



# Guide Notes For Member Clubs Season 2025/2026

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## League Officers and Board Members

President	Raymond Brown	
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Vice President	Peter Hunter	
Vice president	Derek Peck	
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### Board of Directors

Denise Richmond, Matthew Panting, Ricky Adams, Lee Dyson, Rob Marriott, Nicola Stonebridge, Steve Lewis (Lordswood), Richard Leach (Sporting Club Thamesmead), Andy Pye (Holmesdale),.

## Admission Prices

The minimum charge for admission to all matches shall be as follows:

- Premier Division £6 including VAT
- First Division £5 including VAT

Clubs may, at their discretion, vary the operation of Rule 20 in respect of juveniles and senior citizens or other concessions they deem appropriate. Admission charges must be the same for home and visiting supporters, excluding home concessions as appropriate. With the permission of the Board, Clubs can have a maximum of three promotional days each playing season during which they can vary admission charges for adults including allowing free admission.

## Adverse Weather Procedures Guidance (postponements)

See downloadable document on League Website with detailed procedure.

[SCEFL Downloadable Forms and Rules – SCEFL](#)

In the event of any match postponement, please click on the following link to complete the match postponement [form](#). Failure to comply with this Policy Guidance and form completion may result in the Club being charged under League Rule 14.2

## Bench Wear

It is mandatory for all substitutes to wear the Respect Bibs that have been provided by the league whilst they are on the bench or warming up. There are no other requirements for bench wear at the present time.

## Board Room Team Sheets

It is recommended but optional for a list of players in each team to be made available in the Board Room for visiting officials. These should also, where possible, be made available for members of the press.

## Captain Arm Bands

Clubs are reminded that as per league rule 7.5 an arm band must be worn on the field of play by the Club Captain for all League and Cup matches.

## Club Loans

- Loans from league funds can be made available to member clubs.
- The loans will be made for ground maintenance and improvements in line with maintaining the club's relevant grade, i.e. Grade G (Division One) or Grade F (Premier Division) only.
- Loans up to £3,000 will be available
- Clubs will be asked to make repayments back to the league over a three-year period by standing Order. If any payment is missed then the league will have the right to demand payment in full
- A formal agreement (approved by the FA) will be signed between the League and the Club to ensure all parties, and league funds, are protected
- Applications should be made to the League Treasurer, after which a meeting will be organised between member club, League Treasurer and League Chair or Vice Chair.

## Disciplinary Procedures

Clubs are reminded that when any of their players are facing a suspension, for either having been shown a red card or for having accumulated yellow cards, it is the Clubs' responsibility to provide match dates of games to be counted as suspension matches to their County FA to ensure their players miss the appropriate matches.

## Floodlight Certification

Clubs are required to forward copies of updated Certificates to the League Secretary. Failure to do so could result in your Club being suspended from League and/or FA Competitions.

## Ground Passes

Eight ground passes will be distributed to all Clubs prior to the commencement of the season. Six to be used by Club Committee members to gain entry to the ground and Board Room of their match day opponents and are *not transferable*. The club will be issued with two passes which will allow them to gain entry to *any* Southern Counties East Football League ground during the current season for any league or league cup matches regardless of who is playing whom. Each committee member's pass will contain the clubs name and be individually numbered. Any proven misuse of passes will result in *all* passes for that club being withdrawn. All passes remain the property of the League. The pass numbers for all clubs can be found in the Club Directory section on the League website and League App.

## Ground Standards

League Rule 8.11 –

Each Club must take every precaution to keep its ground in good playing condition and amenities (including floodlights) in good working order and complying with the minimum Grade F (Premier Division) and Grade G (First Division) (see appendix A) throughout the Playing Season.

Floodlights must be certified as complying with minimum light levels two yearly and the club must be always in possession of a current certificate.

For any ground grading assistance, grants etc, please contact the League General Secretary Ricky Adams at [secretary@scefl.com](mailto:secretary@scefl.com)

## Insurance

Players Insurance Insurance scheme.	All clubs shall be members of a Players' Personal Accident The policy cover shall be at least equal to the minimum recommended cover determined from time to time by the Board.
Public Liability Insurance	All clubs must have Public Liability cover of at least ten million pounds (£10,000,000)

## League Website / App / Social Media

The League has an excellent Website and App which contain all the information in this document and a whole lot more. The App is the League's Online Handbook and works alongside [www.scefl.com](http://www.scefl.com) in providing all the information needed by Club Officials, Match Officials, Players and Supporters.

