



MINUTES OF ANNUAL GENERAL MEETING WEDNESDAY 9th JUNE 2021

PRESENT : Nicky Clarke, Chris Spargo, Mark Stitson, Kev Harrison, Alexandra de Lunes, Andrew Dillon, Andrew Moriarty, Andy Craddock, Andy Smith, Andy Whelan, Ben Kelly, Ben Marquand, Carl Hutton, Catherine Ingham, Chris Tomlinson, Dan Spiers, Duncan Randall, Gemma Hart, James Fearnley, Jarrod Hollingdrake, Jim Moor, John Megson, Karl Robinson, Mark Laine-Toner, Michael Piotrowski, Niels Kroon, Paul Meakin, Phil Clarkson, Phil Tierney, Ruth McGahan, Sean Yeates, Simon Bell, Steve Camp, Andy Clarke, Richard Owen, Anthony Dutton, Gareth Burree, Dave Burgess, Patrick McIlroy, Gordon Friel

APOLOGIES : Chris Larner, Eddy Nuttall, Ian Condon, John Standhaven, Karen Jones, Steve Hiley, Richard Ellis, Dan Fletcher, Kris Sutton, Matt Long, Sean Tounsend

1.0 WELCOME – Chris Spargo

Chris welcomed everyone to meeting.

2.0 ACCEPTANCE OF 2020 AGM MINUTES

A copy of the 2020 AGM Minutes had been sent out prior to the meeting and were accepted as a true record of the meeting by a majority vote.

3.0 CHAIRMAN REPORT – Chris Spargo (issued prior to the meeting)

In my plans I certainly hadn't contemplated being in a position where I would still be here in this role at this time however I am and happy to still support our dedicated team to continue providing and improving the ongoing opportunities in football development for all of you.

My season last year, my last as a manager and coach was somewhat curtailed and the swan song not quite achieved and I appreciate for many of you it has been a significantly challenging time over 2 seasons both personally and from a footballing perspective. As the football environment starts to support the return to normality the Club remains strong both organisationally and financially with opportunities and initiatives in place to further enhance our position and stability.

One of the initiatives the Club has been involved with and I personally have spent a significant amount of time over the past 10 years is the development on High Royds. The original scheme and project we were working on as part of the High Royds Sports Association (HRSA), which had acquired funding from the Football Foundation has unfortunately now been stopped. The HRSA Board eventually voted to not continue with the project for a number of reasons. These included the uncertainty of the current hospitality environment with the business case impact of the current pandemic and future effect on functions/events, the risk of the build cost with the preferred contractor who were significantly cheaper than all other quotes and relatively inexperienced and also the FF drawing close on the grant.

Whilst this was incredibly disappointing for the club and me personally there is still some light at the end of the tunnel. Avant Homes have still a planning obligation to provide a 'social club' and in conjunction with the estate residents committee are attempting to develop a smaller scheme on the same site which includes a set of changing rooms. At this stage we are not directly involved nor are other partners formerly of HRSA but we have been involved in meetings, contributed to the design and discussions around taking responsibility the pitch elements of High Royds. Avant should be taking the design to planning quite imminently and we will hopefully continue to be updated. In the meantime, we will continue to look at and appraise other potential opportunities for development,



access and improvement to further enhance Guseley Juniors.

May I finally take the opportunity to thank you all for your continued support and commitment in delivering exceptional footballing opportunities to our community.

4.0 SECRETARY REPORT – Nicky Clarke (issued prior to the meeting)

The 20-21 season followed the 19-20 season with lots of disruptions due to COVID 19. I would just like to express my thanks to all managers, coaches, parents and players for their support and understanding during this difficult time for everyone.

Off the pitch

Club Affiliation to the WRCFA will be completed in the coming weeks in preparation for the start of season 2021-22. Registration of teams to Craven, Harrogate, Garforth, Harrogate Girls and WRGFL has been completed for next season or will be completed when released. All leagues are working towards a September start so it is important we get players registered to the teams.

Some of you may have noticed that there is now an online Player Membership form generated via Google Forms on the website. There is a platform for a photo and Copy of proof of DOB to be added so this should be done by the parent at the point of registration which should make it easier for all.

