

CLUB AFFILIATION AND OPERATIONS RULES 2020

(To be promulgated by the CCA as approved by the PCB)

NOTE: These Rules must be complied with by the First Cricket Clubs recognized by the PCB and shall be adopted by the First Board of the CCA as notified pursuant to Clause 17(2) of the PCB Constitution.

In exercise of powers conferred under Article 33 of the Constitution of the City Cricket Association these Rules are promulgated with the approval of the Pakistan Cricket Board.

1. These rules may be called the Club Affiliation and Operation Rules 2020 and shall come into force at once.
2. **Definitions:** (1) In these rules;
 - a) **“Association”** means the City Cricket Association;
 - b) **“Affiliate Member”** means a member recognized by the Association pursuant to fulfillment of criteria prescribed under Rule 5;
 - c) **“Associate Member”** means a member recognized by the Association pursuant to fulfillment of criteria prescribed under Rule 6;
 - d) **“Board” or “PCB”** where used means Pakistan Cricket Board;
 - e) **“City Cricket Association” or “CCA”** means the City Cricket Association constituted and operating pursuant to the PCB Constitution and to which a Club is affiliated with;
 - f) **“Club”** means the cricket club duly organized and established and recognized by and affiliated with the respective Association pursuant to the applicable rules/ regulations and Constitution(s) of the PCB/ CA/ CCA, within whose jurisdiction the Club exists;
 - g) **“Cricket Association” or “CA”** means a Cricket Association constituted and operating pursuant to the PCB Constitution and to which the Association is affiliated with;
 - h) **“Dues”** includes annual subscription, registration fee, guarantee money of match(es), tournament fees or any other levy or charge or any fine imposed by the PCB, Cricket Association or the Association;
 - i) **“Financial Year”** means a year commencing on the 1st of July in every calendar year and ending on the 30th of June of the succeeding year;
 - j) **“Full Member”** means a member recognized by the Association pursuant to fulfillment of criteria prescribed under Rule 7;
 - k) **“General Body”** means the General Body of the Club;
 - l) **“Inspector”** means any person nominated by the Association to undertake a physical inspection of a Club having been granted provisional registration and scrutiny of its mandatory records;
 - m) **“Inspection Report”** means a report submitted by the Inspector, pursuant to the inspection and scrutiny of a provisionally registered Club;

- n) **“Member”** means a Club granted recognition by the Association and affiliated with the Association as an active or in active member;
- o) **“Office Bearer”** means the President, Treasurer or any other office created by the General Body as the context may require;
- p) **“Playing Member or Non-Voting Playing Member”** means an individual who is selected or is available for selection to any cricket team of the Club but is not a Voting Member;
- q) **“President”** means the President of the Club recognized and affiliated with the Association;
- r) **“Treasurer”** means the Treasurer of the Club elected by the General Body;
- s) **“Undertaking”** means the undertaking given by the Office Bearer(s) of the Club in the format provided by the Board from time to time; and
- t) **“Voting Member”** means a person who is resident of the local area or the city or town in which the Club is located and is either founding member or is approved as a member by the other Voting Members by majority subject to payment of prescribed Dues.

3. **Category of Clubs:** (1) There shall be three categories of recognition and affiliation granted by the Association to Clubs as follows;

- (a) Affiliate Member;
- (b) Associate Member; and
- (c) Full Member

(2) The recognition status of a Club maybe upgraded or downgraded by the Association pursuant to an annual review of performance and affiliation criteria, or on the application of a Club for consideration of upgrade or downgrading of its status, or as a result of penalty or action taken by the Association.

(3) An Affiliate Member Club shall, pursuant to fulfillment of the recognition criteria prescribed under Rule 5, become a member of the General Body of the Association and shall have the right to have one team participate in tournaments conducted by the Association; however, it shall have no voting rights.

(4) An Associate Member Club shall, pursuant to fulfillment of the recognition criteria prescribed under Rule 6, become a member of the General Body of the Association; have the right to have up to two teams participate in tournaments conducted by the Association; and have the right to one vote.

