



THE CHILTERN YOUTH FOOTBALL LEAGUE
(Affiliated to The Bedfordshire FA)



MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON THURSDAY 3rd DECEMBER 2015 AT 7.00 P.M. AT BEDFORDSHIRE FOOTBALL ASSOCIATION

PRESENT: Mr. P. Brown (Patron & Acting Chairman), Mr. T. Gee, Mr. D. Billington, Mr. R. Shekle, Mr. V. Shekle, Mrs. J. Brown, Mrs K. Hall, Mrs. P. Johnson and Mr. J. Brown (Secretary)

ALSO PRESENT: Mr. M. Desborough (Referee Liaison Officer, Bedfordshire Football Association)

APOLOGIES: Mr. R. Leonard and Mr. C.J. Davison (President & Acting Vice-Chairman)

MATTERS ARISING FROM PREVIOUS MINUTES:

- Clapham Colts / V Shekle / R Shekle

Correspondence from Clapham Colts was read to the meeting and the apology made by Mr Titterton to the Club and his acceptance that the language he used was unacceptable was noted.

The Management Committee endorsed and supported the action already taken by The Beds FA but felt that Mr Titterton be required to make personal apologies to Mr V Shekle and Mr R Shekle. It was agreed these apologies should be made by the end of the year and the matter then closed.

- The regular updates prepared and issued by the General Secretary were discussed. It was noted that there had been one or two negative comments about these from Clubs which had resulted in their value being questioned and the Secretary considering whether the time he spent preparing these was worthwhile.

However the Committee felt these were a very useful and interesting tool and they should be continued. Thanks were recorded to the Secretary for his work on these updates.

NOVEMBER CORRESPONDENCE:

- **Bedfordshire Football Association** re:- minutes of various meetings **NOTED**
- **Bedfordshire Football Association** re:- discipline reports **NOTED**
- **Bedfordshire Football Association** re:- County Cup Schedules and Fixtures **NOTED**
- **Bedfordshire Football Association** re:- Various Central Appointments System Updates **NOTED**
- **Hertfordshire Football Association** re:- County Cup Schedules and Fixtures **NOTED**
- **Bedfordshire Football Association** re:- notification of proposed changes to The FA's Standard Code of Rules (Youth) for the 2015 / 16 season **NOTED;**
THE ACTING CHAIRMAN ADVISED THAT HE WAS REVIEWING THE DOCUMENT AND THE PROPOSED CHANGES AND EXPRESSED HIS CONCERNS OVER THE IMPACT THAT SOME OF THESE CHANGES COULD HAVE ON THE LEAGUE, THE MEMBER CLUBS AND ALSO THE GOVERNANCE OF YOUTH FOOTBALL IN GENERAL
- **Various Clubs** re:- requests for free Sundays **NOTED;**
DETAILS PASSED TO FIXTURE SECRETARY FOR APPROVAL
- **Various Clubs** re:- request for Transfer Forms **NOTED;**
GENERAL SECRETARY RESPONDED TO ALL QUERIES WITH DETAILS OF PROCEDURE. ALL CLUBS ARE REMINDED THAT THE TRANSFER FORM AND INSTRUCTIONS WAS EMAILED TO ALL SECRETARIES AT THE START OF OCTOBER AND CAN

