



**Leicestershire & Rutland County FA  
Council Meeting  
Agenda**

**Meeting to be held at  
Holmes Park  
Sportsman's**

**Wednesday 15<sup>th</sup> January 2020  
Commencing at 7pm**

**LEICESTERSHIRE & RUTLAND COUNTY FOOTBALL ASSOCIATION  
MEETING OF COUNCIL  
AGENDA OF A MEETING TO BE HELD  
ON 15<sup>TH</sup> JANUARY 2020  
AT THE LRCFA, HOLMES PARK  
COMMENCING AT 7PM**

**Members:** D Jamieson (Chair); J Ball (President); S Abson; B Alman; C Atkinson; C Banks; L Batchelor; J Bennet; M Brady; K Clayton; A Colin; M Cornes, R Crane; T Deacon; J Dean, N Garner; P Gibson; P Grange, B Johnson, K Johnson, D Jones; D Kay; A Kent, H Lillystone; A Littlejohn, G Naphthine; C Palmer; D Pegg; C Smith; C Tissington, D Wapples, J Waldron, L Ward, P Whateley; G Wells

**Attendees:** K Ellis, J Dunmore, R Gallop

Item	
1	<b>Chairman's Welcome and Introductions</b>
2	<b>Apologies for absence.</b>
3	<b>Minutes</b>
3.1	LRCFA Council - To receive the minutes from the meeting held on 8th October 2019.
4	<b>Matters Arising</b>
4.1	Matters Arising from the meeting held on 8 <sup>th</sup> October 2019.
5	<b>To receive the reports of the following Standing Committees,</b>
5.1	Competitions Committee – 10 <sup>th</sup> October 2019
5.2	Competitions Committee – 7 <sup>th</sup> November 2019
5.3	Competitions Committee – 11 <sup>th</sup> December 2019
5.4	Referees Committee – 11 <sup>th</sup> November 2019
6	<b>To note the Minutes of the Board of Directors Meeting's,</b>
6.1	29 <sup>th</sup> October 2019
6.2	26 <sup>th</sup> November 2019
7	<b>To receive a Presentation on the Safeguarding Operating Standards 2019-2020.</b> Delivered by the LRCFA Designated Safeguarding Officer – Rachael Gallop.

<b>8.</b>	<b>Chief Executive Report.</b>
<b>9.</b>	<b>To receive the FA Delegate Report.</b>
<b>10.</b>	<b>Any Other Business.</b>
<b>11.</b>	<b>Dates of Council Meeting's 2020</b> <ul style="list-style-type: none"> <li>• Tuesday 31<sup>st</sup> March (changed from Thursday 2<sup>nd</sup> April)</li> <li>• Tuesday 23<sup>rd</sup> June (changed from Thursday 25<sup>th</sup> June)</li> </ul>



## LEICESTERSHIRE & RUTLAND COUNTY FOOTBALL ASSOCIATION LIMITED

**Minutes of the Council meeting held on 08<sup>th</sup> October 2019  
7:30pm at Holmes Park**

### **1. Attendance**

D Jamieson (Chairman); J Ball (President); J Bennet; M Brady; M Cornes; T Deacon; D Frost; N Garner, P Grange; B Johnson; K Johnson; D Jones; H Lillystone, A Markley; W McDermott; G Naphthine; C Palmer; C Smith; C Tissington; J Waldron; D Wapples; L Ward; G Wells; K Ellis (Secretary).

### **2. Apologies**

B Alman; R Crane; M Hawkesworth; D Kay; N Marriott;

### **3. Chairman's Opening Remarks**

- 3.1 D Jamieson welcomed all members to the October meeting of Council.
- 3.2 D Jamieson highlighted the current building works at Holmes Park and wished to thank members for their understanding with limited car parking and room availability during this time.
- 3.3. D Jamieson informed Members that Dylan Clarke – Governance Officer has moved on from the Association to take on a new role with Aylestone Park FC.

### **4. To receive the Minutes of Meeting of Council held on Tuesday 25<sup>th</sup> June 2019.**

- 4.1 D Frost and G Wright were present at the meeting but not recorded as being so.

### **5. Matters arising from Minutes**

- 5.1 There were no matters arising.

### **6. To receive the reports of the following Standing Committees: -**

- 6.1 Sanctions Committee – (05/08/19) The minutes were moved.

M Cornes raised concern that the Church League is not sanctioned. GW explained that this was due to the league not having a registrations process. The aim will be for the league to be fully sanctioned for the 2020-21 season.

- 6.2 Discipline Committee - (21/08/19). The minutes were moved.

- 6.3 Youth Committee – (26/09/19). The minutes were moved.

