

Guiseley Juniors Football Club

2024/25 Annual General Meeting - Minutes & Actions



Date & Time	Wednesday 11th June 2025 - 7.30pm via Zoom
Attendees:	Chris Spargo (Chairman), Mark Stitson (Treasurer, U17 Orange, U14 Girls Whites), Sam Bicheno (Club Secretary, U9 Yellow, U11 Yellow), Kevin Harrison (Head Coach, Girls and Boys Development Squads), Lucy Doherty (Child Welfare Officer), Andy Craddock (Girl's Secretary, U16 HQ Red), Sam Silson (U7 Whites), Chris Riley (U7 Blues), Alex Broadhead (U7 Oranges), Ben Mallinson (U7 Yellows), Adam Jackson (U7 Lionesses), Kumar Patel (U8 Green), Robert Thacker (U8 Green), Gavin Phillis (U8 Blues), Matthew Rodham (U8 Yellow), Jamie Wardman (U8 Whites), Jeremy Zorilla (U8 Lionesses), Matt Wilks (U9 Lionesses Blue), Andreana Cowell-Smith (U9 Lionesses White), Andy Carlton (U9 Blue), James Elliott (U9 Orange), Rob Griffith (U9 White), Matt Vosper (U10 Lionesses), Adie Wormersley (U10 Tigresses), Peter Harrison (U10 Yellow), Kylie Horne (U11 Lionesses), Matthew Birkenshaw (U11 Blue), Ben Pierce (U11 Orange), John Standhaven (U11 White), Mark Levine (U12 Lionesses), Ste Huntley (U12 Galaxy), Josh Padgett (U12 Green), Ben Marquand (U12 White), Duncan Randall (U12 Yellow), Robert Foster (U12 Black), Mark Bentham (U13 Girls Whites), Paul Meakin (U10 Orange / U13 Lionesses), Gordon Friel (U13 Blue), Nick Duerden (U13 White), Neil Clappison (U13 Yellow), Dean Grant (U14 Orange), Steve Goldthorpe (U14 Blue), Anthony Quinlan (U14 Girls Blues), Gareth Buree (U15 Green), Ian Woolford (U15 Orange), Justin Chadwick (U15 White), Andy Whelan (U15 Yellow), Nick Silcock (U15 Lionesses), Niels Kroon (U16 Green), Phil Tierney (U18 Lionesses)
Apologies:	Richard Owen (Registration Secretary), Mark Lewis (U8 Orange), Ricky Longbottom (U10 Blue), Neil O'Connor (U10 White), Steve Hiley (U12 Blue), Dan Spiers (U14 White), Kieron Barker (U16 Yellow), Simon Bucktrout (U16 White), Eddie Nuttall (U17 Yellow), Brian Williamson (U18 Blue)

Item	Heading	Key Points	Action	Owner
1.	Welcome & Chairman's Report	<ul style="list-style-type: none"> Chris Spargo welcomed all the attendees and declared the AGM open He congratulated all teams on completing the season, thanked everyone for their efforts in volunteering and in making the Club one of the biggest and most sustainable in West Yorkshire. Chris also thanked everyone for Saturday (the end of season social) - it was great to see so many people there. Chris provided an update on the construction of the 4G pitch at Guiseley High School. The key points to note are: <ul style="list-style-type: none"> The build is on track and will be ready for the new season if not before - the astroturf is due to start being laid shortly. Our collaboration with the school gives us some guaranteed usage, but not exclusive usage. It also means Guiseley Juniors will make up 50% of the Committee which will oversee the future running of the facility. The facility will be bigger than both St Mary's and Ben Rhydding as it has been designed for multi-sport usage. Chris thanked Mark Stitson for his work on the Programme of Use which has required working with multiple parties. 		

