

JOB DESCRIPTIONS

This document is designed to lay down job descriptions, functions and rules for the EPA to follow. These can only be changed at an AGM or EGM of the Association.

CHAIRPERSON

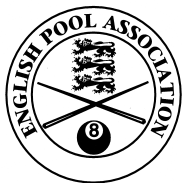
1. The Chairperson will be responsible for convening regular National meetings and Executive Committee meetings as set out in the Association Constitution.
- 1.1 The Chairperson will be responsible for convening the Associations AGM or EGM as and when they are called.
- 1.2 The Chairperson is responsible setting dates for the Association's meeting, for up to two (2) years in advance, these to be collated with the Secretary and handed out with the AGM agenda each year. Delegates will have two (2) years' notice in advance.
- 1.3 The Chairperson will decide a debate system at the start of each meeting, as business for the day unfolds, this system to be strictly adhered to.
- 1.4 To mediate with press or other bodies when statements are to be released after being agreed by the National Committee.
- 1.5 The Chairperson to be one of two Officers who can chair a Disciplinary Appeals Committee meeting.

VICE CHAIRPERSON

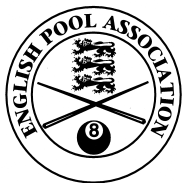
2. The main duty of the Vice-Chairperson is to stand in for the Chairperson when unavailable. This means the above section will become their role.
- 2.1 The Vice-Chairperson will take the role of a Sub-Committee Chairperson as out by the Association.
- 2.2 The Vice-Chairperson to be one of two Officers who can Chair a Disciplinary Hearing Committee meeting.

SECRETARY

3. The role of the Secretary to the Association is to oversee the decisions made for the Association are carried out.
- 3.1 To receive all incoming mail, then record and pass to the relevant sections.



- 3.2 Collate incoming mail for meeting agendas.
- 3.3 Acknowledge mail has been received.
- 3.4 To keep mailing lists up to date for the purpose of any mail shots needed.
- 3.5 To collate all players registration/ID cards for the Association.
- 3.6 To collate the Association's diary:
 - (a) EPA events for the forthcoming year, to be entered by the end of June of each year;
 - (b) UK pool tour and proposed England team events to be added by the end of August each year;
 - (c) Regional and other events to be added by the end of October each year;
 - (d) This to be applied with a view of programming two (2) years in advance;
 - (e) Copies to be sent to all Sub-Committee Chairpersons and Regional Directors at the (3) stages.
- 3.7 Keep the Chairperson informed of any important business which needs dealing with urgently.
- 3.8 To take the minutes of all the Association meetings, AGM or EGM. The Secretary to copy and distribute within the prescribed dates.
- 3.9 Send out the Association's minutes within 14 days of the meeting taking place.
- 3.10 Send out the Associations AGM or EGM agendas, not less than 70 days before an AGM or 3 days before an EGM.
- 3.11 Send out the Association's AGM or EGM agenda within (14) days of the AGM or EGM.
- 3.12 To accept apologies for the Association's meetings.
- 3.13 To arrange, after contacting the Chairperson, any visitors attending the Association's meetings.
- 3.14 To hold all contracts appertaining to competitions run by the Association.
- 3.15 To act as a central figure for gaining information from Sub-Committee meetings.
- 3.16 To keep records of the Association's minutes and AGM or EGM minutes on computer file.
- 3.17 To attend meetings on behalf of the Association and minute these meetings for the inclusion on the Association agenda. (Other meetings not EPA).



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3.18 To hold the place of Chairperson on one (1) of the Associations Sub-Committees.

3.19 To notify the Treasurer when fines are imposed by the Association.

ASSISTANT SECRETARY

4. To assist the Secretary with the general running of the Association, as above.

4.1 To update the Association Constitution and general rules changes, when made at the Associations AGM or EGM, and send to the Secretary for mailing and place on file.

4.2 To hold the place of Chairperson on one (1) of the Associations Sub-Committees.

4.3 To attend meetings on behalf of the Association, when Secretary is unavailable, and minute these minutes, for the inclusion on the Association agenda.

