



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



MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY 19th JANUARY
2016 AT 7.00 P.M. AT BEDFORDSHIRE FOOTBALL ASSOCIATION

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

APOLOGIES: Mr. R. Leonard, Mr. V. Shekle and Mr. M. Desborough (Referee Liaison Officer, Bedfordshire Football Association)

MINUTES OF PREVIOUS MEETING: The minutes were approved as a true record of the last Committee Meeting

MATTERS ARISING FROM PREVIOUS MINUTES:

- **AFC Oakley M&DH Allstars** re:- correspondence received relating to abandoned fixture V Luton Borough Youth **NOTED;**
CORRESPONDENCE HAS BEEN RECEIVED FROM AFC OAKLEY REGARDING THE SCHEDULING OF REVERSE FIXTURE VERSUS LUTON BOROUGH YOUTH. AFC OAKLEY ARE CONCERNED ABOUT THE SCHEDULING OF THE FIXTURE. THE COMMITTEE AGREED TO CONTINUE TO MONITOR THE SITUATION AND REVIEW FOLLOWING FURTHER INFORMATION FROM THE BEDFORDSHIRE FOOTBALL ASSOCIATION. HOWEVER IT WAS AGREED THAT THE NEXT FIXTURE BETWEEN THE TWO TEAMS, SCHEDULED FOR SUNDAY 7th FEBRUARY SHOULD GO AHEAD AS PLANNED. THE BEDFORDSHIRE FOOTBALL ASSOCIATION WERE ASKED TO APPOINTMENT AN APPROPRIATE OFFICIAL AND THE CYFL AGREED TO ARRANGE FOR A COMMITTEE MEMBER TO ATTEND THE FIXTURE AS AN OBSERVER
- **Blunham Youth** re:- appeal into CYFL decision relating to presentation of ID cards on match day **NOTED;**
MATTER CHASED WITH BEDFORDSHIRE FOOTBALL ASSOCIATION. AWAITING A RESPONSE TO SEE IF APPEAL SUBMITTED IN ACCORDANCE WITH LEAGUE RULES.
- **Clapham Colts / Ricky / Victor Shekle** re:- update relating to previous correspondence **NOTED;**
FOLLOWING A FURTHER REVIEW OF CORRESPONDENCE RECEIVED FROM CLAPHAM COLTS, MR. RICKY SHEKLE AGREED TO ACCEPT THE APOLOGY RECEIVED. UNFORTUNATELY MR. V. SHEKLE WAS NOT IN ATTENDANCE AT THE MEETING SO MR. R. SHEKLE AGREED TO PASS CORRESPONDENCE ONTO HIS BROTHER FOR FURTHER REVIEW

DECEMBER 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;**
GENERAL SECRETARY PROVIDED RESPONSE TO BEDFORDSHIRE FOOTBALL ASSOCIATION WITH OBSERVATIONS OF CYFL COMMITTEE TO PROPOSED CHANGES
- 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;**
CLUBS ARE REMINDED THAT IT IS THE RESPONSIBILITY OF THE HOME TEAM TO CONFIRM FIXTURES WITH APPOINTED REFEREES BY 9PM ON THE TUESDAY PRIOR TO THE SUNDAY AND ALSO TO ENSURE THAT IF THE DETAILS OF THE GAME SHOULD CHANGE OR THAT THE GAME IS POSTPONED THAT THEY NOTIFY THE REFEREE IN A TIMELY MANNER
- EB Lions** re:- query over fines **NOTED;**
GENERAL SECRETARY RESPONDED TO PROVIDE SUPPORT AND ASSISTANCE TO CLUB
- Shenley FC (Under 15)** re:- observations relating to forthcoming fixture scheduling **NOTED WITH THANKS; FIXTURE SECRETARY TO REVIEW OBSERVATIONS SUPPLIED**
- Dunstable Town Youth** re:- correspondence relating to payment of referees; proposal for payment schedule (fee and expenses combined in flat fee) **NOTED WITH THANKS; DETAILS OF PROPOSAL AS FOLLOWS:-**

