

This document is entitled the **Host Nation Agreement (HNA)** and is the defining document for the hosting of all ICC European Championships.

The Host Nation will receive the HNA, having agreed to host a tournament, and will be expected to sign the Agreement before the hosts are officially announced by ICC Europe. By signing this, the host Country 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 the Annexures all form the whole of the HNA.

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1. APPLYING TO HOST AN ICC EUROPEAN CHAMPIONSHIP

The ICC Europe Office will invite member countries to host ICC European Championships. These invitations have been, and will continue to be, issued at appropriate times by the ICC Regional Development Manager – Europe, and ideally not later than the conclusion of the previous years tournament.

The ICC Regional Development Manager - Europe will direct applicants to complete the **Annexure H1.0 – Championship Budget Template** (in line with this HNA) and **Annexure H0.1 - Championship Information Template**, on the basis of which the European Cricket Committee can consider both and decide which country will host the said championship.

When submitting a host bid, countries should commit to the price stated for accommodation with written confirmation from the hotelier. When a bid is accepted and confirmed by the European Cricket Committee, host nations should seek to pay a deposit ensuring that the agreed accommodation booking is confirmed.

2. CHAMPIONSHIP ADMINISTRATION & DEADLINES

2.1 Championship Administration Deadlines Chart

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.

Following selection and confirmation of host nations for the following season's tournaments at the relevant European Cricket Committee meeting, the following administrative procedures will apply:

2.2 Circulation of invitation to participate in ICC European tournaments & deadline for response *October / November*

The ICC Europe Office will circulate to all eligible countries an invitation to participate in the following season's tournaments. The invitation will include details of venue; dates; and pre-itinerary budget.

The deadline for responses will depend on various factors, but is likely to be towards the end of November. Countries are, therefore, advised to schedule any meetings required to discuss tournament participation prior to the end of October in order to be in a position to meet these deadlines. Countries should note that the contact nominated by them for each event in which they wish to take part will be the individual within their organisation to receive communications relating to that event as a matter of course. This individual will be responsible for forwarding the information on to anyone else within the organisation that may need to see it.

2.3 Collation & Circulation of participation lists *Late November / early December*

Once the deadline for responses has passed, the ICC Europe Office will collate and circulate participation lists for each tournament, accompanied by a confirmation to secure the country's place in the events in which they wish to take part.

2.4 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.

2.5 Appointment of Tournament Director, Tournament Referee & agreement of Management structure *Late November / early December*

ICC European Referees, Umpire Managers and Umpires will be appointed by the ICC European Officials Selection Committee (EOSC) for all ICC European Championships.

The Tournament Director will be appointed by the ICC Regional Development Manager – Europe.

2.5.1 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.

2.5.2 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.

2.5.3 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.

2.6 Circulation of Championship Contact lists
December / January

Following confirmation of participating countries; the nominated contact from each participating country; Tournament Directors; Tournament Referees; Umpire Managers; Umpires; a contact list for each tournament will be circulated to the Tournament Organiser and all other related groups above by the ICC Europe Office.

2.7 Submission of revised Championship budget
December/January

The Tournament Organiser should review the original budget forecast (submitted with the application to host the tournament) in light of the confirmed number of participating teams and the agreed tournament format.

A revised version should then be submitted to the ICC Europe Tournament Director for approval.

2.8 Preliminary Recce visit; Record of Decisions; Championship format & draw; Budget re-forecast
January / April

The Tournament Director may wish visit the host country to inspect the ground(s) to be used for the tournament and to hold meetings with the Tournament Organiser and his/her committee.

These meetings will produce **Annexure H1.1 - Record of Decisions**, which will then be reviewed, amended as necessary and agreed by all parties up until the start of the tournament.

The championship format will also be agreed and the draw made during the course of the meetings.

2.9 Ordering of trophies, medals and other resources
January / February

The ICC Europe Office will order appropriate trophies and medals, based on the agreed tournament format, for each event, for delivery to the address specified by the Tournament Organiser a couple of weeks before the start of the tournament. The Tournament Organiser will also be sent a list of the items ordered for checking against the contents of the package when it arrives, and the engraving on each item. The list will include:

- Medals (quantity & colour depending on number of teams participating & agreed tournament format)
- Winners Trophy (to be kept by the winners for 10-22 months dependant on the year of the next event)
- Spirit of Cricket Award (for the team nominated by the umpires as having best embodied the spirit of the game)
- Player of the Tournament Award (nominated by the umpires)
- Mementoes/Gifts (to be distributed to referee, organiser, umpires, web manager, scorers, groundsmen (grass only))
- Plaques (wooden) to be awarded to each host club
- Balls – new and spare used balls will be provided
- Coloured stumps (for white ball events) will be provided
- Stump stickers – will be provided
- UNAids awareness ribbons may be provided
- MCC Spirit of Cricket Cards for under-age tournament will be provided

The Tournament Organiser must confirm with the ICC Project & Communications Officer – Europe that all of the above have arrived and have been checked.

