



# English Pool Association

## Region 4

## EPA Region Four Constitution And Rules

### REGION FOUR CONSTITUTION AND RULES

Affiliated Counties:

Bedfordshire  
Cambridgeshire  
Essex  
Hertfordshire  
Norfolk  
Suffolk

## CONSTITUTION

The name of the organisation is 'Region Four of the English Pool Association' (hereafter called 'Region Four'. Region Four is formed for the purpose of promoting:

*'The game of pool amongst all playing members within Region Four, to organise fixtures for the Regional Inter-County Championship at Men's A (now referred to as Open A), Men's B (now referred to as Open B), Ladies, Over 50's, Over 60's, Under 23's, Under 18's events where applicable. The qualifying teams in each section will represent Region 4 at the All England National Finals. To negotiate sponsorship for the Region whenever possible.'*

This Association will be organised to run in accordance with the EPA Constitution and will be subject to and comply with any decisions of the EPA general meetings and National Committee Meetings.

## RULES

- 1) Region Four shall elect a Committee to manage all business pertaining to the Region.
- 2) The Committee shall consist of three (3) Executive Officers, (Regional Director, Secretary and Treasurer), delegates from each Member County Association within the Region and an EPRA delegate (selected from the Region 4's EPRA). The Executive Officers will be elected by the County Association's delegates sitting on the Regional Committee. Two (2) delegates (one being the Regional Director), plus one other, to be selected from the members of the Region to represent the Region at EPA National Meetings.
- 3) All Executive Officers of the Committee will hold office for a period of three (3) years when the Officer's positions will be open for election at an AGM. In accordance with the EPA Constitution, the schedule for election of Executive Officers is as follows:

	Regional Director	Regional Secretary	Regional Treasurer
2023	✓	-	-
2024	-	✓	-
2025	-	-	✓
2026	✓	-	-
2027	-	✓	-
2028	-	-	✓
2029	✓	-	-
2030	-	✓	-
2031	-	-	✓

and so on

All retiring members will be eligible to stand for re-election. The Committee is to appoint any other member of the Committee to stand for any post that may become vacant.

- 4) The Committee shall have the authority to make any decision that, in their opinion, is deemed necessary or beneficial to its members, excluding the alteration of the Constitution other than at a Regional AGM or EGM.
- 5) The Committee shall have the right to alter any fixture or advertisement they may decide necessary. Playing rules may only be altered subject to a Directive from the EPA.
- 6) The Quorum for holding a Regional meeting be one (1) officer plus delegates from three (3) member Counties. If a County cannot send a delegate to these meetings, they must notify the Regional Director or Secretary at least 24 hours (24) hours before the meeting of their intention not to attend. If a quorum cannot be reached, the Regional Director or Secretary should contact the other County Associations stating the meeting is cancelled. Failure to comply, the Region will pay £10 to each County Association not notified.
- 7) An officer may represent their County Association at ordinary regional meetings, but not at an AGM or EGM.
- 8) Three member County Associations can call an emergency meeting of the region after giving at least seventy-two (72) hours' notice in writing and the reason they require the meeting, to all members of the Regional Committee.

## **MEMBERSHIP**

- 9) 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.
- 10) The affiliation fee and due date payment to Region Four will be arranged at the AGM every year. Any County Association not paying their affiliation fee by the due date will have to pay an additional fee of £50. Any member not paying their fee within twenty (20) days of them becoming due may be deemed to have resigned their membership and may be refused all benefits formally afforded to them.
- 11) 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 Region Four.
- 12) Each County Association in the Region will forward a directory of their County Officials and Affiliated Leagues with their affiliation fee each year. A period of grace of 20 days will be given. (It is the duty of the County Associations to notify the Secretary as and when any changes occur). A fine of £25 may be charged to any County not providing this information to the Regional Secretary, without good reason.

## **BENEFITS**

- 13) Only fully paid-up members will be eligible to enter any closed competitions organised by Region Four.

- 14) Any member will have the right to use all legal and technical advice available to Region Four, subject to the approval of the Committee.
- 15) All monies held by Region Four will, after deduction of managerial expenses, be used for the benefit of all members.
- 16) Any member may request the Region to mediate in any dispute they may have with any other member of Region Four and the Region's disciplinary procedure will be used.
- 17) Any member has the right to ask Region Four to negotiate on their behalf for sponsorship. Region Four will endeavour to negotiate the highest possible amount for their members.

