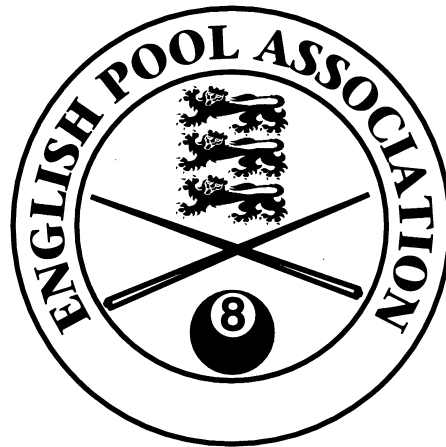




ENGLISH POOL ASSOCIATION
RECOGNISED BY THE SPORTS COUNCIL AS THE
GOVERNING BODY FOR POOL IN ENGLAND
www.epa.org.uk

EPA
Handbook
Part 4



ENGLISH POOL ASSOCIATION

NATIONAL CONSTITUTION



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CONSTITUTION:

1. The name of the Association shall be called the (English Pool Association), hereafter called the Association.
2. The Association is formed for the purpose of promoting the game of pool amongst all playing members within England, and to organise (individuals, pairs and team knockouts) competitions, and to select true English National Pool Teams, (England Mens Teams, England Ladies Team, England Under 23s Team, England Junior Team, England Senior Team) to negotiate sponsorship for the game, and standardise playing rules.
3. The Association will be zoned into eight (8) Regional areas, and numbered one to eight (1-8). In each of these Regions a Regional Association will be established. Each Regional Association will be managed by the County Associations within that Region on behalf of the EPA. The Constitution of each Regional Association will be broadly in line with the model contained in the EPA handbook, and will always contain the following paragraph:

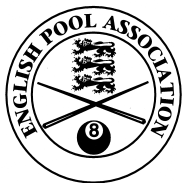
“This Association will be organised to run in accordance with the EPA Constitution, and will be subject to, and comply with, any decisions of EPA general meetings and National Committee meetings.”
4. Any alterations to the Constitution and playing rules can only be done at a Annual General Meeting or an Extraordinary General Meeting (EGM) of the Association, after giving the relevant details of intended changes to the National Secretary twenty eight (28) days prior to the date set for AGM meetings, or in line with the requirements for an EGM. Amendments for AGM proposals are to be in the hands of the National Secretary seven (7) days prior to the set date for the meeting.

RULES:

5. The Association shall elect a committee to manage all business appertaining to the Association.
 - 5.1 The six (6) senior officers are elected at the relevant Annual General Meeting as set out below.
 - 5.2 The Executive Committee shall consist of eight (8) officers: Chairman, Vice-Chairman, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer plus 2 co-opted Sub-Committee Chairmen: Marketing and Event Tournament Director.
 - 5.2a National Committee consists of: Chairman, Vice-Chairman, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, two co-opted Sub-Committee Chairpersons plus two (2) representatives from each approved Region within England, and a representative from the English Pool Referees Association.



- 5.3 The six (6) Senior Officers (Chairman, Vice-Chairman, Treasurer, Secretary, Assistant Secretary and Assistant Treasurer), will hold office for three (3) years on a staggered basis, starting with the Treasurer and Vice-Chairman, then the Chairman and Assistant Secretary, then the Secretary and Assistant Treasurer.
- 5.3a Marketing Officer will be up for election with the Assistant Secretary and the Tournament Director with the Secretary.(AGM 2011)
- 5.4 None of the six Senior Executive Officers may hold the position of a Regional delegate at a National meeting.
- 5.5 The National Committee shall have full authority to make any decision that, in their opinion, is deemed necessary or beneficial to its members.
- 5.6 The National Committee shall have the right to alter or amend any fixture or advertisement that they decide necessary.
- 5.7 No Officer from another Country's Association/Organisation/Federation may hold a position on the EPA National Committee or vote at an EPA AGM or EGM.
- 5.8 A Region cannot hold more than two (2) Executive Officers positions on the EPA Executive Committee.
- 5.9 The Chairman, Secretary and the Treasurer will be entered on the bank mandate. The Treasurer plus either the Chairman or the Secretary must sign all cheques. 'Bank transfers' are also permitted as per Barclays banking procedures.(AGM 2011)
- 5.10 The Treasurer will provide a properly audited balance sheet, two (2) weeks prior to each AGM.
- 5.11 The Treasurer and Finance Sub-Committee will check all income and expenditure receipts, and observe proper banking procedures.
- 5.12 The Treasurer will present at each meeting of the Association the ledger book, showing all income and expenditure, since the last meeting of the Association.
- 5.13 Honoraria will be paid by Standing Order debt along with telephone allowances. (AGM 2003)
- 5.14 No Officer may sit on the EPA Committee unless he or she is a current ID Registered membership card holder.
- 5.15 That the EPA current mandate with regards to the signing of cheques remain the same, with the inclusion of an assistant treasurer once elected, however that online banking access be permissible from any one of those mandated persons to individually access EPA banking and process payments. Access to specific EPA



