

Andover Pool Association **Constitution - 2017**

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Section 1 – Name of Organisation

1. Andover Pool Association (APA)
2. The APA will play under the EPA (English Pool Association) Rules; also, known as World Rules.

Section 2 – Objectives

1. To promote the sport of pool in accordance with World Pool Rules to all people in and around the Andover area.
2. To facilitate, via an Elected Committee, the fair management and administration of the APA and all its incorporated competitions and events.

Section 3 – Affiliation & Registration

1. The APA will affiliate to the Hampshire Pool Association, which grants automatic affiliation to the English Pool Association.
2. The APA is open to all teams within the Andover and the surrounding area, subject to discussion and approval by the APA Committee.

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3. Each team will pay a registration fee of £35 per season. A fee will also be taken for the individual Competitions; which teams must ensure is paid on registration night. Entry fees whether for League registration or Competition may change at the discretion of the Committee.
4. The League Secretary will aim to place new teams in a division reflecting their ability.
5. Where a team has received a fine, the Committee may refuse players who were members of that team when the fine was issued, the ability to register a team or themselves to a team whilst the fine is still outstanding.
6. Registration sheets must contain a minimum of 4 eligible players.
7. An APA player is considered registered to a team after he or she has signed the registration form.
8. New players may be registered to a team on the day of a League or Cup match but not on Finals Day.
9. The minimum age for a player in the APA is 16. Captains' of teams with players under the age of 18 must check the rules of the venue.
10. On receipt of the information packs from the League Secretary each Captain is responsible for acknowledgement of acceptance. Failure to respond by the allotted deadline will lead to a point's deduction of 4 points.

Section 4 - Committee

1. All Committee Members must be APA registered throughout their period of office.
2. All Committee Members will be asked to sign a Code of Conduct; this code sets out the standards of behaviour expected of Committee Members. In addition to the Committee, the Code of Conduct will also apply to the volunteers who help the Committee.
3. The Andover Pool Association Committee will consist of Officers and other Committee Members, they will work as a single unit and be referred to in this document as "The Committee", they will administer and interpret the rules in accordance with this Constitution.
4. Officers and Committee Members are elected for a twelve-month term at each Annual General Meeting (AGM).
5. If any Committee Member fails to attend for three consecutive meetings, without giving just cause to the Committee, they will have deemed themselves to have resigned from the Committee.
6. The Committee has the right to co-opt at mid-term and elect at an AGM or EGM; members to the Committee to fill any position that may become vacant.
7. All Officers of the Committee must be a previously serving Committee Member of the Andover Pool Association, having served one full term (2 seasons).
8. The Officers of the Committee shall consist of the duly elected members as listed in Point 4.9.
9. The Chairperson, Vice Chairperson, League Secretary, Treasurer, Competition Secretary, Webmaster, and General Committee Members.
10. Amendments to the Committee or Constitution, the rules of the Association or the positions within the Committee shall only be changed at an AGM or at a 'Special'

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meeting under extreme and exceptional circumstances, which may be called at the discretion of the Officers of the Committee, in which case Points 1, 2, 3 and 4 will apply.

- 11.** Standard Elections for Committee Officers and General Committee Members will take place every year at the AGM, via the following order of events. (To be an Officer of the Committee you must be or have been a serving Committee Member).
- 12.** Procedure for Elections for Committee Members.
 - a) The current Chairman steps down.
 - b) The Vice Chairman or designated person takes over and will invite the just retired Chairman to stand for their position again, the Vice Chairman or designated person will also accept nominations for the position of Chairman.
 - c) The newly elected Chairman will take over proceedings and will ask all the other Officers and General Committee Members to step down.
 - d) The Chairman will invite the just retired Officers and General Committee Members to stand for their positions again and request invites or nominations for Officer's positions on the Committee for the forthcoming year (Winter and Summer Seasons).
 - e) Once the Officer positions have been filled and the General Committee Members have accepted or declined their positions back on the Committee, proposals will be considered for further General Committee Member places.
 - f) All Officers of the Committee must be a previously serving Committee Member of the Andover Pool Association, having served one full term (2 seasons).
 - g) Decisions taken by the Committee are final.
- 13.** A Member of the Association must second any member wishing to stand, the person proposed must explain what they will bring to the position and that they can comfortably complete the role as described in the job description.
- 14.** Where more than one member is standing for a position, the position will be decided by a majority vote.
- 15.** Any Member of the Association can be proposed for a position on the Committee at least 14 days in advance of the AGM.

