

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

MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON
MONDAY 14th AUGUST 2023 AT 7.00 P.M. AT THE BEDFORDSHIRE FOOTBALL
ASSOCIATION, SKIMPOT ROAD, DUNSTABLE, BEDFORDSHIRE LU5 4JU

PRESENT: Mr. P. Brown (Patron & Chairman), Mrs. J. Brown, Mr. J. Thomas,
Mr. S. Chamberlain, Mrs. E. Vase, Miss N. Browning, Mr. B. Cooper; Mr. R.
Shekle, Mr N. Brown, Miss L. Cooper, Mr. R. Quieroz, Mr. C Jackson and Mr.
T. Gee (both attended virtually) and Mr. J. Brown (Secretary)

ALSO PRESENT: Mr. C.J. Davison (President),

APOLOGIES: Mr. G. Wilson, Mr. S. Brown, Mr. D. Garner, Mr. V. Shekle and Mr. R. Leonard

MINUTES OF PREVIOUS MEETING: The minutes were approved as a true record of the last
Committee Meeting held on Monday 27th March 2023

MATTERS ARISING FROM PREVIOUS MINUTES: Nothing raised.

REPORTS

1. Chairman (Peter Brown)

The Chairman thanked all Committee Members and clubs for their efforts in preparing for the 2023 / 2 season and wished everyone an enjoyable and rewarding few months.

The Chairman reminded everyone that the League is just about to enter it's 70th season and he looked forward to celebrating the achievement throughout the season.

2. General Secretary (Jonathan Brown)

a. Bedfordshire Football Association Affiliation

The General Secretary advised that the affiliation for the League was underway and would be completed within the next week. The progress was not easy due to some late applications from teams and also some clubs not being affiliated themselves.

Unfortunately, it maybe necessary for some clubs to be excluded from the League to enable the affiliation to be completed, if they had not commenced their applications; this would be discussed with the Bedfordshire Football Association as progress continues and clubs advised of the situation.

b. Constitutions (Divisions Information in attached documentation)

The General Secretary advised that at the time of the meeting, the position regarding applications was extremely encouraging:-

65 Clubs (up from 61 last season)

219 teams (up from 197 last season)

15 new clubs had applied to join the league for the coming season:-

Arlesey Town Youth

Bedford Phoenix

Aspley Guise

City Colts

Linslade Galaxy
 Luton United
 MK United
 Newton Longville
 Phoenix Girls Football
 Tekkers MK

Luton Turk Rangers
 MK Raptors
 MK Wanderers
 Old Bradwell United
 Sporting Kids

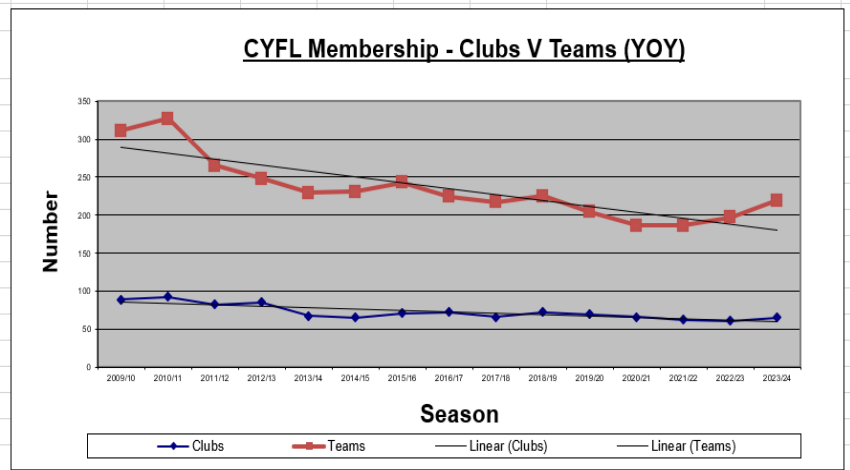
The General Secretary advised that 11 clubs had withdrawn from last season:-
 AFC Kempston Town Hammers
 Cranfield Colts
 Luton Bulls
 Maulden Magpies
 Shephall United
 Toddington Rovers
 Bedwell Rangers
 Henlow Hurricanes
 Luton Sporting Club
 Shenley
 Smart

The below is a summary of the position by age group, as well as a summary of the number of applications year-by-year for the past 15 seasons.