**ALSO BE DOWNLOADED DIRECTLY FROM THE CYFL WEBSITE
– www.chilternyouthfootballleague.com**

- **Various Clubs** re:- feedback relating to observations and issues with referees and Central Appointments System **NOTED;**
ALL CORRESPONDENCE REPLIED TO BY GENERAL SECRETARY AND CORRESPONDENCE FORWARDED TO THE BEDFORDSHIRE FOOTBALL ASSOCIATION FOR REVIEW
- **Various Referees** re:- complaints relating to late notification of fixtures from home clubs and issues receiving payment following completion of fixture **NOTED;**
THE COMMITTEE AGREED THAT THE GENERAL SECRETARY SHOULD WRITE TO ALL MEMBER CLUBS WITH REMINDERS AS TO THE CORRECT PROCESSES AND TIMELINES, WHILE MR. GEE WAS ASKED TO LIAISE WITH MIKE DESBOROUGH TO ISSUE A SIMILAR COMMUNICATION TO ALL REFEREES OFFICIATING ON THE LEAGUE
- **Sandy Colts (Under 13)** re:- observations relating to the structure of the Under 13 plate competition **NOTED;**
THE GENERAL SECRETARY ADVISED THAT HE HAD CONTACTED THE CLUB AND THANKED THEM FOR THEIR OBSERVATIONS AND NOTED THEM FOR REVIEW IN SUBSEQUENT COMPETITIONS
- **Selsey Rovers** re:- request for support regarding the return of playing kits from Season 2014/15 **NOTED;**
THE GENERAL SECRETARY ADVISED THAT APPROPRIATE ADVICE HAD BEEN GIVEN TO THE CLUB AS TO HOW TO PROCEED WITH THIS MATTER
- **Kempston Allstars** re:- notification of withdrawal of team from CYFL **NOTED WITH SADNESS AND REGRET. THANKS RECORDED TO CLUB FOR ATTEMPTS TO TRY AND KEEP THE TEAM RUNNING AND ALSO FOR SEVERAL YEARS PROBLEM FREE MEMBERSHIP OF THE CYFL**
- **Shenley Lions (Under 15)** re:- observations relating to late cancellation of fixture V Westoning **NOTED**
- **Brickhill Wanderers (Under 14)** re:- observations relating to cancellation of fixture V Bedford United Freestylers **NOTED;**
THE MATTER WAS DISCUSSED LATER IN THE MEETING AND FURTHER DETAILS CAN BE LOCATED IN THE DISCIPLINE SECTION OF THESE MINUTES AND ALSO THE ACCOMPANYING CLUB DISCIPLINE SUMMARY SPREADSHEET
- **Bedford United Freestylers (Under 14)** re:- observations relating to cancellation of fixture V Brickhill Wanderers **NOTED;**
THE MATTER WAS DISCUSSED LATER IN THE MEETING AND FURTHER DETAILS CAN BE LOCATED IN THE DISCIPLINE SECTION OF THESE MINUTES AND ALSO THE ACCOMPANYING CLUB DISCIPLINE SUMMARY SPREADSHEET

REPORTS

1. Acting Chairman (Peter Brown)

The Chairman recorded his thanks to the committee members for their continued hard work and assistance in administering the league. Mr. Brown also recorded his observations that when he is out walking the pitches and watching matches on both a Sunday AM and PM, he does not see many issues relating to on field or off field discipline. However he did feel that clubs could further improve the match day experience for all concerned by making better use of barriers to keep spectators away from encroaching onto the field of play.

2. General Secretary (Jonathan Brown)

a. Team Withdrawals

Since the last meeting, the following teams had given notice of withdrawing from the CYFL:-

The committee agreed that the above team will have their deposit retained. No fine to be issued. The Fixture Secretary confirmed that their playing record had been expunged as they had played less than 50% of their league fixtures for the season.

b. Transfers

The General Secretary advised that the following transfers had been completed during November:-

Transfer Number	Player Name	Current Club	Age Group	New Club	Age Group
7	Matthew Higley	Dunstable Town Youth Whites	12	Markyate Youth	12
8	Spencer Drew	Dunstable Town Youth Whites	12	Markyate Youth	12
9	Callum Walker	Dunstable Town Youth Whites	12	Dunstable Town Youth Blues	12
10	Jake Johnson	Flitwick Eagles Gold	11	Flitwick Eagles Stripes	11
11	Callum Geraghty	Bushmead Rovers	14	Crawley Green Youth Blades	14
13	Taylor Cook	Shefford Saints	14	Toddington Rovers Lions	14
14	Michael Hudson	AFC Kempston Rovers Colts Lions	16	Bedford FC	16
15	Gerti Duka	Crawley Green Youth Raiders	14	Shefford Saints	14
16	Benn Haywood	Luton Borough Youth Whites	15	Crawley Green Youth Kites	15

These transfers were approved and ratified by the Management Committee.

c. Match Delegates

The General Secretary thanked his fellow committee members for their observations in relation to the discussion document supplied by the Bedfordshire Football Association in relation to a possible initiative relating to the RESPECT programme and the use of Match Delegates. The General Secretary agreed to collate these observations in preparation for discussion at a meeting on 10th December with the Referee Development Manager and the Child Welfare Officer (Bedfordshire Football Association). Further updates would be supplied following this meeting.