accounts be as per requirement and EPA need. However at each National meeting that an audited report be provided to the National committee members for verification and approval

(Playing Rules Clarification) Motion may be included in the EPA AGM. If agreed they are sent to the WEBPF to be agreed by the World 8 Ball Federation AGM.

MEMBERSHIP:

6. Membership of the Association will be open to all County Associations throughout England. Leagues will become members by joining the County Association the league is in (see [Appendix 1](#)).
- 6a. *New Pool Leagues:* A league can only affiliate to the County Association where the majority of its team play pool. The EPA may, at its discretion, grant dispensation to a league wishing to affiliate to a County Association where fewer than the requisite number of teams play pool. Existing County Association Pool League structures to continue as status quo.
- 6b. *League Structure:* 6 teams minimum to form a League-playing a home and away weekly format; a minimum of 4 individual players in each team. Leagues wishing to affiliate with less than this figure must seek dispensation from the EPA.
- 6.1 The National Committee reserves the right to instruct a County Association to refuse membership to any league, team or individual if, for any reason, they consider that granting of membership would be detrimental to the Association.
- 6.2 Players playing Inter-County, Inter-League, or any event carrying the use of the 'Players ID/registration card' must register their names and addresses and supply a suitable passport or electronic photograph to their County Secretary within seven (7) days of playing in the event. Membership will run from 1st January to 31 December.
- 6.3 A person is registered with a County for the season once the completed registration form, photo and any registration fee have been accepted by the County and the details placed on the EPA database.
- 6.4 Once registered, no person shall be allowed to transfer to another County during that season unless exceptional circumstances apply. Applications for transfer must be made to the National Committee of the EPA who will give a ruling.
- 6.5 The EPA National Affiliation Registration membership card will carry a money figure attached to it. The cost of registration will be set at an AGM/EGM in line with the Treasurer's recommendations.
- 6.6 The current rules which are in place reference any player competing in a Professional World 8-Ball Championship will then be classed as a professional



player by the EPA. The relevant EPA rules on professional status will then apply. Such players would be regarded by the EPA as at Cue Sport Professional level for a minimum of twelve months, before they could resign their status as a professional and apply to return to the amateur ranks. These are already agreed procedures and regulations for existing professional level players who wish to return to amateur status.

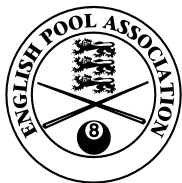
- 6.7 All County Associations in membership shall pay the annual subscription, agreed at the AGM each year. (see [Appendix 1](#)).
- 6.8 The annual subscription will be due on January 1st each year.
- 6.9 Any member County not paying their subscriptions by the twenty second (22nd) of January, of that year, will be deemed to have resigned their membership, and will be refused all benefits of the Association.
- 6.10 Only fully paid up members will be entitled to enter any competition (other than a lottery) organised by the Association.
- 6.11 All monies held by the Association will, after the deduction of managerial expenses, be used for the Association.
- 6.12 All Regional and County Officials must hold a current year ID Registration membership card.

ANNUAL GENERAL MEETINGS/EXTRA-ORDINARY GENERAL MEETINGS:

7. The Annual General Meeting of the Association will be set at the first National meeting after the EPA AGM. (AGM proposal 2005)
 - 7.1 Only fully paid up County Associations are allowed to attend the AGM, plus the Executive Committee and Regional Directors of the Association.
 - 7.1a A delegate attending an EPA AGM to represent a County Association must be a registered EPA ID membership card holder in the County they are representing.
 - 7.2 Voting at the AGM and EGM is one (1) vote per County Association present. Chairman will hold the casting vote if required.
 - 7.3 EPA will send out notification of the AGM no less than seventy (70) days prior to the AGM set date.
 - 7.4 Proposals for the agenda of the AGM must be in the hands of the Secretary of the Association twenty eight (28) days prior to the date set for that AGM.
 - 7.5 Amendments to these proposals must be in the hands of the Secretary of the Association seven (7) days prior to the date set for the AGM.



