



CONSTITUTION

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EBPF Contact Details

We welcome any enquiries regarding this document, its content, structure, or scope.

Please contact:

EBPF Secretary

✉ secretary@ebpf.uk

EBPF Chairman

✉ chairman@ebpf.uk

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Document Overview

This Constitution shall govern the organisation and members of the EBPF. Any points of interpretation arising out of this Constitution shall be decided by a majority vote of the EBPF Committee at a Committee Meeting. Alterations to this Constitution may only take place by majority vote at an AGM but any matter not dealt with herein may be decided by the Committee of the EBPF.

Purposes of the EBPF

The purposes of the EBPF are to:

- Manage, promote, and support the game of 8-Ball Pool (herein “The Sport”) throughout England
- Act as the representative body for the members of the EBPF in relation to International and other events.
- Host events in England on behalf of the EBA, WPA or any of their associated Organisations.
- Co-ordinate the advancement of the Sport, including but not limited to:
 - Management of International Structure
 - Management of a County Structure
 - Organisation of local, regional, and national team and individual events
 - Co-ordination of sponsorship and promotion of the Sport
- Be responsible for the constant development of the Sport
- Ensure a duty of care to all its members, and to advise, assist, and protect

It will be the policy of the EBPF and all parts of its substructure to make all reasonable efforts to ensure that its policy decisions achieve the above purposes.



Structure within the EBPF

Executive Committee

The highest decision-making body of the EBPF is the Executive Committee (EC). The EC will also be the highest level of appeal against any decision made within the EBPF organisation.

The Executive Committee Board will consist of, Chairman, Vice Chairman, International Co-ordinator, National Secretary, National Events Co-ordinator, and Treasurer.

The EC has the authority to make any decision that it deems necessary to achieve the purposes of the EBPF. All decision made by the EC shall be made by a simple majority of Committee Members.

Chairman will be elected for a three-year term of office.

- a) Election will be conducted by email to all County Managers.
- b) Should any position be vacated for any reason during the normal 3-year term of office that position will be filled by appointment by the Executive Committee.
- c) EC Board Members must be registered to our organisation.
- d) All other positions on the Executive Board will be supported by a CV and interview.

All members that hold office within the EBPF must acknowledge and adhere to the Representative Policy.

The EC may create and disband (by majority vote) Sub-Committees to undertake the management of various elements of the EBPF (see below).

The EC shall have the power to co-opt members as it deems necessary.

Any member of the EC failing to attend 2 consecutive meetings without good reason for their absence will automatically cease to hold office.



Although not exhaustive, the roles and responsibilities of the members of the EC are as follows:

a) Chairman

- Chair meetings or appoint a chair for meetings.
- Oversee the general running of the EBPF
- Provide a chairman's report at all general meetings.

b) Vice-Chairman

- Assist the Chairman in all his duties and responsibilities.

c) Secretary

- Minute all EBPF Committee meetings and distribute those minutes to the EBPF Committee members.
- Minute all general meetings and distribute those minutes to EBPF Committee members, England players and County Managers (whose responsibility it is to pass on the information to their members).
- Provide a secretary's report at all general meetings.
- All documentation, whether electronic and/or hard copy should be held by the EBPF Secretary; this includes accurate minutes of all meetings, copies of the Constitution, County & International Templates, Financial Reports, and agreements between the EBPF and 3rd party organisations.
- All documentation should be made available upon request, to any member of the EBPF.
- All complaints/queries should be made to the Secretary who will confirm any ruling as per the Official Documentation (OD) and will consult with the EC should the OD not provide a clear ruling for the complaint/query.

d) Treasurer

- Keep clear, proper, and accurate accounts of the EBPF
- Make those accounts available
- Provide a treasurer's report at all general meetings
- Overseeing, managing, and reporting of the organisation's finances
- Reconciling bank statements and manage cash flow.
- Provide a full set of audited accounts annually at the AGM.

e) International Co-ordinator

- Manage the International Committee.
- Responsible for running the EBPF International structure.
- Ensure the committee adhere to the International Template when making rulings.
- Highest level of appeal against any decision made within the International Committee.
- Liaise between the EBPF and International bodies such as EBA, BI & WPA.

f) National Events Co-ordinator

- Manage the National EBPF Events
- Responsible for National 7s/National Tour/National Singles events within EBPF
- Liaise between all committees within the EBPF structure and outside bodies such as EBA/BI/IPA.