SUMMARY BY AGE GROUP

Summary					
Age Group	Teams	% Split	Divisions		
Under 18	10	5%	1	PM	29%
Under 17	0	0%	0		
Under 16	27	12%	3		
Under 15	27	12%	3		
Under 14	37	17%	4	AM	71%
Under 13	37	17%	4		
Under 12	41	19%	4		
Under 11	40	18%	4		
	219	100%	23		

	Clubs	Teams	Variation (PS)	Variation (Since)
2009/10	89	311	N / A	N / A
2010/11	92	327	5%	5%
2011/12	82	265	-19%	-15%
2012/13	85	248	-6%	-20%
2013/14	67	229	-8%	-26%
2014/15	65	231	1%	-26%
2015/16	71	243	5%	-22%
2016/17	72	224	-8%	-28%
2017/18	66	217	-3%	-30%
2018/19	72	225	4%	-28%
2019/20	69	204	-9%	-34%
2020/21	66	186	-9%	-40%
2021/22	62	186	0%	-40%
2022/23	61	197	6%	-37%
2023/24	65	219	11%	-30%



c. England Accreditation

The General Secretary advised that the process of renewal of the League's England Accreditation had started and progress would be tracked towards completion. Thanks were recorded to Emma Vase for her support in this process.

As part of this renewal process, the League will be contacting those clubs who either have not achieved the Accreditation and also those who are due for renewal themselves to offer support and guidance.

d. RESPECT Barriers Update

The General Secretary advised that following discussions with the Bedfordshire Football Association, RESPECT Barriers had been purchased and were being distributed to clubs ahead of the 2023 / 24 season. The CYFL had contributed £2000 towards the purchase of these barriers and a rule change had been adopted and approved at the AGM making barriers mandatory at all CYFL fixtures.

e. RESPECT Barrier Audit (Clubs Outside of Bedfordshire)

The General Secretary advised that he had conducted an audit of all CYFL from outside of Bedfordshire with the below results. Thanks were recorded to all the clubs for their assistance in compiling the results, which means that all CYFL clubs are entering the season with RESPECT Barriers available for use at their home games.

Club	Team Name	Age Group	Venue	Shared Venue (Y or N)	Barriers Available for pitch (Y or N)
Aspley Guise	Cobras	U12			Y
City Colts					Y
MK Athletic FC		U13	Milton Keynes Village Pavilion	Y	Y
MK Athletic FC		U14	Milton Keynes Village Pavilion	Y	Y
MK Raptors					Y
MK United	Yellows	U14	Hodge Lea	N	Y
MK Wanderers	Eagles	U12	Kents Hill Pavillion, Milton Keynes	N	Y
MK Warriors					
Newton Longville			Stantonbury Leisure Centre		Y
NPTFC	Jaguars	U16	Willen Road, MK16 0HH	N	Y
NPTFC	Pumas	U16	Willen Road, MK16 0HH	N	Y
Old Bradwell United	Kingfishers	U12	MARSH DRIVE, GT. LINFORD, MK14 5HH	N	Y
Sporting Kids					Y
Stoke Hammond		U16	Leon Academy Bletchley	Y	Y
Stoke Hammond		U14	Leon Academy Bletchley	Y	Y
Stoke Hammond		U12	Leon Academy Bletchley	Y	Y
Tattenhoe FC	Sunday	U15	Tattenhoe, Westcroft or Garthwaite Pavilions	Y (possibly shared with other Tattenhoe teams)	Y
Tattenhoe Youth					
Tekkers MK					

f. RESPECT Mark Audit

The General Secretary advised that he had written to the clubs of those teams who scored in the bottom 20 of the RESPECT Marks for the previous (2022 / 23) season. Thanks were recorded to those clubs who had replied with their plans and views for driving an improvement in behaviours at games for the coming season.

