



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



MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON THURSDAY 11th JUNE 2015
AT 7.30 P.M. AT BEDFORDSHIRE FOOTBALL ASSOCIATION

PRESENT: Mr. B. Fleet (Vice Chairman), Mr. T. Gee, Mrs. J. Brown, Mr. R. Leonard, Mr. R. Shekle, Mr. V. Shekle, Mr. J. Parkins, Mr. J. Brown (Secretary), Mr. P. Brown (Patron)

Also present: Mrs. K. Hall and Mrs. P. Johnson

APOLOGIES: Mr. K. Swain (Chairman), Mr. M. McConkey, Mr. D. Haywood, Mr. D. Billington and Mr. C.J. Davison (President)

MATTERS OUTSTANDING FROM END OF 2014 / 15 SEASON

- **Luton Allstars V Bushmead Rovers** re:- abandonment of Under 11 Cup tie between the two sides
NOTED; THE GENERAL SECRETARY ADVISED THAT THE MATTER HAD BEEN ACTIONED AND RESOLVED AS APPROPRIATE BY THE BEDFORDSHIRE FOOTBALL ASSOCIATION

MAY CORRESPONDENCE:-

- **Bedfordshire Football Association** re:- minutes of various meetings **NOTED**
- **Bedfordshire Football Association** re:- discipline reports **NOTED**
- **Bedfordshire Football Association** re:- Proposed County Cup Schedules and Fixtures **NOTED**
- **Bedfordshire Football Association** re:- update regarding Central Appointments system **NOTED**
- **Bedfordshire Football Association** re:- affiliation updates **NOTED**
- **Various Clubs** re:- thanks recorded to CYFL committee for time and effort in organising Cup Final Super Sunday **NOTED WITH THANKS**
- **Various Clubs** re:- thanks recorded to CYFL committee for time and effort in running the league during the season **NOTED WITH THANKS**
- **Meltis Corinthians FC** re:- concerns over trials and illegal approaches to players **NOTED; GEN. SEC. RESPONDED, REFERRING THE DETAILS ONTO THE BEDFORDSHIRE FOOTBALL ASSOCIATION FOR CLARIFICATION AND FURTHER REVIEW**
- **Various** re:- notification of forthcoming summer tournament **NOTED**

The Chairman had submitted a report in which he thanked the committee for their hard work in bringing the 2014 / 15 season to a successful conclusion especially considering the challenges that had been faced with the referee appointments in the early part of the season and the weather in January and February. The Chairman also noted that attempts had still been made to provide additional fixtures and alternative competitions where possible and thanked everyone for the additional work that was necessary to facilitate the additional competitions. Thanks were also recorded to the committee for organising a very successful and enjoyable Cup Final Super Sunday at Barton Playing Fields. The Chairman wished the committee well following his resignation from the post and his move to Suffolk.

The committee recorded their thanks to Mr. Swain for his hard work and dedication to the CYFL over a number of years, where he had held a number of positions. It was agreed that Mr. Swain should be offered the position as Vice President of the CYFL as recognition for his service.

POST MEETING NOTE:- Having been contacted by the General Secretary to be advised of the committee's intentions, Mr. Swain accepted saying that he was honoured to be offered the position.

Thanks were also recorded to both Mr. D. Haywood and Mr. M. McConkey who had both tendered their resignation from the committee as of the end of the season. Both had been valued members of the management committee over a number of seasons in a number of different roles.

The General Secretary explained that he had prepared an End of Season discussion report, aimed at highlighting areas for development for the future of the league. It was agreed that this document would form the basis of discussion for the meeting.

HON. GEN. SECRETARY END OF SEASON REPORT

Summary

The 2014 / 15 season has been another challenging season. The initial issues surrounded the introduction of the Central Appointments System by the Bedfordshire Football Association, with the lack of planned strategy and communication in the early months of the season proving to be a daily strain on league operations. However following the appointment of Mike Desborough to the role of Referee Liaison Officer in November, improvements were made in all areas and by the end of the season, the coverage of matches had almost recovered to the level achieved the previous season by the CYFL volunteers. The weather proved problematic with a number of games being postponed during the months of January and February. However, the season was brought to a satisfactory conclusion by the designated last day of the season – Sunday 10 May. The mini season format at the Under 11 age group continued to be well received, while the addition of subsidiary competitions did not prove as successful as had been hoped. There had been mixed reviews about the implementation of the non-fixtures over the school half term holidays in October / November and February.