- 6.4 Referees Committee - (09/09/19) The minutes were moved.

M Cornes referenced minute 11(a) regarding referee fees and the increase in fees this season by some leagues. B Johnson to investigate this further at Competitions Committee. There is also a concern with the number of registered referees that are not active. This is currently being analysed by the Referee Development Officer.

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|-----|-------------------------------------|-------------------------|
| 6.5 | Competitions Committee - (18/07/19) | The minutes were moved. |
| 6.6 | Competitions Committee – (15/08/19) | The minutes were moved. |
| 6.7 | Competitions Committee – (12/09/19) | The minutes were moved. |

B Alman raised a question regarding the U11's competition via email. It was confirmed that this competition has not yet started.

D Frost highlighted the high costs of medals and trophies. B Johnson explained that this would be discussed further at the next meeting of the Competitions Committee. The current costs total £11,500.

The 2019-20 Competition Rules were circulated to members. There are three changes this season as follows a) Match Official Fee, b) removal of the Vase Competitions for Saturday & Sunday, c) appeals process/discipline. Council unanimously approved the changes.

## **7. To note the minutes of the Board of Directors**

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|-----|---|-------------------------|
| 7.1 | Board & Facilities Meeting – (09/07/19) | The minutes were moved. |
| 7.2 | Board Meeting – (27/08/19)              | The minutes were moved. |

## **8. To receive the Chief Executive Report**

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| 8.1 | Report noted. |
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## **9. To receive the FA Delegate Report**

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| 9.1 | Report noted. |
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## **10. Any Other Business**

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|------|---|
| 10.1 | M Brady referenced that within the Articles of Association there is a position of Property & Grounds Director which is not currently filled. D Jamieson explained that the Association was involved in a Board Skills Diagnostic. Further to the outcome of this piece of work, positions would be advertised where applicable. G Wells questioned if the role of the Directors was now different from some years ago. Football has changed significantly, and the Association could look to independent members to ensure that there are the required skills set that may not necessarily come from Council members. |
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## **11. Dates of Council Meeting 2019-20**

- January 15<sup>th</sup> 2020

## Leicestershire and Rutland CFA



### Competitions Committee

**Date:** 10<sup>th</sup> October 2019

**Venue:** Holmes Park

**Attendance:** B Johnson (Comps chair), E Green (Secretary), A Collin, J Dean, T Deacon, D Frost, A Kent, H Lillystone, W McDermott, P McGrath, D Pegg, C Tissington, G Wells, G Wright

**Apologies:** C Palmer, J Bennett

**Absent:** W Almen, C Banks, L Batchelor, H Kadiri, D Jamieson

#### 1 Matters arising from previous meeting minutes

Minutes agreed as accurate by the committee

#### 2 Matters arising

- a. Item 3- G Wells stated that all clubs charged were found guilty and were fined £50 and removed from their competitions.
- b. Item 7- T Deacon to bring sample of youth league medals to next comps committee.
- c. Item 6- Final dates were presented and have been amended, please see attached.

#### 3 First Round Issues- (played 5<sup>th</sup> & 6<sup>th</sup> October)

E Green, with help from C Tissington, presented the fixtures that were postponed and the teams that will be charged. C Tissington, G Wright and A Collin agreed to deal with the charges after the deadline for response.

C Tissington also presented issues with referees that have been sent to either Natasha Wilson (referee development officer) or to the Referee Committee.

#### 4 Second Round Draws (November Fixtures)

E Green presented the fixtures to the committee. These were accepted and approved after discussing the pitch share and kick off time issues. To be released 11<sup>th</sup> October.

#### 5 AOB

H Lillystone – U11 County Cup will consist 118 teams with 36 being in the top two cups and 46 being in the lower cup. Final will be held on 15<sup>th</sup> Dec meaning that the preliminary round will start 3<sup>rd</sup> November. Harry to send the lists of teams to go in each cup.

David Frost- wanted noting, ready to discuss at the next comps meeting, that he believes that all officials in adult cup finals should not receive medals.

T Deacon- Wanted noting that Leicester City are away at 2PM on 3<sup>rd</sup> November.

G Wells – Following the previous AOB, a discussion around the finances of competitions and budget to work towards would assist in the decision- making regarding medals. B Johnson

stated that the association has been asked to produce these and they will be ready for the next meeting.

G Wright- Wanted noting that we will be discussing referees' fees in the January meeting.