Unfortunately, a number of clubs had yet to respond to the request for information and the Committee asked the General Secretary to write to those clubs to remind them of their responsibilities under Rule 6(H) to comply with requests.

POST MEETING NOTE – following a further request, all clubs remaining within the CYFL submitted their plans for driving improvements in player, management and spectator behaviour.

The Committee discussed the support that could be given to clubs to assist with helping to improve in this area. It was agreed that the following actions would be taken:-

- Guidance supplied to teams around the marking of opposition teams.
- Requests made to those teams scoring their opponents with lower marks, to help understand the issues being faced.
- Reports to be made available to clubs on a bi-monthly basis (November, January, March and end of season) to highlight how teams are performing (as opposed to previous end of season reports).

- Committee representation to attend fixtures of those teams who are scoring lower marks to observe behaviours and provide support and guidance to drive improvement.

g. Play Safe Weekend (30th September / 1st October)

The Committee discussed The FA's plans for the forthcoming Play Safe Weekend, which is scheduled for the weekend of 30th September and 1st October. The League would be supporting the initiative and would be promoting the event via its social media channels. Clubs were asked to support the event and discuss with its parents, players and managers, with all clubs being provided with armbands for team captains and pin badges for officials.

h. FA Youth Review

The General Secretary advised that documentation had been supplied by The FA relating to their Youth Review. Details had been shared with member clubs and the Committee and further developments would be monitored.

The General Secretary advised that although further trials were taking place with regards to The FA's Heading Trial (removing / reducing heading from the game for certain age groups), the CYFL had decided not to participate in any trials at present. This had been communicated to member clubs with a number responding in agreement with the decision to wait and observe further developments.

i. FA Points Deductions / Sanctions

The General Secretary advised that documentation had been supplied by The FA relating to the changes being implemented around Points Deductions and Sanctions. Details had been shared with member clubs and the Committee and further developments would be monitored.

j. Handbook

The General Secretary advised that the League would be producing a VIRTUAL handbook again for the 2023 / 24 season and it was hoped that this would be available for circulation before the end of August, in plenty of time for the start of the season.

3. Fixture Secretary (Tony Gee)

• **Fixture Updates**

The Fixture Secretary advised that he had released the first set of fixtures for the coming season and these were now available for view on the Full-time website. These fixtures covered the period from the start of the season and further fixtures covering through to 15th October would be released shortly.

Mr Gee asked that clubs update him on any pitch sharing arrangements with as much notice as possible to avoid issues.

Unfortunately, there may be changes to the fixture list once the County Cup fixtures have been released (presently nothing had been issued by the Bedfordshire Football Association); those clubs participating in competitions from outside of Bedfordshire, were asked to notify Mr Gee as soon as they are made aware of fixtures so that they can be scheduled in.

Clubs are reminded of the need to give a calendar months' notice when requesting Free Weeks, which is particularly important with the October half term on the horizon.

4. Players Registrations Secretary (Emma Vase)

The Player Registration Secretary provided the below summary to illustrate the position at the time of the meeting.

2489	registered players on WGS
153	Teams with Sufficient Number of Players Registered
66	Teams with Insufficient Number of Players Registered

Presently, out of the 66 teams with insufficient number of players registered, 15 teams had not started the process of registering players, while 9 teams had still not affiliated with their County FA's as of the time of the meeting. Mrs Vase advised that she was available to support any teams and would be reaching out to those still with insufficient players registered to see what she could support with. Mrs Vase recorded her thanks to those teams who had been proactive in concluding their registrations with plenty of time to spare.

