

This document is entitled the **Participating Officials Agreement (POA)** and is the defining document for all ICC European Championship Officials.

Participating Officials include: Tournament Directors: Tournament Referees: Umpire Managers: Umpire Advisors: Umpires: Scorers: Web Managers: Tournament Organisers.
For ease of reference these personnel are referred to as **Officials**.

Officials will receive this POA and will be expected to sign the Agreement at the end. By signing this, the Official 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 of the POA.

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1. CHAMPIONSHIP ADMINISTRATION

General Championship Administration

Please note that the following apply only to the appointed Officials.

If any Official wishes to take any extra personnel 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 by the individual(s) 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.

1.1 Accommodation

The host nation will provide single room accommodation for the Officials. This will be on a bed and breakfast basis and **ALL** Officials will be expected to reside in the accommodation provided. If an Official wishes to arrive earlier, and/or leave later, than the Championship timetable legislates for, they will have to arrange the extra accommodation themselves, unless in exceptional circumstances.

Should an Official wish to be accompanied by their wife, husband or partner, and wish to share a room, they must inform the Tournament Organiser as soon as possible after their appointment. It is not acceptable (indeed, may not be possible) for the Tournament Organiser to change rooming arrangements once they have been agreed, and costed, into the Tournament Budget. Any extra costs involved in arranging this must be borne by the Official concerned.

'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 Official 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.

1.2 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 individuals concerned and not billed to the host nation or the championship budget.

1.3 Meals

When on duty, Officials will be provided with a meal at the ground. They will also be provided with water and squash.

When not officiating each Official will have to make their own arrangements for meals taken during the day.

Officials will be advised if an evening meal is going to be provided.

1.3.1 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**

1.4 Travel

The ICC Europe will finance flights, train fares or car costs to the event. There are strict guidelines as to the procedure for this and these guidelines must be followed in order for an Official to receive this full travel rebate.

Please ensure you follow these guidelines:

ICC Europe will reimburse 100% of external travel expenses on the understanding that every effort has been made to minimize the costs involved.

1.4.1 Flights

Officials are required to arrange their own flights but will NOT have to bear the cost of them.

Procedure to follow – booking flights:

From feedback provided by Officials who have participated in ICC European tournaments and events it has become evident that the booking of flights is a difficult and potentially expensive process. Previously, Officials 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 Officials can be charged an additional administration fee (of up to £30 per flight per person). This administration fee has seen flight claims increase by between £120 & £350 per tournament.

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 now asking Officials to obtain **3** quotes from local travel agents or 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 countries interests for all Officials 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.

Process

Each Official 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. Officials booking after the deadline or submitting late claims will receive only 50% of the total travel claim.

Please note this will be strictly enforced.

We require all Officials participating in ICC Europe events to obtain **3** separate quotes per tournament/event before booking and confirming the cheapest option.

Officials should go ahead and book the cheapest option, taking into account the suitability of the flight, timings, and appropriate destination. It is not necessary to inform or obtain authorisation from the ICC Europe Office before booking the flights. Flights should be booked to arrive no later than 14:00 hours 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 Official should depart on the final day of the tournament unless otherwise notified.

All travel for 2009 tournaments must be booked no later than 3 months prior to the event. This will allow those Officials who are involved with more than one event to spread the cost of flights rather than having to pay for them all at one time.

Flights for all other events and meetings should also be booked at least 3 months prior to the event where possible.

The 3 tournament/event travel quotes will need to be added to the **Annexure G1.2 Generic Expense Form (2009)** and sent through to Graham Cooper, at ICC Europe Office, at Lord's Cricket Ground, St John's Wood, London NW8 8QN **as soon as they have been booked and paid for**. It is the wish of ICC Europe to reimburse Officials for flight bookings as soon as possible and therefore a prompt claim must be sent in. This will also ensure that Tournament Budgets are kept as up to date as possible.

ALL Generic Expense Forms must be accompanied by a receipt or booking confirmation that shows the amount being claimed.

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 Official'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.

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.

Payment Re-imbusement

Payment will be made in the usual way through the submitting of the appropriate **Annexure G1.2 Generic Expense Form (2009)**. Please note that ICC Europe will only reimburse Officials and NOT travel agents or flight operators. Claims will only be paid if the **Annexure G1.2 Generic Expense Form (2009)** 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 Graham Cooper, as soon as possible after payment has been made. **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 Officials should allow for up to 4 weeks maximum.** We shall endeavour to reduce this time where possible.

1.4.2 Train travel

Where the Official wishes to travel by train, ICC Europe will reimburse the train fares incurred from the home station to the host station. These fares must be claimed by submitting the **Annexure G1.2 Generic Expense Form (2009)** along with receipts/booking confirmation/proof of payment. No other expenses will be paid.

1.4.3 Car travel

Where the Official wishes to travel by car, ICC Europe will reimburse the actual petrol costs. ICC Europe **do not** pay a mileage rate and all claims must be submitted using the **Annexure G1.2 Generic Expense Form (2009)** which must be accompanied by receipts for the fuel purchased. (Please note that once the Official arrives at the hotel/accommodation they are expected to use the transport provided when travelling to the grounds. ICC Europe will **not** pay any petrol costs incurred by the Official who uses their own car to travel during the event.

1.4.4 Other transport costs

Other than the above (1.4.1 – 1.4.3, and in 8.3 below) transport costs incurred within an Officials own borders are **not** reimbursed by ICC Europe - this includes car parking fees at airports/stations and taxi fares to and from home to the point of departure. **However**, please see **5.6 Payment of Umpires** for further explanation.

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

For the Tournament Referee and Umpire Manager this transport may be arranged separately. Both these personnel have pre-event duties to undertake and time should not be wasted waiting around airports when there are important duties to perform.

Any travel that is required outside of the above must be arranged by the individuals 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 Official concerned and such costs will not be charged either to the host nation or the Championship budget.

1.5 Non-attendance

It is essential that Officials also obtain the appropriate visas and any Official who fails to attend the event because of late visa requests, or for any other unacceptable reason, will be expected to reimburse any travel claim previously made.

1.6 Visas

It is of paramount importance that Officials identify the need for, and apply for, visas in plenty of time for them to be processed. It is not acceptable for Officials to expect visas to be issued at the last moment. All necessary paperwork must be processed in time for the visa to be issued well before the event.

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

Officials are reminded that late changes/substitutions of Officials is a time consuming and costly affair and should the case arise that an Official has not dealt with the problem of obtaining the necessary visa, by the due date, it is possible that flight rebates may not be given.

1.7 Insurance

ICC Europe and its Officials are covered for the following by a policy held by ICC:

Public and Product Liability:	accidental injury to participants and third parties accidental damage to participant and third party property
Personal Insurance:	medical expenses and repatriation personal liability loss of property (baggage, cash, passport & documents) permanent disability as the result of an accident.

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 and Umpire Manager will hold two briefings – one for the Officials and the other for the Managers, Coaches and Captains.

The Officials are required to attend **both** meetings.

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 officials are familiar with these prior to attending the briefing. The briefing is for short explanations of any points that need clarification.

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/Umpire Manager prior to the event, but in most cases this will be no later than 18:00 hours on the day before. The official must bear this in mind when booking their flights

These briefings form an integral part of the Championship and ICC Europe view non-attendance as a serious matter.

