

CONSTITUTION & RULES OF THE PETERBOROUGH POOL ASSOCIATION

01. The name of the organisation shall be the "PETERBOROUGH POOL ASSOCIATION" herein after the P.P.A.
02. The object of the P.P.A. is to provide facilities and promote the Sport of Pool in the Peterborough area to all, irrespective of disability, race, colour, religion, nationality, ethnic origin, age or sex. To enable them to become involved in the Sport at whatever their level of competence or status.
03. The P.P.A. will affiliate to the Cambridgeshire Pool Association, which gives them automatic affiliation to the English Pool Association, who are recognised by the Sports Council as the governing body for Pool in England.
04. The cost of membership will be reviewed annually by the committee and proposed at the AGM. All monies will be handled and banked by the duly elected Treasurer. All outgoing cheques must be signed by at least two from three signatories following proper banking mandate; the signatories must be serving Committee members, one being the Treasurer.
The Treasurer shall present a statement of accounts at any time when requested by the Committee and at each monthly Committee meeting. The Treasurer will present fully audited accounts of the Association to the AGM annually.

GENERAL MEETINGS

01. A GM will be held to elect a Committee for the forthcoming Season (Summer or Winter) and to consider any changes to the Constitution. The General Secretary will publicise the exact date well in advance.
02. Each registered team present at the GM and also each Committee Member present at the GM will be allowed one vote on any motions debated at the GM, except the Chairperson who has the casting vote if required.
03. The representative of each registered team will be given a voting card at the GM. No person can represent more than one team.
04. The GM will elect a Committee to manage all business appertaining to the P.P.A., consisting of a Chairperson, General Secretary and Treasurer and any other committee members required in the opinion of the committee, two of which must include Results Secretary(ies) and Competitions Secretary, all of who must be registered to play for a team during their period of office.
05. In addition, the committee shall attempt to include 1 representative for each 2 divisions for each of the leagues (if not represented by existing committee members) and to be re-elected on a seasonal basis. Current levels would be as follows:

| | |
|------------------------------|-------------------------------|
| Tues Ladies – 1 | Wed EPA (two divisions) – 1 |
| Thur EPA (two divisions) – 1 | Thurs PPA (6-7 divisions) – 4 |
06. The General Secretary must receive nominations for any Committee post in writing at least 14 days before the appropriate GM. If however there are places on the Committee left unfilled (due to resignations etc.) the GM can nominate any person present on the night. All nominees will be notified in writing of the Committee's decision following the AGM once a CRB check is cleared.
07. The General Secretary will produce attendance records of Committee Meetings and a brief summary of work done by each Committee Member during their time in office. This information will be made available at the GM if requested.
08. The Chairman, League Secretary & Treasurer must be members of the retiring Committee and will be elected first. These senior committee positions will be due for re-election on a two-year rotation where Chairperson and Results secretaries would be considered for (re) elections on odd years and General Secretary and Treasurer positions on 'even' years with the following precedence:

| | |
|---|-------------------------------------|
| Chairperson (due Summer 2011) | General Secretary (due Summer 2010) |
| Results Secretary positions (due Summer 2011) | Treasurer (due Summer 2010) |

Any other remaining positions will be re-elected as required on a seasonal basis.
09. Motions to change the Constitution for the forthcoming season must be received in writing by the General Secretary at least 14 days before the relevant GM. Motions must be seconded by a person from another team other than that of the proposer. The General Secretary will distribute these motions to all registered teams before the date of the GM. No new motions will be accepted at the GM.
10. The proposer or his/her nominee has the right to address the GM on his/her motion. The motion will then be debated.
11. Amendments to motions will be accepted at the GM. Should any amendment be proposed a free vote would be taken to determine the final motion.
All clubs/pubs must abide by the Constitution as accepted by the GM, and also any decisions made by the Committee. An Emergency General Meeting (EGM) can be called by informing the General Secretary in writing of the reason for calling the meeting. At least 3 teams must support the call for an EGM. The Committee reserves the right to call an EGM at anytime. The Committee will decide the date of the EGM, which will be held at the earliest opportunity. The General Secretary will publicise the date well in advance.
12. The Minutes of the GM (or EGM) will be distributed by the General Secretary to each Committee Member as routine and to any Team on request.