3. Fixture Secretary (Tony Gee)

a. Fixture Position By Division

Mr Gee advised that fixture scheduling and completion was going well and the good weather was assisting with this. Unfortunately a bug had been identified within the Full-time system where it was not recognising pitch clashes for teams using the same pitch. Any clubs spotting such issues are asked to contact Mr. Gee as soon as possible until a fix is put in place.

b. League Cup Draws

Mr Gee advised that cup draws were now in place as per previously advertised formats. Unfortunately owing to the withdrawal of Kempston Allstars (Under 18), the structure of the competition was being reviewed with the likelihood being that a Champions League Group stage format being used. Any revised details to be circulated to member clubs in due course.

4. Referees

a. Central Appointments System Update (Mike Desborough)

Summary of appointments by month, broken down by AM and PM sections:-

	Current	Refs	%
PM	446	377	85%
AM	431	427	99%
By Month (PM)			
Month	Games	Refs	%
Sep	142	128	90%
Oct	134	110	82%
Nov	170	139	82%
Total	446	377	85%
By Month (AM)			
Month	Games	Refs	%
Sep	140	139	99%

Oct	143	142	99%
Nov	148	146	99%
Total	431	427	99%

Summary of appointments by week, by age group and division (league fixtures only) during November:

Age Group	Div	08.11.15			15.11.15			22.11.15			29.11.15			TOTALS		
		No Games	Refs	%	No Games	Refs	%	No Games	Refs	%	No Games	Refs	%	No Games	Refs	%
18	1	3	2	67%	1	1	100%	3	1	33%	3	3	100%	10	7	70%
	2	1	1	100%	1	1	100%	3	3	100%	3	3	100%	8	8	100%
17	1	4	4	100%	5	4	80%	6	4	67%	1	1	100%	16	13	81%
16	1	4	3	75%	4	3	75%	4	3	75%	3	2	67%	15	11	73%
	2	4	3	75%	2	1	50%	4	3	75%	3	1	33%	13	8	62%
	3	3	1	33%	3	3	100%	5	3	60%	3	3	100%	14	10	71%
15	1	2	2	100%	3	3	100%	2	2	100%	4	4	100%	11	11	100%
	2	2	1	50%	3	3	100%	3	2	67%	3	3	100%	11	9	82%
	3	5	4	80%	5	3	60%	5	4	80%	5	3	60%	20	14	70%
14	1	6	5	83%	2	1	50%	4	4	100%	5	5	100%	17	15	88%
	2	5	5	100%	1	0	0%	5	5	100%	6	6	100%	17	16	94%
	3	5	5	100%	5	4	80%	4	4	100%	4	4	100%	18	17	94%
13	1	5	4	80%	5	5	100%	5	5	100%	5	5	100%	20	19	95%
	2	3	3	100%	5	5	100%	1	1	100%	5	5	100%	14	14	100%
	3N	3	3	100%	0	0	#DIV/0 !	0	0	#DIV/0 !	0	0	#DIV/0 !	3	3	100%
	3S	3	3	100%	0	0	#DIV/0 !	0	0	#DIV/0 !	0	0	#DIV/0 !	3	3	100%
12	1	3	3	100%	4	4	100%	2	2	100%	4	4	100%	13	13	100%
	2	5	5	100%	6	6	100%	6	6	100%	6	6	100%	23	23	100%
	3	5	5	100%	5	5	100%	4	3	75%	5	5	100%	19	18	95%
11	1	4	4	100%	2	2	100%	3	3	100%	4	4	100%	13	13	100%
	2	4	4	100%	3	3	100%	4	4	100%	2	2	100%	13	13	100%
	3	4	4	100%	2	2	100%	2	2	100%	4	4	100%	12	12	100%
	4	4	4	100%	4	4	100%	3	3	100%	4	4	100%	15	15	100%
Totals		87	78	90%	71	63	89%	78	67	86%	82	77	94%	318	285	90%

Mr. Desborough advised the early rounds of the County Cup competitions had impacted appointment levels on those weeks. The General Secretary suggested that perhaps the different age groups in the Bedfordshire County Cups could have their fixtures scheduled on different weekends to avoid putting additional pressure on the allocation system. Mr Desborough advised that he had considered the same option and had made the suggestion to the Competitions Committee for review for the 2016 / 17 season.

Mr Desborough also reported a number of issues with the tardiness of payments to referees following the completion of fixtures. The General Secretary advised that he would be looking to include a reminder of the guidelines for payment in his next update to clubs.

Thanks were recorded to Mr. Desborough for his continued hard work throughout the season.