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.

Umpire Managers and Tournament Referees are encouraged to hold post-match briefings with the umpires after the close of each day's play. These meetings should be held in private at which all umpires would attend and contribute.

2.5 Umpire Appointments

Approximately 2 weeks prior to the Championships the Umpire Manager (or Tournament Referee) will advise his umpires of their appointments for the event. Depending on the length/format of the Championship this notification may only include the first 2-3 days matches. The rest of the appointments will be made on a day to day basis and a system for notifying each umpire will be agreed at the event.

Please note that, where possible, the ICC Europe operate a neutrality policy for all its matches. That is to say that we try and avoid having umpires officiating in matches where their own country is involved.

However, it is also our policy to use the best umpires available to umpire the semi-finals and finals. Where these two ideals conflict the Tournament Referee (and/or Umpire Manager) will make the final decision.

2.6 Playing Regulations

Playing Regulations vary from Championship to Championship and all Officials will be notified in advance of the ones that apply to their event. All Playing Regulations can be found on the ICC Europe website – www.icc-europe.org

2.7 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

3. **CODES OF CONDUCT**

3.1 **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.

Officials will be expected to have a working knowledge of the ICC Code of Conduct for Players and Team Officials – especially the area relating to 'Guidelines for Offences'.

This ICC Code of Conduct is to be founding the ICC Playing Handbook for 2008-2009 Section 10 as well as in **Annexures C1.0 – Code of Conduct – Player and Team Officials and C1.0a – Code of Conduct – Players & Officials – Development Programme.**

The following codes should also be adhered to and understood by all Officials:

- **ICC Umpires Code of Conduct – see current ICC Playing Handbook and/or**
- **Annexure C1.11 – ICC Code of Conduct - umpires**
- **Annexure C1.9 - Code of Ethics**
- **Annexure C1.10 - Guidelines On The Principles Of Natural Justice**
- **ICC Europe Code of Conduct for Parents and Spectators - see 3.4 below**
- **ICC Europe Code of Conduct for Officials – see 3.2 below**

3.2 **ICC Europe Code of Conduct for Officials**

Introduction

This Code of Conduct sets out guidelines for those employed within the International Cricket Council (ICC) Europe Region either as full or part-time employees and/or volunteers. It outlines and clarifies what is considered to be appropriate conduct, and offers suggestions for good practice.

Note: Those who choose not to operate within these guidelines do so at their own risk and will not have the support of the ICC for the consequences of their actions.

In exceptional circumstances, the Official may feel justified in taking a course of action which conflicts with this Code, or indeed with the advice given within these guidelines. Before so doing, they must first seek approval of the ICC Regional Development Manager – Europe who, in turn, may wish to clear such a departure with the ICC Global Development Manager.

The Code of Conduct

Officials should be aware that on occasion, their work will provide them with a great many privileges and, to many, they will be seen as a figurehead and, as an influential personality. They must be very careful not to abuse this status, and they must quickly establish and maintain those boundaries that are clearly understood by all concerned. For clarity, this will require them to ensure that a proper professional distance is maintained throughout.

The Official must recognise that they also have a responsibility to minimise the risks to which they are exposed, and this may - in certain circumstances, override other professional considerations such as confidentiality. For example, they may need to refer to other professionals whose level of expertise they might regard as more significant.

Professional Practice

At all times Officials will be responsible for seeking out and making themselves fully conversant with the ICC Code of Conduct for Players and Officials. If any Official is in any doubt, they should ask the relevant Tournament Director or ICC Regional Development Manager – Europe (ICC RDM-E) for guidance. However, in cases where no policy or guidelines are readily available, the Official will be expected to consider their options carefully before taking appropriate decisions and/or actions. Where appropriate, the pre-requisite training will be provided.

General Professional Issues

The Pepsi ICC Development Programme in Europe is fast moving, and it is essential that the Officials constantly evaluate their own performance and practice. They should show a high degree of initiative, and take every reasonable step to make themselves aware of current developments. Ignorance will be no defence against liability. They must become aware of the sensitivities associated with certain situations and be prepared to adopt the most appropriate approach whilst maintaining the highest professional standards of ICC Europe. If in doubt, they should contact the ICC RDM-E at the earliest opportunity, particularly if they feel they might compromise themselves with regard to any of the following areas:

Being 'on-duty'

The Official will be regarded as being "on duty" from the moment they arrive to take up their appointment "in country". Thereafter, whilst remaining approachable and friendly at all times, they must maintain a highly professional working relationship with their colleagues. Should an incident give rise to concern, the Official should report the matter to the Tournament Director or ICC RDM-E as soon as practicable, particularly if this is likely to have further repercussions.

Officials should remember at all times, that they are representing their Country, the ICC and ICC Europe.

Appropriate working relationships

Officials should ensure that their conduct does not give rise to comment or speculation. Their attitude, demeanour and language all require care and thought, particularly when dealing with those for which English is not their first language, and account should be taken of cultural differences and special needs, and they should be discreet at all times. They should be aware that how they behave and promote themselves, carries a very clear message to others. They should not condone improper or unsuitable behaviour, and they should take care to ensure that their dress is appropriate, and does not conflict with their professional role. They should not use language that is inappropriate or could be misinterpreted or could offend. Professional practice should exclude swearing, offensive jokes, racist and oppressive anti-equal opportunity comments.

The use of alcohol

It is not the wish of ICC Europe to stop Officials from relaxing and enjoying a post match drink. However, the perception of how much and when the Official is seen drinking alcohol must be borne in mind. Players' perception of how the Official conducts himself when 'off-duty' does have an affect on their overall perception of that Official and, therefore, the ICC and ICC Europe who appoint that Official.

It is important to recognise that the Officials' own actions, in relation to alcohol, will often be interpreted as influential behaviour. Officials therefore need to be careful about the time, place and quantity they consume and – as a rule - they should not use alcohol when on duty. It must be borne in mind that, at ICC European Championships, Officials are often working every day (for a period of up to 7 days) and so to be seen drinking, each night, until the early hours, is not acceptable.

Notes, records and files

You must ensure that all items of a sensitive nature are safeguarded at all time.

3.3 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.

3.4 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.

4. TOURNAMENT REFEREE

The following items are essentially aimed at Tournament Referee but other Officials are encouraged to look through them so as to get a full understanding of how the role of the Tournament Referee fits in with their own role.