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2.	Secretaries Report	<ul style="list-style-type: none"> Sam Bicheno reiterated the importance of training compliance, highlighting that we are in an excellent position as a Club - this makes administering several aspects of the Club significantly more straightforward, such as our FA accreditation. Sam provided an update on affiliations and league entries for the 2025/26 season: <ul style="list-style-type: none"> All 43 boys teams and 25 girls/womens teams have been successfully affiliated for the new season since the Secretaries report was issued. All league entries are complete with the exception of the girls teams playing in Harrogate and Craven league - with details of registrations for next season not yet having been released. Sam highlighted the Clubs Development plan and that several parts had moved forward significantly in the year, particularly the construction of the AWP at Guiseley School and plans for an open age women's team. Sam called out Easyfundraising in particular as a missed opportunity and encouraged all managers to push this with their teams. Sam mentioned the end of season social for managers and coaches which felt like a success, but asked for feedback from everyone on the event. Sam discussed the various ways in which the Club has distributed matchday tickets to members. Uptake had been excellent and we would look to do more next season. Sam encouraged everyone to take up Guiseley AFC's offer of free season tickets for players, but also half price season tickets for coaches Sam highlighted the upcoming FA rule changes, in particular new formats and changes to when teams will move between formats. This is not expected to impact teams next season, although the West Riding Girls Football League were looking to be early adopters of the 3v3 format on a limited trial basis. Lastly, Sam gave his thanks to all the departing managers and coaches and wanted to recognise the incredible role all our volunteers play in supporting the Club and providing the opportunity for children to play football. 	Share details of the FA's changes to formats by age group and year they come into effect	Sam Bicheno
3.	Treasurer's Report	<ul style="list-style-type: none"> Mark Stitson provided an update on the Club's finances. The key points to note are: <ul style="list-style-type: none"> The Club had a record year and generated a surplus of c.£6,000. This includes a £25,000 down payment for our contribution towards the construction costs of the pitch at Guiseley School. Income in the year was c.£180,000, mostly through membership fees Mark highlighted the c.£3,000 rebate the Club received from Pendle thanks to our use of the Club Shop - a record amount. It is important that teams 	<p>2025/26 Membership Form to be shared</p> <p>Equipment Requests to be raised and with Mark Stitson by the end of June</p>	<p>Richard Owen / Mark Stitson</p> <p>All</p>

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		<p>follow the correct kit process to ensure this rebate is received.</p> <ul style="list-style-type: none"> • Mark also highlighted the c.£4,000 the Club made in interest thanks to the money held in the Club's account - although this will come down next season given the investment into the Guiseley School pitch. • Mark advised that costs remained a challenge and advised he was proposing to increase the membership fee to £170 for the 2025/26 season - the first increase since 2022/23. • The increase reflects the Club's investment into more weeks of training and on improved facilities, but still remains one of the lowest subscriptions in the area. • Mark highlighted the impact of several of the older teams folding this summer - with more players than the younger teams, this financial impact is much greater • Mark confirmed that the 2025/26 membership form would be made available next week with a deadline of 19th July for all renewals. • Mark advised that getting membership applications done early is hugely helpful for the Club, given the financial commitments required and in administering registrations. • Matt Vosper asked if there would be any financial support for those who found the membership fee a challenge. <ul style="list-style-type: none"> • Mark advised that the Club remained committed to providing support to those that need it. By exception we can accept split payments or offer hardship - if this is required please speak to Mark and/or Richard Owen • Mark gave an update on Guiseley School. The key points to note are: <ul style="list-style-type: none"> • The Club is committed to a minimum investment of £150,000 towards the nearly £1m construction costs. • There is still lots of uncertainty and exactly how the facility will work from a practical perspective still needs to be worked through. • St Mary's closing from September has a massive impact on the Club - we are the single biggest user of the facility • It is not as simple as copying across the training slots from St Mary's to Guiseley School - there are fewer slots as the facility will close earlier and there are more users e.g. with space committed to other sports such as rugby. • The business case, as approved by the Football Foundation, dictates that the facility is not there to make money. 		