- 7.6 County Associations in full membership, and the Executive Committee are allowed to add Proposal or Amendments to the AGM agenda, subject to these proposals or amendments being submitted to the National Secretary within the stated time period.
- 7.7 An EGM of the EPA may be called by a minimum of 25% of the Affiliated County Associations. The request for an EGM must be put in writing to the National Secretary, clearly stating the reason for the request, and signed by the Chairman of each County Association requesting the EGM. This must be accompanied by the minutes of that County Association Meeting where the request was agreed.
- 7.7a The required number of County Associations requesting the EGM must submit their request for the EGM in writing within 14 days of the original request.
- 7.8 The Executive Committee of the EPA upon receiving a request to call an EGM, will give a minimum of 3 days notice in writing, to all Affiliated County Association with an agreed date for the EGM and the reason for the meeting.
- 7.8a An EGM may be called by a minimum of five (5) Executive Committee members if circumstances are considered exceptional. The request for an EGM must be put in writing to the National Secretary clearly stating the reason for the request, and signed by the Chairman. A minimum of 25% Affiliated County Associations must agree with the Executive Committee request, each of these County Association Chairmen must sign the request letter, and supply a copy of their County Association minutes of the meeting which this was agreed.
- 7.9 If the Executive consider the matter for debate does not need the attendance of the membership, then the EGM may be conducted by electronic means, giving clear instructions of what is required and any deadlines for responses. A full 'minute' of the outcome must be sent to the Counties..
- 7.10 At the AGM any member of the Association may require the Executive and/or National Committee to give a full account of any action taken by that committee.
- 7.11 No Motion will be read to the AGM or EGM unless it has been seconded 7 days before the said AGM or EGM.
- 7.12 Election of Officers – appointments of Executive Officers will be made at an AGM or EGM.
- (a) All nominations for positions together with seconders must be in the hands of the EPA Secretary in line with the set requirements for proposals at an AGM or EGM.
- (b) Any incumbent officer may stand for re-election without the requirement of having a proposer and seconder but must notify the EPA Secretary in writing that they wish to re-stand.



- (c) Any officer wishing to stand for election must be in attendance at the AGM/EGM.

7.13 The National Committee will appoint any member from the incumbent National Committee to fill any position that may occur during the year. The person seconded into the position will only be acting in that position until the next AGM or EGM.

COMMITTEE MEETINGS:

8. The Association will convene a minimum of four (4) National Committee meetings a year, these meetings to be set by the National Secretary. These are additional to the Annual General Meeting.
- 8.1 Votes at these meetings will be a maximum of two (2) votes per Region, one (1) per delegate present. Chairman will hold the casting vote.
- 8.2 Any Region not represented at National Committee meetings will be subject to a fine (see [Appendix 1](#)).
- 8.3 A quorum for EPA National Committees meetings is 4 Regions.
- 8.4 Any four (4) Regions may call a meeting of the Association, after giving at least seventy two (72) hours notice in writing, and giving the reason they require a meeting; these reasons to be given to all members of the National Committee.

DISPUTE:

9. In the event of a dispute occurring in a game of pool organised by the EPA, a complaint must be registered with the organising section within seven (7) days of the offence occurring:
- 9a Any event organised by a County Association = County Association Secretary.
- 9b Any event organised by a Region = Regional Director (this includes Inter-County Fixture)
- 9c Any event organised by EPA Nationally = EPA Secretary.

DISCIPLINE:

10. The National Committee reserves the right to suspend, fine or expel any member, team, league, County Association or Region, for any breach of these rules, or any rules that the National Committee makes at any future time, or for any act deemed by the National Committee to have brought the Association into disrepute.



