



**Guide Notes  
For  
Member Clubs  
Season 2018/2019 v1**

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## 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

### Recommended procedure for the guidance of Clubs and Referees in determining the suitability of grounds in adverse weather conditions

Each Club must take every precaution to ensure that its ground is in a fit playing condition.

When the regional weather conditions are known to be extreme (e.g. prolonged severe frost, clear water logging or heavy snow) then the game can be postponed at the discretion of the League following consultation with the Fixtures Secretary's; this is not an issue for the match day Referee. If agreement is given to an early postponement under such circumstances, there will be no requirement for a pitch inspection.

In all other circumstances and subject to the time and travelling distance, the match Referee should be called in to make a decision. In the event of the match Referee being unable to carry out the inspection, the Home Club **must** select an alternative Referee listed within list of SCEFL Match Officials as follows:-

Premier Division – One of the Level 4 referee's on the panel.  
Division One – One of the level 5's on the panel

Should it not be possible to identify an appropriate Match Official, the SCEFL MOP will determine a suitable person to carry out the inspection.

Prior to reaching a decision the Referee who is making the inspection must:

- Consult with the match Referee prior to the inspection
- Consult with the match Referee during/after the inspection to mutually agree on a decision prior to notifying the Home Club Secretary or Club Chairman and the appropriate League Secretary (or Chairman if the Secretary is not available).

Prior to reaching a decision the Referee who is making the inspection should consider the following:

- Whether or not the ground (playing area) is dangerous (e.g. ice / frost)
- Whether or not that the spectator standing areas are dangerous (e.g. ice / frost)
- Whether or not conditions are or could turn farcical.
- The views of the Home Club Groundsman in terms of local knowledge and draining capabilities in the event of standing water.

- The existing condition of the playing surface in conjunction with the prevailing weather conditions as previously confirmed with the local weather authority
- **Be seen to be active!** Adhere to deadlines, keep all informed; especially the away Team Manager if he is on route and can be contactable (home club will have the Secretary's mobile number). If they are within a reasonable time/distance from the ground it is only courtesy that you await their arrival
- **Inspect thoroughly!** A professional approach **must be adopted** when carrying out an inspection. It is not acceptable just to take a cursory look at the field of play in normal dress (i.e. Suit / Blazer etc.). Sports kit should be worn, along with appropriate footwear (i.e. football boots). All areas of the pitch should be inspected. A ball should be used to determine whether the surface is playable (for movement and bounce), if appropriate, playing staff may be able to assist you in this practical session.
- **Fog creates its' own problems.** Use perspectives from ground level and the back of a stand – check forecast (remember that there is a responsibility to paying spectators)
- When dealing with such elements as frost or ice – remember that the highest temperature of the day is usually around mid-day. Get a forecast if necessary of the projected temperature for the time when the match is due to conclude
- The manpower available to the Home Club to carry out any necessary work to make the ground playable
- The time the visiting Club are due to commence their journey
- Liaise with Managers **BUT** the decision as to whether the match is played is **yours**

If after consultation with the match Referee, the ground is declared fit and the away Clubs instructed to travel, then only in exceptional circumstances should the match Referee reverse the decision.

If an early inspection has not been carried out and the match Referee arrives at the ground to find the playing conditions in doubt due to unexpected deterioration in the weather, he should first consider as many of the above points before committing himself to a decision.

In the event of a pitch inspection being carried out by a Referee other than the match Referee, a fee of half the Referee's fee may be offered, plus travel expenses, paid by the Home Club. If the appointed Match Officials have reported to the ground they are entitled to half their match fee if the match is not played.

If the game is postponed following the inspection, either by the match Referee or another Referee, the following procedure should be followed:-

- The home club should advise their opponents and the following League officials; Fixture Secretary, League Secretary, Referees Officer & Website and Social Media Officer via text or e-mail.
- A fully completed match postponement form must be e-mailed to [matthewpanting@btinternet.com](mailto:matthewpanting@btinternet.com) within 2 days (this can be found on the SCEFL website & copies should be available at the ground for when pitch inspections are carried out). The only exception is if the match is postponed by the appointed match referee 90 minutes or less before the scheduled kick off when a match postponement form is not required.
- The home club should advise all the appointed match officials.
- The appointed match referee should advise any appointed match observer.
- The appointed match referee should send a text confirming the match details and that its postponed as follows:-  
For Premier Division to Ian Bentley the referee officer  
For Division One to Steve Down and Don Macleod  
An e-mail should then follow to [referees@scefl.com](mailto:referees@scefl.com) confirming that above.

**Failure to comply with this Policy Guidance may result in the Club being charged under League Rule 14.2**

## Board Room Team Sheets

It is recommended but optional for a list of players from each team selected for the match 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 clubs 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.

