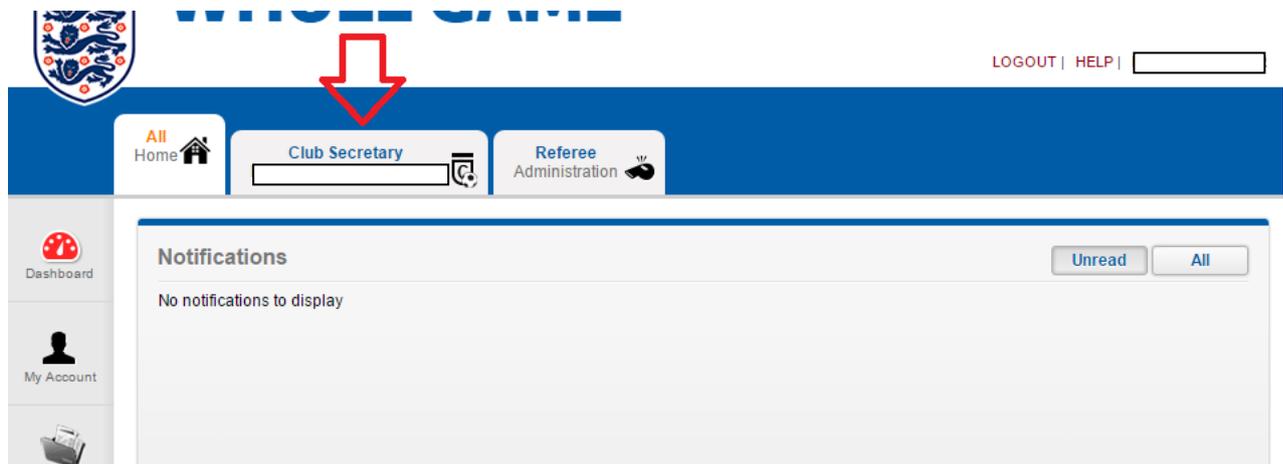# How to enter Suspension matches for cases

Following a participant receiving a suspension it is important that details of the suspension games are entered on Whole Game System (WGS) at your earliest convenience. You can enter all suspension games or part of a suspension if you do not have the full amount of fixtures required. These suspension games can be amended if there are any new or cancelled fixtures.

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

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.

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

Immediately you will see "Current Suspensions" and "Pending Suspensions". Any suspension showing here without an end date requires suspension information. "Current Suspensions" are suspensions that are currently active, "Pending Suspensions" are suspensions that are due to start in the future:

Current Suspensions

Case Id	Offender	Number of matches	Football level	Start Date	End Date
	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
	Carl Walsh	2	All Sunday Football	29/03/2015	-
	James Longdin	3	All Saturday Football	22/08/2015	-

Showing 1 to 2 of 2 entries

To enter suspension information click the case number:

This will then take you into that individual case, you will be able to see the sanction issued and suspension period required:

If you scroll down when in the case then you will see the match information. You will also see the add match button. It is not the choice of the club which games the participant misses, it is the first available games following the start date:

Charge

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

Date	Match	Competition	
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

If you click add match you will see the ~~below~~ screen below; as you enter the information additional fields will open. Firstly select if you were home/away and then select the date of the game. To search the league please type the first 4 letters of the league (e.g. Tame for Tameside Football League, Oldh for Oldham Sunday League, etc) this will then search the database. Please wait until the results are returned and select the correct league followed by your division. If you cannot find the opposition in your division choose the drop down 'select all teams in league'. Finally select your opponent and click add:

This will then show in the case as below, please repeat this for the required number of games. If all games are not known at this stage please return to the system and enter the remaining games once known:

Charge

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

Date	Match	Competition	
29/08/2015			🗑

Add Match ✚

Once all required games are entered you will note as below that the add match button is no longer available; this is because the required number of matches have been entered. If you wish to amend the matches you would need to delete the match no longer required by clicking the bin next to the match. This will then make the add match button available for you to add a new match.

Charge

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

Date	Match	Competition	
29/08/2015	Durham County F.A. U18s U18s v Manchester FA Rep Team U18	Association of Northern Counties Competitions	🗑
05/09/2015	Manchester FA Rep Team U18 v Lancashire Football Association U18	Association of Northern Counties Competitions	🗑
12/09/2015	Cumberland FA U18 v Manchester FA Rep Team U18	Association of Northern Counties Competitions	🗑

Add Match ✚

If you click "dashboard" once all games are entered you will note there is now an end date. If this end date is in the past then the suspension will disappear as it has already been served:

Please note games abandoned, cancelled, postponed or re-arranged do not count towards a match suspension. The game must be completed with a result. If a game does get abandoned, cancelled, postponed or re-arranged you would need to delete the game and add the next available match as a replacement.

We suggest that all clubs login to Whole Game and check for outstanding suspensions. Any player found to be playing under suspension will face a charge from the association as will the club he/she played for.

If you have any questions in relation to WGS Discipline, contact us on 01793 486047 or email discipline@wiltshirefa.com