
CONSTITUTION

Foreword

Rules contained within this publication in red are Rules that were introduced or amended at the last AGM/EGM at which this constitution was ratified.

This Document

1. This is the Constitution of the Oxfordshire County Pool OCPF (herein "OCPF"). This Constitution shall govern the organisation and members of the OCPF. Any points of interpretation arising out of this Constitution shall be decided by a majority vote of the OCPF Committee at a Committee Meeting. Alterations to this Constitution may only take place by majority vote at an AGM/EGM, however any matter not dealt with herein may be decided by the Committee of the OCPF (herein "The Committee").

Objects of the OCPF

2. The objects of the OCPF are to:
 - To promote, foster and safeguard the game of pool for the players in Oxfordshire.
 - To adopt, and enforce the Laws of the game as laid down by the European Blackball Association
 - To promote, organise and superintend various competitions among the members.
 - To interpret, when called upon by affiliated leagues or members thereof, questions of law or practice and arbitrate in all disputes referred to the OCPF, between and among the affiliated leagues or members thereof.
 - Co-ordinate the advancement of the Sport, including but not limited to:
 - Management of a County Structure
 - Organisation of local, regional, and national team and individual events
 - Co-ordination of sponsorship and promotion of the Sport in Oxfordshire

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

Membership

3. Membership of the OCPF shall be open to all persons living in the County of Oxfordshire, and all former OCPF members who are not excluded under current EBPF rulings.
4. Application for membership shall be addressed to the Secretary of the OCPF and shall be accompanied by the name and address of the applicant and yearly membership fee of £10. An additional £5 will also be collected by OCPF on behalf of the EBPF in order to obtain an IM number for the player, without which they will be unable to play. All current County Players will be automatic members as long as their subscriptions are not overdue.
5. Associate membership of the OCPF shall be open to leagues in the County of Oxfordshire. Application for associate membership shall be addressed to the Secretary of the OCPF and shall be accompanied by the name and address of the league, the names of Office Bearers and a copy of the Rules of the League. The Committee shall consider all applications for associate membership. The Secretary shall notify leagues admitted to membership. An associated member shall be entitled to send two of its members to the County Annual General Meeting who shall have the power to vote. Associate members shall pay an annual sum equivalent to £5 per league team or such sum as may be fixed at the Annual General Meeting of the OCPF. As part of their associate membership the league may receive 4 free trial spots to hand out to top performing league players in the current season.
6. To comply with the provisions of the Data Protection Act 1984 for exemption of registration, the OCPF is permitted to maintain records on Computer File to include names, addresses, telephone numbers and their dates of birth and such details it may disclose in the following circumstances;
 - Sharing of contact details amongst the committee and captains
 - Full disclosure to EBPF for registration purposes

Administration

7. The affairs of the OCPF shall be conducted at the Annual or any General Meeting and by the Committee at a committee meeting.
8. The Committee shall meet in the month of February/March of each year and at any other time if necessary. Five members shall form a quorum
9. The Committee shall have full authority, to make any decision that, in their opinion, is deemed necessary or beneficial to the OCPF.
10. Individual members of the OCPF shall be entitled to attend, speak and vote at the Annual or any Special General Meeting meetings. The Chairman shall have a casting vote, if required.

The Structure within the OCPF

OCPF Committee

11. The highest decision making body of the OCPF will be the OCPF Committee. The Committee will also be the highest level of appeal against any decision made within the OCPF organisation.
12. The Committee has the authority to make any decision that, in their opinion, is deemed necessary to achieve the purposes of, or beneficial to, the OCPF. All decisions made by the Committee shall be made, unless otherwise indicated, by a simple majority of Committee members.
13. Committee Members will be elected for a two year term of office.
 - a. Each member shall continue to carry out their duties until the AGM at the end of their second year in office at which point the election for that position can take place. Incumbent committee members will be automatically nominated unless they notify the Secretary of their wish to withdraw from the election.
 - b. Elections will take place at the Annual General Meeting (AGM) of the OCPF.
 - c. Should any position be vacated for any reason during the normal two year term of office that position will be filled either by appointment by the Committee or by Extraordinary General Meeting (EGM). The person who takes the position will hold office until the following AGM where a full election will be conducted.
 - d. In any contested vote for a committee position, if any member with a right to vote in that election (including the candidates) requests a secret ballot then that vote shall be carried out by secret ballot.
 - e. All team managers' positions shall only be voted on by players eligible to play in those respective teams i.e. ladies will not be allowed to vote for Men's Assistant Manager / Mens C Team Manager unless they have qualified to play for the men's teams. There will be two exceptions to this rule: The County Manager role impacts the entire county squad and therefore all players shall vote for this position. An exception shall also be made for the youth team manager to enable OCPF to ensure a suitable person is appointed.
14. The Committee will consist of the following members:
 - Chairman
 - Secretary
 - Treasurer
 - County Manager
 - Men's Assistant Manager*
 - Ladies Team Manager*
 - ~~Under 23s Manager*~~
 - Youth & Under 23s Team Manager*
 - Seniors Team Manager*
 - Ladies Team Assistant Manager*
 - Players' Representative*
 - ~~Mens C Team Manager*~~

