



REGION SEVEN POOL ASSOCIATION

Affiliated to the English Pool Association



CONSTITUTION & RULES

As adopted at the Region 7 AGM 12th December 1998 and amended at the 2012 AGM.

1 INTRODUCTION

- 1.1 The name of the area will be known as 'Region Seven' and this association will be called the 'Region Seven Pool Association' hereinafter called the 'Region'.
- 1.2 The Region is formed for the purpose of promoting the game of pool amongst all playing members within the Region, to organise individual's events male, female and junior, doubles and team events.
- 1.3 The Region will organise fixtures for the Regional Inter-county Championships, for Men's 'A', 'B', 'Ladies' and 'Junior' teams where applicable. The winning teams will represent this Region at the All England National Finals. Additionally a 'C' team Championship will be organised for those Counties who want it.
- 1.4 The Region will encourage the training of Referees, so that they may gain the highest standards possible.
- 1.5 The Region will negotiate sponsorship for the Region.
- 1.6 This Association will be organised to run in accordance with the English Pool Association (EPA) constitution and will be subject to, and comply with, any decisions of EPA General Meetings and National Committee Meetings.

2 MEMBERSHIP

- 2.1 Membership to the Region is open to all County Associations within the Regional boundaries subject to them being in full membership of the English Pool Association. Regional Boundaries and any variation thereto are approved by the E.P.A. at their Annual General Meeting.
- 2.2 The annual affiliation fee to the Region will be agreed at the Region's AGM each year. Any member County Association not paying their affiliation fee, between first (1st) January and the twenty first (21st) January of each year will be deemed to have resigned their membership, and will be refused all benefits formerly accorded to them. (Subject to part payment see appendix 1)
- 2.3 The committee reserves the right to refuse membership to any individual, league or County Association, for any reason if they deem such membership to be injurious or harmful to the Region.
- 2.4 Each County Association in the Region will update the EPA database directory of their County Officials by 31st January, and affiliated leagues by 28th February, in each year. Failure to comply will result in a fine, see appendix 4.

3 BENEFITS

- 3.1 Any member will have the right to use all legal and technical advice available to the Region subject to the committee's approval.
- 3.2 All monies held by the Region will, after the deduction of managerial expenses, be used for the benefit of all its members.
- 3.3 Any member may request the Region to mediate in any dispute they may have with any other member of the Region. The Region's disciplinary procedure will be used for this purpose.
- 3.4 Any member has the right to ask the Region to negotiate on their behalf a sponsorship request. The Region will endeavour to negotiate the highest possible amount for their members.

4 MANAGEMENT COMMITTEE

- 4.1 Rules:
 - 4.1.1 The Region shall elect a committee to manage all business appertaining to the Region.
 - 4.1.2 The committee shall consist of four Main Officers, the Regional Director (National Delegate), the Assistant Regional Director, the Regional Treasurer and the Regional Secretary. Additionally there may be three other officers, an Assistant Regional Secretary, a Results Secretary and a Regional Player Registration Secretary. All these officers will be elected by the County Associations' Delegates and Representatives sitting on the Regional committee. The rest of the committee is made up of one (1) Delegate and one (1) Representative (2nd delegate) from each member County Association within the Region, and an E.P.R.A delegate who is elected by the Region's Referees.
 - 4.1.3 All Officers on the committee will hold office in accordance with the E.P.A Constitution, for three (3) years. Election of officers will be: year 1 Regional Director, Results Secretary and Assistant Regional Secretary, year 2 Regional Treasurer and Assistant Regional Director, and year 3 Regional Secretary and Regional Player Registration Secretary. All retiring Officers will be eligible to stand for re-election.
 - 4.1.4 If an Officer's position becomes vacant during their term of office, the Regional committee will appoint a member from within the County delegates, to fill this Officer's role until the next AGM. The County Association from which this delegate came can provide a replacement County delegate.