2.10 Ordering of Officials' Clothing *January / February*

The ICC Europe Office will order appropriate clothing for all Championship officials:

- Tournament Director and Referee – ICC Blazer, Beige trousers, ICC tie, polo shirts, & rain jacket.
- Umpire Manager – ICC European Panel Umpires shirts & jacket
- Umpires – ICC European Panel Umpire shirts & jacket
- Scorers – ICC Europe polo shirt
- Web Managers - ICC European Officials shirts & jacket
- *Host Organisers & Committee – ICC Europe polo shirts
- *Match Managers / Volunteer helpers – ICC Europe polo shirt or T-shirt

*The Host Organiser will be required to submit sizes of these various personnel at least 3 months prior to the tournament.

2.11 Drafting, agreement & circulation of preliminary administration / information letters *January / February*

The Tournament Organiser should draft a preliminary administration / information letter for circulation to participating countries by at least **5 months** prior to the start of the tournament, including details of travel; accommodation arrangements; deposits required; payment details, and draw & format etc.

This must be submitted to the ICC Tournament Director for approval prior to circulation to the individuals listed on the tournament contact list.

Participating countries must meet the pre-championship payment deadlines set by the host. For example:

- 50% deposit: 4 months prior to championship
- 25% deposit: 1 month prior to championship
- Final balance payment: on receipt of final budget from host country (**which should be no more than 30 days from end of tournament**)

The ICC Regional Development Manager - Europe will need to approve final budgets and reserves the right to levy **a fine of €250 for each deadline that is missed**. Countries should also aim to provide any information requested (accommodation requirements, airport departure and arrival, arrival and departure dates and times, dietary requirements etc) by the deadlines set.

2.12 Selection of Umpires *November - January*

The EOSC will select umpires for all ICC European Championships – these umpires will be taken from the relevant Panels and the ICC Europe Office will inform them and their governing bodies accordingly. Details of the umpires selected to stand in each tournament will then be forwarded to the Tournament Organiser, Tournament Director, Tournament Referee and Umpire Manager.

2.13 Squad Registration & Travel Expense Claims *April - May*

The ICC Europe Office will communicate with participants regarding squad registration and travel expense claim forms 3 months before the start of each tournament. Final squad registration is due in at least 21/28 days prior to the start of the tournament and these will be circulated by the ICC Europe Office as soon as possible after this deadline.

2.14 Circulation of Championship match schedule
April - June

The match schedule should be agreed by the Tournament Director, Tournament Organiser, and Tournament Referee prior to circulation by the Tournament Organiser.

2.15 Tournament Referee's briefings for Managers/Coaches/Captains & Officials
Day before tournament

These meetings will be held the day prior to the start of the tournament, at times to be notified by the Tournament Organiser, in agreement with the Tournament Referee. At least one representative of each participating country must attend the Managers/Coaches/Captains meeting. Failure to do so will incur a €250 fine to the National Cricket Association concerned.

The hosts will be required to book a room (ideally in the hotel and free of charge) for these meetings which would normally take place at around 1600 – 1800 hrs. **It is essential that this room be private and that the meeting can be conducted in a quiet environment.** The facilities provided must include a white projector screen. If a multi-media projector can be provided (at no extra charge) this would be beneficial.

2.16 Post-championship debrief
Day after tournament

The Tournament Referee (with or without Tournament Director) will meet with the Tournament Organiser to discuss any issues raised during the championship. Any discussions should be outlined in either the Tournament Referee or Tournament Organiser Report.

2.17 Completion of post-tournament evaluations & reports
August - September

The ICC Europe Office should receive completed tournament evaluation forms plus a full report from both the Tournament Organiser and Tournament Referee within **14 days** from the end of the tournament.