## Correspondence Addresses

All general correspondence should be sent to the League Secretary:

Derek Peck, 24 Malvern Avenue, Bexleyheath, DA7 5LF

Email: [secretary@scefl.com](mailto:secretary@scefl.com)

Please use only the following for Player Registrations.

Douglas Francis - 62 White Horse Hill, Chislehurst, Kent, BR7 6DJ

Email: [registration@scefl.com](mailto:registration@scefl.com)

Please use only the following for Referee enquiries and reports

Ian Bentley,

Email: [referees@scefl.com](mailto:referees@scefl.com)

## Disciplinary Procedures

Clubs are reminded it is their responsibility to provide match dates to their **County FA** and **NOT** the League to ensure their players miss the appropriate matches following dismissals from the field of play and caution accumulations resulting in suspensions.

## Floodlight Certification

Clubs competing in the National League System and FA Competitions are required to provide an updated certificate (Floodlighting Survey Chart & Floodlighting Inspection) report **every two years**.

These are necessary to ensure the lighting system continues to meet the required standards after installation.

Readings shall be on a grid of 88 markings (8 across, 11 down) evenly spaced with the outside readings falling on the pitch boundary line.

The average of all the readings is taken to be the average illumination level in lux of the floodlighting installation.

The inspection reports should be carried out by qualified lighting engineers.

The measurements should be made using a calibrated luminance meter.

It should have been calibrated within 12 months of the measurement and the meter's serial number and last calibration date contained within the inspection report.

Clubs are required to forward copies of updated Certificates to the League Secretary.

Failure to do as required could result in your Club being suspended from 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 Directors / Management Committee members to gain entry to the ground and Board Room of their match day opponents and are **not transferable**. The Chairman and Secretary will be issued with passes which will allow them to gain entry to any Southern Counties East Football League ground during the current season. 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) throughout the Playing Season.

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

For any ground grading assistance, grants etc, please contact the League's Ground Grading Inspector, John Bathurst on (07904 673487)

## Insurance

### Players Insurance

All clubs shall be members of a Players' Personal Accident Insurance scheme. 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)

Each club shall submit to the Board a copy of both insurance documents together with the last premium payment receipt, 14 days prior to the commencement of the season.

## 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 via Play Store. The League Secretary is the App Editor and Dean Sawyer is the Website Editor so if you any changes you may need to make to what is published on either platform, please contact the relevant person.

The League has a thriving Twitter account @SCEFLLeague with over 4,500 followers

## League Awards

### **Respect**

Respect awards for both the Premier and First Divisions. The winners each receive prize money and a certificate. At the League's Presentation Lunch the winners of the overall season awards for each division are announced.

### **Manager of the Month**

The League has monthly Manager of the Month awards for both the Premier and First Divisions. With the winners each receiving a trophy to acknowledge their success.

### **Most Hospitable Club**

This award acknowledges the clubs that go that extra mile to look after the officials, players, coaching staff of their opponents on match days. There will be a winner for both divisions and they will be selected by a voting system that ALL clubs participate in. The winners will be announced at the League Presentation Lunch and presented with a certificate and prize money.

### **Best Compliance to League Rules**

This award was introduced to reward the club/clubs that have the best record of compliance to league rules over the season. The winners will be announced at the League Presentation Lunch and presented with prize money and a certificate.

## Golden Boot

The player scoring the most number of goals in SCEFL League and Cup matches over the season is presented with the main trophy that they keep for a year as well as their own personal keepsake memento. Trophies are awarded for both divisions and the goal scoring tables can be viewed on the league website throughout the season.

## League Directives

### Cooling Off Period Protocol

The protocol is that Club managers, coaches, players, club officials etc. may not approach the match officials at half time nor until at least 20 minutes after the game has finished (this includes not going onto the field of play at the end of the match nor waiting for the match officials in the tunnel area). Please note the post-match hand shake is an exception but any adverse comment(s) made will be considered as a breach of this protocol.

Any approach to a Match Observer will also be considered as a breach of this protocol.

In principle, post-match 'cooling off' periods are:

- Applicable after the end of every game
- Applicable to all occupants of the Technical Area and all players.
- Designed to reduce confrontation by creating a period of reflection so that any discussion can take place in a calm atmosphere to ensure it is as fruitful as possible for all parties leading to greater understanding
- Likely to result in considerably fewer cases of misconduct

Benefits of having such a post-match 'cooling off' protocol

- Prevents obvious public dispute on the field of play that detracts from the image of the game
- Reduces the likelihood of confrontation / misconduct and all that the aftermath entails
- Reduces the adrenaline levels in everyone concerned
- Allows a calm, rational conversation to take place that should benefit both parties
- Allows all parties to have a period of reflection and a reduction in the stresses the game produces
- Allows the match officials time to complete the official paperwork
- Gives the opportunity for the Match Observer where requested to be present so that he can watch, listen and offer advice or an opinion, if appropriate to do so
- Reduces pressure on referees

There would then be a consistency across all Steps where "Professional Game" referees operate, thereby allowing a smooth transition as they or the clubs migrate upwards through the game.