Age Groups	Current	Proposed
Under 11 & 12	£13 + Expenses	£16
Under 13 & 14	£15 + Expenses	£18
Under 15 & 16	£18 + Expenses	£22
Under 17 & 18	£20 + Expenses	£25

THE COMMITTEE DISCUSSED THE PROPOSAL AND IT WAS AGREED TO RAISE THE SUBJECT AT THE FORTHCOMING FULL COUNCIL MEETING AND ASK CLUBS TO SUBMIT THEIR OWN OBSERVATIONS AND SUGGESTIONS SO THAT THESE COULD BE INCORPORATED INTO A POSSIBLE RULE AMENDMENT PROPOSAL

- Leighton United (Under 12 Blues)** re:- observations relating to incident at conclusion of recent fixture versus AFC Kempston Rovers Colts Tigers **NOTED;**
GENERAL SECRETARY WROTE TO AFC KEMPSTON ROVERS COLTS TO ASK FOR OBSERVATIONS
- AFC Kempston Rovers Colts Tigers (Under 12)** re:- observations relating to incident at conclusion of recent fixture versus Leighton United Blues **NOTED WITH THANKS FOR SPEEDY, FULL AND FRANK RESPONSE TO THE ALLEGATIONS MADE**

SUMMARY NOTE: HAVING REVIEWED CORRESPONDENCE RECEIVED AND THE ACTIONS TAKEN BY BOTH CLUBS, THE COMMITTEE DECIDED THAT THE MATTER WAS CLOSED. BOTH CLUBS THANKED FOR THEIR PRO-ACTIVE ACTIONS TO DEAL WITH THE SITUATION

- **Blunham Youth** re:- observations relating to the role of non-qualified officials in matches **NOTED WITH THANKS; CORRESPONDENCE FORWARDED TO ALAN YOUNG (BEDFORDSHIRE FOOTBALL ASSOCIATION) FOR FURTHER REVIEW. GENERAL SECRETARY RESPONDED TO CONFIRM CYFL RULES SURROUNDING OBSERVATIONS**
- **Leighton United (Under 12 Blues)** re:- query concerning kick off times **NOTED; GENERAL SECRETARY RESPONDED TO CLARIFY LEAGUE POSITION**
- **Houghton Athletic (Under 17)** re:- notification of withdrawal of team from CYFL with immediate effect **NOTED; FIXTURE SECRETARY TO ADJUST LEAGUE TABLE AND FIXTURES ACCORDINGLY**
- **Dunstable Town Youth (Under 12 Blues)** re:- notification of withdrawal of team from CYFL with immediate effect **NOTED; FIXTURE SECRETARY TO ADJUST LEAGUE TABLE AND FIXTURES ACCORDINGLY**
- **The Football Association** re:- notice of results of recent Grassroots Football Survey **NOTED**
- **Meltis Corinthians (Under 12)** re:- observations relating to the production of ID cards and team sheet in recent fixture V Leighton United Blues **NOTED; GENERAL SECRETARY CONTACTED LEIGHTON UNITED TO REMIND THEM OF RESPONSIBILITY TO PRESENT ID CARDS FOR INSPECTION WHEN REQUESTED**

REPORTS

1. Acting Chairman (Peter Brown)

Nothing to report

2. General Secretary (Jonathan Brown)

a. Team Withdrawals

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

Houghton Athletic (Under 17)
Dunstable Town Youth Blues (Under 12)

The committee agreed that the above teams should be fined £40, as per rule 14(B); both clubs asked to return ID cards to relevant Registration Secretary so that players could be de-registered to allow them to register for alternative teams should they wish. The records of both teams to be expunged as both teams had played less than 50% of their league fixtures. Fixture Secretary to adjust fixtures and constitution of affected divisions.