2.18 Recommendations to European Cricket Committee
September-October

The ICC Regional Development Manager - Europe will use the aforementioned feedback to make recommendations to the European Cricket Committee. Any resulting changes to the PNA, HNA, POA or Playing Regulations and Annexures, will duly be reflected on the ICC Europe website for implementation the following season.

3. CHAMPIONSHIP BUDGET and GUIDELINES

All ICC European Championships should be self-funding events, with the majority of tournament costs borne by the participating teams. Any National Cricket Association applying to host a tournament must submit **Annexure H1.0 – Championship Budget Template** itemising all costs, four weeks prior to the European Cricket Committee meeting at the end of the previous season (September).

Participating countries can then be made aware of the approximate costs in the invitation to participate.

Where costs are universal to all teams (see below), each participating country will share the expense - albeit that individual bills will be allocated to the appropriate teams.

Squad numbers will differ depending upon which Championship a country is offering to host. For details of squad sizes please see below:

3.1 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

3.2 The following items are **NOT** to be included in the Championship Budget Template

- the ICC Europe Office will pay for these

3.2.1 Travel

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.

3.2.2 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.

3.2.3 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.

3.2.4 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.

3.2.5 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.

3.2.6 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.

3.2.7 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).

3.2.8 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.

3.2.9 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.

3.2.10 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.

3.2.11 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.

3.3 The following items ARE to be included in the Championship Budget Template and the costs divided equally amongst the participating nations.

Please note that the following apply only to the official members of the squad.

If any nation wishes to take any extra personnel, outside of the squad members, they must make their own private arrangements for **ALL** of the 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 personnel.

All costs incurred for these extra people must be met either by the individuals concerned or the nation board who make the requests.

All such costs are to be paid directly to the company/hotel concerned and cannot be billed to the host nation.

3.3.1 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 **3.1 Maximum Squad size** (above) 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 – **ALL** umpires will stay in the accommodation provided even though they may be from the host country.

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 Officials/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.

The Host will be required to provide the following accommodation starting from the night before the first match is played, up to and including the final night of the event:

Single occupancy rooms for:

- ICC Tournament Director (as and when in attendance)
- Tournament Referee
- Tournament Organiser(s)
- Umpire Manager

3.3.5 Transport costs

To and from airport/station - once within the borders of the host nation, transport from the airport/station, both to and from the hotel, will be provided and the associated costs will come out of the championship budget.

To and from matches - travel to and from matches will be provided by the host nation and is meant for participants of the match concerned. The costs of this will come out of the championship budget.

To and from the Awards Ceremony - travel to and from the Awards Ceremony will be provided by the host nation and the costs charged to the Championship budget.

Any travel that is required outside of the above must be arranged by the individual nation requiring it. The hosts may well be able to assist with this but they are not expected to be responsible for actually booking it. All costs involved must be paid by the nation requesting the facility and such costs will not be charged either to the host nation or the championship budget.

3.3.6 Umpires Fees

Umpires for all ICC Europe Championships will be selected from the ICC Europe Umpire Panels. Payment of **£15** (or local currency equivalent) per umpire, per day of attendance (including rain/rest days), will be made to cover evening meal expenses. This will be paid, **in cash**, at the pre-Championship Umpires meeting, by the Tournament Organiser. **However**, where the Championship arrangements include the provision of an evening meal this fee will **not** be paid.

3.3.7 Tournament Organiser fees

All Tournament Organisers can claim **£50** per day fee (or local currency equivalent) to be payable to the Host National Cricket Association. Host Associations may then wish to pay this amount to the Organiser dependant on whether or not he/she is employed by the Host Association.

Organisers should complete **Annexure G1.2 – Generic Expense Form** to claim this.

3.3.8 Administration costs

Actual administration expenses incurred can be claimed by the Tournament Organiser or host National Association and can include telephone, stationery, postage, and fuel costs, unless these are coming from the Offices of the National Cricket Association, where these costs would be expected to be absorbed into the daily running costs of the NA. Petrol costs may be claimed at the actual cost not on a mileage basis.

3.3.9 Championship Brochure

It is expected that each Host Country will organise, design and print a Tournament Brochure. This should be fairly low cost, and could be subsidised by sponsors or company adverts. There would usually be €500 available in the Tournament Budget for this.

It should be written in English and will need to include a number of items and logos, which will be provided by the ICC Europe Project & Communications Officer. A CD will be provided with all necessary logos and samples.

