

This document is entitled the **Participating Nations Agreement (PNA)** and is the defining document for all ICC European Championships.

Participating Nations will receive this PNA annually and will be expected to sign the Agreement (last page) upon confirmation of their participation. By signing this, the participating nation confirms that the document has been received, read, understood and that they agree to abide to its terms and conditions.

Text in **red** indicates a separate document to be found in the Annexures.
This document, and its Annexures, all form the whole PNA.

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1 CHAMPIONSHIP ADMINISTRATION

1.1 Team/Country Participation Criteria and Applications for U/19, U/17 & U/15 Division 2 Championships

In order to ensure that there is a firm foundation of junior cricket in a country before players are exposed to the demands of International events, countries will have to demonstrate that there is a sustainable development programme within their own borders before being allowed into ICC European Championships. Experience has shown that players who are not exposed to age group cricket on a regular basis, in a local environment, gain little from competing in an International event. The costs involved in sending players to an ICC European event are better spent in developing a sustainable programme of matches, leagues and cups in their own local environment.

To this end following a decision by ICC Europe Management, the European Cricket Committee and the ECC Board, all countries participating in ICC European Youth Tournaments will from January 2009 be required to meet the following criteria:

- **Associate** Members must have a **minimum of 10 junior teams** playing in a structured hard-ball competition or competitions (NB. New membership rules will increase this to 16 by June 2010)
- **Affiliate** Members must have a **minimum of 2 junior teams** at Under 19 or below, playing in a structured hard-ball competition, or competitions. (NB. New membership rules will increase this to 4 by June 2010)
- Country Operational Plans must include **evidence of established Junior Development Programmes** (including both junior involvement and junior competition)
- National youth team **coach must be qualified to ECB Level 1** (or equivalent) or above (for relevant age group) for 2009 and from 2010 onwards must be **qualified to ECB Level 2** (or equivalent)
- The relevant National youth team must have **an established coaching programme**

There must be a **Coach Education Programme** in place (ie. evidence of education courses and coach development in place)

1.1 Application

At least 8 months prior to the tournament, ICC Member Country National Associations will be sent:

- i) an application to participate in ICC European Tournaments;
- ii) a copy of the Participating Nations Agreement (PNA);
- iii) details and draft budgets on all the tournaments.

Countries will be required to fill in the application form and sign the PNA. Countries will be given 1 month to complete this, and within two weeks of this deadline countries will be informed of their acceptance and the participating countries will be announced.

1.2 Penalties for Withdrawal or Non-attendance

Having agreed to participate and agreed to the PNA, should a country withdraw from a tournament a minimum fine of USD\$ 1,500 will be taken from the National Cricket Association's ICC Regional Funding Support as soon as is practically possible. Further costs relating to withdrawal or any increased costs for the other participants may result in those actual costs being charged directly to the National Cricket Association.

The host organiser(s) may also ask for tournament deposits during the run-up to the event. The host organiser(s) must confirm amounts and dates for deadlines with the ICC Europe Tournament Director and should give participating countries at least eight weeks notice.

1.3 Administration Deadlines

A chart outlining the **Championship Administration** timeframes is to be found under **Annexure G1.0 – Championship Administration Chart and Annexure G1.01 – Tournament Administration Deadlines**. It is essential that everyone appreciates these deadlines – although not every task on this list comes under your jurisdiction you need to know how your responsibilities interact with those of others.

1.4 General Administration

Please note that the following clauses in this section apply only to the official members of the squad (players & team officials).

If any nation wishes to take any extra official personnel, outside of the squad members, they must inform the Tournament Organiser as a matter of urgency and all additional costs will be accepted by the country. Any nation who wishes to take any extra non-official personnel (i.e. parents) will be required to make their own private arrangements for all headings below.

Whilst the host nation may be able to assist with phone numbers, email addresses etc. it is NOT the responsibility of the Tournament Organiser to spend time booking hotel rooms or arranging transport for the extra non-official personnel.

All costs incurred for these extra people must be met either by the individuals concerned or the national board who make the requests. All such costs are to be paid directly to the company/hotel concerned and will not be invoiced to the host nation.

1.5 Travel (including ICC Europe rebates)

ICC Europe will finance ****all team flights** (and other means of transport) from a participating country to the host nation. There are strict guidelines as to the procedure for this and these guidelines must be followed in order for a nation to receive the full travel rebate. Please ensure you follow these guidelines:

From feedback provided by countries who have participated in European tournaments and events it has become evident that the booking of flights is a potentially difficult and expensive process. Previously countries were asked to obtain local quotes together with quotes from Business Travel Direct and/or Traveleads (ICC Europe suppliers). When booking through either of these two companies countries can be charged an additional administration fee (of up to £30 per flight per person). This administration fee has seen flight claims increase by £400 - £500 per squad.

Whilst ICC Europe currently funds 100% of travel claims for almost all of its tournaments and events, in order to reduce the costs of tournament travel we are asking countries to now obtain quotes from a local travel agent and direct with airline companies online. Purchasing tickets directly through low cost airlines could significantly reduce the overall flight costs for ICC Europe. This would allow for additional funds to be put back into the European Development Programme. It remains in the participating country's interest for all Associations to continue travelling to championships by the most economical means realistically available. Ferry, rail and road journeys have been shown to greatly reduce overall travel expenses, and are often more convenient.

Ensure you read the 'Terms and Conditions' of the airline you have selected as there can be hidden costs within these details, for example Ryanair now charge an airport check-in fee of €3 (or local currency equivalent) per person/per one way flight.