Section 5 – Committee Meetings

1. The Committee will meet regularly to discuss general APA business.
2. The date of the meeting will be set by the Chairman.
3. All the Committee Members will be notified in a timely manner of the date and time of meeting.
4. A Copy of the Agenda will be sent to all Committee Members prior to the meeting.
5. The Committee may remove any Committee Member who misses 3 meetings without sending apologies, or 5 meetings even with apologies.
6. Meeting minutes are the recording taken at the meeting.
7. An abridged version of the Committee Meeting minutes to be available on the website for members.

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Section 6 – Finances

1. The APA will hold an account in the name of the Andover Pool Association.
2. This account is currently a non-profit charity account and requires two signatories on the account.
3. All monies will be handled and banked by one of the two signatories on the account.
4. All outgoing cheques must be signed by one of the two signatories on the account (The account provides 1 cheque book which needs 1 signatory, signature).
5. Signatories must be serving Committee Officers including the Treasurer.
6. The Treasurer is responsible for presenting a statement of accounts at any time when requested by the Committee and at each AGM.
7. Expenditure of the Association shall be paid by cheque. The signature of 1 signatory being required for each cheque. Under no circumstances shall expenditure be paid without a receipt and or invoice being received by the Treasurer.
8. The league will spend money on trophies subject to finances and a budget agreed upon by the Treasurer and/or Committee Members.

Section 7 – Annual General Meeting

1. An AGM will be held at the end of the Summer Season for the following issues, in order:
 - a) Team Registration and payment of fees.
 - b) Roll Call and Apologies.
 - c) Eligible Votes.
 - d) To read reports from the Officers of the Committee (All reports must be forwarded to the Chairman 3 days before the AGM).
 - e) The Presentation of the accounts of the APA.
 - f) Election of Committee positions.
 - g) Proposals.
 - h) Any other relevant business.
2. All Proposals (7.1g) voted in to be brought in with immediate effect for the coming Winter Season where and when possible.
3. All Proposals must be in 14 days before the AGM. Upon receipt, the Committee will review and sort, ready to be presented at the AGM.

Section 8 – Voting at the AGM

1. Each team must be represented by at least one member. No member may represent more than 1 team.
2. Each member of the Association, present at the AGM, will be allowed 1 vote on any motions debated.
3. The Chairman does not vote but will have the casting vote if required.
4. No voting by proxy will be allowed.
5. A ticket system is in place for team representatives to be at and stay until the end of the AGM or that team will be deducted 4 points for nonattendance of the AGM

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Section 9 – Special General Meeting (SGM)

1. An S.G.M of the A.P.A. may be called by a minimum of 51% of the APA Committee, the request to be put in writing to the Chairman, Vice-Chairman or League Secretary and signed by the 51% of the committee requesting the S.G.M. This must be accompanied by the reason they request an S.G.M.
2. The Officers of the A.P.A. upon receiving a request to call an S.G.M, will give a minimum of 3 days' notice in writing, to all APA members with an agreed date for the S.G.M. and the reason for the meeting and publish this on the website.
3. At the S.G.M any member of the Association may require the Committee to give a full account of any action taken by the Committee.

