

## Cambridge Area Pool League Constitution

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### Section 1 - Name of organisation

1. Cambridge Area Pool League (CAPL)

### Section 2 - Objective

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

### Section 3 - Affiliation

1. The CAPL will affiliate to the Cambridgeshire Pool Association, which grants automatic affiliation to the English Pool Association.

### Section 4 - Committee

1. All committee members must be CAPL registered throughout their period of office.
2. Any committee member who resigns from the committee will be ineligible for re-election for a period of 12 months.
3. No more than 3 CAPL members from the same team will be allowed to serve on the committee at any one time.
4. The League Secretary must receive nominations to join the committee in writing or by email, at least 14 days before the appropriate AGM.
5. The committee will comprise of 3 officers (Chairman, League Secretary, and Treasurer), and 8 other general members who may be assigned roles internally as seen fit (i.e. divisional secretary, minutes secretary, competition secretary, etc...).
6. Where committee members resign during a season, the committee can bring in new members to replace them as they see fit.

7. Elections for committee officers will take place every 2 years at the relevant AGM, via the following order of events, and before the elections for general committee members:
  - a. The Chairman will retire their position, and the League Secretary will take over proceedings.
  - b. Members of the current committee, including the just retired Chairman, will be invited to stand for the post of Chairman.
  - c. A member of the committee must second any member wishing to stand.
  - d. Where more than one member is standing, the position will be decided by a majority vote.
  - e. The newly elected Chairman will take over proceedings.
  - f. The League Secretary and Treasurer will retire their positions.
  - g. Members of the current committee, including those just retired, will be invited to stand for the post of League Secretary, and Treasurer in turn.
  - h. A member of the committee must second any member wishing to stand.
  - i. Where more than one member is standing, the position will be decided by a majority vote.
8. Elections for general committee members will take place at each AGM via the following order of events:
  - a. All general committee members will retire their position.
  - b. All just retired general committee members will be invited to stand for election.
  - c. Any received nominations to join the committee will be announced.
  - d. If the total of interested parties to join the committee is greater than the 8 vacant positions, each member will be voted on in turn.
  - e. Those receiving the greatest number of votes will be elected on to the committee.
  - f. For any remaining positions left unfilled, the floor may nominate present and eligible persons to fill them. These persons must receive a majority vote to be accepted onto the committee.
9. In the event that a committee consisting of a minimum of a Chairman, a League Secretary, and a Treasurer cannot be formed, the CAPL will enter in to the process of dissolution.

#### **Section 5 - Committee Meetings**

1. The Committee will meet regularly to discuss general CAPL issues.
2. Any Committee Member can call a Committee Meeting after giving 72 hours notice in writing or by email to the League Secretary, explaining the reasons for the meeting.
3. The committee may remove any Committee Member who misses 3 or more meetings during a season from office via a majority vote.
4. Requests by CAPL members for committee meeting minutes should be made in writing or by email to the League Secretary.

#### **Section 6 - Finances**

1. All monies will be handled and banked by the Treasurer or a committee representative.
2. The CAPL account must have a minimum of three signatories.
3. All outgoing cheques must be signed by at least two signatories.
4. Signatories must be serving Committee members, including the Treasurer.
5. The CAPL Website will indicate which committee members are signatories next to their names in the contacts section.
6. The Treasurer shall present a statement of accounts at any time when requested by the Committee and at each AGM/GM.

#### **Section 7 - Annual General Meeting (AGM) & General Meeting (GM)**

1. An AGM will be held prior to each Summer season for the purpose of the following:
  - a. Team registration and payment of fees.
  - b. The presentation and/or publication of accounts of the CAPL.
  - c. Discussion and ballots/votes regarding motions, amendments, & constitutional changes.
  - d. Elections for committee positions.
  - e. Any other relevant business.
2. A GM will be held prior to each Winter season for the same purpose as an AGM, with the exception of elections for committee positions.

#### **Section 8 - Special General Meeting (SGM)**

1. An SGM may be held for the purpose of:
  - a. Discussion and ballots/votes regarding motions, amendments, & constitutional changes.

- b. Dissolution of the league.
2. The League Secretary must receive requests for an SGM in writing or by email, including the reasons for the meeting.
3. Only such business as is detailed in the request for an SGM shall be discussed at the SGM.
4. A CAPL member requesting an SGM must show the support of at least 10% of the total CAPL membership for the meeting to take place (this will be verified by the committee).
5. The committee, by a two-thirds majority vote, may call an SGM at any time.
6. The committee will set the SGM date for the earliest available and convenient date. This will be published via the CAPL website and the captains will be contacted via their Divisional secretary.