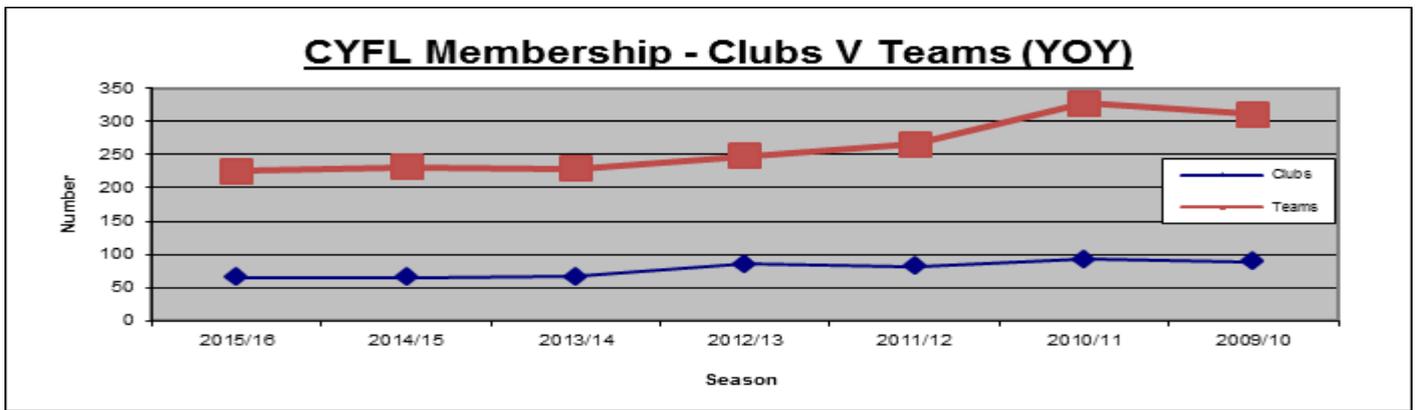
2015 / 2016 Applications

The application numbers as of 11/06/15 are as follows = **68** Clubs (3% increase from previous season)
231 Teams (Flat YOY)
3.40 teams per club (average)

Summary						
Age Group	No. Teams	% Split	No. Divisions			
Under 18	13	6%	1	PM	55%	
Under 17	21	9%	2			
Under 16	27	11%	2			
Under 15	32	14%	3			
Under 14	34	15%	3			
Under 13 (11v11)	33	14%	3	AM	45%	
Under 13 (9v9)	7	3%	1			
Under 12	32	14%	3			
Under 11	32	14%	4			
	231	100%	22			

At start of 2013 / 14 season, numbers were as follows = **65** Clubs
231 Teams
3.55 teams per club (average)

As illustrated below, the trend in terms of numbers has been downwards, certainly in terms of numbers of teams, although encouragingly the number of clubs entering has actually remained static this season. There appears to be a continued decrease in the number of teams playing at the Under 16 and above age groups (now accounts for only 26% of the overall membership of the league. The reduction in numbers is consistent with challenges being felt by other leagues (and certainly in the overall reduction in adult 11v11 football). Other factors which may be influencing the reduction in numbers at the Under 16 and above age groups include the introduction of the Under 20 / 21 leagues and also a belief that the Eastern Junior Alliance allegedly offers a more competitive standard of football.



Withdrawals / Club not Re-registered

As of the time of the meeting, no clubs have formally resigned from the CYFL and the following clubs had not submitted an application for the 2015 / 16 season having been registered during the 2014 / 15 season. The General Secretary advised that several chases had been made with these clubs:-

- AC Dunstable Rovers FC
- Bedford Boys FC
- Bushmead Rovers FC
- Maulden Magpies FC
- Newman Sixth FC
- Selsey Rovers FC
- St Margarets Club Team FC

POST MEETING NOTE:- AC Dunstable Rovers and Selsey Rovers made contact with the General Secretary the day after the meeting and their applications to join the league were accepted

New Clubs Entering CYFL

The following new clubs had submitted applications to join the CYFL for the 2015 / 16 season and had been invited to meet the committee prior to the AGM as part of the application process. Formal acceptance would be completed by the other member clubs at the AGM.