These are to be used by all existing and new members to the Club. Richard Owen is the new Registration Secretary so please direct all registration enquiries to him on richardowenx@gmail.com or 07795895836 please?

Thank you to Mark Stitson, who along with his wife Katie, have both worked tirelessly to update the Website along with the help of a Website designer, which I am sure you agree looks much tidier and easier to navigate. The link to the website is <https://www.guseleyjuniors.co.uk/> so please take a look. I would also like to thank Simon Bell who is stepping down as Health & Safety Officer for the club after more than 12 years in the role. He has done a sterling job and has arguably had his hardest few years in the role with COVID 19. I am especially grateful for his advice and wealth of knowledge over the past couple of years during the pandemic. I would like to welcome Ruth McGahan who has agreed to take on the role and I'm confident she will do as good a job as Simon has during his time in the role. I would also like to thank Dave Stout for his time as Child Welfare Officer over the past few years. This is a role that is mandatory for junior grassroots clubs which can be quite demanding at times affording an amount of discretion.

On the Pitch

Even though the season was cut short and the majority of the leagues voiding the season, we have had some successes on the pitch for the Girls teams with several of the teams reaching semi finals of the league cup and shield which will be played over the coming weeks.

5.0 TREASURER REPORT – Mark Stitson (issued prior to the meeting)

Reminder: Guseley Junior FC - Financial Objectives

Ensure club remains financially secure

- Cash holding in place
- More control on costs
- Income collected earlier to invest ahead of the season with certainty
- Better coaching provision
- More facilities time
- Improved training and match provision - increase proportion of all-weather pitches (AWP) to ensure more playing time



1. Reminder: what we said in the Treasurer report for 2020:-

- Pitch and training costs continue to increase, and have done consistently for 5 years - therefore whilst the club will hold membership fees for 20-21, and we will budget a loss overall, we will need to look at membership fee levels for season 21-22.
- Income will reduce in 20-21 as we will not be able to raise funds through a “bag pack” at Morrisons whilst social distancing is in place or any other social events.
- We would really like to provide “pre-season” training slots for the longer term, i.e. start mid-August every season where possible - this is an aim for future years if we can continue to make progress and keep manager support as noted below.

2. Summary of 20-21 season

- Unfortunately a second season heavily impacted by Covid-19 - the impact on many volunteer organisations (including sports clubs) will not really be known until we finally come out of this situation.
- As a club we have fortunately got to a position over the last few years where we will be able to continue/extend the provision we have been able to achieve - at a time when many will need to cut back.
- This season we had a stop/start impact due to lockdowns, but were able to extend all of our facilities to the end of June/start of July.
- Overall from a financial perspective we will report net income (income less expenditure) of £8,825.01.
- Whilst this is a “surplus”, the reality is if we had a full season the club would have made a loss for the season (more pitches, ref fees, tournaments, etc) - however, given the overall financial position of the club this would have been “OK” for one year.
- Club income (excluding sponsorship for kit which is net nil as is used to pay for kit) was lower than previous years - as a result of no fundraising activities or bag pack - approx. (£3,700) lower than in 2018-19 which is the last “normal” season.
- Membership numbers were up slightly year on year: Total - 680; Split: Boys - 469 (up +17 vs prior year); Girls 211 (up +3 vs prior year).680
- Overall bank position remains strong.

3. Looking ahead

- Our financial position in recent years has allowed us to continue to invest in more all-weather provision for training and matches - this is by far the most expensive cost for us as a club - however it does almost “guarantee” that training and matches take place each week for the children.
- Overall, we spent more on training/match day facilities than ever before and have secured season long contracts in place to use Ben Rhydding (girls/boys training/boys matches), Yarnbury (girls matches), GOALS Bradford (boys matches) as well as St Marys and Nethermoor which have always been utilised.
- This all-weather provision is more and more in demand - grass pitch quality and availability continues to decline in the region and the financial cost of improving grass vs laying down all weather pitches doesn't stack up - and with higher demand for all-weather pitches the price to hire continues to go up significantly.
- Cost increases have been visible for the last 4/5 years but we didn't change the membership fees, however we flagged last year that this would increase in season 21-22.
- The proposal is to increase fees from £125 to £135. This is an increase of 8%, however it is the



first change in fees for 4 years and still means Guisseley Juniors is very good value vs other clubs - especially as in season 21-22 we will provide facilities from mid-August through to end of May (meeting our aim noted previously). **Approved**

