



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

All,

Happy New Year!

Hope you all had a great festive period and were able to spend time with your families and loved ones away from the world of Grassroots football! Through a mixture of the weather, the World Cup Final, Christmas Day and New Years Day, we have had a mini mid-season break, so I thought I worth circulating a reminder of some key points to help refresh memories!

### **LEAGUE OFFICERS**

Could I remind everyone of the League Officers and their roles – please try and contact the right officer for your issue as this will help for the smooth running of the league and will ensure that your query get answered asap:-

LEAGUE SECRETARY                    **Jonathan Brown** [joncyflsecretary@btinternet.com](mailto:joncyflsecretary@btinternet.com)  
Help with general administration queries, complaints, handbook queries, point of escalation

FIXTURE SECRETARY                **Tony Gee**                    [tonygee@hotmail.co.uk](mailto:tonygee@hotmail.co.uk)  
Organises fixtures for all age groups; notification of changes to pitches and kick off times

PLAYER REGISTRATIONS         **Emma Vase**                [emmavase90@gmail.com](mailto:emmavase90@gmail.com)  
Player registration queries and processing

AM REFEREE APPOINTMENTS    **Steve Chamberlain**                    [amyouthappointments@gmail.com](mailto:amyouthappointments@gmail.com)  
Referee Appointments for AM Section (Under 11, 12, 13 and 14 Age Groups)

PM REFEREE APPOINTMENTS    **Brian Cooper**                [cyflpmref@virginmedia.com](mailto:cyflpmref@virginmedia.com)  
Referee Appointments for PM Section (Under 15, 16 and 18 Age Groups)

TREASURER                         **Jane Brown**                [cyfltreasurer@btinternet.com](mailto:cyfltreasurer@btinternet.com)  
Money matters! Payments of fines and pitch fees (where applicable)

SOCIAL MEDIA                      **Nikki Browning**                    [missnikkibrowning85@gmail.com](mailto:missnikkibrowning85@gmail.com)  
   **Tony Gee**                                [tonygee@hotmail.co.uk](mailto:tonygee@hotmail.co.uk)  
All things relating to the CYFL Facebook, Instagram and Twitter pages

## **PLAYER REGISTRATIONS**

Please remember that the closing date for registering players and instigating any transfers for this season, is Wednesday 1<sup>st</sup> March. Owing to the weeks we have lost, there are still plenty of games to play and it looks as if the season will go into mid-May, so please ensure that you have reviewed your resources accordingly.

## **FREE WEEK REQUESTS**

Please remember the rule change for free week requests for this season. Teams are allowed 3 free week requests and can make a request, in writing (email) to Tony Gee, giving a calendar months' notice. Refusal often offends so please make your requests in a timely manner. And remember that you can be allocated a fixture up until 9pm on the Tuesday prior to the Sunday, so if you know in advance that you are unable to place on a particular date, then please notify Tony via a free week request.

Remember that fixtures will now be scheduled on all Sundays (for all age groups) over half terms; if your teams do not wish to have a game on any Sunday over half term, please make sure that your request for a free week is forwarded to Tony Gee in accordance with league rules.

**REMEMBER – THERE WILL BE FIXTURES SCHEDULED FOR THE SUNDAYS THAT FORM PART OF THE FEBRUARY HALF TERM, SO PLEASE CHECK WITH MANAGERS AND PARENTS IF A FREE WEEK IS REQUIRED. A MONTHS' NOTICE IS REQUIRED IF YOU WISH TO REQUEST ONE.**

## **FIXTURE SCHEDULING**

Unfortunately, it is inevitable that at this time of year, there will be changes to the fixture list due to several factors, such as free week requests, postponements and cup fixtures (both CYFL and County Cup fixtures). All schedules and amendments will be communicated via Full-time so please keep an eye on your email prompts and the Full-time website.

## **FIXTURE CONFIRMATIONS**

Fixtures are to be confirmed by the home team with opponents and the match referee by 9pm on the Tuesday prior to the Sunday when the game is to be played. Teams will be notified of their opponents and match referee via email prompt and the details can also be found on [www.full-time.thefa.com](http://www.full-time.thefa.com). Please follow up any messages / emails / texts to ensure that they have been received and please do so sooner rather than later. Do not leave it until 9pm on the Saturday night to say that you have had problems contacting either the opponents or the referee!!! If you are genuinely having problems contacting teams or referees, please ensure that you contact the relevant person asap for assistance – names, roles and contact details can be found in the CYFL handbook.

## **KICK OFF TIMES**

League rules dictate that we have fixed kick off times for each section – AM (Under 11, 12, 13 and 14 age groups) kick off at 10.30am and PM (Under 15, 16 and 18 age groups) kick off at 2pm. However, we are aware that there may be a need to change kick off times to accommodate multiple fixtures at one site. In these circumstances, this is of course allowed, but will need to be communicated with both teams and the match referee with plenty of notice. It is also important that the League (via Tony Gee and the appropriate Referee Appointments Officer) are made aware. In the situation where there is a dispute over kick off times, the designated time will apply;

and if this does not work due to site restrictions / pitch availability, then the game will be cancelled.

### **TEAM SHEETS**

Please note that as approved by member clubs at the AGM, teamsheets are not required for CYFL fixtures for the 2022 – 23 season. However, the inspection of Whole Game Squad Lists (as per the below note) is to be completed prior to each and every game.