5 DUTIES OF OFFICERS

5.1 REGIONAL DIRECTOR.

The Regional Director shall be the Chief Officer of the Association and will enforce all Rules and Regulations of the Association and will perform such other duties as may pertain to his office. He/She will:-

- 5.1.1 Preside over all meetings of this Association and attend all National meetings as the Regional Delegate.
- 5.1.2 Be accountable to the Committee.
- 5.1.3 Have all out of pocket expenses incurred in the performance of his/her duties paid by the Association.
- 5.1.4 Confer with all other Regional Directors to keep up-to-date with current information to ensure a smooth running and efficient Region.
- 5.1.5 Issue typed reports including reports of the National Committee Meetings he/she attends, through the Regional Secretary, to the Counties.
- 5.1.6 Send copies of all correspondence to the Secretary.
- 5.1.7 Verify the accounts with the Secretary and Treasurer and verify that the Treasurer has opened an account with a recognised bank in the Association's name.
- 5.1.8 Enlist the help of any officer on the Committee to carry out the duties of Organiser at any Tournament or Event run by this Organisation.

5.2 REGIONAL SECRETARY, He/She will:-

- 5.2.1 Be responsible for the proper running of the Association and its organisation.
- 5.2.2 Ensure that all meetings are properly minuted and shall issue copies to all Officers and County Delegates.
- 5.2.3 Conduct all correspondence and notify all Officers and Delegates of the date and venue of meetings.
- 5.2.4 Notify all Officers and County Delegates of changes to this Constitution, or Playing Rules, and shall issue up-dated copies within (21) Twenty-one days of the changes being made.
- 5.2.5 Have the power to act on behalf of this Association and will at all times act in the best interests of the game.
- 5.2.6 Keep all other records of the Association as required.
- 5.2.7 Take instructions only from elected officers.

5.3 REGIONAL TREASURER, He/She will:-

- 5.3.1 Disburse funds only on the instructions of the Regional Director, Assistant Regional Director or Regional Secretary.
- 5.3.2 Keep a true and up-to-date record of all income and expenditure of Association funds.
- 5.3.3 Collect all dues for membership from all Counties wishing to be members of the Association.
- 5.3.4 Collect all sponsorship monies on instruction from the Regional Director or Secretary.
- 5.3.5 Open and maintain a bank account in the Association's name and remit all monies thereto within one (1) week of receipt.
- 5.3.6 Sign all cheques and have them countersigned by one of the (3) three other Main officers.
- 5.3.7 At the close of each year, submit a Statement of Accounts to the Annual General Meeting, (Copies to all Officers and Delegates).

5.4 ASSISTANT REGIONAL DIRECTOR

- 5.4.1 He/She will carry out all duties of the Regional Director should he/she be unavailable for whatever reason.

5.5 ASSISTANT REGIONAL SECRETARY, He/She will:-

- 5.5.1 Carry out all duties of the Regional Secretary should he/she be unavailable for whatever reason.
- 5.5.2 Assist the Regional Secretary as necessary.

5.6 PLAYER REGISTRATION SECRETARY, He/She will:-

- 5.6.1 Receive and process all applications by players for E.P.A. player registration cards and renewals.
- 5.6.2 Provide other Regional and County officials with current information regarding E.P.A. player registrations within Region 7, when requested.
- 5.6.3 Provide the E.P.A. with any current player registration information that it may require.

5.7 REGIONAL RESULTS SECRETARY, He/She will:-

- 5.7.1 Set fixture dates for the year in accordance with the 10-year cycle.
- 5.7.2 Publish fixture dates to the nominated person of each county.
- 5.7.3 Issue each county with a supply of Official Match Result forms.
- 5.7.4 Check each match sheet for errors, and report such errors to the Regional Committee, whereby a fine will be imposed. (See appendix 4)
- 5.7.5 Keep a record of individual rankings for Men's A & B, Men's C, Senior, Ladies & Juniors.
- 5.7.6 Record and Publish League tables and rankings.
- 5.7.7 Report League tables and rankings to the E.P.A.

6 REFEREES:

- 6.1 The Regional Referees Delegate sitting on the Regional committee, must be a fully registered referee with the English Pool Referees Association, and elected to the position by the Regional referees committee. He/She will report on all referee business during the Regional agenda.

6.2 The Regional Referees Delegate is responsible for the co-ordination of any requirement for referees at Regional events.