- 6      **Date of next meeting**  
Thursday 7<sup>th</sup> November 2019

## Leicestershire and Rutland CFA



### Competitions Committee

**Date:** 7<sup>th</sup> November 2019

**Venue:** Holmes Park, CR2

**Attendance:** B Johnson (Comps chair), E Green (Secretary), A Collin, J Dean, T Deacon, A Kent, H Lillystone, W McDermott, P McGrath, D Pegg, C Tissington, G Wells, C Palmer, J Bennett

**Apologies:** W Almen, C Banks, G Wright, D Frost

**Absent:** L Batcherlor, H Kadhiri, D Jamieson

#### **1 Matters arising from previous meeting minutes**

W Almen wanted noting that he did send an apology for the previous committee meeting.

H Lillystone explained that number of teams in the U11 county cups had to be amended.

#### **2 Second Round issues (2<sup>nd</sup> & 3<sup>rd</sup> November)**

E Green presented the fixtures that were postponed and the teams that will be charged.

C Tissington also presented issues with non-payment of referees.

D Pegg from the District league said that some of their teams had expressed that they have not been receiving full time notifications for County Cup fixtures.

#### **3 Third Round Draws (December Fixtures)**

E Green presented the fixtures to the committee (to be released Monday 11<sup>th</sup> November). It was requested by P McGrath that the Sunday cup fixtures are to be sent out again the following Monday (11<sup>th</sup> November).

#### **4 Challenge Cup Draw**

T Deacon picked out the home teams and H Lillystone picked out the away teams.

Fixtures as followed:

Loughborough Dynamo V Anstey Nomads

Barwell V Shepshed Dynamo

Heather St. Johns V Quorn

Coalville Town V Loughborough Uni

It was agreed that Coalville V Loughborough is to be scheduled for 14 Jan 2020.





**5 Referees Fees- Pitch inspection**

Referees asked to inspect a pitch, shall be entitled to claim half of the agreed match fee as per rule 17 (c), which is to be paid immediately after the inspection has taken place by the first named team.

**6 AOB**

T Deacon presented a sample medal from TS Trophy's and gave E Green their contact details to get a quote from them.

The committee expressed disappointment that, yet again, the budget hasn't been available to view.

J Dean explained that the U13 and U14 league has a split season that will finish its first half on 15/12/2019. John expressed a concern that, due to the weather, the county cup fixtures are impacting the league games taking place and them being able to finish the first half of the league before 15/12/2019. The committee agreed that the December round is to be moved to 12<sup>th</sup> January.

A Collin- Semi finals to be drawn manually at the committee meeting

T Deacon- Rule amendment for next season for force reversal of fixture if a pitch is available.

H Lillystone- U11 cup final date to be moved- 5<sup>th</sup> Jan is provisional. Get dispensation to Confirm. H Lillystone also wanted noting that the County FA is not checking with Foxes league for teams requesting free dates.

**7 Date of next meeting 11<sup>th</sup> December- Food TBC**

## Leicestershire and Rutland CFA



### Competitions Committee

**Date:** 11<sup>th</sup> December 2019

**Venue:** Holmes Park, CR2

**Attendance:** B Johnson (Comps chair), E Green (Secretary), A Collin, J Dean, T Deacon, A Kent, H Lillystone, W McDermott, D Pegg, C Tissington, C Palmer, J Bennett, W Almen, G Wright, D Frost

**Apologies:** G Wells, P McGrath, L Batchelor, C Banks, J Bennett

**Absent:** H Kadhiri

#### 1 Matters arising from previous meeting minutes

D Frost wanted noting that he found it interesting that the District league were having the same issues with Full Time notifications as the Hinckley league are.

B Johnson clarified that we have purchased our medals from Coalville Trophy centre this season.

B Johnson also passed around the finances for the county cups that were held last season. Budget to be revised for next meeting for cup finals that we are having this season.

#### 2 Second Round issues (7<sup>th</sup> & 8<sup>th</sup> December)

All charges have been raised and accepted.

#### 3 Third Round Draws (December Fixtures)

E Green presented the fixtures to the committee.

#### 4 Semi Final Draws

5

##### Challenge Cup

Fixtures as followed:

1. Anstey Nomads V Heather St. Johns or Quorn
2. Coalville Town Or Loughborough V Barwell or Shepshed

This is to be scheduled for 11/02/2020

##### Senior Cup

1. Allexton & New Parks V Ashby Ivanhoe or Ingles
2. Leicester Road V Friar Lane & Epworth

This is to be scheduled for 21/01/2020



#### Sunday Premier

1. Long Whatton V Sileby Athletic
  2. Thurnby Rangers V Rogue Elite or Hansom Cab
- 02/02/2020

#### Sunday Youth U18

1. NKF Burbage V Rothley or Hamilton
  2. Loughborough Dynamo Junior V Stonegate Lions
- 02/02/2020

### **6 AOB**

J Dean- Thanked all the committee for allowing the final date to be moved.