TREASURER

5. To open bank accounts, to cover all functions needing bank accounts for the Association.

5.1 To collate the VAT returns for the Association.

5.2 To maintain proper banking procedures and book work for HM Tax for the Association.

5.3 To advise the Association on spending and budgeting for programming of events.

5.4 To produce up to date figures on income and expenditure of the Association at each committee meeting.

5.5 To formulate a balance sheet for the Associations AGM, seven (7) days prior to the dates set for the AGM.

5.6 To be Chairperson of the Finance Sub-Committee of the Association main committee meetings.

5.7 To receive and collate expense claims, for presenting to the Finance Sub-Committee meetings.

5.8 To inform the Association of minutes of the Finance Sub-Committee meetings.

5.9 To invoice sponsors or companies for payment of sponsorship monies.



- 5.10 To send out invoices to County Associations for affiliation fees in November each year.
- 5.11 Supply debtors list at every general meeting with the balance sheet.
- 5.12 The Treasurer to be the one of any 2 Officers to chair a Disciplinary Appeals Committee meeting.

ASSISTANT TREASURER

- 5.1a The Assistant Treasurer to assist the Treasurer with his/her duties.
- 5.2a The Assistant Treasurer to be one (1) of two (2) Officers who can chair a Disciplinary Hearing.
(Agreed at the AGM 2001 the Assistant Treasurer Job Description can be added)

SUB-COMMITTEES:

Interleague and National KO Cup

- 6. The Sub-Committee will consist of three (3) members. Chairperson to be a National Committee member of the Association.
- 6.1 The Sub-Committee will submit a budget to the Finance Sub-Committee for both events, in September/October of each year.
- 6.2 The Sub-Committee will outline a programme of events for the weekends to the Association Committee in September/October of each year.
- 6.3 The functions of the Sub-Committee at the weekends will be :
 - a. two (2) organisers to run the main event;
 - b. one (1) organiser to run night events;
- 6.4 Further members may be co-opted onto the Sub-Committee for the daily running of the events.
- 6.5 The Sub-Committee to arrange the security for the weekends via a senior security person.
- 6.6 The Chairperson will:
 - a. allocate to teams who qualified by the closing date of the tenth (10) of January of each year, a format of play at the event;
 - b. booking forms and tournament rules, this to be done by the twentieth (20) of January each year;



- c. closing date for teams confirming their attendance will be clearly printed on the booking forms.
- 6.7 The Chairperson will allocate places in the National Cup event, as above, but with a date difference 20th of May each year. Closing date for teams confirming their attendance will be clearly printed on the booking forms.
- 6.8 The Chairperson will order booking forms as agreed with sponsor's approval.
- 6.9 The Chairperson will arrange the table rigger.
- 6.10 The Chairperson will arrange the referees for the event, through the EPRA Secretary.
- 6.11 The Chairperson will collate the entry forms returned, and use reserve teams, if spaces occur.
- 6.12 The Chairperson will be available on the first day to book teams into the event.
- 6.13 The Chairperson will administer the draw for the final 32 teams at 10.30am on the first day of play.
- 6.14 The Chairperson is responsible for arranging payment of Sub-Committee, table rigger, security and referees working on the event, and obtain a receipt for payments.
- 6.15 The Chairperson and a second Sub-Committee member will organise the running of the event eight forty five (8.45am) to close of play on Saturday and eight forty five (8.45am) until close of play on the Sunday.
- 6.16 The third Sub-Committee member will organise the night events, on the Friday night eight (8pm) till two (2) am. This member is responsible for providing a balance sheet for the night events.
- 6.17 The third Sub-Committee will be allowed to co-opt two (2) other members to assist his/her duties, these to include:
- taking names for the events;
 - collecting entry fees and calling players to the tables;
 - arrange change, referee decisions, further side events.
- Payment for these members must be taken from the entry fees.
- 6.18 The Chairperson will organise the presentation.
- 6.19 The Chairperson will organise the return of the perpetual trophies and organise the purchase of new trophies for the event.