7 COUNTY DELEGATES

7.1 Each County Association in full membership to the Region will send 1 Delegate and 1 Representative (2nd delegate) from their County Association committee, to sit on the Regional committee.

7.2 If a Delegate or Representative is elected onto the Regional committee as an Officer of the Region, then the County Association can replace their Delegate or Representative on the Regional committee.

8 POWERS OF THE MANAGEMENT COMMITTEE.

The Management Committee shall have the power to:-

8.1 Make any decision that, in their opinion, is deemed necessary or beneficial to its members. This excludes the alteration of the Constitution other than at an AGM or EGM.

8.2 Conduct the running and organisation of pool within the Region and decide on all matters concerning the game.

8.3 Accept or reject any application for membership from any County.

8.4 Decide on all interpretations of this Constitution, the Inter County Match Rules or the Playing Rules.

8.5 Co-opt officers for a specific period of time and duty.

8.6 The committee shall have the right to alter or amend any event date, or advertisement that they decide necessary, except county match and Interleague dates. (printed as per E.P.A calendar).

9 FINANCE:

9.1 The Treasurer will be responsible for the finances of the Region, and must keep all bookwork up to date. The Treasurer must make a report, and present an up to date balance sheet at each Regional meeting. At the AGM of the Region, the Treasurer will produce a yearly Income & Expenditure Account & Balance Sheet, which will be proposed, seconded and voted on, as a true record of the Region's finances for that year.

9.2 The four (4) Main Officers of the Region will be named on the Region's bank mandate; two (2) of these Officers must sign all cheques.

9.3 The two (2) National delegates will be paid expenses only for attending National meetings. Any other expenses will only be paid if the Regional committee sanctions them. (See appendix 2).

9.4 Mileage will be paid by the Region, (at the National committee rates), but only if sanctioned by the Regional Committee. See appendix 2.

10 VOTING:

10.1 Each member County Association in full membership, will be awarded two (2) votes on attending Regional meetings, this applies to ~~the~~ AGM as well. The Regional Director will have the casting vote at all meetings if required.

10.2 No Regional Officer, National Delegate or E.P.R.A delegate are entitled to vote at any meeting, except that at meetings other than General Meetings the Treasurer shall be entitled to 1(one) vote on matters of finance. Where an Officer of the Region is also attending a meeting (other than an AGM or EGM) as his/her county's Delegate or Representative he/she may vote in that capacity. The Treasurer shall not be entitled to the Treasurer's vote in addition to any Delegate's or Representative's vote.

10.3 In the event that only one person is in attendance to represent a member County then that person shall only be entitled to one vote.

10.4 All motions will be decided on a simple majority vote, votes FOR versus votes AGAINST, abstentions being ignored.

11 MEETINGS

11.1 The Annual General Meeting of the Region will be held in November or December of each year. Any proposals for Officer positions or changes to this Constitution, including appendices, must be put in writing electronically to the Regional Secretary twenty one (21) days prior to the date set for the AGM.

11.2 A minimum of 6(six) weeks notice must be given for an Annual General Meeting

11.3 The Agenda for the AGM must be circulated at least 14 (fourteen) days prior to the AGM.

11.4 No "any other business" will be allowed at the AGM.

11.5 County Associations not attending the AGM will be fined. (See appendix four (4))

11.6 A maximum of 4(four) observers from an Affiliated County may attend a General Meeting.

11.7 The quorum for Regional meetings is two (2) Officers and delegates from three (3) Counties. If a County cannot send a delegate to these meetings, they will be fined. The County must notify the Regional Director twenty-four (24) hours before the meeting of their intention not to attend. The Regional Director will contact the other Delegates if he believes a quorum cannot be reached; stating the meeting is cancelled. The Region will pay £10 to each County Association Delegate not notified.

11.8 Meetings of the Region other than the AGM will take place as directed by the Regional Director.

11.9 An officer may represent their County Association, at Regional Meetings, but Executive Officers (Director, Treasurer & Secretary) cannot represent their counties at AGMs or EGMs.

