



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



MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 9th NOVEMBER
2015 AT 7.00 P.M. AT BEDFORDSHIRE FOOTBALL ASSOCIATION

PRESENT: Mr. P. Brown (Patron & Temporary Chairman), Mr. C.J. Davison (President & Temporary Vice-Chairman), Mr. T. Gee, , Mr. R. Shekle, Mr. V. Shekle, Mr. R. Leonard, Mrs. J. Brown, Mrs K. Hall, Mrs. P. Johnson and Mr. J. Brown (Secretary)

APOLOGIES: Mr. D. Billington and Mr. M. Desborough (Referee Liaison Officer, Bedfordshire Football Association)

MATTERS ARISING FROM PREVIOUS MINUTES:

A discussion took place regarding the correspondence and conjecture surrounding the Club Agreement issues that had occurred in October. The Chairman advised that the Club Agreement is part of The FA's Standard Code of Rules and it is incumbent upon ALL Leagues to have this in place. Clubs were reminded that the he CYFL did not make this up and as with all rules and such paperwork it is important everything is in place for when and in case something goes wrong. Unfortunately it is not possible for the club agreement to form part of the application process as the club agreement states that clubs will abide by the rules of the competition, which are not agreed until the league's AGM which is several weeks after the deadline for applications. The Chairman advised that the league have tried other ways of issuing the agreement but had comeback from clubs questioning how they could sign to say that they agree to abide by the rules when they have not had the latest issue. Hence the league could not ask clubs to sign the Agreement until August when the new Rulebook is issued. The Secretary acknowledged that he had been late in issuing the agreement to clubs, which is why additional time was given to clubs to complete and return the form. He recorded thanks to the 75% of the clubs who responded in a timely manner and expressed his disappointment that his regular updates to clubs appear not to have been read by clubs as details of the agreement and requested return were detailed in these updates.

The Chairman agreed that he would seek clarification from the Bedfordshire Football Association regarding the club agreement as feedback had been provided from a couple of clubs that other leagues do not have a Club Agreement in place. Feedback on this will be provided when received from the Bedfordshire Football Association.

OCTOBER 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**
- **Hertfordshire Football Association** re:- Whole Game System and discipline processes **NOTED;**
GENERAL SECRETARY CIRCULATED DETAILS TO ALL MEMBER CLUBS
- **Hertfordshire Football Association** re:- The FA's Concussion guidance **NOTED;**
GENERAL SECRETARY CIRCULATED DETAILS TO ALL MEMBER CLUBS
- **Mid Beds Tigers** re:- request to enter additional team **NOTED;**
GENERAL SECRETARY RESPONDED TO ADVISE THAT AT THIS STAGE OF THE SEASON IT WAS NOT POSSIBLE TO ADD AN ADDITIONAL TEAM TO THE CONSTITUTION
- **Various Clubs** re:- requests for free Sundays **NOTED;**
DETAILS PASSED TO FIXTURE SECRETARY FOR APPROVAL