The committee also held a discussion surrounding the possibility of changing from the current fee and expenses payment system for referees, to a fixed fee system. A growing number of reports had been received from clubs who believed that they were being overcharged by referees and upon investigation after the event, the reasons generally being given by referees was that they were getting confused with the payment system of other leagues. Mr Desborough advised that he had sent a communication to all referees to remind them of the correct charging levels for CYFL fixtures, but issues were continuing, which is frustrating to clubs and time consuming to try and resolve.

The committee agreed that the matter should be discussed further at the January Full Council Meeting and proposals from clubs regarding the level of the fixed fees would be welcomed from

member clubs as a basis for discussion. Any suggestions are to be sent to the General Secretary for collation.

b. Referee Liaison Officer Updates (Bob Leonard & Dave Billington)

Mr. Billington noted that there was still a lack of match reports being received from match referees. Mr Gee advised that he would contact officials to remind them of the importance of these forms being completed and submitted in a timely manner.

c. Team Sheets

The question surrounding the exchange of team sheets prior to kick off (involving teams and the match officials) was discussed. Clubs were reminded that team sheets are to be exchanged prior to the kick off (in accordance with league rule 8(B)) and a copy is to be provided to the match referee as well. The purpose of this is to assist the referee in the instance of any match based discipline during the game, so that he / she is aware of who is on the pitch at any one time.

5. Registrations Secretary (Kerry Hall & Pamela Johnson)

a. Registration Update (AM & PM)

Mrs. Hall and Mrs. Johnson reported the following registration position (as of 3rd December 2105):-

AM SECTION			PM SECTION	
Age Group	No. Registrations		Age Group	No. Registrations
Under 11	451		Under 14	577
Under 12	453		Under 15	466
Under 13	615		Under 16	443
			Under 17	235
			Under 18	290
TOTAL	1519		TOTAL	2011
COMBINED TOTAL		3530		

Clubs were again reminded of the following when processing registrations:-

- i. Ensure that they submitted a self-addressed stamped envelope if they wish the new cards to be posted back to them
- ii. Ensure that all cards are completed clearly and fully and the appropriate documentation is to be supplied at point of submission
- iii. To make appointments with the relevant Registration Secretary should they wish to drop off / pick up cards in person. Please note that some clubs have been sending representatives to make personal, unannounced visits at inappropriate time – gone 10pm. This is not acceptable and clubs were asked to remind their representatives that league business can be completed until 9pm and no later.
- iv. Transfers are NOT completed by the Registration Secretaries; all paperwork and cards relating to transfers should be submitted in accordance with the transfer guidelines, to the General Secretary.

Unfortunately a small number of clubs are failing to follow the above guidelines and as a result there are delays in processing both registrations and transfers – please can all clubs remind their managers and administrators of the above to assist in the smooth processing of any requests.

b. Match Report Administration / Processes

Mrs Hall and Mrs Johnson both advised that there had been no issues with the submission of team sheets by teams when requested to do so. Clubs were thanked for their assistance in this matter.

6. Treasurer (Jane Brown)

The Treasurer reported that once again the payment of fines by some clubs continues to be a problem, with payments not being made in a timely manner; as a result levies are being added to the fines with invoices being sent to those offending clubs. This is more costly, both in terms of time and postage, but appears to be the way that most clubs respond.

CLUBS ARE REMINDED THAT FINES ASSOCIATED WITH THESE MINUTES (FOUND WITHIN THE ACCOMPANYING CLUB DISCIPLINE SUMMARY SPREADSHEET ARE TO BE PAID WITHIN 14 DAYS OF THE DATE OF RECEIVING THESE MINUTES. PLEASE FORWARD PAYMENT DIRECTLY TO THE

7. Website (Pamela Johnson / Tony Gee)

Mrs Johnson and Mr Gee advised that additional banners relating to sponsorship had now been added to the website, linking straight through to the various sponsors websites. Additional information had also been added in relation to referees.

8. Child Welfare Officer (Tony Gee)

Nothing to report

9. Charter Standard League Update (Kerry Hall)

Mrs Hall advised that she was attending a meeting to represent the CYFL on Monday 11th January, at the Bedfordshire Football Association. It is hoped that this meeting will provide an update as to the Charter Standard scheme and Mrs Hall will report back to the committee following the meeting.