If a request is made by a club official to a referee to speak to them after the 20 minutes period the referee should ensure they make themselves available.

Referees are expected to report any breach of this mandate.

**All clubs must bring this to the attention of their team managers. This notice must be displayed in the home, away and match officials dressing rooms on all SCEFL match days. Failure to comply with any such Policy Directive issued by the League will result in the Club being charged for a breach of League Rule 4.2**



## Allowance for Lost Time Directive

### Allowance for Time Lost – Electronic Boards

(To be adopted for all SCEFL League and Cup games)

The League's investment in purchasing electronic boards for use by all SCEFL clubs has been well received by clubs, match officials and spectators. The main use of the board for displaying the numbers of the players being replaced or coming on to the field of play when a substitution is dealt with makes the whole process much smoother and along with the Allowance for Time Lost procedure it brings a more professional approach to our competition matches. All clubs **MUST** use the electronic boards provided at all SCEFL games.

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With the introduction of the electronic boards an allowance made for time lost will be indicated at the end of each half.

The directive to be adopted is outlined below:

During the two minutes before the expiry of each half the Referee must inform a nominated person in the Home Club Technical Area (someone identified before the kick off to the referee), either visually or verbally, of the amount of time allowed.

At the expiry of each forty five minute period and not before, the designated Home Club person will display the minimum time allowed, to all points of the ground, by use of the board provided. This also applies at the expiry of each fifteen minute period of extra time if necessary for Cup games.

Clubs are to be reminded that the PA where used should announce "There will be a minimum of xx minutes allowance for time lost".

Any subsequent injuries, or additional delays, including time wasting, will result in further time being added on. No further communication will be necessary.

Referees are to ensure that the full allowance is made for time lost and subsequently played.

**Any club that fails to adhere to this directive will be liable to a league fine under league rule 4.2**

## League Policy Guidance

### Dismissals from the Technical Area

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

The League Management Committee will not accept any lack of respect shown towards the Match Officials.

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. This will normally be inside the changing rooms or the clubhouse where they must remain until the conclusion of the game or alternatively they can leave the ground.

Play should not restart until they have left the field of play.

It is not permissible for this person to have any contact or dialogue with the Match Officials or any appointed Match Observer during or after the game.

Each club is responsible for ensuring any person associated with their club who is dismissed from the Technical Area/Dugout Area by the referee goes to straight to their chosen location within the ground where they cannot view the remainder of the game. Clubs should report any breach whether by their own club or their opponents to the match referee.

The Chairman of the Club concerned must also report in writing to the Disciplinary Officer, within 3 days of the offence, the following:

1. What action has been taken against this person by the Club.
2. What action the Club has taken to ensure that this does not happen again.

**All clubs must bring this to the attention of their team managers. This notice should must be displayed in the home, away and match officials dressing rooms on all SCEFL match days. Any failure to comply with the above Policy Directive will result in the Club being charged in accordance with League Rule 8.27.**

By order of the League Management Committee
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## Match Day Confirmation

The home Club shall advise the visiting Club and the Match Officials of the date and time of kick-off of each match and the team colours, including the colour of the goalkeeper's jersey, it will be wearing, to be received **at least five days prior to the match** and the visiting Club and the Match Officials must acknowledge receipt to be received **at least three days before the match**. The visiting Club must include in its acknowledgement the team colours, including the colour of the goalkeeper's jersey, it will be wearing.

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 official 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 Management Committee have set a minimum requirement as detailed below:

- Minimum 8-page booklet.
- The cover must have the League details and the main sponsor's logo (where there is a main sponsor). It is acceptable to have the "outer" pre-printed for the season. The front cover 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) which, again, can be pre-printed but should not, except in an emergency, be photocopied. 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

**As instructed by the Management Committee**, the following match day requirements apply to all Clubs for matches played under the jurisdiction of the Southern Counties East Football League:

Access to the changing facilities must be available for players and match officials at least 90 minutes prior to the scheduled kick-off time. Access must be available to the ground for spectators at least 60 minutes prior to the scheduled kick-off time.

The Visiting Club must give notice to the Home Club at least three days before the Match day as to the number of their Board Members/Officers who are expected to attend and accept the hospitality offered pre-match, at half time and post-match.

The Visiting Club must give notice to the Home Club at least three days before the Match day if their Team Officials and Players will not be requiring post-match food.

The Boardroom must be open for visiting Officials at least 45 minutes before the scheduled kick-off time, with tea, coffee and biscuits available to them.

