

## SECTION 1: FORMAT AND OBJECTIVES

### 1.1 The Name

The organisation will be called The Maidenhead Pool League (MPL).

### 1.2 The MPL Day-to-Day Running

The MPL shall be run by a committee, which shall be elected annually. The MPL will be affiliated to the national governing body, The English Pool Association (EPA). The MPL will be run as a non-profit making organisation.

### 1.3 Objectives

The objectives of the Committee shall be: -

- a) To promote the playing of Pool whether in competitions or otherwise.
- b) To provide opportunities for players to advance their playing abilities.
- c) To encourage the development of pool within Great Britain.
- d) To administer the League

### 1.4 Statement of Liability

It is stated that all officers, representatives and agents of The Maidenhead Pool League (MPL) and of any other parties, bodies, persons representing pool officially and with due authorisation, shall not be held liable for any damage, injury, loss or theft to persons or items, whether publicly or privately owned, under any circumstances whatsoever, and that advice is hereby given to all players and officials alike to ensure that they are adequately covered by relevant insurances and that we as an organising body expect that these insurances be taken out, and be suitable in nature for the sport and all reasonable consequences.

### 1.5 League Dissolution

In the event of the league (MPL) being wound-up and dissolved the standing assets of the league will be distributed to like minded pool or associated organisations with the following priorities.

1. Other constituted and EPA affiliated Pool leagues within the Southern Region (as defined by the governing body) EPA.
2. Other constituted and EPA affiliated Pool leagues within the UK (as defined by the governing body) EPA.
3. Other constituted and EPA affiliated Snooker leagues within the Southern Region (as defined by the governing body).

## SECTION 2: THE COMMITTEE

### 2.1 The Committee

The post related responsibilities described below lay out the Committee structure.

### 2.2 Committee Officers (And the post related responsibilities)

#### Chairperson

- chair all meetings and Disciplinary Hearings
- Initial determination of any disputes and protests (except where correctly appealed see section 5.6)
- compile meeting agendas
- co-ordinate Committee members
- set & Agree a Committee meeting schedule at the beginning of each season
- liaise with English Pool Association (EPA)
- attend EPA Regional and National Meetings (or send delegate)
- casting vote holder (see Section 3 Meetings)
- is a MPL account signatory
- co-produce the budget for the following year
- monitor and produce proposals for league and constitutional changes
- maintains ownership of the league constitution

#### Treasurer

- keep accurate and proper books of all financial dealings related to MPL
- Issue receipts for all income
- Obtain receipts for all expenditure
- produce year-end accounts for approval at the AGM (see Section 3 Meetings)
- is a MPL account signatory
- co-produce the budget for the following year

#### Secretary

- deals with all correspondence internal and external
- minute all Committee meetings
- maintains ownership of the League Constitution and its interpretation
- keeps a record of all
  - MPL correspondence
  - league and MPL staged events (Cup, Tournaments, etc.)
  - league history and PR materials
- is a MPL account signatory
- co-produce the budget for the following year
- assist with the production of the information distributed at the Captains Mtg.

- Monitors and administers the Leagues email account assists in the maintenance of the League Website

#### Match Secretary

- formulates and agrees the league, divisional and Cup schedules
- collation of all registrations related to league and competition play (see Section 4 Fees and Registrations)
- spot checks regarding registration
- provide league information to governing and affiliated bodies
- collation of all score sheets
- formulate the league / divisional team standings and make these available to the teams and the media
- advise on the grading of players for interleague and tournament play
- maintains the Leagues Website

#### Other Committee members

- to represent and keep informed the players and teams registered with the MPL
- to complete specific tasks for the committee on an adhoc basis
- provide input into committee debates

#### 2.3 Statement of Accountability

The above stated officers are accountable for their given responsibilities, but the Committee as a whole is responsible to the teams for the smooth running of the league. Each individual committee member is responsible for the return of all league materials when leaving the committee.

#### 2.4 Expenditure

All MPL financial transactions must be reported to the Treasurer within eight weeks of the transaction. The Committee must approve any single or accumulative expenditure over the value of £50. All MPL cheques must be drawn by one of the named signatories.