**** In 2008 the Europe regional tournament budget overspent by over 20%. After much research and consultation, we have now changed the flight claim process for 2009. The tournament flight budget has increased by 30% for 2009, however in future any financial shortfall in the overall tournament flight budget will be divided equally by the total number of participating teams in the season. This shortfall will then be invoiced directly to the Country Board.**

It is hoped that if all countries make a huge effort to investigate the cheapest possible means of transport and meet the deadlines for booking and claiming, there should be no overspend on the regional budget, however we cannot guarantee this.

1.5.1 Process

Each country is responsible for organising their own external travel and ICC Europe will reimburse **100% of external travel expenses on the understanding that every effort has been made to minimise costs and that the travel has been booked by the required deadline to avoid paying more than necessary. Countries booking after the deadline or submitting late claims will receive only 50% of the total travel claim (unless there are extenuating circumstances). **Please note this will be enforced.**

The process we require all countries participating in ICC Europe events to undertake is:

1. Obtain **3** separate quotes (taking into account the suitability of the flight, timings, and appropriate destination) per tournament **before booking**, confirming the cheapest option.
Flights should be booked to arrive no later than 14:00 the day before the tournament start date (tournament meetings will take place from 17:00 onwards that day) and departing flights should be booked for any time on the day following the final day of the tournament. No teams should depart on the final day of the tournament unless otherwise notified.
2. Complete the form **Annexure G1.4 Country Travel Expenses Claim Form** detailing all 3 quotes and send to Louise Kent, Project Officer, at louise.kent@icc-europe.org by **1st March 2009 latest**. It is not necessary to send copies of the quotes themselves, just the completed form.
3. ICC Europe will then approve the cheapest quote as soon as possible.
4. Once approval has been received, all bookings should then be made as soon as possible to ensure the same quote can be obtained (any change to this must be approved by the ICC Europe Office). Bookings **MUST** be made by **31st March 2009** at the latest.

1.5.2 Submission of Squad Names & Late Changes

We have seen a number of our countries arrange deals with airlines and local travel agents that allow for group bookings to be made without providing final squad names until 7-14 days before travel. As final squads are required to be submitted to the ICC Europe Office in most cases 28 days before the start of the tournament, this should be possible. With low-budget airlines you are normally required to supply names at the time of booking and subsequently may need to change some names at a later date which will incur additional charges depending on the airline, however if you request a sports group booking you can often avoid this.

If additional charges are incurred due to late name changes, ICC Europe will not cover the admin fees/additional charges for these name changes, and all costs will need to be met by the respective country.

1.5.3 Excess baggage

We understand that certain low cost airlines have baggage restrictions less than the usual 20kgs, so ICC Europe will allow and fund for baggage up to 20 kg (if additional baggage needs to be booked to meet the 20kgs then ICC Europe will fund this). Any excess baggage charges incurred over and above this will be the country's responsibility and will not be reimbursed. Please note however that it is often possible to negotiate additional baggage allowance at no extra cost for a sports group and this should be requested at the time of booking.

1.5.4 Additional fuel charges

Occasionally airlines may charge additional fees for increased fuel costs. This is often not known until the time of flying and is often due to the fact that tickets have not been issued. Please note therefore that tickets should be requested as early as possible. ICC Europe will not consider paying these costs.

1.5.5 Payment – re-imbusement

Payment will be made in the usual way through your country board's financial procedure. Please advise of any change to this. **Please note that ICC Europe will only reimburse country boards and NOT travel agents or flight operators.** Claims will only be paid if the claims form has been correctly and fully completed and returned with details of the 3 quotes, relevant receipts, final invoice/proof of purchase and proof of date of purchase, to Louise Kent, Project Officer, by **April 30th 2009** (e-mail: louise.kent@icc-europe.org or fax: +44 (0)20 7616 8634). **Please note payments will be paid within 2 weeks of receipt of all relevant paperwork as above, however please note that banks take up to 10 days to process some transfers, therefore countries should allow for up to 4 weeks maximum.** We shall endeavour to reduce this time where possible. If the flight costs exceed the approved amount, country boards will have to cover the excess. The ICC Europe Office will monitor all flights costs and where it is clear that a country has not purchased the cheapest flights available only a percentage of the claim will be reimbursed.

1.5.6 Use of flight rebates

Flight rebates are paid to each Country for distribution as it sees fit. The intention is to encourage the best players to participate in ICC European Championships irrelevant to their, or their parents' financial status. It is expected that players should therefore not be charged for their travel. ICC Europe will not, however, accept its financial contributions being allocated by Associations to certain players as a means of payment (i.e. Professionals).

1.5.7 Non-attendance

Any country claiming flights for squad members who, subsequently, do not attend the tournament or event due to late registration problems, late visa applications, poor organisation or planning, will be recharged by ICC Europe for the full amount.

1.6 Other transport costs

Other than the above (1.5), transport costs incurred within a country's own borders are **not** reimbursed by ICC Europe. ICC Europe will only reimburse from home port to host country only for all squad members and not from any other destinations.

The host country will provide transport to and from the host airport/station and to and from matches. The host will arrange the transport from the airport to coincide with other participating nations, or Officials, arrivals. This may mean that a country may have to wait at the airport for a while but it is undesirable that the wait will exceed 2 hours.

Any travel that is required outside of the above must be arranged by the country concerned. The Tournament Organiser may well be able to assist with this but it is **not** their role to be responsible for actually booking it. All costs involved must be paid by the country concerned and such costs will not be charged either to the host nation or the Championship budget.

1.7 Visas

It is of paramount importance that Countries identify the need for, and apply for, visas in plenty of time for them to be processed (at least 2 months prior to the event). It is not acceptable for Countries to expect visas to be issued at the last moment. All necessary paperwork must be processed in time for the visa to be issued before the final Squad Registration is submitted to the ICC Europe Office.

