Discipline Summary

County FA: [Dropdown] 2015 - 2016 [Dropdown]

	Cautions	Send Offs	Misconducts	Rule Breach	All
FT	0	0	0	0	0
NFT	1	1	1	0	3
Club	0	0	0	0	0

Download Cases | Download 5 Year Summary

Search [Input] 10 [Dropdown]

	Offender	Offence Date	Level	Match Details	Case ID	Status	Paid	Response Due Date
S	Ian Tinto	14/04/2016	NFT	Moulton Magpies U15 v Wellingborough Town Youth U15 Lions	8550525- S	Awaiting club confirmation	<input type="checkbox"/>	22/04/2016
C	Jack Patmore	14/04/2016	NFT	Moulton Magpies U15 v Wellingborough Town Youth U15 Lions	8550523- C	Awaiting club confirmation	<input type="checkbox"/>	29/04/2016
M	Luke Scott	14/04/2016	NFT	Moulton Magpies U15 v Wellingborough Town Youth U15	8550528- M	Awaiting club confirmation	<input type="checkbox"/>	29/04/2016

To access player information, click on the offender's name

To respond or acknowledge a case, select the relevant case by clicking on the Case ID

The response due date is dependent on the offence type.

Caution: 14 days

Standard Charges: 7 days

Misconduct: 7 or 14 days



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RESPONDING TO A CAUTION

Once you have selected the case you want to respond to, the full details will open.

To respond to the case select the 'Acknowledge' button.

Caution Details

Moulton Magpies U15 v Wellingborough Town Youth U15 Lions

Northampton & District Youth Alliance
14/04/2016

[Back](#) [Acknowledge](#) [Lodge Claim](#) ▾

Case ID: 8550523C

Details	
Name:	Jack Patmore
Date of Birth:	
Offence:	C2 - Shows dissent by word or action
Offence Date:	14/04/2016
Response Due Date:	29/04/2016
Outstanding Balance:	£10.00 ▾
Acknowledged:	No
1st team cautions this season*:	<input type="text" value="0"/>
non 1st team cautions this season*:	<input type="text" value="1"/>

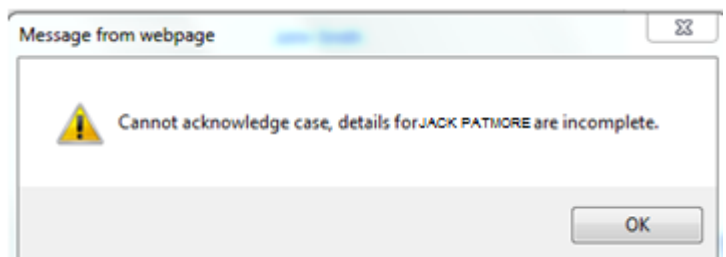
* These totals includes any cautions imposed by the CFA



If you receive this message when trying to acknowledge a caution, the County doesn't currently have any information about the player.

The DOB and address of the player is needed before the case can be acknowledged.

To enter this information, click on the player's name.



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After clicking on the player's name, it will open the details that the County currently has for the player. If these details are empty or wrong, click on the 'Update Details' button.

Participant Discipline - Jack Patmore

[Back](#)
[Participant Profile](#)

Details		Address	
Name	Jack Patmore	Line 1 *	
FAN	58053909	Line 2	
DOB *		Line 3	
Phone		Town	
Mobile		County	
Business		Postcode *	
Email			

[Update Details](#)

'Update Participant Details' page will now appear.

For discipline the only mandatory fields are the player's date of birth and home address.

Once this is entered you will be able to acknowledge the case.

Update Participant Details

FAN ID	58053909	Postcode *	NN3 6WL	Find
First name *	Jack	Address line 1	9 Duncan Close	
Last name *	Patmore	Address line 2	Moulton Park	
Date of birth *		Address line 3		
Home number	01604 678404	Town	Northampton	
	show in handbook <input checked="" type="checkbox"/>	County	Northamptonshire	
Work number	Enter work number...		show in handbook <input checked="" type="checkbox"/>	
	show in handbook <input checked="" type="checkbox"/>			
Mobile number	Enter mobile number...			
	show in handbook <input checked="" type="checkbox"/>			
Cancel		Save		



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RESPONDING TO A STANDARD CHARGE

The only difference for Standard Charges compared to Cautions is that you will be required to submit the matches that the player is suspended for. To do this click on 'Add Match'.

