

# CHESHIRE COUNTY POOL ASSOCIATION



## Chairperson

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## Secretary

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## Treasurer

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## CONSTITUTION

January 2021

1. Committee
2. Membership
3. Benefits
4. Rules
5. General Meetings
6. Annual General Meetings
7. Extra-Ordinary General Meetings
8. Finance
9. General Rules (Playing)
10. County Venue Tender Process

The Organization shall be called "CHESHIRE POOL ASSOCIATION" herein known as CPA. It shall affiliate itself to the English Pool Association (EPA). It shall agree to be bound by the terms laid out in both this Constitution and the Constitution of the EPA. CPA is formed for the purpose of promoting the game of pool amongst all playing members throughout the Cheshire area. It shall also organize an Interleague of which the winners will represent CPA at the National Finals.

### 1. COMMITTEE

- 1.1. The CPA shall elect a Committee to manage all business appertaining to the CPA.
- 1.2. The Committee shall consist of eight (8) officers: Chairperson, Secretary, Treasurer, I.D. Secretary, Interleague Secretary, Competition Secretary, Youth Team Manager and Media Officer.
- 1.3. The CPA will comprise four officers as the Executive Committee: Chairperson, Secretary, Interleague Secretary and Treasurer.
- 1.4. All officers of the Committee will hold office for a period of two years. All retiring officers will be eligible to stand for re-election.
- 1.5. The Committee will appoint any member to fill any vacancy that may occur prior to the AGM.
- 1.6. The Committee shall have full authority to make any decision that in its opinion, is deemed necessary or beneficial to its members.
- 1.7. Upon receipt of a request by at least two thirds of the members of the General Committee, the Secretary shall be empowered to call an EGM.

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## 2. MEMBERSHIP

- 2.1. Membership of the CPA will be open to all pool leagues that play in the CPA area.
- 2.2. The Committee reserves the right to refuse membership to any league or individual person for any reason they deem to be injurious or harmful to the CPA.
- 2.3. The affiliation fee to CPA will be arranged at the AGM every year to be paid on a set date. Failure to comply with this will result in non-affiliation to the CPA.
- 2.4. In the absence of an honorarium for any Executive Committee member of the CPA, upon completion of one full year in office, any member of the CPA Executive Committee will have their EPA Affiliation refunded and if a playing member of a County team, have their Subscription refunded at the end of each season.

## 3. BENEFITS

- 3.1. Only fully paid-up members will be eligible to enter any closed competitions organized by the CPA.
- 3.2. All affiliated leagues will be entitled to send any players to the County Trials with a view to becoming a CPA County player.
- 3.3. All affiliated leagues will be able to put forward any ideas or thoughts they have regarding the running of the CPA.
- 3.4. All affiliated leagues shall have the right to request attendance of an Executive Committee Member at any of their own general meetings or AGM. Likewise, an Executive Committee Member may request attendance at affiliated leagues meetings.

## 4. RULES

- 4.1. At least two of the General Committee members, plus two of the Executive Committee shall constitute a quorum for the purpose of carrying on the business of a CPA General meeting.
- 4.2. All leagues will supply a list of their league officials together with numbers of teams and estimated numbers of players in the league, to the Secretary on request.
- 4.3. All leagues affiliated to the CPA shall agree to abide by the CPA Constitution.
- 4.4. The Interleague Rules be the only set of rules used for Interleague and they are added to the CPA Constitution.

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## 5. GENERAL MEETINGS

- 5.1. The CPA shall hold General Meetings after every County home fixture or when deemed appropriate by the Chairman (approx. every two months).
- 5.2. An agenda will be produced for each meeting to be handed out to each delegate as they arrive.
- 5.3. The CPA General Meeting shall have the authority to make any decision which is deemed to be necessary and/or in the best interest of its members, except constitutional changes (see AGM No3).
- 5.4. The CPA General Meeting shall have the right to change any fixtures they deem necessary.
- 5.5. Any league wishing to add any item to the agenda must notify the County Secretary at least seven (7) days prior to the meeting.
- 5.6. A copy of the CPA and Interleague accounts with all data to be shown at all CPA meetings.
- 5.7. Each Committee member shall be entitled to one vote at General meetings. All affiliated leagues to have one vote per delegate (ONE per league) and the Chairman will have the casting vote in the event of a tied vote.
- 5.8. The County Secretary or delegated individual will send, to General and Executive Committee members, minutes of General Meetings, within three (3) weeks of the meeting taking place.

