



SURREY YOUTH LEAGUE

Formerly the West Surrey Youth League – Founded 1966

General Secretary: Mr Frank Thompson 6, Courtenay Road, Worcester Park, Surrey, KT4 8RY

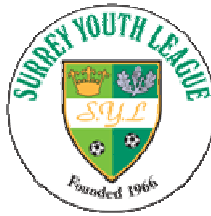
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Visit our website [Click Here](#)

All Club Secretaries please carefully read the following documents and ensure that the person(s) who represents the club at the AGM are in possession of the documents needed.

PLEASE FIND ENCLOSED AGM PACK CONTAINING THE FOLLOWING:-

- Agenda for AGM 9th June 2014 7.30pm for 7.45pm Imber Court
- Minutes of AGM 10th June 2013
- Accounts 2013 / 2014
- List of Clubs for Election 2014 / 2015
- List of proposed League Officers 2014 / 2015
- Advice on Registration and the Prawn Sandwich process for next season.
- Code of conduct form. (To be returned by collection night 04/09/2014)



SURREY YOUTH LEAGUE 49th AGM

IMBER COURT METROPOLITAN POLICE SPORTS CLUB
EMBER LANE EAST MOLESEY KT8 0BT

9TH JUNE 2014 7.30 PM FOR 7.45 PM

ALL CLUBS HAVING MADE APPLICATIONS FOR SEASON 2014 / 2015
MUST BE REPRESENTED

AGENDA

1. ACCEPTANCE OF MINUTES OF LAST A.G.M.
2. MATTERS ARISING FROM THE MINUTES.
3. PRESENTATION OF ANNUAL REPORT: - CHAIRMAN.
4. PRESENTATION OF ANNUAL BALANCE SHEET AND STATEMENTS OF ACCOUNTS.
5. ACCEPTANCE OF MANAGEMENT COMMITTEE'S RECOMMENDATIONS OF CLUBS / TEAMS FOR ELECTION TO THE LEAGUE FOR THE ENSUING SEASON.
6. ELECTION OF OFFICERS FOR 2014 / 2015 SEASON
7. ACCEPTANCE OF LEAGUE RULES 2014 / 2015 SEASON
8. SET DATES FOR START & CONCLUSION OF PLAYING SEASON PROPOSED AS FROM SUNDAY 14TH September 2014 to SUNDAY 10TH May 2015.
9. ANY OTHER BUSINESS OF WHICH NOTICE HAS BEEN GIVEN

NOTE:-

WILL ANY MEMBER WISHING TO SPEAK, PLEASE GAIN PERMISSION FROM THE CHAIRMAN AND GIVE THEIR NAME AND CLUB, BEFORE PROCEEDING WITH THEIR POINT RELEVANT TO THE SUBJECT UNDER DISCUSSION.

WILL CLUB REPRESENTATIVES PLEASE ENSURE THEY HAVE SIGNED IN AND COLLECTED ALL THEIR PAPER WORK?

48th Annual General Meeting

Surrey Youth League Monday 10th June 2013

PRESENTATIONS

The AGM was preceded by various presentations:-

- Referee of the Season – Andy Bennett
- Young Referee of the Season – Jack Oxenham
- The Jon Jones Memorial Trophy – Max Chillman
- Club Secretary of the Season – Sue Carter, AC Fulham
- The Bill Nash Award – Michael Maidment & Helen Maidment, Corinthian Casuals FC
- Sportsmanship Awards:-
 - U9 - Manorcroft United Juniors (Division 1)
 - U10 – Hampton Youth Colts (Championship)
 - U11 – AFC Walcountians Pumas (Division 2)
 - U12 – Molesey Juniors (Division 3)
 - U13 – Dorking Wanderers Boys (Division 3)
 - U14 – Junior Bees (Division 1)
 - U15 – Kew Park Rangers (Division 3)
 - U16 – Farnborough Elite Yellow (Premier)
 - U18 – Claygate Royals (Division 1)
- Toshiba Sportsmanship Bowl – Kew Park Rangers FC