#### **Section 9 - Ballots/Voting at AGMs, GMs, & SGMs**

1. A single representative for each registered team present will be issued a voting card.
2. Each representative will be allowed one vote on any motions debated.
3. Each Committee Member present will be allowed one vote on any motions debated.
4. No person may represent more than 1 team.
5. The Chairman has the casting vote if required.
6. A private ballot will be used where deemed necessary by the committee.
7. No voting by proxy will be allowed.

#### **Section 10 - Constitution Motions & Amendments**

1. The League Secretary must receive motions to change the constitution for the forthcoming season in writing or by email, at least 14 days before the relevant AGM/GM.
2. Motions must be seconded by a person from a team other than that of the proposer.
3. Motions will be published via the CAPL website a week prior to the date of the AGM/GM.
4. The proposer, or representative, has the right to address the AGM/GM/SGM regarding their motion prior to its debate.
5. No new motions will be accepted at an AGM, GM, or SGM.
6. Amendments to motions will be accepted at an AGM/GM/SGM, and a vote held to determine the final motion.

#### **Section 11 - Registration fees**

1. At each GM the committee will propose a registration fee for the following summer season.
2. At each AGM the committee will propose a registration fee for the following winter season.
3. Registration fees will be based on the previous season's registration, taking in to account estimated costs.
4. In the instance of any dispute, the matter of registration fees will be put to the floor for discussion and a vote if necessary.

#### **Section 12 - Team/Player Eligibility & Registration**

1. The CAPL is open to all teams within the Cambridge area, subject to the approval of the committee.
2. No team with an outstanding fine, or a member of said team at the time the fine was issued, will be allowed to register with the CAPL until that fine has been paid, or an appeal against the fine upheld.
3. The Committee will aim to place new teams in a division reflecting their ability.
4. Registration sheets must contain a minimum of 6 eligible players.
5. Only a member of the registering team must submit registration sheets and fees, unless previously agreed by the League Secretary.
6. A CAPL player is considered registered to a team when they have played or been listed as a non-playing reserve for that team in the present season, or registered the team as captain.
7. New players may be registered to a team on the day of league matches, preliminary round tko matches, and first round tko matches by indicating they are 'NEW' on the scorecard and texting the registration through to their Divisional Secretary before the published start time.
8. Only 3 players under the age of 18 may be registered to a team
9. No players under the age of 14 may register to a team.
10. Non-playing reserves must be present at the venue on the night of the match for which they are listed. They must be clearly noted on the scorecard as a non-playing reserve and the opposition captain must initial next to their name.
11. Teams will be treated independently of each other regardless of venue.
12. Only a member of the registering team can submit registration sheets and fees, unless previously agreed by the League Secretary.

#### **Section 13 - Captains meeting**

1. A meeting will be arranged prior to each season between the captains from each division and their relevant Divisional Secretary.
2. Captain's meetings will be used to outline the expectations of team captains, highlight any constitutional changes or issues, hand out starter packs, and relay any relevant information.
3. Teams failing to send a representative to their pre-season captains meeting may receive a £10 fine.

## **Section 14 - League matches**

1. Matches are to be played between two teams as per the fixtures published via the CAPL website.
2. A team must comprise of a minimum of 4 CAPL registered players, which are registered for that team.
3. A match cannot commence, and the scorecard may not be completed, until both teams are present.
4. Matches should start at 20:30 prompt.
5. Teams arriving late to a venue will be deducted a frame at 20.45 and then for every 10 minutes they are late thereafter (first frame deducted at 20.45, second frame at 20.55, third at 21.05 and so on).
6. If a team does not show by 60 minutes after the published start time, they will be considered to have forfeited the match and a 7-0 win will be awarded to the non-offending team.
7. If neither team are present by 60 minutes after the published start time, both will receive a loss of match, and no points.
8. Games not completed by 23:30 must be paused and arranged to continue at the same venue on another date, unless both teams agree to play on with the consent of the landlord.
9. The home team (or venue) must pay any table fees for the duration of the match.
10. All matches are to be played according to EPA World Rules and guidelines.
11. Matches will consist of two sessions, each consisting of six frames of singles.
12. The home team will break and provide a referee in frames 1, 3, 5, 8, 10, and 12.
13. The away team will break and provide a referee in frames 2, 4, 6, 7, 9, and 11.
14. Teams not refereeing will provide a timekeeper, who will act as the second referee.
15. It is the responsibility of the home team to provide a stopwatch.
16. No player may play more than once during frames 1 to 6, or during frames 7 to 12.
17. If players that have already played in frames 1 to 6 are selected to play in the second session, they must play only in their corresponding numbered position on the scorecard.
18. Fielding an ineligible player will result in that frame being awarded to the non-offending team.
19. In the situation where a frame is played with ineligible players from both sides, both teams will be considered to have lost that frame.
20. A representative from the winning team (or home team in the event of a draw), must text or email the result of their match to the relevant committee secretary by midnight the following day.
21. Failure to correctly text or email the result will incur an initial warning. Further failures may result in a point's deduction equal to the points gained for that match.
22. Two league matches may be played on the same date as long as one is completed before the other begins.
23. Two points will be awarded for a win, and one point will be awarded for a draw.
24. The match table will be made available to the away team 10 minutes before the scheduled start time for a practice frame. The right will be forfeited if the away team are not present 10 minutes before the scheduled start time.