COMMITTEE

01. Committee Meetings will take place each month unless it is deemed unnecessary. The General Secretary will notify Committee Members of the exact date well in advance.
02. Any Committee Member can call a Committee Meeting after giving 72 hours notice in writing to the General Secretary, explaining the reason for the meeting.

03. The Committee will elect a Vice-Chairperson, Open Competitions Secretary and also create any other posts deemed necessary to efficiently run the P.P.A.
04. The Committee will elect a delegate to represent the P.P.A. in all E.P.A. business. The delegate must be a member of the current Committee.
05. If any dispute occurs which involves teams that Committee Members are registered with, then the Committee Members involved will not be allowed to vote on that particular dispute.
06. The Committee shall base all its decisions on the Constitution in force at the time. If not covered in the Constitution, the Committee has the right to make any decision that, in their opinion, is necessary or beneficial to the P.P.A. Any changes made throughout the season will be presented at the following AGM.
07. When the Committee receives a complaint of conduct or breach of rules the following will apply.
A complaints form Sheet 1 must be completed and submitted to the General Secretary for review with the committee and decide if a disciplinary hearing is required.
The Committee will then form a Disciplinary Panel to hear the case.
This Panel will consist of 3 members of the Committee and 1 of the Officers of the Committee who are all independent of the case being heard. The Officer will Chair this Panel.
08. The procedure is that the team / player involved will be written to, informing them of the nature of the complaint, the time, date and venue of the hearing and that they will be allowed to speak about the offence / incident, plus bring 2 witnesses and any relevant paperwork they wish. (Each witness will be required to present their case individually). All witnesses after being heard are then to leave the room.
A copy of Procedure of Discipline Meeting and Appeals Procedure are attached. If within the last 12 months from the date of the AGM a Disciplinary action against a member of the P.P.A. has been found proven, they would be automatically barred from standing for election to the committee or any other official post within the P.P.A.
09. The Minutes of each Committee Meeting will be distributed by the General Secretary to each Committee Member as routine and to any Team on request. Any Committee Member who misses 2 consecutive meetings without giving his/her apologies to the General Secretary will be deemed to have resigned from the Committee.
10. Anyone who is proposed for a position on the Committee must not have been involved in a failed Business or an Association that has failed in its commitments to its members over the last five years.
11. All current committee members will be C.R.B. checked and all future new committee members will be C.R.B. checked prior to taking part in meetings.

ENTRY TO LEAGUES/REGISTRATION

01. The P.P.A. Leagues are open to all teams in the Peterborough area.
02. Any new venue must have their registration ratified by the appropriate General Meeting (GM).
03. The Committee will attempt to place new teams in a Division reflecting on their ability. The Committee will decide the entry fee for each League. (currently £40.00 plus £1 per registered player).
04. Before the start of each season the General Secretary will announce the closing date for registration of teams. All teams must pay their registration fees and hand in their fully completed registration forms on or before the advised closing date. Failure to do so will incur a surcharge of £5.00. New teams may be excused this charge at the discretion of the Committee. There will also be a £5.00 surcharge for returned cheques.
05. Teams must provide a telephone number for the venue and a separate telephone number of their Captain. The General Secretary will distribute a full list of telephone numbers at the start of each season.
06. If the same venue registers 2 or more teams, they will be treated completely independently of each other. Venues with only 1 pool table will only be allowed to register 2 teams per night.
07. Any team, group or individual that have been expelled or withdrawn from the league in a prior season will be required to pay a £50 deposit per team to register, in addition to regular fees. This is to be applied to any potential penalties and outstanding player fees and the balance refunded at the end of the season. This will only be required for one season
08. Each team will be required to submit a registration sheet on Registration Evening. The registration sheet will be binding on the players who sign, even if a player has not actually played a game. Teams wishing to register new players not on the sheet can do so by informing the results secretary via telephone and marking the scorecard with a star beside their name. The player will become officially registered when they sign the match card. **NO NEW PLAYERS CAN BE SIGNED ON THE NIGHT OF, FOR A CUP FIXTURE.**
09. Players who sign the registration sheet and then wish to transfer to another team must obtain permission from the Committee before doing so. **CAPTAINS TO CHECK BEFORE THEY SIGN ON PLAYERS.**
10. **PLAYERS WHO TRANSFER TEAMS WILL BE CLASSED AS CUP TIED.**
11. No team will be allowed to field more than 2 players who have dropped more than 2 Divisions (i.e. Div 1 to Div 4) within 2 seasons of playing in the higher Division. If however the players concerned have records in the higher Division that they feel are well below average they will be able to apply to the Committee for special dispensation. These teams have no limit on players who they sign on, only on the amount of higher Division players playing in any one match. **CAPTAINS TO CHECK BEFORE THEY SIGN ON PLAYERS**
12. 10. No team at any venue will be allowed to sign more than 3 players from a team that dropped out of the league the previous season (**CAPTAINS TO CHECK BEFORE THEY SIGN ON**) without prior permission from the Committee.
13. Teams should also note that if a match needs to be rescheduled *outside* their usual league night, they must remain flexible to do so.