48th Annual General Meeting

Surrey Youth League Monday 10th June 2013

MINUTES

1. Clubs / County / League Officials Present

Officials present were:-

Roy Lomax	-	President
Pam Lomax	-	Life Vice President
Graham Ekins	-	Chairman
Rob Sheldon	-	Vice Chairman
Frank Thompson	-	General Secretary
Debbie Birch	-	Assistant General Secretary
David Lomax	-	Treasurer / Webmaster
Alan Wiggins	-	Referees Secretary
Karen Bailey	-	Minutes / Fixture Secretary
Lesley Merson	-	Fixture Secretary
Peter Merson	-	Fixture Secretary
Mick Burgess	-	Fixture Secretary
Chris Bevis	-	Fixture Secretary
Keith Glover	-	Cup Final Co-Ordinator
Neil Townsend	-	Fixture Secretary
Hanna Newton	-	Fixture Secretary
Steve Worsley	-	League Development Officer
Jon Burr	-	League Development Officer

Clubs represented at the meeting signed in upon arrival at the entrance. Those not represented were fined under Rule 6 (f).

2. **Apologies**

Gillian Wiggins, JF Burford, Alan Watson, Llew Walker, Philip Marshall, Graham Greensmith

3. **Acceptance of Minutes** of 47th AGM held 11th June 2012

Proposed Frank Scanella, Walton Casuals FC
Seconded Rob Sheldon, Kew Park Rangers FC
Unanimously accepted; no objections; no abstentions; vote carried.

4. **Matters Arising**

None.

5. **Chairman's Report**

Welcome to the Leagues AGM for the season 2013/14 – the League's 48th Year of existence, and the end of my 5th Year as Chairman. Seems like 5 minutes since I stood here last. As those familiar to the Surrey Youth League know that I try to give a look at what we have achieved and what we as League and also my own personal perspective of what lays ahead in the coming year.

You will have got a flavour that the League has won numerous awards over the last season. How do I describe why we have had this success, I want to take a little step back to when I stood here last.

At the time I mentioned that, as a country, 2012/13 would be a great year to look forward too with the Jubilee and the Olympics, and I hope that everyone in the room felt privileged to be in this country last summer. I myself was fortunate enough to be in the Olympic Stadium on "Super Saturday" to see the exploits of Jessica Ennis, Mo Farah & Greg Rutherford, but I reflect upon this now - at the centre of all of this were the people that made it happen, the wonderful volunteers – The Games Makers – an absolute force of brilliant humanity who gave up their time, freely, to make the Olympics a fantastic experience for everyone.

In our league every week we have our own "Games Makers" yourselves and your club people who try as hard as they can to make that weekly football experience a special event for the children involved, 9200 of them.

The Awards

It was no surprise how many accolades the Games Makers won from all quarters of the sporting world, they just made the Olympics an extra special day for everyone.

Once again the League has also won accolades for the work that it carries out as a collective unit of volunteers. This is why in April the Surrey Youth League, along with our peers in Suffolk and Norfolk won the National FA Respect Award Youth Leagues – accredited as Gold Standard, having already won the County and the Regional award's.

This award is won by the Leagues who demonstrate good practice in encouraging a healthy environment for the children to play their games of football on a Sunday morning. It's not about the number of discipline events you have or don't have, it's about how you encourage and educate teams to play the game in the right spirit. It was a proud moment when we had learnt that we had won this award. We have won finances for this, all of which will be used to help fund a variety of coaching and refereeing courses, for you the members of the League – "Games Makers".

One further very special award is that Our President & his wife Roy & Pam Lomax were nominated for a Life Time Achievement award for Services to Football, they have been at the heart of organising and running football themselves for as long as the league has been in existence, aligned to their own club, and branching out into areas of refereeing, county FA matters and of course our league. They have won the Regional award, and now go forward to "The Oscars" day at the Community Shield final where they along with other nominees will find out who will become the National winner, we wish Roy and Pam our good wishes for the day and I am sure a wonderful experience at Wembley.