The ICC Europe Office, and the host nation, will provide any information that is required to assist in obtaining a visa but application for such information must not be left until the last moment.

Countries are reminded that final Squad Registrations are required 21 – 28 days prior to the event taking place and therefore all visas must have been obtained before the final registration is submitted. Changes to the final registered squad resulting from the failure to process a visa application by the due date may lead to a replacement player not being permitted.

1.8 Insurance

While ICC Europe has limited public liability cover for the events they run, no travel or medical insurance is provided for competing nations. Competing countries are responsible for obtaining their own travel and medical cover for the event. Any medical expenses incurred during the event will be at the cost of the country requesting/using these services.

1.9 Finance

Please also see section 1.5.5 Payment – re-imburement.

Payment of travel costs will be made in the usual way through your Nation Cricket Association's financial procedure. Please advise the ICC Europe Office of any change to this.

Please note that ICC Europe will only reimburse Nation Cricket Associations and not travel agents or flight operators.

The **Annexure G1.4 Country Travel Expense Claim Form** must be used for claiming flight costs.

1.10 Accommodation

The host nation will provide accommodation for the official squad members (twin rooms ((or triples for some youth tournaments)) for players, and single rooms for team officials will be preferred) – see **3.0 Registration Procedure** for details of who and how many make up this number. This will be on a bed and breakfast basis.

It is appreciated that players/Tournament Organisers from the host nation may not wish to stay in the accommodation provided and that this will save the event money. However, over-riding this cost saving are the logistical problems caused when all players/officials are not housed in one area.

These problems often outweigh the financial savings involved.

It has therefore been decided that for all age group Championships (U15 up to and including U19) **ALL** players and team officials will stay in the accommodation provided.

For Championships U21 and above, the host nation can choose whichever option they prefer. There is no distance placed on how far away these personnel may stay but everyone concerned must ensure that they meet the requirements of the event and make themselves available whenever required by the Tournament Officials.

Note – the Tournament Organiser can choose whichever option they consider best in order for them to carry out their role.

If teams wish to arrive earlier, and/or leave later, than the Championship Schedule legislates for, they will be required to let the Tournament Organiser know at least 4 months in advance of the tournament and at the National Cricket Association's cost. All costs relating to any extras must be paid for by the nation requesting them and on a direct basis with the hotel/transport company. These costs will not be billed to the host nation by the Tournament Organiser.

'Extras' – the championship budget does not cover Extras – these include (but are not restricted to): pay TV, mini bar bills, bar bills, non-budgeted meals, room service, newspapers, and laundry. The Participating Nations will have to pay for these directly with the organisation who provides them. They cannot be billed to the host country for reimbursement at a later date.

1.11 Laundry

Some hotels will provide a laundry service and the Tournament Organiser will be able to give you details. Please note all costs for laundry must be met by the nation/individuals concerned and not billed to the host nation or the championship budget.

1.12 Catering

Lunch - when playing, the host country will supply each nation with lunch during the match. When not playing each nation will have to make its own arrangements for meals taken during the day, unless otherwise organised by the hosts.

Refreshments - when playing and pre and post match the host country will also provide each team with water/juice and during intervals. Please note in hot conditions this should be readily available.

Evening meal - at age group events (i.e. U15, U17 & U19) the hosts will provide an evening meal for all squad members, unless other arrangements have been previously made.

At all other events it is not necessary to make provision for an evening meal – however, if this proves a viable proposition the host country can include it in their budget.

Awards Ceremony/Dinner - all teams (unless exceptional circumstances permit) must attend the Awards Ceremony (or Dinner) which should be a formal affair and some catering should ideally be provided. This will be added to the overall Championship costs.

Teams in the **U15 – U19** age groups may wear national polo shirts to this event.

Teams **U21 and above** should wear national tie and blazer.

1.12.1 Dietary Requirements

Prior to the event, the Tournament Organiser should ask teams, officials and match officials for any special dietary requirements. Please ensure that you request these as early as possible. Any requests made after the deadline date will not be guaranteed. This information should be supplied on the **Annexure H1.3 Dietary Requirements**

1.13 Social Engagements

All teams (unless exceptional circumstances permit) must attend the Awards Ceremony (or Dinner) which should be a formal affair with some catering provided. This will be added to the overall Championship costs.

The dress code for this event will be smart casual and teams in the **U15 – U19** age groups may wear national polo shirts to this event.

Teams **U21 and above** should wear national tie and blazer.

It is **not** good practice for teams to attend wearing non-matching T-shirts and/or jeans. This is a showpiece event and teams should always remember that they are representing their country.

1.14 Local Customs

Participating Nations are asked to appreciate and respect local legislation, rules and customs, as well as standards of social conduct and propriety, which – in many cases – will be very different to those found at home. This is particularly the case with smoking, where, in several countries smoking is only allowed in specified areas. We would ask smokers to respect these customs especially in areas where food is either being prepared or served, and in areas where children are present.

1.15 Training Facilities / Nets / Warm up matches

Should any country wish to arrive early and play warm up matches they must contact the Tournament Organiser who may be able to arrange these.

ALL costs incurred for these matches must be paid for by the country requesting it and such costs cannot be charged to the host country or the championship budget.