At least 5 match day programmes must be provided free of charge to the visitors in their dressing

room and three programmes to the Match Officials in their dressing room (four in the event of a fourth official being appointed for the match).

Tea or fruit squash ideally to be provided before the match, and must be provided at half-time and post-match for the visiting teams and the match officials. In addition, suitable food must be provided for all players and match officials after the match. It is not acceptable for post-match food to be served in the dressing rooms.

Tea, coffee, biscuits/cake must be available to Club Officials in the Boardroom at half-time and bar facilities as well as tea and coffee together with food must be available in the Boardroom after the match.

A sufficient number of match day programmes must be provided free of charge to visiting Officials in the Boardroom.

The refreshment bar/facilities for supporters must be open at least 45 minutes before kick-off until at least the end of the half-time interval.

Visiting Clubs must respect reasonable requests from the home club regarding the use of the pitch for warming-up, and must respect all facilities provided by the host club.

The home Club will be responsible for paying the Match Officials their fees in cash on the day of the match in their dressing room, within a reasonable time after the conclusion of the match (including matches abandoned for any reason).

## Match Officials

Match Fees are the responsibility of the HOME club and must be paid in cash on the day to the Match Officials in their dressing room within a reasonable time after the conclusion of a match.

The match fees are as follows:

### **Premier Division**

Referee - £55.00

Assistant Referee - £38.00

All inclusive of travelling expenses

### **First Division**

Referee - £45.00

Assistant Referee - £35.00

All inclusive of travelling expenses

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

A match cannot be abandoned if a match official becomes injured and the match cannot be postponed if a match official fails to attend the match.

It is down to individual Clubs if they wish to invite match officials into their Board Room, 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 invites to.

Clubs only) or in the case of First Division Clubs sent to the Referees Officer within 3 days of the match.

### **Referees Match Report Form**

At the conclusion of every game, the Referee will be required to complete a Match Report, whereby the cautions and dismissals for both teams are to be documented. It also has a facility for the Referee to record any breaches of League rules or directives in the game.

The purpose of the Match Report is to ensure that the Clubs and the League have the information regarding disciplinary action taken against players. In addition, it facilitates the reporting of League Rule breaches to the League.

This Report must be submitted after every game, regardless of whether there is any misconduct to report.

The form can be found on the downloads section of the League website.

### **Referees Marks**

Referees are to be marked out of 100.

The mark awarded by a club must be based on the referee's overall performance. It is most important that the mark is awarded fairly and not based upon isolated incidents or previous games.

A mark between 71 and 80 represents the standard of refereeing expected. If a club awards a referee a mark of 60 or less, a detailed report must be submitted on MOAS (Premier Division Clubs only) or in the case of First Division Clubs sent to the Referees Officer within 3 days of the match.

## **MARKING OF REFEREES GUIDANCE**

Any club marking 85 or above must submit a detailed report within 3 days of a match either via MOAS for Premier Division clubs or for First Division clubs via e-mail to [referees@scefl.com](mailto:referees@scefl.com).

### **Failure to do so may result in a charge under league rules**

For reference under League rule 8.31 clubs must also submit a detailed report for a referee marked 60 or below within 3 days.

# Competencies for Consideration

## Difficulty of Game

To what degree did the actions and behaviours of the players and technical area occupants challenge the referee?

## Overall Decision Making - Did the Referee;

- Demonstrate high levels of fitness and work rate throughout the entire game to meet the demands of the game
- Recognise patterns of play and not invade player/game space
- Correctly recognise and award throw-ins, goal-kicks and corners
- Demonstrate consistent and credible recognition, detection and interpretation of 'normal' Law 12 offences i.e. but not limited to; foul tackles, holding, aerial challenges, handball etc.
- Recognise Law 11 + 12 offences and advantage application opportunities, not merely possession, applied in credible areas and/or applied without detriment to match control
- Demonstrate awareness of when appropriate to use the range of management techniques available, before resorting to formal disciplinary action i.e. the STEP process
- Recognise where player(s), teams(s) are using time consuming tactics and takes positive appropriate action i.e. preventative actions

## Judgement of Major Decisions - Did the Referee;

(Cautions/Non-Cautions, Send Offs/Non-Send Offs, Penalties/Non-Penalties, Goal Awarded/Disallowed or any other significant game changing decisions)

- Demonstrate identification of 'significant game impact' incidents and offences with appropriate action(s) applied
- Demonstrate the ability to recognise the importance of potential key match decisions and effectively move towards/gain an optimum viewing angle to (a) judge, (b) enhance credibility and (c) adds value to the decision

*In the highly unlikely event of there being no major decisions, a standard mark should be awarded to the Referee.*

## General Control and Player Management - Did the Referee;

- Act in a positive manner in their Pre-match Communication, Off-Field Behaviour and at the Team sheet Exchange
- Lead their team, ensuring all officials worked in harmony without contradictory decisions
- Display empathy for the game, managing game situations in an empathetic manner recognising the ever changing ebbs/flows, nature and temperature of the game and adapts refereeing style to suit
- Recognise when/how to raise his/her profile to aide their match control and remain in self-control of emotions, demonstrating composure
- Recognise when appropriate to enter face-to-face dialogue with the Assistant Referee(s), to aide visual co-operation and major decision making
- Effectively manage, when appropriate, two-way interaction with players, technical area occupants etc.
- Demonstrate a natural authority/confidence – not influenced by players, spectators or team officials.