- Bucks CC FC
- Eynesbury Rovers FC
- Luton Tigers FC
- MK Wanderers FC
- Sharnbrook FC
- Sundon Park Rangers FC
- Two Mile Ash FC
- Wootton Village FC

Constitution of Divisions

The General Secretary advised that details of the applications had been passed to the Fixture Secretary for review who is going to draft a proposed constitution is readiness for the AGM on 22nd June.

9v9 Mini Seasons (Under 11)

This format was introduced at the start of the 2013 / 14 season at the Under 11 age group, with 5 divisions set up and each division playing 3 mini seasons. This format allowed for the fluid movement of teams between divisions at the end of each mini-season, meaning that teams were able to play competitive fixtures against teams of their standard throughout the season. Alongside these divisional competitions, league and lower league cup competitions were competed for. On the whole this style of format seems to have been well received. Constructive feedback has been received relating to the number of games that across the whole season some teams played (i.e. not enough) and also the number of gaps in the fixture list. In view of this feedback, only 4 divisions were implemented during the 2014 / 15 season and this seemed to work better.

However it was noted from the start of the 2015 / 16 season, Under 11 football is deemed by The FA to be non-competitive, so results and league tables cannot be published. It was agreed that the committee would need to review how this age group would operate as this is to be the first time that non-competitive football has been organised with the CYFL. The Patron offered to contact the Bedfordshire Football Association and obtain an update on best practice in this area and also to understand how other leagues in the county are operating this type of format.

Under 13 Split Format

Having operated a split format in the Under 13 age group during the 2014 / 15 season, with a rough 66% / 33% split in favour of the 11v11 format, it would appear that there has been an even greater move by teams towards the 11v11 format. Initial applications for the 2015 / 16 season suggest that the split now stands at 82% / 18% in favour of the 11v11 format. The committee agreed to assess the viability of running a split format going forwards, with a view to possibly reverting back to an 11v11 format at the Under 13 age group from the start of the 2016 / 17 season.

Committee Structure (Roles & Responsibilities)

➤ **Chairman**

Following the resignation of Mr Swain, a vacancy had occurred for a new Chairman. Mr. J.Parkins offered to stand as Chairman and this invitation was gladly accepted by the committee. Formal adoption would be made by the member clubs at the forthcoming AGM

➤ **Vice Chairman**

Following the previously advised resignation of Mr Fleet, a vacancy had occurred for a new Vice-Chairman. It was noted previously that Mr Fleet had agreed to remain as committee member. However, Mr. Fleet agreed to stand for a further year as Vice Chairman. This invitation was gladly accepted by the committee. Formal adoption would be made by the member clubs at the forthcoming AGM

➤ **Registration Secretary**

Following the resignation of Mr Swain, a vacancy had occurred for a new Registration Secretary. Two volunteers had offered their services to the league and as such it was decided to split the role between Mrs. Pamela Johnson and Mrs. Kerry Hall. Mrs. Johnson is to act as AM Registration Secretary and Mrs. Hall is to act as PM Registration Secretary. Both were welcomed to the committee and thanked for the offer of their services. The General Secretary advised that he had met with both Mrs. Johnson and Mrs. Hall prior to the meeting to explain the roles and expectations. Formal adoption would be made by the member clubs at the forthcoming AGM

➤ **Webmaster**

Following the resignation of Mr McConkey, a vacancy had occurred for a new Webmaster. For the interim period, Mr. Gee advised that he would administer the website, although longer term Mrs. Johnson advised that she may be able to assist.

➤ **League Development Officer**

Following the resignation of Mr Haywood, a vacancy had occurred for a new League Development Officer. It was agreed that at present this role would remain vacant.

Registration Evenings (pre-season)

The committee agreed to continue with the Registration Evening concept, where clubs were able to attend and lodge the registrations for their players. The following dates and venues were agreed and booked, with clubs being invited to attend between 7pm and 9pm to register their players.

