



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



MINUTES OF FULL COUNCIL MEETING HELD ON MONDAY, 4th SEPTEMBER 2017 AT THE COUNTY LOUNGE, BEDFORDSHIRE FOOTBALL ASSOCIATION, SKIMPOT ROAD, DUNSTABLE, BEDFORDSHIRE LU5 4JU

Prior to the meeting, A.S.D. Phoenix, Inspire Athletic, Stopsley United and Sundon Park Rangers were proposed, seconded and accepted in to the CYFL as new clubs.

A G E N D A

1. Roll Call and Apologies for Absence

The Chairman welcomed everyone in attendance to the meeting.

Apologies were received from Mr. C. Davison (President), Mr. T. Gee (Fixture Secretary), Mr. M. Desborough (Referee Development Officer, Bedfordshire Football Association & CYFL Referee Appointments) and Mr. V. Shekle (CYFL Committee Member).

Apologies were also received from the following clubs:- Mid Beds Tigers, M&DH Clapham Sports, MK Wanderers, Two Mile Ash Sports and Sharnbrook.

The following clubs were not present at the roll call:- Great Denham, Leighton Town Youth, Newport Pagnell Youth, St. Joseph's Youth and Wootton Rangers

2. Minutes of previous Full Council Meeting held on Monday, 6th February 2017

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. Reports:

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

- **Handbook** – The Hon. Gen. Sec. recorded his thanks to ESP for their assistance in the production, printing and delivery of the handbook to meet target. Thanks were also recorded to the Hon. Treasurer for her assistance in editing the rules section of the handbook to incorporate both local and Standard Code of Rule changes. Finally thanks were recorded to those clubs who updated their section of the club directory in a timely manner.
- **Club Directory Amendments** – The Hon. Gen. Sec. reminded clubs on the process of updating their club details online (using their usernames and passwords), while advising of any changes. The Hon. Gen. Sec. will then produce a list of amendments to the club directory section of the handbook and circulate on a regular basis. Clubs are asked to ensure that this is passed to all team managers / administrators to ensure that the latest contact details are available to all.

- **Full-time Administration System** - Clubs were reminded that they needed to complete and submit their online match report form by 9pm on the Tuesday following the Sunday fixture; it was agreed that an amnesty would be applied to the issuing of all fines relating to late or incomplete administration. This amnesty would be in place until the end of September, during which times clubs were asked to ensure that all team managers and administrators were comfortable with the new processes. All teams had been issued with individual log on details to the new system and were asked to test that they could gain access to the system and report any issues to either Mr. Brown or Mr. Gee as soon as possible for resolution.
- **Team Sheets** – The Hon. Gen. Sec. reminded clubs that as the online match report system was now in place and teams were no longer required to submit a paper copy of their match report, the team sheet would be used purely to indicate to opposing teams and the referee who was participating in the game. Copies need to be passed to the opposing team and the referee prior to kick off and the additional copy needs to be retained. The Management Committee would randomly be requesting club submit their team sheets for spot checks throughout the season.

Following a discussion it was agreed that the Registration Number field on the team sheets does not need to be completed and can be left blank.

- **Central Appointments System (Referees)** – The General Secretary reminded clubs that the Bedfordshire Football Association would be appointing referees to fixtures during the 2017 / 18 season. The General Secretary advised clubs that if the Bedfordshire Football Association were unable to appoint a referee, the Full-time system would show – **CLUB REFEREE**. On these occasions, clubs were asked to try and source their own official and if successful they were required to advise both the Bedfordshire Football Association and the CYFL as soon as possible, to try and avoid any unnecessary additional work, as Mike Desborough would continue trying to source an official. If he is able to do so, the centrally appointed official would take priority over any club sourced official.
- **Other Literature** – Clubs were also advised that at the end of the meeting they could collect hard copies of the handbook (pre-ordered at a cost of £2 per copy at the time of application), their ID cards and match report pads.
- **Transfers** – the transfer window does not open until 1st October. The transfer process and transfer form would be circulated to clubs prior to this date and clubs were advised that transfers would once again be processed by the Hon. Gen. Sec. as opposed to the Hon. Registration Sec.
- **Updates** – the General Secretary advised that he was proposing to circulate weekly updates to clubs, which would contain useful information for teams, to try and ensure that the season ran smoothly.
- **Club Agreement** – the General Secretary advised that the Club Agreement would be need to be completed, signed and returned to the League by Sunday 24th September (in accordance with League Rule 7.
- **CYFL Rules** – all clubs were asked to review the League rules for the 2017 / 18 season as there had been a number of changes, both in terms of the CYFL amended rules and also from The FA in relation to the Standard Code of Rules. By becoming familiar with these rules, it was hoped that clubs would be aware of their responsibilities and help the League to function in a smoother manner.

b) Hon. Fixture Secretary: Mr. T. Gee (Presented in his absence)

