



## **Norfolk Women's & Girls Football League**

### **Minutes of the Annual General Meeting**

**18th June 2019**

#### **Chairpersons opening remarks**

Louise welcomed all to the Norfolk Women's & Girls Football League Annual General Meeting, saying it was another successful year for women's & girls football in Norfolk.

Louise stated the league held two cup finals days this season with the ladies being held at Plantation Park, advising for everyone that attended they were entertained with fantastic football which showed the great standard of football in our ladies' league. With thanks to Darren at Planation park for his hard work on the day.

The youth cup finals were held at Aylsham for the second time this year and this was a fantastic advert for girl's football. With thanks all the committee members and volunteers at Aylsham who made sure each and every girl in attendance on that day had a cup final to remember.

Louise talked about the great work of the League which included the Mental Health Awareness evening and the role of the Club Mental Health Officer, with the League being Highly Commended by FA Norfolk Awards.

The League would like to thank all managers, assistants & parents that give up their time to make the girls and women's game such a success in Norfolk.

Louise gave a big thank you to all the committee members, stating without this fantastic group of people the league wouldn't run as well and be as successful as it is. With special thanks to Stuart Walker who sadly leaves us this season. Stuart has been a great committee member, and we all wish him well in the future.

Wishing you all a very successful 2019/2020 season.

#### **Apologies**

- Julie Hutchin

## **Minutes of previous AGM**

- The Minutes of the previous AGM were circulated to all, displayed on the League website, and agreed by all as a true and fair reflection of the meeting
  - Proposed: Emma – Bure Valley
  - Seconded: Shelia - Gorleston Rangers

## **Matters arising**

- None

## **Treasurers report**

- The BALANCE SHEET and NWGFL ACCOUNTS was circulated to all, and displayed on the League Website
  - Proposed: Shelia - Gorleston Rangers
  - Seconded: Sarah - Martham Fc

## **Election of New Clubs**

### **Mulbarton Belles FC**

- Proposed: Mandy – Gorleston Rangers
- Seconded: Sarah – Martham FC

### **University of East Anglia Ladies**

- Proposed: Martin - Gorleston
- Seconded: Josh Roper – North Walsham

### **Rockland United Ladies FC**

- Proposed: Mandy - Gorleston
- Seconded: Kirsty – Thetford Bulldogs

### **Yarmouth Football Club**

- Proposed: Shelia – Gorleston Rangers
- Seconded: Sarah – Freethorpe FC

### **Bohemians Football Club**

- Proposed: Martin - Gorleston
- Seconded: Sarah – Martham FC

## **Constitution of the Competition for ensuing season**

The full constitution will be available in due course, with three Development Divisions from U9 to U11, 5 Youth Divisions U12 to U16 through to Ladies with no more than 168 Clubs in total, and no more than 14 teams in each Division.

Currently the Constitution is set out with one Division in U9, U10, U11, U14, U15, U16 Ladies 7 and two Divisions in U12, U13's and Ladies 11's

Advise all as per the Constitution sent out to all, and available on the league website, all clubs now need to vote on the Constitution.

The Constitution was voted on as below:

U9 1 Division

U10 1 Division

U11 1 Division

U12 initially 1 Division with a late entry making the Constitution 2 Divisions

Vote to allow Waveney FC U12 late entry

- For – 20
- Against – 1

Vote for U12 x 2 Divisions to be split on ability (top 4 of each Division) or regionalised

- Ability – 10
- Region – 4

Vote for U12 to play each other x 2 or x 3

- X 2 – 1
- X 3 – 11

U13 2 x Divisions to be split on ability (top 4 of each Division) or regionalised

- Ability – 8
- Region – 4

Vote for U13 to play each other x2 or x3 times#

- X 2 – 2
- X 3 – 10

U14 1 Division

U15 1 Division

U16 1 Division

Ladies 7's 1 Division

Ladies 11's 2 Divisions

With the following teams in the following Ladies Divisions:

