



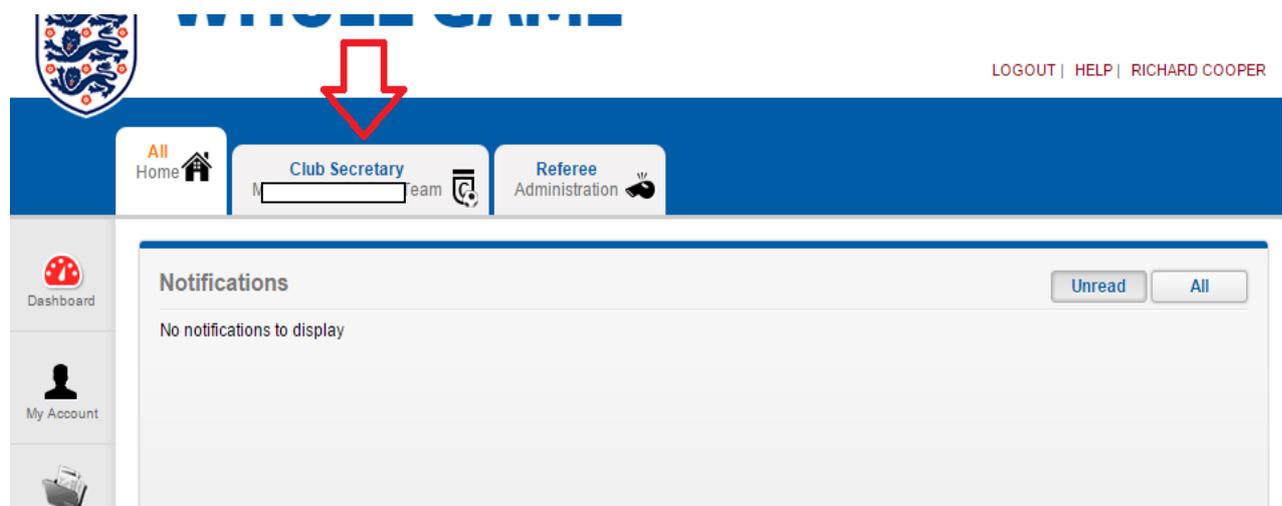
## How to acknowledge a Misconduct Charge

Following a new charge raised against a club, league or individual it is important that you respond these cases on Whole Game System (WGS) at your earliest convenience. Misconduct cases must be responded to within 7 or 14 days dependant on the severity of the case, this response date will be displayed on WGS for you. **If a case is not responded to within the required timeframe then the case will be heard by a commission without your response or plea.**

Below you can see the process for responding to a misconduct charge. For guidance with other aspects of WGS please see our other user guides – managing notifications, entering a suspension, discipline invoicing and acknowledging cautions and dismissals.

Only secretaries have access to the discipline functions however a secretary can allow access to other members of the club by making them a discipline officer within the 'club officials' area (please see the 'how to grant club members access to discipline' guidance document)

Once logged in you will be required to click your club tab:





Then click your discipline section on the left hand side:

Club Dashboard for Manchester FA Rep Team

Manage Discipline Permissions

✓ You have NO unread notifications.

### Current Suspensions

Case Id	Offender	Number of matches	Football level	Start Date	End Date
6602926- S	Carl Walsh	3	All Sunday Football	25/01/2015	-

Showing 1 to 1 of 1 entries

### Pending Suspensions

Case Id	Offender	Number of matches	Football level	Start Date	End Date
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You will in here see any cases that require acknowledgment; you can also view old cases by using the subtotal numbers at the top.

If you have any misconduct cases you will see these here, any misconduct cases will have an M at the end of the number:

### Discipline Summary

County FA: 2015 - 2016

	Cautions	Send Offs	Misconducts	All
First team	0	0	1	1
Non First team	0	0	0	0

Offender	Offence Date	Level	Match Details	Case ID	Status	Paid	Respo Due D
M James Kinsey	08/08/2015	FT	Manchester FA Rep Team U18 v Northumberland FA U18	8187887- M	Awaiting club confirmation	<input type="checkbox"/>	26/08/2

Showing 1 to 1 of 1

Firstly please ensure the player details are correct, to do this click the players name. This will bring up the player profile as below, if the details are correct you do not need to complete the next two steps. If the details need updating please select the "update details" button on the bottom right. The address, post code and date of birth fields are compulsory; any further information will be gratefully received. If the players name is incorrect please contact a member of the discipline team to update this for you:



Participant Discipline - [dropdown]

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

**Details**

Name: James Kinsey

FAN: [redacted]

DOB\*: [redacted]

Phone: [redacted]

Mobile: [redacted]

Business: [redacted]

Email: [redacted]

**Address**

Line 1\*: [redacted]

Line 2: [redacted]

Line 3: [redacted]

Town: [redacted]

County: [redacted]

Postcode\*: [redacted]

[Update Details](#)

2015 - 2016 [Download 5 Year Summary](#) Search [input] 10 [dropdown] [dropdown] [download icon]

Once the players details appear you can update the required fields, once these are correct you can click save:

**FAN ID** [input]

First name: Colin

Last name: [input]

Date Of Birth\*: [input]

Postcode\*: M14 7UU [Find address](#)

Line 1\*: [input]

Address line 2: [input]

Address line 3: [input]

[Cancel](#)

Town: [input]

County: [input]  Show address in handbook?