- **Various Clubs** re:- correspondence relating to non-submission of Club Agreement Forms **NOTED**
- **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.co.uk
- **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 Clubs** re:- seeking clarification over transfer of players between teams within same club within same / different age groups **NOTED;**
GENERAL SECRETARY RESPONDED TO CONFIRM RULES RELATING TO THIS SITUATION
- **Various Clubs** re:- seeking advice relating to discipline systems and possible suspensions **NOTED;**
GENERAL SECRETARY RESPONDED AND REFERRED CORRESPONDENCE TO THE BEDFORDSHIRE FOOTBALL ASSOCIATION WHO ADMINISTER ALL MATCH BASED DISCIPLINE AND ASSOCIATED SANCTIONS
- **Leighton United** re:- thanks to Mr John Parkins and Mr Brian Fleet following resignation from CYFL committee **NOTED WITH THANKS**
- **Ricky Shekle** re:- details of incident whilst checking ID cards at recent fixture **NOTED; THIS MATTER WAS REFERRED TO THE BEDFORDSHIRE FOOTBALL ASSOCIATION FOR REVIEW AND THE CLUB INVOLVED WERE ALSO ASKED FOR THEIR COMMENTS IN RELATION TO THIS MATTER. PLEASE NOTE THAT THIS MATTER WAS DISCUSSED FURTHER AND MORE DETAILS CAN BE FOUND LATER IN THESE MINUTES**
- **Vic Shekle** re:- details of incident whilst checking ID cards at recent fixture **NOTED; THIS MATTER WAS REFERRED TO THE BEDFORDSHIRE FOOTBALL ASSOCIATION FOR REVIEW AND THE CLUB INVOLVED WERE ALSO ASKED FOR THEIR COMMENTS IN RELATION TO THIS MATTER. PLEASE NOTE THAT THIS MATTER WAS DISCUSSED FURTHER AND MORE DETAILS CAN BE FOUND LATER IN THESE MINUTES AFC**
- **Kempston Colts Rovers** re:- correspondence seeking clarification over Under 16 Division 2 and 3 constitution **NOTED; GENERAL SECRETARY RESPONDED TO CONFIRM DETAILS OF THE COMPETITION BEING HELD TO FORMULATE UNDER 16 DIVISIONS 2 AND 3 WHICH WERE CIRCULATED TO ALL MEMBER CLUBS PRIOR TO THE COMMENCEMENT OF THE SEASON**
- **Bedford Town FC Eagles (Under 15)** re:- correspondence relating to recent fixture V Luton Borough Youth **NOTED**
- **MBS Trophies** re:- interest in supplying trophies to CYFL **NOTED;**
GENERAL SECRETARY RESPONDED TO CONFIRM CURRENT ARRANGEMENTS
- **Shenley Lions (Under 15)** re:- notification of abandonment of Berks & Bucks County Cup fixture versus Willen due to injury to player **NOTED;**
BEST WISHES RECORDED FOR FULL AND SPEEDY RECOVERY OF INJURED PLAYER

- **Brunel University London** re:- request for information relating to mixed gender football **NOTED; GENERAL SECRETARY PROVIDED RESPONSE TO SURVEY**
- **Watling (Under 14)** re:- correspondence relating to recent fixture V Eynesbury Rovers **NOTED WITH THANKS**
- **AFC Dunstable (Under 18)** re:- positive feedback relating to performance of referee in recent fixture versus Kempston Allstars **NOTED WITH PLEASURE; CORRESPONDENCE FORWARDED TO BEDFORDSHIRE FOOTBALL ASSOCIATION TO FEEDBACK TO REFEREE**

REPORTS

1. Temporary Chairman (Peter Brown)

a. Pitch Walking & ID Cards

A general discussion took place regarding pitch walking by committee members and the checking of ID cards. It was agreed by all in attendance that these checks are invaluable and help to go towards maintaining the integrity of the competition.

Following an recent incident involving Mr. R. Shekle and Mr. V Shekle at a fixture where they were checking Registration ID cards a discussion took place concerning the specifics of the incident – at this point Mrs Hall left the room as the fixture in question involved Clapham Colts – and also ID card checking in general.

With regards to the specifics of the incident, the General Secretary advised that following reports from Mr. R. Shekle and Mr. V Shekle, the matter had been referred to the Bedfordshire Football Association and the Chairman had written to Clapham Colts to ask the club to provide their observations relating to the matter. The matter is to be reviewed further pending response from Clapham Colts.

At this point, Mrs Hall returned to the meeting.

With regards to the general nature of pitch walking and the checking of Registration ID cards, the committee agreed the following best practice guidelines should be adopted by committee members:-

- Prior to requesting to inspect any cards, CYFL Committee member to identify themselves to managers and present their ID card as proof of identity
- Request to be made to check ID cards either before the game commences, at half time or immediately at the end of the game. If requested to present their ID cards for inspection at any of these times, teams are to comply with this request as quickly as possible to minimise any disruption
- A log to be kept of the date of all checks

2. General Secretary (Jonathan Brown)

a. Team Withdrawals

Regrettably, since the last meeting, the following team has given notice of withdrawing from the CYFL:-

Luton United Under 15

The committee agreed that the above team should be fined £40, as per rule 14(B). 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 October:-