**Ladies Division 1**

Aylsham Ladies

Bungay Ladies

Fakenham Town Ladies

Freethorpe Ladies

Long Stratton Women

Sprowston Athletic FC

Sprowston Ladies FC

Taverham United Ladies

Tavern Old Boys Ladies

Thetford Town Ladies

Thorpe United Ladies

**Ladies Division 2**

Beccles Town Ladies

Cawston Redrose Ladies

Gorleston Rangers Ladies

Hockering Ladies

Horsford FC Ladies

Mulbarton FC Ladies

North Walsham Angels Ladies

Stalham Ladies

Thetford Bulldogs Ladies

Waveney Ladies

Wymondham Town Ladies Reserves

Confirm number of votes for the full: -

**Total votes for the constitution - 37**

**Total votes against the constitution - 0**

- **Election of League Officers and Management Committee, new members voted in bulk**

Chairperson – ***Alison Moore***

- Proposed: Alan – Beccles FC
- Seconded: Paul – Worstead

League Secretary – ***Netti Champion***

- Proposed: Alan – Beccles FC
- Seconded: Paul - Worstead

Treasurer - ***Louise Riseborough***

- Proposed: Alan – Beccles FC
- Seconded: Paul - Worstead

Welfare Officer – ***Julie Hutchin***

- Proposed: Alan – Beccles FC
- Seconded: Paul – Worstead

### **Election of new committee members**

Thanks to Ben Binder for joining the committee

- Proposed: Sarah – Freethorpe FC
- Seconded: Martin – Gorleston FC

### **Divisional Secretary's**

Alison Moore, Netti Champion, Louise Riseborough, Julie Hutchin,  
Caroline Aldous

- Proposed: Steve Ryan – Sprowston FC
- Seconded: Graham Purling – Bungay FC

### **Appointment of Auditors – Sexty and Co**

- Proposed: Emma – Bure Valley
- Seconded: Sarah – Freethorpe FC

## **Amendments to Standard Codes of Rules Youth and Adult**

Confirmed rule changes, cup rules and Ladies 7 rules have been circulated to all and are available on the League Website, and voting in of SCOR and SCORY

- Proposed: Alan – Beccles FC
- Seconded: Ted – Bure Valley
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## **Date for the commencement of the Playing Season and Kick Off times applicable to the Competition**

Start of the 2019/2020 season will be:

Adult Sunday 8th September 2019 with kick off times set for 2pm

Youth Saturday 7<sup>th</sup> September 2019 with kick off times set for between 10am and 12pm

Adult Cup Finals Day - Sunday 3<sup>th</sup> May 2020

Youth Cup Finals Day - Saturday 9<sup>th</sup> May 2020

## **Date for the end of the Playing Season**

Ideally all games finished by end of the season will be 3<sup>rd</sup> May 2020  
but if not possible then 31<sup>st</sup> May 2020

## **Any Other Business Relating to the AGM**

Waveney FC - Jason Moyles

Jason proposed that the league format in the U16 Division to be changed to 11 aside from 9 aside. With all games played at 11 aside unless teams do not have enough players signed on in which case these games would be played at 9 aside. Jason raised although though this would not be ideal scenario with games being played in dual formats, however believes this would benefit all teams.

As those who have enough girls to play 11 aside will get to play and transition into women's football at the correct format, and for the teams who cannot field enough players the girls still get to play and we don't lose any more teams from the league.

Stating if it's known from the start of the season it should be easily managed with everyone fully aware of the format to be played in advance.

I would also suggest that if a team has a squad of minimum 13 or 14 players then format should be 11 aside squad sizes below that 9 aside. 11 aside format would mean more game time greater development. 9 aside means teams keep going and girls keep playing.

Louise raised with the clubs to take a vote from the floor of those who are happy to just let the current U16 teams who this affects to vote, with this then going to an electronic vote to those clubs after the AGM, no agreement would mean the league to hold a SGM for everyone to attend again to vote just on this.