Home number: [input]  Show home number in handbook?

Work number: [input]  Show work number in handbook?

Mobile number: [input]  Show mobile number in handbook?

[input]  Show email address in handbook?

[Save](#)

Click back to discipline on the left hand side and you will see the cases as earlier stated. Now you have confirmed the player(s) details you can respond to the case(s). Firstly click the case id:

[Affiliation 2015 - 2016](#)

[Club Officials](#)

[Discipline](#)

[Club Players](#)

[Teams](#)

	Cautions	Send Offs	Misconducts	All
First team	0	0	1	1
Non First team	0	0	0	0

Search [input] 10 [dropdown] [dropdown]

	Offender	Offence Date	Level	Match Details	Case ID	Status	Paid	Response Due Date
M	James Kinsey	08/08/2015	FT	[input]	8187887- M	Awaiting club confirmation	<input type="checkbox"/>	26/08/2015

« < 1 > »

Showing 1 to 1 of 1 entries



This will open the case; here you can see the information for this case including the offence charge code, date, response due date and public notes which will include more information relating to the charge. On the bottom right of the page you will be able to download a copy of the referee report/county FA evidence. In the top right hand corner you will see respond, you now need to click this.

**Participant Misconduct** Back Respond

Case ID: 8187887M

Association of Northern Counties Competitions  
08/08/2015

**Details**

Name:	
Date of Birth:	22/05/1992
Offence:	E3(c) - Improper Conduct against a Match Official - (including abusive language/behaviour)
Offence Date:	08/08/2015
Response Due Date:	26/08/2015
Outstanding Balance:	£10.00
Responded:	No
Public Notes:	***TEST - CHARGE INFORMATION WILL APPEAR HERE***

**Charge**

The participant has been charged for a breach of misconduct in accordance with FA rules. It is alleged FA Rule E3 - Improper Conduct against a Match Official (including abusive language/behaviour). A response to the charge is required by no later than **26/08/2015**. A copy of the report(s) which refer to the alleged misconduct is available below. To respond to the case please click 'Respond' above.

[View match official report/letter](#)

You now need to provide a response to the charge raised. If you are responding on behalf of a player/coach then it is your responsibility to advise the participant of the charge. The response provided must be the agreed response between the participant and the club.

You have two options for plea which are guilty or not guilty. A guilty plea means you are pleading guilty to the whole charge, if you dispute any part of the charge then you should plead not guilty. You also have two options for a hearing which are a personal hearing or non personal hearing. A personal hearing will mean you attend in person to give your evidence or mitigation. A non personal hearing will be dealt with in your absence using written submissions.

The response is done by selecting the relevant plea and hearing from the drop down menus.

**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**

You can now upload documents to your response. For any not guilty pleas you must upload evidence to support this plea. For guilty pleas then you can upload any mitigation that you wish the commission to consider when deciding a sanction.

To do so please click the “browse button”

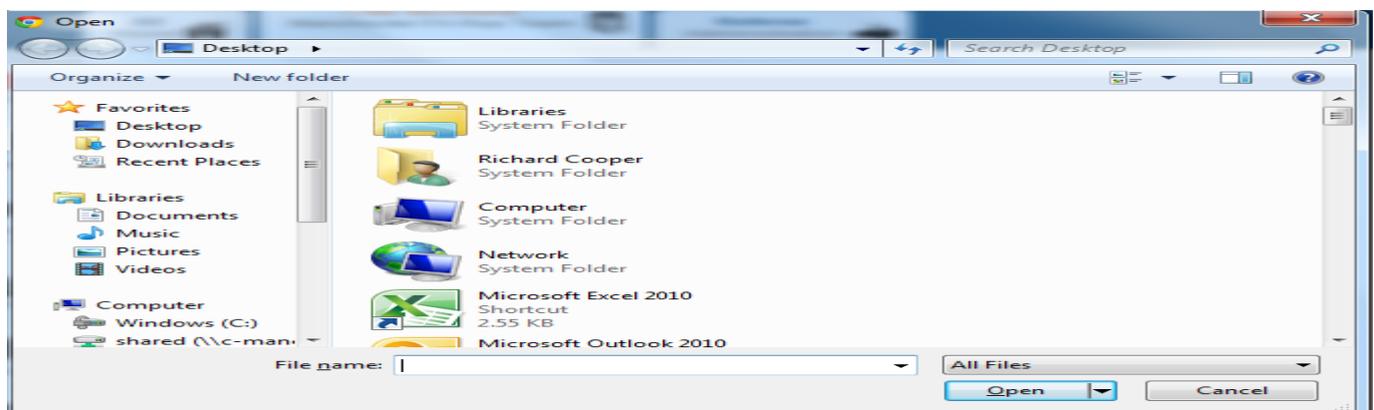
**Response to E3**  
*FA Rule E3 - Improper Conduct against a Match Official (including abusive language/behaviour)*