4.1 Tournament Referee – role and responsibilities

Objective

To act on behalf of ICC Europe to see that:

- (a) The full implications of Law 42.1 are properly understood and upheld
- (b) The Laws of Cricket (2000 Code 2nd Edition – 2003) are upheld
- (c) The relevant ICC Europe Playing Regulations and Special Regulations are upheld
- (d) To ensure that the following Codes of Conduct are adhered to:
 - **Annexure C1.0 – Code of Conduct for players and team officials**
 - **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 – Regulations for Clothing and Equipment Regulations**
 - **ICC Europe Code of Conduct for Parents and Spectators – see 3.4 above**
 - **ICC Europe Code of Conduct for Officials – see 3.2 above**

Terms of Reference

- (a) To be the independent representative of ICC Europe (appointed by ICC European Officials Selection Committee - EOSC) at an ICC European Championship, responsible to the ICC Regional Development Manager - Europe, respecting the authority of the host Country and Championship Organising Committee.
- (b) To liaise with and, where appropriate, appoint Umpires, but not in any way to interfere with their traditional role.
- (c) To carry out the following duties:-
 - (i) arrive at the venue accommodation by 12-noon on the day prior to the scheduled first day of play
 - (ii) with the Tournament Organiser, scrutinise the Record of Decisions to ensure that the items contained therein have been actioned
 - (iii) to hold initial briefing with Managers, Coaches, and Officials
 - (iv) to check all passports/identity cards of participating players to ensure that all players on the Squad Registration Form are in attendance. Any player NOT present must be identified on the Squad Registration Form and notified to the ICC Europe Office. Any discrepancies in names/dates of birth/country of birth must be identified on the relevant Squad Registration Form and reported to the ICC Europe Office.
 - (v) Observe and adjudicate upon breaches of the above Codes of Conduct.
 - (vi) To deal with all breaches of the ICC Code of Conduct for Players and Team Officials as laid down by the ICC.

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- (vii) Impose penalties incurred under any other ICC Regulations which are covered within the Terms of Reference.
- (viii) Ensure the conduct of the game is upheld by the umpires in accordance with the Laws of Cricket (2000 Code 2nd Edition 2003) and the ICC European Playing Regulations (and Special Regulations) and to give support to the umpires in this regard if required.
- (ix) Report to ECC Cricket Committee on matters relating to players safety at the ground, pitch and outfield preparations, adequacy of covers and equipment for pitch and outfield preparation; the conditions and standard of facilities for players and umpires; the standard of practice facilities; adequacy of sight screens and bowlers with suspect actions.
- (x) Collect all score-sheets at the end of each Championship and forward them to the ICC Europe Office.

Method of Operation

(a) Initial Briefings

It is imperative that prior to the start of the Championships, the Tournament Referee should have a briefing with captains, coaches and management of each participating team. All teams must be represented with at least one of the aforementioned individuals. This briefing shall take place on the evening prior to the start of the Championships and all championship umpires and officials should be present.

The Tournament Referee must inform the ICC Europe Office of any Country who does **not** attend this meeting.

The Tournament Referee must lay down the standards expected from the players, making it clear that

- (i) captains are responsible for their teams and for the good conduct of the matches
- (ii) there is no public criticism of, or dissent towards, umpires. No such behaviour will be tolerated.
- (iii) all are aware of the ICC European Playing Regulations and Special Regulation applicable to that event.
- (iv) all are aware of, and fully understand, the importance of the ICC Code of Conduct
- (v) everyone is clear about the logo policy

The meeting will also allow for discussion on any matter considered appropriate and will also allow time for questions.

Sledging - The Tournament Referee must stress the seriousness of this offence and urge the umpires to act firmly in all cases of sledging and excessive appealing. Captains must be made aware that in the event of a team incident where a player is not individually identified, the captain will be sanctioned on behalf of the team (e.g. ball doctoring) although the Referee must do all he can to seek out the individual culprit before sanctioning the captain.

NOTE - Definition of Sledging

Sledging is a form of gamesmanship in which any member of the fielding side attempts to unsettle a batsman at the crease and making him lose his concentration, especially by making abusive comments.

(b) Umpires

- (i) The Tournament Referee must not interfere with the traditional role of the umpires and should urge umpires to be decisive in upholding the Laws.
- (ii) The Tournament Referee should maintain close contacts with the umpires before, during and after a match.
- (iii) in conjunction with the Umpire Manager the Tournament Referee will appoint umpires to matches

(c) Scorers

The Tournament Referee should brief the scorers prior to a match that they will need to provide all necessary information so that the Tournament Web Managers can fulfil their duties at the event.

(d) Match Days

The Tournament Referee must be present within the precincts of the ground on all days of the match or matches at least an hour before the start of play until after the close of play, bearing in mind that reports can be submitted up to one hour after the end of the day's play. He must ensure he has a good view of the match/matches.

- (e) The Tournament Organiser will provide written directions to the various grounds being used and these will be given firstly, to the Umpire Manager, but where no such person is appointed, to the Tournament Referee. In the latter case, the Tournament Referee will ensure that the 3rd Umpire is given these directions and the 3rd Umpire will ensure that they are given to the coach driver.
- (f) Liaise with the Playing Control Team, Tournament Director, Tournament Organiser and Team Officials calling ad-hoc meetings as required
- (g) Monitor and report to Tournament Director instances where the Host Nations Agreement: Participating Nations Agreement: Participating Officials Agreement: are not being upheld
- (h) Facilitate and act as Secretary during meetings of the Event Technical Committee in accordance with their published terms of reference

Disciplinary Matters

The Tournament Referee will be responsible for dealing with any reports that are presented by:

- the on-field umpires
- the 3rd Umpire (officially appointed to that game)
- a team manager (in his own right or on behalf of any of his team)
- the Chief Executive (or equivalent) of the host country
- the ICC Chief Executive (or his nominee)

Information on how to deal with these Reports can be found under later in this document under the heading: **ICC Process for Conducting a Hearing – see 4.9**

End of Tournament Reports

The Tournament Referee will complete the following Reports:

- a) **Annexure O1.1 Tournament Referee's Report** and return it to the ICC Europe Office within 2 weeks of the completion of the event.

This report will be accompanied by all paperwork dealing with any disciplinary hearings held during the event.

- b) **Annexure O1.4 Tournament Referee - Self Assessment** which should be sent to the ICC European Referee Manager (or ICC Europe Office) within 2 weeks of the completion of the event.

This report will form the basis of further education for ICC European Referees.

4.2 Tournament Referee – Pre-Championship Checklist

The **Annexure H0.1 – Championship Information Template** document is a checklist that covers all matters that the Referee, host nation (Tournament Organiser, Country Board), and Tournament Director need to discuss when organising the event.

4.3 Record of Decisions

The **Annexure H1.1 - Record of Decisions** is the official recording of all decisions made by the working group for the Championship. This working group will consist of: the Host Nation (Tournament Organiser, Country Board), the Tournament Director, the Tournament Referee and any others co-opted by these people. No later than 4 months prior to the event, they will establish and maintain regular contact and update this Record as appropriate.

It is an on-going working document that must be updated and circulated as and when necessary. No decisions can be changed without consultation with the other members of the working group. Personnel charged with taking any actions must do so within the specified time frames laid down.

4.4 Presentation Awards Ceremony – Tournament Referee's Aide Memoir

The **Annexure O1.3 Presentation Awards Ceremony** is to be used to prepare for any Awards Ceremony at an ICC European Championship. Depending upon the size and format of the event the document may have to be adjusted to suit the requirements but all the essential requirements are laid out in this document. The Tournament Referee will plan and oversee the event, acting as Master of Ceremonies.

4.5 Player of the Championship

After each match, the umpires will nominate 3 players as 'man of the match'. These nominations will ultimately be given to the Tournament Referee for collation. The Tournament Referee will make the final decision on which player receives the award.

To help with the collation and awarding of points for this Award the **Annexure O1.2 - Player of the Championship Calculation Table** will be used.

