



Regulations for Membership (Licence) Transfers



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Preamble

The CEP has produced and distributed the European Membership (Licence) Transfer Regulations to all CEP member national federations to direct and guide our membership in the regulations and operation of the accepted and approved player transfer protocol for Europe.

The purpose of these regulations is to maintain the good order of our sport and to protect federations, clubs and players alike.

We trust that the contents contained within this document will provide the necessary regulations for our member federations, their clubs and players to operate and compete in a fair and professional manner.

Regulations pertaining to the CEP Championships and the actual playing rules can be found in the respective rule and regulation documents of the CEP.

Please contact the CEP Office directly for any clarification on any of the attached, or for questions on topics not covered in this publication.



I. GENERAL PROVISIONS

Article 1. Scope of application

- 1.01 The Confédération Européenne de Pétanque (CEP), recognised by the Fédération Internationale de Pétanque et Jeu Provençal (FIPJP), is the only administration empowered to administer membership (licence) transfers within Europe.
- 1.02 The present regulations govern the rights, duties and responsibilities of all parties involved in the transfer of a player's membership (licence).

Article 2. Definitions

- 2.01 In the context of these regulations, the following definitions apply:
- | | |
|-----------------|---|
| CEP: | Confédération Européenne de Pétanque. |
| ExeCom: | CEP Board of Directors. |
| Old Federation: | The federation that the licensee old. |
| New Federation: | The federation the licensee transfers to. |
- 2.02 In the context of these regulations, any phrase introduced by the terms "including", "include", "in particular", "for example" or any similar expression is illustrative and does not limit the sense of the words preceding those terms.
- 2.03 In the context of these Regulations, the term "player" shall apply to both female and male licensees or members.
- 2.04 In the context of these Regulations, the term "licensee" shall apply to both female and male licensees.
- 2.05 In the context of these regulations, a transfer between federations is a licensee's membership transfer from one CEP member Federation to another CEP member Federation.
- 2.06 Unless expressly provided otherwise in writing, for the purpose of the European Membership (Licence) Transfer Regulations, a year means a calendar year, beginning on 1 January and ending on 31 December.

Article 3. Basic principals

- 3.01 A player may only be licensed by one Federation.
- 3.02 The details of a licence should include, as a minimum;
- Federation and Club name
 - Federation Logo
 - The unique reference number for the member
 - First/Given Name(s) – Surname/Family Name
 - Date of Birth
 - Gender
- 3.03 All European pétanque licence holders are subject to these regulations for transfers between member federations of the Confédération Européenne de Pétanque (CEP).
- 3.04 Every member federation shall organise its own internal transfer procedures by issuing regulations.

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- 3.05 A member federation's internal transfer regulations shall not contradict these regulations, or any supplementary regulations issued by the FIPJP.
- 3.06 All transfers between these member Federations have to be confirmed by the CEP.
- 3.07 All transfer movements are registered in the CEP Transfer Database.
- 3.08 All intercontinental transfers must be approved by the Continental Confederation concerned and the FIPJP.

Article 4. European Transfer Certificate

- 4.01 Every player has the right, as a matter of principle, to transfer between federations, provided that such a transfer does not violate any other provisions of these regulations.
- 4.02 Any transfer between federations shall be valid only upon the issue of a completed and legally signed official European Transfer Certificate that has been confirmed by:
- the CEP (in case of transfers within Europe).
 - the FIPJP (in case of transfers between continents)
- 4.03 The official European Transfer Certificate shall be issued when release to another federation is granted.
- 4.04 The right to request the necessary European Transfer Certificate shall be reserved for the national federation a player wishes to join.
- 4.05 The request shall be addressed to the CEP and on the same day a copy of the request shall be sent to the European federation being in possession of the transfer rights.
- 4.06 Only requests by e-mail, from the official and registered email address of the federation are accepted.
- 4.07 A European Transfer Form shall be issued by the CEP to the relevant federation (old) not later than 7 days after receipt of the transfer request.
- 4.08 If, within a period of 21 days from the date of the request by the federation (new), the federation (old) which the player wishes to leave fails to return the completed European Transfer Form, or fails to give a material reason for its refusal, the federation (new) may request from;
- the CEP (in case of a transfer between federations),
 - the CEP and the continental confederation concerned (in case of a transfer between continents),
- the issue of a European Transfer Certificate on account of the expiry of the period stipulated.
- 4.09 Any reason for refusal named by the European federation (old) shall neither contradict the CEP Regulations for Transfer between federations nor any additional provisions issued by the continental confederations or FIPJP
- 4.10 In respect of transfer requests, the 21-day period shall commence on the day the transfer form is transmitted by the CEP.

