

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, B, Ladies and Youth 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 and to organise the Region to run in accordance with the English Pool Association Constitution.

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 appertaining 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 by the Region 4's EPRA). The Executive Officers will be elected by the County Association's delegates sitting on the Regional Committee.
3. All Executive Officers of the Committee will hold office for a period of three (3) years when the Officers' 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:

Secretary	2012
Treasurer	2013
Regional Director	2011

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 an AGM or EGM.

REGION FOUR CONSTITUTION AND RULES

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. That 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 twenty-four (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 other 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 for 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 accorded 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.

REGION FOUR CONSTITUTION AND RULES

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 elect 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 two signatures on the cheque must be other than the person in receipt of the said cheque. 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 least two (2) weeks before each 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.
23. Regional Membership fee will not be charged to any player who is eligible to play for the youth section, no matter what team they are actually playing for. However, the EPA may charge a membership fee for youths.
24. That each qualifying team for Yarmouth winning the Regions A, B, Ladies and Youth leagues, may receive a cash figure as set at the AGM.

REGION FOUR CONSTITUTION AND RULES

DISCIPLINE

25. 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..
26. 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.
27. 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.
28. 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.
29. The Region will form a committee to hear cases of discipline.
30. The Region will also form a sub-committee to hear cases of appeals, against original Regional decisions.
31. 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

32. 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. The Officer will chair this committee.
33. 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.

REGION FOUR CONSTITUTION AND RULES

- (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 Registered Post.
34. 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.
35. Unless overturned by an appeal committee, a suspension of a member/team/league or County Association can only be lifted by the party who implemented it.

GENERAL MEETINGS

36. 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.
37. 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).
38. That at least one (1) delegate from each member County should be present at all Regional meetings. Failure to attend will result in a fine of £25 being imposed.

VOTING

39. 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.

REGION FOUR CONSTITUTION AND RULES

40. 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

41. 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.
42. The referee's delegate is responsible for the co-ordination of referee's requirement at Regional events.
43. 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 official examination set by the EPRA.

EPA REPRESENTATION

44. 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.
45. 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

46. All members should endeavour at all times to play rules as agreed at the Region Four AGM.
47. All leagues/teams will be responsible for keeping a register of all their registered players. The Committee will have the right to examine any register after giving notice of their intention to do so.
48. 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.

REGION FOUR CONSTITUTION AND RULES

REGION FOUR CURRENT RULES FOR COUNTY MATCHES

In addition to the EPA National Inter-County Competition Format and Rules as set out in the EPA Constitution dated 6 June 1999 (Section 12, Pages 1-3), the following Rules for County matches will also apply:

1. Matches **CANNOT** be postponed without penalty, unless extreme circumstances prevail.
2. Notice of proposed postponements/cancellation must be received by the Regional Secretary and the opposing team, in writing at least 14 days prior to the match date, stating full reasons for postponement/cancellation, subject to rule 12.
3. 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.
4. Penalties for late postponement/cancellation - the postponing team shall pay a fine of £50 and reimburse all reasonable expenses to the opposing County.
5. The Inter-County fixture list introduced in 1997 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.
6. All venues should endeavour to provide the following:
 - (a) room for spectators without encroaching on the playing area.
7. 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.
8. Results must be phoned to the Regional Secretary within 48 hours of the match by the home team and the result sheets must be posted to the Regional Secretary to arrive within seven days of the match. Any team not returning results within this period shall be fined £10.
9. Matches should start at 1pm.

REGION FOUR CONSTITUTION AND RULES

APPENDIX TO CONSTITUTION

FINES PAYABLE

Rules

6. That 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 twenty-four (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.

Membership

10. The affiliation fee and due date for 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 accorded to them.
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.

General Meetings

38. That at least one (1) delegate from each member County should be present at all Regional meetings. Failure to attend will result in a fine of £25 being imposed.

County Match Rules

4. Penalties for late postponement/cancellation - the postponing team shall pay a fine of £50 and reimburse all reasonable expenses to the opposing County.
8. Results must be phoned to the Regional Secretary within 48 hours of the match by the home team and the result sheets must be posted to the Regional Secretary to arrive within seven days of the match. Any team not returning results within this period shall be fined £10.