b. Transfers

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

Transfer Number	Player Name	Current Club	Age Group	New Club	Age Group
17	Alec Greene	Dunstable Town Youth Blues	14	Totternhoe Youth Whites	14
18	Cameron Francis	AFC Dunstable Blues	13	Leighton Town Youth	13
19	Dylan Coupe	Leighton United	13	Dunstable Town Youth	13

c. Match Delegates

The General Secretary advised that further to discussions at the past couple of committee meetings, he and Chris Davison met with Sarah Da Costa on 12th December to discuss the RESPECT programme and the possible introduction of Match Delegates. The meeting was positive and in principle, agreement was reached to trial the concept of Match Delegates in the Under 11 and Under

12 age groups from the start of the 2016 / 17 season, with a view to possibly rolling out further depending upon the results of the pilot scheme.

Sarah Da Costa and Alan Young are going to attend out Full Council Meeting on Monday 25th January and address the clubs and explain the concept and the role of the match delegates.

d. Young Volunteers (Beds FA Initiative)

The General Secretary advised that he had received correspondence from the Bedfordshire Football Association regarding a proposed initiative involving the Youth Council to provide voluntary assistance for Charter Standard Leagues. The committee agreed that they would like to support this proposal and the General Secretary was asked to contact the Bedfordshire Football Association to discuss the next steps.

3. Fixture Secretary (Tony Gee)

a. Fixture Position By Division

Mr. Gee advised that owing to the Christmas / New Year break and some inclement weather, there had not been many fixtures played since the last committee meeting in December. This had resulted in a impact primarily on the cup fixtures, which required re-scheduling accordingly, as opposed to the league fixtures. Mr. Gee did raise potential concerns about the possibility of Under 15 Division 2 finishing their playing season early and also discussed possible additional games for the Under 11 age group. The committee agreed that they would review these age groups / divisions at the next committee meeting (February).

b. League Cup Draws

Mr. Gee advised that all cup draws had not been made and the majority of competitions had now commenced; however as reference above, the weather had curtailed some of the early rounds / games and these fixtures would be re-scheduled, possibly taking priority over league games initially.

4. Referees

a. Cup Final Appointments

Lengthy discussions took place regarding the appointment of Cup Final referees. From previous experience, it was becoming harder and harder to appoint officials, with some officials requesting payment for their appointment, which was moving away from the convention that a Cup Final appointment was a privilege and honour as recognition for hard work and performances during the season. Various views were discussed and it was agreed that for this season's appointments, the existing arrangements would remain in place.

The committee agreed that they should ask Mike Desborough to prepare a list of proposed officials (based around availability, performance, correspondence during the season) that the committee could discuss at the next committee meeting to confirm appointments.

b. Central Appointments System Update (Mike Desborough)

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

	Current	Refs	%
PM	555	465	84%
AM	555	551	99%
TOTAL	1110	1016	92%
By Month (PM)			
Month	Games	Refs	%
Sep	142	128	90%
Oct	134	110	82%
Nov	170	139	82%
Dec	109	88	81%
Total	555	465	84%
By Month (AM)			
Month	Games	Refs	%
Sep	140	139	99%
Oct	143	142	99%
Nov	148	146	99%
Dec	124	124	100%
Total	555	551	99%