## 6. ANNUAL GENERAL MEETING (AGM)

- 6.1. The CPA AGM shall be held as near as possible to the end of the season but before Jan 20th.
- 6.2. The Secretary will issue an agenda which will be produced for each meeting to be handed out to each delegate as they arrive an agenda prior to the meeting
- 6.3. Any alteration to the Constitution can only be made at the AGM or an EGM called expressly for that reason.
- 6.4. All decisions previously reached and passed at the AGM and General Meetings shall be honoured until such time as they become unworkable, or detrimental to the CPA or the good of the game.
- 6.5. All Motions for debate must be submitted to the Secretary no less than seven (7) days prior to the AGM.
- 6.6. Each Committee member, including Executive Committee members, shall be entitled to one vote (except Chairperson) at an AGM. All affiliated leagues to have a maximum of one vote. Chairperson to have casting vote in the event of a tied vote.

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6.7. All voting shall be conducted by a show of hands unless a ballot is demanded by delegates, or the Chairperson decides it is necessary.

6.8. Any motions for debate which fail to get seconded at the AGM shall not be debated.

## 7. EXTRA-ORDINARY GENERAL MEETING (EGM)

7.1. Upon receipt of a request by at least two thirds of the members of the General Committee, the Secretary shall be empowered to call an EGM.

7.2. An Extra-ordinary General Meeting can be called by the Executive Committee if circumstances are considered exceptional.

7.3. At least seven (7) days' notice shall be given of an EGM together with an agenda of the business to be transacted.

## 8. FINANCE

8.1. The Treasurer, together with the Chairman and Secretary shall be responsible for the finances of the CPA.

8.2. All cheques must have two (2) signatures which will include the Treasurer and one other member of the full Committee. Three signatures must be recognized by the Bank, two of which should be from the Executive Committee.

8.3. The Treasurer will provide an up-to-date balance at each meeting and will produce a balance statement upon request of the Committee.

8.4. The CPA financial year will be concluded on 31st December each year and the Treasurer will provide a balance sheet for the AGM.

8.5. An audit of the accounts up to 31st December if required is to be completed within three months of the Annual General Meeting.

8.6. All monies held by the CPA - after the deduction of managerial expenses - will be used for the benefit of all the members of the CPA.

8.7. All fines imposed by the CPA must be paid to the Treasurer before the next Ordinary Meeting.

8.8. The CPA will endeavour to reimburse all reasonable out of pocket expenses incurred by any representative while conducting any business on behalf of CPA. These will require approval at an Ordinary Meeting.

**Chairperson**

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## 9. GENERAL PLAYING RULES

### Interleague

- 9.1. Subscriptions to the Interleague will be £50 per team entered with no additional entry fee to be applied per team entered into the annual Interleague KO.
- 9.2. Each team member must be EPA registered (£10 per year). Players can affiliate to the league without being a member of a team for £10 per year.
- 9.3. All Team registration forms (red) to be submitted to the Interleague Secretary by the end of March and subsequently then onto the I.D. Secretary for validation. No form means no team entered.
- 9.4. If a team plays an unregistered player in a match, they have 7 days to submit registration paperwork and fees along with a signed result sheet to the Interleague Secretary. Failure to do so will result in Loss of those players' frames plus a 5 Point deduction and a possible fine.
- 9.5. All matches are to be played on a Sunday afternoon as allocated by E.P.A for Interleague fixtures. Where this can't be achieved then Thursday evenings or a date that is mutually agreed by the two captains and Interleague Secretary can be used as an alternative date.
- 9.6. (a) All matches to be played by their due date. In the event of a game needing to be re-arranged a minimum of 2 weeks' notice must be given to the opposing captain and a choice of 3 alternate dates given. The Secretary is also to be notified in writing at the same time. In the event of the given dates not being suitable the committee will decide on a date.  
(b) All re-arranged matches must be complete before the next scheduled Interleague fixture.  
(c) A Fee of £25 is levied against the team cancelling a match.  
(d) In the event of a team failing to meet the deadline in 9.6 (a) or failing to comply with 9.6 (b) then the Interleague Secretary will award the match against the team who cancelled the match, their opponents will receive game and win points, equivalent to the average result on the original match date (e.g. if the average result on the day was based upon results of 14-4 and 12-6 then 18pts would be awarded to the winning team – 13pts for the frames won and 5pts for the win).
- 9.7. All Matches will be of 18 frames (2 x 9) with no player being allowed to play more than 2 frames. 5 Points will be awarded for a Win and 2 Points for a draw plus 1 Point per frame won.
- 9.8. Teams should arrive at the Venue around 1:30pm for a prompt 2:00pm start.
- 9.9. A Minimum of 5 players must be present from each team to start a match. If during the match a team has no player, then 10 minutes will be allowed before the frame can be claimed. Further frames to be claimed at 10-minute intervals.