(5) A Full Member Club shall, pursuant to fulfillment of the recognition criteria prescribed under Rule 7, become a member of the General Body of the Association; have the right to have any number of teams participate in tournaments conducted by the Association; and have the right to one vote as a member of the General Body of the Association. Full Members shall be the direct and primary beneficiaries of grants and funding for development of junior cricket as per the policy of the Board.

(6) Any member Club having its recognition status suspended for any reasons provided for in these Rules or the Constitution of the Association or the Constitution of the Club shall be

declared an Inactive Club. Such suspension shall be of a temporary nature and shall not represent a final termination of the recognition and affiliation of the Club.

(7) All Voting Members of a Club must be above eighteen (18) years of age.

4. **Application for Recognition and Provisional Registration:** (1) Any Club desirous of being recognized and affiliated with the Association as a member shall apply through the prescribed form along with;

- i) payment of a non-refundable Registration Fee of Rs. 5,000;
- ii) a valid functional email and postal address; and
- iii) evidence of having fulfilled the criteria prescribed for the category of recognition it seeks.

(2) A Club submitting an application shall be, within seven working days, granted a provisional registration for a period not exceeding sixty days.

(3) A Club having been granted provisional registration shall be inspected and scrutinized by the Association to determine whether it fulfills the prescribed criteria for the applied category of membership. During such period the Club shall not be permitted to participate in tournaments organized by the Association or have any other rights available to a member of the Association.

(4) In the event the Association fails to inspect and scrutinize a provisionally registered Club within sixty days of having acquired its provisional registration, that Club may file a complaint before the Cricket Association or the Board to seek its inspection and scrutiny by the Association or the Board as the case maybe, which shall be so conducted within thirty days of submitting the complaint.

5. **Criteria for Recognition as an Affiliate Member Club:** (1) Any Club desirous of being recognized and affiliated with the Association as an Affiliate Member shall fulfill the following requirements at the time of applying;

- (a) has not less than three Voting members of the Club;
- (b) has not less than eighteen Playing Members of the Club irrespective of their status as Voting or Non-Voting Playing Members;
- (c) has a postal mailing address for the Club or its President from where the Club conducts its operations;
- (d) has a functioning email address in the name of the Club;
- (e) has submitted an undertaking by the Voting Members to pay the Annual Membership Fee of Rs.5,000; and
- (f) has submitted an undertaking by the Voting Members to abide by the Constitution and Rules of the Association.

6. **Criteria for Recognition as an Associate Member Club:** (1) A Club shall be granted recognition as an Associate Member of the Association upon fulfilling the following minimum mandatory criteria;

- (a) has a validly adopted and executed a Club constitution as prescribed by the Board and the Association;
- (b) has available and has maintained the following documents and records in original;
 - i. Due notice of each General Body meeting;
 - ii. Attendance sheet duly signed by the participants of the General Body meetings;
 - iii. Minutes of the General Body meetings convened;
 - iv. Notifications of elected office bearers of the Club;
 - v. Annual accounts (in the form of simple receipts and payments account), if the Club has completed a Financial Year since inception; and
 - vi. Valid email and postal address.
- (c) has at least ten voting members;
- (d) has at least eighteen Playing Members, whether Voting or Non-Voting, of which at least two are under the age of 18 years;
- (e) has participated in all mandatory tournaments organized by the Association subject to the Club having been recognized for a period of more than twelve months;

Provided that, if for any reason the Association fails to organize the mandatory tournaments then other tournaments as approved by the Cricket Association of the Board, in which the Club has participated, shall be considered.

- (f) has available for its payers a net practice area of standard specifications where playable pitches, turf and/or cemented, are available and in respect of which a valid NOC/permission letter from the relevant authority or owner whose area/location is being used for net practice. The NOC/permission must contain the following information;
 - i. Details of the usage of the net practice arrangements;
 - ii. Rent being charged from the Club;
 - iii. The date of grant and the expiry date of the NOC/permission; and
 - iv. A declaration and proof that the authority/owner owns and controls the area/location and is duly authorized to grant the NOC/permission to the Club.
- (g) No other Club uses the same pitch and net at the same time as the Club;
- (h) has a qualified coach having minimum PCB level –I certification and an executed contract with the coach;
- (i) is maintaining the following official records;
 - i. Score sheets of the tournaments and matches participated by the Club;
 - ii. Player record of tournaments and matches in statistical terms (average/ percentage wise) in respect of batting, bowling etc.; and
 - iii. Copies of Player Registration Cards issued to each player.