4.6 End of Championship Reports

The **Annexure O1.1 Tournament Referee Report Form** is the official form to be used by the Tournament Referee for recording all events, opinions, suggestions that need to be conveyed back to the European Cricket Committee.

It is essential that this form be completed within the stated time frame in order that sufficient time is given to the ICC Europe Office to process the information in time for the subsequent Cricket Committee meeting.

The Tournament Referee will also ensure that all documentation relating to the playing of the tournament is returned to the ICC Europe Office, within 14 days from the conclusion of the event. These documents will include, but are not restricted to the following:

- Code of Conduct Breach Reports
- Captains' Reports on Umpires
- Ground Reports
- Tournament Evaluation Questionnaires
- Event Technical Committee reports/decisions

4.7 ICC Europe Wicket-Run Ratio Table

The **Annexure O2.8 – Wicket-Run Ratio Table** is the official table to use in the following ICC European Championships when there is a need to decide group placings where teams are level on points. It is based on the ratio between the positives and negatives of a team's performance during the event.

The calculation is: **wickets taken x runs scored / wickets lost x runs conceded**

For use in the following Championships:

- ICC European Divisions 3 and 4
- ICC European U23 Divisions 1 & 2
- ICC European U19 (non WCQ)
- ICC European U17, U15, U13 both 1st & 2nd Divisions
- ICC European Indoors

4.8 ICC Net Run Rate Table

The ICC Net Run Rate is the official calculation to use in the following ICC European Championships when there is a need to decide group placings where teams are level on points. It is the official ICC method of calculating net run rates.

It is to be used in the following Championships:

- ICC European Divisions 1 and 2
- ICC European U19 WCQ
- ICC European Women's

4.9 ICC Process for Conducting a Hearing

The official ICC Process for Conducting a Hearing is complex and must be fully understood by all ICC European Panel Referees. The process and all necessary documents are to be found under the following Appendices:

- **Annexure C1.1 - Code of Conduct Process**
- **Annexure C1.2 - Code of Conduct-Breach Report Form B5a**
- **Annexure C1.3 - Code of Conduct-Notification of Breach Report Form B5b**
- **Annexure C1.4 - Code of Conduct-Hearing Detail Form B5c-1**
- **Annexure C1.5 - Code of Conduct-Referees Decision Report Form B5d**
- **Annexure C1.6 - Code of Conduct-Notice of Appeal**
- **Annexure C1.10 – Principles of Natural Justice**

5. UMPIRING TEAM

Although the following are primarily for the interest of umpires all other Officials are advised to look through them to gain back-ground knowledge of the umpires' role within a Championship.

5.1 Umpire Manager

Role and responsibilities

As ICC European Championships grow in stature it is necessary to have a person who can manage the day to day duties of the umpires and scorers. The Tournament Referee will not always have the time to deal with the day to day administration of umpires and scorers so, at the larger championships, it is necessary to have a designated person to do this. The following are a list of the main duties such a person will undertake but is by no means the definitive list of duties that they may be called upon to undertake.

Duties

The Umpire Manager will be appointed by the ICC European Officials Selection Committee (EOSC) and is responsible to the Tournament Referee for all the duties listed below:

Pre-Championship

- Ensure that the ICC European Office have supplied the following:
 - a memory stick containing all relevant documentation relating to the event
 - printed documents for use at the event, to include those applicable from the following list:
 - ICC Code of Conduct Breach Report Form B5a
 - ICC E Umpires Report Form
 - ICC E Ground Report Form
 - ICC E Player of Championship Nomination Form
 - ICC E Boundary Assessment Form
 - ICC E Captains Report on Umpires Form
 - ICC E Match Summary Scorecard

The Umpire Manager is not expected to print these – the Europe Office will undertake all printing of the above to cater for every match (inc. possible reserve day matches). These documents will be sent to the Tournament Organiser along with the other Championship Resources.

- Work with Tournament Referee on any umpiring/scoring matters prior to the Championship and be the first point of contact for the Tournament Referee during it.
- Ensure that umpires and scorers receive all documentation relevant to their role in the Championship e.g. Playing regulations, **Annexure O2.11 - Special Regulations** well in advance of the championship.
- Print out the following documents (with Championship logo, where possible):
 - **Annexure O2.6 – Team Sheets** (with players names (and where applicable, age groups and ages) to cover the needs of the event. The minimum requirement would be 3 team sheets per team per match – 1 each for the umpires and one for the scorers.
- Arrange and present a pre-championship briefing at which all umpires and scorers will meet the Tournament Referee, local administrators and himself to discuss any relevant matters regarding the championship itself and to clear up any problems/queries which the umpires and scorers may have.
- To be available to answer any queries on the above at any time before and during the championships.

During the Championship

- Be the first point of contact for the appointed umpires and scorers on any matters not directly involved with the match they are officiating in. e.g. Umpiring duties, logistical matters regarding the scheduling of appointments etc. The Tournament Referee should not have to

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concern himself about general umpiring matters that do not relate specifically to the match to which the umpire/scorer has been appointed.

- Organise the umpiring duties including the appointment of a 3rd umpire where appropriate.
- The Tournament Organiser will provide written directions to the various grounds being used and these will be given to the Umpire Manager. The Umpire Manager will ensure that the 3rd Umpire is given these directions and the 3rd Umpire will ensure that they are given to the coach driver. Where no 3rd Umpire is appointed the Umpire Manager will ensure that the directions are given to the coach driver, either directly or through the two field umpires – see next point.
- Prepare, on a daily basis, match bags for each match. These bags will contain some, if not all, of the following:
 - ICC & ICC E flags
 - match balls
 - spare balls
 - printed team sheets
 - captain's report on umpires forms
 - ICC Breach of Code of Conduct Forms B5a
 - ground report forms
 - umpire report forms
 - player of the match nomination forms
 - match summary scorecards
 - written directions to the ground

These bags will be given to the 3rd umpire at an appropriate time prior to travelling to the match. The 3rd umpire will return this bag, complete with all its contents, to the Umpire Manager as soon as is practicable after the match.

The Umpire Manager will then:

- give the Match Summary Scorecards to the Web Managers as soon as is practicable
- give the Player of the Championship Nomination Forms to the Tournament Referee
- keep all other documentation for use as and when it may be required
- Assess, encourage and advise umpire(s) on any points of umpiring that he can help with.
- Carry out any de-briefing on the above either individually or as a group.
- Carry out formal ICC European Boundary Assessments for as many of the umpires as possible – the aim being to assess all the umpires present at every event. The **Annexure O2.4 Boundary Assessment Form** will be used for this purpose.
- Give advice on any disciplinary measures that the Tournament Referee may require.
- To always be available to assist the Tournament Referee, local organisers, umpires, scorers, Team Managers, Coaches and Captains on any matters regarding the laws, Championship Regulations and their application.
- Umpire matches as required – (usually only done in exceptional circumstances)

Post Championship

At the end of the Tournament the Umpire Manager will return the following to the ICC Europe Office:

- ALL ICC & ICC E flags
- ALL unused match balls
- ALL spare balls
- captain's report on umpires forms
- ground report forms
- umpire report forms
- match summary scorecards

Send a written report to the ICC Regional Development Manager - Europe giving full details of umpiring and scoring matters. The **Annexure O2.0 Umpire Manager Report Form** - will be used for this purpose.