The Southern Counties East Football League App can be downloaded to iPhones, iPads and ipods via the App Store and to Android mobile phones/tablets via Play Store. The SCEFL pages are contained in the app called 'robin road'. After installing the app search for 'Southern Counties East'. Thereafter the app will default to these pages each time it is opened. The League Secretary is the App Editor and Dean Sawyer is the Website Editor so if you have any changes you may need to be made to what is published on either platform, please contact the relevant person.

The League has a thriving Twitter account @SCEFLLeague.

## League Directives

The Following League Directives apply for 2025-26 season

Links to full detail can be found here: [SCEFL Downloadable Forms and Rules – SCEFL](#)

1. Cooling Off Period Protocol and League Directive
2. Allowance for Lost Time Directive
3. Match Day Requirements Directive
4. Marking of Referee Directive

Any club that fails to comply with these directives will be liable to a league charge and fine under league rule 4.2

## Dismissals from the Technical Area

For matches played under the Rules of The Southern Counties East Football League:

As per league Rule 8.28 any person who is dismissed from the Technical Area/Dugout Area by the referee should leave the field of play and its vicinity immediately (they must leave via the playing area, not go over any barrier) and go to a location within the ground from which they cannot view the remainder of the game.

## Match Day Confirmation

### PRE MATCH INFORMATION

#### The Home Club Must

- Confirm to the visiting Club and the Match Officials:
  - date and time of kick-off of each match
  - team colours, including the colour of the goalkeeper's jersey, it will be wearing,
- to be sent at least five days prior to the match
- The visiting Club and the Match Officials
  - must acknowledge receipt to be received at least three days before the match.
- The visiting Club must confirm by return
  - the team colours, including the colour of the goalkeeper's jersey, it will be wearing.

### POST MATCH REFRESHMENTS

The home team must include and confirm the type of post-match refreshments provided for players (hot / cold) and the visiting Club must confirm if their players will be taking up the offer of the post-match refreshment and the visiting Club must also confirm the number of officials that will be attending the match and visiting the Board Room.

## Match Day Programme

Clubs must provide a match day programme for all home league and cup fixtures as per league rule 8.14 below.

*8.14 The home Club is responsible for publishing a full match programme acceptable to the Board for each of its Competition matches. A full match programme available electronically only shall be acceptable providing that each Club has approval from the Board before the commencement of the Playing Season and must be continuous for the whole of that Playing Season. A Team Sheet will not be considered sufficient to comply with this Rule.*

The Board of Directors have set a minimum requirement as detailed below:

- Minimum 8-page booklet.
- The front cover must have the League details and the main sponsor's logo (where there is a main sponsor), it must also carry the FA Respect Programme logo
- In a prominent position, there must be the identity of the club with the status of the club and, if a limited company, the necessary requirements to comply with the Companies Act 2006.
- The programme must contain the League's sponsor's advertisements (when applicable)
- Space must be provided for the team line ups in a prominent position together with details of the match officials appointed for the match with the date of the match and the scheduled time of kick off.
- Details of the visitors should be provided with a short club history of the visitors and or pen pictures of the players.
- All programmes must include the following statements: *"The Southern Counties East Football League strongly support recent FA statements that there should be a zero tolerance approach against racism and all forms of discrimination, accordingly any form of discriminatory abuse whether it be based on race or ethnicity, sexual orientation, gender, faith, age, ability or any other form of abuse will be reported to the relevant County Association for action by that Association."*  
*AND*
- *"The Southern Counties East Football League supports the 'Swearing – Let's Tackle It' campaign and strongly condemns the use of foul and abusive language at football matches"*  
(If any club is unable or unwilling to include this in their match programme, they should contact the League office, but otherwise failure to include this statement may amount to a breach of League Rule 4.6)

## Match Day Requirements

See League Directive

[SCEFL Downloadable Forms and Rules – SCEFL](#)

## Match Officials Fees

Match Fees are the responsibility of the HOME club and must be paid in cash or, by prior arrangement by bank transfer, on the day to the Match Officials. If paid in cash, it must be paid in their dressing room within a reasonable time after the conclusion of a match.

The match fees are as follows:

Premier Division and Division one :  
Referee - £64.00  
Assistant Referee - £48.00

Development League  
Referee- £48  
Assistant Referee - £35

Travelling Expenses for both divisions - First 50 miles all-inclusive in match fee then 40p per mile over 50 miles - capped at an extra 50 miles £20.00 (Joint travel wherever possible)

Please see rule 14.3 for procedures when a Match Official fails to attend or becomes injured.

As per League Rule 14.7 In the case of a postponed match, whether or not gate money is taken, any Match Official who has travelled to the match will be entitled to claim half their match fee from the home club.

A match cannot be abandoned if a match official becomes injured nor if a match official fails to attend the match. It is the responsibility of individual Clubs to invite match officials into their Board Room if they wish, but whichever policy they adopt, it must apply to all games.