- The membership fee of £135 equates to a cost per week of £3.46 which is fantastic value - this covers all training, all matches, all league fees, all equipment, ref fees, tournaments and anything else required to run the club! Compared to other sports and social activities this compares favourably and provides the children with a great amount of fun and enjoyment we hope!

4. Specific support for season 21-22

- Despite the increased costs more generally and therefore the proposal to increase the membership fee, we are very aware this is a tough time right now.
- Therefore, coming out of Covid (hopefully!) we have committed to helping all teams and players - this will be in the form of a one-off allowance of £10 per registered player.
- This can be used by the manager of a team to put towards playing kit (given sponsorship may be harder to attract for now), or towards social events for the team, or any trophies that a team may wish to have.
- This can be used from May 2021 to Dec 2021 inclusive.

5. Help from managers

- The most important thing is to ensure membership forms are completed online and fees are paid early - this year will be later than usual given the current season has been extended.
- However, we need membership monies in by August 1st 2021. Whilst we appreciate this may be more difficult this year, we do need to have these paid so we can make financial commitments for the season ahead with confidence - as well as a league registration/player angle that the Secretary would consider.
- Kit rebate - please ensure that ALL kit is purchased from the club supplier, Pendle Sports and that orders are ALWAYS placed via the Guisseley Juniors "club shop". Prices are NOT inflated artificially, discount is applied at the final checkout and we are one of the biggest customers so benefit from a substantial rebate - this was around £1,600 this season, which is significant, so a big thank you to all managers as the improved compliance has really helped - thank you!
<https://www.guisseleyjuniors.co.uk/pendle-shop/>
- Equipment - Guisseley Junior teams should always have the required basic provision of balls, cones, medical bag and (where needed) respect barriers - do not hesitate to ask; however, please also consider requests sensibly - e.g. most teams use the same training balls for 2-3 years in terms of sizing, so please only ask to replace the ones that are needed to be replaced - just a couple of footballs per team can make a huge difference. If there is anything at match sites that is needed, please also link to the committee to ensure a safe and enjoyable match can take place.

In conclusion, a big thank you to all managers for what they do, thank you for your ongoing commitment in terms of collecting membership fees and spending sensibly - this has served us well over the last few years with some fantastic facilities and we remain in a secure position despite a very difficult time in a wider sense.



6.0 ACCEPTANCE OF ACCOUNTS – Mark Stitson (issued prior to the meeting)

The summary of Accounts for season 2020-2021 that had previously been sent out by Mark was voted on and agreed by a majority without any questions raised. There is a copy of the accounts attached to these minutes.



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7.0 HEAD COACH – Kev Harrison (issued prior to the meeting)

Boys U4/5

Friday evening training.
Player No 20-30 Boys and Girls

Boys U6

Sunday morning training
Player No 30-35 Boy. This session includes some Girls from 5-7.

Boys U7

3 teams currently with sufficient numbers for a fourth team for the new season.

Boys U8

3 teams currently with sufficient numbers for a fourth team for the new season.

Girls U6

Training Fri
Not enough to start a team.

Girls U7

Training Sun
Not enough to start a team.

Girls U8

Training Fri
Not enough to start a team.

Girls U9

Training Fri
Running 1/2 Teams
Good Squad Numbers.