3.4 The following items are NOT to be included in the Championship Budget Template and, if provided, ALL costs must be covered by the host country

3.4.1 Souvenirs and Player of the Match Award

The Host country may also supply but **at no cost to participating countries** any tournament souvenirs such as tournament polo shirts / t-shirts / towels, etc. The Hosts may also wish to provide a Player of the Match Award. These could be provided by a sponsor or local council, but must be part of an in-kind 'official supplier' **at no cost to the tournament**, and must be agreed, beforehand, with the Tournament Director.

3.5 The following items are NOT to be included in the Championship Budget Template, but WILL BE re-charged by ICC Europe to all participating countries

3.5.1 Officials Costs

These payments are divided into two areas:

- a) **ICC Europe Staff** – these are defined as personnel who are employed (albeit on a part-time basis) by ICC Europe to undertake roles as ICC Europe Coaches & Umpire Tutors. These staff are also used as Referees, Umpire Managers and Umpire Advisors at ICC Europe Championships
- b) **ICC Europe Consultants** – these are defined as volunteers who are not employed as in a) above, but who undertake volunteer work at Championships. These would include anyone not covered by a) above who undertakes the role of Referee, Umpire Manager and Umpire Advisor

Tournament Referee Fees: ICC Europe Staff will be paid **£120** per day plus reimbursement for travel expenses incurred from home to the host country. These would include flights, train fares or car travel.
Car mileage at the rate of 33p (or euro equivalent at time of settlement of claim) per mile may be claimed

ICC Europe Consultants will be paid **£55** (or euro equivalent at time of settlement of claim) per day, plus reimbursement of travel expenses incurred in travelling from home to the host country. These would include flights, train fares or car travel.
A car mileage rate is not paid in these circumstances but reimbursement will be made for actual petrol costs.

Umpire Manager & Umpire Advisor

ICC Europe Staff will be paid **£120** per day plus reimbursement for travel expenses incurred from home to the host country. These would include flights, train fares or car travel.
Car mileage at the rate of 33p (or euro equivalent at time of settlement of claim) per mile may be claimed

ICC Europe Consultants will be paid **£55** (or euro equivalent at time of settlement of claim) per day, plus reimbursement of travel expenses incurred in travelling from home to the host country. These would include flights, train fares or car travel.
A car mileage rate is not paid in these circumstances but reimbursement will be made for actual petrol costs.

Web Manager:

Travel to the host country and expenses, plus official agreement between ICC Europe and Ulsterweb Ltd.

3.5.2 Awards / Resources

The following will be sourced by the ICC Europe Office and re-charged to participating nations:

- o Medals
- o Winners Trophy
- o Spirit of Cricket Award
- o Player of the Tournament Award
- o Mementoes/Gifts for all officials
- o Plaques (wooden) to be awarded to each host club
- o Balls
- o Coloured stumps (for white ball events)
- o Stump stickers
- o UNAids awareness ribbons may be provided
- o MCC Spirit of Cricket Cards

3.6 The following items are NOT to be included in the Championship Budget Template, NOR are they to be charged or paid for by the host country. Those countries/individuals requiring these services must pay for them DIRECTLY to the source providing the service

3.6.1 Laundry

Some hotels will provide a laundry service and the Tournament Organiser should provide 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.

3.6.2 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 (such as extra transport: hiring costs) must be paid for by the country requesting it and such costs cannot be charged to the host country or the championship budget.

3.6.3 Car hire/taxis/ transport outside of that provided under 3.3.5 above

Any transport required by teams/team officials or Championship Officials must be paid for by the individual/country requesting it. This transport **MUST NOT** be paid for by the host country with the user reimbursing them. The user must pay for the service on a direct basis with the provider.

3.7 SPONSORSHIP

ICC Europe will allow the host country to retain up to 50% of any funding from sponsorship/supplier in respect of the tournament (subject to the sponsor's permission).

Host Associations must gain approval from the ICC Regional Development Manager - Europe for every proposed sponsor. ICC issues a Commercial Policy for ICC Development tournaments and this must be adhered to. An application for potential sponsorship / official supplier agreements can be obtained from the ICC Regional Development Manager – Europe. Any potential conflicts of interest between Championship sponsors and the sponsor of the ICC may well be rejected.

The commercial and television rights of all ICC European Championships are controlled by ICC Europe, however, these can be transferred by the ICC to the host country. This transfer will be granted if the ICC believes it to be in the interest of ICC Europe and/or the championship.