The League would like to think their Clubs are not selective on who they extend their invitations.

### Referees Marking & Administration

MOAS should be used for all referee administration (both Divisions) including referee marking. Please use the guidance provided by the FA which can be found on the SCEFL website. No further information will be provided on FAFT and please do not use this system to mark referees.

## Match Report Forms – Clubs

Match report forms must be completed online via the FA Full Time system. The information required to be sent is the starting 11 plus all named substitutes, goals and scorers with time of goals, yellow and red cards and details of all substitutions within 3 days of the fixture.

## Match Results

### Premier Division and Division 1:

1. The home club will be responsible for sending all result information.
2. Information must be uploaded to Football Webpages (FWP)

Requirements are:

- Line-ups before kick-off
  - Start match, first half end, second half start, second half match ends
  - Goals and goalscorers as they happen – do not put unknown as this cannot be changed for some time after games so please ask the opposition who has scored
  - Yellow cards and red cards
  - Substitutions
  - HT score
  - FT score
  - Attendance
3. Result information must be sent to FWP for all competitive games including FA Cup, FA Vase and all County and External Cup Competitions as well as all League and SCEFL Cup games.

NB: If you are away to a non SCEFL side in any competition you must send the result information as if you were the home side. Your opponents will not be sending any information.

4. You will also be required to send separate result information to the FA or your County FA when competing in outside competitions.

### Development League:

Match results MUST be text by response to FA full-time. Please clearly state home and away team with scoreline.

Timescales

All match details should be sent during and immediately following the conclusion of each match as per League Rule 8.41

## Medical Personnel

Each Club shall have at least one First Aider having a valid Emergency First Aid in Football (EFAiF) qualification.

## Pitch inspections

please see

[SCEFL Downloadable Forms and Rules – SCEFL](#)



## Player Registrations

### League Rule 6

At least 16 players must be registered to play for a club at least 14 days before the official season start date.

Players must complete a League 'player registration form' before the player is registered via the FA Whole Game System, found [SCEFL Downloadable Forms and Rules – SCEFL](#)

Clubs will be required to retain the original signed paper registration form and keep it available for inspection by the Competition/FA and submit a scanned electronic copy to the League before any registration via WGS will be approved. Clubs must ensure each player registration has been approved by the League before he is considered for selection to play in ANY COMPETITION GAME/TIE.

### Transfers between Southern Counties East Clubs

Clubs must complete a League transfer form, available to download from the website [SCEFL Downloadable Forms and Rules – SCEFL](#).

The form must be filled in by the acquiring club initially and then completed by the releasing club. It is assumed and expected that the releasing club will forward to the Registration Officer who must receive a copy of the transfer agreement signed by both Clubs and the Player. Until this form is received the player is not eligible to play in a League Fixture.

### Completion of all Forms

Please Write Clearly. All information must be completed and the transfer form received by the League Office which is incomplete or is not acceptable will be returned to the club immediately for completion or amendment. A player will not be available to take part in a SCEFL Fixture until confirmation has been obtained by the club.

Registration Deadline Day - 31st March 2025 – 5pm League Rule 6.2.1

## Playing Kit

Clubs are reminded of League Rule 7.1 – striped, hooped or otherwise patterned shirts shall have numbers affixed to contrasting patches or numbers in a contrasting colour with bold outline. Black or Dark Blue/Navy shirts cannot be worn as in accordance with League Rule 7.3.

In the event of any clash in kit colour, then the away team *must* change, this includes any clash of goalkeepers' shirts. No changes to the registered first choice colours or combination of colours shall be permitted without the consent of the Board.

Shirts must be numbered 1-25 such as that the numbers can be clearly identified by officials and spectators.

## Playing Season Dates

The league playing season will be decided by the board of directors, usually from the last week of July to the first week of May.

## Postponed Matches (notifications)

Please can all clubs ensure that when a match is postponed the following people are informed:

- Match Referee and Assistant Referees
- Match Observer and 4th Official (where appropriate)
- Your Opponents
- Referees Officers - referees@scefl.com
- Results Officer - Dean Sawyer - 07732 299230 - [website@scefl.com](mailto:website@scefl.com)
- Fixture Secretary - Matthew Panting - 07368 433929 - [matthewpanting@btinternet.com](mailto:matthewpanting@btinternet.com)
- League Secretary – Ricky Adams – 07411094354 - [secretary@scefl.com](mailto:secretary@scefl.com)

Please see “adverse weather conditions procedures” [SCEFL Downloadable Forms and Rules – SCEFL](#) for procedures for clubs to follow to postpone a fixture.