2 CHAMPIONSHIP INFORMATION

2.1 Tournament Personnel

Tournament Director

The Tournament Director will be an ICC Regional member of staff or Consultant and will be in overall charge of each tournament

Tournament Referee

The Tournament Referee will be appointed by the ICC European Officials Selection Committee (EOSC) and will come from the ICC European Referees or Elite Referees Panel and will be responsible for all cricket matters relating to the playing of the matches

Tournament Organiser

The Tournament Organiser will be appointed by ICC Europe in consultation with the host Nation Cricket Association and is responsible for all non-cricket related areas such as grounds, accommodation and transport

Umpire Manager

The Umpire Manager will be appointed by the ICC EOSC and will be an ICC Regional member of staff or Consultant, or come from the ICC European Umpires or Elite Umpires Panel and will be responsible for all administration relating to umpires and scorers. He will also carry out Boundary Assessments

Umpire Advisor

The Umpire Advisor will be appointed by the ICC EOSC. The Advisor does not undertake the roles and responsibilities of the Umpire Manager but is present to help and mentor the umpires. The Advisor will be trained to undertake Boundary Assessments on behalf of the ICC Europe. He does not involve himself with appointing umpires (but his assessments will obviously be taken into account by the Umpire Manager/Tournament Referee when they make their decisions).

Umpires

All umpires will be selected and appointed by the ICC EOSC and will be members of the ICC European Umpires or Elite Umpires Panel

Scorers

For all senior tournaments, both men and women, (Divisions 1– 5) and U19 WCQ, countries must provide a scorer of, at least, ICC European Introductory standard or agreed/proven level of competency. The scorer will be in addition to the team's officials as per the maximum squad sizes in section 3.3. This scorer's travel would be paid by ICC Europe but all other costs are to be paid for by the country concerned. If a country is unable to supply such a scorer then an ICC European Panel scorer could be appointed with ICC Europe funding the flights but all other costs being paid for by the country concerned. Please note that costs, other than the flights, are not paid for by the Tournament Budget.

For all other tournaments the scorer must come from within the squad (i.e. coach or manager or 13th man). However, such a person must be competent and is expected to score for the whole match. Should a country wish to provide a scorer outside of their squad, then all costs (including flight) must be paid for by the country concerned.

Web Managers

All Web Managers will be appointed by Ulsterweb (Cricket Europe) in consultation with ICC Europe

2.2 Playing Control Team (PCT)

The ICC European Playing Control Team (PCT) will comprise of:

The Tournament Referee: the Umpire Manager: the Umpires: the official Scorers: and the Web Managers.

They will be responsible for all playing matters relating to the event; each with their own individual responsibilities – and with a collective responsibility to ensure that the playing side of the event is run correctly.

2.3 Event Technical Committee (ETC)

The ICC European Event Technical Committee (ETC) is responsible for making decisions on issues relating to cricketing, technical or operational matters.

Its areas of jurisdiction cover:

- Medical Regulations
- Playing Conditions
- Player Eligibility
- Replacement of Injured Players
- Compliance with Player Terms
- Circumstances which fall outside the jurisdiction/remit of the Tournament Referee and/or Tournament Organiser

The ICC European Event Technical Committee comprises of:

- Tournament Director (Chairman)
- Tournament Referee
- Tournament Organiser
- Host Board Representative
- Umpire Manager (where appointed)

The ICC European Event Technical Committee has no jurisdiction to determine any matter regarding doping or anti-corruption.

Where permission to amend the squad is requested, during the event, the following will apply:

- the replacement player's details must be forwarded to the ICC Regional Development Manager - Europe, who will inform the Event Technical Committee (ETC) and they will decide if such a replacement is justified.

The application for a replacement player may be on medical grounds or for other exceptional circumstances.

The ETC will decide whether a player may be replaced taking into account the advice of the local medical practitioner following which the he may certify that a player is unfit to play a part in any match during the remainder of the Event.

Except for medical grounds, players may only be replaced in exceptional circumstances such as family bereavement or where a player is suspended and such suspension relates to an incident which is unrelated to the Event. The form of a player shall not be regarded as a circumstance justifying that player's replacement. Once replaced, a player shall take no further part in the Event.

There is no right of appeal against decisions reached by the ICC European Event Technical Committee.

2.4 Meetings

Prior to the start of every Championship the Tournament Referee & Tournament Organiser will hold a briefing for the Managers, Coaches and Captains. The briefing will cover such issues as playing conditions and regulations, special regulations, code of conduct and logistical issues such as travel times etc.

However, it is not intended that there will be a need to go through every playing condition that exists – it is expected that managers, coaches and captains are familiar with these prior to attending the briefing. The briefing is for short explanations of any points that need clarification.

Whilst it is desirable that all the above personnel attend this meeting, the minimum (mandatory) requirement is that, at least, one of the above attends.

The briefing is usually held the night before the first match and full details of time and venue will be sent out by the Tournament Referee prior to the event, but in most cases this will be no later than 18:00 hours on the day before. Whoever is going to attend must bear this in mind when booking their flights. Anyone who wishes to attend must be at the venue on time and this may mean separate travel arrangements to those of the rest of the squad.

These briefings form an integral part of the Championship and ICC Europe view non-attendance as a serious matter. Failure to attend this briefing by the required personnel will result in a **penalty fine, to the National Cricket Association of €250**.

On **subsequent** mornings of the Championship there may also be an early morning meeting between the Tournament Director, Tournament Referee, Tournament Organiser and Team Managers – the reason being to clarify any matters that have cropped up since the initial briefing.

2.5 Draw

Championship draws will remain the responsibility of ICC Europe, conducted officially in conjunction with the host nation. For round robin tournaments, teams will be seeded with the top two teams from the previous tournament playing each other on the last day (for youth tournaments this will be from the previous age group event in the previous year(s)).