5.2 Umpire Advisor

The Umpire Advisor will be trained by ICC Europe and will be appointed to specific Championships by the ICC European Officials Selection Committee.

The Umpire Advisor's role is to mentor, assess and give the appropriate help to the umpire at the Championships.

He will be trained to undertake Boundary Assessments on behalf of the ICC Europe and these confidential assessments will be placed on the database.

He will **not** be directly involved in the appointment of the umpires for any given match(es) but it is desirable that the Umpire Manager and/or Tournament Referee use the assessments when making appointments for matches later in the event.

Also, the Umpire Advisor is **not** involved with any of the managerial decisions made by the Tournament Referee and/or Umpire Manager or the Event Technical Committee.

The ultimate goal of the Umpire Manager and Umpire Advisor will be to ensure that all umpires at an event receive, at least, **one** official assessment. If they can undertake more than this then this should be achieved. It is not necessary that both the Umpire Manager and Umpire Advisor assess every umpire – only that every umpire should receive an assessment from one of them.

All Boundary Assessment Forms must be sent to the ICC Europe Office within 2 weeks of the event.

5.3 Umpires

Role and responsibilities

The job of an Umpire at ICC Europe Championships will entail the following aspects:

- to umpire matches as designated by the Tournament Referee/ Umpire Manager
- to act as 3rd Umpire as and when appointed as such
- complete the following forms where appropriate/requested:
 - ICC Code of Conduct – Breach Report Form B5a.
It is **not** necessary for the Umpires or 3rd Umpire to advise the player/manager/coach concerned that such a Report has been written – that is the role of the Tournament Referee
 - Umpire Report Form
 - Ground Report Form
 - Player of the Championship Nomination Form
 - ICC European Umpire Self Assessment Form
- to conform and adhere to the ICC European Code of Conduct for Officials
- to conform and adhere to the ICC Code of Conduct - Umpires

5.4 3rd Umpire

In recent years the appointment of a 3rd umpire, during matches of significance, has become an established practice. The rationale being the appointment of a person who is both qualified and able to take over, without delay, in cases of illness or injury to one of the officiating umpires. Furthermore, it is also prudent to have someone readily available to assist standing colleagues with a number of important tasks.

Duties

The 3rd umpire shall be appointed by the Tournament Referee/Umpire Manager and is responsible to the Tournament Referee through the Umpire Manager for all the duties listed below:

Pre Match

- Ensure that they have in their possession the match bag for their match. This will be provided by the Umpire Manager or Tournament Referee
- Report to the ground at the same time as the two 'on-field' umpires
- Give ICC flags to ground executive and ensure they are erected. It is not the role of the 3rd umpire to actually erect these flags – that is the role of the ground manager/staff
- Assist in the supervision of removing the covers and mowing/rolling of the pitch
- Ensure that all watches/clocks are synchronised and that all relevant parties are informed
- Attend the meeting between the captains and two 'on-field' umpires
- Issue team sheets to both captains and ensure that players are nominated in accordance with Law 1.2
- Deliver completed team sheets to the umpires and scorers
- Give Match Summary Scorecard to scorers
- Ensure that the toss is performed within the parameters laid down under Laws 12.4 and 12.5
- Prior to the innings, allow the fielding side captain to pick a ball from the specified selection. This ball will then be given by the 3rd umpire to the two 'on-field' umpires for use during that innings.
- Take control of the spare balls – at differing stages of wear – for use as replacements where the Laws 5.5 and 42.3(d)(i) and 42.3(e)(i) provide.
- Attend all meetings between the scorers and the two 'on-field' umpires.

During Match

- Be present at the ground in accordance with Law 3.1 and remain in the vicinity of the ground throughout the day
- At change of innings, be ready to go on to the field of play in order to supervise the rolling and re-marking of creases. The selection of roller and indeed length of rolling, (provided seven minutes are not exceeded), should clearly be actioned in accordance with the wishes of the next batting captain and the groundsmen
- When off the field of play, be dressed in similar attire as the two officiating umpires

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- Where appropriate, instigate and complete the ICC Code of Conduct – Breach Report Form B5a and hand to Umpire Manager/Tournament Referee
- Where an ICC Code of Conduct – Breach Report Form B5a is going to be issued, advise Tournament Referee (or in his absence the Umpire Manager) of this fact, as soon as possible. This will enable the Tournament Referee to start the disciplinary hearing process. It is not necessary for the Umpires or 3rd Umpire to advise the player/manager/coach concerned – that is the role of the Tournament Referee
- Act as a replacement, should an appointed umpire need to be changed. (Should this be necessary, the replacement umpire will take a normal role in the game and Law 3.2 will not apply with regards to the replacement standing only at striker's end.)
- As required, assist the appointed scorers to ensure the correctness of the score in accordance with Law 4.2
- Assist the 'on-field' umpires and/or scorers calculate target scores as designated in the Overs Regulation for that specific Championship.
- Be available at all times to help explain Laws or Special Regulations to Team Managers, Coaches and Captains. This provision only covers the clarification and interpretation of said areas. It is not required that the 3rd Umpire comments upon any decisions made by the on-field umpires. Discussions should be restricted to explaining and clarifying the Laws and Regulations – opinions regarding the decisions made on the field should not be discussed with anyone other than the Tournament Referee or Umpire Manager
- Ensure that umpires and scorers are adequately catered for during all scheduled intervals
- Assist in the supervision of scheduled drinks intervals in accordance with the Championship Playing Regulations and the Laws of the Game
- Maintain a link between the Tournament Referee, Host Country Contact and Ground/Host Club Executive
- Remain in contact with the Championship Web Managers/Operations Room at the agreed venue.
- Undertake any other duties that the Tournament Referee and/or Umpire Manager deem as appropriate during the Championship.

Post Match

- Give out to, and collect from, the on-field umpires, the Player of the Championships Nomination forms.
- Give out to, and collect from, the captains, the Captains Report on Umpires forms (U23 and above)
- Give out to, and collect from, the umpires, the Ground Report Forms
- Collect any completed Umpire Report Forms
- Collect any ICC Code of Conduct – Breach Report Forms B5a
- Collect Match Summary Scorecard from scorers
- Collect all match balls and spares
- Ensure ICC flags are taken down

- Place all items in the match bag and return the bag to the Umpire Manager or, where no Umpire Manager is appointed, the Tournament Referee.

Routine

- Attend all meetings and briefings as directed by the Tournament Referee or Umpire Manager to ensure that the Championship regulations and procedures are fully understood and can be applied consistently.

5.5 Dress code – all umpires

‘On field’ attire

ICC Europe will provide umpires’ shirts and rain jacket for the Championships and all umpires are required to wear these when officiating. It is of paramount importance that all officials are seen to be acting as a team and the provision of this standard field attire will go along way to enhance this image. No other shirt will be accepted on the field of play.

The umpire will be expected to provide and wear the following items:

- White cricket boots or white shoes (not trainers)
- Dark blue or black formal/semi-formal trousers (**not** jeans, training bottoms, track suit bottoms)
- Appropriate headwear – this should be a traditional cricket type hat or cap, white or cream
Baseball caps (of any colour) are **not** classed as traditional cricket headwear
- The traditional white umpire coat will **not** be worn at any ICC Europe Championship

It is extremely important that the umpires are dressed to the highest standard and that the items mentioned above should be laundered/cleaned/pressed to uphold this image.