Referees

- **AM Referee Appointments Update (Chris Jackson)**

- **RefSec**

- Mr Jackson (AM Referees Appointments Officer) advised that he had met with Isaac Blakey (FA Refs Development officer) in the week prior to the meeting and discussed the possibility of the League using a new piece of software to assist with referee appointments. Mr. Jackson advised that from these discussions, the Bedfordshire Football Association would be supporting and introducing RefSec as the chosen application to support Leagues.
- Mr Jackson had met with an alternative company who were also offering their services, but on the basis that the Bedfordshire Football Association were supporting RefSec, the CYFL Committee agreed to adopt this new piece of technology.
- All referees in Bedfordshire would be asked to register on RefSec and keep their availability up to date, meaning that Appointments Officers could then make their appointments from one central system.
- Mr Jackson was thanked for his time in exploring options and it was agreed that Mr. Jackson should contact all referees in Bedfordshire, introducing himself as he built himself a new list of available officials to support with the AM section. It was also agreed that a social media post should be used to introduce Mr Jackson.

- **PM Referee Appointments Update (Brian Cooper)**

- **Referee Coverage Update**

- Mr Cooper advised that he had been in contact with his roster of officials ahead of the new season and felt in a good place with regards to coverage, although he noted that traditionally September is always problematic with availability of officials and that there would likely be teething problems with RefSec as officials got used to a new way of working!
- Mr Cooper advised that he had received correspondence from Mr Ralph Morris, advising that he had retired as a referee after a long and illustrious refereeing career in the local area. Thanks were recorded to Mr Morris for a fantastic refereeing career of over 50 years service.
- Mr Cooper advised that he was still looking into options for referees to receive an online Match Report from Full-time following each game that they officiate in the CYFL. This would ask referees to score teams on their behaviours and record any issues that they face. Mr Cooper advised that once he had completed the initial set up work for referees availability for the season, he would move onto this task.

5. Treasurer (Jane Brown / Nicholas Brown)

Mr. Brown introduced himself to the Committee and advised that using his financial background, he was hoping to introduce some changes to the way that the League operated, and he was also looking into options surrounding League bank accounts to take advantage of increased interest rates at the current time.

Both Mrs Brown and Mr Brown expressed their frustration with the challenges in chasing up teams who had not paid their subscriptions for the coming season in a timely manner. Although the majority of clubs paid in a timely manner when submitting their applications, some proved to be tardy in their payment and the suggestion was made that a rule change could be introduced and enforced if teams had not paid their subscriptions by the AGM, the fees would increase. Hopefully this would encourage prompt payment and reduced the amount of unnecessary changing that has taken place this year. It was agreed that this was a good idea and would be implemented moving forwards.

6. Social Media (Tony Gee & Nikki Browning)

a) Website

• **Website based email addresses**

The Committee discussed the possibility of setting up some League specific email addresses for Committee members to use (that could be transferable in the event of a Committee Official leaving their post). It was agreed that the minimal monthly cost (£9.25 per month to give up to 2TB of data / memory) was worthwhile to set these up and Miss Browning was asked to pursue this once she had been advised of the email addresses required.

Committee members were asked to submit a bio to Miss Browning, so that this could be updated to the website (along with a photograph) to explain roles and functions of their roles, to support communications and contacts.

b) Facebook / Instagram

The Committee were pleased with the level of content and engagement with the various social media channels that the League operates, but wished to remind clubs that any content that they wish to share could be linked to the various CYFL accounts.

7. Child Welfare Officer (John Thomas)

Mr Thomas advised that once again, he would be maintaining a database of teams required a visit from Committee Members at a game to observe behaviours and offer support, based on the following criteria:-

- Low RESPECT Marks from season 2022 / 23
- Ongoing low RESPECT Marks during current 2023 / 24 season
- New Clubs to the Leagues
- Requests from teams who wished to have representation at games
- Issues between teams that had resulted in abandonments / disciplinary action by the relevant County Football Associations

Match reports would be reviewed on a monthly basis by The Committee and referred to the County Football Associations if required.

Mr Thomas advised that he had attended a Safeguarding Workshop which had been hosted and facilitated by the Bedfordshire Football Association over the summer. Mr. Thomas noted that he was the only League CWO in attendance at the event, which unfortunately had not been particularly well supported by clubs. He did however feel that the event was useful, both in terms of content, but also in terms of developing contacts and relations with club CWO. He also advised that Mrs Vase delivered an informative presentation as a club CWO on the day. The Committee recorded their thanks to both Mr Thomas and Mrs Vase for their attendance at the event and also for representing the CYFL.