*In relation to these posts only, an elected official may hold one of these posts in addition to another Committee position. Anyone so elected may, however, only cast one vote in any matter.

In addition to the above committee roles, the following non-committee roles will be ~~selected from appropriate squad members post trials up for election on an annual basis, and will include an automatic squad place. These roles may mean the holder is restricted in ability to progress up to more advanced teams due to the nature of their job.~~

- Seniors B Team Captain
- ~~Mens C Team Captain (and/or Mens A/B Captains as required depending on which teams County Manager/Mens Assistant Manager choose to captain)~~

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

16. The duties and responsibilities of the members of the OCPF Committee are as follows:

- a. County Manager
 - Overall responsibility for the running of OCPF and upholding its values
 - Team management responsibilities as listed in d. below
 - Attendance of the EBPF AGM (or ensure an appropriate representative is sent on behalf of OCPF)
 - The county manager should work with the secretary to ensure required filings to EBPF are submitted on time.
- b. Chairman
 - Chair meetings, or appoint a chair for meetings
 - Oversee the general running of the OCPF
 - Provide a chairman's report at all general meetings
 - Call committee meetings when required, and provide an Agenda
- c. Secretary
 - Minute all OCPF committee meetings and distribute those minutes to the OCPF Committee members.
 - Minute all general meetings and distribute those minutes to OCPF Committee members and County Managers (whose responsibility it is to pass on the information to their members)
 - Provide a secretary's report at all general meetings
 - Keep website, forum and other communication channels up to date with county information
 - Update players statistics on a regular basis during the year
 - Produce all posters/pamphlets for OCPF events, such as trials, handbook etc
 - Maintain records of OCPF squad members and their details
 - Together with County Manager ensure required filings to EBPF are submitted on time
- d. Treasurer
 - Keep clear, proper and accurate accounts of the OCPF
 - Make those accounts available
 - Provide a treasurer's report at all general meetings
 - To liaise with Team Managers to ensure all players are provided with a County Shirt
 - Arrange payments and procurement for all OCPF business
- e. Team Manager/Assistant Manager/~~C Team Manager~~
 - To collate personal information; names, addresses etc regarding players within their squads and forwarding said information to the Secretary and Treasurer of the OCPF
 - To select and organise the various teams to participate in Inter-County Championship matches, contacting players where necessary.
 - To confer with other managers in the arrangement of transport to away matches
 - To assist in the running of County Trials

- Represent their squad players' views at meetings
 - Act in an unbiased manner in respect of all his/her responsibilities
- f. Team Captains
- To assist the Team managers in all their duties and responsibilities.
- g. Players' Representative
- Be available to address players' grievances
 - Address those grievances in accordance with this Constitution
 - Represent the players' views at meetings
 - Act fairly in respect of all his/her responsibilities

*This is not an exhaustive list of the members' duties and responsibilities.