MATCHES

01. The General Secretary will send fixtures out to all registered teams in good time for the start of the season.
02. To be deemed to have completed a fixture, a team must have enough players available to play to be theoretically able to win the match (3 players.)
03. Teams will referee frames alternately, with the Home team refereeing the 1st frame. Captains should make sure that their nominated referees are fully conversant with the current P.P.A./World playing rules. Captains to ensure that those refereeing are knowledgeable in the rules and are in a position to be refereeing a frame fairly.
04. If there is a disagreement over playing rules during a frame then the referee will stop the frame immediately. He/she will then consult the rules sheet and may take advice from both captains and any P.P.A./World Rules qualified referee, if present, but no-one else. The referees' decision is final. Captains should ensure that the referee is responsible and knowledgeable of the playing rules and pays attention to the match being played.
05. Each frame should be signed by each of the players indicating the win is correct. Players are to sign the card for their win/loss agreeing to what has been written on the card. At the end of the match the captain of each team should sign the result card, under their own team, to indicate that they are happy with the card. If there is any dispute the result card should not be signed, however, it must be sent in as normal. A letter outlining the dispute using the Complaints procedure Sheet 1 should be sent to the General Secretary within 14 days.
06. The match format will be as follows: -
 - Tuesday Ladies League: 10 frames, 2 sessions of 5 singles. Away team order to be changed in the 2nd session the break is decided by the toss of a coin 8pm Start.
 - Wednesday World Rules League: 15 frames, 3 Sessions of 5 Singles. Away team order to be changed in the 2nd and 3rd Sessions.
The break to be decided by toss of coin.
8pm start.1 minute maximum between shots.
 - Thursday PPA League : 10 frames, 2 sessions of 5 singles. Away team order to be changed in the 2nd session the break is decided by the toss of a coin 8.30pm Start.
 - Thursday World Rules League: 15 frames, 3 Sessions of 5 Singles. Away team order to be changed in the 2nd and 3rd Sessions.
The break to be decided by toss of coin.
8pm start.1 minute maximum between shots.
07. Matches must commence promptly. The home team must vacate the table 15 minutes prior to the match, so that the away team may have a warm up.
08. If any team turns up late they will forfeit 1 frame for every 10 minutes that the start of the match is delayed. ***Captains are asked to make sure these rules are enforced.***
09. After a 30 minute delay, the Captain of the team present has the right to continue to claim the unplayed frames and continue onwards to next available frame to play when the opposition appears or declare the match unplayed and request the match to be rearranged. No games can be claimed.
10. The score card must be filled in from number one to five without gaps (first session). The remainder of the card can be completed before the start of the next session. The names of all players (including reserves) must be written on the result card before the start of the next session match.
The Captains can, if they wish, write, 'NO PLAYER' and initial any space in the players name (not signature) column of the result card left vacant by the opposing team captain.
Once the 2 teams have been listed NO changes should be made to the result card. No players, including reserves, can be added, or any changes in order of play are to be made, unless otherwise agreed by both captains.
11. There is no restriction on the time a player has to turn up for the match, except that he/she must be available when his/her frame is due to be played.
12. If a player is absent when they are due to play their frame their place may be taken by a reserve.
Each reserve will only be allowed to take the place of 1 absent player.

