



# CONSTITUTION

## DEFINITIONS

<b>LEAGUE</b>	<b>Manningtree and District Pool League</b>
<b>MEMBER</b>	<b>Any Registered player within the League</b>
<b>TEAM</b>	<b>A number of registered players who play together for a season from a single home venue</b>

## **1. OBJECT OF THE LEAGUE**

- (a) To encourage and further the amateur game of 8 Ball Pool in a friendly and sportsman-like manner. Professionals may play in the League and competitions and players at all levels of the game are encouraged to participate in the League.
- (b) Each year that the EPA runs a Champion of Champions competition, Manningtree and District Pool League will encourage and support team and individual entries so that they may represent the league in the competition. Entries in the Champion of Champions team competition will be first offered to the latest Winter season Division 1 League winners and Division 1 runners up. If either or both does not wish to field a team, the next place(s) will be offered to the Knock-out Cup winners and then Knock-out Cup runners up. Subject to the number of teams entered, entries in the Champion of Champions singles events will be first offered to the latest winners and runners up in both the open and ladies singles knock-out.
- (c) The league may pay a contribution towards the cost of entering the Champion of Champions competition at a level to be agreed by the Committee.
- (d) Each year that the EPA runs an Interleague competition, Manningtree and District Pool League will encourage and support team entries so that they may represent the league in the competition. Teams entering the Interleague competition will be made up from players from various teams selected with due consideration of their current ranking positions and known abilities as team players and their availability.
- (e) The league may pay a contribution towards the cost of entering the Interleague competition at a level to be agreed by the Committee.

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### **2. COMMITTEE**

- (a) The Committee shall comprise five officers and a maximum of six members made up as follows:
  - Chairman
  - Vice-Chairman
  - Secretary
  - Results Secretary
  - Treasurer
  - Committee Members (maximum six)
- (b) The five officers will form the Executive Committee.
- (c) The Chairman and Secretary in office, shall constitute an Audit Committee.
- (d) All positions to be elected yearly.
- (e) The six Committee Members shall be made up from members of the league and where possible these should be a selection from each of the divisions. Where a division is poorly represented on the Committee preference should be given to applicants from that division when electing new members. Incumbent postholders will be allowed to maintain their positions if re-elected.
- (f) Committee members are expected to be completely impartial and not show any bias in favour of any particular venue or team.
- (g) The duly elected Committee shall govern the League and have the power to decide and take action on all matters brought to their attention, acting in the best interest of the League.

### **3. MEMBERS**

- (a) Players will only be deemed to be registered after they have played in their first league match of the season. Players will be tied to that team for the rest of the season. Additional players may be listed on the back of the result sheet. No new players shall be registered on Knock-out Cup or Plate games. If a venue has two teams, the Landlord may play for either team but not on the same fixture in league matches.
- (b) If a player has not been available to play in a league match by the first KO or Plate competition, application needs to be made to the Committee for dispensation.
- (c) KO and Plate competitions – Landlords may only play for one team and is tied to that team until the completion of the competition.
- (d) Transfer of any player will not be permitted once they have played for a team, other than in exceptional circumstances, for example if a team disbands. The Committee may consider individual requests for transfer to another team.
- (e) All new teams will start in the lowest division. For the Winter League only, if a team moves 'en bloc' to a new venue, they may, at the Committee's discretion, be

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permitted to play in the division that they would have played in had they not changed venues. If a team wishes to be considered for this, they must notify the Committee in writing prior to the team registration deadline, including details of the venue and players concerned. As a minimum requirement, the team making the request, must consist of a clear majority of players who played for the team during the previous winter season. The Committee may consider other factors which would result in the team making the request being considered as a new team, (eg a significant number of players from that team remaining at the existing venue and wishing to retain their status in the league).

- (f) The Committee may, at its discretion, place any team into a particular division if it is considered to be in the best interests of the league
- (g) No individual (player/committee member) may write letters or conduct other forms of communication (eg e-mail etc) purporting to represent the views of Manningtree and District Pool League without first obtaining endorsement of those views from the full Committee. If the matter is very urgent, then a poll of all Committee Members may be conducted by telephone or other means and must be minuted.
- (h) No individual (player/committee member) may spend or commit to spend any of the league's funds without first obtaining approval of the full Committee. Approval will be required both for the reason for the expense and the amount.