Once selecting 'Add Match' you will be directed to this page.

Sending Off Details

[Back](#) [Acknowledge](#) [Lodge Claim](#)

Moulton Magpies U15 v Wellingborough Town Youth U15 Lions

Northampton & District Youth Alliance
14/04/2016

Case ID: 8550525S

Details

Name: Ian Tinto
Date of Birth:
Offence: S2 - Violent Conduct
Offence Date: 14/04/2016
Response Due Date: 22/04/2016
Outstanding Balance: £35.00
Acknowledged: No

Sanction: 3 matches from 28/04/2016(Playing) from All Sunday Football
Suspension Status: Pending
Ian Tinto is suspended from All Sunday Football commencing from 28/04/2016 until Moulton Magpies U15 has completed 3 matches



Charge

The player is suspended from 3 matches from All Sunday Football until the team mentioned above have completed the required number of games in approved qualifying competitions

Date	Match	Competition	Actions
No upcoming matches exist in the system or the list is currently being updated. If there are any upcoming matches you are aware of that are not being displayed, please press 'Add Match'.			
			Add Match +

Disclaimer

The original matches to be served for a suspension outlined by The Football Association on any case are purely suggested fixtures from our fixture schedule. In accordance with FA Rules and Regulations, it is ultimately the Club's responsibility to notify The FA of any changes/amendments and ensure the player does not play in any fixtures until he/she has completed their suspension.

You can view the match officials report by clicking here

[View match official report/letter](#)



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Here you will enter one match at a time. Once you have filled in all the details, click 'Add' to confirm the suspension match.

Suspension Match

Add Suspension Match

Season
2015 - 2016

First Team:
Moulton Magpies U15

As: Home Team Away Team

Match Date:
08/05/2016

Competition
Northampton & District Youth Alliance - Northamptonshire FA

Division
U15 A

Second Team
Bugbrooke St.Michael U15



RESPONDING TO A MISCONDUCT CHARGE

Once you open up the case you will be able to see what the Misconduct Charge is for. In the Public Notes you will see what the participant or club is charged for.

Misconduct Charge's do not need acknowledging; instead they require a response from the club to the charge. You do this by clicking on 'Respond'.

Participant Misconduct

[← Back](#) [Respond](#)

Moulton Magpies U15 v Wellingborough Town Youth U15 Lions
Northampton & District Youth Alliance
14/04/2016

Case ID: 8550528M

Details	
Name:	Luke Scott
Date of Birth:	
Offence:	E3(c) - Improper Conduct against a Match Official - (including abusive language/behaviour)
Offence Date:	14/04/2016
Response Due Date:	29/04/2016
Outstanding Balance:	£10.00 ▾
Responded:	No
Public Notes:	Offensive language used towards the match official after the game



Charge

The participant has been charged for a breach of misconduct in accordance with FA rules. It is alleged Improper Conduct against a Match Official - (including abusive language/behaviour). A response to the charge is required by no later than **29/04/2016**. A copy of the report(s) which refer to the alleged misconduct is available below. To respond to the case please click 'Respond' above.

Case Documents

Name	Type	
Moulton Magpies_DisciplineLetters_Misconducts_8550528- M	Notification Letter	Download

Alternatively you can download the notification letter. If you do not want to respond to the charge using WGS, you can do it by hand by downloading this letter.



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When responding to a Misconduct Charge there are four options available. The individual can plead guilty or not guilty, and request a personal or non-personal hearing in both circumstances.

In the box 'I am pleading' you can either chose Guilty or Not Guilty. You then have the option to attend a Personal Hearing (you will be in attendance) or a Non-Personal Hearing (you will not be in attendance).

Misconduct Charges have a £10 admin charge on them. If you request Personal Hearing the cost is £30 for non-national league system clubs. The hearing fee will be returned if the club/individual is successful.

Misconduct Response Form

Response to E3

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

I am pleading

I request a

If a Personal Hearing is requested, for Not Guilty cases you are able to bring witnesses along with you. You are able to enter the names of your witnesses here.

Optional Document Upload

Where possible, a written statement form should be supplied.

[Browse](#)

Whatever your response to the case is, documents can be uploaded here. These will be used as evidence which will be included in the case.

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.

Ensure this box is ticked to complete the response before clicking save.

