



All,

This week's hot topic revolves around the confirmation of matches – both with opponents and match referees. Despite circulating some reminders a couple of weeks ago, there are still some issues of games not being confirmed in a timely manner. Please can you note the below and ensure that your managers / administrators / match secretaries are aware of their responsibilities:-

- The HOME TEAM is required to confirm the details of the fixture by 9pm on the Tuesday night (prior to the Sunday). This confirmation should be made to both the opponents and the match referee (as appointed by the Bedfordshire Football Association)
- If confirmation is made either by email or a message being left, please follow this up to ensure that the message has been received
- If the Bedfordshire Football Association is unable to appoint a referee, notification will show CLUB REFEREE. In this instance, clubs are asked to source their own referee (this can be in agreement between both teams) and if a referee is successfully sourced, please notify Mike Desborough (Referee Liaison Officer, Bedfordshire Football Association – mike.desborough@bedfordshirefa.com). Mike will continue to attempt to source a referee if he does not hear from you and if he manages to source an official, this referee will take priority over any official you have sourced. So by notifying Mike you will avoid wasting people's time and any unnecessary frustration
- If the AWAY TEAM has not received confirmation of the match, then please make contact with the home team to seek details of the game. DO NOT assume that the game is on / at the location given on Full-time / at the time indicated on Full-time. My advice would be to pick up the phone and if you are unable to contact the manager, then attempt the club secretary. If all attempts have been exhausted then please feel free to contact myself, but do not leave it until Saturday night to chase!!!

CLUB AGREEMENT FORM

Please remember that in last week's update there was an attachment containing the CYFL Club Agreement Form. This needs to be completed, signed and returned to me by **Sunday 25th September**. I am happy to accept either scanned copies or hardcopies via the post – whichever format is more convenient for you. I have written separately to those clubs who have not returned their forms as yet.

CONTACTING THE CYFL REGISTRATION SECRETARIES

Unfortunately, there have been a number of instances whereby Kerry and Pamela have received calls and unplanned home visits from managers who are trying to register players. Please can you advise your managers that any appointments should be arranged in advance and although both Kerry and Pamela will try and process the registrations as swiftly as possible, it is not fair to turn up and expect them to process registrations on the spot. They will attempt to process the registrations within 24 hours, but please remember to include a stamped addressed envelope so that they can post the cards back to you.

HALF TERM FIXTURES

Please remember that fixtures will not automatically be scheduled for the Sundays either side of half term (Sundays 23rd and 30th October). If you wish to have a game, please contact Tony Gee by 10th October and he will schedule a game if possible.

HANDBOOK AMENDMENTS

Attached to this update are the latest Handbook Amendments; please can you ensure that these details are circulated to managers and administrators. Should you have any amendments to the Club Directory (as published in the CYFL Handbook), please let me know asap and I will circulate these new details.

M1 CLOSURE

Just a further reminder that the M1 (J11-J12) is closing between 8pm Saturday until 2pm on Sunday this coming weekend. Please allow additional travel time to get to your games where necessary.

TRANSFERS

Please note that the transfer window opens from **1st October**. Attached to this update you will find the transfer form and instructions. Please note that transfers will be completed by myself, as opposed to the Registration Secretaries. Also please follow the instructions as detailed to avoid any unnecessary delays. And finally please note that I will not enter into correspondence with parents concerning transfers, so please do not direct parents or players to me; correspondence will only be made to the clubs involved in the transfer itself.

Have a great footballing weekend!