



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



**MINUTES OF FULL COUNCIL MEETING HELD ON MONDAY, 6<sup>th</sup> SEPTEMBER 2021 AT THE COUNTY LOUNGE, BEDFORDSHIRE FOOTBALL ASSOCIATION, SKIMPOT ROAD, DUNSTABLE, BEDFORDSHIRE, LU5 4JU**

Prior to the meeting, Henlow Hurricanes and Queens Park Crescents were proposed, seconded and accepted in to the CYFL as new clubs. These were clubs who had applied to join the league after the AGM.

**A G E N D A**

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

The Chairman welcomed everyone in attendance to the meeting, which included Mr. P. Roberts (Vice-President),

Apologies were received from Mr. P. Mockett (Vice President), Mr. K. Swain (Vice-President), Mr. C. Davison (President), Mr. T. Gee (Fixture Secretary), Mr. J. Thomas (CWO). Mr. S. Brown (Committee Member), Mr. R. Leonard (Committee Member), Mr. V. Shekle (Committee Member), Mr. G. Wilson (Committee Member)

Apologies were also received from the following club:- Sundon Park Rangers

The following clubs were not present at the roll call:- Aspley Guise, Bedford Santos, Blunham Youth, Luton Allstars, Luton Turk Rangers, Riverfield, St. Josephs Youth, Sundon Park Rangers, Wixams Wanderers and Warden AFC

**2. Minutes of previous Full Council Meeting held on Monday, 27<sup>th</sup> January 2020**

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. The General Secretary advised that owing to tighter timelines than normal (due to the extension of the previous 2020 / 21 season) and the issues that clubs had faced with administering player registration on the Whole Game System, he had completed the update of club information for the Directory himself. Hopefully this had saved clubs some time in updating their details.

- **Club Directory Amendments** – The Hon. Gen. Sec. reminded clubs of the need to advise him of any changes / amendments to the details in the Club Directory. 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.

Clubs were asked to not use the Full-time App for updating their team details for submission on the match report forms as there appeared to be issues with the transference of details onto the Full-time website, which is used as the 'source of truth' for the league to check details. Whilst appreciating that this is not an ideal situation as the technology should be robust enough to cope, it was hoped that clubs would support the league by taking a few moments extra to do this and also to double check their submission each week.

- **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.
- **Referee Appointments** – The General Secretary advised clubs that the referee appointments would still be made via the Full-Time system as per previous season and the principle applied that if the CYFL 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 Mr. Chamberlain and Mr. Gee as soon as possible, to try and avoid any unnecessary additional work, as they would continue trying to source an official. If they were 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 £3 per copy at the time of application) and match report pads.
- **Transfers** – the transfer window does not open until 1<sup>st</sup> 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.
- **CYFL Rules** – all clubs were asked to review the League rules for the 2021 / 22 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)**

- **General** – Mr. Gee advised that all fixtures had completed and updated onto Full-time up until the end of October. However, these are liable to change due to County Cup fixtures which have yet to be published from the County FA's.

Mr. Gee reminded clubs that due to him now residing in Turkey, email or WhatsApp messages / calls were desirable. And to add which team to any message to help him process them asap! He also recorded his best wishes and good luck to all teams for the season.

- **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, 17 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.
- **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 20(J). Clubs are asked to remember that each team is now entitled to **three** requests per season, although fixtures would **now** be scheduled on the Sundays either side of the school half term holidays. This was a change to the rules from the 2019 / 20 season, as voted on and approved by clubs at the AGM that season. If clubs did not wish to have a game on any of these dates, they were asked to contact Mr. Gee asap to request a free week. Late requests not made in accordance with league rules would not be accepted.

However clubs were advised that fixtures would **NOT** be scheduled on Sunday 26<sup>th</sup> December 2021 or Sunday 2<sup>nd</sup> January 2022 and Sunday 17<sup>th</sup> April 2022 (Easter Sunday). Following the Christmas and New Year holidays, fixtures will re-commence on Sunday 9<sup>th</sup> January 2022.

Consideration will also be given to the scheduling of fixtures during Ramadan in 2022.

- **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](mailto:tonygee@hotmail.co.uk)
- **Team Sheets** - Please note that on match days for this season, we will be reverting to the normal expectation that team sheets are to be completed and exchanged. Each team will be issued with a Team Sheet pad prior to the commencement of the season and details of the players within your match day squad are to be completed on the form (which is in triplicate) and then a copy of the form given to the opposition and the match referee. Please ensure that each manager signs a copy of the form to indicate that that the player squads from the WGS have been checked – complaints about eligibility of players will not be entertained if the form has not been signed.