## **COUNTY DELEGATES**

- 18) Each County Association in full membership to the Region will select up to two (2) delegates from their County Association Committee, to sit on the Regional Committee.
- 19) A delegate may continue to represent their County at ordinary meetings but not at an AGM/EGM.

## **FINANCE**

- 20) The Treasurer, together with the Region Four Committee, shall be responsible for all finances. The Bank Mandate shall be two (2) from three (3) signatures (Regional Director, Secretary and Treasurer). The Treasurer will check all income and expenditure accounts for payment and at all times observe correct banking procedures. All expenses to be vetted by the Committee.
- 21) The Treasurer will provide a proper balance sheet at each GM and at the AGM.
- 22) All fees, fines and charges from the Region to member Counties are not due for payment until they have been invoiced. Once invoiced, payment must be made within 28 days OR as requested/advised by the Treasurer.
- 23) The amounts of any fines payable will be reviewed annually at the Annual General Meeting.
- 24) Regional Membership fee will be charged to ALL players who are registered. Whether Youth or Adult, as the EPA charges a membership fee for all sections.
- 25) Qualifying teams for Nationals winning the Regions Open A, Open B, Ladies, Over 50's, Over 60's, Under 23s and Under 18's sections, may receive a cash figure as set out and/or agreed at an AGM.

## **DISCIPLINE**

- 26) The Committee reserve the right to suspend, fine or expel any member/team/league or County Association, for any breach of these rules or any rules that the Region makes in the future or for any act deemed by the Region to have brought Region Four into disrepute. Any member/team/league or County Association accused of any offence against Region Four will be afforded every opportunity to defend themselves

or explain their conduct either in writing or in person to the Committee or at a disciplinary meeting of the Region.

- 27) Any player/team/league or County Association, who is expelled from the Region may not enter any competition organised by Region Four until the member/team/league or County Association has been re-admitted by the Region.
- 28) 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.
- 29) Any member/league/team or County Association expelled from Region Four will forfeit the whole of their subscription paid for that year and any other rights and benefits formally accorded to them.
- 30) The Region will form a committee to hear cases of discipline.
- 31) The Region will also form a sub-committee to hear cases of appeals, against original Regional decisions.
- 32) The Region will only deal with disciplinary cases if either or both of the following applies:
  - a) the Region suspends a member/team/league or County Association;
  - and/or
  - b) if 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.

## **DISCIPLINARY PROCEDURE**

- 33) The Region will form a committee to hear cases of discipline. This committee will be three (3) delegates sitting on the Regional committee, and one (1) officer from the Regional Committee who is independent of the case being heard, where possible. The Officer will normally chair this committee.
- 34) The procedure is that the member/team/league or County Association will be written to, stating the complaint, the date of the hearing, the time of the hearing, and inform the member/team/league or County Association that they will be allowed to speak about the offence/incident, plus bring two (2) witnesses with them to speak. The Region will be allowed two (2) witnesses as well.
  - a) The Chairman will open the meeting; ask the Region to state its case against the party, then ask the offending party to reply, each party will leave the meeting after giving evidence.
  - b) The Chairman will ask the disciplinary committee to make a decision and at the end of the case, will tell the offending party of the decision. The Chairman must also tell the offending party about their right of appeal. The Chairman must write to the party concerned informing them in writing of the decision and the time in which an appeal must be lodged (seven (7) days from the date the letter was posted). The letter will be despatched via Registered Post.

- 35) The appeals procedure is that the remaining two (2) officers and the rest of the County delegates who did not sit on the disciplinary committee will hear the appeal. No person involved with the case can sit on this committee. If there is not three (3) persons hearing the appeal, then a County Association not involved will be asked to produce a further delegate.
- a) One (1) officer will chair the hearing. Constitution 33 will then start again. If the decision is the same, the Chairman will inform the party concerned about their rights of appeal to the EPA and furnish them with the National Secretary's address, again stating the time of appeal (seven (7) days from the date on the letter - the letter will be despatched Registered Post). A copy of the minutes of the meeting will be forwarded to the National Secretary.
- 36) Unless overturned by an appeal committee, a suspension of a member/team/league or County Association can only be lifted by the party that implemented it.

## **GENERAL MEETING**

- 37) An Annual General Meeting will be held by Region Four, at which the election of the officials will be held and when any member can charge the Committee to give full account of any action taken by the Committee. Any member wishing to add any item to the agenda, must notify the Secretary at least 21 days before the AGM.
- 38) Any alteration to the Constitution or General Rules can only be done by a majority vote in favour at an Annual General Meeting or Extra-Ordinary General Meeting (21 days' notice) or by an EPA National Committee Directive. At least one (1) delegate from each member County should be present at all Regional meetings. Failure to attend may result in a fine of £25 being imposed.
- 39) At least one (1) delegate from each member County should be present at all Regional meetings. Failure to attend may result in a fine of £25 being imposed.