## **Section 15 - Team Knockout cup matches (TKO)**

1. TKO matches will follow the same guidelines as defined within parts 1, 2, 3, 5, 8, 9, 10, 14, 15, 18, 19, 20 and 24 of the 'League Matches' section.
2. Any player that has already played a frame in the TKO and subsequently transfers team in the current season, will be considered 'cup tied' and ineligible to play in the TKO forthwith.
3. Matches should start according to their published start time.
4. If a team does not show by 50 minutes after the published start time, they will be considered to have forfeited the match, and a win will be awarded to the non-offending team.
5. If neither team are present by 50 minutes after the published start time, both will receive a loss of match, and will be removed from the TKO.
6. Cup matches will consist of 6 frames of singles and 3 frames of doubles, in that order.
7. No player may play more than once during frames 1 to 6, or during frames 7 to 9.
8. The home team will break and provide a referee in frames 1, 3, 5, 7, & 9.
9. The away team will break and provide a referee in frames 2, 4, 6, & 8.
10. All 9 frames must be completed, and any frames not played will be forfeited.
11. Failure to correctly text or email the result may result in removal from the TKO.

## **Section 16 - Scorecards**

1. The home team must write their players on the scorecard before the away team.
2. Positions 1 to 6 must be written in before play can commence. Once these games are played the remainder of the card must be completed before any more frames are played.
3. Where teams field less than 6 players the scorecard should be completed from the top down, missing out the last places on the scorecard first.
4. Once scorecards are written they cannot be changed without the agreement of both captains.
5. At the end of the match both captains should sign the scorecard in their relevant section to indicate they are happy with the recorded result.
6. If any dispute arises over the recorded result the card should remain unsigned, but posted as normal.

7. A representative of the winning team (or in the event of a draw, the home team) must post the scorecard, as per the instructions on the card, within 5 days of the match.
8. Failure to post the scorecard for league matches may result in a deduction of 1 point from the offending team, or for cup matches, removal from the competition.
9. Failure to correctly complete the scorecard may result in loss of frames, points, or match.
10. Substitute players must be in attendance at the venue before being noted on the match card.
11. Defacing scorecards, or using nicknames, may result in loss of frames, points, or match.

### **Section 17 - Promotion, Relegation, and Play-offs**

1. The top 2 teams in each division will be promoted and the bottom two teams in each division will be relegated where there is another division for them to move in to.
2. Promotion and relegation are subject to any league re-organisation that may occur.
3. League placing will be determined by awarded points, followed by matches won, and then frames won.
4. If teams remain tied, the league placing will go on head-to-head results, and then finally by a play-off.
5. Play-offs will be held at a neutral venue, on a date to be decided by the committee.

### **Section 18 - Postponing, rearranging, and cancelling fixtures**

1. A team must give a minimum of 24 hours notice to the opposition's captain, and the relevant committee secretary, when postponing or cancelling a fixture. Failure to do so may result in a deduction of points and/or loss of match.
2. Teams failing to give proper notice of cancellations may be issued with a £15 fine, £10 of which will be given to the non-offending team to reimburse them for any inconvenience caused.
3. A team may postpone one league match per season without incurring a penalty, and will be deducted 1 point per match postponed thereafter.
4. For postponed matches the non-offending team must provide 3 potential dates to replay the fixture. These must be sent to the opposition's captain and the relevant divisional secretary. The dates must also fall within 4 weeks of the original fixture and 10 days before the final fixture of the season.
5. For the purposes of rearranging matches the Christmas break will be classed as zero weeks.
6. If teams cannot agree on a suitable date for the re-arranged match the League Secretary will arbitrate to ultimately fix a date for the replay.
7. The final 3 fixtures of the season cannot be postponed.
8. Cup matches may not be postponed, except under exceptional circumstances to be decided by the committee.
9. Cup and League matches may be brought forward without penalty providing both teams and the relevant committee secretary agree.
10. Where teams cancel a fixture, a 7-0 win will be awarded to the opposition.
11. In the event of extreme circumstances (i.e. dangerous weather conditions, floods, etc) the league secretary may declare that games can be postponed without penalty until such time as conditions return to normal.
12. In the event of matches or competitions being stopped or abandoned mid-frame/s, those frames will be deemed to have not been played and must be started over should a replay occur. The unfinished match must be completed at the original venue and following the constitution regarding postponed fixtures. The scorecard should be kept by the home team captain and the away team captain should make a record for verification purposes.