8.0 PITCHES UPDATE – Rob Hainsworth / Ian Woolford (issued prior to the meeting)

Season just gone-

- obviously, a disrupted season and difficult to assess how the pitches held up and played • continued to invest in all weather pitches (AWP) increasing playing abs training slots • all younger age groups up to and including u13s have access to AWP throughout the season.
- unfortunately, there were times when these facilities were not utilised, this needs to be improved.
- we have increased our number of grass pitches including pitches at Bramhope cricket club and bedquits • most pitches just have 2 teams sharing which is what we wanted to achieve long term as pitches were overplayed.
- we have also turned our attention to maintaining and improving some of the grass pitches.
- thanks to Andy Craddock who oversaw the use of the grant from the FA for pitch improvements.
- we are looking to continue this on pitches that we have access and permission to • improvements will be aeration and general maintenance- infill and seeding etc • we will ask if goals can be removed over the short summer break to enable goal mouths to recover where possible.

Upcoming season-

- feed back from managers about pitches including possible improvements is useful to know. We may not be able to action them all, but we can contact the appropriate people.
- new pitch schedule is due out please look at this as soon as you get it, any issues please let us know.
- if you are allocated a new pitch please contact the manager who had it in the previous season for info on access and equipment • please do this as soon as you can, please don't leave it until just before the first game...
- if you are allocated AWP pitches you MUST use them whatever the weather, they are a great resource and we need to keep them, if we don't play they will be offered to other clubs.
- if you share a pitch with another team make sure you contact them each week to arrange ko times so no clashes • let us know if any issues with pitches or allocations, we would rather know • thanks for all managers support over the last season, hopefully this one will be back to normal.

9.0 HEALTH & SAFETY UPDATE – Simon Bell (issued prior to the meeting)

1. Introduction

Due to the Covid-19 crisis I decided it was important to stay on and support the GJFC Management team and rest of the Club for the 2020 – 2021 season, adding an extra year to what I had always expected. The 2019 / 2020 season would have been my last season in the H&S Officer role for GJFC, with my son and his friends and teammates finishing at U18 and going on to University and jobs. I would like to thank everyone for everything I have enjoyed with GJFC in all my time in this role. Many thanks also go to all the managers from every team for the commitment they have given to keeping football going for the children who are our members over the past 11 months. From the engagement in the sessions with Kevin Harrison and myself last July, to the Risk Assessments and all the ongoing efforts they have all made. When legally permitted to do so GJFC has provided football safely and to the greater benefit of children's physical and emotional wellbeing under unprecedented circumstances.

I am pleased that despite the pandemic I am finishing with the Club in a good position and I know it will continue to thrive. The club is fortunate to have Ruth McGahan volunteer to take over as the H&S Officer, (subject to the AGM processes). Ruth is well qualified in Health and Safety, the mum of a player in one of our younger age group teams and will do very well indeed in my view. She is thorough and has taken time to go through what is involved as part of deciding to be nominated to succeed me. I wish her all the very best.



2. Updated and reviewed H&S Forms/documents for 2021 / 2022

These have been reviewed and updated as necessary. The head injury card and the Club Procedure for Health and Safety both by being in accordance with guidance from FA Medical & Sports Science Team and The FA/ FIFA Laws of the Game concerning Equipment respectively. Furthermore, due to the ongoing COVID- 19 Risk all applicable documentation includes the following information to reassure all stakeholders in GJFC and this is translated across into our ongoing procedures and protocols

‘COVID- 19 To reassure you GJFC follow the advice and guidance of The Football Association, Public Health England and WRCFA (County FA) and all the respective leagues concerned with all grassroots/ junior football activity during the 2021 - 2022 season. See <https://www.thefa.com/about-football-association/covid-19>

3. Accident reports

I have received a small number GJFC Accident Record forms this year and I thank the managers concerned for these, in each case the correct Emergency Aid and other actions were followed. I encourage Managers to complete these for their own peace of mind. Just to reassure managers and coaches, these forms are for our records and monitoring and also WRCFA if needs be. We and WRCFA are here to support you, these forms are part of doing this. The updated forms are emailed to you for the AGM. So please print out a couple of copies yourself and have ready in your First Aid / Managers bag. As it is best for managers and coaches have a hard copy pitch side should they need it.

4. First Aid

Concerning the FA First Aid/ Emergency Aid (now Introduction to First Aid in Football IFAiF). Several people are no longer ‘in date’ for First Aid. This is completely due to the fact running any FA Courses which require physical attendance has not been possible due to COVID 19 restrictions.