(I) No Executive Committee Board Member can be part of another organisation that has a direct conflict of interest.

An elected officer may hold only one Executive Committee post. He/she may also hold one other sub-committee post provided this does not entail a conflict of interest. Each elected officer will only be entitled to a single vote.

All EC Members have equal voting rights, except the Chairman who may only cast votes in the event of a split decision. Where the chairman casts the deciding vote.

All players are expected to abide by the laws of the land. Every player represents the EBPF, and we all answer to above associations, therefore we must always act in the best interests of the EBPF. At International level all players come under our banner and must always act accordingly to the rules given to them by the EBPF. No player is exempt from our rulings, if the EBPF come to a decision regarding other tournaments or international matches then the matter is closed and everyone must adhere to the decision made, this is to maintain the reputation of the organisation and preserve the safety of the EBPF and its members.



Sub-Committees

The EBPF Sub-Committees National Committee and International Committee must hold their own meetings and a copy of the Minutes of each such meeting must be forwarded to the EBPF Secretary **within 14 days** of the meeting.

All Sub-Committees will have duties to perform, which will be set out by the EC. Those duties must be carried out in a professional manner.

Discipline

There are four stages to the Complaints/disciplinary procedure

- Level 1 County Level
- Level 2 Regional Director Level
- Level 3 Appropriate Sub-Committee (National or International)
- Level 4 Executive Committee

The procedures at County and Regional Director Level are to be organised by the County and the Regional Director respectively. Any person who is the subject of a disciplinary hearing will have the right of appeal through each stage up to EC level. Disciplinary proceedings may be instituted at either County or Regional Director level. There will always be a right of appeal to the National Committee, after this stage of the appeal if you are taking your appeal to the Executive Committee, their decision is final. The seriousness of the said complaint will determine where the complaint/disciplinary starts. Each level 14 days for appeal to next stage.

Notification of the result from the level 3 Complaint/Disciplinary Hearing the member against whom the allegation has been made will have 14 days to notify the Secretary of the EBPF that they wish to appeal to the level 4 EBPF Executive Committee. The executive committee must deal the issue within a month, The Executive Committee's decision will be final.

Any complaints concerning the behaviour of any member (or group of members) of the EBPF shall be made, in writing, to the appropriate sub-committee via the level above the plaintiff. Complaints can be made against members under the following headings (this list is not exhaustive):

- a) Unsportsmanlike behaviour
- b) Behaving outside the spirit of the game
- c) Behaving in an inappropriate manner whilst in Uniform or whilst at an EBPF organised / affiliated event
- d) Behaving in a way detrimental to the Game / Organisation
- e) Behaving in a way likely to bring the Game / Organisation into disrepute



For a Level 3 hearing, the Committee shall select 3 Committee members to hear the complaint/Disciplinary. The member against whom an allegation is made shall receive a written invitation within 28 days to the Hearing/Disciplinary once the Committee has decided that such Hearing/Disciplinary is necessary.

The member against whom the allegation has been made shall be given every opportunity to defend themselves against any allegations made. Should that member so choose, he or she shall be entitled to have another person or a member of the Committee to represent them at the Complaint/Disciplinary.

At the Complaint/Disciplinary the 3 representatives from the said Committee (IC/NC) must consider the complaint made and consider the representations made by the member against whom the complaint is made.

If all 3 members of the Disciplinary Committee cannot agree, then a majority decision will suffice. Decision to be communicated by 7 days

On notification of the result from the level 3 Complaint/Disciplinary Hearing the member against whom the allegation has been made will have 14 days to notify the Secretary of the EBPF that they wish to appeal to the level 4 EBPF Executive Committee. The Executive Committee's decision will be final.

Any member whose membership is suspended, or who is expelled, from the EBPF Organisation shall forfeit any fees paid and all other rights and entitlements accorded to them by the EBPF.

The EBPF Secretary will be notified of any action taken and log for future records.

All levels have the right to impose any reasonable penalty upon any member against whom a complaint is made. Such penalties may include, but are not limited to:

- a) Acquittal
- b) Verbal Warning
- c) Written Warning
- d) Final written warning
- e) Suspension/Fine
- f) Expulsion

EBPF Finances

The Treasurer will be responsible to the Committee for the finances of the EBPF.