### **4. ANNUAL GENERAL MEETING**

- (a) All teams to be notified of the Annual General Meeting (AGM) in writing at least four weeks in advance. Any new proposals to be put in writing and sent to the Secretary no later than two weeks before the AGM.
- (b) Any proposals received for an AGM will be copied to all teams in the league at least one week prior to the AGM.
- (c) The Agenda for the AGM to be as follows:-
  - 1. Roll call of last year's members
  - 2. Chairman's Report
  - 3. Minutes from previous AGM
  - 4. Matters arising from the minutes
  - 5. Treasurer's Report
  - 6. Secretary's Report
  - 7. Results Secretary's Report
  - 8. Election of Officers
    - (i) Chairman
    - (ii) Vice-Chairman
    - (iii) Treasurer
    - (iv) Secretary
    - (v) Results Secretary
    - (vi) Committee Members (six)
  - 9. EPA rule changes.
  - 10. Written Proposals
  - 11. New Teams
  - 12. Any other business

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- (d) Proposer and Secunder required for any proposals, election of officers and new teams.
- (e) Secunder to proposal must be from a different team.
- (f) Proposer or seconder must be present for proposal to be considered.
- (g) A proposal may be seconded at an AGM.
- (h) Minor amendments to proposals may be accepted at the AGM, subject to the agreement of the meeting.
- (i) Teams re-registering for the coming Winter League season will be eligible to vote. Last Winter League season's teams not re-registering will not be eligible to vote. New teams are not entitled to vote.
- (j) There will be one vote per team at an AGM / EGM and a representative of the team must be present at the meeting to cast a vote. No person may represent more than one team.
- (k) Officers/Committee Members will not be entitled to vote at an AGM/EGM. However, they may represent a team and cast a vote on the team's behalf. In the event of a tied vote, the Chairman will have a casting vote.
- (l) A quorum shall consist of representatives from at least 50% of registered teams.

### **5. EXTRA-ORDINARY GENERAL MEETINGS**

- (a) Any team may ask the Secretary to convene an Extra-ordinary General Meeting (EGM). Any request must be submitted in writing to the League Secretary, and should include reasons for the request together with signatures of support from a minimum of fifty per cent (50%) of the teams in the League.
- (b) The Committee may call an EGM.
- (c) The Secretary will be required to convene any properly called for EGM within twenty-eight days of receiving notice.
- (d) All teams shall be notified by of an EGM by the Secretary in writing, at least two weeks in advance. The notice of EGM shall include details of any new proposals or the nature of any complaint.
- (e) All voting rights shall be consistent with AGM rules.

### **6. ORDINARY MEETINGS**

- (a) Ordinary meetings will be held as required by the Committee. With the exception of the Chairman, officers and committee members will each have one vote. In the event of a tied vote, the Chairman will have a casting vote.

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- (b) All correspondence shall be reported to the full Committee at the next scheduled meeting or as soon as possible if urgent.
- (c) Any league member not on the Committee may attend an ordinary meeting but will not be entitled to vote.
- (d) A minimum of four Officers/Committee Members, plus the Chairman or Vice Chairman, shall form a quorum at any Committee meeting.
- (e) Notwithstanding rule 2(g) the Constitution and League Rules may only be altered or amended at a properly convened AGM/EGM.
- (f) The Treasurer shall provide bank statements on a regular basis to the Committee meetings.
- (g) The Committee may organise any additional events/competitions etc for the benefit of the League.

### **7. TROPHIES**

- (a) Trophies are the responsibility of the Team/Licensee. The cost of any loss or repair will be recovered by the Committee.
- (b) If no team representative attends on presentation night to collect trophies, the Committee reserves the right to retain the trophies for reuse.
- (c) Winners and Runners-up of the team based competitions which encompasses all leagues; cup and plate competitions, will be awarded one team trophy. Alternatively teams may request individual trophies up to a maximum of six with more available upon request and a contribution towards the extra cost being made. All other competitions will have individual trophies awarded for them.
- (d) A proportion of the money saved on trophy costs will be donated to a registered charity. The total amount to be donated each year will be determined by the Committee in consultation with the Treasurer and may include surplus funds obtained through other fund raising activities eg Presentation Night.
- (e) The total amount available will be divided amongst charities nominated by the team winners and runners up in each division and in the knock-out cup and plate which have opted not to receive individual trophies. If an eligible team does not propose a charity then their proportion will be included in a pot to be divided amongst the proposed charities.
- (f) Each nominated charity will receive a fraction of the total amount available proportionate to the number of nominations it receives. For example if there are 5 nominations and 'Charity A' is nominated twice, it will receive 2/5 (two fifths) of the total.
- (g) Eligible teams may nominate their chosen charities in writing, to be received by the Secretary in advance of the AGM or, failing this, in person at the AGM.