8. Sponsorship (Peter Brown / Ricardo Quieroz)

Mr Quieroz introduced himself to the Committee and advised that over the summer, he had been exploring different sponsorship options for the League with regards to Cup Finals. He

explained the work that he had been undertaking in looking an options for sponsorship of the Leagues proposed 21 cup finals this year.

The Committee supported the work being undertaken and the Chairman agreed to contact the League's sponsors – M&S Water Services Limited – to advise them of the proposed plans.

Mr. Queiroz was asked to keep the Committee up to date over the coming months as to the progress he was making, while being mindful of the types of organisations showing interest, so as to not compromise either M&S Water Services Limited or the purpose of the League in providing youth football in the local area.

9. Sub-committees

a. Sub-committee – Discipline

Nothing to discuss at this meeting.

REMINDER:- ALL CLUBS WHO HAVE BEEN FINED CAN FIND DETAILS OF THE OFFENCE AND ANY ASSOCIATED FINE WITHIN THE ATTACHED CLUB DISCIPLINE SPREADSHEET. CLUBS ARE REMINDED THAT ALL FINES NEED TO BE PAID WITHIN 14 DAYS OF THE RECEIPT OF THESE MINUTES AND PAYMENT CAN BE MADE EITHER BY CHEQUE MADE PAYABLE TO CHILTERN YOUTH FOOTBALL LEAGUE AND SENT DIRECTLY TO THE TREASURER MRS J BROWN AT 4 SOLLARS WAY, HOUGHTON CONQUEST, BEDFORDSHIRE MK45 3GA OR VIA BACS PAYMENT AS FOLLOWS:-

SORT CODE:-	20-05-74
ACCOUNT NUMBER:-	90206121
ACCOUNT NAME:-	CHILTERN YOUTH FOOTBALL LEAGUE

b. Sub-committee – Trophies

The Chairman advised that he was considering options for the medals for both the Divisional Winners and also the Cup Finals as existing supplies were running low. He advised that he hoped to have more details and options, as well as samples to review at the next Committee Meeting in October.

c. Sub-committee - Cup Finals

The Committee discussed that execution of the 21 Cup Finals that they had committed to hosting at the end of the 2023 / 24 season. It was agreed that with that number of finals, it would be necessary to host these over a number of different days and at different locations, with the potential of hosting the Under 16 and Under 18 finals earlier on in the season to avoid clashing with GCSE and A Level exam time. The General Secretary was asked to explore different options and venues for further discussion.

Any Other Business

The General Secretary advised that the Committee had been invited to attend the opening of the new AGP at Flitwick Football Centre. The Chairman had agreed to attend the event to represent the League.

The General Secretary advised that he had been in discussion with the Bedfordshire Referee Association with regards to buddying and support initiatives for CYFL referees, especially those new referees who had just completed their initial training and were beginning their refereeing careers. Further details would be supplied in the coming months.

Mr R Shekle raised his disappointment that kick off times and locations of games was not kept updated on Full-time as this caused him issues when pitch walking and looking for venues to attend. The Committee discussed this and offered sympathy with the situation, reminding clubs that if kick off times and locations are changed, the League needs to be notified so that Full-time can be updated. Mr Thomas advised that when he attends games, he always contacts the home team in advance to check on key match details to avoid wasted journeys and suggested other Committee members adopted the same approach.

Meeting Closed:

20.50

Dates for the 2023 / 2024 Diary:

2023

Monday 4th September
Monday 2nd October
Monday 6th November
Monday 4th December

Full Council Meeting
Committee Meeting
Committee Meeting
Committee Meeting

County Lounge
Meeting Room, Beds FA
Virtual
Meeting Room, Beds FA

2024

Monday 8th January
Monday 29th January
Monday 5th February
Monday 4th March
Monday 8th April
Monday 10th June

Committee Meeting
Full Council Meeting
Committee Meeting
Committee Meeting
Committee Meeting
AGM

Virtual
Flitwick Football Centre
Meeting Room, Beds FA
Virtual
Meeting Room, Beds FA
County Lounge