### **Section 19 - Change of venue**

1. Teams wishing to change venue during a season must submit this to the committee via a written request or email, including their reasons for moving.
2. Requests to change venue will be decided by a committee vote.

### **Section 20 - Withdrawing from the league**

1. Teams who do not finish the season for whatever reason forfeit all money paid.
2. If a team withdraws from the league all their results will become void and points deducted accordingly.
3. Unless there exists exceptional mitigating circumstances, players of teams that withdraw from the league will have their hotshots voided, will be removed from all competitions with no refunds issued, will not be allowed to enter any CAPL competitions, and will not be allowed to transfer to a new team for the rest of that season.
4. For teams that have previously withdrawn from the league, (or teams made up of 3 players or more that were part of a team/s that folded in the previous 2 seasons), an additional £50 deposit will be required on re-entry. On successful completion of a season the £50 will be refunded and normal entry rules will resume.

### **Section 21 - Player transfers**

1. Players wishing to transfer must submit this to their divisional secretary via a written request or email, including their reasons for moving.
2. All player transfers must have the agreement of both captains and the committee.
3. The committee will decide all transfer requests on a strictly individual basis at the next available committee meeting.
4. Players may not transfer more than once during a season.

## **Section 22 - Hotshots**

1. For each division a player rankings table known as the 'Hotshots' will be produced.
2. For every frame a player wins in their division they will receive 1 hotshot point.
3. No hotshots will be awarded for forfeited frames/matches.
4. Players will be ranked in order of points, followed by their points to games played percentage.
5. A best-of-one frame playoff will be used in the event of a tie for first place. The exact format and date to be decided by the committee.

## **Section 23 - Doubles & Scotch trebles matches**

1. During doubles matches partners may confer up until the cue ball has been struck and only again after that turn has ended. In exception to this, players may confer after the break, but only until the next shot is played.
2. During scotch trebles matches players may confer at any time.
3. Playing a frame without both partners present at the venue will result in a loss of frame to the offending team.
4. Players must play in alternation of each other, and maintain their pattern of alternation, for the duration of the entire match (end of frame will be considered to be end of visit).

## **Section 24 - Competitions**

1. The CAPL will run the following competitions each season:
  - Men's singles
  - Ladies singles
  - Men's doubles
  - Ladies doubles
  - Mixed doubles
  - Scotch trebles
  - Captain's cup
  - Landlord's cup
  - Cambridge open
2. All competitions to be played to World Rule unless specified otherwise.
3. Exact competition formats will be decided by the competitions secretary each season.
4. Competition dates will be decided by the committee prior to the season start date and will be published via the CAPL website and starter packs.
5. Competition times will be published in advance of the competition date via the CAPL website and must be strictly adhered to.
6. Matches not completed by 23:30 must be paused and will be rearranged by the competition secretary, unless all players still in the competition agree to play on, with the consent of the landlord.
7. In all competition matches, players will lag to determine who breaks first and shall continue alternately for all remaining frames.
8. The winning team or player must text or email the result of their match to the competitions secretary by midnight the following day. Failure to do so may result in players being removed from the competition, and runners up taking their place.
9. All entries for competitions must be received by the published deadline, in the manner specified on entry forms.
10. All payments for entry must be received in full upon registration.
11. Entry fees for competitions are non-refundable.
12. Venues must tick the relevant boxes on the competition entry forms for them to be considered as a competition venue.
13. Only venues that have players entered in to competitions will be considered for hosting competitions. This does not apply to the hosting of presentation night.
14. Tables must be on free play for the duration of the match.
15. Competitions are open only to CAPL registered players, except for mixed doubles where only one team member in each team must be CAPL registered.
16. The Landlords cup is open only to one entrant per venue, who must be an employee of the venue from which they are entering.
17. For entrance in to the captain's cup, players must have signed at least 50% of their league scorecards in the current season prior to the competition date. They must also be the primary contact for their team, as listed on the CAPL website.
18. A steward will be assigned to each venue by the competitions secretary.
19. The draw at each venue should be made on the night and in public by the steward.
20. No player should be allowed to enter after the draw is made, however the steward may make reasonable allowances for players who contact them in advance regarding lateness.
21. The steward should deal with minor queries that arise, and may seek assistance from the competitions secretary where needed.