Security at the Above Events

(EPA Committee is allowed to re-write the section on Security to cover all events, but only have one (1) person for head of Security)

7. The security is only responsible for the interior of the main hall.
- 7.1 The Chairperson of the Interleague/National Sub-Committee will appoint a person to be head of security for the weekend.
- 7.2 The Head of Security will appoint fifteen (15) people to assist on this weekend. They will be responsible for security on the five (5) entrance doors into the main hall, from six (6)pm- eleven (11)pm on the Friday night, and eight forty five (8.45)am am till six (6) pm on the Saturday, and eight forty five (8.45) am to eleven (11) am on the Sunday. These to be done on a shift basis.
- 7.3 The Head of Security will rotate three (3) of the security staff, including themselves to make up two (2) floor-walkers, to clear spectators from aisles.
- 7.4 The Head of Security will provide a written report of the weekend events; these to include any problems occurring during the weekend, giving where possible a detailed statement of these events, for action to be taken by the Association.

Inter-County Finals

8. The Sub-Committee to consist of two (2) members, the Chairperson to be a National Committee member, one (1) further member may be co-opted to this Sub-Committee on the say of the event.
- 8.1 The Chairperson will submit the budget for the event to the Finance Sub-Committee in September/October of each year.
- 8.2 The Chairperson will submit to the Association's Committee, the format of play and general rules for the event in September/October each year.
- 8.3 The Chairperson will order, after approval with sponsors, booking forms. These will be sent to each Regional Director in November of each year, together with rules for the event.
- 8.4 The Chairperson to be notified of Regional winners by the tenth (10) January each year.
- 8.5 The Chairperson will forward booking forms and rules in November of each year.
- 8.6 The Chairperson will organise second place junior play-offs for early in January of each year
- 8.7 The Chairperson will arrange:



- a. table riggers and their accommodation;
- b. referees through the EPRA and arrange accommodation;
- c. a head of security and their accommodation.

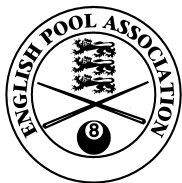
- 8.8 The Chairperson will organise the draw for the event on the first National meeting agenda of each year.
- 8.9 The Chairperson and other member will start the event from eight o'clock (8.00) pm till finish of play on the Friday night. Play will restart on Saturday at eight forty five (8.45) am till finish of play on the Saturday night, play will resume on the Sunday eight forty five (8.45am) until finish.
- 8.10 The Chairperson will arrange the presentation.
- 8.11 The Sub-Committee will co-opt a third (3rd) member to run the night events. Further members can be appointed to assist, but will be paid out of the events entry fees.
- a. taking names for the events;
 - b. collecting entry fees and calling players to the tables;
 - c. arrange change, referee decisions and further side events.
- 8.12 The Chairperson will arrange the perpetual trophies being returned and the purchase of new trophies for the event.

Security (as security above)

9. The Head of Security will arrange 6 security members for the weekend to cover each door into the main hall, from six (6) pm to midnight on the Friday and eight forty five (8.45) am to three (3) pm on the Saturday.
- 9.1 The Head of Security will report to the Chairperson ten (10) days prior to the event confirming everything is well.
- 9.2 The Head of Security will write a written report on the weekend event, giving an in depth report of any incidents occurring, with members names and possible numbers involved.

Finance

10. The Sub-Committee to consist of the Treasurer plus three(3) other committee members.
- 10.1 The Treasurer will chair the meetings.
- 10.1a The Chairperson will hold regular meetings of the Sub-Committee, in-between the Association meetings.



- 10.2 The Chairperson will present all expense claims incurred since the last Sub-Committee meeting for agreement.
- 10.3 The Chairperson will present all budgets received from other Sub-Committees for agreement.
- 10.4 The Chairperson will present to the Sub-Committee a final balance sheet for the year, for agreement.

Champion of Champions

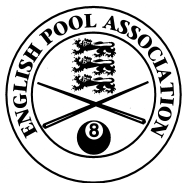
- 11. The Sub-Committee to consist of two (2) members. Chairperson will be an Association's committee member.
 - 11.1 The Chairperson will submit the budget sheet to the Finance Sub-Committee Chairperson in September/October each year.
 - 11.2 The Chairperson will submit the playing format to the Association Committee in September/October each year (format set out in section 10. Security as Inter-County section).
 - 11.3 The Chairperson will arrange entry form, booking forms and trophies.
 - 11.4 The Chairperson will send out entry forms, rules of the event and dates for event.
 - 11.5 The Chairperson will arrange the finals day, referees and security.