C Tissington- Brought up that there have been lots of issues with the U11 Cups. The committee is to discuss the U11 Cup changing before next season. C Tissington also wanted noting that we should change the rule next season so that we are able to force reversals, pitch changes or kick off time changes.

### **7 Date of next meeting 9<sup>th</sup> January**

## Leicestershire and Rutland CFA

### Referees Committee



Date: Monday 11 November 2019  
Venue: Committee Room 2, Holmes Park  
Attendance: G Naphthine (GN) (Chair), M Brady (MB), C Tissington (CT), J Waldron (JW), S Walker (SW), G Wells (GW) (Acting Secretary), N Wilson (NW) (Referees Development Officer), S Tanner (FA - National Referee Manager)  
Apologies: C A Collin (AC), M Cornes (MC), P Gibson (PG), H Lillystone (HL), L Ward (LW)  
Absent: B Almen (BA), A Markley (AM)

#### 1 Chair's Welcome and Opening Remarks

GN welcomed members attending and introduced Steve Tanner from the Football Association. The Chairman commented on recent initiatives and complimented NW on keeping us informed.

#### 2 Apologies

Apologies for absence were recorded (as above).

#### 3 Minutes of the previous meeting on 9 September 2019

These were agreed, following a proposition of SW, seconded by JW.

#### 4 Matters Arising

- a) Re Minute 11(d) Mentors and Observers – issue in progress but a further Mentor Training event desirable to be able to deal with the matter.
- b) Re Minute 11 (e) NW contacted the FA who stated that U18 Professional Club Academy Fixtures take precedence over Supply Leagues.
- c) Re Minute 11 (d) the review of LARSOAR and Referee Branch status and activity remains outstanding.

#### 5. Referees Committee Process

The meeting noted a paper circulated by NW. The process change should enable Committee Meetings to run more smoothly.

GW questioned the composition of the Working Group and was advised that it would include participants from across the refereeing spectrum – referees, mentors, observers etc. It would be a discussion group with no decisions made, for report to the Referees Committee. A representative from the Committee should be in attendance.

#### 6. Referee Committee Reports

Nothing has been submitted



7. **Referee Development Officer Update**

NW has circulated her latest report. She responded to queries relating to the 118 Trainee Referees waiting to be converted, and the Leagues issues arising from the shortage of active Referees.

JW urged that referees who had not yet officiated in 5 fixtures be followed up to determine their intentions.

ST commented that funding is to be made available for Referees in the 16-24 age range, where the largest drop out exists. NW stated that these funds could possibly be used within a target achievement reward scheme (similar to the previous FAMOA scheme) to facilitate their individual development.

ST also stated that the Basic Course process will change with the completion of a free online course (Taster) providing a code to be utilised for advancement to the Basic Course. This will benefit those candidates who intend to take the Basic Course.

ST added that, consequently, the requirement to officiate 5 games before being classed as an active referee will be removed.

The Meeting considered Fitness Training, noting comments and options which NW had included in her report. It was agreed that the use of the Association's Ball Court Dri-play area would reduce costs and provide a consistent, available and coordinated on-site facility. GN is to draft a letter of request for such usage.

8. **The FA Regulations for the Registration and Control of Referees - Rule 7 Conduct of Referees (a) (i) - (vii) Charges.**

NW advised that there had been no charges raised however, a small number of referees in breach of County Competition Rules and consequently had been sent advisory correspondence.

JW raised the issue of a non attending referee at one of his League fixtures – this is to be reviewed.

9 **Any Other Business**

JW questioned the Mentor Training Workshop on 6 November. Whilst this was well received, the attendance was short of those booked, due to local traffic problems that day. JW also questioned the reporting of referees marked low by clubs. NW responded stating that there were no repeated reports for any individual referee.

10. **Date of Next Meeting**

The next schedule meeting of this Committee is Monday 13 January, 2020.

The Chairman closed the meeting at 8.12pm extending Festive Seasonal Greetings to Members.



## Board of Directors

24<sup>th</sup> September 2019

Holmes Park

Attendance: David Jamieson (DJ), Rasheed Cader (RC), Bruce Johnson (BJ), Keith Johnson (KJ), Dawn Wapples (DW), Kelly Ellis (KE).

Apologies: John Ball (JB)

### **180. Welcome**

180.1 DJ welcomed all to the Board Meeting.

### **181. Minutes of the meeting held on 09<sup>th</sup> July 2019.**

181.1 Minute 175.4, DW and RC raised that Board had not confirmed Council Member expenses to be paid more regularly (2 x per year). DJ confirmed that this minute will be removed.