The Surrey Youth League Operation

I must now move on to your committee – a huge thank you to everyone, all of them very special people with whom most have their own clubs to run, but also find time to administer the running of the league. All of the events – Finals, Presentation Day, Meetings all take an enormous amount of time and dedication, of which I give thanks to all those who organise and help.

We have solid finances, we believe our fees are fair, for the 3rd year now there are no increases, and as you will see in the finance report, no longer is there a need to rely on fines which were over 30% down with an increase of 20% teams last season – it amounts to £7 per team per year, with over 70% of teams attracting zero fines.

This year I have to make a special mention to two groups of people within it. Firstly our Fixture secretaries – this last season was without doubt the worst season to navigate around the Rain, the Snow, the ice and anything else mother nature wanted to throw at us. But through their dedication, skill and working with yourselves, we achieved season closure on our planned date. We achieved over 5,500 matches played in this league, with over 640 teams participating.

Running alongside this group of stars, our Referee Management Team – Alan Wiggins, supported ably by Gillian in trying to deliver referees to your matches week in week out, a truly fantastic role. Scheduling 100 referees weekly is quite honestly the biggest referee allocation role in the whole of Surrey, both adult & youth league and quite probably the south of England, a sincere thank you from me to Alan & Gillian.

Steve Worsley has enhanced the referee team hugely; he is helping with some development and has been at the centre of running some of the Referee courses that went a long way to enhancing our Respect and Fairplay award. A big thank you to the leagues very own "Games Makers".

The development

Once again the league was rolling out new developments in youth football, in line with the national game review, ably supported by our County FA through Caroline McRoyall and John Burr. This last season saw the introduction of 5v5 at U7's and from all reports just a huge success, the children enjoyed themselves and you all did brilliant job at improvising and agreeing how the matches should be handled. A great experience for everyone involved.

9v9 moved into its second year, so successful that we had to hold a survey to see if there was demand to continue into U13's, a very 50/50 result, but we are sticking with the plan to move to 11v11 at this age group, we will continue to review.

For me though the biggest success was at the upper age group, U17/18. There is a huge problem in retaining footballers and young men at the older age groups. This year I think we took it stage further. Roll on roll off subs for the first time at this age proved a great success. This was measured with a survey that gave a thumbs up by the managers, and was underpinned by the fact that only two teams dropped out mid-season. This year you will also see the numbers move from 30 in this current season to 50ish entering this age group for the coming season. Another step in retaining more young men in organised football.

Another feature of last season for me was the education that we rolled out, we gave the opportunity for the Level 1 Coaching Courses, Mini Soccer Referees and Assistant Referees, all of the courses were over subscribed. Another step in the right direction for the league, a special thank to Frank for the organisation and as previously mentioned Steve Worsley for running the Refereeing Courses. The funding for this arrives through the County FA, and some of own resources, we will do everything we can to plough our monies back into education and pushing for the right environments for youth football.

As a League we do listen, and this is reflected in the rules that you will hopefully adopt in a short while. The major elements will be the non restrictive use of 3G surfaces, this is an FA rule and directive, however this was clearly supported by yourselves in the survey we had with over 88% of you in favour of playing competitive matches on these surfaces.

We have also tidied up a couple of area's in terms of qualification of players for cup games, i.e. they can now play two league or county cup games to qualify to play in the later rounds of our cups, this has caused problems when weather and county cup matches conspired to prevent children playing football through no fault of their own.

We also had a huge clamour for teams playing in the Development football to allow players to be registered to a club, rather than one team, allowing for the movement of players between two teams to allow for the development rates of players, and in some cases availability, it only takes one or two players to be ill in 5v5 and sides cannot play, this flexibility we hope, will allow more matches to be played.