Please do NOT be tempted to player unregistered or ineligible players. Remember that if a player is not registered or is suspended, they are not insured to play in that game and you run the risk of being charged with the offence and being fined and losing the points.

- **County Cup Fixtures** - please let could teams let Mr Gee know the details of any County Cup fixtures if playing outside of Bedfordshire competitions. Fixtures involving CYFL teams in County Cups take precedence over league fixtures. Thanks were recorded to those teams who already have advised Mr. Gee of the dates of their games.

Mr. Gee wished everyone good luck and hopes that they were looking forward to an enjoyable season.

- 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. E. Vase**
- The Hon. Registration Secretary advised clubs that after lots of hard work over the summer, over 3000 registrations had been completed on the Whole Game system and were ready for the start of the season. Issues had been caused by the capacity on The FA's

servers for the WGS, along with the changes which required parents' email addresses to be attached to the players' ID's and, also the need for new photographs. 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 Vase reminded the member clubs that 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. Vase'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.

A question was asked by Luton Nations Community around the need for printed squad lists and whether the use of technology for downloading lists was permitted. The General Secretary advised that the preferred option was a printed and laminated sheet as technology can be fallible, but this was only advice and so long as teams had access to an up-to-date Squad List from WGS for inspection, there would not be an issue.

**e) Referee Appointments Officers: Mr. S. Chamberlain and Mr. B. Cooper**

Mr. Chamberlain advised member clubs that as was normal at this time of year and the start of each season, the availability of referees was lower than hoped and the referees tended to be slow with their admin. Currently, the County had around 250 referees registered, which was down around 100 from this time last year. However, all Bedfordshire registered referees had been contacted to ask if they wished to officiate in the CYFL and although there were a few games uncovered in the opening weeks of the season, it was hoped that this situation would improve as the weeks went by. Clubs were asked if they knew of a referee who was willing to help with their games, that they let the relevant Referee Appointment Officer know, especially those clubs situated outside of Bedfordshire.

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, 17 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.

Clubs were asked to ensure that games are confirmed with referees in a timely manner – i.e. by 9pm on the Tuesday prior to the Sunday. With a shortage of referees, it is imperative that we do not run the risk of losing the services of referees due to poor administration.

f) **Child Welfare Officer:** **Mr. J. Thomas (not present)**  
No report available

g) **Webmaster:** **Vacant**  
The Chairman advised that owing the resignation of Miss Melissa Wing from her position as Webmaster, a vacancy existed for this position moving forwards. If anyone was interested or knew of an interested party for this role, they were asked to contact either the Chairman or the General Secretary for an informal chat and to register their interest in the position.

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 12<sup>th</sup> 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. As had been discussed at the previous Full Council Meeting in January 2020, the Committee were looking to incentivise those clubs who regularly attended the Full Council Meetings and as such would be issuing awards to clubs at the next meeting, using the fine money received from those clubs not in attendance!

**7. Any Other Business:**

A question was asked about Codes of Conduct for all those involved with the league, especially players and spectators towards referees. The General Secretary advised that these were available within the CYFL handbook of pages 91 and 92 and could be shared with club members if required.

Clarification was sought regarding the payment of referees' fees. The General Secretary confirmed that referees could be paid either by cash immediately after the conclusion of the game or via BACS payment. Whichever method of payment was to be used, clubs were asked to advise the referee in advance of the day of the game and to ensure that payment was made swiftly and in full, especially in the instances of using BACS payment.

Clubs asked if the use of bibs were permitted in the instance of kit not being available due to a delay in supply. Although not ideal, clubs were advised that this was permitted to ensure that games were able to be played.

**a) Fines for Clubs not represented**

**(Rule 5(N) CLUBS NOT REPRESENTED SHALL BE FINED £30.00)**

Aspley Guise, Bedford Santos, Blunham Youth, Luton Allstars, Luton Turk Rangers, Riverfield, St Josephs Youth, Sundon Park Rangers, Warden AFC, Wixams Wanderers

**Please Note - CLUBS NOT REPRESENTED AT A SECOND MEETING IN THE SEASON SHALL BE FINED £50.00**

The Chairman thanked the Bedfordshire Football Association for the use of their facilities, wishes the teams all the best for the coming season and closed the meeting at 9.10pm.

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