In cases where the temperatures are not conducive to the wearing of the shirt by itself, umpires are requested to wear light coloured t-shirts/thermal vests under the ICC Europe shirt.

The ICC Europe has produced an ‘on-field’ rain jacket for use during inclement weather and this should be worn instead of the traditional white umpire coat.

Umpires are requested to bear this in mind and should endeavour to provide for this eventuality by bringing suitable ‘under shirt’ garments with them, including thermal wear.

‘Off field’ attire

Whilst it is acknowledged that umpires will not wish to dress too formally when not officiating, it is expected that they will dress in smart casual attire at all times. They are the ‘face’ of the ICC Europe during the event and should strive to uphold the ICC Europe image.

When attending any official functions the umpires will be expected to wear a collar and tie with a jacket/blazer.

5.6 Payment of umpires

As much as ICC Europe would like to pay all umpires for their services it is a fact that Tournament Budgets cannot afford to do so.

It must be borne in mind that the ICC Europe Office does pay for:

- travel (flights, train fares or petrol) to and from the Championship
- accommodation – on a bed and breakfast basis
- transport to and from the host airport
- transport to and from matches
- meals whilst at matches
- an evening meal at age group events (and some senior events)
- a meal at the Awards Presentation
- ICC Public Liability & Personal Accident Insurance

However, the ICC Europe Office appreciates that where an evening meal is not made available the umpires will have to pay for this out of their own pockets. In order to help with this, an allowance of **£15** (or local equivalent) per umpire, per day of attendance (including reserve days), will be made. Where applicable, this allowance will be paid, in cash, at the pre-Championship Umpires meeting and so there is no need for the umpire to claim anything. Where the Championship arrangements include the provision of an evening meal this fee will **not** be paid, even though an umpire may decide to forgo this meal and make their own arrangements.

It is also recognised that umpires should not be out-of-pocket when it comes to officiating at ICC European events. ICC Europe realise that umpires take time off work to attend events and have to pay for travel to and from their home to their home airport/station. Whilst it is unreasonable for the participating countries to pay a fee for every umpire for every day of the event, ICC Europe does recognise that help in this area should be given. To this end the Umpires may claim **£50** per event to cover these 'out-of-pocket' expenses. This £50 may be claimed after the event by completing the **Annexure G1.2 Generic Expense Form (2009)** – in this case there is no need to provide receipts – and details of the expenditure are not required. The £50 is a flat 'fee' and is paid irrespective of how much was actually spent. This £50 is over and above the £15 mentioned above.

It must also be appreciated that these appointments are part of the overall development of the umpire and as such the umpire will be receiving help from experts in this chosen sphere. It is hoped that all umpires appreciate the opportunity that they have been given and get as much as they can out of the experience.

5.7 Boundary Assessment of Umpires

In order to maintain our required on-field standards and, indeed, improve upon them, the ICC Europe will use boundary assessments to monitor the performances of all its Panel Umpires.

Wherever possible umpires at all events will be assessed and these assessments will be entered onto the database for future reference. They will be used as documentary evidence of the umpire's abilities and may be forwarded to the ICC if requested. They will also be used to help determine any future movements either upwards or downwards within the ICC European Umpire Panels.

The whole idea of the assessment is to improve the umpire's performance – it should never be looked at as a means to criticise without offering help and a chance to show that the umpire has learned from the experience.

Marking system

The form is designed so that the Assessor makes comments on certain aspects of the umpire's performance. There is no marking system as such, and there is no pass or fail criteria.

There are 9 disciplines that need to be assessed and these are listed on the Form. Under each main heading are some bullet points that help the Assessor to know what areas to be looking at.

Teamwork

It is important that the umpire has good rapport with his colleague and scorers. They need to demonstrate a willingness and ability to work as a member of a team.

Time-keeping, positioning and movement

The umpire must be punctual at all times and not allow the sessions of play to start late. They must also be quick to move into position when on the field and be in excellent positions to judge runs etc.

Dealing with the players

At this level the umpire must be able to deal, effectively, with players of all types – the well behaved: the not so well behaved: and the downright unruly. They must be able to communicate with all of them so that the game runs smoothly. Most of all they must gain the player's respect – once they have this then they are well on the way to becoming an effective arbiter.

Body language

How the umpire goes about dealing with players and the way they conduct themselves says a lot about them as a person and as an umpire. Good body language is the key to achieving this.

Knowledge of Championship Playing Regulations

It goes without saying that the umpire must fully understand the Competition Regulations. Anything less than full knowledge, and good application, of these Regulations is not really acceptable – at any level.

Decisions

This is the most contentious area and one that will probably create some debate. Whilst it is fully appreciated that no one can fully judge, from the boundary, how good or bad a decision is, there has to be somebody/someone who gives a second opinion on the umpire's decisions. To allow an umpire to continue, often unaware, in giving poor decisions cannot be allowed. The Assessor should be able to talk through every decision with the umpire and give them guidance for the future. The Assessor will never say that an LBW decision was incorrect but may talk the umpire through it pointing out where and why players were aggrieved by it. During that conversation something may come to light about the umpire's technique in judgement that will help them in the future. The same applies to all the other decisions listed on the form. The Assessor must not shirk from dealing with this area since, at the end of the day, the player's perception of how good, or bad, the umpire is, will be based on their decision making abilities. A hard fact of life, but a true one.

Match conditions

Whilst not directly the fault of the umpire, the conditions in which the match was played will be extremely important when assessing them. A match played under difficult weather conditions will test the umpire to the full and this must be reflected in the assessment. It is relatively easy to umpire a match where the sun shines all day but not so easy when play is constantly interrupted by bad weather. A full picture of the conditions will help the Assessor give a full picture of the umpire's ability.

Overall opinion of umpire

This is where the Assessor has to make his overall opinion felt. What is needed here is an opinion as to whether or not the umpire is suitable for this level of cricket: are they ready to go further: do they need more experience within this level? Does the umpire need more training in any areas. Although 4 areas are listed they are not to be considered as the only 4 that are applicable. If there are any other areas of concern then they should be noted. It has to be said that if the umpire shows any lack of knowledge of the Laws of the game then they should not be officiating at this level.

When acting as 3rd Umpire

ICC Europe often use 3rd Umpires at their Championships and this is an extremely important role and the umpire who is appointed to this role must realise its importance and undertake the job as keenly as if they were the on-field umpire.

Completed forms should be signed by **both** the Assessor and the Umpire and forwarded to the ICC Europe Office. The ICC Europe Office will transfer the Assessor's comments onto an Excel Spreadsheet and send a copy to the Umpire concerned.

All Boundary Assessments are confidential between the Assessor, the ICC/ICC Europe Office and the umpire concerned. The ICC Europe Office will not forward any assessment details to anyone other than the umpire themselves and (should they request it) the ICC. If the umpire wishes to pass on all, or part, of the comments made in the Assessment they are quite at liberty to do so.

All ICC Europe Assessors are trained in this process and are highly experienced umpires in their own right.