The FA have now just launched a new online Introduction to First Aid in Football (IFAiF) course and have redeveloped this course as an online learning module, that Coaches and volunteers can complete at a time that suits them . The links have been sent out to those that need to renew these courses.

5. GJFC AED / Defibrillator Changing Rooms Shaw Lane

Following Leeds City Council staff repairing and reinstating the power supply to the cabinet a few months ago in time for the return of Grassroots Football , I have ensured that this was re- registered as a Community Public Access Defibrillator (CPAD) with the Yorkshire Ambulance Service so it can be available to anyone who needs it in an Emergency. The Cabinet location Callsign is WCPAD624. The cabinet and AED have been regularly checked throughout the season and had a notice that it was ‘out of order’ which coincided with lockdown and no football

Phase three of the ‘FA AED / Defibrillator at a discount scheme’ which we signed up to a couple of years ago finally came into effect, so we purchased a further AED last season. Should any Manager require this for a particular location, fixture or team please arrange this in advance with the Chair or Secretary.

6. GJFC Guidance ‘Managers Completion of own team’s FA emergency medical action plan’

As club Health and Safety Officer I have updated our GJFC guidance ‘Information to assist Managers in completing their own team’s FA emergency medical action plan’. Completely up to date Community Public Access Defibrillator (CPAD) locations throughout our area from Yorkshire Ambulance Service together with CPAD Callsigns have been added to this, along with other information.

This should be used with the blank A4 version of the ‘FA emergency medical action plan’ form



available with the AGM documents to download / print off. So, Managers/Coaches can complete it specifically for their own team. I do urge Managers/Coaches to have completed the form to have their own team's FA emergency medical action plan in their First Aid Kit / managers bag so that it is there ready should it ever be needed.

10. CHILD WELFARE UPDATE – Dave Stout (issued prior to the meeting)

There have been no major issues of concern for the club throughout the season. Please continue to seek advice when needed.

11.0 ACCEPTANCE OF REVIEWED AND AMENDED DOCUMENTS

Club Documents to be Approved at AGM 2021

1. Club Constitution Version 5.0 draft
2. Child Welfare and Safeguarding Children Version 3.0 draft
3. Committee Structure Version 4.0 draft
4. Poor Practice Guidelines Version 3.0 draft
5. Membership and Financial Matters Version 5.0 draft
6. Medical Emergency Action Plan (Guidance) Version 5.0
7. Pitches 2021-2022 draft
8. Training 2021-2022 draft

Club Documents Approved in previous AGMs and Reviewed by Committee prior to AGM 2020 – No Changes

9. Expenses Claim Form Version 4.0
10. Referee Expense Form Version 4.0
11. Reduced Membership Form Version 4.0
12. Equipment Request Form Version 4.0
13. Medical Emergency Action Plan (Individual) Version 3.0
14. Health and Safety Policy and Procedures Version 3.0
15. Accident Record Form Version 3.0
16. Head Injury Card Version 3.0
17. FA Photography Guidelines (FA Official Guidelines – not reviewed)
18. Respect Code of Conduct Coaches, Team Managers and Club Officials Version 2.0
19. Respect Code of Conduct Match Officials Version 2.0
20. Respect Code of Spectators, Parent, Carers Version 2.0
21. Respect Code of Conduct Young Players Version 2.0
22. Internal Transfer of Players Version 2.0
23. Mission Statement Version 2.0
24. Equality Policy Version 2.0
25. Club Complaints and Disciplinary Procedures Version 2.0
26. Bullying Policy Version 1.0
27. Whistleblowing Policy 1.0
28. Management Committee Declaration Form Version 1.0

The above were all agreed on by a majority vote at the meeting so will now be put into general circulation once indexed. The pitches and training documents will still be continued to be amended as and when new slots are released to us. Please read the documents so you understand the Club Procedures.