## Match Report Forms - Clubs

Match report forms must be completed online via the League's website on the FA Full Time system. Each Club will be notified of their individual username and password for them to access the match report section. The information required to be sent will be the same as was required via the paper sheet system. Full details of the procedure for using Full Time will be sent to each Club prior to the start of the season. Please contact the League Secretary if you have any questions regarding the FA Full Time System.

## Match Updates & Results

1) The **home club** will be responsible for sending all result information.

2) Result information must be sent by text to **07732 299230** 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.

NOTE; 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 me any information.

You will also be required to send separate result information to the FA or your County FA as well as sending it to me when competing in outside competitions.

3) The first text you send should show the two teams playing and nothing more. This is to be sent just before kick-off.

4) Immediately after each goal is scored text the aggregate score, the FULL NAME of the scorer and the time of the goal (as measured in minutes from the kick off).

5) Immediately after the referee signals the end of the game confirm the final score and the attendance. If this is not done immediately it means the final scores cannot be sent to local press in time for them to beat the deadline for publication on Sunday so aim for before 5.00 on a Saturday.

League Results Service Contact

Dean Sawyer

07732 299230

Timescales

All match details should be sent immediately following the conclusion of each match as per League Rule 8.37

## Medical Personnel

The home Club should either have a Therapist who is a Graduate, Chartered, or be a registered member of the Health Professions Council, or be a Certified Therapist who has passed The Football Association's Diploma Course, or an equivalent qualification, in the Treatment and Management of Injuries Course, in attendance throughout matches, to attend to injured Players on the field of play and in the dressing room(s) and who holds a valid first aid certificate. Away Clubs should be accompanied by a Therapist as stated above, for the same purpose.



## Pitch inspections

When a Club feel the need to arrange a pitch inspection they need to ensure it is done in accordance with League Rules 8.15 and 14.2 and the “Recommended procedures for the guidance of Clubs and Referees in determining the suitability of grounds in adverse weather conditions”

Note: Also see [Adverse Weather Conditions Procedures \(page 3\)](#)

## Player Registrations

It has been agreed by the League Management Committee that a mixture of registration forms and online registration via the Whole Game System (WGS) will be adopted for the coming season. 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.

This is covered in the League rules as below:

### 6.1.1 A Player is one who has:

(i) signed a registration form supplied by the Competition (such signature to be witnessed by a second person) and where:-

- the form has been completed and signed by an Officer of the Club;
- has been approved and registered by the Competition; and
- a registration number has been allotted; **or**

(ii) **registered through WGS.**

A Player will only be eligible to play in a match organised by the Competition if his registration form; transfer form, or loan transfer form, has been received by the Competition, or the necessary information has been submitted via WGS, not less than four hours before the scheduled kick-off of the match in which the player is required to play and found to be in order, and so registered.

Forms can be downloaded from the League website. Registrations will be charged at £1.50 per registration (£6 for transfers). There is no need to purchase forms in advance. Completed registrations will be held by the registration secretary and it is the clubs' responsibility to keep copies.

### Paperwork required by the office:

Contract Player	League registration and a copy of the financial page of the player's contract.
Non-Contract	League registration form.
Loan In	League registration form, copy of FA H3 form. Registration will automatically cancel on loan end date.
Loan Out	Copy of FA H3 form. Will automatically revert back to contract status at the end of the loan period.



Cancellation                      A league cancellation form is required to cancel any player registered with the League.

**Please note there is only one registration form; please ensure that the correct status for the player is indicated clearly at the top of the form.**

**A new registration MUST be submitted if a player changes his status.**

In addition to sending in the required paperwork all registrations must also be entered into the League's website on the FA's Full Time system. Clubs will be issued with their own username and password to gain access to the player registration page. At the start of the season all clubs must enter each player individually

### **Transfers between Southern Counties East Clubs**

Clubs must complete a League transfer form, available to download from the website [www.scefl.com](http://www.scefl.com) The League Office must receive a copy of the transfer agreement signed by both Clubs and the Player.