181.2 Minute 172, BJ questioned that the minutes did not accurately reflect what the Board had agreed with regards to the Staff Away budget. The minute highlighted that a budget had been agreed. BJ wished that this should be altered to a maximum of £200 as agreed at the meeting as he did not see the point of the day. KE expressed her disappointment that such an important day carried so little value with no questions asked with regards to the aim's, objectives and outcomes of the day that was held on Thursday 19<sup>th</sup> September.

### **182. Matters Arising**

182.1 Minute 174.3, KJ spoke with the auditors with regards to the process of auditing the annual accounts for season 2019-20. The auditors had recommended an Independent Inspection rather than a full audit. If this change were to be made, the Articles of Association are not required to be amended. The Board agreed to stay with the current auditors but move to an Independent Inspection for 2019-20.

182.2 Minute 174.2, KJ had contacted the Melton Mowbray Building Society. A mortgage could be explored but this would require a 3-4 month lead in time.

182.3 KJ updated the Board that a private loan had been sourced. The individual is a business man not known to the LRCFA directly but through conversations with KJ is keen to provide a loan to the value of £150,000 with a repayment in full in 12 months' time. There would be an interest rate of 6% resulting in a total repayment of £159,000. KJ highlighted that there is no valuation or arrangement fee so there is a saving. Board agreed to progress with this loan.

182.4 RC requested that the loan sum was kept in a separate account so that regular accounts could be produced.

182.5 Board agreed that the refurbishment of the bar (pipe work etc) would be paid for by the Association out of the loan sum. KE informed the Board that this would be actioned within the next 2 weeks.

- 182.6 DJ informed the Board that the Hons Boards had been received and would be installed in the Sportsmans in the next week in preparation for the forthcoming AGM and Council Meeting. Following the Council Meeting, the Hons Boards will be unveiled by Mrs Berrington. A buffet will be provided for all Council and Fellowship members.

### **183. Finance**

- 183.1 Board members had been provided with a copy of the annual budget. The budget was reviewed page by page with the following observations and actions highlighted.
- 183.2 KJ referenced the overall high costs of the property & grounds.
- 183.3 RC highlighted the coach education L1 and L2 income and expenditure figures. KJ to explore this further.
- 183.4 RC requested that as we are now in September, could the budget reflect the actuals for the first 3 months of the year (July, August, September). KJ agreed that this would be actioned.
- 183.5 RC requested that monthly costs were evened out across the year and rounded up. Currently the figures are sometimes sporadic and have been taken from the previous year.
- 183.6 DJ recommended that a £25.00 charge be given to clubs when they lose an appeal. Board agreed with this recommendation with immediate effect.
- 183.7 BJ informed the Board that the cost of County Cup trophies would be reduced this season from £11,485 to under £9,000. DJ also referenced the ticket prices for County Cup finals and how low these are compared to club gate fees, having not been increased for many years. BJ requested to see a copy of the Competitions budget. KJ agreed to provide this for BJ in advance of the next Competitions Committee.
- 183.8 KE suggested that a LRCFA price list be created for Board to review outlining all fees from room and pitch hire, affiliation fees, county cup gate fees etc.
- 183.9 Disability currently running at a deficit budget of £1,358 which is a concern. Consideration to be given to the existing £10,000 funding provided by the Association. Based on the budget this year will be £11,358.
- 183.10 KJ agreed to provide the Board with a revised copy of the budget within the next two weeks in preparation for the October meeting of Board.

### **183. Any Other Business**

- 183.1 BJ asked if Ground Passes were available. KE handed out passes to Board Members that had not already been in receipt. Some Council Members have already picked up their passes over the summer months. Passes not already collected would be made available at the October meeting of Council.

### **184. Date of Next Meeting**

- 184.1 Tuesday 29<sup>th</sup> October 2019.



## Board of Directors

29<sup>th</sup> October 2019

Holmes Park

Attendance: David Jamieson (DJ), John Ball (JB), Rasheed Cader (RC), Bruce Johnson (BJ), Laurence Jones (LJ), Dawn Wapples (DW), Kelly Ellis (KE).

Apologies: Keith Johnson (KJ),

### **185. Welcome**

185.1 DJ welcomed all to the Board Meeting.

### **186. Minutes of the meeting held on 24<sup>th</sup> September 2019.**

186.1 Minute 183.6 should read that the clubs/individuals that have been unsuccessful at a Disciplinary Board of Appeal will incur a cost of £25.00.

### **187. Matters Arising**

187.1 RC questioned the outcome of the opportunity to accept a commercial loan of £150,000. KE highlighted that following the meeting, there was a concern that the loan arrangement was not appropriate for the Association and both KE and DJ did not wish to sign the agreement. The primary concerns were, a) 12 month loan to be paid back in full with an interest rate of 6% (9k) with no business plan/cashflow forecast in place to show how this would be repaid and b) the likelihood that a bank/building society would not provide a future loans/mortgage if the commercial loan was in place. The legal implications were not fully known.

