Cambridgeshire Pool Association
Member of the English Pool Association

CONSTITUTION & RULES

Section 1 – Name of organisation

1. The name of the organisation shall be the "Cambridgeshire Pool Association" herein after the CPA.

Section 2 – Objective

1. To promote the sport of 8-ball pool to all people in the Cambridgeshire Area.
2. To facilitate, via an appointed committee, the fair management and administration of the CPA, and all of its incorporated competitions and events.

Section 3 – Affiliation

1. The CPA will affiliate to the English Pool Association which is recognised by the Sports Council as the governing body for Pool in England.

Section 4 – Committee

1. The Association shall form a Committee to manage all business appertaining to the Association.
2. The Committee shall consist of 7 Officers will include; Chairman, Vice Chairman, Secretary, Treasurer, Interleague Manager, County Team Manager, Webmaster and Venue Manager.
3. The Committee will include as Committee Members; the Adult Team Captains, Juniors Team Manager and one representative from each affiliated league to the incoming season.
4. All committee officers and members must hold a valid EPA membership at all times during their period of office.

Section 5 - AGM

1. Officers of the Committee will be appointed for two years with. The Secretary, Vice Chairman, Team Manager and Interleague Manager will be elected at AGMs regarding the incoming season being an even year number, and the Chairman, Treasurer and Web Master will be elected at AGMs regarding the incoming season being an odd year number.
2. The Committee will elect 2 Members or Officers to form an Interleague Sub-Committee with the Interleague Manager. The Interleague Manager will have the deciding vote in this sub-committee.
3. The Venue Manager will be nominated by the elected home county venue business and will remain in office for so long as the venue holds the position of county venue.

Section 6 - Ballots/Voting at AGM

1. Each currently elected Committee Member, Committee Officer, County Captains and currently affiliated Interleague teams present at the AGM will be allowed one vote on any motions debated. Each voting member will be allowed one vote only
2. The Chairman has the casting vote if required.
3. A private ballot will be used where deemed necessary by the committee.
4. No voting by proxy will be allowed.

Section 7 - Constitution Motions & Amendments

1. The Secretary must receive motions to change the constitution for the forthcoming season in writing or by email, at least 10 days before the AGM.
2. Motions will be published via the CPA website a week prior to the date of the AGM.
3. The proposer, or representative, has the right to address the AGM regarding their motion prior to its debate.
4. No new motions will be accepted at an AGM.
5. Amendments to motions will be accepted at an AGM and a vote held to determine the final motion.

Section 8 – Committee Meetings

1. The Committee will meet regularly to discuss general CPA issues.
2. Any Committee Member can call a Committee Meeting after giving 72 hours' notice in writing or by email to the Secretary, explaining the reasons for the meeting. This must be seconded by another member of the committee.
3. Four Members of the committee including one Officer may constitute a quorum, for the purposes of carrying on the business of the association.

Section 9 – Membership

1. Membership to the Association will be open to all Leagues wishing to affiliate.
2. The Committee reserve the right to refuse membership to any League or Individual person, for any reason they deem to be injurious or harmful to the Association.
3. All Leagues will pay the membership fees agreed at the previous year's AGM.
4. Any League not paying their subscription within twenty days of them becoming due, will be deemed to have resigned their membership, and will be refused all benefits according to them.
5. All County and Interleague Players will pay the membership agreed at the AGM.
6. Any County Player not paying their subscription before the Next County match will be deemed to have resigned their membership and will be refused all benefits according to them.
7. League affiliation will be at the rate of £5 per Venue in the affiliating league/association and capped at £50. Any previous arrangements or agreements are nulled by this (added AGM 10/11/2024).

Section 10 – Benefits

1. Only fully paid up members will be eligible to enter any competitions (other than a lottery) organised by the Association.
2. Any member will have the right to use all legal and technical advice available to the Association, subject to the approval of the Committee.
3. All monies held by the Association will after the deduction of managerial expenses, be used for the benefit of all members of the Association.

Section 11 – Finances

1. The Treasurer together with the Officers of the Association is responsible for the finances of the Association.
2. The Treasurer will check all income and expenditure accounts, and at all times observe proper banking procedures.
3. The Treasurer will provide a proper audited balance sheet for each AGM. and at any time as required by the Committee.
4. All monies will be handled and banked by the Treasurer or a committee representative.
5. The CPA account must have a minimum of three approvers.
6. All outgoing payments must be signed by at least two approvers.
7. Approvers must be serving Committee members, including the Treasurer.

Section 12 - Grievances

1. All grievances must be submitted to the committee in writing or by email within 14 days of the event.
2. Committee Members may not vote on grievances that directly involve themselves or their team.
3. The committee shall base its decisions on the current Constitution.
4. For situations not covered under the Constitution the Committee will make any decision that, in their opinion, is necessary or beneficial to the CPA, by way of a majority vote.
5. When the committee receives a grievance, which cannot be resolved through simple mediation, or is of a particularly serious nature, the committee will act by the following order of events:
    a. The committee will select a panel consisting of 4 committee officers, one of whom will be nominated to chair the panel.
    b. The panel will set a date for a hearing.
    c. All involved parties will be contacted and given a copy of the official complaint along with details of the hearing.
    d. At the hearing all parties will be given the opportunity to submit their case in private to the committee.
    e. Once all cases have been submitted the panel will retire in private to discuss the matter and reach a verdict.
    f. Once a verdict has been reached the panel will inform the involved parties.

g. In exceptional circumstances an appeal based on new relevant facts may be submitted to the committee in writing within 7 days of the decision. The original panel will then decide if it is necessary to rehear the case.
h. Cases being reheard will follow the above procedure.

Section 13 - Referees

1. The Association will encourage the training of Referee's, to the Association's own playing Rules, so that they may gain the highest possible standard. Any person wishing to officiate as a registered referee at any competition organised by the Association must first pass an official examination set by the Association.

Section 14 – Other/Guidelines

1 All members should endeavour at all times to play to Rules supplied by the Association.
2. All Leagues/Teams will be responsible for keeping a register of all their players. The Committee will have the right to examine any register, after giving a reasonable notice of their intention to do so.
3. The Association will endeavour to reimburse all reasonable expenses incurred by any member of the Committee, after first being approved by the Committee.
4. The Association can retain an agreed number of players for the forthcoming County season. Also, an agreed number of players from the Inter-League rankings who are not already retained by the County can be invited to join the County squad. Trials to take place for the remaining places.