Any use of the ICC logo or Pepsi ICC Development Programme logo in any championship literature or promotional material electronic or printed, must be approved by ICC Europe. There will be a bespoke Pepsi ICC DP logo designed for each tournament which must be used in all electronic and printed literature related to the tournament.

4. DRAW, FORMAT & PLAYING CONDITIONS

4.1 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)).

4.2 Format

The ICC Europe Office, 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. However, the following will be applied whenever possible:

4.3 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

Ideally the playing conditions stated above will be used for each level, however this may not be possible in practice, as the limitations imposed by time, cost, logistics and the number of countries competing in a particular event may demand more flexibility, hence the inclusion of 45, 40, 35, 30 & 20 over playing conditions.

*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.

5. TOURNAMENT ORGANISER – TERMS OF REFERENCE

Appointment.

The Tournament Organiser shall be appointed by the host association in consultation with the ICC Regional Development Manager - Europe, in accordance with ICC Europe Timelines.

Primary Roles.

The primary roles of Tournament Organiser shall be to:

- Act as the chairman of the host association organising committee, responsible for all non-cricketing matters.
- Represent the host association as a member of the Event Technical Committee (ETC).
- Act as the host association's focal point, liaising with the ICC Europe Office, the Tournament Director, the Tournament Referee & participating nations.
- Delegate many tasks/aspects of the organisation to other volunteers within the host country, whilst maintaining overall control and responsibility for those tasks

Roles and Responsibilities.

As chairman of the host association take overall responsibility for:

a. **Communications**

Responsible for the provision of:

- All communication/information technology systems
- Rooms/office space to accommodate routine and ad-hoc meetings, briefings and hearings.
- Notice boards.

b. **Match Day Support**

In support of the ICC European Umpire Manager/ICC European Umpires and Match Managers, ensure a sufficient supply of the correct championship documentation is available.

c. **Venues**

Liaise with the host clubs/facility managers to ensure that all required cricketing and support facilities are available and in order.

Formal & Social

In consultation with the ICC Europe Office and the Tournament Director, be solely responsible for the conduct of all formal and social arrangements as part of the Tournament.

Budgets

In consultation with the ICC Europe Office and participating nations, control all items of agreed income and expenditure within the funds allocated to the tournament.

Transport and Movements

- a. In consultation with the ICC Europe Office and participating nations, arrange all individual and collective pre during and post tournament transportation requirements.

On arrival /departure - the Tournament Organiser must arrange this transport so that teams/Officials can travel together to and from the airport – however, waiting time at an airport would not be expected to exceed 2 hours.

The needs of the teams must be borne in mind when booking transport i.e. the provision of sufficient space for players' oversize bags must be taken into account.

In order for the **Tournament Director**, **Tournament Referee** and **Umpire Manager** to undertake their respective duties prior to the briefings it may be necessary to arrange for them to travel immediately they arrive. They should not be kept waiting at the airport when they should be undertaking their respective pre-tournament duties.

- b. In consultation with the Tournament Director – arrange those individual and collective transport requirements to meet the championship schedule.
- c. Where multiple grounds are being used - to provide written directions to those grounds. These directions should be given, before the tournament starts, to the Umpire Manager or, where there is no such person appointed, the Tournament Referee. Sufficient copies should be made available to cover each day a ground is used since it cannot be assumed that the same coach driver will be used every day.
- d. The Tournament Organiser is **NOT** expected to act as a chauffeur/taxi driver for teams or team officials. Should a player need to attend hospital then the Tournament Organiser will arrange the necessary transport but will not be expected to be that transport.

Hotels and Catering

- a. In consultation with the ICC Europe Office and participating nations, arrange all individual and collective accommodation requirements.
- b. In consultation with the ICC Europe Office, participating nations, hoteliers and host clubs arrange all individual and collective dietary requirements.

Medical

Arrange and provide point of contact between championship and the most appropriate medical facilities (General Practice/hospital)

6. PREPARATION OF GROUND FACILITIES

The following information should be passed onto every club / ground contact at least 4 months prior to the Championship in order that they know what the ICC Europe Office expect in relation to, both, on and off field facilities. The ICC demands high standards in all its competitions and we are keen to uphold and improve on these. It is vital that ground-staff/Match Managers are fully aware of what is expected on the day of the match.

It is paramount that where grass pitches are concerned the ground-staff fully comply with the Laws of Cricket (2000 Code 2nd Edition – 2003) when both preparing a pitch and maintaining it during the match (this is especially applicable to a match of more than one day's duration).