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- 9.10. Home teams are to time keep and away teams to referee.
- 9.11. The first frame Break Off will be decided with the lag, then all further breaks are to alternate.
- 9.12. Fines and penalties will be imposed for offenders as the committee sees fit.
- 9.13. Any correspondence or complaints should be sent to both the Chairperson and the Interleague Secretary.
- 9.14. All matches are to be played to the EPA's Official World 8 Ball Rules.
- 9.15. Any team failing to play any 3 consecutive matches shall be struck from the league with no refund of fees. All results for the team shall be null and void.
- 9.16. Any team disqualified from the league will be barred from re-entering CPA for a period of 12 months. Individual players from that team may play from a different team in a preceding season providing they pay 10% of any outstanding fees from their previous team or a £10 fee (whichever is greater).
- 9.17. The top ranked male and female player in the Interleague merits in terms of games won will be offered a place within the following season's County squad. This will only apply to a player who isn't already retained for the following season in the County squad but can only be offered to another qualifying player in the top ten of the merits if the place is declined.
- 9.18. The Interleague KO event to be shared (where practicable – given sufficient tables) around the competing leagues on a rotating annual basis with a set contribution of £150 agreed in terms of sponsorship from the league/venue hosting that years event.

## County

- 1. At the start of each County season the county teams will be chosen from the CPA rankings at the end of the previous season. The following retention and minimum squad size per section shall apply:
  - Men: Top 18 retained, Minimum squad of 26.
  - Ladies: Top 9 retained, Minimum squad of 14
  - Seniors: Top 5 retained, Minimum squad of 9
  - U23: N/A
  - Youth: N/A
- 2. The CPA Rankings are taken from the EPA rankings from the EPA website. In addition to these rankings, the CPA reserve the right to impose a 4pt deduction for late notification of non-attendance to a County fixture without due reason or a 12pt deduction for a non-show without due reason and notification to the respective team captain.

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3. A wildcard place into the County playing squad (upto a maximum of three per season) will only be granted if the player has played within the previous season and receives the majority of committee votes (i.e., 2/3 of the committee). This ruling also applies separately to the Ladies, Senior and Junior teams as well.
4. Each team member must be EPA registered (£10 per year) and pay a £5 subscription fee before the start of the season (£15 in total). Each affiliated player will be allocated a minimum of £15 worth of Region Two Raffle tickets which if sold can be used to subsidise annual cost.
5. Players are to be at the venue by 12:00pm, players arriving later than 12:30pm without giving prior notification will jeopardise their team selection on the day.
  - a. All players need to confirm that they are going to play on the Sunday before the scheduled match.
  - b. Players who are unable to confirm that they will be available must then realise that efforts will be made to draft in replacements, and that if they (the current player) subsequently turn up at the County game that they MIGHT not make the starting line-up.
  - c. Players, who have confirmed their availability on the Sunday before the County game, will then be expected at the game. If they subsequently are unable to attend the match, unless there is an exceptional circumstance which is acknowledged by committee, they will automatically be deducted 12 points from the CPA rankings.
  - d. Any player who leaves the County squad mid-season without due reason acceptable to any of the respective Team Captains will be ineligible to trial for the following season.
  - e. A player affected by this rule, like any player or participating league/s official can appeal a decision made by the CPA in writing, no later than seven (7) working days after confirmation is received of the decision. The response from the CPA to any appeal must also be communicated to the participating league/s or player within seven (7) days in writing.
6. Dress code
  - a. Plain Black Trousers are to be worn at all times.
  - b. Sensible Black Shoes
  - c. Players must wear the most current County shirt as provided by the CPA. A player must have a legitimate reason, sanctioned by the CPA to play in a county team event in anything other than the County issued shirt. Failure to adhere to this may impact on team selection.



