



All,

As we enter the third week of the season, I am pleased to see that the games are flowing and we have completed almost 200 games already. However we have a long way to go. Thank you to everyone for their efforts in ensuring the season started as smoothly as possible; we have had some issues with Full-time log ons – Tony has been working hard from his sunbed to resolve these and I think judging by the lack of emails that these have all been resolved. If anyone still does have issues, please contact Tony asap.

Unfortunately I need to report though that we have had a few issues at games; misconduct during the games – cautions for mis-timed tackles etc.- are only to be expected. However what are not acceptable are the incidents that we have seen already where young referees are being threatened during and after games, the alleged behaviour of players and spectators after games and even accusations of racial abuse. Please note that we have zero tolerance for this type of behaviour and any reports will be forwarded directly to the Bedfordshire Football Association (or relevant County FA) for investigation and disciplinary action.

We live in a world where social media plays a massive part in everyone's lives. I would ask that everyone is vigilant in this area and moderates any reports or comments that are placed on line (Facebook, Twitter etc.) about games. It really is not acceptable to see reports criticising referees or giving feedback about incidents that have occurred during games. If anyone feels strongly enough that they need to report any incidents, please put these in writing to myself within 3 days of the game and we will review. Feel free to celebrate success in games, great goals, exciting matches etc. but anything else is not to be published publicly.

Some of your managers are still not following the correct procedures for contacting match officials and as such I have again included guidelines around match days. Please ensure that these are forwarded to your managers and administrators as this will be the last week where we will be adopting an amnesty for fines in relation to administration – such as not confirming games in a timely manner and not completing online match reports. From the 1<sup>st</sup> October, fines will be issued – and remember these are all optional! If you do not want to receive a fine and cost your club unnecessary money, follow the guidelines – it really is as simple as that!

### **FIXTURE CONFIRMATIONS**

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 prompt 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.



## **TEAM SHEETS**

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. **Please note that you DO NOT need to complete the form with details of the player registration number.** 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.

I have seen comments from some managers about how completing a team sheet is a waste of time! Unfortunately the necessity of completing them and exchanging them has been borne out of some teams trying to field ineligible players – remember if the player is not on the team sheet they should not be playing! And also as a result of on-field misconduct which has been dependent on occasions of using the team sheet to identify players. This is a requirement of the league and is not meant to make everyone's lives more difficult but to try and ensure that things run smoothly

## **WHOLE GAME SQUAD LISTS**

Please ensure that each team manager has their Squad list (printed from the Whole Game system) available for inspection at each and every game. I would encourage teams to adopt a best practice approach of inspecting the squad lists as we will not entertain investigating any form of dispute regarding the eligibility of players, if the squad lists have not been checked. We have suggested that everyone prints out a sheet to exchange as that way we do not have issues with mobile phones / iPads etc getting damaged or misplaced during the process.

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.

## **MATCH REPORTS**

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.

### **SEPTEMBER FINES AMNESTY**

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.

### **FIXTURES**

Thank you needs to go to Tony for his hard work in getting the fixtures prepared. Even this week we have had teams withdraw from 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.

### **FREE WEEK REQUESTS**

Please remember the rule change for free week requests for this season. Teams are allowed 2 free week requests and can make a request, in writing (email) to Tony Gee, giving a calendar months' notice. Refusal often offends so please make your requests in a timely manner. And remember that you can be allocated a fixture up until 9pm on the Tuesday prior to the Sunday, so if you know in advance that you are unable to place on a particular date, then please notify Tony via a free week request.

### **REFEREE APPOINTMENTS**

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.

### **SOCIAL MEDIA**

Please remember that we have our own website - <http://www.chilternyouthfootballleague.co.uk>. Should your wish for our webmasters Pamela Johnson or Tony Gee 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 or Tony.

We also have a Facebook page and a twitter account as well which will have a constant flow on information updated on it. Hopefully Tony will be uploading some weekly reports and updates which received great reviews last season!

Good luck and enjoy your football!

Jonathan Brown  
General Secretary,  
Chiltern Youth Football League  
20<sup>th</sup> September 2017