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- 4.11 A copy of the transfer Form completed by the federation (old) shall be provided to the federation that requested the transfer. Another copy of the transfer Form shall be delivered to the FIPJP (in case of a transfer between continents).
- 4.12 Only fully completed transfer forms will be accepted. The CEP will immediately return incorrect transfer forms.
- 4.13 All transfers are valid only after confirmation by the CEP.
- 4.14 The issue of the transfer certificate to the new federation (and to the continental confederation concerned) shall be made within a period of 15 days from the date of receiving the completed transfer form.
- 4.15 The transfer certificate shall not be used as an instrument for imposing conditions on the player.
- 4.16 A player who has been suspended or has disciplinary proceedings pending against them, may be refused a transfer by the federation (old).
- 4.17 If the new federation has doubts as to the legality of a player's suspension, it may request clarification from the CEP, or the federation concerned within 7 days of receiving the transfer refusal notice.
- 4.18 A federation may collect an administration fee for their part in the issuing of a transfer certificate.
- 4.19 For the issuing of a transfer certificate the CEP shall charge an administration fee at a rate fixed by the ExeCom as follows:
- 30 euros for transfers between CEP member Federations
 - 50 euros for transfers between Continents
- 4.20 In each case the fee is payable by the new federation concerned, to the CEP by bank transfer, the details of which are as follow:
- Account Name: Confédération Européenne de Pétanque
Bank: Banque et Caisse D'Epargne de L'Etat,
Place de Metz, L-2954, Luxembourg.
BIC: BCEELULL
IBAN: LU06 0019 4755 4917 2000
Payment Reference: Reference number provided on the transfer form.
- 4.21 Transfer fees are non-refundable.

Article 5. Minors and Students

- 5.01 European transfer of players below the age of 18 year shall be permitted only under the following conditions:
- as a general rule, when the player's family moves to the country in which the new club is located for reasons that are not linked to pétanque.
 - with the written consent of the parent or guardian
- 5.02 For such transfers no fees shall be charged by the CEP.
- 5.03 The transfer administration fee shall not be payable in cases in which a player transfers to another country under an international student exchange programme (max. 12 months).

Article 6. Transfer refusal

- 6.01 The federation (old) may only refuse the transfer if:
- a. the licensee has not fulfilled his financial commitments to his former club or federation, such as debts or has not returned the club's equipment; or
 - b. a material reason exists between the two federations regarding the transfer (an example of a material reason is the existence of a confirmed suspension or pending disciplinary proceeding by the old federation).
- 6.02 If the federation (old) refuses the transfer based on any of the grounds described above, it must specifically identify its reasons for the refusal and provide all relevant evidence/documents to the CEP.

Article 7. Transfer of a suspended licensee

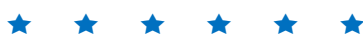
- 7.01 Notwithstanding Article 6, a licensee that is suspended by the federation (old) is allowed to transfer under the condition that the new federation imposes the remaining suspension period.
- 7.02 The CEP may impose a fine of 500 Euros on a federation that fails to inform the CEP that a licensee wishing to transfer is still serving a suspension.

Article 8. Administrative handling of transfers and disputes

- 8.01 The CEP shall be responsible for the administrative handling of transfers and any disputes arising between federations, clubs and players in Europe.
- 8.02 The CEP, in co-operation with the FIPJP shall be responsible for the administrative handling of transfers between Europe and other continents and in the event of disputes arising between Federations, clubs and players of different continents.
- 8.03 The federations concerned shall be informed by copy. An appeal against decisions of the CEP in the case of transfers may be made in writing to the CEP Secretary General.

Article 9. Validity

- 9.01 In the event that international treaties are existing or certain specifications are defined for the handling of transfers within the continental confederations concerned, the respective treaties or provisions shall apply.
- 9.02 Any European licence transfer having taken place without a CEP European Transfer Certificate is invalid and, in this event, a federation issuing a license will be liable to a fine of 500 euros.