CANCELLATIONS

01. If a team NEEDS to postpone a match they MUST FIRST gain the approval of RESULTS SECRETARY giving the reason for the postponement, then inform the opposing team captain and the venue. It is suggested that the opposing team also informs the Results Secretary.
02. ***If a team postpones a match they will be deducted points on the following scale. Less than 12 hours notice they will be deducted 4 points. Between 12 & 24 hours notice they will be deducted 3 points. Between 24 & 48 hours notice they will be deducted 2 points.***
03. ***If the Results Secretary is not notified it would be assumed that no notice was given and 4 points will be deducted from THE POSTPONING TEAM.*** If a team fails to follow the rules on more than 1 occasion they will be dealt with by the Committee.
04. Only in extreme circumstances, will exceptions be made, i.e. bad weather, and at the discretion of the results secretary.

05. Teams registering with the P.P.A., agree to being available on an evening outside their 'league night' for rescheduling matches if necessary. Although every effort can be made to schedule an outstanding match on an available free 'cup' night, this is not always feasible.
06. Postponed matches must be re-arranged within 4 weeks of the original match due. It is the responsibility of both captains to get the match played within the 4 weeks. If this is not done BOTH teams will be deducted 1 point for each week (or part of a week) over the 4 weeks. If there is less than 4 weeks to the end of the season in that league, the re-arranged match must take place before the last scheduled match in that league. The last match of the season CANNOT be postponed unless the game is played before the match date. Teams and players failing to comply with these rules will be fined £10 and expelled from the P.P.A. for the following 2 seasons. All fines must be paid before any team from that venue in that league will be allowed back in. Only in extreme circumstances will exceptions be made. ALL MATCHES MUST BE PLAYED.
07. If the opposing team has incurred expenses by a match being postponed they should deal with the cancelling team direct.
08. If teams cannot agree on a suitable date, for the re-arranged match, then the Results Secretary will arbitrate, using blank cup dates if possible. All re-arranged matches must be played before the last scheduled match in that league.

WITHDRAWAL OR EXPULSION FROM THE LEAGUE

01. All the matches of any team that fails to complete the season will be declared void and the league table will be adjusted accordingly. Any team who wishes to withdraw from the league during a season, for whatever reason, must put it in writing to the Results Secretary. Permission must be gained from the person who paid the Registration Fee before there can be any adjustment to the league. Teams who withdraw from the league within the last six weeks of the season may not be allowed to enter a team the following season and must be prepared to pay an additional £50 deposit to be applied to any potential penalties or fines.
02. Teams who do not finish the season, for whatever reason, forfeit all money paid.
03. Any team who wishes to change venue during a season, for whatever reason, must put it in writing to the General Secretary. Permission must be gained from the Committee and the person who paid the Registration Fee before the move can go ahead.

RESULTS/SCORING

01. The scoring system will be 1 point for each frame won.
02. Results cards are to be posted to reach the nominated Committee member by the First Post on the Saturday (for Tuesday and Wednesday leagues) and Monday (for Thursdays league) following the game. It is the responsibility of the WINNING team to collect & post the result card. The players of the Winning teams who fail to send in the scorecard will not be awarded player ranking points due to them for that match. Teams sending result cards without postage will be fined £5.00 plus the postage. Failing to comply will result in further action to be taken by the Committee, at their discretion.
03. Captains of WINNING teams must also ring results of matches to the Results Secretary, before the times instructed on the fixture list (unless hand delivering card the following morning). Teams will have points deducted if this request is not complied with (see next section).