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		<ul style="list-style-type: none"> While revenue must exceed the running costs, this is only required to ensure sufficient funds are generated to fund replacing the playing surface when it reaches the end of its life These funds are locked in an account, jointly held with the Football Foundation to prevent it being spent on anything else. Phil Tierney asked what time Guiseley School would close each night. <ul style="list-style-type: none"> Mark advised the facility would close at 8:50pm in line with the site's very strict planning conditions. All slots will start at 10 to the hour as a result. Overall, conditions of use will be heavily policed. Any breaches of these conditions are likely to result in suspension of use. Mark also gave an update on training slots. The key points to note are: <ul style="list-style-type: none"> The schedule should be available by the end of June or start of July The default position is that teams will retain their existing slot wherever possible. Friday night is currently a problem - Mark asked if any teams, in particular girls teams, who are able to move to another day, to please let him know. Mark also confirmed that the old Rio kit would be discontinued as previously communicated. Mark advised that pre-season slots would be made available as normal and that there would be further communication on this in the coming weeks. 		
4.	Head Coach's Report	<ul style="list-style-type: none"> Kevin Harrison congratulated all managers, coaches and teams on completing another season - there have been many successes with District Cups, League Cups and League titles but enjoyment remained the most important thing. Kevin commented that he is in many teams' WhatsApp groups and sees just how hard everyone works and how well it's received by players and parents. Kevin highlighted that streaming and recruitment had remained a frustration for teams, in response: <ul style="list-style-type: none"> The Club had again held annual in person sessions for those teams who are stepping up a format (a key time to consider recruitment and streaming) The Club had produced written guidance on streaming, recruitment and internal player moves for the first time. Kevin reiterated that the Club are here to help and that Managers should contact us if they have any problems or concerns. Kevin highlighted the combined U4's and U5's session had been excellent this year, with a group of great parent helpers who are well on the way to becoming coaches. 	<p>Please advise Kevin Harrison is you know any U6 girls who would be interested in joining</p> <p>Share details of FootballDNA and the free trial available with all managers. If feedback is sufficiently positive, then look to proceed with a Club Licence</p>	<p>All</p> <p>Sam Bicheno</p>

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		<ul style="list-style-type: none"> Kevin also mentioned the U6's and we are in the final stages of establishing 4 boys teams and a girls team for next season. Kevin mentioned: <ul style="list-style-type: none"> We have a brilliant group of parents and coaches and they are playing regular friendlies in order to be prepared for next season. Training will continue until the end of the school year but we have space for more girls to join. Kevin covered the progress being made on Open Age teams. The key points to note are: <ul style="list-style-type: none"> We have entered 2 women's teams into the West Riding County Women's Football League for next season - a first team and a development team. The first team is likely to be playing in the First or Premier Division Boys Open Age training was due to start in a couple of weeks time. Kevin mentioned the Club were looking at introducing a new tool for Managers and Coaches called FootballDNA - an online library of 1,000s of football drills, designed by professional coaches, which coaches could search through to design sessions. <ul style="list-style-type: none"> Sam Bicheno mentioned this would enable coaches to search for drills by applicable age group and training objective with step by step video guides on how to set the drills up, explain them to players and then run them. Sam also advised it would also be possible to recommend predesigned training programmes which would build week to week, and year to year, to ensure consistency of training and improve overall quality. Mark Stitson reiterated that this would be a significant investment and so must be used otherwise it would be a waste of money. Kevin mentioned the managers and coaches who were departing the Club. In particular Ray Williamson who had just completed the season with his U18's having been with the Club since the U6's Kevin also highlighted the role of the Wharfedale Grassroots Academy (WGA) in providing additional good quality coaching to members, but that feedback on the WGA would be useful in guiding how to improve it going forwards. 		
5.	Registration Secretaries Report	<ul style="list-style-type: none"> In Richard Owen's absence, Sam Bicheno provided an update on registrations. The Club had a record year and reached 897 players. 12 had since left, giving us 884 confirmed members as of 28th May. Sam advised this includes 597 Boys and 303 Girls, almost exactly a two-thirds to one-third split and a 6% increase on last season. Sam highlighted that registrations opened on 20 June 2024, shortly after last year's 	Managers to ask members to register and pay as early as possible	All