### **Completion of Forms - Please write clearly**

All information must be completed:

- Player's Full Name and Address
- Player's Email Address
- Date of Birth
- Signature of Player
- Signature of Witness (the witness must be present to witness the signature of the player)
- A player must tick box to confirm they have read the SCEFL Data Privacy Policy and consent to their information being used by the league in the ways described within the policy.
- Signature of Club Official (which must be different from the witness)
- Indicate if International Clearance is required (please tick appropriate box – do not leave blank)
- Indicate if the player is a goal keeper or not

Any player's registration 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.

### **International Clearance**

Clubs are reminded it is their responsibility to check the status of each player signed on to establish whether you need to obtain international clearance from the FA . If in doubt about an individual then the best policy is to check with the FA. It does not cost anything to do this and in the long term could save your club from the consequences of playing an ineligible player.

### **Contract / Non-Contract/ Work Experience**

Players can register not later than midnight on the day before the scheduled kick-off of the match in which the player is required to play and found to be in order.

**Registration Deadline Day - 31st March 2019 – 5pm League Rule 6.21**

## 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 1-20 (or 21 where 13 is excluded) such as that the numbers can be clearly identified by officials and spectators.

## Playing Season Dates

The playing season starts on Friday 3rd August 2018 and runs to Monday 6th May 2019

## Postponed Matches

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

Match Referee and Assistant Referees  
Match Assessor and 4th Official (where appropriate)  
Your Opponents

Referees Officer  
Ian Bentley  
07919 216722  
referees@scefl.com

Assistant Referees Officer  
Don McLeod  
07887 997959  
referees@scefl.com

Assistant Referees Officer  
Steve Down  
07516 681125  
referees@scefl.com

Results Officer  
Dean Sawyer  
07732 299230  
website@scefl.com

Fixture Secretary  
Matthew Panting  
07400 417617  
matthewpanting@btinternet.com

League Secretary  
Derek Peck  
077101 43944  
secretary@scefl.com

Please see "Pitch Inspections" for procedures for clubs to follow to postpone a fixture.

Postponement Forms (Can be downloaded from the League's website [www.scefl.com](http://www.scefl.com))

A fully completed match postponement form must be e-mailed to [matthewpanting@btinternet.com](mailto:matthewpanting@btinternet.com) within 2 days (this can be found on the SCEFL website & copies should be available at the ground for when pitch inspections are carried out). The only exception is if the match is postponed by the appointed match referee 90 minutes or less before the scheduled kick off when a match postponement form is not required.

League Rule 14.7 contains the following extract - *'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'*

## Pre-Match Warm Up

A number of Clubs do 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.

If your Club does this 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 F (Premier Division) and Ground Grade G (First Division)

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

Where a ground used by a club in the Premier Division or the First Division fails to comply with the relevant ground criteria document at midnight on the 31st March, that club will, at the end of the season, be placed for purpose of relegation only in last place. Where more than one club's

ground fails to comply on the said date, then all such clubs will be placed at the bottom of the league table for purpose of relegation only in the order they finished the season.

**The format for promotion and relegation in the Southern Counties East Football League has changed for the 2018/19 season to fall in line with the FA's new National League System regulations.**

**As part of this, at the end of the season in the SCEFL:**

- \* The Premier Division champions will be promoted to Step 4;
- \* The bottom two Premier Division sides will be relegated to Step 6 (the next-to-bottom side could be reprieved due to lack of teams coming up from Step 6);
- \* The Division One champions will be promoted to Step 5;
- \* The Division One runners-up will be promoted to Step 5 if they are one of the best nine Step 6 runners-up on a points per match basis nationwide;
- \* The bottom two Division One sides will be relegated to Step 7 (unless there are not enough teams coming up from Step 7, in which case clubs will be reprieved nationally on a points per match basis).

**The parts relevant to the SCEFL in Rule 5.2 of the FA's Regulations for the Operation of the National League System state:**

#### **Step 4 and Step 5**

*The Clubs in the bottom two places in each of the seven divisions at Step 4 at the end of the Regular Season will be relegated and placed in the most geographically appropriate division at Step 5. These Clubs will be replaced by the fourteen Clubs finishing in first position in each of the fourteen divisions at Step 5 at the end of the Regular Season.*

*The Clubs promoted from Step 5 will be allocated to the most geographically appropriate division at Step 4.*

*A Club promoted to Step 4 shall comply with the Licencing System provision.*

#### **Step 5 and Step 6**

*The Clubs in the bottom two places in each of the fourteen divisions at Step 5 at the end of the Regular Season will be relegated and placed in the most geographically appropriate division at Step 6. These Clubs will be replaced by the nineteen Clubs finishing in first position in each of the Leagues at Step 6 at the end of the Regular Season together with the required number of Clubs finishing in second position at the end of the Regular Season on a points per match ratio. If there are insufficient Clubs to fill vacancies Clubs finishing second to bottom of the Step 5 divisions will be reprieved so that the best such Club shall be reprieved first.*

#### **Step 6 and 7**

*At the end of the Regular Playing Season the Clubs in the bottom two positions of each of the nineteen Step 6 divisions will be liable to relegation.*

*No more than 38 Clubs will be promoted from Step 7. [...] Where the eligible Clubs count does not reach 38 in number, reprieves of Step 6 Clubs shall come into effect on a points per match basis.*

**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

## Responsibilities of the Club Secretary

16 players must be registered with the League at least 14 days before the start of each playing season.