### **WHOLE GAME SQUAD LISTS**

Please ensure that each team manager has their Squad list (printed from the Whole Game system) available for inspection at **each and every game**. I would encourage teams to adopt a best practice approach of inspecting the squad lists as we will not entertain investigating any form of dispute regarding the eligibility of players, if the squad lists have not been checked. We have suggested that everyone prints out a sheet to exchange as that way we do not have issues with mobile phones / iPads etc getting damaged or misplaced during the process. This is especially important this season as we would encourage the use of paper print outs (why not print them and laminate them so that they can be sanitised afterwards?) and avoid the need to touch mobile phones?

### **REFEREE APPOINTMENTS**

Steve Chamberlain will continue to be appointing referees to the AM Section (Under 11, 12, 13 and 14 age groups) and Brian Cooper will continue in his role, and he will be appointing referees to the PM Section (Under 15, 16 and 18 age groups)

We are likely to have over 100 fixtures scheduled each week, and we hope to appoint a referee to over 95% of the fixtures. Of course, the Bedfordshire Football Association are constantly working to improve the availability of referees and hold a number of training course for new referees through the year. So, if you do not have an official this week, please bear with us over the coming weeks. We know that we have capacity issues in selected areas and I am working with the Bedfordshire Football Association to try and ensure that we recruit referees in the correct geographical areas to fill and gaps that we may have.

**We have made a slight change to the way we appoint referees to avoid some confusion with respect to club referees as follows (also contained in the guidance). There are now 3 steps.**

**Firstly, an appointed referee will always take precedence over any club arranged referee.**

- **In the notification if the Referee space is blank then we have not started appointing.**
- **If the notification says 'League are searching for an appointed referee' then appointments have started but we do not have anyone available yet. Teams should start looking for a volunteer in preparation. Be assured we are trying to find a qualified and registered referee at this point. All referees are emailed on the Tuesday with unfilled games and we often fill most games at this point. An appointment email will be sent out if we find a referee.**

**It is at this point we need your help. If a referee is found by a club and you do not want us to make a change then you MUST contact us to let us know who the referee is. We can check that they are allowed to referee youth games (the FA rules are a bit complicated here but a qualified and registered referee (16+) cannot officiate in a youth game without a DBS check). There is a serious safeguarding issue here which we cannot ignore. Ideally anyone volunteering should be DBS checked but it is not a necessity – that is for clubs to manage themselves as a safeguarding issue. Once we know then we will not appoint a referee to that game but if you do not tell us then the appointed referee must take charge.**

- **If the notification says 'CLUB REFEREE' then it is almost certain the 2 clubs will have to agree on a referee between them. We will try and make contact before making an appointment to check arrangements have not been made.**

## **REFEREES**

Please ensure that you look after your appointed match referee, both before, during and after, each, and every game. Remember that the game cannot take place without a referee and sometimes you may find that your referee is officiating in his or her first game. They will be learning their game, in the same way that your players will be and we need to understand that mistakes will be made from time to time – they will not be deliberate and hopefully they will learn from them.

Ensure that the fixture is confirmed with the referee appropriately and in a timely manner; meet and greet them before the game and make sure that they are aware who the point of contact will be during their stay with you and ensure that they are paid promptly at the conclusion of the fixture. But above all treat them with RESPECT and remember to RESPECT their decisions.

Please note that it remains the **HOME** teams' responsibility to pay the referee following a game & also that the referee fees have changed for the 2022 - 23 season. The fees are as follows:-

**Under 11 / Under 12 / Under 13 / Under 14** **£25**

**Under 15 / Under 16 / Under 18** **£35**

It is worth mentioning here that if you are approached by referees offering their services that there is a safeguarding responsibility on you before you allow them to referee. There are individuals who have been banned from football for good reason and we are aware they do still referee – there are penalties for clubs who use them in affiliated games so please be careful.

## **MATCH REPORTS**

Online match reports need to be submitted after every fixture - league / cup, home and away. The process really is simple and does only take a few moments so there should not be any excuses. However, should anyone have any problems, I would like to ask that you attempt to complete the on-line form to the best of your ability first. Then, should you need any assistance, please feel free to contact Tony Gee via email for advice.

Please note at 9pm on the Tuesday after the Sunday fixture, the system will be locked down and no further submissions or changes can be made. Those teams who

have not submitted a form at that point will be fined - you have been warned. As secretaries you will be contacted to be advised if one of your teams has not submitted a form and given a deadline to get the form submitted. Further non-compliance will see the fines escalate; this is something that no one wants to see but will hopefully focus the mind!

If there are any teams who are unable to log on using their passwords - again, please contact Tony Gee – [tonygee@hotmail.co.uk](mailto:tonygee@hotmail.co.uk) for assistance.

**REMINDER – WE RECOMMEND NOT RELYING ON THE MATCHDAY APP FOR COMPLETING YOUR FULL-TIME MATCH REPORT FORM AFTER YOUR FIXTURES. THE INFORMATION DOES NOT ALWAYS TRANSFER BETWEEN THE SYSTEMS IN A TIMELY MANNER AND WE DO NOT HAVE ACCESS TO BE ABLE TO SEE YOUR INFORMATION ON THE MATCH DAY APP, SO IF IT IS NOT VISIBLE ON FULL-TIME BY 9PM ON THE TUESDAY FOLLOWING THE FIXTURE, A FINE WILL BE ISSUED!**

### **SOCIAL MEDIA**

We have our own Facebook and Instagram pages and a Twitter account as well which will have a constant flow on information updated on it. Please contact Nikki Browning or Tony Gee if you have anything you wish to post about your club.

Twitter -	<a href="#">@CYLeague</a>
Facebook -	<a href="#">@chilternyouthfootballleague</a>
Insta -	<a href="#">Chiltern_youthleague</a>
Website -	<a href="http://www.chilternyouthfootballleague.org">www.chilternyouthfootballleague.org</a>

Good luck and enjoy your football!

Jonathan Brown  
General Secretary