PENALTY/LOSS OF POINTS

Below is a list of the standard penalties enforced by the committee for the most common offences, the existing right to appeal remains available to any teams affected.

| | 1 st offense | 2 nd | 3 rd | 4 th |
|---|-------------------------|-----------------|-----------------|-----------------|
| LATE CARDS | | | | |
| Failure to phone in a result within 24 hours of play | WARNING | 1 point | 3 points | 4 points |
| Failure to post scorecard within 24 hours | WARNING | 1 point | 3 points | 4 points |
| POSTPONED MATCHES | | | | |
| Failure to contact Results Secretary/Notice given less than 12 hours prior to match | 4 points | Same | | |
| Notice between 12 and 24 hours | 3 points | Same | Same | Same |
| Notice between 24 and 48 hours | 2 points | Same | Same | Same |
| Notice exceeding 48 hours | No loss of points | | | |

PROMOTION/DEMOTION

01. The top 2 teams in each division will be promoted. The bottom 2 teams in each division will be relegated, subject to any league re-organisation that may occur.
02. In the event of a tie on points at the end of the season, matches won and lost will be taken into consideration. If there is still a tie a play-off will be held to determine league winners, runner-up or relegated teams. The play-offs will take place at a neutral venue, on a date and place decided by the Committee.
03. The Committee will record wins by players in all individual Singles games in all Divisions of the Ladies / Wednesday World Rules / Thursday P.P.A. Rules / Thursday World Rules. These records will only be taken from the scorecard received. Each player will be given 1 ranking point for a win. At the end of the season Certificates will be presented to the players with the most ranking points in their respective Division.

COMPETITIONS

01. The P.P.A. will run competitions for Captains, Singles, Doubles and Triples for the registered players of their respective leagues only e.g. Ladies / Wednesday World Rules / Thursday P.P.A. Rules / Thursday World Rules. Players must be active (at least 50% of games) in the league to participate in the competitions. Players in the Doubles & Triples competitions must be from the same team and league.
02. Players entering the competitions will (unless they indicate that they are the Landlord/Landlady on the entry form) not be able to leave the venue telephone number as their contact number. If they do not give a personal contact number on the entry form then their captain or team contact number will be given on the draw as appropriate.
03. The competitions will be open to all P.P.A. registered players from that season, with the entry fee decided by the Committee (Currently £1.00 per player per competition). The Captain's Cup competition is free, subject to the Committee's decision.
04. If a team withdraws, or is expelled, from the league, any players from that team will cease to be eligible to play in League Competitions. The Committee may, at its discretion, consider applications for an individual to continue in competitions, subject to a transfer request. The Captain will not be allowed to continue in the Captain's Cup Competition.
05. Teams wishing to nominate a reserve for the Triples competitions (i.e. the teams can choose any 3 players from the 4 registered). During a Triples match once a player has been replaced by the reserve no further changes will be allowed.
06. The Captain's Cup entry will be the name placed on the original team Registration Sheet and all documentation will be sent to that person only. The genuine Captain must sign the competition entry form to indicate his/her intention of entering the Captain's Cup draw. (This will be checked).
07. All P.P.A. Rules matches are the best of 3 frames (Singles, Doubles & Captains) up to and including the Quarterfinals and then the best of 5 frames thereafter. World Rules competitions are the best of 5 frames to Quarter-finals and then best of 7 frames thereafter.
08. It is the DUTY of both players/teams to contact each other and agree a mutual date (BEFORE THE DATE OF THE DEAD LINE) for the game to be played. If no contact can be made or a difficulty arises, they are to contact the Competitions Secretary for adjudication. No games can automatically be claimed.
09. The winners of all matches must telephone the result to the Open Competitions Secretary as soon as they have been played. Any results that are not received by closing date deadline will be deemed unplayed and all parties will be eliminated for the next round draw.
10. Any conflicts of scheduling will be reviewed by the Committee. Any and all decisions made by the Committee will be final.
11. In the Cup Team Knockout Competition no games can be cancelled (unless in extreme circumstances). Seven days notice must be given for the re-arrangement. The match must be played before the date of the next round. If the game cannot be arranged in time then the team that postponed will forfeit the match.