Licences

- 12. The Officer responsible for issuing licenses is the Association Secretary.
 - 12.1 The Officer will report any correspondence referring to licenses to the Association Committee for ratification.
 - 12.2 A License is issued by the EPA to guarantee the Association will not SUPPORT any other pool event taking place in the area, fifty (50) mile radius where the license is held.

England Team

- 13. The Sub-Committee to consist of two (2) members, Chairperson to be an National Committee member.
 - 13.1 The Chairperson to submit a programme of events for the England Men, Ladies, Under 23, Junior and Seniors managers, with a view to playing eight (8) matches a year, April to April.



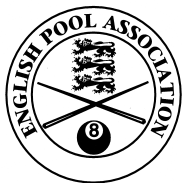
- 13.2 The Chairperson will submit a budget for these matches to the Finance Sub-Committee in August/September of each year.
- 13.3 The Sub-Committee will be responsible for booking venues, arranging referees, accommodation and informing players required to play.
- 13.4 The Chairperson will confer with the managers of the teams, then confirm in writing one (1) month prior to the event.
- 13.5 The Chairperson will also confer with the Ladies manager, then confirm in writing one (1) month prior to the event.

England Trials

14. The Sub-Committee committee to consist of three (3) members, Chairperson to be an Association Committee member.
- 14.1 The Sub-Committee will be responsible for running the England trials for Men, Ladies, Seniors, Under 23's and Juniors; they must arrange a venue and accommodation.
- 14.2 Each Regional Director will notify the Sub-Committee Chairperson of their players qualifying for the England trials, Men's, Ladies, Seniors, Juniors and Under 23's; this must be in writing, addresses to also be supplied by the tenth (10) of January of each year.
- 14.3 The Chairperson will write to each qualifying for the trials on congratulating them on their achievements and enclose a form requesting what type of accommodation they require; the letter will be sent in the middle of January.
- 14.4 The players must reply to this letter by the tenth (10th) of February of that year, stating what accommodation they require and a cheque to cover the accommodation cost.
- 14.5 The Chairperson/Sub-Committee member will collate the requests and book accommodation. He/She will confirm this in writing to the player. If a player does not comply with the closing date on the letter, then the Chairperson will request the Regional Director from the Region where the player is from to submit the next players name qualifying for the trials.

European

15. The Sub-Committee committee to consist of two (2) members. Chairperson to be a National Committee member.
- 15.1 One of the members will attend all the European Committee meetings and supply a written report for the Association meetings.



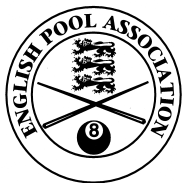
- 15.2 The Sub-Committee to arrange nine (9) ball events by arranging venues and referees.
- 15.3 The Sub-Committee will pursue running nine (9) ball leagues throughout England.
- 15.4 The Sub-Committee to pursue running a nine (9) ball Inter-County league, plus a finals event in September/October of each year.
- 15.5 The Chairperson will be responsible for submitting budgets for all EEPF events and arrange all paperwork and booking forms.
- 15.6 If a final event takes place, refer to Inter-County security and night officers.

Sponsorship

- 16. The Sub-Committee will consist of two (2) members. The Chairperson must be a National Committee member.
- 16.1 The Sub-Committee will try to gain sponsorship for all EPA events, on completing a deal this must be put in writing for the Association to ratify.
- 16.2 The Sub-Committee will pass all sponsorship deals to the National Secretary, with a copy for the Treasurer for invoicing.
- 16.3 The Association would like six (6) months notice of an event being sponsored.

Junior Pool

- 17. The Sub-Committee will consist of two (2) members. The Chairperson must be a National Committee member.
- 17.1 The Sub-Committee will set out a document on junior pool events, singles, doubles, team and junior pool tours.
- 17.2 The Sub-Committee will submit a budget for the running of junior pool events to the Finance Sub-Committee in August/September each year.
- 17.3 The Sub-Committee can co-opt one (1) member to the Sub-Committee, to assist on finals day.
- 17.4 The security and referees are covered as in the Interleague and National Cup events.



