



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



MINUTES OF FULL COUNCIL MEETING HELD ON MONDAY, 7th SEPTEMBER 2015 AT THE COUNTY LOUNGE, BEDFORDSHIRE FOOTBALL ASSOCIATION, SKIMPOT ROAD, DUNSTABLE, BEDFORDSHIRE LU5 4JU

Prior to the meeting, AFC Kempston Rovers were proposed, seconded and accepted in to the CYFL as a new club.

A G E N D A

1. Roll Call and Apologies for Absence

The Chairman welcomed Mr. P. Brown (Patron) and Mr. C. Davison (President) to the meeting. Also in attendance were the following guests:- Gillian Ormston (Double Trouble Development); Alan Scott (Genesis Sports), Alan Young and Mike Desborough (Bedfordshire Football Association) and Abdul Fazal (Football Association)

Apologies were received from Mr. T. Gee (Fixture Secretary) and Mr. B. Leonard (Referee Liaison Officer).

The following clubs were not present at the role call:- AFC Kempston Rovers, Selsey Rovers and Sundon Park Rangers.

2. Minutes of previous Full Council Meeting (Special General Meeting) held on Monday, 2nd March 2015

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. Alan Young (RDO, Bedfordshire Football Association)

Mr Young introduced himself to the floor, explaining about his background and also his new role within the Bedfordshire Football Association. He advised that for the first weekend of the season, there was currently 95% coverage of referee appointments for the CYFL and his role was to support the recruitment and development of new referees to attempt to increase this coverage. Mr. Young also outlined support that is available to clubs – such as running some mini-soccer referee courses for players to try and attract them to the role of being a referee – and also his plans for the development of referees. Mr. Young asked member clubs to ensure that they support and look after referees – especially new ones who may be officiating in their first games – and if possible for a member of each club to act as an unofficial mentor on match day, providing a friendly face and feedback if necessary and appropriate.

Mr. K. Henson (Brickhill Wanderers) addressed Mr. Young and voiced his dissatisfaction with the scheme, stating the fact that his team did not have an appointed official for the first Sunday of the season. Mr. Young explained some of the challenges that are currently in

place in certain areas of the county and also with certain age groups due to the lack of available referees on a Sunday afternoon; however the Bedfordshire Football Association are now trying to target recruitment on these areas to try and increase the overage coverage towards 100%.

b) Mr. Abdul Fazal (Football Association)

Mr. Fazal (Butch) introduced himself to the member clubs in his role as the new County Coach Development Officer, working directly for The FA in Coach Education. Mr. Fazal is looking to support those newly qualified coaches, sharing best practice and offering support, through assisting with coaching sessions and developing a coaches' academy. Mr. Fazal advised the floor that the General Secretary would be circulating contact details for himself to member clubs in due course and they were invited to contact him directly for assistance.

c) Mr. Alan Scott (Genesis Sports)

Mr. Scott presentation (on behalf of Genesis Sports), detailed an offer to CYFL member clubs to purchase Puma sportswear and equipment. Genesis Sports and the CYFL are proposing a link up to benefit member clubs with the purchase of kit. Details of the offer are to be made available to member clubs through a link on the CYFL website and a mailing will also be circulated to member clubs in due course.

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 PDF version of the club directory section of the handbook and circulate on a monthly 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)** – Following on from the earlier presentation, the General Secretary reminded clubs that the Bedfordshire Football Association would be

appointing referees to fixtures during the 2015 / 16 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 (if 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.

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 25th October & Sunday 1st November (October Half-term) and Sunday 14th February and Sunday 21st February 2016 (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.
- **League Cup Fixtures** – the draw for the early rounds will be made in due course and will be posted onto www.full-time.thefa.com in due course.
- **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
- **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
- **Club Subscriptions** – the Treasurer reported that Selsey Rovers had failed to pay their subscription fees for the 2015 / 16 season and their club representative was asked to meet with the committee following the meeting. Unfortunately with no-one in attendance from the club, the CYFL Management Committee took the decision to disqualify their teams from playing until the requirements had been met. Teams to be charged with non-fulfilment of these fixtures.

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, over 3100 registrations had been completed and were ready for the start of the season (1340 AM & 1789 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.

Unfortunately the following teams had not registered the pre-requisite number of players to commence the season (as of the time of the meeting):-

- Bushmead Rovers (Under 14)
- Selsey Rovers (Under 13)
- Selsey Rovers (Under 12)

Representatives of these clubs were asked to meet with the CYFL Management Committee following the meeting. **POST MEETING NOTE:-** As the teams were not in a position to register their players prior to the commencement of the season, the CYFL Management

Committee took the decision to disqualify these teams from playing until the requirements had been met. Those clubs are to be charged with non-fulfilment of these fixtures.

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. (not the new web address). 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

6. **Chairman's Remarks:** **Mr. J. Parkins**

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 13th 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.

7. **Any Other Business:**

- Various clubs raised concerns over not being able to access the Full-time system; clubs were asked to contact Tony Gee asap to arrange for email addresses / mobile phone number to be checked / verified.
- **Cup Final Super Sunday** – Mr. Parkins advised that the end of season Cup Final Super Sunday had already been booked and was scheduled for **Sunday 15th May 2016** and would again be held on Barton Playing Fields (Under 16 – Under 11 age groups). Times of the specific finals would be circulated in due course.
- **Under 17 and Under 18 League Cup Finals** – Mr. Parkins advised that the Under 17 and Under 18 League Cup Finals were to be held on **Sunday 17th April 2016** at Shefford and Campton Town FC. Times of the specific finals would be circulated in due course.

a) **Fines for Clubs not represented**

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

AFC Kempston Rovers, Selsey Rovers and Sundon Park 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 8.53pm.

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