Transfer Number	Player Name	Current Club	Age Group	New Club	Age Group
1	Luke Pitts	Sacred Heart Youth Hatters	14	Totternhoe Youth Whites	14
2	Brennan Johnson	Atletico Europa	15	Bedford FC	15
3	Ben Higley	Sacred Heart Youth Hatters	14	Crawley Green Youth Blades	14
4	Joshua Duffy	Atletico Europa	12	Blunham Youth	12
5	Antonio Khan	Crawley Green Youth Falcons	15	Barton Rovers Youth	14
6	Samuel Spokes	Totternhoe Youth Reds	14	Dunstable Town Youth Whites	14

These transfers were approved and ratified by the Management Committee.

c. Match Delegates

The General Secretary advised that he had been sent a discussion document by the Bedfordshire Football Association in relation to a possible initiative relating to the RESPECT programme and the use of Match Delegates. The committee agreed that in principle they supported the move to explore the possibility of teams having match delegates in the Under 11, 12 and 13 age groups. Committee members were asked to review the documentation prior to the December committee meeting, in readiness for a further discussion.

The General Secretary advised that he had set up a follow up meeting with representatives from the Bedfordshire Football Association in December to discuss the matter further. It was agreed that the President would accompany the General Secretary to this meeting.

As part of the discussion, the RESPECT programme was discussed and it was not how many reports were being received from clubs and referees regarding the presence (or lack or presence) of RESPECT barriers. Clubs were reminded that as per Rule 10(B) they were required to use REPECT barriers / appropriate demarcation at each fixture. It was agreed to ask Mike Desborough to remind referees of their responsibilities in this area to submit reports if barriers are not used so that standards could be improved.

3. Fixture Secretary (Tony Gee)

a. Fixture Position By Division

Mr. Gee advised that all fixtures up until Christmas had been plotted in and could be found on the Full-time website. There had been a few issues with the County Cups (primarily for teams outside of Bedfordshire) and Mr. Gee recorded his thanks to those clubs who were notify him on a regular basis of their results and forthcoming fixtures.

Mr. Gee advised that following the completion of the Under 16 Plate Competition, he had been able to formulate the structure of Divisions 2 and 3 (along the lines of constitution correspondence circulated prior to the commencement of the playing season).

Mr. Gee advised that the first Under 11 mini season had nearly reached its conclusion and he was in the process of adjusting the divisional structure in preparation for the commencement of the second mini season. There would be some movement of teams between divisions to reflect results during the first mini season.

b. League Cup Draws

Mr. Gee advised that on the whole, League Cup and Lower League Cups would commence after Christmas, although some divisions will have earlier rounds scheduled prior to the Christmas break.

4. Referees

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

Mr Leonard reported that not all referees were submitting their RESPECT Match reports following their fixtures as he had some missing and was needing to chase their submission. It was agreed to ask Mike Desborough to remind referees of their responsibilities in this area as these reports were invaluable to understand any issues with discipline etc. so that standards could be improved.

b. Central Appointments System Update (Mike Desborough)

In Mr. Desborough's absence, the General Secretary supplied the committee with the following statistical update illustrating the referee coverage during October. Mr. Desborough had advised that there continued to be a lack of capacity of referees to officiate the games in the older age groups in the areas around Bedford. The Bedfordshire Football Association are looking to provide some age specific courses for referees to officiate in the CYFL in the Bedford area in the near future.

The Chairman recorded his thanks and also the thanks of the committee to Mr Desborough for his continued hard work. Sympathies were also recorded to those clubs who were struggling with the lack of referee appointments, with thanks for their continued support and understanding in this matter.