Section 10 – Constitution Amendments and Proposals

1. Constitution proposals must be received to change the Constitution for the forthcoming season, in writing or by email at least 14 days prior to the AGM.
2. Proposals must be made by a registered player from the APA.
3. Proposals will be published on the APA website a week before the AGM.
4. No proposals will be discussed without the proposer being present at the AGM.
5. A vote will be carried out on any proposal at the AGM, with the Chairman having the deciding vote if required.

Section 11 – League Matches

1. It is advised that both Captains check the playable condition of the table prior to the start of the match. If the table is in an unacceptable condition and cannot be rectified on the night, the League Secretary must be informed and the game rearranged. Except in exceptional circumstances, complaints regarding the table condition will not be considered after the first game has been completed.
2. The APA reserves the right to withdraw any team from the league if the table at the home venue does not meet the requirements of the Association.
3. Matches are to be played between 2 teams as per the fixtures published on the APA Website.
4. A team must comprise of a minimum of 4 registered players, which are registered for that team.
5. Team matches will start no later than 8:30pm, unless by prior arrangement with the Captains.
6. All players must be at the appointed venue by 9pm. No player arriving after this time will be entitled to play unless agreed upon by both Captains.
7. All matches should be finished on the match night unless circumstances dictate otherwise e.g. the landlord closes the venue.
8. Un-finished matches must be played to completion at the original venue within 21 days and by the same players listed on the card.
9. No League Fixtures can be played after the last League fixture of the Season.

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- 10.** The match will be made up of 6 singles followed by 3 doubles. Teams consisting of less than 6 players must list the players 1-4 or 1-5 if additional players arrive before 9pm or by an agreed time with the opposing captain then can be added to the end of the scorecard.
- 11.** The first players of the teams on the score card will lag for break for the first frame the subsequent breaks will then alternate.
- 12.** The Home team will provide the referees, the stopwatch and where required the monies for the matches to be played. The referee is charged with ensuring that the game is played within the rules and to administer the rules in a fair and unbiased manner. The Captain will ensure each referee has a basic knowledge of the rules. In the event of the referee being unable to make an acceptable ruling or the referees ruling is disputed by either Captain, the League Secretary or other Officer should be contacted immediately. To increase the competency of referees and to train new referees, a Captain, with the permission of the opposing Captain may designate a player to stand as final adjudicator with a referee who may not be too sure of the rules. This person's function is purely to override the referee when an obvious mistake is made. If a Captain feels the decision taken by a referee was not in accordance with either the rules or the spirit of the game, the Captain can ask the referee to reconsider his/her decision by quoting the relevant rule. If the Captain is not satisfied with the final decision the game should be allowed to continue if the Captain wants to take the matter further he/she must inform the opposing Captain that a complaint will be lodged and immediately inform the League Secretary or Officer of the situation. The League Secretary must receive the complaint within one week of the game. The Committee will call all concerned parties to its next meeting where it will judge the matter accordingly.
- 13.** The Captain of the winning side is responsible for delivering the completed card into the given address by 12.15pm, on the Sunday following the match, in one of the following formats.
 - a. A hard copy, delivered to the given address.
 - b. An emailed, legible, scanned copy of the card to the League Secretary.
 - c. Any card not received in the above method by 12.15pm the Sunday following the match will automatically lose their 4 bonus points.
 - d. If the winning Captain fails to produce the card before the next week of fixtures, they will be asked to attend a Committee meeting to explain the situation where the Committee will decide on the remaining points.
- 14.** One point is awarded per frame won. 4 points are awarded to the winning side per match won. No match can be played for double points.
- 15.** A team must give a minimum of 24 hours' notice to the oppositions Captain and the League Secretary when postponing a fixture. Failure to do so will result in the loss of the match, a deduction of 13 points and the awarding of a 9-0 win for the opposition. (See Section 13).
- 16.** Teams who wish to leave a venue owing to a dispute or disagreement before the match is completed, must contact the League Secretary or any other Officer.