187.2 With the support of the FA, a financial summary has been produced. KE expressed the seriousness of the situation with regards to immediate cashflow and the importance of securing a financial injection of cash within the next 6 weeks.

187.3 KE outlined some of the conversations taking place with regards to short term financial opportunities with The FA and a County FA.

187.4 Board agreed not to take the commercial loan due to the significant consequences that may arise and instead continue to peruse short term opportunities. It was also agreed that a meeting with Natwest bank would be co-ordinated as soon as possible with KE and KJ.

187.5 KE informed the Board that as part of the financial review, the Finance Officer and KE were looking into the costs associated with hosting LCFC. DJ suggested that an informal conversation would be co-ordinated with LCFC to discuss in more detail.

187.6 Board agreed to set up a Finance Working Group to oversee matters with immediate effect.

### **188. Finance**

188.1 Board members discussed the 2019-20 budget with actual figures for the first quarter to date. RC questioned the discrepancy in discipline figures, £75,888 budget but £64,856 on the accounts (11k difference). The figure does not include the expenditure. KE to follow up.



- 188.2 Board agreed to ensure that budget areas of Competitions and Disability should be reduced as these are both overspending. BJ highlighted that the Competitions Committee would ensure that the costs of the Cup medals would be reduced from £12,500 to £9,000. Fourth Officials fees would also be discussed at the next Committee Meeting.

**189. Chairman's Update**

- 189.1 KE presented the key findings of the Skills Diagnostic Executive Summary.
- 189.2 DJ outlined that individual Board Members would receive their personal reports in confidence and directly from DJ.
- 189.3 DJ summarised that the Board has a shortfall of the skills required to meet the needs and demands of the business. DJ recommended that Laurence Jones (LJ) be co-opted as a Board advisory role with the immediate challenges that it faces. Board agreed with this recommendation and DJ will therefore be in touch with LJ to confirm the appointment.
- 189.4 DJ highlighted the importance of the Association having an Inclusion Advisory Group and reminded Board that this is one of the 5 LRCFA Business Plan priorities. Board agreed to proceed with the recruitment of an IAG Chair.

**190. CEO Update**

- 190.1 KE summarised the Staff Review presentation that had been circulated with the Board Pack.

**191. Safeguarding**

- 191.1 DW provided an update to Board on the recent Safeguarding Steering Group Meeting and Daily Monitoring Report.

**192. Governance**

- 192.1 BJ provided an update to the Board on County Competitions. Due to the recent bad weather the last round had been postponed. BJ expressed his thanks to Emma Green – Football Services Co-ordinator and Charlie Tissington – Hon Referee Appointment Secretary for their support with the Programme.
- 192.2 DW provided an update to the Board on the discipline case load. This is currently very high (52 investigations).
- 192.3 DW raised concern about a recent hearing where a staff member was verbally challenged multiple times. Board agreed that this should not occur, and all communications should be directed by the Chair.

**193. Development**

- 193.1 JB provided an update on the progress of the Operational Plan.

**194. Property & Grounds**

- 194.1 KE provided the Board with an update on the developments at Holmes Park. The building works have been progressing well. The proposed completion date will be the end of November.

**195. Any Other Business**

- 195.1 BJ asked if Ground Passes were available. KE handed out passes to Board Members that had not already been in receipt. Some Council Members have already picked up their passes over the summer months. Passes not already collected would be made available at the October meeting of Council.

**196. Date of Next Meeting**

196.1 Tuesday 26<sup>th</sup> November 2019.

Tuesday 17<sup>th</sup> December 2019.



## Board of Directors

27<sup>th</sup> November 2019

Holmes Park

Attendance: David Jamieson (DJ), John Ball (JB), Rasheed Cader (RC), Bruce Johnson (BJ), Keith Johnson (KJ), Laurence Jones (LJ), Dawn Wapples (DW), Kelly Ellis (KE).

Apologies: None

### 197. Welcome

197.1 DJ welcomed all to the Board Meeting and introduced Laurence Jones.

### 198. Minutes of the meeting held on 29<sup>th</sup> October 2019.

198.1 Minute 187 should read, the legal implications were not fully known.

### 199. Matters Arising

199.1 RC asked for an update on cashflow. KJ provided Board with a summary of the developments that have taken place with NatWest bank.

199.2 Minute 188.1 the 2019-20 budget was corrected to reflect the discrepancy in discipline figures.

199.3 Minute 188.2 BJ updated Board that the expenditure on medals for the County Cup finals has been reduced from £12,000 to £7,800. The medals will be the same as in previous years but with a ribbon rather than a box.