## **VOTING**

- 40) Ordinary Meetings - Each County is entitled to one vote. Officers are not entitled to a vote. However, officers may represent their County Association at ordinary regional meetings and cast a vote on their behalf. In the event of a tied vote, the Regional Director will have the casting vote.
- 41) Annual General Meetings/Extra-Ordinary General Meetings - Each County is entitled to one vote. Officers may not represent their County Association at an AGM or EGM. Officers are not entitled to a vote. In the event of a tied vote, the Regional Director will have the casting vote.

## **REFEREES**

- 42) The referee's 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.

- 43) The referee's delegate is responsible for the co-ordination of referee's requirement at Regional events.
- 44) The Region will encourage the training of referees so that they may gain the highest standards possible. Any person wishing to officiate at any event organised by the Region must first pass the examination offered by the EPRA.

## **EPA REPRESENTATION**

- 45) Two delegates from Region Four (one to be the Regional Director) are required to attend EPA meetings to give a full report to the EPA concerning activities in Region Four and on return to give a report to the Regional Meeting.
- 46) It is the duty of the Region Four Delegate to report back to the Region Four Committee detailing the points covered in any meetings of the National Committee.

## **GENERAL RULES**

- 47) Region Four will endeavour to reimburse all reasonable expenses incurred by any member of the Committee while conducting any business on behalf of Region Four, after first being approved by the Committee.

## **COUNTY MATCHES**

In addition to the EPA National Inter-County Competition Format and Rules as set out in the EPA Constitution and/or as updated by the EPA Byelaw No. 8 latest revision (prior to the start of any season) or by a Region 4 Directive to apply as voted on by its member counties, the following Rules for County matches will also apply:

- 48) Rearrangement and postponement of matches:
  - a) Matches cannot be postponed except for inclement weather conditions.
  - b) Matches or a section within the fixture can be rearranged ahead of the scheduled match date by mutual agreement between the counties involved as approved in 2025, by the Regional Committee Vote.
  - c) If a team is short of players for a fixture according to the limits per section laid out in EPA Byelaw 8, the county should inform the other county verbally and in writing with as much notice as possible, and they do not to travel. The rules for awarding wins and points will be followed from EPA Byelaw 8.
- 49) If reasons for postponement/cancellation are accepted, then the opposing team shall give two choices of dates to the postponing team. Both dates shall be within 28 days of the original match date and before the next County match date or as agreed by the Region 4 Committee.
- 50) Penalties for any unauthorised postponement/cancellation – the postponing/cancelling County shall pay a fine of £50 per team to the non-offending County up to a maximum of £150 for any one match as a contribution towards any expenses/inconvenience caused by the postponement/cancellation.

- 51) The Inter-County fixture list be adopted so that, as much as possible, counties play alternatively home and away. Fixture positions are rotated in the fixture list by one position each season until after the sixth season they return to their initial position and the cycle starts again.
- 52) Complaints should be written on the back of the result sheets and signed by both captains, whether in agreement or not. Regional Director/Regional Secretary shall investigate the complaint and report their proposals to the full Regional Committee.
- 53) Results and team sheets must be supplied to the Results Co-ordinator(s) within 48 hours of the match by the home County. Any County failing to comply with these requirements will be fined £10.
- 54) Unless mutually agreed between the County Secretaries, matches should start at:
  - Over 50's, Over 60's, Under 23's – 10.30am
  - Ladies – Noon
  - Open A, Open B, Under 18's – 1.00pm

## **DRESS CODE**

Dress code relaxation rule(s), defining acceptable dress code and when it would be allowed were agreed and voted on to ensure everyone was aware of what these are.

- 55) Accepted dress code relaxation dress - Official County Shirt/Top or Plain Collared Polo Shirt, Shorts, relaxed footwear allowed, (jeans, tracksuit bottoms or similar are not acceptable).
- 56) For this relaxation to be allowed - weather temperature(s) will be monitored using the official BBC weather forecasts during the week leading up to a scheduled match date. If this shows the projected weather will reach a temperature of 25 degrees or above on the date of the match the dress code relaxation rule will come into force. This will be confirmed by the Regional Secretary to each member county in writing on the Friday before the match.

These are the only conditions that it will apply. Otherwise, full dress code will be in force.