

All,

As I write this email the new CYFL season is only a few days away and I would like to take this opportunity to wish you all a very enjoyable season and hope that the next 9 months are memorable for many moments of sportsmanship and good play that your boys and girls will have while playing in the CYFL. We have registered just over 3,000 players already - a phenomenal number I am sure you will agree. Thanks to the committee for their hard work over the summer, especially Kerry and Pamela who I am sure you will agree have a thankless task.

I attach with this email the **Manager's Match Day help sheet** - I hope that you will all pass this onto your team managers asap. Most of the hints are common sense, but need emphasising.

Fixtures are to be confirmed by the home team with opponents and the match referee by 9pm on the Tuesday prior to the Sunday when the game is to be played. Teams will be notified of their opponents and match referee via email promptly and the details can also be found on [www.full-time.thefa.com](http://www.full-time.thefa.com). Please follow up any messages / emails / texts to ensure that they have been received and please do so sooner rather than later. Do not leave it until 9pm on the Saturday night to say that you have had problems contacting either the opponents or the referee!!! If you are genuinely having problems contacting teams or referees, please ensure that you contact the relevant person asap for assistance – names, roles and contact details can be found in the CYFL handbook.

On match day please remember to complete the paper copies of the team sheets - one copy is to be given to the referee and one copy to your opponents prior to kick off. The other copy is to be kept for your records - please remember that we will be randomly asking teams to submit their copies of the match report form for analysis throughout the season. Do not send them in until you are asked to do so! This applies for both league fixtures and league / lower league cup / plate fixtures - I will send round a communication about County Cup fixtures next week.

Please ensure that each team manager has their ID cards available for inspection at each and every game. I would encourage teams to adopt a best practice approach of inspecting the cards as we will not entertain investigating any form of dispute regarding the eligibility of players, if the cards have not been checked.

Please ensure that you look after your appointed match referee, both before, during and after each and every game. Remember that the game cannot take place without a referee and sometimes you may find that your referee is officiating in his or her first game. They will be learning their game, in the same way that your players will be and we need to understand that mistakes will be made from time to time – they will not be deliberate and hopefully they will learn from them.

Ensure that the fixture is confirmed with the referee appropriately and in a timely manner; meet and greet them before the game and make sure that they are aware who the point of contact will be during their stay with you; offer them refreshments at half time; ensure that they are paid promptly at the conclusion of the fixture. But above all treat them with RESPECT and remember to RESPECT their decisions.

Online match reports need to be submitted after every fixture - league / cup, home and away. The process really is simple and does only take a few moments so there should not be any excuses. However, should anyone have any problems, I would like to ask that you attempt to complete the on-line form to the best of your ability first. Then, should you need any assistance, please feel free to contact Tony Gee via email for advice.

Please note at 9pm on the Tuesday after the Sunday fixture, the system will be locked down and no further submissions or changes can be made. Those teams who have not submitted a form at that point will be fined - you have been warned. As secretaries you will be contacted to be advised if one of your teams has not submitted a form and given a deadline to get the form submitted. Further non-compliance will see the fines escalate; this is something that no one wants to see, but will hopefully focus the mind!

If there are any teams who are unable to log on using their passwords - again, please contact Tony Gee – [tonygee@hotmail.co.uk](mailto:tonygee@hotmail.co.uk) for assistance.

During the month of September, there will be an amnesty in terms of fines being issued for administrative errors, to allow teams to get used to the administration required each week. Please make sure that you maximise this time to iron out any issues that you may have and adopt best practices in readiness for the rest of the season.

Thank you needs to go to Tony for his hard work in getting the fixtures prepared. Even this week we have had teams pull out of the league and this has made his job even harder. The fixture lists will continue to evolve over the coming weeks as we factor in those withdrawals, so please keep an eye out for any changes affecting your teams.

Thanks also go to Mike Desborough (Bedfordshire Football Association) for his work in completing the first set of referee appointments. We are likely to have over 100 fixtures scheduled each week, and we hope to appoint a referee to over 95% of the fixtures. Of course the Bedfordshire Football Association are working to improve this, so if you do not have an official this week, please bear with us over the coming weeks. We know that we have capacity issues in selected areas and I am working with the Bedfordshire Football Association to try and ensure that we recruit referees in the correct geographical areas to fill and gaps that we may have.

If one of your fixtures has CLUB OFFICIAL indicated next to it, then unfortunately we would ask that you source your own official for that particular game. If you manage to do so, please can you advise Mike Desborough of this, so that Mike does not continue to source an official for you. Any official that Mike sources and appoints will take precedence over any official that you may find, if you have not advised Mike that you have managed to find a referee. Please try and save everyone time by communicating appropriately in this area.

Please remember that we have our own website - <http://www.chilternyouthfootballleague.co.uk>. Should your wish for our webmaster Pamela Johnson to add a link on the site to your club's website, please let me know, along with details of the web address. Also, if you have any content that you wish to be added, please contact Pamela. Thanks go to Pamela for her work in getting the new site up and running!

We also have a Facebook page and a twitter account as well which will have a constant flow on information updated on it.

Good luck and enjoy your football!