- | | |
|-------------|--|
| ▪ 9 July | Board Room, Bedfordshire Football Association, Dunstable |
| ▪ 16 July | Doug Jack Suite, AFC Kempston Rovers |
| ▪ 4 August | Shefford & Campton Town FC, Shefford |
| ▪ 13 August | Board Room, Bedfordshire Football Association, Dunstable |

CYFL Management Committee members were asked to register their availability for attendance on the above dates with Mrs. Johnson and Mrs. Hall asap.

Registration process (once season starts)

Mrs Johnson and Mrs Hall agreed to follow the current registration process (in place during 2014 / 15 season) once the season starts. Clubs are reminded that the process should follow the guidelines as laid out.

Transfer process (post 1 October 2015)

The General Secretary agreed that he would continue to process transfers, with the transfer window opening on 1st October and running until 1st March. Transfer forms and instructions will be circulated to all clubs secretaries once the season is underway.

Administration (Match Result Sheet Checking / Discipline)

Mr Gee agreed that he would continue to check the correct submission of all match report forms on a weekly basis. Clubs to be advised that all forms need to be completed by 9pm on the Tuesday night following the fixture on the Sunday. Those clubs who had failed to complete their forms in a timely manner would be advised by email (via the Club Secretary).

Central Appointment System (Referees)

Previously, one of the continued strengths of the league had been the number of referees that have been appointed to fixtures by the hard work of both volunteers. However from the start of the 2014 / 15 season, the referee appointments function had been adopted by the Bedfordshire Football Association, who had appointed a full time Referee Liaison Officer (RLO). Unfortunately the scheme failed to launch successful, as can be illustrated by the coverage figures below. However following the appointment of a new RLO in November – Mr. Mike Desborough – the whole process had become more efficient and effective, with coverage figures increasing throughout the season. The committee recorded their thanks to Mr Desborough for the diligent way that he had approached the problem that he had inherited and also for the visibility that he had given to the situation on a weekly basis. The committee also noted the proactive way that plans had been put in place for the coming season and it is hoped that referee coverage figures will have recovered to be at least at the rate of previous seasons when referees were appointed by CYFL volunteers.

The tables below illustrate the breakdown of referee coverage between the AM and PM section and also illustrates the improvement made month on month throughout the season.

	No Games	Current	Refs	%
PM	0	961	633	66%
AM	0	951	831	87%

Month	Games	Refs	%
Sep	149	61	41%
Oct	142	73	51%
Nov	187	120	64%
Dec	92	67	73%
Jan	112	82	73%
Feb	29	22	76%
March	157	127	81%
April	78	68	87%
May	15	13	87%
Total	961	633	66%

Month	Games	Refs	%
Sep	146	78	53%
Oct	145	115	79%
Nov	156	151	97%
Dec	75	73	97%
Jan	130	123	95%
Feb	53	49	92%
March	160	157	98%
April	69	68	99%
May	17	17	100%
Total	951	831	87%

Referee Liaison

The committee discussed the importance of the referee liaison roles, which would act as a support, both to the referees in terms of a 'voice at the end of the phone' and also to the Bedfordshire Football Association in terms of support and assistance. Part of this role would also be to support the referees with the completion and submission of their match reports, detailing any issues that they had experienced with clubs, before, during and after matches. The role would also extend to supporting any match day observations. As part of the discussion, it was agreed to ask Mr. Billington (A.M.) and Mr. Leonard (P.M.) to adopt these roles.

Discipline

The General Secretary advised that he would be receiving weekly updates from the various County Football Associations relating to any match based discipline or misconduct. Clubs are reminded that any issues with these sanctions are to be resolved between the clubs themselves and the appropriate County FA, not the CYFL.

Start of the 2015 / 16 Season

The committee confirmed that the season would commence on Sunday 13 September 2015.

Playing Sundays

The committee discussed the playing schedule and noted that throughout the season, there will be the following available playing Sundays:- Sept (3); Oct (3); Nov (4); Dec (3 – play games up to and including 20 Dec; no games 27 Dec); Jan (4 - no games to be scheduled on 3rd January); Feb (2); Mar (3 no games Easter Sunday – 27 March 2016); April (4); May (2 – LAST DAY OF CYFL PLAYING SEASON – 8 May 2016) = **28 available weeks**

Clubs are reminded that no fixtures will be scheduled over October / November half term – dates Sunday 25th October and Sunday 1st November – and also February half term – dates Sunday 14th February and Sunday 21st February 2016 – unless specifically requested.

