



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



MINUTES OF FULL COUNCIL MEETING HELD ON MONDAY, 5th SEPTEMBER 2016 AT THE COUNTY LOUNGE, BEDFORDSHIRE FOOTBALL ASSOCIATION, SKIMPOT ROAD, DUNSTABLE, BEDFORDSHIRE LU5 4JU

The meeting stood for a moments silence in memory of Ethan and Joshua Houghton, who had been tragically killed in a car crash during the summer. Both Ethan and Joshua were registered players with teams within the CYFL and the General Secretary expressed the sympathies of all those present and associated with the league.

Prior to the meeting, Tattenhoe FC were proposed, seconded and accepted in to the CYFL as a new club.

AGENDA

1. Roll Call and Apologies for Absence

The Chairman welcomed Mike Desborough (Bedfordshire Football Association) and Paul Roberts (Vice President) to the meeting.

Apologies were received from Mr. T. Gee (Fixture Secretary).

The following clubs were not present at the role call:- Breachwood Tigers.

POST MEETING NOTE:- Following the meeting it was noted that Bedford United were not present at the meeting; unfortunately another club had signed the register in error suggesting that Bedford United were present. Retrospective apologies were received from both Breachwood Tigers and Bedford United

2. Minutes of previous Full Council Meeting (Special General Meeting) held on Monday, 25th January 2016

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. Presentations

a) Mr. Mike Desborough (Referee Liaison Officer, Bedfordshire Football Association)

Mr. Desborough provided a brief, but informative presentation concerning the changes to the Laws of the Game that had come into operation for the start of the 2016 / 17 season. The presentation provided an insight into the changes and the rationale behind these and it was hoped that this would help members clubs to understand the impact on their games during the season.

5. 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.
- **Central Appointments System (Referees)** – The General Secretary reminded clubs that the Bedfordshire Football Association would be appointing referees to fixtures during the 2016 / 17 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 25th September (in accordance with League Rule 7.
 - **Constitutions** – the General Secretary apologised to the member clubs over the delay in the constitution of divisions being confirmed and circulated. Unfortunately this had been due to a larger than normal withdrawals and changes which the league had tried to accommodate. A number of new formats were being trialled this season and the General Secretary advised that he would welcome any feedback from clubs as to how they felt that these had worked.
 - **Forthcoming M1 Roadworks** – the General Secretary advised member clubs of the forthcoming roadworks that were taking place on the M1 between Junctions 11 and 12 over the weekends of 10th and 11th September and 24th and 25th September. Clubs were asked to be mindful of these works and the impact that this may have on local roads during the closures.
 - **RESPECT Match Delegates** – clubs were reminded that inconjunction with the Bedfordshire Football Association, the CYFL were piloting a new Match Delegates scheme in the Under 11, 12 and 13 age groups for the 2016 / 17 season. The General Secretary asked clubs to speak with parents within their teams in the above age groups and nominate individuals who would act as Match Delegates. These volunteers would be contacted by the Bedfordshire Football Association to invite them to attend a workshop to detail the roles and responsibilities on match day. The clubs were thanked in advance for their support in this initiative and it was hoped that all would support the pilot to try and improve the match day experience and behaviour for all concerned.
 - **CYFL Rules** – all clubs were asked to review the League rules for the 2016 / 17 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 only entitled to one request per season, although fixtures would not be scheduled on the Sundays either side of the school half term holidays – Sunday 23rd October & Sunday 30th October (October Half-term) and Sunday 12th February and Sunday 19th February 2017 (February Half-term). 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 Secretaries:** **Mrs. K. Hall and Mrs. P. Johnson**

The Hon. Registration Secretaries, advised clubs that after lots of hard work over the summer, nearly 2900 registrations had been completed and were ready for the start of the season (1195 AM & 1652 PM). They recorded their thanks 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. Hall and Mrs Johnson reminded the member clubs that the registration process would be completed via post and that provided the paperwork was completed correctly, he would endeavour to turn around the registrations as quickly as possible to allow the players to play as soon as possible. They asked clubs to remind their managers and administrators that unannounced visits to their homes would not be appreciated, however appointments could be made in advance.

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

No report available

f) **Webmaster:** **Mrs. P. Johnson**

Mrs. Johnson advised that over the summer she had revamped the league's website, freshening it up and making it easier to navigate around. She also 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

Prior to the meeting, Mrs. Kerry Hall had asked clubs who were not currently holders of Charter Standard Award status to complete a brief questionnaire. Mrs. Hall advised the member clubs that she 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 11th 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 expressed a wish that all clubs support the new RESPECT Match Delegate pilot and provided feedback as to the merits of the initiative. Finally the Chairman asked for feedback from the member clubs in relation to the free match balls that were given out at the AGM, courtesy of Acerbis and Sportsform.

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)

Breachwood Tigers and Bedford United

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 9.15pm.

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