



GUSELEY JUNIORS FC - MINUTES OF ANNUAL GENERAL MEETING MONDAY 19th JUNE 2023

PRESENT : Nicky Clarke, , Chris Spargo, Andy Craddock, Mark Stitson, Duncan Randall, Andreanna Cowell-Smith, Andrew Brennan, Andrew Smith, Andrew Whelan, Anthony Dutton, Angus Young, Ben Harris, Chris Tomlinson, Dan Fletcher, Gavin Toner, David Burgess, Kev Harrison, , Ben Marquand, Gemma Hart, Jamie Wardman, John Parkinson, Kev Neale, Kylie Horne, Leon Waddington, Mark Lewis, Josh Padgett, Lucy Doherty, Mark Laine-Toner, Mike Berry, Oliver Bache, Ross Tabel, Simon Bucktrout, John Megson, Karl Robinson, Niels Kroon, Paul Meakin, Phil Tierney, Ruth McGahan, Richard Owen, Gareth Burree, Patrick McIlroy, Gordon Friel, Gareth Peel, James Todd, John Standhaven, Mark Levine, Matt Vosper, Matt Wilks, Ray Williamson, Sam Bicheno, Steve Goldthorpe, Jeremy Zorrilla, Zoe

APOLOGIES : Phil Clarkson, Ian Woolford, Rob Hainsworth, Ben Pierce, Rob Griffith, Andy Carlton

1.0 WELCOME – Nicky Clarke

Nicky welcomed everyone to meeting and explained the format of the meeting.

2.0 ACCEPTANCE OF 2022 AGM MINUTES

A copy of the 2022 AGM Minutes had been sent out prior to the meeting and were accepted as a true record of the meeting by a majority vote. Proposer – Andy Craddock / Seconder – Chris Tomlinson

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

I hope everyone has had a great season and achieved their goals be it in performance, participation, player development, fun, or just pure enjoyment and now looking forward to some rest, recuperation, and the FIFA Women's World Cup in Australia/New Zealand in July .

The club continues to go from strength to strength with player numbers both boys and girls and our overall quality of delivery, and work continues in all aspects of club development to support our coaches and volunteers to deliver on their requirements with administration, qualifications, equipment, training, and match opportunities. This has included securing new venues for matches and training including Benton Park and even with that our waiting list is constantly growing.

One of the key elements of our ongoing club development we have been continually working on is the potential new artificial turf pitch provision (ATP) at Guseley School. As a Management Team we have been working with a range of partners to try and secure this new training and match venue, a facility that we would call as 'home' and something that would help consolidate our training and match day provision.

For those new to the club or not aware the project has been developed as a partnership with Guseley School (Part of the Aireborough Learning partnership -10 school membership) and whilst there are other partners involved including the Football Foundation, WRCFA, Ilkley Town, community foundations of Leeds Utd and Bradford City etc – the school, and ourselves are the prime partners and the partners providing the capital investment which will be supported by the grant from the Football Foundation which will be in the region of £500k.

The current status of the project is we have submitted our bid to the Football Foundation, secured the support from WRCFA and other partners and are currently waiting for the proposal to go to Leeds City Council Planning Committee. There have been a number of technical questions raised as part of the planning process including issues around landscaping, ecology, drainage, arboriculture, access and



environmental health -these we believe have now been positively addressed.

The proposal represents a significant investment into existing sports facilities in the area with the aim of increasing participation in sport, catering for smaller-sided football games and youth facilities, as well as supporting enhanced community use for local professional clubs. This meets both a strategic need as well as a local need.

The location of the pitch is the lower part of the Guiseley School Fields provision which I'm sure most of you will be aware, see below -

In addition an extract from the wider planning master plan showing the pitch layout can be seen below—

The pitch development will cater for 11 v11, 9v9 , 7v7 and 5v5 and will also incorporate additional makings for rugby as the pitch will be fitted with a shock pad to cater for rugby training and games. Access will be provided from the school grounds to enable the use of car parking and the new changing provision.