This year will see the U9's move into Development football, which means a series of small competitions rather than one season long league, we will announce shortly an evening where we will bring in all the u7,u8 & u9 managers to give them a view of our plans and seek views and opinions as to how we will move forward.,

The league is developing well, we do listen and can only be underwritten with the fact that we have moved to 740 teams applying to be part of this league. In 4 years this is a 35% increase. To support all of this we will continue with our Prawn Sandwich admin system that you have all grown to like, a fresh look I am promised by our suppliers for the coming season.

Respect & Fairplay

The centre of why we do this – The Children, we must ensure that everything we do, we do it for the reasons of the Child enjoyment and not the egos of the adults.

I'll touch on discipline at this point, year after year I point out that matters of on field and near field discipline is handled by the county FA's, league's have zero powers in handing out punishments for those discipline matters. However we are responsible for ensuring that discipline processes are followed, that education is delivered and that a safe environment exists for the Children to play in.

One of our few lows this last season, was when we had occasion to effectively give a whole division the last chance saloon message, the relationships between managers and their peers had broken down to a level I nor Frank had ever witnessed before, spectators were being quite unpleasant and disrespectful to the officials, the child players and each other. The environment was in our judgement unsafe & unpleasant for the children to play their football, a few teams were unfairly caught in the maelstrom, but we took decisive action to try get this division back playing in an environment of Respect & Fairplay. Little or any of the issues actually involved the players - the children!

We will take similar steps as we did last year if this ever happens again, supporters, managers and players will go through, our "Drivers Awareness Course" - online respect courses and printing off certificates, fixtures will be withdrawn and we will drive inconvenience.

For 630 teams, apart from the odd rumble, respect and fairplay was first class.

Summary

Now in a year that was quite honestly full of up's with very few downs, just at the time we were learning about the awards, we had some extremely sad news, Bill Nash our life vice president passed away. Now if ever you could find a "Games Maker" then it was Bill, a founder of the League back in 1966, a stalwart who came to our awards, presented the trophies, made sure every boy said thank you, and told stories of how all the original trophies were hand made, but above all he just wanted the children to enjoy their football. A wonderful man, who will be missed by so many.

Volunteers like Bill are at the heart of all organisations, but we/you always need more, someone just itching to take part, but too shy to step forward, if you don't ask someone you will never know, just look at how the Queen commenced her acting role at the Opening Ceremony with Bond, she had never been asked before!!

I can't think of a better way to conclude this season's report of the Surrey Youth League than making the point that Bill was one of those "Game Makers" as we all are in this room. I just ask that when we move into next year we just try to give those Children an environment where they can grow into good people, maybe become a Games Maker themselves one day, if we can strive to be those "Olympic Games Makers", then the football will look after itself.

6. Treasurer's Report

Copies of Annual Balance Sheets & Statements of Account were circulated to all members present.

Proposed Sean Norton, Wimbledon Hawks FC
 Seconded Ellen Prudence, Twickenham Sharks FC
 Unanimously accepted; no objections; no abstentions; vote carried.

7. Acceptance of Teams

A list of the Teams recommended for acceptance into the League was circulated to all members present.

Proposed Polly Fraley, Roehampton Rangers FC
 Seconded Helen Fry, Leatherhead FC
 Unanimously accepted; no objections; no abstentions; vote carried.

8. Election of Officers

The Chairman, Graham Ekins, resigned and the President, Roy Lomax took the floor and proposed Graham Ekins as Chairman for the 2013/2014 Season:-

Proposed Frank Thompson, General Secretary
 Seconded Ray White, Surrey Predators FC
 Unanimously accepted; no objections; no abstentions; vote carried.

Graham Ekins resumed to chair the meeting.

