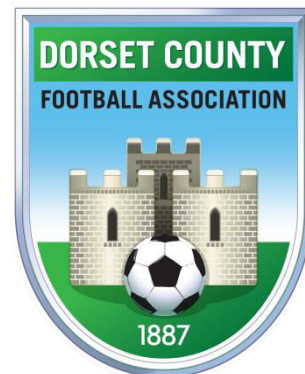


# Whole Game System Guide

Season 2017-2018



**WHOLE GAME**



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# 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 page.

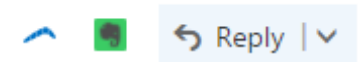
Whole Game System – New Portal Notifications WGS:0008409



The FA WGS - Do Not Reply <wgs-no-reply@thefa.com>

Fri 26/05, 22:25

You ▾



Dear Alex Rush-Fear (FAN: [REDACTED]),

You have unread notifications -

1 Standard notification(s)



Please login to <https://wholegame.thefa.com/> to view your latest notifications.

Kind Regards,

The FA

(If you have never logged into The Whole Game System Portal before - please use the link above and then the forgotten password to get access).

# Logging In/FAN Retrieval/Password Reset

4

Once on the login page, use your FAN and password to access WGS (if you have forgotten your FAN you can find it here: <https://secure.thefa.com/fan/retrievemandetails.aspx>)

If you have forgotten or don't know your password, click "Have you forgotten your password?", and follow the instructions to have an email with a reset link sent to your registered email address.



## 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

5

Once logged in, click on the relevant tab at the top of the page to access the club dashboard.

Here you can see any current or pending suspensions for players associated with your club (please contact DCFA if any suspensions relate to players no longer with your club).

To view all current discipline cases for your club, click the “Discipline” button down the left hand side of the page.

TheFA

## WHOLE GAME

LOGOUT | HELP | COLIN CHAINEY

All Home **Club Secretary Dorset** League Secretary Dorset Mini Soccer League

### Club Dashboard for Dorset

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!					

#### Pending Suspensions

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

#### Details

Dorset Current Season Affiliation Number S-DOR0437  
Next Season Affiliation Number

#### FA Charter Standard

Status	None
Type	None
AHC - Start Date	28/09/2016
Auto Suspend Date	31/03/2017
Auto Lapse Date	30/08/2017

#### Discipline

Club Status	Not Suspended
Suspended Teams	0
Suspended Players	0

Dashboard  
Details  
In Progress  
Affiliation 2017-2018  
Safeguarding  
Player Registration  
Data Cleansing  
**Discipline**  
Matches

# Responding to Red and Yellow Cards

6

To acknowledge a case for a yellow or red card, click on the Case ID number, and click “Acknowledge” in the top right corner.

Yellow cards must be acknowledged within 14 days, and red cards must be acknowledged within 7 days, or the system will add a late response fee.

If the system says that you cannot acknowledge the case as the person’s details are incomplete, it means we do not have either their date of birth or address on our system.

To update a person’s details, click on the offender’s name and click “Update Details”.

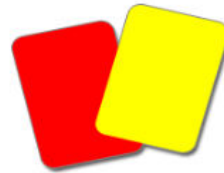
- Dashboard
- Details
- in progress
- Affiliation 2017 - 2018
- Safeguarding
- Player Registration
- Data Cleansing
- Discipline
- Matches

## Dorset Discipline Summary

Show Response Due Intention To Claim

County FA 2016 - 2017

	Cautions	Send Offs	Misconducts	Rule Breach	All
FT	0	0	0	0	0
NFT	2	1	0	0	3
Club	0	0	0	0	0



Download Cases Download 5 Year Summary

	Offender	Offence Date	Level	Match Details	Case ID	Status	Paid	Response Due Date
S	Colin Chainey	31/05/2017	NFT	Dorset U16 v Dorset Women	9047311-S	Awaiting club confirmation	<input type="checkbox"/>	09/06/2017
C	Alex Rush-Fear	31/05/2017	NFT	Dorset U16 v Dorset Women	9047310-C	Awaiting club confirmation	<input type="checkbox"/>	16/06/2017

Showing 1 to 2 of 2 entries

## Cautions Details

Dorset U16 v Dorset Women

31/05/2017

Details

Name: Alex Rush-Fear

Date of Birth: -

Offence: C1 - Unsporting behaviour

Offence Date: 31/05/2017

Response Due Date: 16/06/2017

Outstanding Balance: £10.00

Acknowledged: No

1st team cautions this season\*: 0

non 1st team cautions this season\*: 1

\* These totals includes any cautions imposed by the CFA

Back Acknowledge Lodge Claim

Case ID: 9047310C



# Mistaken Identity and Wrongful Dismissal

7

If you feel that either the wrong player has been cautioned or sent off, or a player was wrongly sent off (except for offensive, insulting or abusive language, or for a second yellow card), a claim for mistaken identity or wrongful dismissal can be submitted.

To lodge a claim click on the Case ID number and select the relevant claim.

Claims of mistaken identity **must** be received within three days of the match with written evidence from both players and the club, and the claim fee.

Intention to claim wrongful dismissal **must** be received within two days of the match. Evidence proving the referee made an obvious error and the claim fee **must** be received within four days.

