



## **Protocol and Regulations for Licence (Membership) Transfers**

Confédération Européenne de Pétanque  
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[www.cep-petanque.com](http://www.cep-petanque.com)



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## Preamble

The CEP has produced and distributed the European Licence (Membership) Transfer Protocol and 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 players eligibility for CEP Championships and the actual playing rules can be found in the respective rules for these events.

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



## Definitions

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.

A transfer between federations is a player's membership or licence transfer from one Federation to another Federation. Unless expressly provided otherwise in writing, for the purpose of the European Licence (Membership) Transfer Protocol and Regulations, a year means a calendar year, beginning on 1 January and ending on 31 December

The following definitions apply:

CEP:	Confédération Européenne de Pétanque.
Directors:	CEP Board of Directors.
Federation (old):	The federation that the player is leaving.
Federation (new):	The federation the player is transferring to.
Player:	Both female and male individual members or licensees.
Licence (Membership):	a document giving the player the right to play and enjoy all the rights of membership to a national federation



## **Protocol and Regulations for Licence (Membership) Transfers**

As adopted by the Board of Directors  
April 2021

## 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 Licence (Membership) 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 Licence (Membership).

### Article 2. Basic Principals

- 2.01 A player may only be licensed by one Federation.
- 2.02 A player must declare if they are a member, or have been a member, of a federation. Failure to disclose this information may lead to the player being subject to a disciplinary action.
- 2.03 The details of a licence should include, but not limited to:
- Federation and Club name.
  - Federation Logo.
  - The unique reference number for the member.
  - First/Given Name(s) – Surname/Family Name.
  - Date of Birth.
  - Gender.
- 2.04 All European players are subject to these protocol and regulations for transfers between member federations of the Confédération Européenne de Pétanque (CEP).
- 2.05 Every member federation shall organise its own internal transfer procedures by issuing regulations.
- 2.06 A member federation's internal transfer regulations shall not contradict this protocol and regulations, or any supplementary regulations issued by the FIPJP.
- 2.07 All transfers between these member Federations have to be confirmed by the CEP.
- 2.08 All transfer movements are registered in the CEP Transfer Database.
- 2.09 All intercontinental transfers must be approved by the Continental Confederation concerned and the FIPJP.

### Article 3. European Transfer Certificate

- 3.01 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.
- 3.02 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).

- 3.03 The official European Transfer Certificate shall be issued only when each stage of the transfer process has been completed.
- 3.04 The right to request the necessary European Transfer Certificate shall be reserved for the national federation a player wishes to join.
- 3.05 The request shall be addressed to the CEP and on the same day, the CEP will send a copy of the request to the European federation being in possession of the transfer rights.
- 3.06 Only requests by e-mail, from the official and registered email address of the federation are accepted.
- 3.07 A European Transfer form shall be available from either the CEP transfer Secretary or as a download from the CEP website: [cep-petanque.com/transfers.html](http://cep-petanque.com/transfers.html)
- 3.08 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.
- 3.09 Any reason for refusal named by the European federation (old) shall neither contradict the CEP Protocol and Regulations for Transfer between federations nor any additional provisions issued by the continental confederations or FIPJP.
- 3.10 In respect of transfer requests, the 21-day period shall commence on the day the transfer form is transmitted by the CEP.
- 3.11 The CEP will provide a copy of the transfer form, completed by the federation (old), to the federation (new). Another copy of the transfer form shall be delivered to the FIPJP (in the case of a transfer between continents).
- 3.12 Only fully completed transfer forms will be accepted. The CEP will immediately return incorrect transfer forms.
- 3.13 All transfers are valid only after confirmation by the CEP.
- 3.14 The transfer certificate shall not be used as an instrument for imposing conditions on the player.
- 3.15 A federation may collect an administration fee for their part in the issuing of a transfer certificate.
- 3.16 For the issuing of a transfer certificate the CEP shall charge an administration fee at a rate fixed by the Directors as follows:
- 30 Euros for transfers between CEP member Federations.
  - 50 Euros for transfers between Continents.
- 3.17 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.

