



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



**MINUTES OF FULL COUNCIL MEETING HELD ON MONDAY, 2<sup>nd</sup> MARCH 2015 AT THE COUNTY LOUNGE, BEDFORDSHIRE FOOTBALL ASSOCIATION, SKIMPOT ROAD, DUNSTABLE, BEDFORDSHIRE, LU5 4JU**

**A G E N D A**

**1. Roll Call and Apologies for Absence**

The General Secretary addressed the meeting advising that the Chairman, Mr. Keith Swain was on Bedfordshire Football Association Business and offered his apologies for being unable to attend. The General Secretary welcomed Mr. P. Brown (Patron) and Mr. C. Davison (President) to the meeting, along with Louis Marks (Bedfordshire Football Association Referee Development Manager) and Mike Desborough (Bedfordshire Football Association Referee Liaison Officer)

Apologies were received from Mr. B. Leonard, Mr. M. McConkey who were also both on Bedfordshire Football Association business, Mr. J. Parkin, Mr. D. Billington, Mr. D. Haywood, Mr. R. Shekle and Mr. V. Shekle (committee members). League sponsors M&S Water Services Ltd also recorded their apologies.

Langford Youth and Meltis Corinthians recorded their apologies for not attending the meeting, while the following clubs were recorded as absent:- AC Dunstable Rovers, AFC Oakley M&DH, Blunham Youth, Crawely Green Youth, Dunstable Colts, Leighton Town Youth, Lewsey Park Youth, Luton Allstars, Shenley, St Joseph Youth.

Prior to the commencement of the business, the meeting stood to observe a minutes silence in memory of Mr. Mick Everitt (CYFL Vice President) who had recently passed away. Mr. Everitt had been a member of the CYFL Management Committee for over 30 years and held the position of Treasurer for 15 years. During this time, he had been responsible for running the league's Christmas Draw, which had generated funds for the league and clubs alike. When Mr. Everitt had retired from the position as Treasurer he had proudly accepted the position as Vice President of the league and regularly attended Full Council Meetings. The thoughts of everyone connected with the CYFL were with the family of Mr. Everitt, especially his wife Marilyn and his two sons Graham and David.

**2. Minutes of previous Full Council Meeting (Special General Meeting) held on Monday, 8<sup>th</sup> September 2014**

These had previously been circulated by email and all member clubs in attendance were issued with a copy. The minutes were approved by the floor and seconded as a true record of the last Full Council Meeting.

**3. Matters Arising:**

None

**4. Presentation by the Bedfordshire Football Association – Central Appointments System**

Mike Desborough addressed the floor and discussed the current position and challenges with the Beds FA's Central Appointments System (CAS). It was acknowledged that the system had not got off to the best start when the season commenced. However since Mr Desborough had been

appointed to the role of Referee Liaison Officer in November, the situation had improved, with the coverage moving back towards the levels of previous seasons. The AM coverage was now almost at 100% and while the PM coverage had improved, there were still some challenges in certain geographical areas. There were also some challenges with the communication and administration from referees themselves, although this was also improving with constant monitoring and feedback.

Various questions were asked from the floor and it was agreed that these would be reviewed outside of the meeting itself:-

- Allocation of referees to those outlying geographical areas – Roxton, Arlesey, Langford etc.
- Possibility of text alerts from Full-time for referee allocation, as opposed to email notifications
- Review of fees and expenses – what is reasonable? Should a fixed fee system be introduced, which incorporates fee and expenses?
- Young referees – should be encouraged to purchase their own assistant referee flags

Mr. Desborough asked that if any clubs had any specific feedback for either him or the Bedfordshire Football Association concerning the referee allocation system, they could contact him directly. Along with Mr. Marks, Mr. Desborough agreed to take any questions following the meeting.

## 5. Reports:

### a) **Hon. General Secretary: Mr. J. Brown**

- **End of Season Cup Finals** – Mr. Brown reminded clubs that the end of season Cup Final Super Sunday had been scheduled for **Sunday 10th May 2015** and would again be held on Barton Playing Fields (Under 16 – Under 11 age groups). A schedule for the timing of the games was currently being devised and would be circulated to all clubs asap.
- The Under 17 and Under 18 League Cup Finals would to be held on **Sunday 19th April 2015** at Arlesey Town Football Club, with the kick off times still to be confirmed.
- The General Secretary encouraged as many people to attend these forthcoming events, explaining that they really help to showcase the CYFL. In 2014, over 2000 people attended the Cup Final Super Sunday, which made for a fantastic day, with so many games in progress throughout the day.
- **Application Forms** – to be circulated in mid-April and need to be completed and returned to the General Secretary by 31<sup>st</sup> May to allow the league to make the necessary plans in time to present at the AGM.
- **AGM** – is to be held on **Monday 22<sup>nd</sup> June 2015** at the County Lounge, Bedfordshire Football Association. Further notices and information will be circulated to member clubs prior to the meeting.
- **Committee Members** - the General Secretary advised that Mr Swain (Chairman and Registration Secretary) and Mr Fleet (Vice-Chairman) had both indicated that they would be resigning from their roles on the committee at the end of the 2014 / 15 season. With these departures pending, Mr. Brown explained that the committee were looking to strengthen their numbers for the coming season and would welcome any approaches from volunteers who were interested in joining the committee. Anyone who was interested, or knew of anyone who may be interested, were invited to contact either Mr. Brown or Mr. Swain for an informal chat.