Seeding will also take place for tournaments with larger numbers and two divisions – this will also be based on ranking from the previous tournament at this level (or for youth tournaments the previous age group event in the previous year(s)).

2.6 Format

ICC Europe, in conjunction with the host nation, will decide the format for each ICC European Championship depending upon the venue, facilities, time and number of teams participating.

2.7 Playing Conditions

ICC European Playing Conditions from 20 overs to 50 overs and 2-day format are to be found, on the website, under: Tournaments/Operating Procedures/ '**Championship Playing Conditions**'.

The following playing conditions will apply to the following championships:

ICC European 2-day

ICC European U19 2-day Division 1 Championship (where played as 2 days)

ICC European U17 2-day Division 1 Championship (where played as 2 days)

ICC European World Cricket League – WCL 50 overs

ICC European Divisions 1 - 5 Championships

ICC European 'A' Team Championship

ICC European U19 Division 1 & Regional WCQ

ICC Women's ODI – 50 over

ICC European Women's Championship

ICC European 50 over D/L*

ICC European U19 Division 2 Championship
ICC European U17 Division 1 Championship

ICC European 45 overs D/L*

ICC European U15 Division 1 Championship

ICC European 40 overs D/L*

ICC European U17 Division 2 & Women's U17 Championship (where feasibly possible)

ICC European 35 overs D/L*

ICC European U17 Division 2 Championship (if 40 overs are not possible)
ICC European U15 Division 2 Championship

ICC European Twenty20 Championship

*The aim is to use Duckworth Lewis (D/L) whenever possible but should this not prove possible then the non D/L version of the appropriate 'Overs Regulations' will be used.

2.8 ICC European Special Regulations

In conjunction with, and in addition to, the above Playing Regulations, the **Annexure O2.11 – Special Regulations** may be used at any Championship. Not all the Special Regulations will apply to every Championship and those that are applicable to an event will be notified to participants prior to the event – either directly or via the ICC Europe website – www.icc-europe.org

2.9 Championship Evaluation Questionnaire

It is essential that ICC Europe receives feedback on every championship from **every** participating nation. This feedback is read and summarised, and suggestions are taken from these Questionnaires and, where applicable, put forward to the European Cricket Committee for discussion and potential amendment to the Operating Procedures or Playing Regulations.

These Questionnaires are an invaluable source of information for the improvement of ICC European events and, as an indication of their importance, any Nation not returning this Questionnaire within 21 days of the tournament will lay itself open to a **penalty fine of €250**.

The Tournament Referee will distribute these Questionnaires at the event itself, and it would help him if these could be completed and returned to him before leaving the event.

For information purposes, this document can be found under **Annexure G1.1 – Championship Evaluation Questionnaire**. However, there is no need for you to print this – the Tournament Referee will provide a copy at the event itself.

2.10 International Matches - Definition

Please refer to **Annexure G1.5 – Classification of Official Cricket**.

2.11 Eligibility Criteria

2.11.1 Gender

ICC European U15 (both divisions):

Both sexes are eligible to play in the ICC European U15 Championship.

ICC European Women's Championship

The following ICC European Championships are for female cricketers only:

- ICC European Women's Championship
- ICC European Women's U17 Championship

ICC Men's Championship

The following ICC European Championships are for male cricketers only:

- ICC European Championships Divisions 1-4
- ICC European 'A' Team Championship Divisions 1 & 2
- ICC European U19 Division 1 (WCQ) & Division 2 and ICC European U19 2-day Championship
- ICC European U17 Championship (Divisions 1 & 2)

2.11.2 Youth

Nationality criteria - ICC European Youth Tournaments, Divisions 1 & 2

Following a decision by ICC Europe Management, the European Cricket Committee and the ECC Board, all players participating in ICC European Youth Tournaments will be required from January 2009 to meet new player eligibility criteria with regard to Nationality. It was agreed to commence this for a pilot period for 2009 and 2010 and then review following analysis of the statistics.

Under 19

Countries should be reminded that ICC Player Eligibility is already required at this level – this includes both Nationality and Development criteria – if in doubt please see the ICC Handbook.

Under 17

Eligibility will consist of players at U17 meeting one of either born, national or 3 year resident criteria (minimum 183 days per year)

Two residents not meeting the eligibility would also be able to play in the squad.

Under 15

Eligibility will consist of players at U15 level one of either born, national or 2 year resident criteria (minimum 183 days per year)

Two residents not meeting the eligibility would also be able to play in the squad.

Development criteria

There is NO requirement in either divisions or age groups for any development criteria.

2.11.3 Age

For the ICC European Championship Div 1-4 (men's & women's) there is no maximum age restriction, although as part of the ICC's Development Policy encouraging the development of youth and indigenous participation, ICC Europe would strongly recommend that countries do not select players over 50 to participate in any of their championships. The minimum age for players taking part in these events is 16 before 01 January in the calendar year of the tournament.

For the remaining ICC European championships, the age qualification criteria are as follows:

U19: Max: 19 on or after the 1st September which precedes the championship
Min: 16 before or on the 31st December which precedes the championship

U17: Max: 17 on or after the 1st September which precedes the championship
Min: 15 before or on the 31st December which precedes the championship

U15: Max: 15 on or after the 1st September which precedes the championship
Min: 13 before or on the 31st December which precedes the championship

2.11.4 ICC Eligibility (for all tournaments U19 or over)

For all ICC European Championships for U19 and above and including Indoor Championship, ALL players must meet the ICC Eligibility for both 'Nationality' and 'Development' Criteria.