12.0 ELECTION OF OFFICERS

Role	Name
Chairperson	Chris Spargo
Secretary	Nicky Clarke
Treasurer	Mark Stitson
Child Welfare Officer	Nicky Clarke
Health & Safety Officer	Ruth McGahan
Head Coach	Kevin Harrison
Pitch Co-ordinator	Ian Woolford /Rob Hainsworth
Training Facilities Co- Ordinator	Paddy McIlroy
Registration Secretary	Richard Owen
Development Coach	Phil Clarkson
Social Secretary / Fundraising	Andy Craddock
Girls Mentor	James Todd

These were sent out prior to the meeting and voted in by a majority en block in the meeting.



13.0 ELECTION OF MANAGERS

BOYS

Age group	Managers Name	Team Name
Under 7	?	Blue
Under 7	?	Orange
Under 7	?	White
Under 7	?	Yellow
Under 8	James Standhaven	Blue
Under 8	Jared Holgate	Orange
Under 8	John Parkinson	White
Under 8	N/A	Yellow
Under 9	Stephen Hiley	Blue
Under 9	Daniel Spiers	Orange
Under 9	Ben Marquand	White
Under 9	Tom Barrett	Yellow
Under 9	Catherine Ingham	Green
Under 10	David Burgess	Blue
Under 10	Kevin Neale	White
Under 10	Andrew Smith	Yellow
Under 10	Wayne Lusted	Orange
Under 11	Sean Yeates	Blue
Under 11	Ian Condon	Gold
Under 11	Jonathan Carey	Green
Under 11	Andrew Moriarty	Yellow
Under 12	Gareth Burree	Green
Under 12	Chris Tomlinson	White
Under 12	Ian Woolford	Orange
Under 12	Andy Whelan	Yellow
Under 13	Niels Kroon	Green
Under 13	Stephen Camp	Yellow
Under 13	Kris Sutton	White
Under 14	Eddie Nuttall	Yellow
Under 14	Jason Longley	Green
Under 14	Mark Stitson	Orange
Under 14	Richard Ellis	Purple
Under 14	Dave Stout	Blue
Under 15	Brian Williamson	Blue
Under 15	Anthony Dutton	Green
Under 15	Sean Tounsend	Orange
Under 16	Andrew Moriarty	Blue
Under 16	Leon Humphreys	Whites
Under 17	Damian Holmes	White
Under 18	Ian Wilkinson	White

These were sent out prior to the meeting and voted in by a majority en block in the meeting.



GIRLS

Age group	Managers Name	Team Name
under 10	Paul Meakin	Lionesses
under 10	Paul Meakin	White
Under 11	Mark Laine-Toner	White
Under 11	Mark Laine-Toner	Blue
Under 12	Karl Robinson	Lionesses
Under 13	Andrew Craddock	HQ Red
Under 13	Andrew Craddock	HQ Blue
Under 14	Daniel Fletcher	Blues
Under 14	Carl Hutton	Lionesses
Under 15	James Moor	Blues
Under 15	Ben Kelly	Yellows
Under 16	Phil Tierney	Juniors
under 17	Joseph Rance	Black
under 17	Jarrold Hollingdrake	Orange
under 18	Stephen Orchard	Juniors

These were sent out prior to the meeting and voted in by a majority en block in the meeting.

14.0 ANY OTHER BUSINESS – of which due notice given

1. Allocations of all weather provision

We need to maximise use of all-weather facilities. Nicky will allocate all-weather facilities each week and this is the pitch teams should use as the first choice of pitch and not as back up to their grass pitch.

If a team doesn't use an allocated slot without good reason then they won't be allocated all weather provision at all.

This is a large investment from the Club and we can't afford to have these facilities unused.

2. Trophies

A few managers have said that they think that trophies for all may be outdated, and the money could be better spent elsewhere. There was a discussion with many different options put on the table. Mark will take away the suggestions and come up with a solution once he knows the level of membership for the season.

3. Waiting List

Nicky explained that we have a waiting list for up to the u11 age groups which is on a strictly first come priority basis. This is slightly different for u12 and above but the Club Management Committee feels that this is the fairest system for all and players.

There had been an enquiry from one of the age groups who were worried about this approach and the affect this would have on their existing players. There was a long and frank discussion but the vote in the end was for Nicky to continue holding the waiting list and the top of the list would be sent to the required team / age group as already agreed previously.