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		<p>AGM, and by 31 July we had processed 67% of memberships. This increased to 85% by 31 August.</p> <ul style="list-style-type: none"> Sam thanked everyone on Richard's behalf for the prompt registration of players last summer. Sam confirmed that this season's registration form had now been turned off and that the form for 2025/26 season would be released shortly. Sam asked for all managers' support in ensuring another smooth registration process again this summer as early registrations help to significantly smooth out the workload this creates. <ul style="list-style-type: none"> Sam advised that with c.900 registrations to complete and each one taking 5 minutes if everything is correct, it is a huge task. If there is an issue with a registration it takes significantly longer. If teams don't have sufficient registered players 2 weeks prior to the start of the season, teams are fined by the respective leagues. 		
6.	Child Welfare Officer's Report	<ul style="list-style-type: none"> Lucy Doherty advised that the Club had no child welfare related referrals but that there had been a big increase in poor conduct reports. Lucy highlighted the importance of referring matters early as this would have made managing some reports a little easier. Lucy advised that a number of managers had been suspended in the year for failing to send their DBS certificates to the FA when requested to do so and reminded all coaches to ensure this did not happen to them. Lucy reminded all members to be mindful of the Club's code of conduct as, although not common, there have been several reports regarding the touchline behaviour of players, parents and coaches in the year. Andreana Cowell-Smith asked if the Club was able to use auto-renewals for DBS checks <ul style="list-style-type: none"> Sam Bicheno advised that we are required to use the FA's DBS process, but that the system has just been replaced which should make the process quicker overall. 		
7.	Girl's Secretary's Report	<ul style="list-style-type: none"> Andy Craddock gave an update on girls teams in the year. The key points to note are: <ul style="list-style-type: none"> Andy had actively encouraged the creation of two teams in each age group with one playing in the West Riding Girls League and the other in the Harrogate & Craven league 		

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		<ul style="list-style-type: none"> While this had been a success overall, there were some teams who found the West Riding league more challenging - as a result there will be further changes in the summer We continue to see good growth in girls teams, particularly in the younger age groups and next year's U10's will be the first age group with 3 teams. Older age groups have been more of a challenge and we have seen 2 U18's team's fold. Andy recommended that older teams seek to take on as many players as possible as the drop-out rate is high post-U16's. Mark Stitson advised this was also true for Boy's teams. 		
8.	Election of the General Committee	<ul style="list-style-type: none"> Sam Bicheno proposed the election of the previously shared General Committee Members with Andy Craddock seconding the motion. Election of the proposed General Committee was approved by a majority vote. 		
9.	Election of the Management Committee	<ul style="list-style-type: none"> Sam Bicheno advised that there has been no new nominations for members of the Management Committee. Sam proposed the election of the previously shared Management Committee Members with Andy Craddock seconding the motion. Election of the proposed Management Committee Members was approved by a majority vote. 		
10.	Approval of the 'Membership & Financial Matters' including the 2025/26 Membership Fee	<ul style="list-style-type: none"> Sam Bicheno proposed the approval of the 'Membership & Financial Matters' including the 2025/26 Membership Fee with Phil Tierney seconding the motion. The 'Membership & Financial Matters' including the 2025/26 Membership Fee were approved by a majority vote. 		
11.	Review of the Club Development Plan	<ul style="list-style-type: none"> Sam Bicheno introduced the Club Development Plan and highlighted the importance of members providing input and feedback. Sam highlighted that progress has been made in multiple areas, beyond construction if the Guiseley pitch, in particular: <ul style="list-style-type: none"> Heather has made good work in clearing down the waiting list. All the Club's documents had been reviewed and updated where necessary. We held the first end of season social for coaches as planned. Plans for two women's teams were well progressed. 	Provide feedback on the Club Development Plan	All

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		<ul style="list-style-type: none"> Easyfundraising had been launched and the Club had raised c.£300. 		
12.	Any Other Business	<ul style="list-style-type: none"> Mark Bentham raised the prospect of the Club running a gala or tournament. <ul style="list-style-type: none"> Andy Craddock acknowledged this had previously been planned, but circumstances had prevented him from being able to progress it. Mark Stitson suggested that coaches who were keen to do this, not to wait for the Club. We still support as required through providing facilities and/or the purchase of medals/trophies. Andreana Cowell-Smith offered her support in getting a tournament up and running. Mark Stitson advised that there would be the prospect of sponsorship opportunities at Guiseley School. If there are parties who would be interested, please let Mark know. Mark also advised if there is anyone within the Club who can make signage, please also advise Mark <ul style="list-style-type: none"> Lucy Doherty advised that a parent in the U12 Green's makes signage. 		
13.	Close	<ul style="list-style-type: none"> With no other matters raised, Chris Spargo thanked the attendees and the AGM was declared closed. 		