

# CAMBRIDGESHIRE FA – WHOLE GAME SYSTEM DISCIPLINE GUIDANCE

## HOW TO REPORT A CAUTION/DISMISSAL/MISCONDUCT

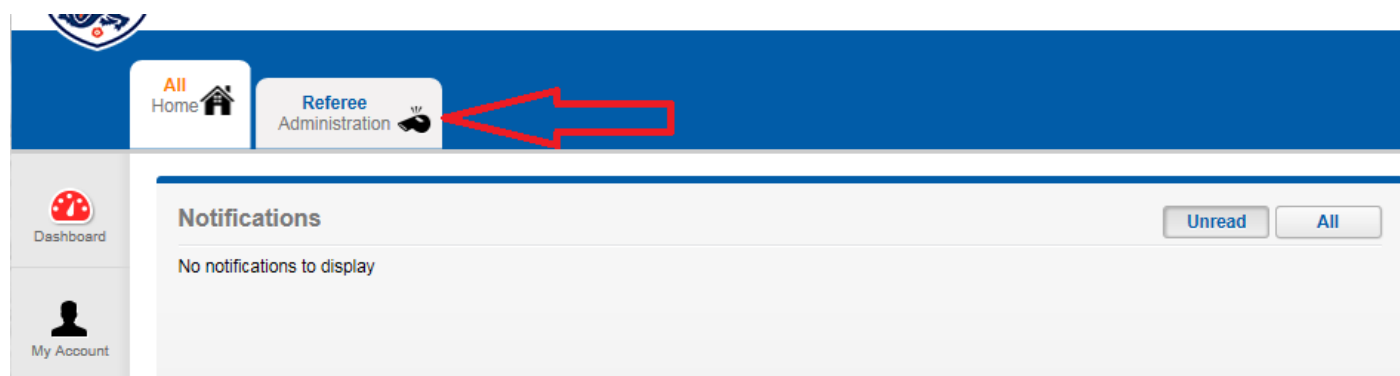


ENGLAND  
FOOTBALL

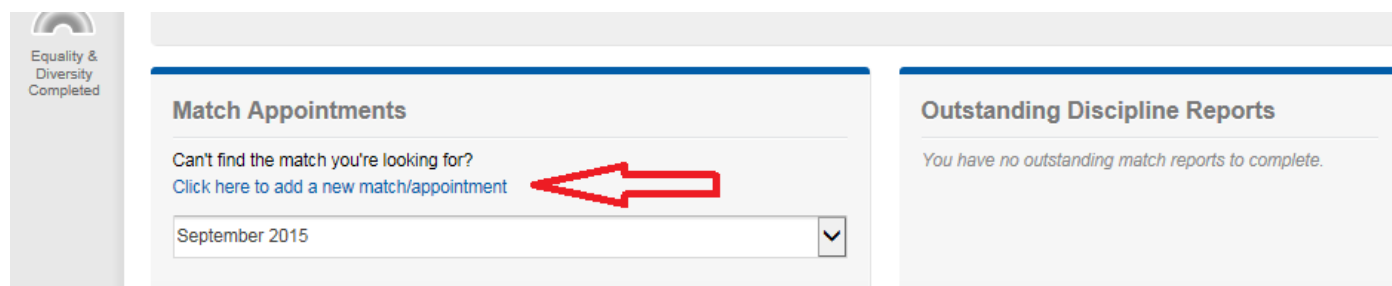
Following a game, any cautions, dismissals or misconduct must be reported within 48 working hours (not including Sundays) via the Whole Game System.

You will logon to the system using your FAN number and password. If you are not sure of your FAN number please contact Cambridgeshire FA. If you have forgotten your password you can reset it here <http://bit.ly/1qLb2WZ>.

Once logged in you will be required to click Referee Administration tab:

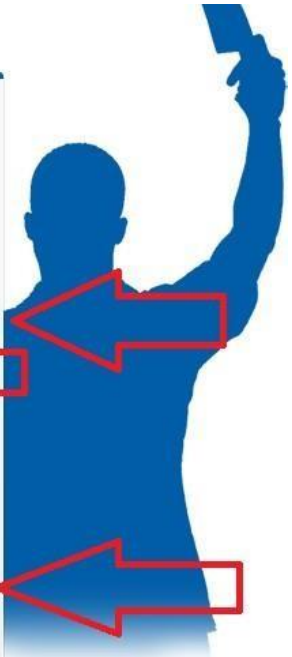


Then click Add a new match/appointment under the Match Appointments section:



In this section you will now be required to enter/ select the details of:

- Your role – *Referee/Assistant Referee*
- The date
- The competition format – *League/ cup/ county cup/ other*
- The name of the competition – *this section is for external competitions and county cups. For all WRCFA County Cups search "West Riding" and all of the county cups will be available.*
- The name of the league – *please search the first 4 letters e.g. "Cast" for Castleford & District Sunday Football League, allow the system to search and it will show leagues who match your search criteria.*
- The division – *search the division you require, if the teams from the fixture are not showing then search "all teams in league". If the teams are still not available please email [discipline@cambridgeshirefa.com](mailto:discipline@cambridgeshirefa.com) with the league and team who are missing.*
- The name of the home team
- The name of the away team



## Add Match Details

Season: 2015 - 2016

Referee: [Dropdown]

Select the match date: 06/09/2015

☐ County cups
 ☒ League and league cups
 ☐ Other competitions

Select from league and league cup competitions: Manchester FA - Cheshire & Manchester Sfl

All teams in the league [Dropdown]

Select the hometeam: Motown Open Aged [Dropdown]

Select the awayteam: Trafford Mersey A [Dropdown]

Save Details

Following this please click save details. This will take you to the next page where you can enter each caution/dismissal.

If there were no cautions/ dismissals/ misconduct please tick the box at the bottom and Submit Discipline Report.

## Referee's Report

**Motown Open Aged vs Trafford Mersey A**  
Sunday 6 September 2015 - Cheshire & Manchester Sfl

Name: **Arran Williams** FAN: **57300795**

Cautions	Dismissals	Misconduct
0	0	0
Click to see full cautions report	Click to see full send-offs report	Click to see the extraordinary reports

**Report summary**

**Cautions**  
No cautions added  
[View / Add caution reports](#)

**Dismissals**  
No dismissals added  
[View / Add send off reports](#)

**Misconduct**  
No extraordinary reports added  
[View / Add extraordinary reports](#)

☐ Tick if the game was abandoned  
☐ There were no cautions/sendings off/misconduct in this match.

Submit Discipline Report

If you do have discipline to report you can now do this using the below options:

**Report summary**

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**Cautions**

No cautions added

[View / Add caution reports](#)

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**Dismissals**

No dismissals added

[View / Add send off reports](#)

---

**Misconduct**

No extraordinary reports added

[View / Add extraordinary reports](#)

☐ Tick if the game was abandoned

☐ There were no cautions/sendings off/misconduct in this match.

[Submit Discipline Report](#)

If you have cautioned a player(s) in the game you should click View/ Add caution reports

**Motown Open Aged vs Trafford Mersey A**  
Sunday 6 September 2015 - Cheshire & Manchester Sfl

Name **Arran Williams** FAN **57300795**

**Cautions** 0 **Dismissals** 0 **Misconduct** 0

[Click to see full cautions report](#) [Click to see full send-offs report](#) [Click to see the extraordinary reports](#)

Team	Player	Caution Code	FA Code
Motown Open Aged	Select		FT

Please don't forget to click "Save Cautions"

**Caution Code**

C1 - Unsporting behaviour  
C2 - Shows dissent by word or action  
C3 - Persistently infringing the laws of the game  
C4 - Delays the restart of play  
C5 - Fails to respect the required distance  
C6 - Enters or re-enters the field of play without the referee's permission  
C7 - Deliberately leaves the field of play without the referee's permission

**Other**

HB - Handball  
RP - Reckless Play  
SP - Pushing or Pulling an opponent  
TR - Tripping  
UB - Unspecified Behaviour

**Sporting Behaviour)**

Disruptive attitude

[Save Cautions](#)

From the team drop down tab choose which team, then from the player drop down tab and choose the player. If the players name is not there please choose the other.

Team	Player			Cautious Code	FA Code	
Motown Open Aged ▼	Arran	Williams	X	C1 ▼	FT ▼	Add +

Please don't forget to click "Save Cautions" after new caution added

[Save Cautions](#)

Fill in the player's forename and surname. Then choose the caution code and FA code (if appropriate) before clicking Add and press Save Cautions after each caution entered.

If you have correctly entered and saved the details you will see the cautions box will have a number next to it that matches the amount of cautions you have entered.

**Cautions** 1

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[Click to see full cautions report](#)

Once you are finished entering cautions please click Back to Summary at the top right of the page.

If you are entering a dismissal you will click View/ Add Send off reports which will take you to the page below.