- **Kick Off Times** – clubs are reminded that kick off times should be 10.30am, unless there are multiple fixtures at a location. In these instances, kick off times should be 10.00am and 11.15am and clubs are asked to ensure that the kick off time is made clear to both opponents and referees when confirming the games. In instances where there is a dispute, this should be referred to the league for adjudication.
- **Free Week Requests** – these requests need to be submitted straight to the relevant fixture secretary giving a calendar month's notice in accordance with rule 10(M). Clubs are asked to remember that each team is now entitled to two requests per season, although fixtures would not be scheduled on the Sundays either side of the school half term holidays – Sunday 22nd October & Sunday 29th October (October Half-term) for AM section (Under 11, 12 and 13 teams) and Sunday 11th February and Sunday 18th February 2018 (February Half-term) for PM section (Under 14, 15, 16, 17 and 18 teams). If clubs did wish to have a game on any of these dates, they were asked to contact Mr. Gee asap to confirm.
- **School Pitches** – clubs who intend to use school pitches are asked to check with the relevant school to ensure that the arrangements are still in place and that pitches will be available for the start of the season. If there are any problems, please contact the relevant fixture secretary as soon as possible
- **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. Teams in Bedford were reminded that they needed to pay a deposit to Bedford Borough Council for the use of keys to access the changing rooms, while those teams using Luton Borough Council pitches were reminded that owing to cost cutting measures, no changing facilities would be available on Sunday afternoons.
- **Match Confirmations & Reporting Results** – Clubs are advised that as the league is using the Full-time administration system, all teams now had a mobile telephone number and an email address registered, which would receive both text alerts and email reminders from the site. These reminders would be sent in the week prior to the fixture with details of the opponents, location, referee etc. and would be used to confirm matches between teams. An email alert would also be sent if there was a change to the fixture (i.e. referee change). On match days, the nominated mobile phone would receive a text message as a reminder that the match result needed to be reported in a timely manner. Any clubs experiencing issues with receiving these prompts was asked to report the details to Mr. Gee. On match days if there were issues reporting results, then these could be emailed into Mr. Gee – tonygee@hotmail.co.uk

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 and are asked to make their payments promptly (no reminders will be sent). Details of the fines would be contained within a separate spreadsheet attached to the minutes

d) Hon. Registration Secretary: Mrs. P. Johnson

The Hon. Registration Secretary, advised clubs that after lots of hard work over the summer, over 3000 registrations had been completed on the new Whole Game system and were ready for the start of the season. Thanks were recorded to those clubs who had helped with their administration and hoped that those who were perhaps not quite as organised would make improvements ready for the next season!

Going forward, Mrs Johnson reminded the member clubs that the registration process would now be completed online via the Whole Game system, although if anyone needed assistance they were able to contact her for advice or assistance. Clubs were asked to remind their managers and administrators that although the new process allowed registrations to be processed in a far quicker and more timely manner. However everyone was asked to respect Mrs. Johnson's private time and that registrations would only be processed if they were lodged prior to 9pm on a Thursday night (for the coming Sunday). Anything lodged after that time would be processed in time for the following Sunday.

Team were advised that they would need to print off their own Squad Lists from the Whole Game system so that they were available for inspection prior to the game each week. Only one copy needed to be printed and this would only change if an additional player(s) were to be signed or one was to leave and be de-registered. In which case a new Squad List would need to be printed so that the most up-to-date squad list was available.

The Chairman thanked Mrs Johnson for her hard work and dedication across the summer in helping clubs to get their players registered. The meeting responded with a warm round of applause for Mrs. Johnson as recognition for her time and effort.

e) Child Welfare Officer: Mr. T. Gee
No report available

f) Webmaster: Mrs. P. Johnson

Mrs. Johnson advised that the new 'virtual' handbook was available online via the league's website – www.chilternyouthfootballleague.co.uk. The league also has a Facebook Account which could be accessed by all as well as a Twitter account. All of these various social media vehicles will be used to communicate information to clubs and anyone associated with the league. She also asked clubs for any content that they wished to post on the website.

g) Charter Standard Award Update

The General Secretary advised the member clubs that he would be in contact with those clubs to discuss further a possible application and to offer support during the process and with any health checks.

6. Chairman's Remarks: Mr. P. Brown

The Chairman recorded his thanks to all the committee for their hard work over the summer in ensuring that the league was in a position to commence the first set of fixtures on 10th September. He wished all the member clubs well for an enjoyable season and hoped that clubs would continue to work on their discipline records and also ensure that they operated within the RESPECT guidelines. Reference was made to the administration of clubs in relation to match results sheets and team sheets as well as a request for more clubs to make use of the RESPECT demarcation guidelines to try and make match days a more enjoyable experience for all concerned.

The Chairman thanked those clubs in attendance and the meeting and recorded his disappointment at the number of clubs who were not present. He noted that the league only held 3 Full Council Meetings per season where attendance from clubs was mandatory. Although he advised that the Committee did not like issuing fines for non-attendance, it was felt that this was necessary in respect of the clubs who had made the effort to ensure that they were represented at the meeting.

The Chairman then announced that the General Secretary had reviewed the fines issues for the 2016 / 17 season and had noted that 5 clubs had managed to go through the whole season without incurring any administration fines. The Committee felt that this feat should be recognised and the

following clubs were duly awarded a match ball:- Bedford Park Rangers, Dunstable Colts, Houghton Athletic, Langford Youth and Lea Sports PSG.

7. Any Other Business:

No questions received in and advance and nothing raised from the floor.

a) Fines for Clubs not represented

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

Great Denham, Leighton Town Youth, Mid Beds Tigers, M&DH Clapham Sports, MK Wanderers, Newport Pagnell Youth, Sharnbrook, St. Joseph's Youth, Two Mile Ash Sports, Wootton Rangers

Please Note - CLUBS NOT REPRESENTED AT A SECOND MEETING IN THE SEASON SHALL BE FINED £40.00

The Chairman thanked the Bedfordshire Football Association for the use of their facilities and closed the meeting at 8.50pm.

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