- (j) ensures that a voting or non-voting member or playing member of the Club is not a member or Playing Member of any other Club affiliated with the Association or any other Association recognized by the Board.
7. **Criteria for Recognition as a Full Member Club:** (1) A Full Membership shall be granted to a Club who In addition to fulfilling the criteria prescribed for an Associate Member under rule 6, fulfills the following criteria;
- (a) has at least 15 Voting Members;
 - (b) has a dedicated cricket ground as per the grounds policy of the Board and not used by any other Club;
 - (c) has dedicated multiple nets of specified standard;
 - (d) has available more than three turf pitches;
 - (e) has available a gymnasium for use by players during a dedicated period;
 - (f) has an operational and independent administrative office;
 - (g) has available ground equipment (pitch covers, manual roller, grass cutting machine etc.) as per the grounds policy of the Board;
 - (h) has installed water system for the ground; and
 - (i) has active junior teams of Under 13 and Under 16 age groups.
8. **Initial Inspection:** (1) The Association shall undertake a physical inspection of a Club having been granted provisional registration and scrutiny of its mandatory records to confirm the valid existence of the mandatory criteria for grant of membership.
- (2) The inspection shall be carried out on a date fixed by the Association by a Board approved Inspector in accordance with the prescribed scrutiny procedure.
- (3) The Inspector or the Association shall inform the Club at least seven days in advance of the documents, personnel and facilities to be inspected. The Club shall be exclusively responsible to provide all original documents as required by the Inspector and present all identified personnel and provide access to the listed facilities.
- (4) The Inspector shall retain copies of all original documents produced and certify the same subsequent to any third party verification as may be necessary. All Playing Members will appear before the Inspector in white playing kits and shall only be identified through their original CNICs or form B or Family Registration Certificates (FRC) and Player Registration Card to be presented at the time of Inspection.
- (5) The Inspector shall prepare a video of the facilities inspected and photographs of personnel presented for purposes of the Inspection Report.

(6) The Inspector shall subsequent to completion of Initial Inspection submit to the Secretary of the Association the complete Inspection Report along with copies of all documents, material, videos and photographs and an assessment of the Club corresponding to the mandatory criteria for recognition and affiliation.

(7) If the Inspection Report declares the Club as qualified in terms of criteria, the Association shall within seven days of the submission of the Inspection Report grant the relevant membership to the Club and notify the same to the Board.

(8) If the Inspection Report declares the Club as having failed to meet the criteria for membership, the Association shall within seven days issue a notice to the Club with a copy of the Inspection Report to submit any objections the Club may have to the Inspection Report and such objections shall be heard at a personal hearing of the Club by the Membership Committee of the Association consisting of the President, one other office bearer and one permanent member of the Association. The Club may appeal the decision of the Membership Committee as per Clause 37 of the PCB Constitution.

(9) The Association shall retain a digital copy of the Inspection Report at all times.

9. **Periodical Inspection:** (1) The Association shall conduct a periodical inspection of each member Club once every three years subsequent to having been granted recognition and affiliation as a Full, Associate or Affiliate Member.

(2) The President of the Association may by written order on a complaint received against a Club relating to its failure to comply with the membership criteria or active playing status direct a Special Inspection of the Club to be carried out by the designated Inspector.

(3) The Association shall give the Club notice of Inspection at least fourteen days in advance and Inspection shall be carried out by the designated Inspector on the date scheduled.

(4) All provisions of Rule 7 shall apply mutatis mutandis to an Inspection carried out under Rule 8.