#### 2.5 Financial Responsibility

The MPL account signatories are responsible for all financial matters. The account monthly statements must be produced at every Committee meeting. The MPL financial year will run from 14 days prior to the AGM.

### SECTION 3: MEETINGS

#### 3.1 Meetings

There are three types of meeting: -

##### i) A Committee meeting

These will be held at least six times a year, and will deal with the general running of the MPL. Only Committee members may vote at these meetings.

##### ii) An Annual General Meeting

An annual general meeting will be held annually normally between the Summer league season finishing and the Winter League starting. Notice of the AGM shall be given a minimum of 21 days prior to the event. The agenda shall be compiled by the Chairperson and contain the following items plus any matters arising.

- a) Officers Reports
- b) Approval of accounts
- d) Retiring Chairperson stands down

- e) Election of the Chairperson
- f) Retiring Committee stands down
- g) Election of Officers (All posts do not have to be filled to form a Committee)
- h) Constitutional changes, amendments, and additions
- I) Adoption of local league rules
- iii) A General Meeting (GM)

A General meeting may be called at any time by no less than either three Committee members or teams making a written application to the Committee. These meetings will be convened to cover issues arising that affect the smooth running of the league.

### 3.2 Meeting Records

All meetings are to be minuted by the secretary and copies issued to all present that are entitled to vote at the meeting and request them.

### 3.3 AGM and GM Vote Entitlement

Each Committee member carries one vote, two representatives from each team carry one vote each and the Chairperson has a second casting vote in the event of an equal vote being recorded against a particular motion. Committee members will have only one vote in any event.

### 3.4 Required Attendance

Elected committee members will make every reasonable effort to attend all scheduled committee meetings. At a Committee meeting one half attendance of the elected Committee will constitute a quorum, and all other meetings will require representation from a quarter of all teams to constitute a quorum.

### 3.5 Proposing a Motion

Motions can only be proposed when the required quorum is present to validate the meeting. Once a motion has been proposed it must be seconded. The motion is then opened for discussion and amendments to any motion put to the floor. These amendments must be voted upon, only then can a vote be taken to accept the motion. In the event of change, amendment, or addition to the constitution there must be a majority of two thirds in favour. All other votes just require a clear majority.

### 3.6 Elections

Elections will be held at the AGM. The Chairperson administers the elections. All candidates must first be proposed and then seconded. If two or more candidates are proposed then a vote must be taken immediately to determine the post. If a position becomes vacant or is not filled at an AGM the Committee may appoint a caretaker to that post. The member appointed holds all the rights of an elected Committee member. Should a situation arise which leads to the unexplained absence of one or more committee members for three consecutive committee meetings the remaining committee members reserve the right to suspend the absent committee member and elect (by two thirds majority) a caretaker for that post. The suspended committee member may then only re-join the full committee by a two thirds vote in favour.

### 3.7 Disciplinary Hearing

A disciplinary hearing will cover all acts of gross miss-conduct or unacceptable behaviour deemed to bring the MPL into disrepute. The hearing will give notice to all parties concerned and the full Committee. Once the hearing has taken place the matter will be voted on at the next Committee meeting. A minimum of three Committee members or the full Committee must be present at the hearing. All conflicts of interest must be declared and an abstention of vote acknowledged. The disciplinary hearing will follow the procedures down in section 5.6.3

## SECTION 4: REGISTRATION

### 4.1 Registration

All players wishing to play in any division must be registered with the MPL. They may only register once within the MPL league structure. Players may only register with one team and must observe the league rules and league constitution

as published from time to time. Registration of any player in the MPL is at the discretion of the committee.

#### 4.2 Team Requirements

Teams are required to register with the league in writing by the deadline set by the Committee (usually two weeks prior to the Captains meeting). Failure to do so may result in the loss of their league standing. Late registrations may be entered into the league at the bottom of the lowest division. New teams will be entered into the league / division in accordance with experience and ability, at the discretion of the Committee. The following information and items are required from teams wishing to enter the league: -

- a) full team name (all names are subject to Committee approval)
- b) the names of 3 team contacts, not living at the same address, which can act as team contacts (to include name, address, telephone number)
- c) a non-refundable league subscription.
- d) all teams will be registered with the EPA
- e) Teams may only consist of a total of no greater than 20 players.

