



***ICC Development  
Program***

# ***ICC AFFILIATE MEMBERSHIP CRITERIA & GUIDELINES***

**As at July 2008**

## **ICC AFFILIATE MEMBERSHIP CRITERIA**

<b>Criteria</b>		<b>Application Requirements</b> (for inclusion in an application for Affiliate Membership)
<b>1. PLAYING</b>		
1.1 Laws of Cricket	Cricket within Affiliate Members must be played in accordance with the Laws of Cricket (2003 Code).	Nothing to be supplied, but the Regional Development Manager to confirm this in his/her report.
1.2 Senior Playing Standard	Affiliate Members must be capable of participating in ICC tournaments with players who conform to the ICC player eligibility criteria, and must compete in Regional World Cricket League Qualifiers.	For sample purposes, the Applicant is to register a National Team from within its current senior competition(s) that would compete in an ICC tournament
1.3 Senior Competitions	Affiliate Members must have a minimum of eight (8) senior teams playing in a structured competition, or competitions.	The Applicant to submit evidence by way of draws, tables and newspaper clippings that the minimum number of teams have been competing for at least one (1) year at the time of application, and, further evidence to demonstrate that the competition(s) have been in existence for at least two (2) years.
1.4 Junior Competitions	Affiliate Members must have a minimum of four (4) junior teams playing in a structured competition, or competitions. This could involve a school, club or other type of formal competitive structure.	The Applicant to submit evidence by way of draws, tables and newspaper clippings that the minimum number of teams have been competing for at least one (1) year at the time of application, and, further evidence to demonstrate that the competition(s) have been in existence for at least two (2) years.
1.5 Women's Cricket	The development of Women's Cricket must be incorporated within the Affiliate Member's National Development Plan, and at a minimum, girls must be included in junior involvement programs. If the development of Women's cricket is not possible for cultural or religious reasons, the Member is to provide written notice of this to the Regional Development Manager along with a supporting letter from a relevant government department.	The Applicant to submit written and/or photographic evidence to demonstrate girls are included in junior involvement programs. If the development of Women's cricket is not possible for cultural or religious reasons, the Member is to provide written notice of this to the Regional Development Manager along with a supporting letter from a relevant government authority.

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<b>2. ADMINISTRATION</b>		
2.1 Staffing	<p>Affiliate Members must have a suitable administrative structure to conduct their affairs, including a designated ICC contact person.</p> <p>Following three (3) years of Affiliate membership, Affiliate Members must have appointed a paid full time staff member who focuses on Administration and/or Development. For the avoidance of doubt, existing Affiliates are to have appointed a full time staff member by 2011.</p>	The Applicant to supply details of the ICC contact person.
2.2 Office	Affiliate Members must have a dedicated office with a dedicated phone, fax, email and physical address.	The Applicant to supply these contact details.
2.3 Planning	<p>Affiliate Members must develop and implement an annual National Operational/ Development Plan that is linked to the annual budget and, at a minimum, covers:</p> <ul style="list-style-type: none"> <li>• Junior Development (including both junior involvement and junior competitions)</li> <li>• Senior Competitions</li> <li>• Women's Cricket</li> <li>• National Team High Performance plans</li> <li>• Local/National/Indigenous Development Strategies</li> <li>• Education of coaches, umpires, administrators, scorers and curators (if applicable)</li> <li>• Facility Development</li> </ul> <p>This plan is to be updated and submitted annually to the Regional Office prior to the commencement of the period for which it is written, and must be deemed satisfactory by the Regional Development Manager.</p>	The Applicant to submit a written National Operational/Development Plan for the year in which the application is being made, and for the year following the application assuming it is successful.

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<b>3. GOVERNANCE</b>		
3.1 Sole Governing Body	Affiliate Members must satisfy the ICC that they are the sole recognised governing body for cricket in the country.	The Applicant to submit a letter of recognition from either the National Government agency/department responsible for sport or the National Olympic Committee. If such a letter of recognition cannot be obtained, a letter from either body explaining the reasons for this will need to be provided. In such circumstances letters from the membership base endorsing the Applicant as the sole governing body will also need to be submitted and may suffice in satisfying this criteria.
3.2 Constitution	Affiliate Members must have a formal written constitution in English that is reviewed annually, with any updates approved by the full membership base. If the constitution is updated, a copy is to be forwarded to the Regional Development Manager.	The Applicant to submit an English copy of the constitution.
3.3 Annual General Meeting	Affiliate Members must conduct an Annual General Meeting (AGM), where an Annual Report is presented to the full membership, and the election or appointment of office bearers is completed as written in the constitution. A copy of the Annual Report and minutes of the AGM are to be forwarded to the Regional Development Manager.	The Applicant to submit a copy of the agenda, Annual Report and minutes from an Annual General Meeting completed in the 12 months prior to the application date. This should include evidence that the election or appointment of office bearers was completed as written in the constitution.
3.4 Legal Status	Affiliate Members must be Incorporated bodies, or have an equivalent legal status within their country.	The Applicant does not need to be Incorporated, or have an equivalent legal status, but within 9 months of becoming an Affiliate Member, the Applicant will be required to comply with this criterion.
<b>4. FACILITIES</b>		
4.1 Facilities	Affiliate Members must have access to at least two (2) cricket grounds on which competition matches are played.	The Applicant to submit photographic evidence of the grounds.