- 11.10 Three member County Associations or two elected officers can call an emergency meeting of the Region, after giving seventy two (72) hours notice in writing, and the reason for the meeting, to all members of the Regional committee.
- 11.11 County Associations not sending either a Delegate or a Representative to the Regional Committee Meetings will be fined. (See appendix four (4)).
- 11.12 No expenses will be paid to County Associations by the Region for attending any Regional meetings.
- 11.13 If the Secretary is faced with a situation which should be resolved before the next meeting of the Association and it is not practical to call an emergency meeting then:-

All those who would be entitled to vote at such a meeting shall be canvassed for their opinions, and the result of that canvass shall be communicated to the Regional Director who will only take any action if he decides that there is a significant majority in favour of such action.

12 DISCIPLINE:

- 12.1 The Region reserves the right to suspend, fine or expel any member, team, league or County Association, for any breach of these rules (including any rules contained in the E.P.A. Constitution, see 1.6 of this Constitution), or any rules that the Region makes in the future, or for any act deemed by the Region to have brought the Region into disrepute. Any County, league, team or member accused of any offence against the Region will be afforded every opportunity to defend themselves or explain their conduct either in writing or in person at a disciplinary meeting of the Region. From the moment an appeal is received by the Regional Secretary, the sanction imposed is deferred until the appeal is heard.
- 12.2 Any player, team, league or County Association who is expelled from the Region, may not enter any event organised by the Region, until the member, team, league or County Association has been re-admitted by the Region.
- 12.3 Any member County Association who expels a member, team or league must notify the Region in writing, giving the offender's particulars, and the reason for expulsion, if the County Association wishes the Region to take further action.
- 12.4 Any member, team, league or County Association expelled from the Region will forfeit the whole of their subscriptions paid for that year, and any other rights and benefits formerly accorded to them.
- 12.5 The Region will form a sub-committee to hear any case of discipline. (See disciplinary procedure).
- 12.6 The Region will also form a sub-committee to hear any case of an appeal against an original Regional decision, or a decision of a County disciplinary hearing. (See disciplinary procedure).
- 12.7 If a County Association is summoned to provide an extra delegate to sit on an appeal sub-committee and they refuse they will be fined. See appendix 4.
- 12.8 The Region will only deal with disciplinary cases if the following applies.
 - 12.8.1 The Region might take action under paragraph 12.1 above, or
 - 12.8.2 The Region is asked to make a decision, after the case has been heard by the County Association concerned, and the member, team or league refuses to accept their decision, or
 - 12.8.3 The Region, having imposed a sanction under 12.1 above, is asked to hear an appeal against that decision.

13 DISCIPLINARY PROCEDURE:

- 13.1 In the following procedure the member, team, league or County Association against whom the complaint is lodged will be referred to as the 'offending party'. The team, league, County Association or Region who lodged the complaint will be referred to as the 'complaining party'.
- 13.2 Where either party is not an individual, it must nominate one or two of its members to represent it at any hearing. Any party may also bring two witnesses to speak at any hearing. Where either party expects to need more than 4 people, including the 2 witnesses, to speak on its behalf, that party should write to the sub-committee at least 7 days before the hearing explaining why this is necessary. If this is not done, or the sub-committee does not accept the reasons given, then the party will be limited to 4 speakers on its behalf including the 2 witnesses.
- 13.3 The Region will form a sub-committee to hear the case. This sub-committee will consist of three (3) delegates who sit on the Regional committee, one of whom must be an Officer from the Regional committee, who are all independent of the case being heard. The Officer will chair this sub-committee. Where the sub-committee is formed to hear an appeal against a decision of the Region, then none of those who sat on the sub-committee that made that decision may sit on the sub-committee hearing the appeal.
- 13.4 The sub-committee will be provided with copies of all the documents that have been submitted to the Region in support or defence of the case. The sub-committee, after carefully examining these documents, will decide whether there is sufficient evidence in these documents to justify a hearing. If it decides that there is not, then it must write to the complaining party (or in the case of an appeal the offending party) giving the opportunity to provide further written evidence within 21 days. After that time has elapsed the sub-committee will once again review all the documents and decide whether there is enough evidence to justify hearing the case. If there is not it will write to both parties informing them of that decision.