Age Group	Div	04.10.15			11.10.15			18.10.15			Totals		
		No Games	Refs	%	No Games	Refs	%	No Games	Refs	%	No Games	Refs	%
18	1	4	4	100%	0	0	#DIV/0!	4	4	100%	8	8	100%
	2	3	2	67%	1	1	100%	3	3	100%	7	6	86%
17	1	7	4	57%	7	5	71%	7	7	100%	21	16	76%
16	1	4	4	100%	4	3	75%	4	2	50%	12	9	75%
	2	7	6	86%	1	0	0%	5	5	100%	13	11	85%
	3	0	0	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!
15	1	3	3	100%	3	3	100%	3	1	33%	9	7	78%
	2	3	3	100%	3	1	33%	4	3	75%	10	7	70%
	3	5	4	80%	5	3	60%	5	4	80%	15	11	73%
14	1	6	4	67%	5	5	100%	6	5	83%	17	14	82%
	2	5	5	100%	0	0	#DIV/0!	6	5	83%	11	10	91%
	3	5	5	100%	1	1	100%	5	5	100%	11	11	100%
13	1	6	5	83%	5	5	100%	5	5	100%	16	15	94%
	2	5	5	100%	4	4	100%	3	3	100%	12	12	100%
	3N	4	4	100%	4	4	100%	3	3	100%	11	11	100%
	3S	4	4	100%	4	4	100%	4	4	100%	12	12	100%
12	1	4	4	100%	3	3	100%	4	4	100%	11	11	100%
	2	6	6	100%	6	6	100%	6	6	100%	18	18	100%
	3	6	6	100%	6	6	100%	3	3	100%	15	15	100%
11	1	4	4	100%	4	4	100%	4	4	100%	12	12	100%
	2	4	4	100%	4	4	100%	4	4	100%	12	12	100%
	3	4	4	100%	4	4	100%	4	4	100%	12	12	100%
	4	4	4	100%	4	4	100%	4	4	100%	12	12	100%
Totals		103	94	91%	78	70	90%	96	88	92%	277	252	91%

c. Team Sheets

Mrs. Hall raised the question about referees not taking team sheets from managers prior to kick off. When approaching referees, some were advising that they had been advised that they did not require the team sheets. Clubs are reminded that they are required to supply details of who is playing (i.e. submit white copy of team sheets prior to kick) to the referee. Again, the General Secretary was asked to approach Mr, Desborough to ask him to clarify the guidelines around this area.

5. Registrations Secretary (Kerry Hall & Pamela Johnson)

a. Registration Update (AM & PM)

Mrs. Hall and Mrs. Johnson reported the following registration position (as of 9th November 2105):-

AM SECTION			PM SECTION	
Age Group	No. Registrations		Age Group	No. Registrations
Under 11	445		Under 14	568
Under 12	447		Under 15	462
Under 13	605		Under 16	437
			Under 17	229
			Under 18	298
TOTAL	1497		TOTAL	1994
COMBINED TOTAL		3491		

Clubs were reminded 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.

b. Match Report Administration / Processes

Mrs. Hall and Mrs. Johnson advised that they were completing random checks of team sheets and clubs were reminded that they needed to keep copies of their team sheets and should present them to the league as and when requested.

6. Treasurer (Jane Brown)

The Treasurer reported that the first set of pitch fee invoices had now been received from the various Councils and were appropriate these were being forwarded onto those clubs using the pitches. Clubs were asked to respond to these invoices promptly.

The Treasurer also asked that member clubs be reminded that they needed to check the Club Discipline summary spreadsheet which is circulated with the meeting Minutes each month to note any relevant decisions and ensure any fines incurred are paid by the due date. Clubs are asked to ensure that they quote the relevant fine reference on the reverse of any cheque submitted.

7. Website (Pamela Johnson / Tony Gee)

The committee were advised that clubs were beginning to provide content for publishing on the site; banners were also now in place on the site for Genesis Sports (detailing offer to clubs and opportunity to click straight through to the Genesis Sports website).

8. Child Welfare Officer (Tony Gee)

Mr. Gee advised that all reports received had been forwarded to the Bedfordshire Football Association for review.

9. Charter Standard League Update (Kerry Hall)

Mrs. Hall advised that presently 17 clubs registered with the CYFL for the 2015 / 16 season did not hold Charter Standard status. From discussions with clubs, she believed that 7 clubs are in the process of completing their applications. It was agreed that Mrs. Hall would approach the remaining clubs to discuss the possibility of them applying and also to discuss what support was required / could be supplied by the CYFL / Bedfordshire Football Association to aid the application process.