Witnesses

Please enter the details below of the names of any witnesses who will be attending the hearing

[Add Witness](#)

Debbie Preston

Amber Wildgust

[Save](#)

[Submit](#)



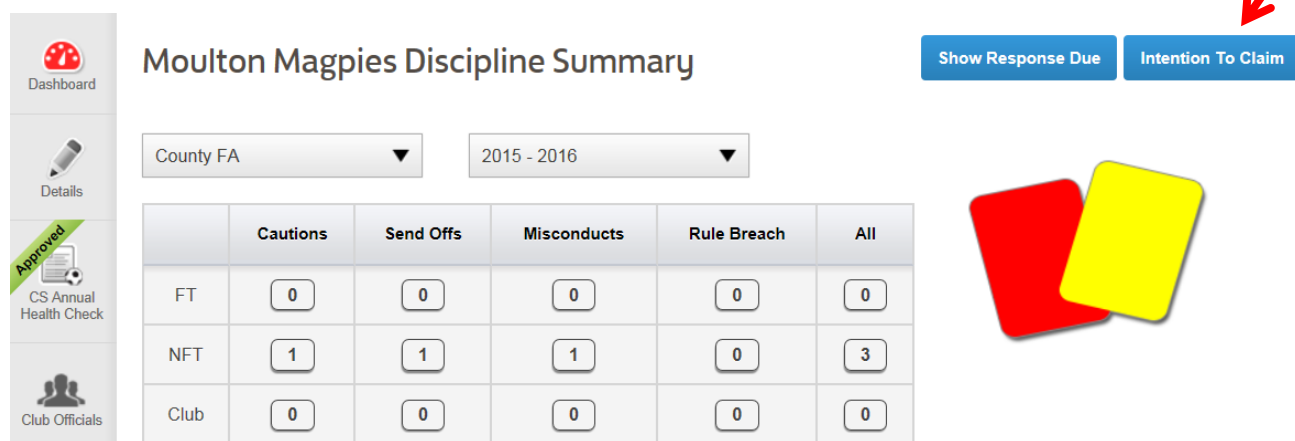
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CLAIMS OF MISTAKEN IDENTITY / WRONGFUL DISMISSAL

The discipline section of the Whole Game System allows for claims for mistaken identity or wrongful dismissal.

If you want to put a claim for one of these, use the button 'Intend To Claim' in the top right hand corner.

Please ensure that the form is completed in full for a claim to proceed.



	Cautions	Send Offs	Misconducts	Rule Breach	All
FT	0	0	0	0	0
NFT	1	1	1	0	3
Club	0	0	0	0	0

Claims of Mistaken Identity must be received with evidence within **THREE** days of the fixture. A decision will be made within 14 days, before any automatic sanction is due to take place.

Intention to appeal Wrongful Dismissal must be received within **TWO** working days of the fixture. Evidence must be received within **FOUR** working days of the fixture. A decision will be made no longer than 8 days of the fixture.

The costs for all claims are £30 for non-national league system clubs and £50 for clubs operating Step 5-7.

Intention To Claim

Season
2015 - 2016

Player Name
Stuart Smith

Type of case
Sending Off

Type of claim
Select claim type
Mistaken Identity
Wrongful Dismissal
Excessive Sanction



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INVOICES & PAYMENTS

Payments for all discipline cases can be made through the Whole Game System.

To make payment you must first find the relevant invoice, this can be done through the 'Club Invoices' section on the left hand side.

In this section all outstanding, pending and paid invoices will be stored for you to access at any time.


We are aware that not every club will have a bank card to use when making payments; so we still accept payment via cash, cheque and BACS transfer.

All payments must be made by the deadline to avoid a late fine. This will be 25% of the original invoice amount. Failure to pay this will result in a Club suspension on the first Monday 7 days after the monies were due. If a late response fine is applied this will be due 14 days from the issue of the fine and will amount to 25% of the original amount invoiced. Failure to pay will result in a *Team suspension* on the first Monday 7 days after the monies were due.

Unless stated otherwise your club invoices will operate on a weekly basis, with invoicing appear every Wednesday morning. However these can be adjusted by Northants FA, with instant invoicing available, as well as monthly. Please get in touch to discuss your options further.

To print an invoice, click on the invoice number, it will then open a PDF file where it can be printed.