Ensure that the player is not registered with another Southern Counties East Football League club in any division.

Ensure that the player has received, if required, International Clearance – this is done by contacting Lucy Hamshere of the Registrations Department at the Football Association.

Ensure that the player is eligible to play in Southern Counties East League Cup, FA Cup, FA Vase and County Cup matches.

### Players

Ensure that the player is registered with the League

Ensure that if a player has been registered as an ‘emergency’ that the original is with the League office within 5 working days

*If there is any doubt with the above, do not play the player until you receive confirmation!*

### Loans

#### Long Term

Each club can have up to a maximum of 6 long term loan players in any one season.

**NB** - A club may name up to a maximum of 5 players on a team sheet who are either Long Term Loan, Short term Loan or Work Experience players

## PLAYERS WITHOUT WRITTEN CONTRACTS

### FA Regulations Concerning Approaches

Players who are not under written contract to a Club may be registered with a number of Clubs (but only one SCEFL club at any one time) during a season, subject to the following provisions and those of the Competitions in which they play:

(i) Competitions sanctioned by The Association under regulation 3 of the “Regulations for the Sanction and Control of Competitions” may make their own regulations for the approach of Players between Clubs of the Competition;

(ii) during the current season any Club wishing to approach a Player known to be registered with  
or

having played for any other Club must give to the secretary of each such Club, seven days’ formal written notice of the intention to approach the Player;

Formal written notice of approach need be given by:

(A) a Saturday Club only to all Saturday Clubs;

(B) a Sunday Club only to all Sunday Clubs; and

(C) a midweek Club only to all midweek Clubs;

(iii) the written notice must be sent by special delivery or recorded post, or a written acknowledgment otherwise obtained from the secretary or chairman of the Club approached. Facsimile or e-mail transmission may be used provided a receipt of acknowledgment is also obtained;

(iv) following the date of posting of the written notice of approach, or receipt of an acknowledgment:

(A) the Player may be registered on or after the eighth day; and

(B) the Player must have been registered on or before the 21st day;

(v) the approaching Club:

(A) may not approach the same Player a second time in the same playing season;

(B) may approach only one (1) Player at a Club at any time subject to Rule C2 (a) (ix) below; and

(C) may not approach another Player at the same Club within 28 days of an earlier notice of approach or acknowledgment;

(vi) if an approach is made by a Player to another Club during the current season, that Club shall give the Club(s), for which the Player is known to be registered or has played, seven days' notice of approach as set out in Rule C2(a)(i) to (v) above before registering the Player;

(vii) a Club which is the subject of a complaint alleging failure to give notice in accordance with this Rule may be subject to a charge of Misconduct pursuant to Rule E1(b);

## **SCEFL Challenge Cup Rules**

- 1) The Competition shall be known as 'The Southern Counties East Football League Challenge Cup'. The trophies are the property of the League and shall be competed for annually by Clubs in membership of the League.
- 2) The Southern Counties East Football League shall have entire control and management of the Competition.
- 3) Teams from clubs with no floodlight facilities will play all ties away from home.
- 4) Teams exiting the competition in the preliminary and first rounds may be eligible to enter the Southern Counties East Football League Plate competition. These rules will also apply to the Plate competition.
- 5) The Competition shall be decided on a knockout basis, or over two legs knockout competition or on a league basis at the sole discretion of the Management Committee of the League.  
In matters not governed by these Rules, the general League rules and the Regulations of the Football Association shall apply.

6) If the competition is to be decided on a knock-out basis ties will be played at the first drawn team's ground. If the tie is drawn after 90 minutes then extra time of 15 minutes each way will be played. If the tie is still drawn after extra time then the outcome will be decided by the taking of kicks from the penalty mark. **APPLIES FOR 2018-2019 SEASON**

7) If the Competition is to be decided on a two legged knockout basis it shall be on a home and away basis for all games up to and including the semi-final. In each tie, should the aggregate scores be level at the end of the second game, extra time of 15 minutes each way shall be played. If after this period the scores remain level the team scoring the most away goals over the two games shall be declared the winner. Should there be no outright winner the tie shall be decided by the taking of penalty kicks.

8) If the Competition is to be decided on a league basis the Management Committee will make arrangements for the format on a season by season basis.