10. **Inactive Status Notification:** (1) The Association shall issue a provisional order declaring the Club to be inactive pursuant to which the recognition and affiliation of the Club shall stand provisionally suspended if a member Club commits any of the following acts:

- (a) fails to maintain its Active Playing Status;
 - (b) fails a periodical Inspection;
 - (c) fails to maintain the minimum mandatory criteria for the relevant category of membership at any time;
 - (d) fails to pay the Annual Subscription Fee or late payment fine thereon;
 - (e) fails to participate in mandatory tournaments organized by the Association;
 - (f) conduct of the their officials is not within the spirit of the game, during matches or official meetings or the Club or any of its office bearers violates the code of conduct;
 - (g) is represented by a player in official Club tournaments who is not registered on behalf of the Club with the Association;
 - (h) fails to submit original and verified record and/or submits a forged or invalid document;
- and

(i) any other misconduct which may be considered as inappropriate by the Association pursuant to the Constitution of the Association or the Board or any rules, bye laws or directions issued by the Association or the Board.

(2) The Association shall provide reasons for its provisional order to the Club and grant the Club thirty days to submit its objections and hear the Club prior to issuing a final decision.

(3) Pursuant to a hearing the Association may for reasons to be stated declare by notification of Inactive Status as to the Clubs membership for a specific period or till compliance with conditions imposed. The Club may prefer an appeal as per Clause 37 of the PCB Constitution.

(4) The Association may also issue a notification of Inactive Status pursuant to a penalty imposed upon the Club by the Association or the Board.

(5) A Club notified as having Inactive Status shall not be permitted to attend or vote at General Body Meetings of the Association or participate in any event, tournament or operations of the Association during the period of such notification of Inactive Status.

(6) The Club's membership shall stand fully restored upon the period of notification of Inactive Status expiring.

(7) An Inactive Club if it fails to fulfill the conditions of restoration or rectify the reasons for Inactive Status upon the completion of the period of the Inactive Status as stated in the notification shall have its membership terminated by the Association pursuant to a notice and hearing granted to the Club. The Club may prefer an appeal as per Clause 37 of the PCB Constitution.

(8) The Office Bearers of a Club declared as having Inactive Status or its membership terminated shall not be permitted to become members of or represent any other affiliated Club for the period the Club remains at Inactive Status or in the event of termination for a period of five years from the date of termination.

(9) Playing Members of an Inactive Club may transfer their registration as players to another Club subject to having first terminated their membership with the Inactive Status Club.

11. **Active Playing Status:** (1) A Club shall maintain its Active Playing Status at all times during its recognition with the Association.

(2) An Active Playing Status shall require a member Club to;

- (a) at all times not less than eighteen Playing Members registered; and
- (b) participate in all mandatory tournaments organized by the Association.

(3) A Club who fails to retain its Active Playing Status shall be suspended from participation in any tournaments organized by the Association and the statistics and records of its players shall not be registered with the Association in the players data base. The Association may take further action by way of issuing a notice to the Club as to why it shall not be notified as an Inactive Status Club.