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Sports Council

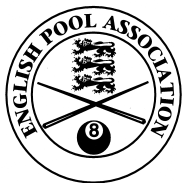
18. The Sub-Committee will consist of two (2) members. The Chairperson must be a National Committee member.
- 18.1 The Chairperson will contact the Sports Council to make arrangements for the Sub-Committee to meet with them up to three (3) times a year.
- 18.2 The Sub-Committee will draw up a five (5) year plan for the Association.
- 18.3 The Sub-Committee will draw up a plan for Region to follow, and to help them apply for grant aid.

World 8-Ball Pool Federation (WEPF)

19. The EPA will elect a delegate to sit on the World 8 Ball Pool Federation Committee.
- 19.1 The delegate will give a written report on the World 8 Ball Pool Federation meetings to the Association's Committee.

Standing Orders

20. The Sub-Committee will consist of three (3) members. The Chairperson must be a National Committee member.
- 20.1 Keep the Association Handbook up to date.
- 20.2 Keep the Associations standard letters up to date.
- 20.3 Organise yearly paperwork for issuing to Regions and County Associations.
- 20.4 County Association Affiliation forms.
- 20.5 Keep the Children in Sport Policy up to date.
- 20.6 Keep the Drug Policy up to date.
- 20.7 To write up the National meeting minutes.



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Job Description for EPA Regional Directors

- It is the duty of a Regional Director to ensure that his/her Region, and County Associations within his/her Region run in conjunction with the English Pool Association Constitution and the English Pool Association Rules.

County Affiliation Form Section 8 official Handbook

- The Regional Director must ensure that all Counties in his/her Region complete this form with the relevant data to the best of their knowledge at the time of submitting, attached with this form should be an up to date copy of affiliated League data within that County.
- The forms should be sent to the Regional Director. The Regional Director must receive these forms in time to conform with the dates as set in the English Pool Association Constitution.
- He/She will then check all County details and then submit this form to the English Pool Association Secretary before the 21st day in January of each year.(its advised the Regional Director photocopies all data he/she receives).
- EPA Affiliation Fees must be sent directly to the EPA Treasurer before the 21st January of each year.

Membership Forms

- The Regional Director must ensure that the Regional Secretary/ID Cards collator has issued membership forms to all Counties in his/her Region before the season begins.
- The Secretary or collator must issue a Players ID number to each player Playing Inter-County and Inter-League, they must also issue a coloured yearly affiliation card to each player.
- The Regional Director must ensure the Region keeps an up to date spreadsheet list of data on the Players names, addresses, date of birth and the Inter-League team each player plays for, and the year they first became members of EPA.
- The Regional Director should always have an updated copy of this information.

County Scores

- Regional Directors must ensure that his/her Regional Collator sends the Inter-County scores for each County match to the Assistant Secretary by 8.30pm on the Monday following each County game.
- This can be either e-mail or telephone.



Rankings Point

- The Regional Director should ensure the rankings points collator of his/her Region send an up to date rankings spreadsheet (EPA Approved) to the Assistant Secretary of the EPA within 10 days of that County match being played, either by e-mail or post.

Score sheets

- The Regional Director must ensure, a copy of all score sheets are sent to the Assistant Secretary of the EPA within 10 days of a County match being played.

EPA Inter League team entry form (Red form).

- Regional Director should issue all County Associations in their Region that wish to play in the EPA Inter-League, an adequate number of red Inter-League forms.
- Each County Association Secretary wishing to register within the EPA Inter-League structure, must ensure that all Inter-League teams in his/her County complete this form in full, and return them to the County Association Secretary.
- The completed red Inter-League forms and a current Inter-League fixture should then be returned to the Regional Director 21 days prior to that County Association's Inter-leagues starting date.
- The Regional Director should check all red Inter-League forms are completed and should then return these forms to the National Secretary 10 days prior to that Inter-Leagues start date.

Duties

- A Region Director must ensure any new committee member, of his/her Region, understands the work and commitment that is expected of them in any position on the Regional committee.
- He/she should ensure Regional meetings are organised twelve months in advance were possible, and all appropriate persons are invited to these meetings.
- Above all a Regional Director should ensure that their Region and Counties are working together for and on behalf of the English Pool Association.