The General Secretary advised that he had been approached by the Bedfordshire Football Association with regards to an opportunity for Bedfordshire Leagues to support Clubs achieve Charter Standard criteria. From the 2016 / 17 season, the criteria for clubs applying or maintaining their Charter Standard Status was to change and the Bedfordshire Football Association were looking to provide some specific weekend courses / workshops to support clubs. Various dates had been supplied and the committee agreed that they would find it difficult to support some of the dates provided during the season, however some dates in the closed season looked more favourable. The General Secretary was asked to confirm these details with the Bedfordshire Football Association.

10. Sponsorship

a. Lockwood & Davison

The President advised that he had made a formal approach to the league with regards to the possibility of sponsoring the CYFL 2016 Cup Final Super Sunday. Having discussed the details of the offer, the committee agreed to accept the offer with thanks. It was agreed that appropriate documentation should be drawn up to reflect this offer.

b. KLM

Pamela Johnson advised that she had been in discussion with a company called KLM who had expressed an interest in supplying trophies to the league. The committee discussed the offer and it was agreed that further discussions should be held in the future as the league has already secured medals and trophies for the 2015 / 16 season (part of a 2 year deal secured in 2014). Mrs. Johnson also advised that KLM had made a formal approach to the league with regards to the possibility of sponsoring the CYFL 2016 Under 17 and Under 18 Cup Finals. Having discussed the details of the offer, the committee agreed to accept the offer with thanks. It was agreed that appropriate documentation should be drawn up to reflect this offer.

c. Wicked Wrapping Paper

The General Secretary advised that he had been approached by Wicked Wrapping Paper regarding the possibility of a link up with CYFL clubs. The committee reviewed the approach and while it was

agreed not to pursue any link up, the General Secretary was asked to forward the details to member clubs who could approach Wicked Wrapping Paper directly if they so wished.

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 October. 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.

4th October 2015

Under 15 Division 1 Shenley Lions V **Luton United**

11th October 2015

Nothing to report

18th October 2015

Under 15 Division 2 Sandy Colts V **Luton United**
Under 15 Division 2 Crawley Green Youth Kites V **Barton Rovers**

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; decision pending

c. Ineligible Players

The General Secretary confirmed that there had been reports relating to the following fixtures during the month of October. 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.

11th October Under 14, Div 1 Watling V **Blunham Youth**

Blunham Youth unable to present player ID cards for inspection when requested by member of CYFL Committee

18th October Under 14, Div 2 Sundon Athletic V **Bushmead Rovers**

Bushmead Rovers charged with fielding an ineligible player during the above fixture

2. Sub-committee – Trophies

General Secretary confirmed that he had spoken with Keith Swain (Vice President) who had agreed to act as Trophy Co-ordinator for the season. Mr. Swain to contact supplier and confirm current stock status and advise further.

3. Sub-committee - Cup Finals

The committee agreed that discussions surrounding the logistics of the Cup Finals should be deferred until a later date – date TBC.

Any Other Business

1. Mr. Leonard asked for the committee to consider holding an invitation evening to match officials who are appointed to one of the CYFL Cup Finals. This would allow officials to meet with each other and build up a rapport ahead of the day as well as allowing the Committee to discuss plans and expectations for the day. An additional benefit would be to make the session a practical event to address some best practice surrounding acting as an assistant referee. The committee agreed that this was a beneficial suggestion; in his role as a Licensed FA Referee Tutor, the General Secretary advised that he would discuss the whole are of Cup Final Appointments with the Bedfordshire Football Association and that he would be prepared to host the evening and to run the practical sessions.

2. Mr. R. Shekle advised that whilst pitch walking and checking Registration ID cards, he had been approached by a number of people concerned about photography at matches. Following a discussion amongst the committee, clubs were reminded of the guidance supplied by The FA on this area, which can be found on pages 90, 91 and 92 of the CYFL handbook.

Meeting Closed: 21.55

Date of Next Meeting: Thursday 3rd December, 7.00pm, Bedfordshire Football Association