



***ICC Development  
Program***

# ***ICC ASSOCIATE MEMBERSHIP CRITERIA & GUIDELINES***

**As at July 2008**

<b>Criteria</b>		<b>Application Requirements</b> (for inclusion in an application for Associate Membership)
<b>1. PLAYING</b>		
1.1 Laws of Cricket	Cricket within Associate 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	Associate Members must compete in all required senior ICC tournaments.	The Applicant must demonstrate a sufficient senior playing standard in comparison to other Associate Members by satisfying the current playing standard policy (see appendix 1)
1.3 Senior Competitions	Associate Members must have a minimum of sixteen (16) 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.
1.4 Junior Competitions	Associate Members must have a minimum of sixteen (16) junior teams playing in a structured competition, or competitions. This must include a competition of at least four (4) teams at either U/17, U/18 or U/19 level that allows a National U/19 team to be selected that meets ICC eligibility criteria. Junior competitions 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.
1.5 Women's Cricket	The development of Women's Cricket must be incorporated within the Associate Member's National Development Plan. Girls must be included in junior involvement programs and a senior and/or junior women's competition of at least four (4) must be in existence. 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, and further evidence by way of draws, tables and/or newspaper clippings that a women's competition with the minimum number of teams is in existence. 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.
1.6 U/19 Playing Standard	Associate Members must compete in all required ICC U/19 tournaments.	The Applicant must demonstrate a sufficient U/19 playing standard by having competed in its Regional ICC U/19 World Cup qualifier immediately preceding the application and finishing no worse than the third (3 <sup>rd</sup> ) placed Affiliate.

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<b>2. ADMINISTRATION</b>		
2.1 Staffing	<p>Associate Members must have an administrative structure that includes a minimum of two (2) full time, or one (1) full time and two (2) part time, paid staff members. This staffing structure must have:</p> <ul style="list-style-type: none"> <li>• a full time Chief Executive/General Manager, and</li> <li>• a full time Development Manager/Officer, or two part time Development and/or Administration officers</li> </ul> <p>Associate Members must also have a nominated (paid or unpaid) senior and U/19 National Coach.</p>	<p>The Applicant must have had a full time paid staff member for at least one (1) year at the time of application. Evidence to support this, by way of an employment contract or similar means, must be provided.</p> <p>Within 9 months of becoming an Associate Member, the Applicant will be required to comply with this criterion.</p>
2.2 Office	<p>Associate Members must have an office solely dedicated to the activity of the National Association, which is operational and occupied by the Member's paid staff during office hours.</p>	<p>The Applicant to have an office solely dedicated to the activity of the National Association, which is operational and occupied by the Member's paid staff during office hours. Photographic and written evidence to demonstrate this is required in the application.</p>
2.3 Planning	<p>Associate Members must have a Strategic Plan of at least three (3) years in length that, at a minimum outlines the role, direction and objectives of the National Association over the period of the plan. This plan is to be updated as required and submitted to the Regional Office. Associate Members must also develop and implement an annual National Operational/Development Plan that is linked to the annual budget and outlines the activity to be undertaken to achieve the objectives of the Strategic Plan. At a minimum this should cover:</p> <ul style="list-style-type: none"> <li>• Junior Development (incl. 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>	<p>The Applicant to submit its current Strategic Plan and its National Operational/Development Plan for the year following the application assuming it is successful.</p>

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<b>3. GOVERNANCE</b>		
3.1 Sole Governing Body	Associate 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	Associate 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 updated English copy of its constitution, and evidence, by way of AGM minutes or other means, that the constitution has been reviewed and any updates approved by the full membership base in the past 12 months
3.3 Annual General Meeting	Associate 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	Associate Members must be Incorporated bodies, or have an equivalent legal status within their country.	The Applicant to submit appropriate documentation to demonstrate its Incorporation, or status as an equivalent legal entity.
<b>4. FACILITIES</b>		
4.1 Facilities	Associate Members must have access to at least eight (8) cricket grounds on which competition matches are played. As a minimum, four (4) of these grounds must be 'permanent' in nature, meaning the pitch has either a permanent artificial base or is prepared turf.	The Applicant to submit photographic evidence of the grounds.