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## **TENDER: Cheshire County Pool Association County Headquarters Chairperson Letter:**

You are hereby invited to tender for the provision of a venue to be utilized by the Cheshire County Pool Association ('CPA') as its County Headquarters with effect from XXXXXX.

The minimum requirements considered necessary by the CPA are outlined in the guidelines enclosed; these are not exhaustive and any additional benefits included in your tender response should be outlined accordingly.

The closing date for tenders to be submitted is XXXXXX and a stamped addressed envelope marked 'TENDER' has been included for your response.

Following the closing date, any member of the CPA Executive Committee may ask to visit your premises before making a decision.

Notification of the successful tender will be made in writing no later than XXXXXX, following the CPA AGM.

If you have any additional questions or require any further information, please do not hesitate to contact me directly.

## **GUIDELINES FOR THE REQUIREMENTS OF A COUNTY VENUE**

### **1. WHO VOTES FOR A POTENTIAL COUNTY VENUE?**

#### **a. All Management Committee Members**

Chairman (only in the event of a casting vote)

Secretary

Treasurer & I.D. Secretary

Interleague Secretary

Competition Secretary

Youth Squad Manager

EPRA Representative

#### **b. Squad Captains**

Men's A & B Team (1 vote on behalf of squad)

Ladies Captain (1 vote on behalf of team)

Senior's Captain (1 vote on behalf of team)



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Youth Captain (1 vote on behalf of Youth & U23's)

### c. Affiliated Leagues

One vote per league (not per Interleague teams entered)

## 2. REQUIREMENTS OF THE COUNTY ASSOCIATION

### 1. Sponsorship

This will be at the discretion of the venue themselves, which should be put forward in their tender, but there is no specific amount stipulated. The amount will be paid annually provided they continue being the Association's County Headquarters.

### 2. Pool Tables & Equipment

- Minimum of eight (8) Supreme UK eight ball pool tables in good condition must be available for all CPA events.
- The area around match tables must be always kept clear. (This is an EPA Inter County Rule and must be adhered to).
- The tables should be re-covered as and when required, and when the Association feels it necessary.
- The Association expects the tables to be kept in good condition at all times, ensuring that all tables are brushed, ironed and where necessary, levelled prior to any County event.
- The use of authentic Aramith Pro Cup Balls must be provided for all CPA events on all tables.

### 3. County Shirts

Where possible, the Association would request that the venue sponsors all shirts for all County teams (Men, Ladies, Youth and Seniors) and elected County officials for the forthcoming season (approx. 55 in total). If the venue is successful in retaining County HQ status after the first year, then this will only apply for the first year of the contract with the Association. Following seasons' new shirts will only be required for new squad members.

- ### 4.
- The venue must provide light meals/buffet on a County Match Day for ALL teams (including the opposition teams). Food is also to be available for purchase as well as the appropriate licenses to be held to serve hot food and alcohol to players and spectators.

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5. The Association would require the venue to accommodate all the following events:
  - County Matches (Adult and Youth)
  - County Knockouts (including Interleague)
  - County Trials
  - Any other event, knockout or competitions run by the CPA.
6. The Association requests the use of the tables for all County players, free of charge, for practice prior to every home County match.
7. The Association would request that any tables not in use are closed to the general public and/or club members on a county event day and the surrounding areas (ie: snooker tables and 9 ball tables) are also closed off if they interfere with County play).
8. The successful venue will abide by the above requirements of the Association and the contract will be set out on an annual rolling-contract basis, subject to re-tendering after 2 years. Signatures will be required from both the venue and the Association to confirm that the above will be adhered to. Failure to meet the requirements listed above may result in relocation of the County venue.
9. All venues wishing to tender for the County venue will be sent a stamped addressed envelope for the attention of the County Chairman labelled "TENDER" and will only be opened and witnessed by all aforementioned members in section 1 after the closing date.
10. The tender should contain a statement of compliance where any reservations or non-compliances are explicitly identified to enable the Association to decide whether further negotiations can be entered into.

**LAST AMENDED ON 13<sup>TH</sup> JANUARY 2019**