Once entered the team will be listed in the information distributed at the Captains Meeting and included within the selected league schedule. All teams and their players will be expected to compete within the expected 'Spirit of the Game'.

#### 4.3 Player Registration

A person wishing to play for a team in the league must provide the information required by the EPA for national competition registration and state the team, which they will represent. A person may only register for one team at any time, but once registered may only change to another team via written application to the Committee, which will then be accepted or declined by the Committee. The above details should be submitted on the relevant MPL registration form.

A player is officially registered once the MPL Match Secretary has received all of the above information.

#### 4.4 Fees

Fees will be set according to the budget produced for that season. The full amount will be due at the registration meeting. . Non-payment will result in the offenders being suspended from the league until payment is received. Whilst a team is suspended all their fixtures during that period will be forfeited.

### SECTION 5: LEAGUE STRUCTURE

#### 5.1 League Structure

The league structures will be detailed in the information distributed at the registration Meeting, but will be generally based on the previous year and any amendments, changes, or additions agreed at the AGM or GM. At all times the MPL Match Secretary's decision will be final.

#### 5.2 League Game Rules

The EPA rule codes will be used in conjunction with the MPL Playing rules as issued.

#### 5.3 General Rules

All teams will be supplied with a copy of the MPL constitution and MPL playing rules. Once teams are registered with the league they will be bound over to abide by the constitution and MPL Playing rules.

#### 5.4 Rule Infringements

Failure to abide by these rules WILL incur penalties at the discretion of the Committee.

#### 5.5 Code of Conduct

The conduct of registered players is the responsibility of the team to which they are registered. Acts of violence, indecency, or lawlessness committed while representing a team or present at a MPL event may be referred to the Committee. The incident may be deferred to a Disciplinary Hearing (see section 3 item 3.7) at the discretion of the chairman, after which action may be taken against the team or the individual concerned. It should be noted that registration of any player to the MPL DOES NOT give any individual or team the right to attend any league venue and admission to any event is at the sole discretion of the venue

management. Should any doubt exist it is recommended that teams contact the venue management prior to attendance. Any player (s) subject to a pending disciplinary hearing will be immediately suspended from all MPL league play at the discretion of the chairman.

#### 5.6 Protests and Disputes and breaches of the Code of Conduct

(i) Protests will not be received or considered if they are based solely on a decision involving the accuracy of judgement on the part of a referee and or cannot be resolved between the two team captains Any team Captain wishing to lodge a protest must:

Notify the opposing team captain that they plan to register a protest. To aid in the correct determination of the issue, both teams' should submit a written protest to the Committee by 6.00pm on the Saturday following the match that has been played. The written protest should contain the following information:

- 1) The date, time and place of the game.
- 2) The names of the teams participating.
- 3) All essential facts involved in the matter protested including supporting documentation.

(ii) Upon receiving the protest or having a serious breach of conduct reported (either written or verbally), the Chairman shall within 14 days render a decision based on the EPA Official World Rules of Pool and/or the League Playing Rules or MPL Constitution. If the team, or individual, remain dissatisfied with the decision of the Chairman, they may request that the decision be referred to the dispute to the Protest and Disputes Committee within two days of the announcement of a decision.

(iii) Protests and Disputes Committee

Shall consist of three Members appointed by the League's Committee, other than those connected with the teams or individuals concerned in the dispute. Where possible, the Chairman should be appointed to the Committee. The Committee shall: Hear and adjudicate on all matters brought before it and determine all other matters and disputes which may be referred to it, and impose such penalties as it sees fit.

All protests and disputes referred to this Committee shall be heard within fourteen days and settled within twenty-one days of notice being given. The Protest and Disputes Committee is the ultimate Appeal body of the League.

However:

- a) If the League Committee feels that the matter under consideration is sufficiently significant, it may refer its findings to the EPA, which, as it sees fit, may then impose further penalties at National or International level.
- b) The penalty imposed by the League may be appealed to the EPA, which has the power to confirm or modify such penalty as it sees fit, including extending such penalty to National or International level.
- c) Significant failures in League procedures in dealing with an issue, which might themselves constitute an unfair treatment of the team/individual involved, may be referred to the EPA Disciplinary Committee for review.