County Cups

Bedfordshire are continuing with Youth County Cups only being played at Under 18, Under 16 and Under 14 age group. The provisional dates for these competitions for the 2015 / 16 season are as follows:-

SUNDAY YOUTH CHALLENGE CUPS (U18, U16 & U14)

1st Round	Sunday 20th September 2015	Kick Off - 2:30pm
2nd Round	Sunday 11th October 2015	Kick Off - 2:30pm
3rd Round	Sunday 15th November 2015	Kick Off - 2pm
4th Round	Sunday 6th December 2015	Kick Off - 2pm
Quarter Final	Sunday 24th January 2016	Kick Off - 2pm
Under 14 Semi Final	Sunday 28th February 2016	Kick Off - 2:30pm
Under 16 Semi Final	Sunday 6th March 2016	Kick Off - 2:30pm
Under 18 Semi Final	Sunday 13th March 2016	Kick Off - 2:30pm
Under 14 Final	Friday 15th April 2016	Kick Off - 7:30pm
Under 16 Final	Friday 22nd April 2016	Kick Off - 7:30pm
Under 18 Final	Friday 29th April 2016	Kick Off - 7:30pm

Other counties represented in the CYFL are Hertfordshire (2), Berks & Bucks (5) and Huntingdonshire (1)

Timing / Decision for Altering of Divisions

The committee agreed that once the constitution of divisions is circulated (hopefully at the AGM), clubs will have a period of 10 days in which they can make comment and request any changes. Once the season commences, no changes will be made until 3 fixtures have been played, at which point the committee will review the constitutions as a whole and assess whether any changes should be made to the positioning of teams (apart from the Under 11 age group, where the mini season format allows for changes to be made after the first program of games has been played.)

End of Season

The committee confirmed that the season would conclude on Sunday 15 May 2016.

Full Council Meetings / AGM / Committee Meetings

To secure venues and dates and also to allow advance notice to other leagues (General Secretary to write to all leagues), the Board Room / County Lounge at the Bedfordshire Football Association has already been booked for the following dates:-

22 nd June 2015	County Lounge	AGM
20 th August 2015	Board Room	Committee Meeting / Registration Mop Up
7 th September 2015	County Lounge	Pre-season Full Council Meeting
1 st October 2015	Board Room	Committee Meeting
3 rd November 2015	Board Room	Committee Meeting
3 rd December 2015	Board Room	Committee Meeting
25 th January 2016	County Lounge	Mid-season Full Council Meeting
20 th June 2016	County Lounge	AGM

Cup competitions

During the 2014 / 15 season, the majority of CYFL League / Lower League cup / Plate competitions did not commence until the New Year. This appeared to work well as allowed the league campaigns to progress well before Christmas, with the only disruptions being the County Cup Competitions (for those age groups affected). It was agreed that where possible, this format would be continued during the coming seasons, with these competitions not scheduled to commence until 2016. This would give some teams something to play for after Christmas (i.e. if league campaign not going well, will still have cup competitions to work to). Mr. Gee agreed to look into scheduling the competitions in this way, although until the constitutions are resolved planning for cup competitions would not commence.

Cup Finals

The Committee agreed that the Cup Final Super Sunday concept continues to work well. Although hard work to host 13 cup finals on one day, the support afforded to the day by clubs, parents, players and officials has helped to make the day a success over a number of seasons. Indeed the committee felt that the most recent event was possibly the most successful and well supported to date.

Looking forward it was agreed that the 2016 Cup Final Super Sunday is to be booked for either **Sunday 8th May 2016** (after first Bank Holiday weekend) or **Sunday 15th May 2016**. Tony Gee is to speak with Barton Parish Council to check availability and to book venue. It was agreed that the General Secretary should write to all other local leagues to advise of date for Cup Final Super Sunday as soon as the booking had been made.

Also as part of the discussions, the Under 17 and Under 18 Cup Final venues were also discussed. The event had been successfully held at Arlesey Town FC in April and thanks were recorded to the club for their support in hosting the games. Various options were discussed by the committee and it was agreed that these should be investigated further and discussed at the next committee meeting.