For reference and so that the umpire knows what areas are being assessed the **Annexure O2.4 - Boundary Assessment Form** will be used.

5.8 Self Reflection

In order to try and make umpires more self aware of their performances the ICC Europe have introduced the Self Reflection Forms. These are to be completed after each match but not handed in to anyone. Reference to them made be made at an assessment and the Assessor may wish to talk through the issues mentioned, but these Self Reflection Forms are not recorded anywhere.

The umpire should be as honest and candid as possible – and be assured that these comments will not be held against them in any way. In fact the reverse will apply – i.e. if there is a problem that the umpire is honest enough to acknowledge then the Umpire Manager/Assessor will try and help the umpire as much as he can. It is only by recognising a problem, and being brave enough to put it in writing, that it can be solved.

Although Self Reflection Forms will be provided at the event they can also be found on the website under **O2.12 Umpire Self Reflection**

5.9 Captain's Report on Umpires

The captains will be required to complete this form at the following Championships:

ICC Europe 1st, 2nd, 3rd & 4th Divisions
ICC Europe U23
ICC Europe Women's Senior

It is not expected that an 'age group' captain will be in a position to comment on the umpires. At these events the Umpire Manager and/or Tournament Referee will make their own assessment of the umpires.

Annexure O2.5 - Captain's Report on Umpires will be used.

5.9.1 Use of Captains Reports in ICC European Championships

It is **fully** recognised that the use of a captain's opinion of an umpire is not, on its own, a satisfactory way of assessing/appointing umpires during a Championship.

It must be stressed that such appointments are not made using **only** these reports.

Umpires are watched during the course of a Championship by the Umpire Manager (UM), and/or Umpire Assessor, or, where such persons are not appointed, the Tournament Referee (TR). These personnel make up their own minds as to the competence of the umpires at the Championships. All ICC European Umpire Managers and Assessors are fully qualified as both umpires and assessors. All ICC Europe Tournament Referees are fully qualified coaches and/or umpires who know what qualities an umpire needs to exhibit.

The Captains' Reports, however, are looked at after every match to ascertain the following information:

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- a third party's view of the umpire. It is often helpful to see how a non-qualified person perceives the umpire
- to see just how poor/good a captain is at assessing an umpire's worth.
It must be borne in mind that some captains have very perceptive views of an umpire and these views are often very useful. Not all views expressed by captains are negative and we have had several reports praising an umpire and recommending further promotion to higher class matches.
Such comments are extremely valuable to the UM/TR who will see them as backing for his own judgement
- to see if there is a trend to any of the marks/comments given.
If, over the course of the Championship, every captain gives a poor mark to an umpire for the same discipline, then there is clearly something wrong with that umpire's ability in that area of his job.
e.g. positioning when making decisions: interpretation of wides.
The Umpire Manager/Assessor/Tournament Referee can then talk with the umpire concerned to help sort out the problem
- in conjunction with the above there may be a need to educate the captain of the reason why the umpire(s) are acting in a given way.
The most obvious example here would be the interpretation of the wide.
It could be that the umpires are doing exactly what the UM/TR has requested but, seeing the captains' comments, may wish to talk to the captain(s) about the matter and explain what it is that he requires from his umpires
- to ensure that where a captain and umpire have had problems with each other that, unless otherwise possible, they do not meet in the very next match in the Championship. It is not fair on the umpire if he goes into the next match knowing that the captain has reservations about his abilities.
By reading the report from the previous match we can endeavour to keep the two aggrieved parties away from each other – at least for the next match in the Championship. This is not to say that the umpire will not umpire that team again – and several instances have occurred where an umpire has umpired that team again, albeit later on in the Championship, and come away with a better report
- it gives the captains a chance to express their opinions openly.
Rather than have them commenting/criticising an umpire in the bar, the report gives them a chance to express their views, officially.
This has the effect of making them be more precise in their opinion rather than just saying the umpire is no good. By asking him where he thought the umpire fell down we can direct his 'anger' to a specific area

The ICC Europe Office wish to put on record that data, from Captains' Reports on Umpires, is **not** entered into their database. The Reports are only used during the Championships to ascertain information as described above.

The only data we enter into our database is the official Boundary Assessment carried out by the ICC European Assessor(s) present at the Championship – all of whom have to be qualified to undertake the task of assessing.

If any umpire wishes to see the Captain's Reports of his own performance from any match he/she can request a copy. Because of the nature of the Report, and its physical layout, that umpire will also see the Report of the umpire with whom he/she stood during that match. No other party (and that includes the Umpire's Country Board of Control and/or Umpires Association) will be given/shown the Reports unless agreement has been given by the umpire concerned.

Any request to see these Reports will be dealt with **after** the Championship has ended. It is not ICC Europe policy to let umpires see these Reports during the course of the Championship.

5.10 ICC Europe Ground Report Forms

It is important that there is an informed report of the ground and its facilities for all ICC Europe matches. This information is fed back to the host country and they, in turn, feed it back to the club concerned. By doing this it is hoped that areas of concern can be identified and improvements made ready for the next Championship.

To this end the **Annexure O2.2 - Ground Report Form** has been devised and it is the task of the umpires to see that it is completed.

5.11 ICC Code of Conduct-Breach of Conduct Report Form – B5a

This is for use, by the umpires, to report any breach of the Laws or ICC Code of Conduct.

This can be found under **Annexure C1.2 - Code of Conduct-Breach of Conduct Report Form B5a**

5.12 ICC Europe Umpire Report Form

This is for use when there is a situation, under the Laws, whereby a Report is required. The B5a Breach of Conduct Report Form takes precedence where the situation falls under the ICC Code of Conduct. When the report is a simple matter of issuing a report for a breach of Law (e.g. after Final Warning for Bowler running into Protected Area) then this **Annexure O2.1 Umpires Report Form** should be used. It is a simple tick box report, but the umpires must still include information as requested.

5.13 ICC Europe Match Summary Scorecard

In order to ensure that the correct information is entered onto the website the scorers must complete the **Annexure O2.7 - Match Summary Scorecard**. This must be done at the end of the match and given to the 3rd umpire or on-field umpires as soon after the end of the match as possible. This scorecard will then be given to the Web Managers to enter onto the website the same evening, thus ensuring an up to date service for our web clients.

It is of extreme importance that this Scorecard balances. The internet programme will automatically total up the various entries and if they do not balance then the scorecard cannot be entered.

It is also important that:

- names of **all** team members appear in a batting list (including those who may not have batted)
- names of bowlers are used
- all those taking catches must be named

In order to maintain consistency all names used **MUST** be those that appear on the official ICC European Team Sheet. Please ensure that nicknames or variations of a name are not used.

5.14 ICC European Team Sheet

In order to make team nomination as simple as possible the Umpire Manager or Tournament Referee will provide the umpires with Team Sheets for each match. These sheets will have all the squad members printed on them and all the captains/managers/coaches have to do is cross out the players who are not participating in that particular game.

These team sheets will also have extra information on that will help the umpires:

- age group and current age of players under U19. This information is to be used in conjunction with the **Annexure O2.11 – Special Regulations**
- a star * to indicate where a player is a 4 year Resident. Umpires are to ensure that only a maximum of **2** starred players play in the match. ICC rules do not allow for more than **2** starred players to take the field at any stage. This is also applicable if a starred player enters the field as a substitute. If his presence means that there are more than 2 starred players on the field then that player cannot act as a substitute.