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

Age Group	Div	06.12.15			13.12.15			20.12.15			TOTALS		
		No Games	Refs	%	No Games	Refs	%	No Games	Refs	%	No Games	Refs	%
18	1	4	1	25%	3	2	67%	2	2	100%	9	5	56%
	2	0	0	#DIV/0!	2	2	100%	1	1	100%	3	3	100%
17	1	7	4	57%	3	3	100%	5	5	100%	15	12	80%
16	1	0	0	#DIV/0!	3	3	100%	4	4	100%	7	7	100%
	2	3	0	0%	1	0	0%	3	3	100%	7	3	43%
	3	4	1	25%	4	3	75%	3	3	100%	11	7	64%
15	1	3	2	67%	1	1	100%	3	3	100%	7	6	86%
	2	3	3	100%	3	3	100%	2	2	100%	8	8	100%
14	3	5	3	60%	2	2	100%	4	3	75%	11	8	73%
	1	0	0	#DIV/0!	4	4	100%	4	2	50%	8	6	75%
	2	4	4	100%	3	3	100%	4	4	100%	11	11	100%
13	3	5	5	100%	3	3	100%	4	4	100%	12	12	100%
	1	6	6	100%	3	3	100%	6	6	100%	15	15	100%
	2	4	4	100%	3	3	100%	4	4	100%	11	11	100%
12	3N	2	2	100%	3	3	100%	3	3	100%	8	8	100%
	3S	1	1	100%	4	4	100%	4	4	100%	9	9	100%
	1	4	4	100%	3	3	100%	4	4	100%	11	11	100%
11	2	6	6	100%	5	5	100%	4	4	100%	15	15	100%
	3	6	6	100%	5	5	100%	5	5	100%	16	16	100%
	1	5	5	100%	4	4	100%	3	3	100%	12	12	100%
10	2	3	3	100%	3	3	100%	3	3	100%	9	9	100%
	3	4	4	100%	4	4	100%	2	2	100%	10	10	100%
	4	2	2	100%	3	3	100%	3	3	100%	8	8	100%
	Totals	81	66	81%	72	69	96%	80	77	96%	233	212	91%

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

No issues to report

d. **County Cup Semi-Finals**

The General Secretary advised that committee that Mr Desborough had requested that Bedfordshire County Cup Semi-Finals be scheduled on separate playing Sundays, as opposed to all be scheduled on the same day as in previous seasons. This suggestion had been accepted, which would aid the coverage of referees on these dates. The committee expressed their thanks for this development.

5. **Registrations Secretary (Kerry Hall & Pamela Johnson)**

a. **Registration Update (AM & PM)**

Mrs. Hall and Mrs. Johnson reported the following registration position (as of 19th January 2016):-

AM SECTION			PM SECTION	
Age Group	No. Registrations		Age Group	No. Registrations
Under 11	455		Under 14	587
Under 12	446		Under 15	473
Under 13	624		Under 16	445
			Under 17	225
			Under 18	290
TOTAL	1525		TOTAL	2020
COMBINED TOTAL		3545		

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

Nothing to report

6. Treasurer (Jane Brown)

Unfortunately the Treasurer reported that a number of clubs were still not paying their pitch fees and fines on a timely basis. This was resulting in an increased amount of work to try and reclaim these monies and also additional expense for clubs with levies being added.

Clubs are reminded that the schedule of fines are to be found within the separate spreadsheet that is circulated with these minutes and that they are to review the tabs within the spreadsheet that are highlighted **red**.

Fines are to be paid directly to the Treasurer within 14 days of receipt of these minutes to avoid further action. Payment can be made either by cheque – made payable to the Chiltern Youth Football League – or via BACS. Details of the league bank account can be obtained either from the Treasurer or General Secretary if clubs wish to use this method.

Unfortunately a number of clubs owed sums of monies that put them at risk of being disqualified from playing fixtures within the CYFL. These clubs have been contacted and provided with deadlines for payments to be made before disqualification is enforced.

The committee agreed that in instances where clubs were placed under suspension by the Bedfordshire Football Association as a result of monies owed or were advised of outstanding monies owed to the CYFL, notice would be given that if these monies were not paid by 6pm on the Tuesday preceding the Sunday, would be disqualified from playing fixtures and fixtures would be cancelled until the monies are paid in full.

7. Website (Pamela Johnson / Tony Gee)

Mrs. Johnson reported that there continued to be an encouraging number of visitors to the league's website and she continued to update the content on a regular basis. A number of adverts for players had been received from clubs, with positive feedback being received from clubs who had been assisted in finding and registering some new players via this channel. An increasing number of adverts for summer tournaments had been received and these were being uploaded to the website on a regular basis.