We will continue to progress this development as it provides a significant opportunity to improve our training and match day provision in terms of quality, space and availability and enables us to grow, excel and sustain ongoing future development.

We will keep you up to date with progress as we don't want to miss out on another fantastic opportunity – keep enjoying your football.

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

I would just like to express my thanks to all managers, coaches, parents and players for their support this season which has proved to be very successful on and off the pitch.

I read my report from last season where I said that this season would be my final season so sorry if it feels like I'm repeating myself! However, due to circumstances and lack of volunteers earlier in the season I will be continuing for another season. However, I now have some great people on board helping so next season will definitely be my swan song as Club Secretary and Guiseley Juniors Football Club will be left in capable hands to continue to move the Club forward. After the AGM, I will be directing enquiries to the relevant officer as much as possible rather than dealing with this myself wherever possible to give a period of handover.

Thank you to Richard Owen, Andy Craddock and Sam Bicheno for stepping forward to help me in the role as Assistant Secretaries.

Off the pitch

Club Affiliation to the WRCFA will be completed in the coming weeks in preparation for the start of season 2023-24. Affiliation has changed slightly this season and will be completed on a team by team basis rather than having to wait for the whole Club as was the previous requirement. It will mean that the team will ONLY be able to be affiliated once the coaches have the relevant qualifications in place as the new system is not as forgiving as the old one. Failure to have these completed will impact on affiliation to the required league for the 2023-24 season and may also impact on your team participating in those leagues. I must thank all coaches for their dedication to getting these courses completed as without you the players would not be able to participate in the competitions as the requirements for qualifications continue to get tighter season by season.

Registration of teams to Craven, Harrogate, Garforth, Harrogate and Craven Girls and WRGFL is



ongoing for next season and will be completed when released. All leagues are working towards a September start, so it is important we get players registered to the teams in time once the registrations open on 1st July.

On the Pitch

This season has seen many of our teams have many successes on the pitch. This includes division winners, league cup winners and some good runs in the District and County Cups. Well done to all teams for their successes. A successful season isn't all about winning trophies though and some teams have had lovely seasons making new friends and building great camaraderie between them to build on for the future. This is what Guiseley Juniors Football Club philosophy ultimately stands for.

Thanks everyone for your support as without you the Club wouldn't exist and look forward to another successful season in 2023-24.

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

GJFC - financial headlines – season 22-23

- Income vs Expenditure shows surplus of £2,529.29 for season 22-23.
- This compares to a surplus of £12,703.97 in season 21-22.
- Cost pressures have accelerated in the last year, on top of those in 21-22. Costs have increased everywhere – more than anyone would have imagined even 3 or 4 years ago...
- Context: by far and away the biggest spend is on facilities – for training and matches – over 75% of all our spend is on facilities.
- Total spend on pitches/facilities up c85% compared to pre-Covid (£82k vs £44k)
- Lots of good reasons:
 - o Invested in different and better facilities for training and match days.
 - o Increased provision – i.e., more weeks to all teams - longer season in effect (holiday periods, bank hols, start earlier, end later).
 - o More facilities in terms of increased space per team for training.
 - o Much more all-weather provision to guarantee playing time, especially for matches that otherwise would not have happened on grass.
 - o This season we committed to hire Benton Park - this will give some additional training slots (we will lose some at Ben Rhydding, but overall, we should have more).
 - o Most importantly it gives the opportunity for our Boys 9v9 teams to play matches on 4G surface when they have never been able to.
 - o Also gives further AWP provision to our girls' teams, this time at 11v11 format.
 - o Both groups previously played only on grass which limits opportunities.
- Challenge: increased pitch rates in the market (£/hr up c50% across the board over 2yrs)
- To illustrate the point, if we returned to playing matches only on grass pitches, we would have a much-reduced cost base, but would have a significantly lower number of matches taking place, and therefore less playing time for all children.
- Also, “Smaller items”
 - o Ref fees - might not think that adds up - £20 is now £30 - that's 50% increase - so £2000 (pre-covid) becomes £4000....
- Small surplus this year will be a loss next year: -
 - o The year just ended does not reflect the full impact of cost increases “in the pipeline” - e.g., facilities were contracted 3 years ago, and these deals are coming to an end, equipment purchased forward, etc.
 - o This has “shielded” the club compared to other clubs over the last 2/3 years – one



reason why we have consistently been cheaper on membership fees.