- 3.18 The issue of the transfer certificate to the new federation (and to the continental confederation concerned) shall be made within a period of 5 days from receiving the federation (new) payment of the CEP transfer invoice.
- 3.19 Transfer fees are non-refundable.

#### Article 4. Minors and Students

- 4.01 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.
- 4.02 For such transfers no fees shall be charged by the CEP.
- 4.03 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 5. Transfer refusal

- 5.01 The federation (old) may only refuse the transfer if:
- a. the player has not fulfilled their financial commitments to the 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 pending disciplinary proceeding by the federation (old).
- 5.02 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 6. Transfer of a suspended member (licence)

- 6.01 Notwithstanding article 5, a player that is suspended by the federation (old) is permitted to transfer however, the transfer cannot be completed until the suspension expires unless the new federation imposes the remaining suspension period.
- 6.02 The federation (old) must inform the CEP of any suspension, its reason and duration, in order for the CEP to monitor the complete process of the transfer (validity of the request / date of application)
- 6.03 If the federation (new) 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.



- 6.04 The CEP may impose a fine of 500 Euros on a federation that fails to inform the CEP that a player wishing to transfer is still serving a suspension.

**Article 7. Administrative handling of transfers and disputes**

- 7.01 The CEP shall be responsible for the administrative handling of transfers and any disputes arising between federations and players in Europe.
- 7.02 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 and players of different continents.
- 7.03 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 8. Validity**

- 8.01 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.
- 8.02 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 9. Transfer regulations

- 9.01 The Transfer Rules regulate the orderly handling of transfers (between federations) of pétanque players.
- 9.02 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.
- 9.03 The CEP keeps all transfer certificates on file and shall be responsible for the settlement of disputes arising in connection with transfers between federations.
- 9.04 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.
- 9.05 All transfers between CEP member national federations shall be handled administratively by the CEP.
- 9.06 A player may be issued a licence by their new federation upon receipt of the Transfer Certificate, subject to article 6. 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 licensed shall immediately inform the CEP as well as the Federation that requests the transfer.

### Article 10. Transfer procedure

- 10.01 The player's federation (old) shall complete the CEP transfer form which is available from our website or Transfer Secretary.
- 10.02 The completed transfer form must be submitted to the CEP along with a copy of the player's photo ID (Pétanque licence and Passport or Driving Licence).
- 10.03 The CEP shall record the transfer in its Transfer Database, assigning a unique reference number which will be used in all further correspondence.
- 10.04 The completed form and an invoice for the administration fee will be issued to the player's new federation.
- 10.05 On receipt of the administration fee payment, the CEP shall issue the Transfer Certificate to the federation (new).
- 10.06 Only on receipt of the Transfer Certificate may the federation (new) issue the player with a licence.

- 10.07 On completion of a successful transfer, the player's licence and transfer rights pass to the federation (new).

#### Article 11. Disputes

- 11.01 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.



### III CERTIFICATION

Certified as a true copy of the Licence Transfer Protocol and Regulations of the Confédération Européenne de Pétanque as adopted by the Board of Directors on the 7th March 2020 in Luxembourg and modified on the 15th April 2021.

Signature :