The Treasurer will check all income and expenditure of the account for payments and observe proper banking procedures. The Treasurer shall also keep accurate accounts. The expenses are to be vetted by the Committee and the annual statement of the accounts and balance sheet shall be drawn up at the end of each year and presented to the AGM by the Treasurer.

In the event of disbandment of the EBPF all available assets shall, after the discharge of all liabilities, be distributed equally among the members. The income of the EBPF may be obtained by means of an annual membership fee, sponsorship, entrance fees,



ticket receipts, profits of EBPF tournaments, and a percentage cut from any International Team sponsorship (as the Committee deem necessary).

The responsibility for the various costs involved, as far as the EBPF Committee is concerned, is the responsibility of each player's county. Until such time as each County can generate revenue to facilitate the funding of such players then the fees are to be passed on to the players themselves.

General Conditions

All Counties will be responsible for keeping a register of all their registered players. Copies must be sent to the EBPF Secretary at the start of each Season.

All members of the EBPF must always endeavour to promote the Blackball Playing Rules and the EBPF Organisation.

General Meetings

One Annual General Meeting ("AGM") will be held each year. Not more than 15 months should elapse before each AGM.

Extraordinary General Meetings ("EGM") can be called by the Committee when necessary. 33% of the current counties of the EBPF may requisition an EGM by sending a petition of their signatures and the matters they wish the meeting to deal with to the Secretary of the EBPF. On receipt of such a requisition the Secretary should, where practicable, call an EGM within 2 months, stating which matters are to be dealt with at the meeting. If the Secretary does not call the requisitioned meeting within 3 months, then those members requisitioning the meeting can call the meeting themselves provided they comply with all the notice requirements below.

1 Months' notice of an EGM must be given to all County Managers. The National Secretary will communicate via email and post on www.ebpf.uk.

Proposals, motions, and applications wishing to be considered at an AGM should be received by the Secretary no later than 1 calendar month before the date of the AGM.

Each proposal must be proposed by one county and seconded by another county. Along with each proposal there should be a paragraph or two explaining the reasoning behind the proposal and both must be present at the AGM.

Any alteration to this Constitution can only be done by a majority vote.

No motions passed at an AGM may be altered without an EGM, held for the specific purpose of altering said motion or another AGM.

Only Registered members of the EBPF will be permitted to stand for any positions or office within the EBPF.

Voting rights shall be apportioned as follows:



- a) All members of the EBPF EC shall have one vote
- b) All other Sub-Committee members shall have one vote.
- c) At General meetings each County shall have one vote which shall be exercised by that County's representative. Such representatives must be a member of that county and listed on that county's registration form.
- d) In the event of a tied vote the Chairman shall cast the deciding vote
- e) Members holding more than one position with voting rights, will only be permitted to vote once

No Constitutional / Structural / Financial proposals to be permitted as "Any other Business" (AOB) at an AGM.

No member may vote on a motion whereby he/she may, directly or indirectly benefit either financially or in any other way from the motion being passed/reject

All counties must send a representative to an AGM. Any county not in attendance shall pay a non-attendance penalty of £250 to the EBPF and the said county will receive a - 3 points deduction for the following season. In extreme circumstances both penalties will be waived.

Membership Fees

Inter-County Structure and Rules

These shall be the rules and guidelines as set out in the **County Template**.

International Structure and Rules

These shall be the rules and guidelines as set out in the **International Template**

Child Protection

This shall be the document adopted by the EBPF for child protection.

Drug Policy

This shall be the document adopted by the EBPF for Drug Prevention.



Related and / or Reference Documents

Document Identification

File Name	EBPF CONSTITUTION
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Preparation

Action	Name	Role / Function	Date
Reviewed by	Paul Thomson	Chairman	1 st Oct
Reviewed by:	Executive comm	Representatives	1 st Oct
Reviewed by:	Members	And agreed at the AGM	2 nd Oct

Release

Version	Date Released	Change Notice	Remarks
001	October 22	Sent to all county manager's	Actioned
001	October 22	Sent to all representatives	Actioned
001	October 22	Placed on one drive	Actioned
001			

Contribution © and Distribution (D) List

Name	RELEASE AND DISTRIBUTED DATE
EBPF Executive Committee	
National Committee	
International Committee	
EBPF County Managers	
EBPF National Web Site	