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17. Teams who leave a venue owing to a dispute or disagreement before the match is completed, and **do not** contact the League Secretary or any other Officer will forfeit the result.
18. If a team fail to turn up on a match night for three matches in a season without notice they will have deemed to have resigned themselves from the league.
19. A signed scorecard by both Captains is an acceptance of the result, if a Captain is unhappy he should not sign the card and contact the League Secretary.

Section 12 – Scorecards

1. All players will print and sign their names on the scorecard. Both Captains on completion of the match must ensure that all details are correct and legible. A two-point deduction may be made by the League Secretary if this has not been carried out.
2. Repeated or major failure of the Captains. to complete the cards correctly, the League Secretary will impose a fine of two points for each team, on each occasion.
3. The Captain of the winning side is responsible for delivering the completed card into the given address by 12.15pm, on the Sunday following the match, in one of the following formats.
 - a. A hard copy, delivered to the given address.
 - b. An emailed, legible, scanned copy of the card to the League Secretary.
 - c. Any card not received in the above method by 12.15pm the Sunday following the match will automatically lose their 4 bonus points.
 - d. If the winning Captain fails to produce the card before the next week of fixtures, they will be asked to attend a Committee meeting to explain the situation where the Committee will decide on the remaining points.

Section 13 – Cancellations

1. A team must give a minimum of 24 hours' notice to the oppositions Captain and the League Secretary when postponing a fixture.
2. Failure to do so will result in the loss of the match, a deduction of 13 points and the awarding of a 9-0 win for the opposition.
3. The team cancelling the fixture will be given a minimum of 5 non-consecutive dates to play the fixture by the non-cancelling team. (Dates given will include a maximum of 1 weekend and 4 weekday dates per week and will NOT include Thursday Match Nights).
4. The 5 dates given will be within the usual 21-day deadline of the cancellation. (E.g. cancelled match night Thursday, game to be played within 21 days of that Thursday).
5. The rearranged match dates will also be given to the League Secretary at the same time as the cancelling teams Captain. (Dates given will include a maximum of 1 weekend and 4 weekday dates per week).
6. If a date cannot be agreed the League Secretary will intervene to try and agree a date.
7. Failure to then agree a date will result in the non-cancelling team being awarded a 9-0 win.
8. The Committee decision is final.

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Section 14 – Withdrawing from the League Competition

1. If a team withdraws from the League Competition before the halfway stage, all results against the team are cancelled. The fixture against the team is to be considered a 'Bye' for the whole season.
2. If a team withdraws after the halfway point all results up to and including week 9 will stand, all remaining fixtures will be considered a 'Bye' for the rest of the season.
3. Players will be allowed to Transfer to another Team, as a 'free agent', dependent on individual circumstances, subject to Committee approval.

Section 15 – Player Transfers / New Signings / De-registering

1. Each team is entitled to sign as many non-registered players as they see fit, with a maximum after the initial registration, of four additional players being signed on for the season and no more than two on any one night.
2. A 4-point deduction per player after 4 new signings.
3. A player wishing to transfer to another team may do so providing a transfer fee of £5.00 has been paid and confirmed by the League Secretary and Treasurer before he/she is eligible to play. No player will be allowed to transfer after the first half of the season.
4. The de-registering of a player is allowed but cannot be done without consultation with the League Secretary. Once de-registered, the team involved will be able to sign on another player. Once registered, this player **cannot** be de-registered.
5. A de-registered player will be unable to play pool for the rest of the season for any APA registered team.
6. Any team playing a deregistered player will be considered to have brought the game or the Association into disrepute and will be dealt with most severely.
7. All cases relating to de-registered players will be addressed on a case by case basis by the Committee.
8. No players can be signed on after the last game of the League fixture, or Team Cup Finals.