- Votes for letting just U16 Division complete an electronic vote- 32
- Votes for all Club members to attend SGM and vote- 0

## **Norfolk FA**

Harry Diggins and Tom Constance

### **CLUB AFFILIATION**

Club affiliations are open and are to be completed through the Whole Game System again this year. Clubs have until 30th June to affiliate. The Early Bird is now closed so the fee is £65.

After the 30 June the late affiliation fee applies which is £100

### **INSURANCE FEES:**

The personal accident insurance fees have once again been frozen for the new season so remain at £23 for youth teams

For adult teams the fees are:

Bronze	£64
Silver	£96
Gold	£162

## **PLAYER REGISTRATIONS**

All registrations will once again be processed ONLINE via the Whole Game System rather than forms being sent into Norfolk FA. Players will still be required to complete consent to sign for the club. Consent can be obtained either via offline or online consent. Offline consent is obtained by completing a paper registration form and kept by the club. Online consent is obtained via an WGS generated email.

All adult leagues are also moving online this season and a series of training evenings have been arranged for them. If you or anybody at your Club we like some refresher training you are welcome to book a place. Details of the training evenings are:

Alive Leisure – Tuesday 2nd July – 7pm  
Open Academy – Thursday 4th July – 7pm  
Lynn Grove – Tuesday 9th July – 7pm

Norfolk FA are also holding 2 WebEx meetings where clubs can log on from the comfort of their own homes or even from a beach in Spain if you are really keen!

Thursday 11th July – 7pm  
Monday 15th July – 7pm

Details of how to book a place will be provided in due course.

Registration fees will be invoiced again once around November time and the youth fees for the new season are as follows:

11-a-side	£15
9-a-side	£15
7-a-side	£10
5-a-side	£10

Whilst the adult fees have been reduced and are now:

11-a-side	£20 (previously £25)
7-a-side	£10 (previously £14)



## **LAW CHANGES**

IFAB have made a number of amendments to the Laws of the game for the 2019-20 season so it is important that your managers and players familiarise themselves with the changes. A summary of the updates will be emailed to all Club Secretaries on Monday 1st July but if you can't wait until then, the details can be found on [www.theifab.com](http://www.theifab.com) and we also have a number of booklets with us this evening if you would like to collect one before leaving

## **LONG SERVICE AWARDS**

The Long Service Awards application window is now open. The nomination form will need to be completed and submitted by 1st July and you can download this from our website. Further information on the awards can be found on the application form and we would encourage any Club to nominate any volunteers that have given years of dedicated service to grassroots as we would love to see their hard work and commitment rewarded.

## **DISCIPLINE**

Temporary Dismissals (Sin Bins)

Following a successful pilot in various leagues across the country, including all adult leagues in Norfolk, Sin Bins are being rolled out to ALL grassroots football next season and their use is mandatory

The FA currently working with all of our youth leagues to put in place a suitable training programme which will take place in July / August and further details on this will be published shortly via your league.

## **MATCHDAY APP**

The FA recently relaunched the MatchDay App which now allows players to pay their match fees via the app as well as allowing team managers to submit scores and team line ups without having to log on to Full-Time.

As well as simplifying some of the admin tasks, there are also significant potential financial benefits if your Club and players start to use the app to make payments. Further details can be found online and we will also provide more information as part of the sin bin training sessions as well as two specific MatchDay app Webex training sessions towards the end of July, details of which will be notified to Club Secretaries in due course.

## **TALENT ID**

FA are running a Talent ID Day at Carrow Park on Saturday 3rd August from 10am-12.30pm. The day is designed to talent spot gifted young players aged 7-11 and 12-16 with the following disability; Amputee, Blind, Cerebral Palsy, Deaf (Male and Female) & Partially Sighted. If you are aware of any gifted young players that could potentially benefit from attending this day, please contact FDO (Inclusion), Rachel Cossey for more information and how players can sign up for the day. Flyers are available to collect.