- o Agreement with Benton started in March so we only have 3 months cost in this year's accounts - next year it will be a full season's use - that's approximately £15,000 more cost in the accounts year on year.

- o Agreements now in place for facilities across the entire area to support boys and girls at every age group for season 23-24

As a volunteer run organisation, we have no real overhead/fixed admin costs - almost everything we spend goes on facilities, equipment, and anything else that is needed to fulfil football training and matches. The exception is tournaments which help support teams, especially younger age groups.

Of all the money spent:-

- o 76% - facilities for training and matches.
- o 12% - equipment to use.
- o 4% - league fees.
- o 3% - ref fees.
- o 3% - courses for managers.
- o = 98% on playing activities.
- o 1% - tournaments (choice to support teams)
- o <1% - Other – e.g., CRB checks/website/admin/audit fees.

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

Mark informed the meeting that subscriptions needed to rise to £175 to cover all costs but he proposed that the subscriptions were capped at £160 for next season which would incur an acceptable loss. However, he asked for co-operation regarding saving unnecessary costs and hopefully this could also be negated by fundraising activities.

The summary of Accounts for season 2022-2023 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.



Guiseley Junior FC
Finances 2022-23 - D



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

U4 / U5 Boys and Girls

Phil Clarkson and Ollie Clarkson coach these at Guisseley School on Friday evenings in the Sports Hall as a PAYG arrangement. There have been 2 sessions per week and these are oversubscribed. They will be moving to Saturday morning in September at the indoor facility on Hollins Hill.

U6 Development Boys

The u6 have moved training venue this season to an indoor facility down Hollins Hill. Phil and Ollie also coach these sessions and these will also be moving to Saturday mornings in September.

Membership - 32 players.

Phil has had a problem getting volunteers this season but thinks he has enough parents and players to start 4 under 7 teams for next seasons. Big thanks to Phil and Ollie again.

U6 Development Girls

12 girls registered, they will be starting as one team in September and hopefully splitting into two if training numbers becomes more consistent. It's great to see two of our home-grown girls, Amber Craddick and Amelia Harrison training the new generation.

General View of this season.

We have lost a few teams and managers this season and the reasons vary. Some are standard issues, work and family commitments, but there is also a feeling of disconnect from the club at times. This isn't a criticism of anyone or anything just a feeling that managers are on their own, with really only you for support, which may actually be true.

As Head Coach, I would suggest we bring back manager meetings twice a season split into age groups and sections, such as Girls 6 to 11 and 12 to 17 and something similar with the boys. I know some teams don't attend but it's a good way of bring the club together and getting information across, we use to do this pre Covid and I think we should get back into the habit. I know other clubs do them and find it to be helpful.

Streaming, or Players Movement

Although we have a document for INTERNAL CLUB TRANSFER OF PLAYERS, I don't think it really covers the concept of Streaming. Streaming generally still works but me and Nicky have been having more and more issues with it, the interpretation of what streaming means can look very different between age groups.

I suggest we get a group of willing coaches to look at what steaming should mean at grassroots level which also may support Phil with the u6 split from the start.

When a manager feels that a player needs move teams due to ability level it should be assessed by an independent coach before any decision is made.

8.0 HEALTH & SAFETY UPDATE – Ruth McGahan (issued prior to the meeting)

1. Introduction

It's been my second full season as Health and Safety Officer and I would again like to take the opportunity to thank everyone involved in the club for their support and engagement throughout the season. I look forward to another season in the role, the approval of the AGM attendees permitting. Please contact me via email healthandsafetyofficer.gjfc@hotmail.com or WhatsApp if you have any queries or require support or advice regarding Health and Safety.