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### **8. MATCH RULES**

- (a) (i) Winter League - The Winter League format from 2022 onwards will be five singles, two doubles and five singles. A minimum of five players are required for a Team. There is no upper limit to the number of players registered for a Team. Any player may play a maximum of three frames, ie one singles before the doubles, one doubles and one singles after the doubles. If a team is unable to field five players, a match may be played with as few as three players. However, some frames will be forfeited due to the above restriction.
- (ii) Summer League - Structure and format of the Summer League to be decided by the Committee to suit the number of teams available and number of weeks available.
- (b) Order of play will be decided by captains writing out their respective teams on both result sheets.
- (c) League and competition games - Breaking is decided by a toss of a coin at the beginning of the match (after the names for each team have been entered on the sheet). The away captain (or his representative) will call. The winner of the toss of the coin chooses whether to break first or second. Breaks will then alternate between the teams for the remainder of the match, ie one team will break all the even numbered frames and the other will break all the odd numbered frames.
- (d) Reserve players should be noted on the result sheets at the beginning of the match. Any player not involved in the opening five games (winter league) and who are intended to play in the match, should be named in the reserve list. Reserves may be used at any time during the match, not just if a player fails to turn up. Players who are expected to arrive late should be scheduled to play in one of the last two games. Once the sheets have been written out, no games will be moved unless both captains agree.
- (e) League matches, Knock-Out Cup and Plate matches to commence at 8pm. Teams (minimum of three players (winter league) and two players (summer league)) must arrive prior to start time so that the draw may take place at 8pm. If a team is late, they will forfeit one frame after fifteen minutes and a further frame every ten minutes thereafter, until they arrive. If a player does not arrive by the time he/she is due to play and there is no substitute available, the frame will be forfeited.
- (f) League Matches - Any team playing a player who is not entitled to play will cause that team to lose by a minimum of two frames with a further two points deducted.  
KO Cup and Plate Competitions - A team playing a non-registered player:  
- match will be awarded to the other team  
- if both teams play non-registered players, both teams will be removed from the competition.
- (g) If a team does not fulfil their fixture of the preliminary or first rounds of the Knockout Cup or has played a non-registered player, they will not be entered into the Plate Competition.

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- (h) Singles, Doubles, Ladies Competitions:  
Entry is only for registered players (see section on Members above).
- (i) Where a group draw is played, the events will generally commence at 8pm or at a time specified by the Committee. All players must arrive on time. If a player does not arrive by the set start time, they will forfeit one frame after fifteen minutes and a further frame every ten minutes thereafter, until they arrive regardless of where they are in the draw. Otherwise rounds will be played in accordance with rules for the event published in advance of entry deadlines.
- (i) Any team not giving their opponents at least twenty-four hours' notice that they will be unable to fulfil a fixture shall be liable to a fine of £20. Fines must be paid to the League within 14 days of notification. Refusal to pay may lead to the team's expulsion from the League. £10 of the fine will be donated to charity (to be nominated at the following AGM). The non-offending team/venue will be entitled to submit a claim (£10). Any claim should be made in writing to the Secretary within 7 days of the match stating the reasons for the claim. If reason for the cancellation is due to inclement weather, the Committee may choose not to impose the fine. Appeals against any decisions must be made in writing to the Secretary within 7 days of the notification. If the fine is upheld, the offending team will also have two points deducted from their league score.
- (j) If any dispute arises it should be noted on the Result Sheet and the aggrieved Captain should not sign it. A letter should be sent to the League Secretary within seven days advising him/her fully of their complaint. The Committee will deal with the matter in accordance with the Rules.
- (k) All home teams shall supply not less than one referee, who will be fully conversant with the league and playing rules. He or she will be expected to give undivided attention and keep good order during play.
- (l) A referee's decision will be final.
- (m) Both Captains are responsible for ensuring result sheets are in the possession of the Results Secretary no later than four days after the game. Penalties may be imposed for late return of result sheets.
- (n) If a game is postponed due to inclement weather or any other reason, the Results Secretary must be notified as soon as possible and no later than Friday following the date the match should have been played. A £5 fine may be imposed if the Secretary is not notified of the postponement. Failure to notify the Secretary may also mean no points will be awarded to either team.
- (o) All tables should be kept in good playing order.
- (p) Alterations to playing rules shall only be made at the AGM/EGM.
- (q) Manningtree and District Pool League will play to EPA playing rules.
- (r) All requests to change the date of or postpone matches must be made at least one week in advance of the match and the Secretary/Results Secretary notified. Re-arranged matches must be played at least four weeks prior to the last league

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match of the season. Notification should be made to both the opposing captain and the Secretary/Results Secretary. Matches taking place during the four weeks prior to the last league match of the season are not allowed to be cancelled/postponed without prior consent of the Committee.