Outstanding Invoices

Tick to pay	Number	Date	Payment Due Date	Amount	Paid	Balance	County	Type
<input checked="" type="checkbox"/>	 INV-NHA008671	18/04/2016	02/05/2016	£10.00	£0.00	£10.00	Northamptonshire FA	Invoice
<input checked="" type="checkbox"/>	Line Item						Payment	Balance
<input checked="" type="checkbox"/>	Discipline Invoice						£ 10.00	£10.00
							Amount to Pay:	£10.00

Pay £10.00


To pay an invoice, ensure the 'Tick to Pay' box is selected for the invoice you wish to pay. Then click on the blue 'Pay' button on the right hand side.






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Once you have selected to pay you will be directed to Barclays Smartpay, where payment can be made for the selected invoices.

Total payment amount GBP 10.00

 **Card Payment**



Card Number

Card Holder Name

Card Expiry Date /

CVC/CVV/CID [What is CVC/CVV/CID?](#)

Pay


Verified by
 

If you receive the message below before being directed to Barclays Smartpay, this is because the details (DOB and address) of the player are not currently stored in our system.

To make payment and close the case both payment and player details must be present. To fix this click on the Case ID number and enter the relevant player details through the process explained on page 6.

Error ✕

The discipline case(s) below are unable to be processed because of incomplete information for the participants that have been charged. In order to respond to the case(s) you are required to click on the case and enter the required participant details. Once completed you will be able to make payment for the case(s).

 **8343033C**



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DISCIPLINE PERMISSIONS

Through the club home dashboard you can adjust club official's privileges to allow colleagues to utilise the discipline functions on the Whole Game System.

You can do this by clicking on the 'Manage Discipline Permissions' button at the top right hand side of the page on the Dashboard. This will take you to the 'Club Officials' section, and then on the '+ Add Official' button at the top right of the next page.

Club Dashboard for Moulton Magpies

Manage Discipline Permissions



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

Current Suspensions

Case ID	Offender	Term	Football level	Start Date	End Date
No results found!					

You can then search an individual either by using their FAN number or searching by their details.

Only members/officials/players from within your will be searchable through this section, if you need to add any one else, please get in touch on one of the emails below.

Once the official has been found you will need provide them with a role. To provide an individual with discipline privileges, ensure that they are given the title 'Discipline Officer'. A start date will also be needed

Add Club Official

Search by FAN

Search by Details

Create New Contact

First Name *

Last Name *

Date of Birth *

Postcode:

Moulton Magpies



Discipline Officer



18/04/2016



	FAN	Name	Club
<input checked="" type="checkbox"/>	56987080	Harley Collyer	Moulton



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CLUB PLAYERS

As a matter of good practice the 'Club Players' section on Whole Game System can make the discipline process easier.

Maintaining an up to date list of players at the club will ensure that when referees enter discipline through the Whole Game System will only have players at your club to assign discipline to.

To add new players to your club click on '+ Add Player'

Attached Players + Add Player Download

Search 10

Fan	Player	DOB	Start	End	Suspensions	Type	Action
28779	Ian Tinto		14/04/2016		Suspended	Club Player	Detach
58053909	Jack Patmore		01/04/2016		Clear	Club Player	Detach

By clicking on the players name you will be able to update their details and also see the player discipline record.

Here you can view if any of the clubs players are currently suspended.

If you find a player that is no longer playing at your club, click 'Detach' and set an end date for the player to be detached.