Trophies

Mr. Swain had submitted a report detailing the trophies that had been purchased and were still being held by TrophyUK.net on behalf of the CYFL. With Mr. Swain having moved to Suffolk, Mr. Fleet agreed to take on the responsibility of trophy co-ordinator and would liaise with the supplier to replenish stocks.

Finances

The Treasurer advised that the accounts showed that the league had roughly broken even over the season. The statement of accounts was reviewed and showed that the level of fines had increased and that the spend on trophies was higher than normal although it was noted that this was partly down to the additional competitions being run and also that the trophies had been purchased for the following season to secure a discount for bulk purchasing.

The Treasurer also presented a statement of accounts detailing the income and expenditure associated with the recent cup finals held at Arlesey Town FC and also the Cup Final Super Sunday. Due to the hard work of the committee and also the support shown by those participating clubs, both events showed an encouraging surplus. The committee thanked the Treasurer for her speedy turnaround in producing these reports.

Other Development Areas

These are some of the elements that need to be worked on over the coming seasons.

Sponsorship – this is an area that has been discussed over many seasons. The league has been fortunate enough to secure a partnership deal with M&S Water Services who agreed to sponsor the league for the 2014 / 15 season. They also kindly sponsored the Cup Final Super Sunday and it is hoped that this is the beginning of a longer term partnership. The General Secretary is to contact M&S Water Services to discuss future options.

Publicity – the league needs to utilise the website – www.chilternyouthfootballleague.com more as well as promoting the league in the local press. The Cup Final weekend could be used to promote the league and the local press could be encouraged to attend and publicise the event both before and after. The league needs to encourage the member clubs to send their reports into both the Webmaster for publication on the website and also the local newspapers.

Charter Standard Status – the relevance and success of this award needs to be reviewed going forward. A lot of hard work goes into developing the development plan which forms part of this, but presently the document does not form part of the day-to-day running of the league. Time at a future committee meeting needs to be allocated to reviewing this document and assess the contents. As a result this will determine what action and support should be given to member clubs to either retain or achieve their own individual awards. Based around the applications received for the 2015 / 16 season, the league still has a position of strength in terms of member clubs holding the Charter Standard award, as illustrated:-

	Total	Not CS	CS	%
Clubs	68	16	52	78%
Teams	231	24	207	90%

RESPECT League Status – again the relevance and success of this programme needs to be reviewed. Has there been a continued improvement in discipline and on / off field behaviour as a result of this initiative?

Any Other Business

- A sub-committee comprising of The Patron, The President and the Chairman was appointed to consider the disbursement and expenses paid to the League Officers.

- Mr. Gee asked a question surrounding the process for players receiving International Clearance to sign for teams within the CYFL. A recent rule change by The FA may impact the clubs as the rules have been tightened. It was agreed that the Patron should contact the Bedfordshire Football Association to seek guidance around this rule change and advise the committee further.
- Mr. Gee suggested that the League should look into the possibility of developing a mobile app. for use. The committee discussed the suggestion and it was agreed that Mr. Gee should investigate this matter further and report back the committee at the next meeting with possible solutions.
- Mr. Leonard registered his disappointment that a number of referees had requested the payment of fees and expenses following their appointment to a CYFL Cup Final. Indeed it was noted that a couple of officials had indeed rejected a cup final appointment as they were not getting paid. Although disappointing to note, the committee understood that in the current climate, the payment of fees may be a driver for referees and it may be necessary to understand what other leagues are offering to match officials. The General Secretary advised that he was scheduled to meet with Mike Desborough from the Bedfordshire Football Association on 1st July and he would discuss this further then and report back to the committee.
- Mr Leonard asked whether the committee had considered moving Under 14 fixtures to Sunday AM from their Sunday PM slot. Apparently the matter had been raised at a recent Bedfordshire Football Association Referees Committee Meeting and the CYFL were going to be asked for their views. The General Secretary advised that no contact had been received from the Bedfordshire Football Association on this matter, although some initial conversations had been held regarding a possible move. A couple of teams had suggested a move and it was agreed to look into the various considerations concerning this move. The Patron agreed to report back to the Bedfordshire Football Association and question the communication made to the CYFL on this matter.

Meeting Closed: 21.50

Date of Next Meeting: Thursday 20th August 2015; Bedfordshire Football Association; 7.30pm