8. Child Welfare Officer (Tony Gee)

Nothing to report

9. Charter Standard League Update (Kerry Hall)

Mrs Hall reported that owing to work commitments she had been unable to attend the recent Charter Standard meeting at the Bedfordshire Football Association. However she had booked a separate meeting with representatives from the Bedfordshire Football Association to discuss next steps and proposed to update the committee at the next meeting.

10. Sponsorship

Mr. Davison reported that he was working to try and obtain additional sponsorship for the forthcoming Cup Finals. Further updates are to be provided in due course.

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 December. 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 December tab highlighted in **red**).

6th December 2015

Under 17 Division 1	Sandy Colts	V	AFC Shillington
Under 13 Division 2	Eastcotts Blues	V	Caddington Youth
Under 12 Division 2	Luton Tigers	V	Dunstable Town Youth Blues
Under 12 Division 3	Markyate Youth	V	Westoning
Under 11 Division B	Luton United	V	Atletico Europa

13th December 2015

Under 17 Division 1	Wootton Rangers	V	Sandy Colts
Under 17 Division 1	Luton Borough Youth	V	Brickhill Wanderers Giants
Under 12 Division 3	Mid Beds Tigers Whites	V	Westoning
Under 12 Division 1	AFC Kempston Rovers Colts Lions	V	AFC Dunstable

20th December 2015

Under 18 Division 2	St Joseph Youth	V	Caddington Youth
Under 18 Division 2	Sundon Athletic	V	AFC Kempston Rovers
Under 17 Division 1	Wootton Rangers	V	AFC Shillington
Under 16 Division 3	Crawley Green Youth Crusaders	V	Bedford United Forza
Under 15 Division 2	Totternhoe Youth	V	Luton Borough Youth Whites
Under 12 Division 3	Westoning	V	Clapham Colts

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. Following disciplinary hearings, The FA had found that the charges were proven and Caddington Youth were found guilty of causing the abandonment of the fixture. The committee agreed that in the circumstances, the sanctions issued by The FA were sufficient and owing to the fact that the Under 16 Plate competition had now progressed, no further action is to be taken.

c. Ineligible Players

The General Secretary confirmed that there had been reports relating to the following fixtures during the month of December. 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. (see tab highlighted in **red**).

20th December 2015 Under 13, Div 3 South, Dunstable Town Youth Whites V **Dunstable Town**
Dunstable Town field un-registered player during the above fixture

2. Sub-committee – Trophies

No further update available.

3. Sub-committee - Cup Finals

The General Secretary advised that he had been in contact with a photography company to arrange booking for the Cup Final Super Sunday and was awaiting final confirmation of the booking. Plans were also in place regarding the refreshments for the day and it was hoped that these would be confirmed by the February committee meeting.

Any Other Business

- The committee discussed the increasing number of issues associated with Bushmead Rovers (Under 14) and it was agreed to request a meeting with the club Chairman and Secretary to discuss these issues further, with

the intention to hold a Special General Meeting to expel the team from the league. The General Secretary was asked to contact the club and to arrange the meeting.

POST MEETING NOTE:- When contacting the club, the General Secretary was advised that the club themselves had decided to withdraw the team from the CYFL. The appropriate adjustments to the constitution would be actioned following the ratification of this withdrawal at the February committee meeting.

Meeting Closed: 21.04

Date of Next Meeting: Thursday 11th February 2016, 7.00pm, Bedfordshire Football Association

Dates for the 2016 Diary:

Monday 25th January	Full Council Meeting - County Lounge, Bedfordshire Football Association
Thursday 11th February	Committee Meeting - Board Room, Bedfordshire Football Association
Monday 7th March	Committee Meeting - Board Room, Bedfordshire Football Association
Thursday 7th April	Committee Meeting - Board Room, Bedfordshire Football Association
Sunday 17th April	Under 17 and Under 18 League Cup Finals - Shefford & Campton Town FC
Sunday 15th May	Cup Final Super Sunday - Barton Playing Fields
Monday 20th June	AGM - County Lounge, Bedfordshire Football Association