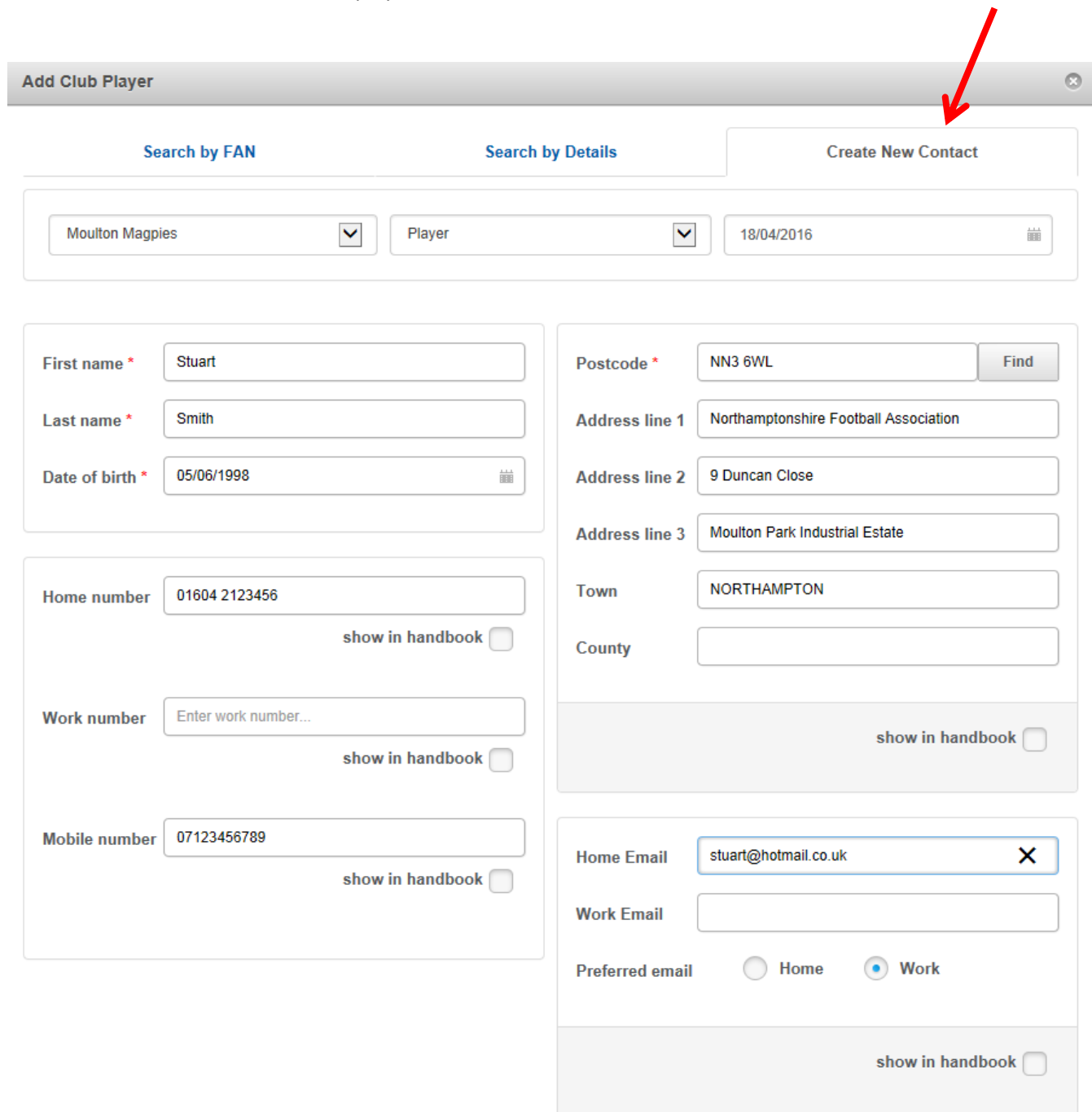


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After clicking on the '+ Add Player' button, adding a new player is done the same way that adding an official. By either searching the player using their FAN numbers or details and then adding their role as a player.

If your player is not already on our system you will need to create a new FAN number for the player.

Click on 'Create New Contact' along the top and fill in as many of the details as possible. Once this is done click 'Save' and this shall create the player.



The screenshot shows a web form titled "Add Club Player" with a close button (X) in the top right corner. A red arrow points to the "Create New Contact" button. The form is divided into three tabs: "Search by FAN", "Search by Details", and "Create New Contact". The "Create New Contact" tab is active. Below the tabs are three dropdown menus: "Moulton Magpies" (with a dropdown arrow), "Player" (with a dropdown arrow), and "18/04/2016" (with a calendar icon). The form is organized into several sections:

- Personal Information:**
 - First name *: Stuart
 - Last name *: Smith
 - Date of birth *: 05/06/1998 (with a calendar icon)
- Contact Information:**
 - Home number: 01604 2123456 (with a "show in handbook" checkbox)
 - Work number: Enter work number... (with a "show in handbook" checkbox)
 - Mobile number: 07123456789 (with a "show in handbook" checkbox)
- Address and Location:**
 - Postcode *: NN3 6WL (with a "Find" button)
 - Address line 1: Northamptonshire Football Association
 - Address line 2: 9 Duncan Close
 - Address line 3: Moulton Park Industrial Estate
 - Town: NORTHAMPTON
 - County: (empty)
 - (with a "show in handbook" checkbox)
- Email:**
 - Home Email: stuart@hotmail.co.uk (with a close button X)
 - Work Email: (empty)
 - Preferred email: Home Work
 - (with a "show in handbook" checkbox)



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