2. Updated and reviewed H&S Forms/documents for 2023 / 2024

Please ensure that you are using the current version of any forms and documents, including the risk assessment template. These are available on the website. I have updated the forms to reflect the current status of the Child Welfare Officer position, removed the remaining references to COVID-19, and removed/updated links where applicable. A full record of change is available on request. No changes to the Head injury letter or the Medical Emergency Action Plan (individual) document.

3. Accident reports

I have received reports for 4 accidents that have occurred during the 2022/2023 season at the time of writing. I would like to thank the managers involved in the incidents for submitting accident forms in line with procedure. I would encourage managers to complete an accident form in the event of an accident. These forms are for our records, and those of WRCFA if required, and allow us to support you in your role. The current form has been made available to you ahead of the AGM.

4. First Aid

If you have not got an up to date First Aid qualification, please make arrangements to book on to a course as soon as possible. The link for the FA online courses is below.

[Courses | England Football Learning](#)

5. Head injuries and concussion

The FA also has a lot of resources regarding head injuries and concussion, including a free course that covers the latest guidance.

[Concussion Guidelines | England Football Learning](#)

6. GJFC AED / Defibrillator Changing Rooms Shaw Lane

Unfortunately the Defibrillator at the Shaw Lane facility is still out of action. I have been in contact with one of our local councillors, who has confirmed that the damage to the roof was more extensive than first thought and that the council do not currently intend to fund the repairs to the building roof. This is particularly frustrating as I have secured funding for a new cabinet through a council initiative. I will keep you updated if there is any progress towards reinstating the changing room facilities and the Defibrillator.

A list of the other local defibrillators can be found in the Medical Emergency Action Plan (Guidance) document.

9.0 CHILD WELFARE UPDATE – Nicky Clarke / Lucy Doherty

Thanks to Lucy Doherty who has just agreed to take on the role of CWO. The role of CWO is extremely important for a Junior Football Club and this role seems to be becoming busier each season. There does seem to be a change in society over the past few years where we are getting more and more incidents of poor behaviour being reported within junior football and this is a nationwide problem. As a Club we all need to be mindful of each other and provide a safe environment for the children to develop and enjoy the football experience. Sometimes this gets lost at times amongst the adults and we all need to ensure we are aware of the Respect Codes of Conduct and give each other the respect we all deserve.

All complaints / parent issues should now be reported to Lucy first rather than any of the committee members and then she will consult with others as required. The mindset regarding the role of CWO needs to change and be used more as an advisory role and outlet for coaches / parents to improve good practice rather than more serious safeguarding issues.



10.0 ACCEPTANCE OF REVIEWED AND AMENDED DOCUMENTS

Club Documents to be Approved at AGM 2023

Committee Structure Version 6.0
Club Constitution Version 7.0
Club Complaints and Disciplinary Procedures Version 3.0
Poor Practice Guidelines Version 4.0
Child Welfare and Safeguarding Children Version 5.0
Health & Safety Policy Version 5.0
Risk Assessment 2023-24 Version 2.0
Accident Record Version 5.0
Emergency Medical Action Plan (Guidance) Version 7.0
Membership and Financial Matters Version 7.0
General Expenses Claim Form Version 6.0
Referee Expense Form Version 5.0
Reduced Membership Form Version 6.0
Equipment Request Form Version 6.0
Pitches 2023-2024 draft – still under review
Training 2023-2024 draft – still under review

Club Documents Approved in previous AGMs and Reviewed by Committee prior to AGM 2023 – No Changes

FA Photography Guidelines (FA Official Guidelines – not reviewed)
Respect Code of Conduct Coaches, Team Managers and Club Officials Version 2.0
Respect Code of Conduct Match Officials Version 2.0
Respect Code of Spectators, Parent, Carers Version 2.0
Respect Code of Conduct Young Players Version 2.0
Mission Statement Version 2.0
Equality Policy Version 4.0
Bullying Policy Version 1.0
Whistleblowing Policy 1.0
Management Committee Declaration Form Version 1.0
Internal Transfer of Players Version 3.0
Emergency Medical Action Plan (Individual) Version 4.0
Head Injury Card Version 4.0

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.