OFFICE	CURRENTLY HELD	PROPOSED
PRESIDENT	ROY LOMAX	ROY LOMAX
VICE PRESIDENT	DEREK BLACKMAN BOB MARCHANT PHILLIP MARSHALL QC	DEREK BLACKMAN BOB MARCHANT PHILLIP MARSHALL QC
LIFE VICE PRESIDENT	PAM LOMAX W H NASH KIERON COTTER GAIL WORKMAN DAVE WORKMAN KEN ELLIS	PAM LOMAX KIERON COTTER GAIL WORKMAN DAVE WORKMAN KEN ELLIS
OFFICE	CURRENTLY HELD	PROPOSED
CHAIRMAN	GRAHAM EKINS	GRAHAM EKINS
VICE CHAIRMAN	ROB SHELDON	ROB SHELDON
GENERAL SECRETARY	FRANK THOMPSON	FRANK THOMPSON
ASSISTANT SECRETARY	DEBBIE BIRCH	DEBBIE BIRCH
TREASURER	DAVID LOMAX	DAVID LOMAX
REGISTRATION SECRETARY	ALAN WATSON	ALAN WATSON
FINES CORDINATOR	GILLIAN WIGGINS	GILLIAN WIGGINS
REFEREES SECRETARY	ALAN WIGGINS	ALAN WIGGINS
FIXTURE SECRETARIES	LESLEY & PETER MERSON SARAH STREET GRAHAM GREENSMITH KAREN BAILEY HANNA NEWTON CHRIS BEVIS	LESLEY & PETER MERSON SARAH STREET GRAHAM GREENSMITH KAREN BAILEY HANNA NEWTON CHRIS BEVIS

	CHRIS JONES MICK BURGESS NEIL TOWNSEND GRAHAM EKINS	MICK BURGESS NEIL TOWNSEND GRAHAM EKINS VACANCY
MINUTES SECRETARY	KAREN BAILEY	KAREN BAILEY
CUP FINAL COORDINATOR	KEITH GLOVER	KEITH GLOVER
LEAGUE WELFARE OFFICER	HANNA NEWTON	HANNA NEWTON
DISCIPLINE SECRETARY, FA RESPECT & CHARTER STANDARD LEAD	FRANK THOMPSON	FRANK THOMPSON
SCFA REPRESENTATIVE	GRAHAM EKINS	GRAHAM EKINS
LEAGUE DEVELOPMENT OFFICERS	J F BURFORD STEVE WORSLEY JANET DAVIES	J F BURFORD STEVE WORSLEY JON BURR (SCFA)
FOOTBALL WATCH COORDINATORS	ALAN WIGGINS HANNA NEWTON	ALAN WIGGINS HANNA NEWTON
INFORMATION & PRESS SECRETARY	LLEW WALKER	LLEW WALKER
HON LEAGUE AUDITOR	COLIN FORD FCCA NB Auditor is not a League Officer	COLIN FORD FCCA NB Auditor is not a League Officer

Proposed Sue Carter, AC Fulham
 Seconded Andy Ness, Metropolitan Police Youth FC
 Unanimously accepted; no objections; no abstentions; vote carried.

9. **Acceptance of League Rules for 2013/2014**

- Proposed League Rules were circulated to members.
- The Rules were voted en bloc.

Proposed Dave Spiller, Mayford Athletic FC
 Seconded Mark Hargreaves, SCR Colts FC
 Unanimously accepted; no objections; no abstentions; vote carried.

10. **Set Date for Conclusion of Playing Season**

The playing season will begin on 8th September 2013 and end on 11th May 2014.

Proposed Lesley Thomas, Worcester Park FC
 Seconded Andrew Brown, Claygate Royals FC
 Unanimously accepted; no objections; no abstentions; vote carried.

11. **Any Other Business of which Notice has been given** - None given.

12. **General**

- All new Clubs were asked to stay at end of the Meeting for Frank Thompson & Graham Ekins to have a chat with them
- Graham Ekins advised that the Division formulation will be published towards the end of this week.
- Prawn Sandwich should be up and running later this week. GE will e-mail all new Clubs with instructions.
- Graham Ekins advised that U17/U18 will be combined; predominantly U18s will be in top Division.