II. PROCEDURE FOR TRANSFERS

Article 10. Transfer regulations

- 10.01 The Transfer Rules regulate the orderly handling of transfers (between federations) of pétanque players.
- 10.02 The CEP assumes responsibility for the administrative processing of transfers, recording of transfers in the CEP Transfers Database, custody of transfer certificates, confirmation and/or issuance of transfer certificates and settlement of disputes arising from transfers between federations or issues associated with the release of players.
- 10.03 The CEP keeps all transfer certificates on file and shall be responsible for the settlement of disputes arising in connection with transfers between federations.
- 10.04 All transfers between two national federations belonging to two different continental confederations shall be handled administratively by the CEP in co-operation with the FIPJP.
- 10.05 All transfers between CEP member national federations shall be handled administratively by the CEP.
- 10.06 A licensee shall be eligible to play for his new federation upon his release by the federation (old), subject to article 7. The following procedure applies:
- Transfer request to be filled in completely (official form is obligatory).
 - Proof of payment of the transfer fee to the federation (old), if applicable and to the CEP.
 - Review of the transfer papers and input into the CEP Database by the CEP.
 - Confirmation of transfer and Certificate issued by the CEP.
(It is only upon receipt of a confirmed transfer certificate that the player is eligible to obtain the national playing license within the new federation.)
 - In the event of a player being suspended or disciplinary proceedings being pending, the federation to which the player is licenced shall immediately inform the CEP as well as the Federation that requests the transfer.

Article 11. Transfer procedure

- 11.01 The request of the new federation regarding the transfer of a player shall be submitted in writing by email to the CEP. At the same time, a copy of the transfer request shall be provided to the federation (old).
- 11.02 On receipt of the request to transfer, the CEP shall issue a Transfer Form to the federation (old).
- 11.03 The federation (old) and players club shall complete the transfer form and return it to the CEP along with a copy of the player's photo ID (Pétanque licence and Passport or Driving Licence)
- 11.04 The CEP shall record the transfer in its Transfer Database and issue an invoice for the administration fee to the new federation.
- 11.05 On receipt of the administration fee payment, the CEP shall issue the Transfer Certificate to the new federation.

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- 11.06 Only on receipt of the Transfer Certificate may the new federation issue the player with a licence.

Article 12. Disputes

- 12.01 Any disputes arising in transfer matters shall be considered and settled by the CEP Board of Directors or a Commission set up by them specifically to deal with such issues.