## **SAFEGUARDING**

Thanks to all of you and your fellow club officials for your support over the last season. As a result of your hard work and commitment overall as a County we are in a strong place with regards to safeguarding and we as a County once again achieved the Safeguarding Operating Standard. However, we can never afford to be complacent and it is important that we continue to maintain and raise standards.

- **Safeguarding for Committee Members**  
The Chairman, Secretary, Treasurer and Welfare Officer of every Club with at least one youth team MUST have an in-date Online Safeguarding for Committee Members course prior to the Club being able to affiliate for the 2019-20 season.
- **Managers / Coaches / Assistant Managers**  
All individuals who help to run a youth team must also be named on the Club's affiliation, so that includes managers / coaches, their assistants and anybody else who may for example help out regularly at training. All individuals who have regular contact with the players must have an in date FA CRC. A reminder that all youth teams within a Charter Standard club must also have at least one named individual with the following qualifications: Level 1 in Coaching, in date FA First Aid and in date FA Safeguarding Children

## **MANDATORY CWO TRAINING**

Once again this season all Club Welfare Officers will be required to attend 1 mandatory CPD training event during the season. Further details of the event(s), which will be free to attend, will be published nearer the start of the season.

## **SAFEGUARDING VISITS**

As part of the on-going process of monitoring safeguarding over the course of the season, we will once again be carrying out a number of visits to clubs on both training and match days. These proved to be very valuable last season and were well received by the Clubs that were visited so hopefully the new season will be just as successful!

## **SMOKE FREE SIDELINES**

Smoke free Side-lines will be ever present once again throughout 19/20 and clubs wishing to be involved in the initiative are encouraged to sign up by emailing [Marketing@NorfolkFA.com](mailto:Marketing@NorfolkFA.com) for more information.

In addition, should the league wish to sign up and potentially receive funding towards ensuring all member clubs are Smoke free Side-lines clubs, please get in touch with [Rebecca.Burton@NorfolkFA.com](mailto:Rebecca.Burton@NorfolkFA.com)

## **FESTIVALS OF FOOTBALL**

As per previous seasons again the Football Development team will be delivering a series of transition festivals to support youth teams who will be playing in a new format of the game. Transition festivals delivered will include 5v5, 5v5 to 7v7 and 7v7 to 9v9.

Further information regarding the transition festivals, including dates & venues, will be available from the end of June 2019. For further information, please contact [Anna.Larkins@NorfolkFA.com](mailto:Anna.Larkins@NorfolkFA.com)

## **LEVEL 1 COACHING COURSES AND BURSARIES**

A reminder to all Charter Standard Clubs that an active qualified coach should be aligned to every affiliated team.

In order to enable all affiliated youth teams to have a qualified coach, The FA's Level 1 Bursary Programme will continue for the 2019/20 season. This programme will provide a 100% bursary for all affiliated youth teams who do not have an allocated qualified coach. For further information regarding this programme please contact [Kate.Dixon@NorfolkFA.com](mailto:Kate.Dixon@NorfolkFA.com).

### **WELFARE OFFICER BUSINESS CARDS**

Thanks to Wensum Print, Ken D’Rosario, Norfolk FA’s Designated Safeguarding Officer has had business cards made to ensure that it’s quick and easy for leagues and clubs to get in contact with him. Please collect some of these on your way out.

Wensum Print have once again have an offer whereby Norfolk clubs can order personalised Club Welfare Officer business cards at a heavily discounted rate. For further information on this please contact us.

THANKS TO ALL ON BEHALF OF EVERYONE AT NORFOLK FA FOR ALL YOUR HARD WORK.

Harry and Tom we will be available after the meeting.

### **End of meeting**

Thank all for attending wish all good luck for the fourth coming season and declare the AGM closed.