Next AGM Monday 9th June 2014

List of Clubs for Election 2014 / 2015

Club	U7	U8	U9	U10	U11	U12	U13	U14	U15	U16	U17	U18	Total
Abbey Rangers	1						1		1	1		1	5
AC Fulham	1	1	1	2	1	1	1	1	1	1	1	1	13
AFC Ewell						1	1	1				1	4
AFC Walcottians	1		1		1							2	5
AFC West End	2	1		1						1			5
Alexandra United						1				1		2	4
Ascot United					2	1	1	1	1	2			8
Ashford Town	2	2	1	1	1	2	1	2	2	1		1	16
Ashted Colts			1	1			1	3	1				7
Badshot Lea Youth & Colts										1			1
Banstead Athletic Youth										1			1
Barnes Eagles	1	2	3	2	3	2	2	2	1	2	1	1	22
Bedfont & Feltham Youth	2	1	1	2		1				1		1	9
Bedfont Eagles	1	2	1	3	3	1	2	1	1	3			18
Bedhead FC												1	1
Binfield FC								1				1	2
Bookham Colts				1									1
Bracknell Town Juniors						1							1
Brockham Badgers							1		1		3	1	6
Byfleet Village			1	1									2
Carshalton									1				1
Carshalton Athletic	3	4	4	3	4	4	2	3	3	3		1	34
Caterham Pumas									1		1		2
CB Hounslow United	1	1	2	1	2	2	1	2		1	1		14
Cheam Rangers												1	1
Cheam Sports					1	1		1	1	0			4
Chessington Sports Youth				1									1
Chipstead Youth					1	1	1		2				5
Claygate Royals	2	2	2	2	3	3	1	2					17
Corinthian Casuals		1	2	2	3	2	1	3	2	1		3	20
Crookham Rovers Youth								1					1
Croygas Youth					1	1	1		1			1	5
Crusaders Boys & Girls									1				1
Dorking Wanderers Boys									1				1
Doverhouse Lions		1	1	1	1	1			1	1		1	8
Elm Grove Colts			1	1	1		1	1		2		1	8
Epsom and Ewell Colts						1	1	1	1		1	1	6
Epsom United Youth									1				1
Esher FC		5	5	5	2	3	3	2	4				29
Ewell Saxons						2	2	3		1			8
Farnham Town					2								2
Frimley Athletic									1				1
G4G FC	1	1	1	2	1	1		1					8
Guildford City Boys & Girls										1		1	2
Guildford Saints									1				1
Halliford Colts	2	3	3	2	1	1	1						13
Hampton Diamonds							1						1
Hampton Rangers Juniors				1	1	1							3
Hampton Youth	2	2	2	2	2	2	2	2	1		1		18
Hanworth Sports		1	2	1	1		1	1	1		1		9
Hook Youth	1			1	1	1			2				6
Inter Ditton Youth										1			1
Junior Bees	1	1		1	1	1	1	1		1			8
Junior Bees United						1							1
Kew Association Youth	2	2	1	1	2	2	2	2	1	2		1	18
Kew Park Rangers	1	1	3	3	4	4	3	2	2	1	1	2	27
Kings Park Royals						1		1					2

Bisley FC Youth									1			1	2
Mole Valley Rangers							1						1
Camberley Boys									1				1
Kingston Town FC	1	1	2	2	2								8
Burpham Juniors							1						1
Horsley												1	1
AFC Mavericks									1				1
Richmond Park Stags								1					1
Sheerwater						1							1
Colliers Wood							1						1
Totals	49	68	80	81	88	95	77	84	71	59	19	43	814
	U7	U8	U9	U10	U11	U12	U13	U14	U15	U16	U17	U18	Total