10. Sponsorship

Nothing to report

11. Sub-committees

1. Sub-committee – Discipline

a. Non-fulfilled Fixtures

The General Secretary confirmed that the following fixtures had not been fulfilled during the month of November. In accordance with league rules, the team highlighted in **yellow** had been charged with the non-fulfilment of the fixture. Details of the committee decision relating to these fixtures can be found within the accompanying Club Discipline Summary spreadsheet (see November tab highlighted in **red**).

8th November 2015

Under 17 Division 1 **Sandy Colts** V AFC Luton

15th November 2015

Under 17 Division 1 Leighton United Reds V **Brickhill Wanderers Athletic**
Under 14 Division 2 ASR Elite V **Sacred Heart Youth Hatters**

22nd November 2015

Under 18 Division 1 **Kempston Allstars** V EB Lions
Under 15 Division 1 Shenley Lions V **Westoning**

29th November 2015

Under 17 League Cup Crawley Green Youth Thistles V **Wootton Rangers**
Under 16 Division 3 EB Lions V **Crawley Green Youth Crusaders**
Under 16 Division 3 Caddington Youth V **Bedford United Forza**
Under 14 Division 3 **Bedford United Freestylers** V **Brickhill Wanderers**

b. Abandoned Fixtures

13th September 2015 Under 15, Div 2 **AFC Oakley M&DH Allstars V Luton Borough Youth**

Match abandoned following alleged misconduct by parents & spectators after incident between players. The General Secretary advised that the matter is still under review with the Bedfordshire Football Association; the committee agreed that they should wait until any ruling is received before making a decision about the status of the fixture

27th September 2015 Under 16, Plate AFC Kempston Rovers Colts Pumas V **Caddington Youth**

Match abandoned following alleged assault on referee by official associated with Caddington Youth. The General Secretary advised that the matter is still under review with the Bedfordshire Football Association; the committee agreed that they should wait until any ruling is received before making a decision about the status of the fixture

4th October 2015 Under 16, Div 1 Arlesey Town Youth V Luton Borough Youth

Match abandoned following an injury to one of the Arlesey Town Youth players; following review and discussion it was agreed that the game to be rescheduled as the game had not been played to a conclusion in accordance with The Laws of the Game.

c. Ineligible Players

The General Secretary confirmed that there had been reports relating to the following fixtures during the month of November. In accordance with league rules, the team highlighted in **yellow** had been charged with the fielding ineligible players in the fixture. Details of the committee decision relating to these matters can be found within the accompanying Club Discipline Summary spreadsheet.

8th November Under 14, Div 2 Dunstable Town Youth Blues V **Bushmead Rovers**
Bushmead Rovers unable to present player ID cards for inspection when requested by opposition

d. Suspended Players

Notice was given that **Arlesey Town Youth (Under 16)** fielded a player whilst under suspension. The matter has been dealt with by the Bedfordshire Football Association; no further action to be taken by the CYFL.

2. Sub-committee – Trophies

The General Secretary advised that Mr. Swain had been in contact with the existing supplier to obtain an up-to-date position statement regarding trophies and medals. A further update would be supplied in the New Year.

3. Sub-committee - Cup Finals

The General Secretary was asked to explore some options relating to the supply of catering for the Cup Final Super Sunday and report back to the committee at the next meeting.

Any Other Business

- Mr Billington asked whether the committee would consider presenting Mr. Brian Fleet with a memento for his contribution to the CYFL and also Youth Football, following his resignation from the management committee. This was discussed and the committee agreed that this would be appropriate and the Treasurer and Acting Chairman were asked to source an appropriate gift.
- A discussion took place amongst the committee regarding possible rule changes for the 2016 / 17 playing season. Although only a preliminary discussion, the following rules were considered for amendment and clubs are asked to consider these rules / provisional changes. Clubs are asked to submit any proposed alterations, in writing to the General Secretary by 31st January 2016 and a definitive set of amendments will be circulated by the General Secretary by 28th February 2016.
 - Rule 8 – fielding ineligible players – an increase in the level of fine associated with this offence
 - Rule 10 (M) – Free weeks – revert back to teams being able to request 3 free weeks instead of current System of only 1 free week and no fixtures scheduled on half terms
 - Rule 13 (E) – Referee Fees – adopt a fixed fee (inclusive of expenses) for referees instead of the current fee and expenses model. The levels of the fixed fee are to be discussed and aligned with other leagues.

Meeting Closed: 21.00

Date of Next Meeting: Tuesday 19th January 2016, 7.00pm, Bedfordshire Football Association