12. **Registration of Players:** (1) Every player desirous of playing for a Club shall register with the Association as a player upon payment of a one-time registration fee of Rs.250, or as may be prescribed by the General Body of the Association from time to time, and providing;
- (a) an original signed player registration form;
 - (b) their original CNIC along with a copy, if he is 18 years of age and above; or
 - (c) their original B-form along with a copy, if he is below 18 years of age; and
 - (d) two passport size photographs.
- (2) The registration of a player shall remain valid until the time the player is suspended or terminated pursuant to disciplinary action taken against the player by the Association, Cricket Association or the Board.
- (3) Each registered player will be provided with a Player Registration Card, having their credentials and other allied information inscribed on it. The Player Registration Card must be carried by the player to all the matches of a registered tournament and submit for verification by the match officials.
- (4) A lost registration card must be reported to the Association for replacement and a replacement card shall be issued within seventy two hours on payment of prescribed charges.
- (5) A Club shall register with the Association each year before 1st August all its Playing Members in the manner prescribed subject to the player being a validly existing registered player with the Association and having been issued a Player Registration Card and maintain their valid registration at all times during the year. The registration shall be valid for the relevant playing year only.
- (6) The Club shall pay a fee of Rs.250 per player per year or as may be prescribed by the General Body of the Association from time to time, for registration of each Playing Member. The Association shall within three (3) working days register the Playing Members submitted by the Club unless an objection is raised or the player cannot be validly registered, notice of which shall be immediately issued to the Club.
- (7) Prior to registration is approved the Playing Member cannot represent the Club in any official tournament.
13. **Transfer of Players:** (1) A registered Playing Member may transfer to another Club during the prescribed transfer window as approved by the Board.
- (2) A Playing Member may be transferred from one Club to another by submitting a transfer application to the Association accompanied with the transfer fee as may be prescribed annually by the General Body of the Association.
- (3) The transfer application shall be accompanied with a consent to transfer signed by the Playing Member and their parent or transferor Club.
- (4) The Association shall register the transfer subject to fulfillment of the prescribed requirements within three (3) working days of being submitted to the Association.
- (5) The transferred Playing Member shall be permitted to play for the transferee Club during the ongoing season subject to the Playing Member not being permitted to appear for two Clubs in the same tournament.

14. **Participation in Tournaments:** (1) All the Member Clubs shall participate in all mandatory tournaments organized by the Association subject to criteria for each tournament prescribed by the Association.

(2) The Association shall charge and the Clubs shall pay, the prescribed fee for participation in a tournament. The Association may on the application of a Club seeking deferment of fee due to hardship direct for the fee to be paid in installments subject to such installments not being for a period later than the end of the Financial Year of the Association.

(3) The Association may offer prize money for individual awards and team performance during a tournament. The said prize money shall be paid to the Club or the individual as the case maybe.

15. **Upgrade and Downgrade of Recognition:** (1) A Club may apply at any time to the Association to have its recognition status upgraded or downgraded between the defined categories of recognition. An applying Club shall pay a fee of Rs.5,000 or as may be prescribed by the General Body of the Association from time to time.

(2) The recognition of a Member shall be upgraded to a higher category of recognition if such Member fulfills the criteria applicable to such category prescribed under these Rules and the recognition of a Member may be downgraded to a lower category prescribed under these Rules if the Member is unable to any longer meet the prescribed criteria of its existing category of recognition.

(3) Upon an application for upgrade or downgrading of recognition, the Association shall direct an Inspector to conduct an Inspection to verify the status and submit an Inspection Report.

(4) All provisions of Rule 7 shall apply mutatis mutandis to an Inspection carried out under Rule 14.

(5) The Association on receipt of a satisfactory Inspection Report shall notify the new status of recognition of the Club subject to such change in membership status taking effect from 1st July if the application was made prior to 1st June or from the date of notification if the application was made subsequent to 1st June and the notification date being prior to 1st August.

16. **Annual Subscription Fee and other Dues:** (1) Each Club shall deposit an Annual Subscription Fee as follows or as may be revised by the General Body of the Association from time to time, by 30th June of each year.

- i) Rs.5,000 for an Affiliate Member;
- ii) Rs.7,500 for an Associate Member; and
- iii) Rs.20,000 for a Full Member.

Provided the Provisional Registration Fee shall be deemed to be the first Annual Subscription Fee in the event of the Club being duly recognized as an Affiliate Member.

(2) Failure to deposit the Annual Subscription Fee by the stipulated date shall result in imposition late payment fine by the Association amounting to Rs.200 per day for the next 30 days.

(3) If the Club fails to deposit the Annual Subscription Fee along with the late payment fine by or before 30th July, the Association shall issue a Provisional Inactive Status order pursuant rule 9 and initiate proceedings accordingly against the Club.

17. **Communication:** (1) Each member Club shall at all times maintain an operational and valid email address, postal address and telephone number for purposes of communication with the Association.

(2) All communication shall be undertaken through email preferably and postal address. A notice or communication sent to the email or postal address provided by the Club shall be deemed to be sufficient notice of such communication.