5.15 ICC Europe Player of Championship

After every match the umpires will select up to three players who have had significant effect on the outcome of the match. The nominations are to be from all 22 players and will be entered in order of preference – no.1 receiving 3 points, no.2, 2 points and no.3, 1 point. It is not mandatory to select 3 players – the provision is there to select up to 3.

The results will not be issued to the players on the day – it is **NOT** a player of the match competition – but all the votes will be added up and the overall winner will be decided, by the Tournament Referee, at the end of the Championship.

These nominations will be made using **Annexure O2.3 - Player of the Championship Nomination Form**

6. SCORERS

Duties and responsibilities

The job of a scorer at an ICC European Championship will entail the following aspects:

- to score in matches as determined by the Tournament Referee or Umpire Manager
- to complete an ICC European Match Summary Scorecard (hard-copy version) at the end of each match. This summary of the game will be signed by the two umpires at the end of the match and will finally end up in the hands of the Web Manager for entering onto the ICC Europe website
- to assist the Tournament Referee and his/her staff in matters of scoring education and practices
- to assist in the education of fellow scorers at the Championship

Qualifications

For all **senior tournaments**, both men and women, (Divisions 1 – 5) and U19 WCQ, countries must provide a qualified scorer (of, at least, ICC European Level 1 standard). If a country is unable to supply such a scorer then an ICC European Panel scorer could be appointed.

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. Whilst it is accepted that these scorers may not have any formal qualifications it is expected that the scorer will have a very good knowledge of scorebook entry and all associated aspects of cricket scoring. It is essential that the scorer has recent experience of scoring matches in their own country.

Selection prior to Championships

In order to maintain a consistent and high level of quality it is expected that participating countries will select a qualified scorer, as detailed above.

Should a participating country be unable / unwilling to provide a scorer the shortfall will be provided from the ICC European Scorers Panel - details of who bears the costs of this scorer are detailed in the **PNA 2.1 Tournament Personnel**

Appointment during Championships

During the Championship the Tournament Referee along with the Umpire Manager (if appointed) will appoint the scorers to specific matches. It would normally be the case that a scorer travelling with their own country would score for that country.

ICC European Scorers Panel appointed scorers will score in matches as designated by the Tournament Referee/Umpire Manager.

Dress Code

Official scorers will be provided with an ICC Europe polo shirt(s) to be worn whilst 'on duty' during matches.

Codes of Conduct

Scorers are also bound by the various Codes of Conduct – all of which will be found within this document under **3.0 'Codes of Conduct'**.

7. WEB MANAGER

Duties and responsibilities

The job of a Web Manager at an ICC European Championship will entail the following aspects:

- to maintain the ICC Europe website (www.icc-europe.org) to reflect the current state of the Championship by entering, on a daily basis:
 - the results of matches played
 - the ICC Europe Match Summary Scorecard
 - photographs of matches and events surrounding the Championship. These should be posted on the website and would be made available to anyone to download for private use
 - where internet access is available at the ground, regular score updates should be made to the web site during the day
- to provide relevant statistical information as required by the Tournament Referee. This may include any information that the Tournament Referee deems to be of benefit to his running of the Championship but will include, as a minimum, the following:
 - a record of all scores and provide the Tournament Referee and teams with the current Wicket-Run Ratio or Net Run Rate for each team. This will be done using the **Annexure O2.8 – Wicket-Run Ratio Table** or ICC Net Run Rate Calculation
 - to provide, on a daily basis, a printed record of results, league tables and Wicket-Run Ratio or Net Run Rate per team, for posting on all relevant notice-boards.

Selection prior to Championships

Ulsterweb, in conjunction with the ICC Europe Office, will appoint Web Manager(s) for every event.

Availability

It would be expected that the Web Manager would be available at most times during the day – either at grounds taking photographs and/or entering scores onto the website.

If there is no provision for accessing the website at the ground then the Web Manager would be expected to undertake this part of the job based at the hotel/accommodation. It is important that the day's results are on the web site as soon as possible after the match and this would normally be done during the evening.

Codes of Conduct

Web Managers are also bound by the various Codes of Conduct – all of which will be found within this document under **3.0 'Codes of Conduct'**.

8. EXPENSE CLAIM FORMS

8.1 Administration

For all claims the **Annexure G1.2 – Generic Expense Form** must be used.

Please ensure that **ALL** relevant receipts are attached/enclosed with the claim form.
No claims will be dealt with until all receipts have been received.

Please ensure that all claims are with the ICC Europe Office within **3 weeks** of your paying for the item(s) claimed for. Claims received after this deadline may be rejected.

8.2 Acceptable claims

Only claims relating to the items in **8.3** below will be paid by the ICC Europe Office.
For any other claim please contact the ICC Europe Office for guidance.

8.3 Payment and fees for Officials

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.

Umpires

‘Out-of-pocket’ expenses – these are covered by a one-off payment of **£50** and this can be claimed after the event.
No receipts or breakdown of expenses are required.

- Web Manager:** Travel to the host country and expenses, plus official agreement between ICC Europe and Ulsterweb Ltd.
- Tournament Organiser fees and Administration costs:** 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.
- Actual administration expenses incurred can be claimed by the Tournament Organiser or host National Association (via the Tournament Budget) 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
- Umpires** Travel costs – either flights/train fares or (where driving all the way) petrol costs. Petrol costs may be claimed at the actual cost not on a mileage basis (Umpires/Umpire Assessors are reminded that where the **£15** daily allowance is applicable this will be paid, in cash, at the event and there is no need to claim for this).
- ‘Out-of-pocket’ expenses – these are covered by a one-off payment of **£50** and this can be claimed after the event. No receipts or breakdown of expenses are required.

9. 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.

9.1 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.

9.2 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.

9.3 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.

9.4 Playing areas

9.4.1 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.

9.4.2 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.

9.4.3 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.

9.4.4 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.

9.4.5 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.

9.4.6 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.

9.4.7 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.

9.4.8 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.

9.4.9 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.

9.4.10 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.

9.4.11 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.

9.4.12 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.

9.5 Communications

With the increasing importance and use of the website for updating scores and recording results it is important that grounds provide the necessary facilities.

However, before any costs are incurred the ICC Regional Development Manager – Europe must be consulted.

All requirements must be recorded in the Record of Decisions and dealt with by the appropriate personnel.

9.5.1 Internet

- a. where the Web Manager has requested internet facilities this must be followed up and installed when agreed
- b. where the Web Manager has requested a printer this must be provided when agreed

9.5.2 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.



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PARTICIPATING OFFICIALS AGREEMENT (POA)

This is to certify that:

I (insert name)as an appointed Official
have read the POA and are willing to comply with the protocols and procedures laid down within it.

Signed:

.....

Dated:

.....

Please email this to Graham Cooper – ICC Regional Umpires Consultant on:

graham.cooper@icc-europe.org

Or fax to:

+ 44 (0)20 7616 8634

Or

**post the original to Graham at:
ICC Europe Office, The Clock Tower, Lord’s Cricket Ground, London NW8 8QN.**