Please refer to the following **Annexures:**

- **E1.0 – ICC Player Eligibility Handbook – Europe**
- **E1.1 – Declaration of Player Status by National Cricket Association & Player - Europe**

2.12 Exceptional Circumstances

Players who have a specific inability to meet the Development Criteria:

The player shall have dedicated a reasonable period of time to activities which, in the opinion of the Chairman of the ICC Cricket Committee (CC), constitute a sufficient demonstration of a player's genuine commitment to the development of cricket in the relevant Associate or Affiliate Member Country.

Players who have an overall inability to meet the above or other 'Nationality' Eligibility Rules:

Should a player be ineligible to play for a Member Country in a particular competition or match under these Rules and his National Board believes that there are exceptional circumstances requiring consideration, a detailed written application shall be made to the ICC Regional Development Manager – Europe – richard.holdsworth@icc-europe.org (who in turn will send to the Chief Executive of ICC prior to the event who shall refer the matter to the Chairman of CC for determination). The Chairman shall be free to take into account all matters which he deems relevant. The Chairman's decision as to whether that player may represent that Member in the particular competition or match shall be final and binding.

All applications for Exceptional Circumstances need to be submitted to the ICC no later than 60 days prior to the start of the tournament that the country wishes the player(s) to participate in. Any applications not adhering to this deadline may not be considered.

For all applications for above cases, please refer to:

Annexure E1.2 Application for Exceptional Circumstances & SD Under-Age - Europe

2.13 Special Dispensation - Under Age

Applications for Special Dispensation for over-age players will no longer be considered for any championships where a maximum age restriction is stated.

ICC Europe may grant special dispensation-under-age to young cricketers of outstanding ability who do not meet the age eligibility criteria for the championships. Special dispensation will only be considered in cases where the player in question will, in future years, be able to contribute significantly to the development of cricket in the nation which he/she will be representing. Countries should limit, as far as possible, the number of requests for special dispensation-under age by selecting from cricketers who fall within the age range stated in **Annexure E1.3 Date of birth matrix**.

As a guideline, no more than two players in any squad should receive special dispensation-under age, although all applications will be judged on merit by the ICC Regional Development Manager – Europe.

Please note: All applications for Special Dispensation–Under Age need to be made directly to ICC Regional Development Manager–Europe at the ICC Europe Office, Lord's Cricket Ground, London, NW8 8QN (richard.holdsworth@icc-europe.org) **no less than 60 days prior to the start of the Championship**.

Please use the form **Annexure E1.2 Application for Exceptional Circumstances & SD Under-Age – Europe**.

Applications should be accompanied by the relevant documentary evidence as stated in the Annexure.

In exceptional circumstances the player may be required to travel to Lord's Cricket Ground, or another appropriate venue, to be assessed by an ECB Level 3 or above Coach appointed by ICC Europe. The entire cost of such an assessment or any part of the application will be borne by the Member Nation applicant. In the case of a young player, ICC Europe must be satisfied that the applicant is sufficiently capable and competent to participate with older players without incurring any increased risk to his/her safety/welfare.

If necessary, ICC Europe may consult the ECB Performance Department for advice prior to making its decision. The decision of ICC Europe is final. Special dispensation–under age may, however, be withdrawn at any time during an ICC Championship by the appointed Tournament Referee in conjunction with the ICC Regional Development Manager - Europe / ICC Regional Development Officer - Europe if the standard of the player is considered to be below that expected at the championships or the player is perceived to be at an increased risk of injury.

3. REGISTRATION PROCEDURE

Having read through and complied with ICC Eligibility Criteria it is now possible to register your squad.

It is essential that the registration procedure is followed by everyone in order that other administrative duties e.g. printing of programmes, room allocations at hotel, printing of team sheets, can be completed on time. Late registration and/or late provision of necessary documentation may lead to a player not being eligible or cleared to play and this must be avoided wherever possible.

Your country's Registration Officer will have been supplied with the ICC Europe online database information and guidelines for use and will be able to register players onto the database all year round and it would be prudent to register players at the earliest possible time. No player can be selected for any squad unless he is registered and approved on the database.

There are deadlines for registering for each event and the ICC Europe Office will advise you of these dates. Should you fail to meet the stated deadline your National Cricket Association will be **fined €250 for every week that the registration is late.**

Please ensure you select the correct option from the following two selections:

3.1 ICC Regional World Cricket League & World Cup Qualifying Tournaments (Men's senior, Women's & U19)

Your Registration Officer should register on the ICC Europe online database up to 14 players and 5 reserves (see squad sizes below) no later than 28 days prior to the start of the tournament. **Failure to do so will result in a €250 fine per week late.**

3.2 All other ICC European Championships

Your Registration Officer should register on the ICC Europe online database up to 14 players and 5 reserves (see squad sizes below) no later than 21 days prior to the start of the tournament. **Failure to do so will result in a €250 fine per week late.**

3.3 Maximum squad sizes

14 players and 3 officials

ICC European Divisions 1 & 2 Championships

13 players and 3 officials OR 14 players and 2 officials (max no. of 16 people in total in squad)

ICC European Division 3 Championship

ICC European 'A' Team Division 1 Championship

ICC European Women's Championship

ICC European U19 Division 1 Championship and Regional World Cup Qualifier

13 players and 2 officials

ICC European Division 4 & 5 Championship

ICC European U19 Division 2 Championship

ICC European U17 Divisions 1, 2 & Women's U17 Championships

ICC European U15 Division 1 & 2 Championships

3.4 Late changes to squads

Once final squad's have been registered, no further changes may be made to squads (28/21 days prior to the start of the tournament, as detailed above) without permission being granted by the ICC Regional Development Manager - Europe.

This applies up to 24 hours prior to the event starting.