The ICC Europe Office require that every ground facility is presented in the best possible way and the host country must ensure that sufficient personnel are present at each ground to deal with any eventuality.

6.1 Match/Ground Manager

It is desirable that a responsible manager be in place at each ground on each playing day. This person will be responsible for ensuring that the facilities meet ICC Europe standards and will deal with any ground related problems that crop up during the match. They are not responsible for playing matters but they are expected to assist in sorting out any ground related matters to ensure that the game can proceed.

They will be expected to assist the Tournament Director/Referee, Umpire Manager, and Umpires with whatever is needed.

They will be expected to meet the players and officials upon their arrival at the ground and show them to their respective changing rooms and general facilities.

This manager will act as the focal point for the successful execution of any matters relating to the ground facilities during the day.

6.2 Pavilion/Covered Area

This should be in a presentable condition for when teams arrive and should be cleaned after every day ready for the next day's play. This would include dressing room areas and any relaxation areas.

Where a pavilion is not available/present, the club/organisers MUST ensure there are lavatories (male and female) available within a short walking distance. They must also ensure there are covered/protected areas from sun and rain with seating, for players, scorers and match officials. If scorers are not accommodated in a score box with a table, then provision must be made for a scorers table within the covered area.

6.3 Catering

Catering staff should be fully briefed with all special dietary requirements and should prepare the appropriate food throughout the day. Depending upon the format of the Championships the ICC Europe Office expects that the catering would include: coffee/tea/soft drinks upon arrival, lunch, tea (where applicable), drinks during the match (a plentiful supply of water and squash).

The catering staff must be fully apprised of the timings of lunch (and tea) in order that they are ready on time. They should also be made aware of any late changes to the agreed arrangements (due to weather conditions or other related reasons) in order that they can alter their arrangements accordingly.

It is of great importance that, on match days, any re-arrangements of lunch and/or tea intervals are done in collaboration with the catering staff. Match managers, Tournament Organiser, Tournament Director/Referee, Umpires must check with the caterers before making any final decisions in these circumstances.

6.4 Playing areas

6.4.1 Outfield

This should be cut, as short as possible, no more than 2 days prior to the first day of the event and if possible during the event itself. Grass cuttings should **not** be left on the ground in large clumps but should be cleared away so as to leave as even a surface as possible.

The grass should be cut short so as to allow the ball to travel as far as possible without being artificially held up by the length of the grass. The outfield should be as even as possible with no dangerous holes or undulations.

It is appreciated extra cutting may at times incur additional costs.

6.4.2 Pitch – artificial

This should be in the best condition possible but, in all cases, should not have tears and stud holes in it. Any joins in the surface must be carefully taped so as not to create a ridge. The **surface** should be even, so as to give the ball the best possible chance of an even bounce. The **surface** must be brushed prior to every match to remove dust, grass cuttings and general debris.

The **crease markings** must be clear and re-painted as and when necessary. It would help if the popping crease could be extended onto the surrounding grass so as to facilitate the judgement of run outs. However, great care must be taken if doing this to ensure that these extra lines are still parallel to the bowling crease.

The **wickets** (stumps) can be either of the spring back variety or ones that are placed in the ground. If **spring-back**, they must be upright and able to support bails. If the stumps are placed in **stump holes** the holes must have sufficient soil etc. in them to ensure that the stumps can be set upright and that they do not move around. Chalk for marking the **batsmen's guard** must be provided.

6.4.3 Pitch – grass

The preparation and maintenance of this must conform to the Laws of Cricket (2000 Code 2nd Edition 2003) and the main points are summarised below. Please ensure that all ground-staff/clubs have a copy of these, and/or the Laws.

6.4.4 Preparation of the match pitch

This is left entirely to the home authority and all preparations must be completed before the toss is made (30 mins prior to the start of play). It is only after the toss that the **maintenance** of the pitch is under the authority of the umpires. They have full responsibility for all maintenance that is undertaken but they would consult with the ground-staff before making any final decisions.

6.4.5 Mowing (cutting)

Once the preparatory mowing has been done (prior to the toss) the pitch will not be mown again unless the match is of more than one day's duration. Where this applies, mowing will take place on the morning of each day's play. There is no time laid down as to when this should be done but it should be done **prior to any rolling** that takes place. All mowing must take place under the supervision of at least one umpire and therefore a suitable time for the mowing will be decided by the umpire(s) and ground-staff.