11.0 ELECTION OF OFFICERS

Role	Name
Chairperson	Chris Spargo
Secretary	Nicky Clarke
Treasurer	Mark Stitson
Assistant Secretaries	Richard Owen
	Andy Craddock
	Sam Bicheno
Child Welfare Officer	Lucy Mackey
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
Proposer – Andy Craddock / Seconder Jamie Wardman.**



12.0 ELECTION OF MANAGERS

BOYS

Age group	Team Name	Managers Name
U4/U5	Squad	Phil Clarkson
Dev	Squad	Phil Clarkson
under 7	Blue	TBC
under 7	Orange	TBC
under 7	White	TBC
under 7	Yellow	TBC
under 8	Blue	Andy Carlton
under 8	Orange	James Elliott
under 8	White	Rob Griffith
under 8	Yellow	Sam Bicheno
under 9	Blue	Ricky Longbottom
under 9	Orange	Gareth Peel
under 9	White	Neil O'Connor
under 9	Yellow	Peter Harrison
under 10	Blue	Chris Brewis
under 10	Orange	Benjamin Pierce
under 10	White	John Standhaven
under 10	Yellow	Sam Bicheno
under 11	Blue	Stephen Hiley
under 11	Green	Josh Padgett
under 11	Orange	Daniel Spiers
under 11	White	Ben Marquand
under 11	Yellow	Duncan Randall
under 12	Orange	Wayne Lusted
under 12	Blue	Gordon Friel
under 12	White	David Burgess
under 12	Yellow	Neil Clappison
Under 13	Blue	Steve Goldthorpe
Under 13	Orange	Ross Tabel
Under 13	White	Daniel Spiers
Under 14	Green	Gareth Burree
Under 14	Orange	Ian Woolford
Under 14	White	Chris Tomlinson
Under 14	Yellow	Andy Whelan
Under 15	Green	Niels Kroon
Under 15	White	Simon Bucktrout
Under 15	Yellow	Kieron Barker
under 16	Orange	Mark Stitson
under 16	Yellow	Eddie Nuttall
Under 17	Blue	Brian Williamson
Under 17	Green	Anthony Dutton
Under 17	Orange	Andrew Brennan
Under 18	Blue	Andrew Moriaty
Mixed	Pan Disability	Chris Gaunt

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

Proposer - Nicky Clarke / Seconder - Richard Owen



GIRLS

Age group	Team Name	Managers Name
Girls Dev	Squad	Kev Harrison
under 7	Lionesses	Jeremy Zorilla
under 8	Lionesses Blue	Matt Wilks
under 8	Lionesses White	Andreana Cowell-Smith
under 9	Lionesses	Matt Vosper
under 10	Lionesses	Kylie Horne
under 11	Lionesses	Mark Levine
Under 12	Whites	Craig Jackson
Under 12	Lionesses	Paul Meakin
Under 13	Whites	Mark Stitson
Under 13	Blues	Mark Stitson
Under 14	Lionesses	Karl Robinson
Under 15	HQ Red	Andrew Craddock
Under 15	HQ Blue	Michael Loftus
Under 16	Blues	Daniel Fletcher
Under 16	Lionesses	Phil Tierney
Under 17	Juniors	Ben Kelly

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

Proposer – Andy Craddock / Seconder – Ruth McGahan

15.0 ANY OTHER BUSINESS – of which due notice given

No items of AOB had been submitted.

PITCHES UPDATE

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.

TRAINING UPDATE

The training allocations for next season are just about sorted but there are a couple of pieces of the jigsaw still to complete including issues where we may lose some slots.

Teams may have to accept that the training slot isn't ideal but if the Club manages to secure the Guiseley School AGP then this will be a game changer for the Club.

Benton Park AGP has come on line later in the season so this has helped for both training and matches.