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<b>5. FINANCE</b>		
5.1 Annual Accounts *	Affiliate Members must submit annual accounts that have been received by their membership base at the Annual General Meeting. For Category D and E Affiliate Members these accounts are to be audited. For Category F and all other Affiliate Members these accounts need not be audited, but are to be certified by a qualified accountant. In line with the ICC's Financial Policy, annual accounts along with the ICC's Summary Financial template, are to be submitted to ICC Head Office <u>and</u> the Regional Development Manager within six (6) months of the Members financial year end.	The Applicant to submit a set of audited <u>or</u> non audited annual accounts that have been accepted by the full membership at an Annual General Meeting completed in the 12 months prior to the application date.
5.2 Budget	Affiliate Members must submit an annual budget of expenditure prior to the commencement of the financial year for which it is written. This budget is to be provided to the Regional Development Manager and should be in line with the Operational/Development Plan as outlined in 2.3.	The Applicant to submit an annual budget for the year in which the application is being made, and for the year following the application.
5.3 Income Generation	Affiliate Members must demonstrate on an annual basis the raising of 'non ICC' income, through sponsorship, government, charitable, member subscriptions or other sources. This is to be in excess of US\$2,500, or 10% of all global direct funding allocated from ICC, whichever the higher, and will be determined from the Members Annual Accounts.	Through the provision of annual accounts, the Applicant must demonstrate that it has raised in excess of US\$2,500 income in its last financial year.
<b>6. EDUCATION</b>		
6.1 Education Courses	Affiliate Members must conduct a minimum of two (2) education courses in their country each year. These can be for coaches, umpires, administrators scorers and/or curators, and need to be conducted through the regional office, or if conducted by local instructors, approved as genuine by the regional office.	Within its submitted Development Plan, the Applicant must detail plans to conduct at least two (2) education courses in the year following the application assuming it is successful.
<b>7. OTHER</b>		
7.1 Geographical Areas with Low Populations	To become an Affiliate member of the ICC, any Applicant deemed to be a "geographical area" (as determined in the ICC's Articles of Association, and not applicable to countries) is required to have a minimum population of 15,000.	If the Applicant is deemed to be a "geographical area", it may be required to satisfy the ICC through official means that it has a population in excess of 15,000.
7.2 Members' Charter	Adherence to the ICC Members' Charter.	NA

\* The categorisation of Affiliate Members is outlined in the ICC Developing Cricket World Funding Policy

### ***Affiliate Membership Application Process***

1. Prior to submitting an application, the ICC Regional Development Manager is to have visited the Applicant country. From this visit the Regional Development Manager will provide an inspection report to the Applicant detailing the:
  - History of correspondence between the Regional Office and the Applicant over the previous 12 months or more
  - Membership criteria met and how this has been achieved
  - Membership criteria not met and reasons why
  - Support or not of the application
  
2. If the application is supported by the Regional Development Manager, the Applicant must then submit the application as follows:
  - Addressed to the ICC Chief Executive Officer
  - Submitted before December 31
  - Containing the Regional Development Manager's inspection report supporting the application
  - Containing a letter(s) of support and proposal from the relevant Regional Association and/or ICC Full Member country(s) in the region
  - Containing all the required supporting documentation to demonstrate that each criteria is met
  
3. The application will then be considered by the required ICC committees, and if passed, will be placed before the next ICC Annual Council Meeting. Should the application be successful the association will become an ICC Affiliate member.

### ***Affiliate Membership Review Process***

1. A National Association's status as an Affiliate Member can be reviewed at any time by either their Regional Development Manager or the ICC Global Development Manager.
2. 'Membership audits' will be conducted regularly by the Regional Development Manager whereby the status of all Affiliate Members against the required membership criteria will be checked.
3. If an Affiliate Member is found to be non-compliant with any criteria they will be notified by the Regional Development Manager and requested to rectify this.
4. If the Member remains non-compliant by the time of the ICC Annual Council Meeting, they will be officially noted as non compliant against their membership criteria and given 9 months to remedy these defects.
5. If at the next ICC Annual Council Meeting any defects have not been remedied, the meeting may vote to remove Affiliate Membership from that National Association.

#### **Note: Application considerations for new Affiliate Membership Criteria**

*These criteria will apply to new Affiliate Member applications from December 2008, and existing Affiliate Members from July 2010 following a two (2) year 'parachute' period. Existing Members that are unable to meet the new criteria by July 2010 due to unique or extenuating circumstances (e.g. an inability to meet the facility criterion due to land availability concerns in having two competition grounds or cultural issues involving female teams in junior involvement activities) may be considered exempt of a new criterion. In such cases, the Member will be required to highlight these circumstances for consideration in determining if an exemption is applicable.*