6.4.6 Sweeping

This will be done **prior to any rolling** that takes place – the debris must not be rolled into the pitch.

The pitch will be swept:

- at all intervals for meals
- in the interval between innings
- at the beginning of each day's play (see **Rolling** for timings)

If the umpires consider that any sweeping is likely to be detrimental to the surface of the pitch they have the authority to prevent it from taking place.

6.4.7 Rolling – prior to the toss

This will take place prior to the toss and, as stated above, does not come under the authority of the umpires. However, if, after the toss has been made **and** before the first innings has started, the **start of the match is delayed**, the batting captain may request that the pitch be rolled again. The umpires will only grant this request if, in their opinion, the delay has had a significant effect on the state of the pitch. If the umpires do not consider that this delay has caused a significant change in the state of the pitch then they will not allow this re-rolling to take place.

6.4.8 Rolling during the match

Any rolling during the match is the prerogative of the batting captain.
Rolling may take place at the following times:

- between innings
- the start of each day's play (other than the first day – see above)

Rolling at the start of each day's play will not start earlier than 30 minutes prior to the scheduled start time, but the start of rolling can be delayed up until 10 minutes prior to the scheduled start. e.g. for an 11:00 start, the rolling can be **started** anytime between 10:30 and 10:50.

6.4.9 Duration of rolling

Whenever rolling is undertaken **during the match** it will last for a **maximum of 7 minutes**, during which time the whole of the pitch must be rolled as evenly as possible. It is not permitted to roll one specific area for longer than the rest of the pitch.

6.4.10 Choice of rollers

If there is a choice of rollers the batting captain will advise the ground-staff which one he would like to be used.

6.4.11 Maintenance of footholds

The umpires shall ensure that holes made by bowlers and/or batsmen are cleaned out and dried whenever necessary to facilitate play. Where the match is of more than one day's duration, the bowler's footholds can be repaired by using soil and/or soil mixture as well as quick-setting fillings.

6.4.12 Watering

At no stage during any length of match shall the **pitch** be watered. It is permissible to water the outfield if it is deemed necessary but care should be taken not to do this so as to leave it unnecessarily wet at the start of play. It is suggested that any watering be undertaken after play ends on any particular day.

6.5 2 way radios

- a. provision for radio communication between on-field umpires, 3rd umpires and scorers must be provided at the following Championships:

ICC European Division 1
ICC European U19 WCQ
ICC European Women's

- b. provision of two-way radio communication between TR/UM/TO to be provided at Championships where grounds are adjacent.

It is possible that the ICC Europe Office can help with these but the Tournament Organiser must take control of this requirement.

7. WEB COVERAGE REQUIREMENTS

At each ground it is a requirement that:

- there is an internet connection (preferably broadband) available and this is free of charge to use or costed within the tournament budget
- the connection is either wifi via a router or by a network cable and has recently been tested. Any username or passwords must be provided to the Web Managers, TD & TR
- it is situated in a pavilion or in an indoor area where the Web Managers can sit with a desk, and in view of the pitch/scoreboard and adjacent to the scorers

At the hotel it is a requirement that:

- the Web Manager has use of a control room or his bedroom with desk
- there is a working broadband internet connection in that room which is either free or costed within the tournament budget
- it connected to by cable or it is wireless and has recently been tested

Printing of documents at the hotel

- there must be a working printer available (recently tested) in the control room or Web Manager's room (driver software available for installation on the Web Manager's computer), and there should be paper and a spare ink cartridge available
- there is a notice board suitable for the posting of daily results, statistics and photographs

Transport

- the Web Manager will need to be transported (after the teams have departed) to the various grounds each day, and returned to the hotel at the end of play

Score updates

- match managers/venue managers should be made aware that they may be required to assist in the provision of live score updates from other grounds, usually at 5 over intervals and this person should be contactable by phone
- a mobile phone for use by the web manager in communicating with other grounds and officials would be of use

Checking of score sheets

- 3rd umpires (via the Umpire Manager) must be aware that they are responsible for the delivery of fully-checked and signed scoresheets to the Web Manager immediately after the game
- it is their responsibility to deal with any scoresheet inaccuracies found by the Web Manager



8. HOST NATION AGREEMENT (HNA)

ICC EUROPEAN CHAMPIONSHIP (enter name)

This is to certify that:

I (insert name)as a Representative of the

(insert official Governing Body name)

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

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.