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<b>5. FINANCE</b>		
5.1 Annual Accounts	Associate Members must submit audited annual accounts that have been received by their membership base at the Annual General Meeting, along with the ICC's Summary Financial template. In line with the ICC's Financial Policy, these are to be submitted to ICC Head Office <u>and</u> the Regional Office within six (6) months of the Member's financial year end.	The Applicant to submit audited annual accounts for the last three (3) years that have been accepted by the full membership at the Annual General Meeting.
5.2 Budget	Associate 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	Associate 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 <b>US\$25,000, or 10% of all global direct funding allocated from ICC, whichever the higher,</b> and will be determined from the Members Annual Accounts.	Through the provision of annual accounts, the Applicant must demonstrate that it has <b>raised in excess of US\$25,000</b> in local income in each of its past two financial years.
<b>6. EDUCATION</b>		
6.1 Education Courses	Associate Members must conduct a minimum of four (4) 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.	The Applicant must have conducted a minimum of three (3) education courses each year, for the two (2) years before the application.
<b>7. OTHER</b>		
7.1 Affiliate Membership Term	To become an Associate member, the Applicant must have been an Affiliate members for a minimum three (3) year period. In special circumstances the ICC Chief Executive may grant dispensation for a new nation to apply for Associate Membership directly without being an Affiliate Member.	NA
7.2 Members' Charter	Adherence to the ICC Members' Charter.	NA

### ***Associate Membership Application Process***

1. By September 1 the Applicant is to serve notice, in writing, to its ICC Regional Development Manager that it intends to apply for Associate Membership. Such notice is to include an outline of how the Applicant believes it meets each Associate Membership criteria.
2. Based on current Regional Office records, knowledge and past visits, by October 1 the Regional Development Manager is to complete a pre application report either supporting or not supporting the application. Regional Development Managers are not necessarily required to make a specific inspection visit, however, may choose to do so if deemed appropriate.
3. Non supportive pre application reports will be provided to the Applicant, outlining the criteria they do not currently meet. Supportive pre application reports will be forwarded to the ICC Global Development Manager for consideration by the ICC Development Committee.
4. If the ICC Development Committee approve the pre-application, the Applicant will be invited to submit a full application as follows:
  - Addressed to the ICC Chief Executive Officer
  - Submitted before December 31
  - Containing the Regional Development Manager's supporting pre application report
  - 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
5. Between January 1 and April 30 an inspection visit by one of the Associate delegates on the ICC Executive Board or Chief Executives' Committee, and the ICC Global Development Manager, will be arranged to the Applicant country. The ICC Development Program Region in which the Applicant is a member will be charged the cost of the inspection.
6. An inspection report will be prepared from this visit which will make one of the following recommendations:
  - Admission as an Associate Member
  - Application deferred until a series of improvements (to be detailed in the report) are put in place to meet criteria.
  - Application rejected.
7. The recommendation, together with the application and inspection report, will then be considered by the required ICC committees, and if passed, will be place before the next ICC Annual Council Meeting. Should the application be successful the association will become an ICC Associate member.

### ***Associate Membership Review Process***

1. A National Association's status as an Associate 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 Associate Members against the required membership criteria will be checked.
3. If an Associate 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 Annual Council Meeting any defects have not been remedied, the meeting may vote to remove Associate Membership from that National Association.

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

*These criteria will apply to new Associate Member applications from December 2008, and existing Associate 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 eight competition grounds or cultural issues in establishing four senior and/or junior female teams) 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.*

**“PLAYING STANDARD” DEFINITION / INTERPRETATION FOR ICC AFFILIATE MEMBER APPLICATION(S)  
TO BECOME AN ICC ASSOCIATE MEMBER**

All three of the following must be fact;

1. Competed in all relevant Global or Regional ICC international cricket competition for past 2 years
2. Be the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> highest ranked Affiliate in the Region
3. Within last 2 years;

Twice beaten any Associate (could be same team) in ICC Global or Regional event competition

*or*

Twice been **highly competitive** (See Note A) against 1 of the **top 20 Associates** (see Note B) (could be same team) in ICC Global or Regional event competition

*or*

Beaten an Associate and been **highly competitive** against 1 of the **top 20 Associates** (could be same team) in ICC Global or Regional event competition

*or*

Beaten twice, or beaten once and been **highly competitive** once, versus 1 of the **top 20 Associates** (could be same team) in a bi-laterally arranged series meeting certain **conditions** (see Note C)

Notes:

- A. **Highly competitive** = lost by 2 wickets or less, lost by 30 runs or less, or official tournament/match referee and/or umpires joint assessment, in writing, that match was well and truly in the balance with 10 overs or less remaining
- B. **Top 20 Associates** = top 20 as per ICC rankings
- C. Bi-lateral series **conditions** = 3 match schedule with at least 2 matches played, ICC player eligibility rules, maximum squads of 14, ICC One-Day playing conditions and Code of Conduct, ICC Regionally appointed/approved umpires, Chairman/President declaration of both sides that best available side was selected, ICC Regional Development staff (or appointee) presence and satisfaction of facilities and operations