Where permission to amend the squad is requested after this time, the following will apply:

- the replacement player's details must be forwarded to the ICC Regional Development Manager - Europe, who will inform the Event Technical Committee (ETC) and they will decide if such a replacement is justified.
- Before nominating this replacement please ensure that (s)he is eligible to play and has been previously registered and approved on the player database. This is particularly important if the replacement is a 4 or 7 year resident.

Permission to make changes will only be considered where entirely unforeseen circumstances leave no alternative (for example as a result of injury or sickness - for which a doctor's note may be required – or family bereavement). Any approved change will be at the Country Board's cost.

Permission to change the squad will not be granted where players fail to arrange visas, time off work or to notify their selectors/manager/coach of other commitments.

3.5 Supporting documentary evidence

For all ICC European Championships, supporting documentary evidence that all players meet the ICC 'nationality' and 'development' qualification criteria must be submitted when registering online.

These documents should be scanned and uploaded on to the individual player's record on the ICC Europe database. Documentary evidence which has already been provided since 2004 and appears on the player's database will not be required to be re-submitted, except with reference to 4 & 7 year residents, which must be provided each year for evidence of years previously not submitted and therefore to prove continued eligibility.

Original player ID (passports and/or ID cards) for all countries (UK included), including host country players, will be checked against the final squad registration lists during the Tournament Referee's meeting for Managers, Coaches and Captains prior to the start of all championships to ensure the players who are registered are the players who have attended the championship. If at this point it is discovered that a player does not appear on the final registration list and is therefore ineligible (pending a decision by the ETC), the player will not play in the championship.

The ICC Regional Development Manager – Europe reserves the right to reclaim funding for that player and the player may be required to leave the tournament immediately on the next available flight, at the participating National Cricket Association's cost.

All team registrations submitted online will be deemed to have been signed by the President/Chairman/CEO of the National Cricket Association and this registration will be regarded as a positive affirmation that all players meet the eligibility qualifications and that the details supplied on the online registration are correct.

Registration of ineligible players is an extremely serious matter and the sanctions available from ICC are set out in [Annexure E1.0 – ICC Player Eligibility Handbook – Europe](#)

4. MANAGERS & COACHES DIRECTIVE

The roles of the Managers and Coaches are crucial to the smooth running of an ICC European Championship and the ICC Europe is extremely keen to ensure that players discipline is maintained when off the field of play.

It must be clearly understood that ICC European Championships are not 'club tours' – they are international cricket matches at which the eyes of the cricket world are watching.

The ICC Europe will not tolerate poor behaviour by players and/or team officials and it is the responsibility of the Manager and Coach to ensure that such behaviour does not bring the game or the ICC Europe into disrepute. **See 5.4 ICC Europe Code of Conduct for Players, Managers and Coaches**, below

Manager

The role of the Manager is to ensure that their team conform to the requirements of the host nation and their partners. These would include (but are not restricted to) the following:

- hotels - transport companies - catering companies

The Manager is expected to exercise control in the areas of:

- team discipline (both on and off the field)
- timing – to ensure players are on time for coaches, meetings etc
- alcohol abuse
- behaviour inside and outside of the hotel inc. noise levels and anti-social behaviour towards fellow guests
- the use of recreational drugs

The Manager is charged with ensuring that all participants in their party have signed the **Annexure C1.13 ICC Europe Code of Conduct Acceptance Form** and that these are handed to the Tournament Director/Referee at the pre-tournament briefing. It would be expected that these forms be completed prior to travelling but should any forms be missing then the player concerned must complete one before being allowed to play a match.

Please note that for players under the age of 18 the form must also be signed by the parent or guardian of that player. In the absence of this parental/guardian signature ICC Europe will place full responsibility of the players action(s) onto the Manager.

When managing 'age group' teams the Manager would also be expected to be in a position to exercise their 'duty of care' towards their players – and will remain with their team when off the field, in order to deal with any emergencies that may crop up.

It is expected that the Manager of the team is of a responsible nature and has the respect of the players. Without this respect they would find it difficult to undertake their responsibilities.

Once within the host country the Manager is expected to stay for the duration of the event.

It is not acceptable for a Manager to leave the Championship before its conclusion – and this would include the Awards Ceremony at the end of the event.

Should a Manager not adhere to this the ICC Europe may consider its position regarding flight rebates for this person, and could take further action if deemed necessary.

Coaches

The Coach, whilst not directly responsible for their players conduct, does have a part to play in the day to day management of the team. Should the Manager not be present then the Coach would be expected to deputise for them.

However, their main responsibility is to coach the team in the skills and tactics of the game.

The ICC Europe is keen to ensure that the correct quality of coaching is provided at its Championships and, to this end, they require that all Coaches travelling with the team are qualified to the ECB Level 2 Coach Award (or agreed equivalent) from 2010 and ECB Level 1 in 2009. Coaches who do not conform to this will not be funded by ICC Europe to attend the event.



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Once within the host country the Coach is expected to stay for the duration of the event. It is not acceptable for a Coach to leave the Championship before its conclusion – and this would include the Awards Ceremony at the end of the event. Should a Coach not adhere to this the ICC Europe may consider its position regarding flight rebates for this person, and could take further action if deemed necessary.

5. CODES OF CONDUCT

5.1 ICC Code of Conduct – Players and Team Officials

This is applicable to all matches played under the auspices of the Pepsi ICC Development Programme and ICC Women's cricket. This document will be used by the ICC European Tournament Referee, Umpire Manager and Umpires in relation to all matters of conduct at all ICC European Championships.