UNDER AGE PLAYERS

01. The Minimum age for a player to play in the P.P.A. Leagues is 12 years of age. Proof of date of birth is required for players between 12yrs and 18yrs. If a Captain has a player between 12 & 18 years of age in his/her team, he/she must contact the opposing Pub/Club at least 48 hours before an away match date to gain permission for him/her to play. The decision of the Pub/Club is Final.
02. If permission is not granted by the venue, then the use of a mutually agreeable venue may be used with agreement of both captains. If permission is granted, the player becomes the responsibility of the away team Captain.
03. All youth players MUST be accompanied by a responsible adult at all times, during league matches and all competitions.
04. Captains must be over the age of 18 years before taking control of a team in any part of the P.P.A.

E.P.A. BUSINESS

01. All business must go through the elected delegate. The only financial aid given by the P.P.A will be travelling expenses to the delegate representing the P.P.A. at County Meetings.
02. All registered players are eligible to enter the Cambridgeshire County Trials.

*WOULD ALL TEAMS PLEASE DISPLAY A COPY OF THE
E.P.A. WORLD 8 BALL PLAYING RULES IN THEIR PUB/CLUB AT ALL TIMES*

PROCEDURE OF FILING A FORMAL COMPLAINT

01. Any formal complaint must be filed to the General Secretary using Sheet 1 of the complaints forms. Once received, Sheet 2 and copy of sheet 1 will be sent for completion by the opposing team/individual and returned to the General Secretary within the time specified;
02. Once both completed sheets are received, the complaint will be reviewed at the following committee meeting and decided by the committee if any action is to be taken, and/or if a disciplinary hearing is required.
03. All parties involved will be contacted with the outcome and decision made by the committee in writing.

PROCEDURE OF DISCIPLINARY MEETING

01. The meeting will be a closed meeting and accurate minutes will be recorded.
02. The Chairperson will open the meeting and ask the League to present the allegation against the party concerned.
03. Then the offending party will be asked to reply to the allegations.
04. Both parties will then be asked to leave the room for the Panel to discuss the case.
05. The Chairperson will ask the Panel for a decision and then inform both parties of this.
06. The Chairperson will also inform the offending party of the Appeals Procedure and confirming this in writing, giving the time limit of appeal to be 7 days from the receipt of the letter.
07. The letter to be dispatched by Registered post.

APPEALS PROCEDURE

01. The Appeals Procedure will be that three of the remaining Officers of the Committee who did not sit on the Disciplinary Panel will hear the appeal.
02. No person involved with the case can sit at the meeting.
03. If there are not 3 persons to hear the appeal the committee will co-opt a person / persons, of suitable standing, to continue with the hearing.
04. The above Disciplinary Meeting Procedure will then be followed.
05. If the decision is the same the elected chairperson will inform the offending party of their right to appeal to the County Pool Association and furnish them with the Secretary's name and address, again stating the time limit of 7 days to enter their appeal.
06. A copy of the minutes of meetings surrounding the events of the appeal will be forwarded to the County Secretary.
07. Unless overturned by an Appeal Panel, any punishment incurred by a team / player can only be lifted by the party who implemented it.
08. If any expense has been incurred during the Appeals Procedure the offending party are to be invoiced for the full amount so that the League / Committee / Panel members shall not be out of pocket for their time and effort. If the case is found for the appellant they will be refunded in the same manner.

DISSOLUTION OF ASSOCIATION

If Peterborough Pool Association decides by a simple majority that it is necessary or advisable to dissolve the Association it shall call a special general meeting of all members with the power to vote and the members of the area of benefit. Twenty-one days notice shall be given of such a meeting by posting notices in conspicuous places in the area of benefit stating the wording of the proposed resolution.

The P.P.A. Committee can only be dissolved if two-thirds of Committee members present at the special general meeting vote for a motion to dissolve it.

If such a resolution is confirmed by a simple majority vote the Committee shall dispose of any assets held in the name of P.P.A. Any assets still usable provided by grant aid from Peterborough City Council, any other statutory bodies or organisations they shall be returned after satisfaction of any proper debts and liabilities.

Any assets left after that shall be given to organisations with similar purposes to Sue Ryder Care and British Heart Foundation on a 50/50 split, working in the area of benefit. Any disposal of assets that cannot be satisfied by any of the above shall be passed to Peterborough Council for Voluntary Services.

Last updated & Approved at AGM: 05/10/09