Mike Pegg, President



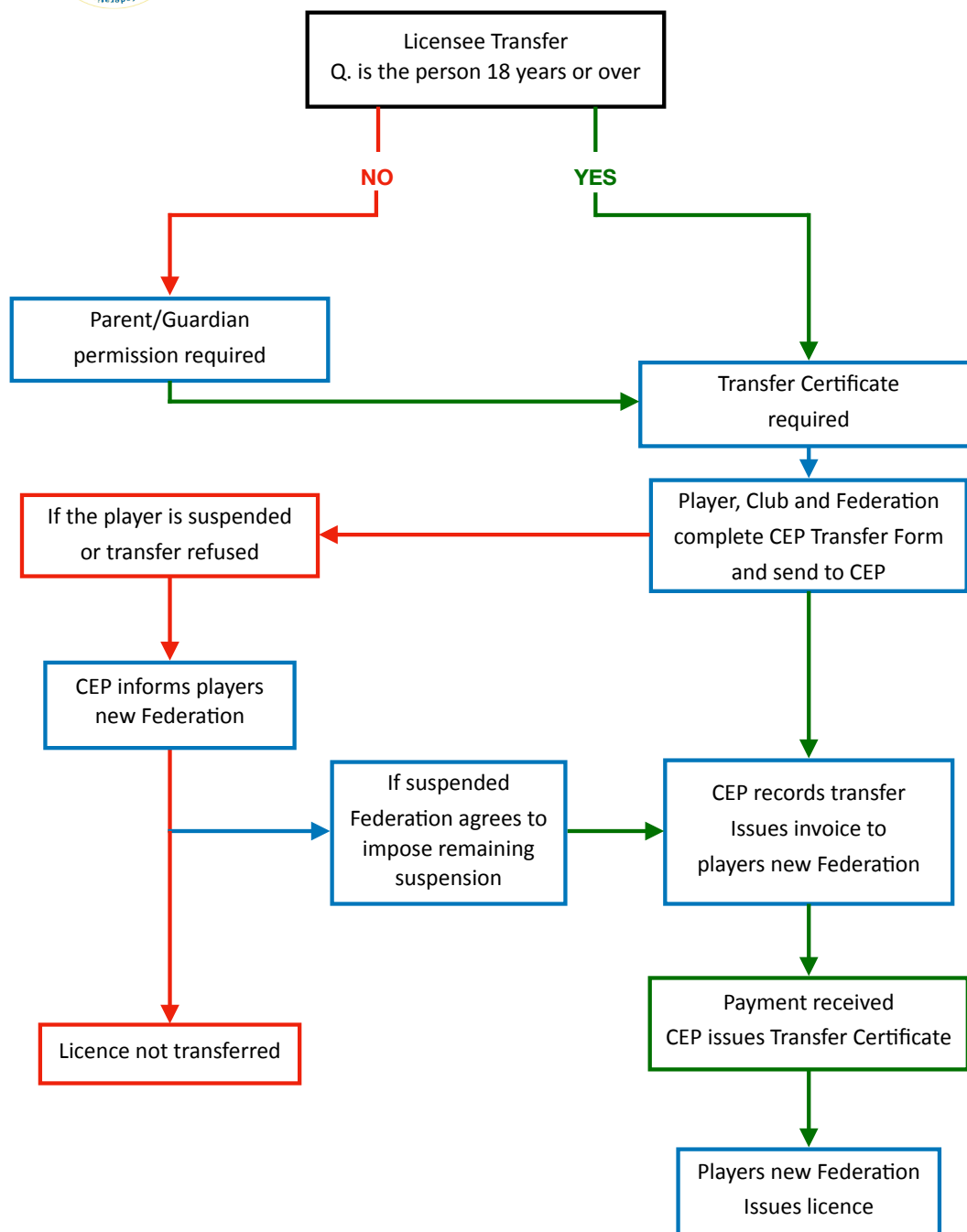
Signature :

Signe Hovind, General Secretary





## European Transfer Protocol



Licence Transfer Request Form

number

(reserved for the CEP)

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: [transfer@cep-petanque.com](mailto:transfer@cep-petanque.com)

PLAYER IDENTIFICATION	
FAMILY NAME :	<div>PHOTO</div>
GIVEN NAME :	
DATE OF BIRTH :	
NATIONALITY	
EMAIL ADDRESS :	
PHONE NUMBER :	
ADDRESS - Street	
ADDRESS - City + Post Code	
ADDRESS - Country	

### PARENT/GUARDIAN DECLARATION

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

Name of the Parent/Guardian :

Parent/Guardian signature :

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Licence Transfer/Europe v2.0

(reserved for the CEP)

number :

(reserved for the CEP)

### NOTICE:

is your personal data  
Player registration  
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Club and  
process your  
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privacy policy on our  
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Secretary General  
[cep-petanque.com](mailto:transfer@cep-petanque.com)

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## European Membership/Licence Transfer Certificate

Issued by the Confédération Européenne de Pétanque, on

Date

Reference

In accordance with the CEP regulations for Licence Transfers,  
we certify that:

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 to be registered 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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