- 13.5 If there is sufficient evidence to justify a hearing the sub-committee will write (enclosing a copy of this procedure) to both the complaining party and the offending party stating the complaint, the date and time of the hearing, and informing the parties that they will be allowed to speak about the offence or incident, and that they may bring two (2) witnesses with them to speak as well.
- 13.6 The chairperson will open the meeting, ask the complaining party to state its case against the offending party, then ask the offending party to reply, each party will leave the meeting after giving its evidence. In the case of an appeal against an earlier decision by the Region or a County Association, the offending party will present its appeal first, then the complaining party will present its case. The sub committee may recall any witness or party to ask further questions if it wishes.
- 13.7 The sub-committee will make a decision at the end of the case. The chairperson will tell the parties of the decision. The chairperson must also tell an unsuccessful offending party, about their right of appeal. The chairperson must write to the parties informing them in writing of the decision, and the time in which an appeal must be lodged. (Normally seven (7) days from date the letter was posted).
A copy of the minutes of the meeting will be forwarded to the National Secretary. Where the sub-committee finds in favour of the offending party, that decision is final.
- 13.8 Only bodies imposing a suspension may lift that suspension. (This does not prevent an appeal to a higher body overturning the decision imposing the suspension).
- 14 APPEALS.**
- 14.1 Offending parties first have a right of appeal against the body that imposed a penalty on them. If an appeal fails, they may have the right of appeal to the next more senior body in the sequence; League, County, Region, and National Committee of the English Pool Association.
- 14.2 The Region will not hear appeals against decisions of Counties, Leagues or Teams unless the appropriate County has properly heard an appeal on the matter and found in favour of the complaining party.
- 14.3 Once an appeal has succeeded, the complaining party has no further right to pursue the case, and should remove any penalty it has applied. See 13.8
- 15 GENERAL RULES**
- 15.1 All members will play to any playing rules currently approved by the E.P.A at an AGM.
- 15.2 All Counties will keep a register of all members, teams and leagues in membership to them, and copies of these papers, must be deposited with the Regional Director, and be kept up-dated.
- 15.3 Individual ranking points will be awarded to County players; Men's 'A', 3 points per frame won, Men's 'B', 2 points per frame won, Ladies, 3 points per frame won, and Junior, 2 points per frame won.
- 15.4 Ranking lists will be maintained and the top 8 Male, 8 Female and 8 Junior players (where applicable) will be allowed to represent the Region at the E.P.A team trials. If a player does not wish to take this opportunity, or any of these 8 players are current E.P.A. team players, then the next available player(s) will take their place(s).
- 16 FEES.**
- 16.1 The County Affiliation Fee applicable to the following year shall be set at the Annual General Meeting.
- 16.2 All Region Seven Referees shall pay an Annual Fee into the Region Seven Pool Referees Account.

APPENDIX ONE.

REGIONAL FEES.

£3 per player from EPA Registration Card holders.

APPENDIX TWO.

FEES PAID TO REGIONAL DELEGATES.

Regional Delegates attending National Meetings: 30p per mile.

Honorariums:

Director: £200

Secretary: £100

Treasurer: £100

Results Secretary: £100 + £120 per year for Internet Access.

Registrations Secretary: £100

APPENDIX THREE.

CASH PRIZES PAID BY REGIONS.

Trophies, plus £120 travel expenses to the national Inter-County Finals.

APPENDIX FOUR.

FINES WITHIN THE REGIONS.

Non attendance at an AGM £20

Non attendance at a Regional meeting £20

Late submission of details of County Officers or Affiliated Leagues £25

Failure to provide extra delegate for disciplinary appeal committee £25

Late submission of Inter County match sheets £10

Submission of Inter County match sheets with errors £5 per error

Cancelling a County match £50 (Junior team £30)

Failure to field a minimum team, as cancellation, but reduced by 10% for each player present.

Failure to pay an invoice or fine within 1 month £10

APPENDIX FIVE.

DAYS FOR COUNTY MATCHES/ START TIMES.

Men, Ladies, Juniors matches on Sunday, 1.30pm start.

Senior matches on Sunday, 12noon start.