### 200. Finance

200.1 KJ provided Board with an overview of the monthly accounts.

200.2 Board noted that there was a need to finalise a contract with the new Bar Manager to start from January 2020. KJ to meet with the Bar Manager prior to the next meeting of Board.

200.3 LJ queried the cost implications of hosting LCFC at Holmes Park. Within the Agreement, no consideration was given to the revenue costs associated with hosting LCFC. Board agreed to arrange a meeting with representatives from LCFC to discuss the agreement and the financial impact on the Association.

200.4 Board agreed to continue to work with NatWest Bank to secure an overdraft or loan by third week of January.

### 201. CEO Update

201.1 A presentation was delivered by KE on the Associations finances and proposed corporate governance proposals.

201.2 Board unanimously agreed to adopt the action plan in full presented by KE.

201.3 Board formally approved the calling of the EGM.

201.4 Board agreed to adopt the new board structure, FA corporate governance model and to amend the articles of association at an EGM in the New Year.

201.5 DJ stressed that all the information discussed at this evenings meeting was strictly private and confidential.

**202. Any Other Business**

202.1 LJ provided an update on The FA's National Game Board Meeting held at Wembley earlier that day. A paper written by KE with the support of the FA Regional Manager was presented to the NGB.

202.2 NGB felt they were put in a position where they had to support the Association but were disappointed that further investment was needed particularly after the recent FA HQ Grant awarded.

202.3 NGB agreed to provide the Association with a loan. The payment will be made in December. The terms and conditions associated with the loan would be sent through to KE in due course.

202.4 Board agreed to carry out a valuation of Holmes Park with planning for residential development.

202.5 Board agreed that the property and grounds costs were unsustainable, and that immediate action is required in the short term to look at the middle to long term future of Holmes Park.

**203 Date of Next Meeting**

203.1 Tuesday 17<sup>th</sup> December 2019.



**Meeting:** Council  
**Date:** 15<sup>th</sup> January 2020  
**Report of:** Chief Executive  
**Title:** Council Report

### **1. LRCFA Operational Plan**

The Association has written a three-year operational plan (2018-2021) to deliver of the following five FA National Game Strategy objectives,

- a) High quality introduction to football.
- b) Develop clubs & leagues.
- c) Embrace all formats, engage all participants.
- d) Recruit, develop and support the workforce.
- e) Develop sustainable football facilities.

Appendix 1 illustrates the progress made now that we are half way through the strategy with the Key Performance Indicators that the LRCFA will be monitored against by The FA. Excellent progress is being made across all areas of delivery.

### **2. Safeguarding Operating Standards (SOS)**

The FA have now informed County FA's that there will be an assessment either in the 2019-20 or 2020-21 season. The existing standards will remain with some amendments and additions from season 2018-19. The Senior Safeguarding Lead (K Ellis), Deputy Senior Safeguarding Lead (J Dunmore) and the Designated Safeguarding Officer (R Gallop) all attended the FA's Safeguarding Operating Standards Conference at St Georges Park on Monday 18<sup>th</sup> November 2019. An overview of the 2019-20 SOS will be presented to members at the meeting.

### **3. LRCFA Headquarters**

It has been a challenging start to the 2019-20 with regards to the building works at Holmes Park. I am pleased to inform you that we have now regained full access to the building and are currently working through the final stages of painting and decorating.

The development will see the following improvements,

- A widened and more accessible staircase.
- The removal of additional steps at the top of the staircase (creating one level)
- Removing the existing flat roof and replacing with a pitched roof.
- Removing the existing flooring under the roof footprint and replacing.
- Removing the existing bar area flooring and replacing.

- Removing the old bar area (upstairs) and replacing with a storage cupboard and kitchenette.
- Remove the old kitchen and replace with a meeting room.
- Installing brand new men's and women's toilets.

A priority for the Association is to maximise the usage of Holmes Park for football – matches, training, coach education, referee development, meeting's as well as developing community and commercial partnerships. The agreement with Leicester City FC for Holmes Park to host their U23's concludes in June 2020. A focus will therefore be to explore the opportunities from July onwards.

#### **4. Staffing Update**

You will be aware that we have had several staff changes since the October meeting of Council. Rachel Scase – Discipline Manager has moved on to take up a new Discipline role with The FA. We have since welcomed Alex Francis – Discipline Officer and Josh Read - Football Services Administrator to the team.

Kelly Ellis  
Chief Executive Officer



**Meeting:** Council  
**Date:** 15<sup>th</sup> January 2020  
**Report of:** FA Delegate  
**Title:** Council Report

### **County FA Governance Code**

From January, The FA Governance Code will be distributed to CFA's. The code is bespoke to County FA's and has been developed through a collaborative piece of work between CFA's, The FA and Sport England. The aim is to provide a 'gold standard' of governance to County FA's.