- 10.1 Any member, team, league, County Association or Region accused of any offence against the Association, will be afforded every opportunity to defend themselves, or explain their conduct either in writing, or in person to the Disciplinary Committee.
- 10.2 Any member, team, league, County Association or Region expelled will not be allowed to enter a competition organised by the Association, until the body who suspended the party has re-admitted them to the body which originally suspended them.
- 10.3 If a member, team, league or County Association is suspended, then the names, addresses and reason for suspension, must be forwarded to the Associations Secretary.
- 10.4 Any member, team, league, County Association expelled from the Association, will forfeit the whole of any subscriptions paid for the current year, and any right or entitlement formally accorded to them as members of the Association.
- 10.5 A member or team suspended at league level, must appeal to the league who suspended them firstly. If the appeal fails, the member may request their County Association to hear their case. If the County Association rejects their case, the member can request the Region to hear their case. If the Region rejects their case, the member can request the Association to hear their case, and their decision will be final.
- 10.6 A league suspended by a County Association, must appeal to the County Association who suspended them firstly. If the appeal fails, the league may request the Region to hear their case. If the Region rejects their appeal, the league can request the Association to hear their case, and the decision will be final.
- 10.7 A County Association suspended by the Region, can request the Region to hear an appeal, if the appeal is rejected, the County Association can request the National Association to hear their case, and the decision will be final.
- 10.8. The Association's Disciplinary Committee will consist of: either the Vice-Chairman or Assistant Treasurer of the EPA, and one (1) delegate from the two (2) closest Regions to the Region where the case originated from.
- 10.9 The Association's Appeals Committee will consist of: either the Chairman or Treasurer of the EPA and one (1) delegate from the two (2) closest Regions to the Region where the case originated from.
- 10.10 The Standard letters on disciplinary procedures are to be used for disciplinary issues. (A.G.M. 2001).
- 10.11 The Dress Code approved in 2014 is the adopted dress code for the EPA.



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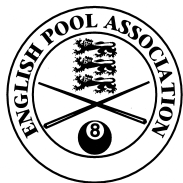
10.12 The EPA operates a drug testing policy; any competitor at any EPA event may be requested to take a test.

REFEREES:

11. The Association will encourage the training of referees in the Associations own playing rules so that they may gain the highest possible standards.
- 11-1. Any person wishing to officiate as a referee at any competition organised by the Association must first pass an official examination set by the EPRA.

GENERAL:

12. All members should endeavour at all times to play to rules supplied by the Association.
- 12.1 All teams/leagues will be responsible for keeping a register of all their members. The Executive and/or National Committee shall have the right to examine any such register after giving five (5) days notice of their intentions.
- 12.2 The Association will endeavour to reimburse all reasonable expenses of any member of the Committee incurred while conducting business on behalf of the Association. Such expenses to be approved by the Finance Sub-Committee.
- 12.3 The Association will set up Sub-Committees to deal with functions dealt with by the Association. These Sub-Committees will be selected at the National Committee meeting held in August or September of each year. (These Sub-Committee members will take office as from the meeting, except where an event is run in October/ November or December of that year).



APPENDIX 1:

English Pool Association Annual Subscription: £325 per year (2018)

A County Association must play Inter-County fixtures in the Region they are allocated to.

This is Mens A – Mens B – Ladies – Juniors – Seniors - U23s

If they cannot fulfil these criteria they must apply to the National Committee for dispensation.

- 1 New County Associations playing only Inter-League in their first year will be allowed to pay a reduced Affiliation fee. The cost of this Affiliation will be 50% of the Annual Affiliation fee.
 - 1a Affiliation fees will include the following free accommodation for delegates meetings called by the Executive of the Association, including the AGM and any EGM. Each County will be allowed one (1) delegate for 2 nights or two (2) delegates for one (1) night accommodation (each County will decide their preference). Counties will be responsible for all costs over the above stated limits. The Affiliation fee will be reviewed at each AGM under the Finance section on the agenda.
 - 1b All fixed income and expenditure items will be increased by the retail price index applicable in the September prior to the AGM. (AGM 1998).
 - 1c County Associations not attending the EPA AGM will be fined £100. (AGM 2010). This must be paid in full by the next National Committee date. If not paid by the day after that National Committee meeting, a further £10 will be added per calendar month that the fine is not paid in full. A County must pay the fine in full, even if it wishes to appeal against the fine.
 - 1d Regions not sending a delegate to the EPA Committee meeting will be fined £50. (AGM 1996). This must be paid in full by the next National Committee date. If not paid by the day after that National Committee meeting, a further £10 will be added per calendar month that the fine is not paid in full. A Region must pay the fine in full, even if it wishes to appeal against the fine.