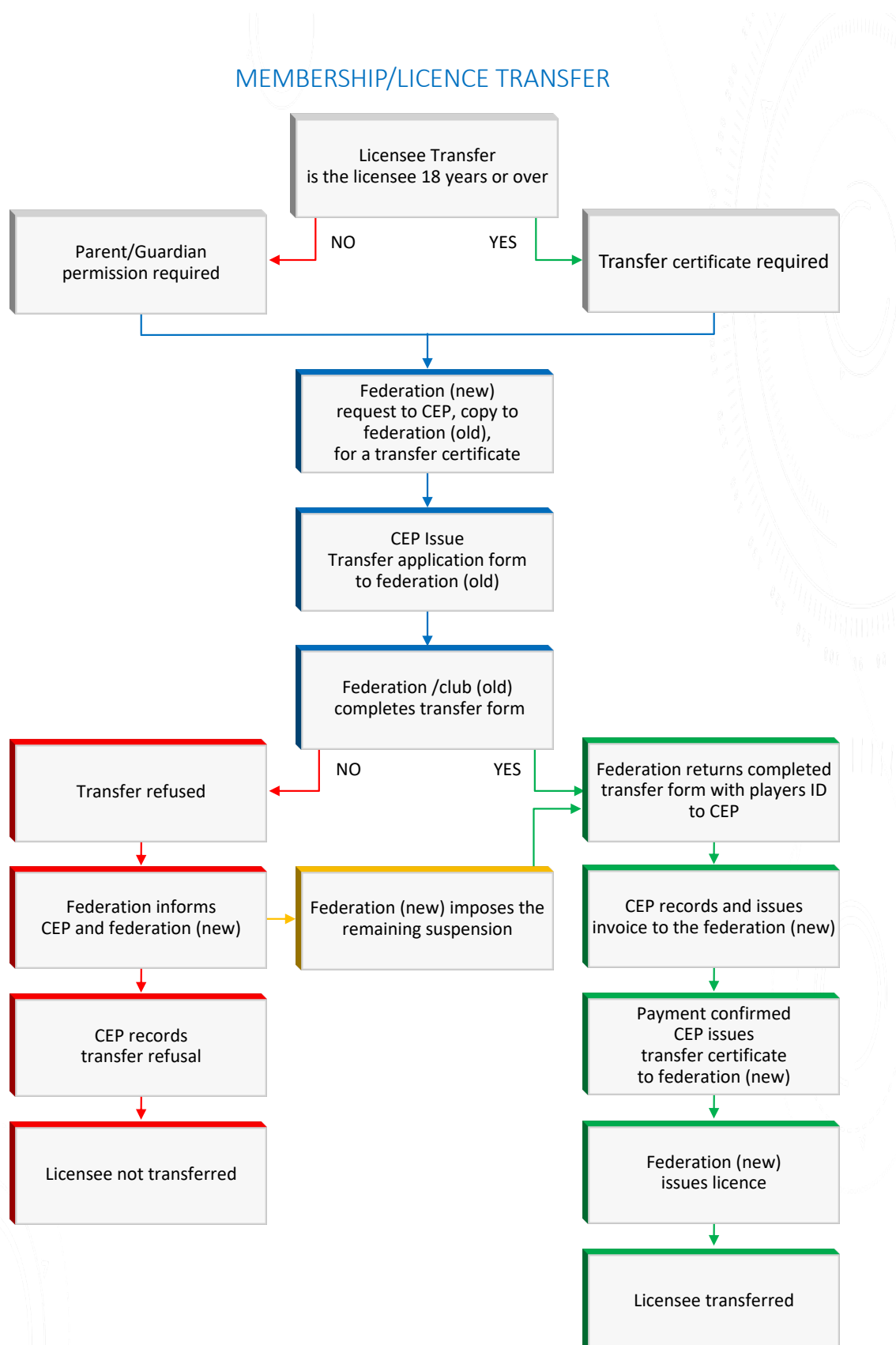
CERTIFICATION

Certified as a true copy of the Licence Transfer Regulations of the Confédération Européenne de Pétanque as adopted by the Board of Directors on the 7th March 2020 in Luxembourg.

Signature: 
Mike Pegg, President

Signature : 
Signe Hovind, General Secretary

III. LICENCE TRANSFER FLOW CHART




IV. LICENCE TRANSFER APPLICATION FORM

Available on request by email from: transfer@cep-petanque.com

Licence Transfer Request Form

Reference Number
(to be included in all correspondence)

 Confédération Européenne de Pétanque

Licence Transfer Form

Please complete the form below in order to process your transfer.

If you are Under 18, a parent/guardian will need to complete the form.

For clarification about the transfer process please refer to the attached Licence Transfer Protocol document.

If you have any questions please contact: licence-transfer@cep-petanque.com

Full Name

Given name / FAMILY NAME

Date of Birth

Nationality

Day-Month-Year

Email Address

Address

Street Address


City

Post Code

Street Address 2

County

Contact Telephone Number

Passport Photo Required 

Parent/GUARDIAN DECLARATION

I acknowledge and permit my child to transfer their licence to the Federation and Club stated in this form.

Parent Name and Consent

Parent/Guardian Signature

☐ I agree to the Parent/Guardian Declaration

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Reference Number
(to be included in all correspondence)

Current Club

Club

Request being approved that:

current club and or federation

/ my current club instructed.

club and federation

disciplinary proceedings pending.

receipt of an invoice.

not be approved or deemed valid

nd federation as per the above

Page2 of 3

Reference Number
(to be included in all correspondence)

PR PROCESSING NOTICE:

the CEP shall process your personal data for Licence Transfer / Player registration to include disclosure of your name and date of birth to the relevant Club/Federation), and if necessary, for contacting you via email and or SMS in relation with this transfer protocol.

the CEP, as well as the Club and Federation involved shall process your personal data for regulating and administering of your licence transfer.

Please see the CEP's privacy policy found here for more information: <https://www.cep-petanque.com/info.html> or made available from our Secretary General via email at: secretary@cep-petanque.com

petanque.com

I agree to the Player Declaration & Fair Processing Notice outlined above

Agree

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V. LICENCE TRANSFER CERTIFICATE

Available only on completion of the process described in this document



The form is titled "European Licence Transfer Certificate" and features the CEP logo (Confédération Européenne de Pétanque) on the left. It contains several input fields for personal and organizational information, including reference numbers, dates, names of federations and clubs, and a signature section. A large red "SAMPLE" watermark is diagonally across the center of the form.

European Licence Transfer Certificate

Reference Number:

Issued by the Confédération Européenne de Pétanque, on
the (date): in favour of the

National Federation:

In accordance with the CEP Regulations for Licence Transfers, we certify
that (full name):

Passport Number:

formally a member of the club:

and the National Federation:

has entirely fulfilled all obligations towards their releasing club and National Federation and is free,
as of to be registered with and licensed by the National Federation:

which is affiliated to the CEP.

Signed by:

Signature:

For and on behalf of the Confédération Européenne de Pétanque



CONFÉDÉRATION EUROPÉENNE DE PÉTANQUE
Boulodrome national FLBP, 184, chemin Rouge, L-4480 Belvaux,

LUXEMBOURG

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