List of proposed League Officers 2014/ 2015

OFFICE	CURRENTLY HELD	PROPOSED 2014 / 2015
PRESIDENT	ROY LOMAX	ROY LOMAX
VICE PRESIDENTS	DEREK BLACKMAN BOB MARCHANT PHILLIP MARSHALL QC	DEREK BLACKMAN BOB MARCHANT PHILLIP MARSHALL QC
LIFE VICE PRESIDENT	PAM LOMAX KIERON COTTER GAIL WORKMAN DAVE WORKMAN KEN ELLIS	PAM LOMAX KIERON COTTER GAIL WORKMAN DAVE WORKMAN KEN ELLIS
CHAIRMAN	GRAHAM EKINS	GRAHAM EKINS
VICE CHAIRMAN	ROB SHELDON	ROB SHELDON
GENERAL SECRETARY	FRANK THOMPSON	FRANK THOMPSON
ASSISTANT SECRETARY	DEBBIE BIRCH	DEBBIE BIRCH
TREASURER	DAVID LOMAX	DAVID LOMAX
REGISTRATION SECRETARY	ALAN WATSON	ALAN WATSON
FINES CORDINATOR	GILLIAN WIGGINS	GILLIAN WIGGINS
REFEREES SECRETARY	ALAN WIGGINS	ALAN WIGGINS
FIXTURE SECRETARIES	LESLEY & PETER MERSON SARAH STREET GRAHAM GREENSMITH KAREN BAILEY HANNA NEWTON CHRIS BEVIS MICK BURGESS NEIL TOWNSEND GRAHAM EKINS LISA MARIE WALL	LESLEY & PETER MERSON SARAH STREET GRAHAM GREENSMITH KAREN BAILEY HANNA NEWTON CHRIS BEVIS MICK BURGESS NEIL TOWNSEND GRAHAM EKINS LISA MARIE WALL 2 x Vacancies
MINUTES SECRETARY	KAREN BAILEY	KAREN BAILEY
CUP FINAL & PRESENTATION OFFICER	KEITH GLOVER	KEITH GLOVER
LEAGUE WELFARE OFFICER	HANNA NEWTON	HANNA NEWTON
DISCIPLINE SECRETARY, FA RESPECT & FA CHARTER STANDARD LEAD	FRANK THOMPSON	FRANK THOMPSON
SCFA REPRESENTATIVE	GRAHAM EKINS	GRAHAM EKINS
LEAGUE DEVELOPMENT OFFICERS	J F BURFORD STEVE WORSLEY JON BURR (SCFA)	J F BURFORD STEVE WORSLEY JON BURR (SCFA)
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Prawn Sandwich 2014 – 2015 Configuration & Registration Guidance

Dear Club Secretary

For our existing clubs / secretaries Prawn Sandwich will this season be far simpler configuring for the new season.

For all new clubs or those that need a reminder we will email out the Full Instructions on how to use Prawn Sandwich, shortly after the AGM. This will include Log in information for new club secretaries, or changes of club secretaries.

For Existing Clubs the following will apply.

- 1) Last year's log in info is the same for club secretaries and all their managers and officials.
- 2) You can now start to check and ensure that all your "Staff" information is correct in terms of contact information, email and phone numbers – this year PS will be the primary source of contact details.
- 3) You can also fill in the general club details such as colours, and County FA registration numbers, Charter Status etc.
- 4) Your Teams will be added to Prawn Sandwich by the League, we intend to have this completed by 20th June. You will not be able to add or delete teams this season. If a team withdraws please contact the League General Secretary (Frank Thompson) ASAP.
- 5) Once we have added the teams, we will tell all club secretaries, you can then assign the Managers and Assistants to Teams, instructions are in the Full Instructions that will be emailed out after the AGM.
- 6) You now only have the players to register & configure. Please take note of the following:-
 - a. For Players staying at the same club then you will find the player in your clubs database, just assign the player to the team and tick the "Request Registration" box and "Click to save".
 - b. For all New Players to a club, those joining from inside or from outside of the SYL, you will have to follow the full PS registration process for those players.
- 7) Player Registration on Prawn Sandwich **MUST** be completed before submitting your forms with photographs at the Registration Evenings, failure to do so, may result in your forms being rejected.

It's a year since many of you used the administration area of Prawn Sandwich so please email if in any doubt and we can help, it's far easier to deal with queries than people struggle and get things wrong.

For Support please contact Graham Ekins: - Graham.Ekins@wsyl.org.uk