I am pleading

I request a

**Optional Document Upload**  
Where possible, a written statement form should be supplied.

This will open up a dialog box for you pc to locate the file. If you locate the file you wish to upload and press open



This will then insert the document on the misconduct response. Repeat this process if you have numerous documents to upload.



**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](#)

Jimmy1.docx

Once you have provided the response and all supporting documents please tick the disclaimer box and press submit.

**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

**Optional Document Upload**

Where possible, a written statement form should be supplied.

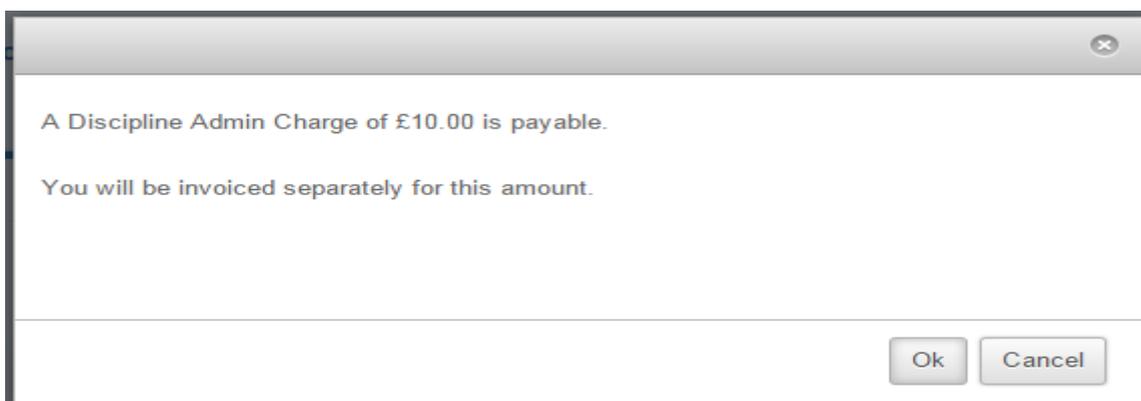
[Browse](#)

Jimmy1.docx

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, an additional amount may be charged by the Disciplinary Commission.

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

You will receive the message below confirming the fee which will be added to your next invoice:



You will note from the response button being grey and also the responded yes within the case information that the case is now responded to. No further action is required until you receive your next discipline invoice.

**Caution Details**

Manchester FA Rep Team | Referee Administration

Association of Northern Counties Competitions  
08/08/2015

Case ID: [ ]

**Details**

Name: Colin Bridgford  
Date of Birth: 08/01/1973  
Offence: C2 - Shows dissent by word or action  
Offence Date: 08/08/2015  
Response Due Date: 26/08/2015  
Outstanding Balance: £10.00  
Acknowledged: Yes  
1st team cautions this season\*: 1  
non 1st team cautions this season\*: 0

\* These totals includes any cautions imposed by the CFA

If you wish to pay the administration fee immediately as opposed to waiting for the invoice you can do so. Remain in the case and scroll down until you see the payment information as below. Tick the box and select pay. This will then take you to BarclayCard Smartpay to make payment; your next invoice will show this case has been paid:

1st team cautions this season\*: 1  
non 1st team cautions this season\*: 0

\* These totals includes any cautions imposed by the CFA

View match official report/letter

Tick to pay	Number	Date	Payment Due Date	Amount	Paid	Balance	County	Type
<input checked="" type="checkbox"/>	8187885C	07/08/2015		£10.00	£0.00	£10.00	Manchester FA	
<input checked="" type="checkbox"/>	Line Item						Payment	Balance
<input checked="" type="checkbox"/>	Discipline Admin Charge						£ 10.00	£10.00
							Amount to Pay:	£10.00

Pay £10.00

Following the hearing the results will be available via WGS and these will also be emailed to you.

If you have any questions in relation to WGS Discipline, contact us on 01793 486047 or email [discipline@wiltshirefa.com](mailto:discipline@wiltshirefa.com)