22. Stewards should notify the competition secretary if they are unable to attend the match, so that another steward may be assigned.
23. If a steward fails to show, it is the shared responsibility of all attending players to contact the competitions secretary in order that a new steward may be assigned on the night.
24. All members of a team (except for mixed doubles) must have played for the same venue in the current season prior to the competition date.
25. Mixed doubles teams must be comprised of either 2 CAPL registered players from the same venue, or one CAPL registered member and one non-CAPL member.
26. For first round matches only, one member of the partnership/trio may be replaced by another player from the same venue who fits all eligibility criteria. This new partnership/trio must then remain together for the rest of the competition.
27. The Cambridge open will take place on a single date.
28. Dependant on entries received prior to the Cambridge open, additional entries may be allowed on the day.
29. Format of the Cambridge open will be based on entries and will be published prior to the competition.

### **Section 25 - Champion of Champions (CoC) Criteria**

1. The winner and runner up of the Men's and Ladies singles will be entered in to the CoC competition. Summer qualification will occur before winter qualification, and where entrants cannot attend their place will be offered to the next in line within the same season. Where individuals have already qualified for CoC in the prior summer season their place will be offered to the next winter league place in line.
2. The Premier league winners and runners up for each season will be entered in to the CoC event. Where teams cannot attend, their place will be offered to the next league place in line (3<sup>rd</sup> place, 4<sup>th</sup> place and so on).
3. Where teams have already qualified for CoC in the prior summer season, their place will be offered to the next winter league place in line (3<sup>rd</sup> place, 4<sup>th</sup> place and so on).
4. The CAPL will retrospectively pay for all winners who attend and play at the CoC.
5. Non attendance at CoC events may result in a one year ban from representing the CAPL in future CoC events.

### **Section 26 - Trophies**

1. Trophies will be awarded at a presentation night for the following:
  - a. Divisional winners and runners up.
  - b. Winners and runners up of all competitions.
  - c. Divisional hotshots winners
2. The CAPL may reuse or sell back any trophies not collected on presentation night.
3. The CAPL may hold trophies for players that cannot collect them, or have them collected, providing they make prior arrangements with the committee.

### **Section 27 - 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 CAPL, 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 3 committee members, one of whom must be a committee officer who will 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 28 - Dissolution of the league**

1. A motion for dissolution of the league shall require the support of a two-thirds majority of the total voting population of the league, that is, voters not in attendance and voters in abstention shall be counted as being against dissolution.
2. Upon dissolution of the league all outstanding debts owed by the league shall be paid from funds and all debts to the league shall be called in.

3. The balance of monies shall be split equally amongst all teams registered to the CAPL at the time of dissolution.

#### **Section 29 - CAPL Website**

1. The CAPL will maintain the domain/website 'www.cambridgeareapoolleague.co.uk'
2. The CAPL website will contain the following:
  - a. CAPL official announcements
  - b. Committee meeting dates and venues.
  - c. Constitution.
  - d. AGM/GM/SGM dates and minutes.
  - e. League/Team fixtures, results, tables, hotshots, contacts, and locations.
  - f. Competition dates, schedules, draws, and results.

#### **Section 30 - CAPL Forum**

1. The CAPL will manage and moderate a CAPL Internet forum.
2. All members must follow the rules of the forum as defined within the forum rules section of the message boards.
3. Abuse of the forum rules may result in a ban from the forums, and potentially from the CAPL.
4. Unless clearly stated, all comments and announcements made by committee members on the forum will not be deemed official.

#### **Section 31 - Other / Guidelines**

1. A World rules sheet/poster and a fixtures sheet should be displayed at each registered venue.
2. Players should conduct themselves within the spirit of the game.
3. Abusive or threatening behaviour may result in expulsion from the CAPL.
4. For league matches the home team should provide hot or cold food for the visiting team.
5. The referee's decision is final, but players may insist that they consult the timekeeper, relevant captains, and their divisional secretary before making their decision.
6. For situations not covered under the Constitution the Committee will make any decision that, in their opinion, is necessary or beneficial to the CAPL, by way of a majority vote.