b) **Hon. Fixture Secretary: Mr. T. Gee**

- **Free Week Requests** – clubs were advised that no further free week requests would be granted for the remainder of the season. The lead time of a calendar months' notice had now passed and league rule 10(M) states that free week requests are not permissible in April or May.
- **Fixtures** – fixtures for the remainder of the season were in the process of being drawn up and will be processed on [www.full-time.thefa.com](http://www.full-time.thefa.com) in due course. The season will finish (unless otherwise advised) on Sunday 10<sup>th</sup> May 2015.
- **Midweek Fixtures** – clubs were advised that some mid-week fixtures would be necessary to conclude the season. Clubs were asked to check the scheduling of fixtures on [www.full-time.thefa.com](http://www.full-time.thefa.com) and if they were unable to play on the scheduled date, they could liaise with their opponents to re-arrange for a mutually convenient date. If this was the case, clubs were asked to advise Mr Gee at the earliest possible opportunity. However, the re-scheduling of fixtures would not be possible at short notice (i.e. in the week of the date of the game).
- **Council Pitches** – clubs who use these pitches are asked not to train on them, as this will potentially impact the quality of the pitches (especially during the winter months). Any clubs who are caught training on the pitches may lose their right to be allocated a pitch going forward.
- **Easter Sunday** – falls this year on Sunday 5<sup>th</sup> April. Fixtures would not automatically be scheduled on this date; however if teams wished to play, they should state their availability to Mr Gee at the earliest opportunity and fixtures would be scheduled if at all possible
- **Feedback** – Mr. Gee asked that a point concerning the conduct of clubs and their communication towards league officers be recorded. Unfortunately the approach that some clubs took in their communication towards league officers was not appropriate, especially when questioning decisions concerning league business – for example the fixture allocation system. Mr Gee advised that he would always try to administer the league rules consistently across the board and that clubs' especially team managers should consult the handbook prior to questioning decisions. Encouragingly, the floor accepted this point and supported a name and shame policy in instances where communication crossed an acceptable boundary.

c) **Hon. Treasurer: Mrs. J. Brown**

- **Fines** – Clubs are reminded that they will be notified of any fines via the monthly Management Committee Meeting Minutes (specifically by the Club Discipline Summary attachment) and are asked to make their payments promptly (no reminders will be sent). The Treasurer advised that she was intending to close the league's accounts for the season on 31<sup>st</sup> March, so it would be appreciated if clubs could ensure that all outstanding monies were paid before that point.
- **Pitch fees** – those clubs who play in either Luton or Dunstable on council owned pitches will be invoiced for their pitch fees. Swift settlement of these fees would be appreciated to ensure that the process is kept as tidy and as up-to-date as possible
- **Payment by Cheque** – clubs were asked to ensure that any cheque payments are correctly made out to – Chiltern Youth Football League – as there have recently been some issues with the bank declining to cash cheques that have not been correctly made out. During the discussion, it was suggested that a 3<sup>rd</sup> party mandate could be drawn up to cover all different

permutations of the league's name! The Treasurer advised that she would look into this. Clubs were also advised that if they wished to pay directly into the league's account, they could contact the treasurer for details and set up a BACS transfer.

**d) Hon. Registration Secretary: Mr. K. Swain**

In the absence of Mr. Swain, no report was available. However Mr. Brown thanked all clubs for their support with the processing of the registrations over the past season, especially during the period when Mr. Swain had been hospitalised following his operation. The deadline for processing registrations and transfers had now passed (1<sup>st</sup> March).

**e) Child Welfare Officer: Mr. T. Gee**

Nothing to report

**f) Webmaster: Mr. M. McConkey**

Nothing to report

**6. Chairman's Remarks: Mr. K. Swain**

Nothing to report

**7. Any Other Business:**

AFC Kempston Colts enquired as to whether a date had been agreed on which the 2015 / 16 season would commence. The General Secretary advised that discussions were well underway to agree the start date and as soon as this had been agreed, clubs would be advised, so that planning for summer tournaments etc. could be finalised.

**POST MEETING NOTE:- Season 2015 / 16 will commence on SUNDAY 13<sup>th</sup> SEPTEMBER 2015**

**a) Fines for Clubs not represented**

**(Rule 5(N) CLUBS NOT REPRESENTED SHALL BE FINED £20.00)**

AC Dunstable Rovers, AFC Oakley M&DH, Blunham Youth, Crawley Green Youth, Dunstable Colts, Langford Youth, Leighton Town Youth, Lewsey Park Youth, Luton Allstars, Meltis Corinthians, Shenley and St Joseph Youth.

**Please Note –**

**CLUBS NOT REPRESENTED AT A SECOND MEETING IN THE SEASON SHALL BE FINED £40.00**

The General Secretary thanked the Bedfordshire Football Association for the use of their facilities and the clubs for attending, wishing them well for the remainder of the season and closed the meeting at 8.50pm.

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