It is strongly recommended that a copy be printed and made available to all team members, especially managers and coaches. Ignorance of this Code of Conduct is not an admissible defence for any breach thereof.

A copy of this ICC Code of Conduct is to be found in **Annexure C1.0 – Code of Conduct – Player and Team Officials**

5.2 Other Codes of Conduct

The following Codes should also be understood and adhered to by all personnel:

- **Annexure C1.7 - Code of Conduct – Anti-Doping**
- **Annexure C1.8 - Code of Conduct – Anti-Racism**
- **Annexure C1.9 - Code of Ethics**
- **Annexure C1.10 - Guidelines on the Principles of Natural Justice**
- **Annexure C1.12 - Code of Conduct – Clothing and Equipment Regulations**
- **Code of Conduct for Parents and Spectators – see below**
- **Code of Conduct for Players, Managers and Coaches – see below**

5.3 ICC Europe Code of Conduct for Parents and Spectators

The ICC and ICC Europe are keen to ensure that the game of cricket is played/conducted to the highest standards possible. This includes the behaviour of parents, supporters and spectators. Whilst the ICC are not, in anyway, wishing to prevent parents, supporters and spectators from enjoying the match they are keen to see that the game is perceived to be one that is free from anti-social behaviour. The players, team officials and match officials are subject to very strict Codes of Conduct and it follows that the parents, supporters and spectators do not tarnish the good name of cricket with unsporting behaviour.

Team Officials are requested to ensure that their players' parents, supporters and spectators behave in a manner that does not reflect badly on their own team and/or the good name of the game itself. The Tournament Referee is charged with dealing with any breaches of this Code and it is hoped that such action will not be necessary. Your active support would be welcomed in this important area.

5.4 ICC Europe Code of Conduct for Players, Managers and Coaches

ICC Europe aim to provide the best possible accommodation and facilities as is possible within the tournament budget. Every effort is made to provide players with pleasant surroundings in which to enjoy the event. In return ICC Europe expects that these facilities be respected by all concerned. **Hotels** have the right to expect that their facilities (and other guests) are not inconvenienced by the behaviour of ICC European participants. ICC Europe will not hesitate to act should hotel facilities be damaged in any way or other guests inconvenienced by inappropriate behaviour from tournament participants. Inappropriate behaviour would include, but is not restricted to:

- anti-social behaviour relating to noise or actions
- use of recreational drugs
- damage to hotel property
- actions that inconvenience fellow guests

It is regretful that ICC Europe has to make this policy but it is a sad fact that, at some previous events, the behaviour of some participants has been less than acceptable. ICC Europe (through the Tournament Director/Referee and, if necessary, through the Regional Development Manager) will deal

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with any matters relating to this and will issue sanctions as they deem appropriate. These sanctions could include (but are not restricted to) any number of the following:

- Financial reimbursement to the hotel of all damage caused
- Financial reimbursement to the hotel of any compensation paid out to other guests
- Disqualifying the offending party from the remainder of the event
- Immediately returning the offending party back home at the offending party's expense
- Repayment to ICC Europe of the original contribution to air fares of the offending party
- Banning of the offending party from future ICC European events (tournaments and/or other events)

Players and Team Officials are reminded that they are not 'on tour' but are participating in an International Championship and not only is their Country on show but also the ICC and its partners. In certain circumstances poor behaviour could fall under the banner of the ICC Code of Conduct and offending personnel could be cited. Also, local police authorities may not be as lenient in some Countries as they are in others and it would be a great slur on a Country if a player was to suffer the indignity of arrest by the local authorities.

ICC Europe is very keen to prevent any such occurrences of the above nature and, in an effort to ensure that **all** participants fully appreciate their responsibilities, are requiring everyone to sign the **Annexure C1.13 ICC E Code of Conduct Acceptance Form**.

Where the player is under 18 years of age the Manager must ensure that not only the player has signed the form but also that the parent or guardian has also signed it. In the absence of this parental/guardian signature ICC Europe will place the responsibility of that players action(s) onto the Manager.

Whilst this may seem to be somewhat bureaucratic ICC Europe feel that, until behaviour in this area shows vast improvement, we owe it to our hosts to do everything we can to ensure a smooth running of the event. It is worth noting that these measures are as a result of comments, made by fellow participants at our events, which the Cricket Committee have taken on board.

Managers are required to bring these completed forms to the pre-tournament briefing and give them to the Tournament Referee/Director. Any missing forms will need to be completed by the participant before they will be able to play in the tournament.

5.5 Local Customs

Participating Nations/Officials are asked to appreciate and respect local legislation, rules and customs, as well as standards of social conduct and propriety, which – in many cases – will be very different to those found at home. This is particularly the case with smoking, where, in several countries smoking is only allowed in specified areas. We would ask smokers to respect these customs especially in areas where food is either being prepared or served, and in areas where children are present.



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6. PARTICIPATING NATIONS AGREEMENT (PNA)

ICC EUROPEAN CHAMPIONSHIP(S) (enter name of Event)

.....
.....

This is to certify that:

I (insert name)as a Chairman/President/CEO (please delete)
of the (insert official Governing Body name)

have read the PNA for the above Championship(s), and are willing to comply with the protocols and procedures laid down within it.

I also confirm that the Manager and Coach, who attend this event on my behalf, have received a copy of this Agreement.

Signed:

.....

Position within Governing Body:

.....

Dated:

.....

Please scan and email this page to:
Louise Kent, ICC Regional Project Officer, at:
louise.kent@icc-europe.org

Or fax to:
+ 44 (0)20 7616 8634

Or post the original to Louise at:
ICC Europe Office, The Clock Tower, Lord's Cricket Ground, London NW8 8QN.