Section 16 – Competitions

1. The APA may run the following competition each season, and/or any other Competitions proposed and agreed by the Association., dependent on entries...
 - a. Men's' Singles
 - b. Singles Trophy (Div's 2, 3, 4 Only)
 - c. Men's Plate
 - d. Ladies' Singles
 - e. Ladies' Bowl
 - f. Captains' Cup
 - g. Doubles

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- h. Mixed Doubles
 - i. Team A Cup
 - j. Team B Cup
 - k. Team C Cup
 - l. Team Plate
 - m. Veterans' Cup
2. All Competitions to be played to World Pool Rules
 3. The Competition Secretary will decide exact Competition formats each season and communicate this with the Committee.
 4. The Competition and League Secretary will agree TKO competition dates, and advise the Committee. Both teams / individuals are responsible for making contact - no contact will result in both parties being eliminated.
 5. The winning teams / players must submit their results by the time stipulated. Failure to do so will mean expulsion.
All payments for Competitions must be received in full at registration night. Entry fees are non- returnable.
 6. Competitions are only open to APA registered players.
 7. The Competition Secretary will organize Finals Day to be played at a suitable venue and where possible, in rotation with other venues. Once confirmed this will be communicated to the Committee.
 8. Players from different teams can play together in the Mixed Doubles.
 9. For preliminary or first round Doubles matches only, a partner can be changed when required and a replacement can only be sought from the same team and, they must not be cup tied.

Section 17 – Champion of Champions Criteria

1. APA to register entry with payment of £50. Entry open to EPA affiliated leagues only. Payment includes registration for all 3 events (Team, Men's & Ladies). Leagues may also enter their league runners - up or Cup Winners. Payment for second entry is an additional £50 to be paid for by the team entering and not the APA.
2. This event is for current reigning league champions. If your season is currently in progress and will complete before the closing date, then the current league champions may represent your league, otherwise the previous seasons champions may represent your league. In the APA's case, the reigning Winter League Champions will represent the League.

Section 18 – Andover Interleague

1. The Interleague Team will adopt and run Trials when and where possible and numbers allow.
2. An Interleague representative will report to the Committee as the Interleague Secretary. He or the Interleague Captain will report to the Committee at each meeting.

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Section 19 – Grievances / Complaints

1. All grievances / complaints must be made to the relevant Committee Secretary in writing within 7 days of the event. Those involved will be asked to attend a Committee meeting to explain their side of the complaint.
2. Committee Members may not vote on Complaints that directly involve themselves or their teams.
3. The Committee Decision is final.

Section 20 – Other General Guidelines

1. A world rules poster and a fixtures sheets should be displayed at each registered venue.
2. The Committee to purchase two sets of Pro Cup Balls as required and a table maintenance kit for the Competition Secretary to use for Semi-Finals and Finals Day.
3. Players should conduct themselves within the spirit of the game.
4. Abusive or threatening behaviour may result in expulsion from the APA.
5. For league matches the home team should provide hot or cold food for the visiting team.
6. The APA has supplied two sets of balls for Competitions, as required these are the Competition Secretary's responsibility and their safe return or monies in forfeit at the end of their tenure.

Section 21 – Committee and Member Guidance

1. A constitution should be a living document, and that means it may need to be changed and updated as your Association progresses and as such these rules may be altered, added to, or revoked by a majority comprising two- thirds or more of the committee members present and entitled to vote. Any changes to the constitution of the Andover Pool Association will be given due notice to its members specifying the intention to propose the alteration, addition, or revocation together with details of the proposed change.
2. In the event of a complaint or other disputatious matter, where a common-sense course of action cannot be found or it is not covered within this constitution the Committee will have the final decision.

Section 22 - Anti-Social Behaviour

1. Any player or team can expect to be dealt with most severely by the Committee if they: -
 - a) Willfully break or flaunt the Association Rules.
 - b) Offer violence, threats of violence, or harassment to the referee or other players.
 - c) Bring the Game or the Association into disrepute.

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- d) Players should always be mindful of the common-sense rules of good behaviour. Goodwill and good conduct = Good behaviour.
- e) Upon acceptance of the Captain's pack, and texting the required word to the League Secretary, you agree to abide and adhere to the rules and regulations listed within this Constitution.