9) (a) A Club may, at its discretion nominate up to five substitutes and use three of these at any time in a tie, except to replace a player who has been suspended from the game by the Referee. The names of all substitutes must be given to the Referee prior to the commencement of a match and substitutes not named may not take part. Players nominated as substitutes who do not actually come on to the field of play are deemed NOT to have played.

(b) Whilst players of each team may be changed, no individual player shall be allowed to play for more than one Club in this Competition in any one season

(c) In all rounds of the Competition a player must be a bone fide member of the club and must be registered as a playing member in accordance with League rule 6.4.1. In the event of a two legged competition being determined then they must be registered in accordance with league Rule 6.4.1 prior to the first leg taking place.

(d) In all rounds of the competition if any tie is rearranged for another date, only those players who were eligible on the date the original match was arranged to be played shall be allowed to play. A player under suspension on the original date is allowed to play if he is otherwise eligible.

(e) No player shall be allowed to play in a Final unless he has played in at least one previous round for the Club, unless special permission be obtained from the League Management Committee.

(f) Each Club competing in the Final Tie shall send their opponents and League Registration Secretary at least 14 days prior to the match, the names of the players from whom their side will be selected.

(g) Any Club found guilty of playing an ineligible or otherwise unregistered player shall be Removed from the Competition and be fined a minimum of £50.00 for each offence.

10) (a) If the tie is to be decided on a straight knock-out basis The Semi-Final tie shall be decided by a two-leg home and away basis with the team drawn first playing at home in the first leg. Should the aggregate scores be level at the end of the second game, extra time of 15 Minutes each way shall be played. If after this period the scores remain level the team Scoring most away goals over the two games shall be declared the winner. If the teams still cannot be separated then the tie will be decided by the taking of penalty kicks. **APPLIES FOR 2018-2019 SEASON**

In the Final tie, if the scores are level at the end of 90 minutes, extra time of 15 minutes each way shall be played. If after this period there is no outright winner the tie shall be decided by the taking of penalty kicks.

(b) Where a tie has been postponed for any reason, the Fixtures Secretary shall determine the new date. In the event of a replay being required then the same shall apply.

(c) In any tie which, from any cause whatsoever, is not finished, the Management Committee shall have the power to order that the score shall stand or that the tie shall be replayed in full as they may, in their absolute discretion, determine.

11) The dates for all rounds shall be fixed by the League Fixture Secretary. Any Club refusing or failing to play on the date fixed may be ruled out of the Competition and be liable to a fine not exceeding £1000.00 and the Management Committee shall have the power to award further sums by way of compensation to the defaulting Club's opponents. This award to take into consideration all forms of loss that may be expected from a tie.

12) (a) The gate receipts from each tie shall be retained by the home club excepting the Semi-Finals and the Final Tie.

(b) In the Semi-Finals and Final Tie the League shall take half the net gate and the other half shall be divided equally between the competing Clubs.

13) The Management Committee will determine the charge for admission to the Final Tie. All Club

Members and season ticket holders shall pay admission for all Challenge Cup games. Clubs competing in the Final Tie will be issued with 10 complimentary tickets for Directors or Management Committee members and 25 tickets for players, managers etc.

14) Anything not provided for in these Rules, then the General Rules of the League shall apply

Match Officials Fees:

**For any match that involves a Premier Division club the fees are:**

Referee - £55.00

Assistant Referee - £38.00

All inclusive of travelling expenses

**For any match that involves only First Division clubs the fees are:**

Referee - £40.00

Assistant Referee - £35.00

All inclusive of travelling expenses

## **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.



## Substitute Bibs

The Pink bibs 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 Management Committee 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.
7. 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.
8. 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)**
9. 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.
10. No advertising may be added to the board.
11. 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.

## **Useful League & FA Contact Numbers & Email Addresses**

### **League Officers**

Chair	0208 249 7804
Vice Chairman	07932 765982
General Secretary/Discipline Officer	07710 143944
Treasurer	07817 610281
Registration Officer	07791 080838
Fixtures Officer	07400 417617
Referees Officer	07919 216722
Assistant Referees Officers	07887 997959 / 07516 681125
Ground Grading Officer	07788 718745

### **Football Association**

Address	Wembley Stadium, PO Box 1966, London, SW1P 9EQ
Main number	0800 169183
Competitions Department	Ext's: 4617, 4620
Disciplinary Department	Ext's: 4626, 6939, 4594
Registrations/Player Status	registrations@thefa.com
Registrations/Player Status (contacts):	
Sean Joyce:	Sean.Joyce@thefa.com ext 4491
Lucy Hamshere:	Lucy.Hamshere@TheFA.com ext 4631
Laura Taylor:	Laura.Taylor@thefa.com ext 4629
Will Leversuch:	Will.Leversuch@thefa.com ext 4175