### **Club Development Programme**

24 consultants are working alongside CFAs to engage in club pilots. A County FA Operating Manual for Leagues is planned for release in February 2020. The NLS restructure is developing with clubs being engaged with the proposals for lateral movement of clubs.

### **FA Competitions**

£600K had been distributed in prize money for the FA Trophy; £550K for the FA Vase; and £50K in the Sunday Trophy. A further £23K had been distributed to support Step 7 leagues in the FA Inter-League Competition.

### **Referees**

Figures show that there is a low retention rate of 16-24 year-old referees was a concern and funds are being targeted towards supporting this section of the referee workforce. It was also reported that a referee specific mental health awareness guide is scheduled for a release in the Spring.

### **Discrimination**

Cases are being dealt with quicker than last year. The high number of cases requiring 'no further action' is a concern and further research will be carried out into this. Discrimination has been recorded in all but 4 County FAs. The most common reports concern race/ethnicity and disability.

### **Participation**

KPIs show growth in all areas of affiliated football, including a small growth in male open age teams but adult 11 v 11 still has a small reduction in teams. Female, Disability and Futsal pathways continue to show very strong growth.

Kelly Ellis  
LRCFA FA Delegate

Weekly KPI Report - Leicestershire & Rutland FA View  
**NGS Overview (Weekly Cut: 2019-12-22)**  
 Player Pathways

	Performance Monitoring			2019 - 2020 Season Target Performance (Current)				
	Baseline (2017 - 2018)	2018 - 2019 Actual (Data Cut + Reg Rec)	2019 - 2020 Data Cut	2019 - 2020 Affiliation	2019 - 2020 Regular Rec	2019 - 2020 Current	2019 - 2020 Target	2019 - 2020 Target Performance
01. Male Pathway	29,282	29,593	TBC	28,682	0	28,682	31,184	-2,502
02. Female Pathway	3,012	3,157	TBC	3,552	0	3,552	3,438	114
03. Disability Pathway	940	1,003	TBC	1,000	0	1,000	1,000	0
04. Futsal Pathway	890	1,136	TBC	1,860	0	1,860	N/A	N/A
Total	34,124	34,889	TBC	35,094	0	35,094	N/A	N/A

**FA Charter Standard**

	Performance Monitoring			2019 - 2020 Season Target Performance (Current)		
	Baseline (2017 - 2018)	2018 - 2019 Actual (Data Cut)	2019 - 2020 Data Cut	2019 - 2020 Current	2019 - 2020 Target	2019 - 2020 Target Performance
05. Youth FA Charter Standard	78.95%	79.58%	TBC	87.78%	92.00%	-4.22%
06. Adult FA Charter Standard	30.30%	30.59%	TBC	46.27%	43.00%	3.27%
Total	65.54%	65.94%	TBC	78.33%	N/A	N/A

**Other KPIs**

	Performance Monitoring			2019 - 2020 Season Target Performance (Current)		
	Baseline (2017 - 2018)	2018 - 2019 Actual (Data Cut)	2019 - 2020 Data Cut	2019 - 2020 Current	2019 - 2020 Target	2019 - 2020 Target Performance
02.1 SSE Wildcats	14	19	TBC	19	15	4
07. Safeguarding Operating Standard	Conditional Pass	Meets the Standard	TBC	Meets the Standard	Meet the Standard	Target Met
08. Respect	N/A	87%	TBC	89%	88%	1%
09. Player Reg Coverage	68.00%	83.68%	TBC	89.37%	75.00%	14.37%
11. Youth Teams with an FA Qualified Coach	92.00%	94.54%	TBC	92.97%	98.00%	-5.03%
12.1 Female Coaches - Level 1	N/A	32	TBC	4	24	-20
12.2 Female Coaches - Level 2	N/A	11	TBC	0	7	-7
12.3 Female Coaches - UEFA B	N/A	2	TBC	0	N/A	N/A
13.1 BAME Coaches - Level 1	N/A	2	TBC	4	51	-47
13.2 BAME Coaches - Level 2	N/A	18	TBC	0	13	-13
13.3 BAME Coaches - UEFA B	N/A	6	TBC	0	N/A	N/A
14. # Referees	533	553	TBC	528	533	-5
15. Female Referees	26	61	TBC	53	52	1
16. BAME Referees	N/A	66	TBC	53	48	5
17. Grass Pitches Improved	N/A	14	TBC	17	86	-69

For all performance monitoring data cut dates please see the 2019/20 operational planning guidance.