## Sending Off Details

Dorset U16 v Dorset Women

31/05/2017

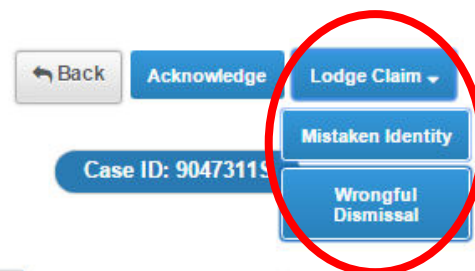
### Details

Name:	Colin Chainey
Date of Birth:	16/12/1955
Offence:	S1 - Serious Foul Play
Offence Date:	31/05/2017
Response Due Date:	09/06/2017
Outstanding Balance:	£35.00
Acknowledged:	No

Sanction: 3 matches from 14/06/2017(Playing, Refereeing (non safeguarding)) from All Sunday Football

Suspension Status: Pending

Colin Chainey is suspended from All Sunday Football commencing from 14/06/2017 until Dorset U16 has completed 3 matches





# Responding to a Misconduct Charge

Click on the Case ID number to bring up details of the misconduct charge.

You can download a copy of the charge letter and reply form under “Case Documents”.

Unlike yellow and red cards, you cannot just acknowledge a misconduct charge – it needs responding to with the person’s plea, and whether they wish to ask for a personal hearing or a verbal plea for leniency.

To respond to the charge, click “Respond” in the top right corner.

## Participant Misconduct

[← Back](#) [Respond](#)

Dorset U16 v Dorset Women

Case ID: 9047324M

31/05/2017

Details	
Name:	Alex Rush-Fear
Date of Birth:	19/08/1990
Offence:	E3(c) - Improper Conduct against a Match Official - (including abusive language/behaviour)
Offence Date:	31/05/2017
Response Due Date:	16/06/2017
Outstanding Balance:	£10.00 ▾
Responded:	No
Public Notes:	Breach of FA Rule E3 - it is alleged that after the end of the above match, Alex Rush-Fear used insulting and/or abusive language towards the Referee ("You're a cheat ref")



## 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 **16/06/2017**. 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	
Dorset_DisciplineLetters_Misconducts_9047324- M	Notification Letter	<a href="#">Download</a>



# Responding to a Misconduct Charge (continued)

9

Here is where you enter the person's plea for the misconduct charge.

You must also enter whether the person wishes to ask for a personal hearing or not.

If a personal hearing is requested, then the hearing fee must be paid (fee is £30 for non-National League System teams, and £50 for teams at Steps 5-7 of the NLS).

You can also choose whether to upload any written statements that the person wishes to submit in their defence, or in mitigation (including witness statements).

If pleading not guilty and requesting a personal hearing, you can enter names of witnesses the person wishes to call upon.

The screenshot shows a web form titled "Misconduct Response Form". At the top right is a "Back" button. The main form area is titled "Response to E3" and contains the following text: "FA Rule E3 - Improper Conduct against a Match Official (including abusive language/behaviour)". Below this, there are two dropdown menus: "I am pleading" with "Guilty" selected, and "I request a" with "Non-Personal hearing" selected. These two dropdown menus are circled in red. Below the dropdowns is a section titled "Optional Document Upload" with the text "Where possible, a written statement form should be supplied." and a blue "Browse" button, which is also circled in red. At the bottom, there is a checkbox that is checked, followed by the text: "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." At the bottom right are "Save" and "Submit" buttons.

# Adding Suspension Matches

10

Where a player is due to serve a suspension, you will be able to add the matches they will be suspended for on the system by clicking on the Case ID number and clicking on “Add Match +”.



Details

Name: Colin Chainey  
Date of Birth: 18/12/1955  
Offence: S1 - Serious Foul Play  
Offence Date: 31/05/2017  
Response Due Date: 09/08/2017  
Outstanding Balance: £35.00  
Acknowledged: No

Sanction: 3 matches from 14/08/2017(Playing, Refereeing (non safeguarding)) from All Sunday Football

Suspension Status: Pending

Colin Chainey is suspended from All Sunday Football commencing from 14/08/2017 until Dorset U18 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	Actions
No upcoming matches exist in the system or the list is currently being updated. If there are any updates you are aware of that are not being displayed, please press 'Add Match'.		

Add Match +

This will bring up a box, where you can enter the details of each match, including the season, whether you are home or away, the match date, the competition, and then the opponents.

## Suspension Match

### Add Suspension Match

Season: 2016 - 2017

First Team: Dorset U16

As:  Home Team  Away Team

Match Date: Select the date...

Competition: Search to add a competition by typing the first 3 characters of their name

Add Cancel

# Invoices

11

**Dorset Invoices**

Receipt

From:  To:

Credit Notes

Number	Date	Due	Amount	Paid	Balance	County	Type
No invoices found							

Outstanding Invoices

Tick to pay	Number	Date	Payment Due Date	Amount	Paid	Balance	County	Type
<input type="checkbox"/>	D-INV-DOR009135	02/06/2017	16/06/2017	£35.00	£0.00	£35.00	Dorset FA	Discipline Invoice

Paid Invoices

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

Payment for all discipline cases can be made through WGS via Barclaycard Smartpay.

Click on “Club Invoices” down the left hand side of the page, this will display any outstanding invoices, as well as any paid invoices.

To pay an invoice through WGS, check the “Tick to pay” box, and click “Pay”. You will then be able to enter card details.

You can still pay via cheque, cash or BACS.

Please remember invoices must be paid within 14 days, or the system will add a late payment fee.

# Useful Links

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=H1OmjDWSk5c>
- Finance: <https://www.youtube.com/watch?v=HJoNOV5TNcc>

FA Handbook 2017-2018: <http://www.thefa.com/-/media/files/thefaportal/governance-docs/rules-of-the-association/2017-18-final/the-fa-handbook-2017-18.ashx>

The DCFA Handbook for 2017-2018 will shortly be available here:

<http://www.dorsetfa.com/about-us/dorset-fa-handbook>