- (s) If both captains agree to a postponement or change of date for a match, the captain of the team not requesting the change will offer three dates (preferably different days of the week), each being no later than four weeks prior to the last league match of the season. Then if the postponing team cannot play on any of these days, they will forfeit the match. If no dates have been offered within a reasonable time, the points may be awarded to the postponing team. Disputes will be resolved by the Committee. The Committee may rearrange any fixture it considers necessary.
- (t) Any team cancelling their match and not fulfilling their fixtures by the end of the season will be fined £10 and will have two points deducted from their league score for every match not completed. Fines must be paid to the League within 14 days of notification. Refusal to pay may lead to the team's expulsion from the League. Appeals against any decisions must be made in writing to the Secretary within 7 days of the notification.
- (u) Teams cancelling a fixture will forfeit the match with zero points. The opposing team will be awarded a win based upon the greater of:-
  - (a) half the number of possible frames plus one if there is an even number of possible frames, or plus half if there is an odd number of possible frames.**OR**
  - (b) the average number of frames they have won per league match throughout the season rounded up to the nearest whole number.

### **9. DISCIPLINARY**

- (a) Unsportsmanlike conduct in the league may result in a disciplinary hearing. Any complaint regarding unsportsmanlike conduct must be made in writing to the Secretary within seven days of the event together with details of any witnesses or other evidence he may wish to rely on. On receipt of a complaint, the Secretary will commence the disciplinary procedure.

### **10. DISCIPLINARY PROCEDURE**

- (a) Committee to decide whether a Disciplinary Hearing is required or whether another course of action would be more appropriate. If a Disciplinary Hearing is considered necessary, procedure continues as follows.
- (b) Secretary to write to alleged offender to advising of complaint and requesting written response together with details of any witnesses or other evidence he may wish to rely on. Written response to be provided to the Secretary within seven days.

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- (c) Secretary to write to both parties giving date, time and venue of Disciplinary Hearing. Disciplinary Hearing may be heard in either party's absence.
- (d) The Disciplinary Panel will comprise three officers of the Committee. If Committee officers are not available, then league members may be co-opted. A Disciplinary Panel chairman will be appointed. No person involved with the case may sit on the Disciplinary Panel.
- (e) Witness statements should be provided in writing to the Secretary in advance of the Disciplinary Hearing. Witnesses may be called to the Hearing at the discretion of the Disciplinary Panel.
- (f) The Disciplinary Hearing will not be open to the league and accurate notes will be taken.
- (g) The Chairman will open the meeting and ask the complainant to present the allegation against the party concerned.
- (h) The offending party will be asked to reply to the allegations.
- (i) Both parties will then be asked to leave the room for the Panel to discuss the case.
- (j) The Chairman will ask the Panel for a decision.
- (k) Both parties will be asked to return to the room and the Chairman will then inform both parties of the decision. The decision will be confirmed to both parties in writing.
- (l) The Chairman will also inform both parties of the Appeals Procedure and confirm this in writing, giving the time limit of appeal to be seven days from the date of the Disciplinary Hearing. Either party will lose their right of appeal if they do not attend the Disciplinary Hearing.

### **11. APPEALS PROCEDURE**

- (a) Any appeal must be made in writing and received by the Secretary within seven days of the Disciplinary Hearing and must include grounds for the appeal.
- (b) No person involved with the case may sit on the Appeals Hearing.
- (c) Membership of the Appeals Hearing will comprise three officers of the Committee who were not involved in the Disciplinary Hearing. If Committee officers are not available, then league members may be co-opted. An Appeals Hearing chairman will be appointed.
- (d) The Chairman of the Disciplinary Panel may be called as a witness at the Appeal Hearing.
- (e) The Appeals Hearing will not be open to the league and accurate notes will be taken.

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- (f) Secretary to write to both parties giving date, time and venue of Disciplinary Hearing. Disciplinary Hearing may be heard in either party's absence.
- (g) The Chairman will open the meeting and ask the appellant to present his reasons for the appeal.
- (h) If either or both parties are in attendance, they will be invited to give evidence at the Appeal Hearing.
- (i) The Panel may call for evidence from any parties it considers necessary.
- (j) All parties will then be asked to leave the room for the Panel to discuss the case.
- (k) The Chairman will ask the Panel for a decision.
- (l) All parties will be asked to return to the room and the Chairman will then inform them of the decision. The decision will be confirmed in writing.
- (m) The decision of the Appeals Panel will be final.
- (n) If any expense has been incurred during the Appeals Procedure the offending party may be invoiced for the full amount (or part) 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.

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