



Development
League Guide
Notes For
Member Clubs
Season 2026/2027

League Officers and Board Members.....	3
Admission Prices	4
Adverse Weather Procedures Guidance (postponements)	4
Bench Wear	4
Board Room Team Sheets	4
Captain's Arm Bands.....	4
Club Loans	4
Disciplinary Procedures.....	4
Floodlight Certification.....	4
Ground Passes	5
Ground Standards.....	5
Insurance.....	5
League Website / App / Social Media	5
League Directives.....	6
Match Day Confirmation	6
Match Day Requirements	6
Match Officials Fees.....	6
Match Report Forms – Clubs.....	7
Match Results.....	7
Media Guidelines.....	7
Medical Personnel	8
Pitch inspections	8
Player Registrations.....	8
Playing Kit	8
Playing Season Dates	8
Pitch Inspections and Postponed Matches (notifications).....	9
Pre-Match Warm Up	9
Respect.....	9
The League requires all Clubs prior to the commencement of all fixtures to undertake the “FA.....	9
Social Media and Web Sites	9
Substitutes Warming Up.....	9
Substitute Bibs.....	9
Substitute Boards.....	9
Team Sheet Books	10

League Officers and Board Members

President	Raymond Brown	
Vice President	Peter Hunter	
Vice president	Derek Peck	
Chair	Denise Richmond	chair@scefl.com
Vice Chair	Matthew Panting	matthewpanting@btinternet.com
General Secretary	Ricky Adams	secretary@scefl.com
Treasurer	Lee Dyson	treasurer@scefl.com
Fixtures Officer	Matthew Panting	matthewpanting@btinternet.com
Referees Officer	John D'Arcy	referees@scefl.com
Registrations officer	Douglas Francis	registration@scefl.com
Assistant Referees Officer	Steve Goldup	referees@scefl.com
Assistant Referees Officer	Steve Tunncliffe	referees@scefl.com
Discipline Officer	Alf Levy	discipline@scefl.com
Website and Results Officer	Dean Sawyer	website@scefl.com
Welfare & Safeguarding Officer	Nicola Stonebridge	welfare@scefl.com

Board of Directors

Denise Richmond, Matthew Panting, Ricky Adams, Lee Dyson, Nicola Stonebridge, John D'Arcy, 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:

- Development League Divisions £0 including VAT

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 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

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

Captain's 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, 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.
- Loans are issued at the sole discretion of League Officials.

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 the Club being suspended from League and/or FA Competitions.

Ground Passes

Clubs with teams competing in the Premier or First Division may use their League-issued Ground Passes to attend Development League matches (please refer to the Guide Notes for Clubs for details of pass entitlements).

Clubs participating only in the Development League will not be issued with Ground Passes. However, where an admission fee is charged, they may request complimentary entry for club officials when responding to the match confirmation.

Ground Standards

Each Club must take every precaution to keep its ground in good playing condition and amenities (including floodlights) in good working order throughout the Playing Season.

Floodlights must be certified as complying with minimum light levels every two years 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

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)

League Website / App / Social Media

The League's website and app provide clubs with comprehensive information and guidance, including this document, together with a wide range of additional resources. The app serves as the League's official online handbook and, in conjunction with www.scefl.com, provides Club Officials, Match Officials, Players, and Supporters with access to the latest League information, regulations, fixtures, results, news, and other essential resources.

The Southern Counties East Football League App can be downloaded to Apple Devices via the App Store and to Android Devices 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. For any amendments to this information, please contact The League Secretary (App Editor) and Dean Sawyer (Website Editor).

The League has a thriving X account @SCEFLLeague.

League Directives

The Following League Directives apply for 2026-27 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

Match Day Confirmation

PRE MATCH INFORMATION

The Home Club Must, at least five days prior to the match, confirm to the visiting Club and the Match Officials:

- date and time of kick- off of that match
- team colours for that match, including the colour of the goalkeeper's kit.

The visiting Club and the Match Officials

- must acknowledge receipt at least three days before the match.

The visiting Club must confirm by return

- the team colours for that match, including the colour of the goalkeeper's kit.

POST

MATCH

REFRESHMENTS

The home team must confirm the post-match refreshments provided (hot or cold). The visiting Club must confirm whether their players will accept the refreshments and advise the number of officials attending the match and Board Room.

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:

Development League

Referee- £48

Assistant Referee - £35

Travelling Expenses - 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 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 expects its Clubs to adopt an inclusive approach when extending invitations and to ensure that opportunities are offered fairly and without discrimination.

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

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

Timescales

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

Media Guidelines

Clubs should be committed to providing a safe and professional environment for all players, officials, volunteers, supporters and accredited photographers.

The below applies to all photographers and videographers granted pitchside access during matches. It should form the basis of clubs' matchday procedures.

Access is provided at the discretion of the home club.

Anyone aiming to work pitchside, should obtain prior approval from the club and have valid Public Liability Insurance (minimum cover of £1million).

While working within the pitch perimeter, photographers/videographers should conduct themselves professionally at all times.

They must

- Wear a high-visibility jacket or vest at all times (not matching either team's kit).
- Treat all players, officials, volunteers, supporters and fellow media with respect
- Follow all health and safety procedures and comply with any instructions issued by club officials and match officials.
- Remain in the same place during each half, not constantly moving up and down the touchline, including for goal celebrations.
- Take a position at least 10 yards away from the goal and keep a safe distance back (at least two metres where possible) from the playing area at all times.
- Never enter the field of play.
- Avoid obstructing the views of spectators.
- Remain as unobtrusive as possible throughout the game.
- Do not use flash photography during the game.
- Remain seated, kneeling rather than standing during the game.
- Remote cameras can only be used with prior agreement from the match referee, and can only be accessed at half-time or full-time.

Match referees can request a pitchside media member to move to an alternative position if required.

Medical Personnel

Each Club shall have at least one First Aider having a valid Introduction to First Aid in Football (IFAiF) qualification.

Pitch inspections

For information regarding 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 before a player can be registered. Any form 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 mid August to the second week of May.

Pitch Inspections and Postponed Matches (notifications)

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 do not permit teams to warm up on the first team pitch and instead require players to conduct their pre-match warm-up on adjacent land, this should be clearly communicated in your pre-match confirmation. 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.

Respect

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

Social Media and Web Sites

The League monitors club official Websites, X 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 a 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. If an electronic board is used, 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 electronic boards. 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.