<p><b>Cautions</b> <span style="float: right; background-color: yellow; border-radius: 50%; padding: 2px 5px;">1</span></p> <hr/> <p><a href="#">Click to see full cautions report</a> </p>	<p><b>Dismissals</b> <span style="float: right; background-color: red; border-radius: 50%; padding: 2px 5px;">0</span></p> <hr/> <p><a href="#">Click to see full send-offs report</a> </p>	<p><b>Misconduct</b> <span style="float: right; background-color: gray; border-radius: 50%; padding: 2px 5px;">0</span></p> <hr/> <p><a href="#">Click to see the extraordinary reports</a> </p>
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#### Add New Dismissal

Team

Player

Under law 12 section

Also Reporting ☐ Tick if there's an assistant also reporting

Report

[Add Dismissal +](#)

You now enter/ select the:

- Team name
- Player name
- Sanction

Following which you enter the details of the report. Please include all information relating to the dismissal. If the dismissal was due to abusive, insulting or offensive language please put the words in full. Do not asterisks out the offensive words.

## Add New Dismissal

Team  
Motown Open Aged

Player  
Other

First Name  
Arran

Last Name  
Williams

Under law 12 section  
S2 Violent Conduct

Also Reporting ☐ Tick if there's an assistant also reporting

Report  
TEST DATA FOR TRAINING DOCS

Add Dismissal ➕

Finally you click Add Dismissal.

Add Dismissal ➕

1

Team  
Motown Open Aged

Player  
Arran Williams

Offence Code  
S2

Also Reporting

Details  
TEST DATA FOR TRAINING DOCS

Remove ✖

Once completed you will see a box available to add a new dismissal. If you do not need to add another dismissal click Back to Summary.

If you need to add an extraordinary report (additional misconduct) then click View/ Add extraordinary report which will take you to the page below.

## Add new report

Linked to  
Select club

Misconduct  
Select misconduct

Did this incident cause the match to be abandoned?  
☐ Yes ☒ No

Name of others who may also report on this incident  
Please provide other reporting names

Incident details  
Please enter more details here

Add ➕

Using the drop down tabs please select/ enter the:

- Team responsible
- If it was misconduct
- If this incident caused the game to be abandoned
- If an assistant/ fourth official appointed to the game is adding their report
- Incident details

And finally click Add to add the extraordinary incident to the report. Once you have added all the extraordinary reports then click Back to Summary.

A misconduct report should be used for any additional misconduct by a player following a red card, by a player before /after the game, by a club official or by club spectators.

**Cautions** 1

Click to see full cautions report

**Dismissals** 1

Click to see full send-off report

**Misconduct** 1

Click to see the extraordinary reports

**Report summary**

**Cautions**

Team	Player	Description
Motown Open Aged	Arran Williams	C1 Unsporting behaviour

[View / Add caution reports](#)

**Dismissals**

Team	Player	Description
Motown Open Aged	Arran Williams	S2 Violent Conduct

[View / Add send off reports](#)

**Misconduct**

Refers To	Description
Home Team	TEST DATA FOR TRAINING DOC

[View / Add extraordinary reports](#)

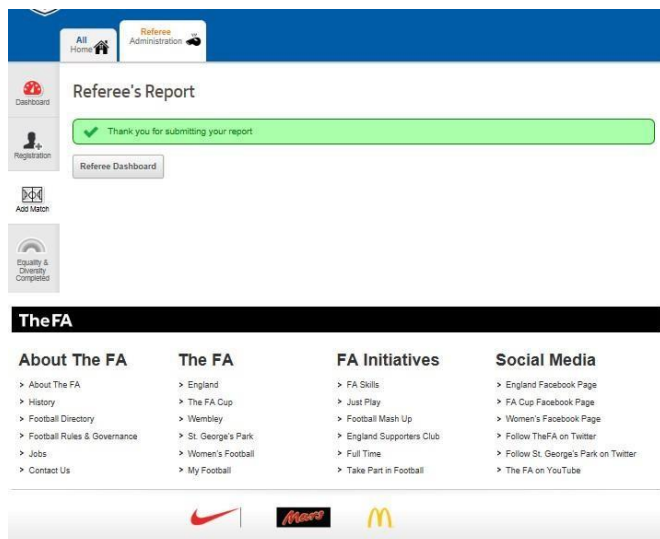
☐ Tick if the game was abandoned

Once back at the Summary screen you should see all entered cautions, dismissals and extraordinary reports.

If you did abandon the game please tick the box at the bottom left of the screen asking if the game was abandoned.

Finally click Submit Discipline Report.

Once completed correctly and submitted you will see this screen.



If you have any questions in relation to WGS Discipline, contact us on 01223209026 or email [discipline@cambridgeshirefa.com](mailto:discipline@cambridgeshirefa.com).

**TOGETHER WE ARE FOOTBALL**