## Pre-Match Warm Up

- If you’re a club that does not allow teams to warm up on the first team pitch but require players to do their pre-match warm up on land adjacent to the pitch please include it in your pre-match confirmation so that it is not a surprise to the visitors when they arrive.
- Please also make sure that the warm-up area is within your own ground and covered by your insurance policy.
- It is NOT acceptable to have players warm up in a public area such as a park unless you have additional insurance for this area.
- If you do not wish to have teams warm up in the goal areas, please make sure that this applies to both teams and provide an alternative goal in the warm-up area.
- Please note league rule 23.11(b) pre-match warming up by either team shall not commence until 45 minutes before the kick-off time at the earliest, shall not last for more than 30 minutes, and shall end no later than 10 minutes before the kick-off time.

## Promotion / Relegation

Clubs competing in the SCEFL must comply fully with the requirements of Ground Grade 5 (Premier Division) and Ground Grade 6 (First Division)

To be considered for promotion to Step 4 and Step 5, clubs must meet the requirements set out by the FA by 31st March in the year in which they seek promotion.

The format for promotion and relegation in the Southern Counties East Football League is decided by the FA.

There will be play off games between placings 2 , 3, 4 and 5 at both Steps 5 and 6.

Clubs are advised to consult the League’s website for announcements about promotion and relegation.

League Rule 12.3 - Promotion, relegation and lateral movement of Clubs shall be in accordance with the principles established by the Leagues Committee of the FA.

## Respect

The League requires all Clubs prior to the commencement of all fixtures to undertake the “FA Respect Handshake” procedure.

## Players without written contracts

FA Regulations Concerning Approaches to players are detailed [SCEFL Downloadable Forms and Rules – SCEFL](#)

## SCEFL Challenge Cup Rules

Challenge Cup Rules to be found [SCEFL Downloadable Forms and Rules – SCEFL](#)

## SCEFL Division One Cup Rules

Division One Cup Rules to be found [SCEFL Downloadable Forms and Rules – SCEFL](#)

## Social Media and Web Sites

The League monitors club official Websites, Twitter feeds and Facebook pages as well as other related social media accounts and newspaper articles on a regular basis. A Club is responsible for comments in their output and may be asked to explain these comments. Clubs are advised not to include detrimental remarks about Match Officials and to observe the Respect Programme at all times. See League Rule 8.14.

## Substitutes Warming Up

Please ensure any substitutes warm up in the opposite half to the assistant referee. The maximum number that can warm up at one time remains as 3 for each side.

## Substitute Bibs

The Pink bibs (or yellow where there is a clash with pink playing kit) issued by the League to all clubs must be worn by all named substitutes in every game played in this competition.

## Substitute Boards

As per League Rule 6.8, Clubs must ensure that the boards are used for every substitution.

The League loan an Electronic Substitute Board to a member club that do not have their own board. The following is a Board Directive which has been issued by the League Board of Directors in accordance with their powers under League Rule 4.2 and all Clubs are therefore subject to the following provisions:

1. The Substitute Number Board is provided as a loan to a club that are in membership of the League.
2. Any replacement, unless by fair wear and tear, is the responsibility of the club and each club must therefore take particular care to look after the Board.
3. It is the responsibility of your club to ensure that the board is fully charged and ready for use before every Competition match.
4. The Board must be used in every match played in this competition. Your club is also permitted to use the board in FA and County FA competition matches.
5. It is also the responsibility of both clubs to have a full set of spare boards at all competition matches for use in case the electronic board is unable to be used for any reason.
6. Each club is advised to insure the board. Some policies require an item of this value to be separately noted. Each club should therefore check with its insurer whether the board is covered.
7. The Board must be used in each Competition match for each substitution and to display the amount of added time at the end of each half. – See Allowance for Lost Time Directive (page 9)
8. The home club is to appoint one person at each Competition match to liaise with the match referee to ensure that the amount of added time is communicated to that person before the end of each half.
9. No advertising may be added to the board.

NB: A club who leaves the competition must return the board to the League Secretary in good working order following their final match played in the competition.

## Team Sheet Books

The team sheet books will be distributed to clubs prior to the commencement of the season.

The team sheet book will be used for notifying the referee and your opponents of the team members, substitutes and technical area occupants for the coming match (Note League Rule 8.19 – 45 minutes prior to kick off).

Page 1 Handed to the opponents 45 minutes prior to kick off

Page 2 Handed to the referee 45 minutes prior to kick off

Page 3 Club to retain for their record.

Exchange of team sheet must be undertaken by a Club Official or Team Manager or Assistant Manager with the match officials.

**The above notes are issued as guidance for club secretaries and are not an exhaustive list of the League Rules. Secretaries should read and familiarise themselves with the League Rules and refer to them for all matters in full.**

**If in any doubt please ask - the League officers are here to help.**