Discipline

17. Any complaints concerning the behaviour of any member (or group of members) of the OCPF shall be made, in writing, to the Committee. Complaints can be made against members under the following headings (this list is not exhaustive):
- Unsportsmanlike behaviour
 - Behaving outside the spirit of the Game
 - Behaving in an inappropriate manner whilst in Uniform or whilst at an OCPF organised / affiliated event
 - Behaving in a way detrimental to the Game / Organisation
 - Behaving in a way likely to bring the Game / Organisation into disrepute
18. The Committee shall decide, by majority vote, whether the complaint discloses an allegation serious enough to require a Disciplinary Hearing.
19. The Committee's decision as to the necessity of a hearing shall be subject to appeal only on the basis of new evidence relating to the alleged incident which was not before the Committee at the time it first considered the complaint.
20. For a Committee hearing, the Committee shall select 3 Committee members who will sit as the Disciplinary Committee for the Disciplinary Hearing. The member against whom an allegation is made shall receive a written invitation to the Disciplinary Hearing once the Committee has decided that such a Disciplinary Hearing is necessary.
21. The member against whom the allegation has been made shall be given every opportunity to defend themselves against the 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 Disciplinary Hearing.
22. At the Disciplinary Hearing the Disciplinary Committee must consider the complaint made and 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.
23. The Disciplinary Committee has 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:
- acquittal
 - warning
 - reprimand
 - fine
 - suspension
 - expulsion
24. On notification of the result of the Disciplinary Hearing the member against whom the allegation has been made will have 7 days to notify the Secretary that they wish to appeal to the OCPF Committee. The Committee shall select 3 different Committee members who will sit as the Disciplinary Appeals Committee for the Disciplinary Appeal Hearing. The Appeals Committee decision will be final.

25. The Committee will notify those involved in the Disciplinary Hearing, and any other party it deems necessary, of the result of the Hearing. Any member whose membership is suspended, or who is expelled from the OCPF shall forfeit any fees paid and all other rights and entitlements accorded to them by the OCPF.

Finance

26. The Treasurer will be responsible to the Committee for the finances of the OCPF
27. 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.
28. In the event of disbandment of the OCPF, all available assets shall, after the discharge of all liabilities, be distributed equally among the current members. The income of the OCPF may be obtained by means of an annual membership fee, sponsorship, match fees, entrance fees, ticket receipts and profits of OCPF tournaments.
29. The responsibility for the various costs involved, as far as the OCPF is concerned, is the responsibility of each player. Until such time as OCPF can generate revenue to facilitate the funding of each player, then the fees will be passed on to the player's themselves.

Subscriptions

30. An annual subscription fee of £10 shall be paid by all County players for the forthcoming season to the Treasurer of the OCPF by the 30 April of each year or a date set by the Committee. A further £5 is also payable to cover the IM fee payable to EBPF. Players failing to pay the subscription by the due date shall forfeit all rights and privileges of membership for as long as the subscription remains unpaid
31. New players will also be required to pay £10 towards the cost of their County Shirt unless annual sponsorship reduces this amount.
32. All players will also be charged a £3.50 match fee in each match in which they participate. (The committee reserves the right to make small adjustments to this figure during the season on if necessary due to petrol price fluctuations.)

General Meetings

33. One Annual General Meeting ("AGM") will be held each year. Not more than 15 months should elapse between each AGM.
34. Extraordinary General Meetings ("EGM") can be called by the Committee when necessary. 25% of the current membership of the OCPF may requisition an EGM by sending a petition of their signatures and the matters they wish the meeting to deal with to the Secretary. On receipt of such a requisition the Secretary should, where practicable, call an EGM within 1 month, stating which matters are to be dealt with at the meeting.
35. At each AGM the election of officials will take place where required. Each member of the Committee shall give a full account of their role during the previous year.
36. For the avoidance of doubt, the proceedings at any general meeting (or, Committee meeting) will not be invalidated as a result of any failure to give notice of that meeting or any failure to distribute minutes of that meeting.
37. Voting rights shall be apportioned as follows:
 - All members of the Committee shall have one vote
 - At General meetings each member will have one vote

- In the event of a tied vote the Chairman shall cast the deciding vote

Inter-County

38. The Men's County Squad shall consist of ~~up to~~ 32 players, consisting of retained players, (all of whom must have met one part of the criteria set out in rule 48), successful trialists and pre-trial "Wildcard" players selected by the Team Manager(s). **The Seniors' County Squad shall consist of up to 7 players per team (if teams of 5) or 9 players per team (if EBPF changes to teams of 7).**
39. The Ladies, Under 23s and Youth Squads (if applicable) shall consist of ~~up to~~ 18, 13 and 13 players **respectively each**, consisting of retained players (all of whom must have met one part of the criteria set out in rule 48), successful trialists and pre-trial "Wildcard" players selected by the Team Manager(s)
40. **Wildcards can only be given prior to trials, and must be agreed by the committee.**
41. In exceptional circumstances and where failure to do so would be detrimental to the County, the committee may, by majority vote, give a player becoming available, a place in the squad.

Retained Players

42. Players may retain their place in the County Squad if:
 - They have attained the required number of ranking points throughout the season as set prior to the commencement of the season
 - They have attained the required number of ranking points / win percentage at the National County Finals as set prior to the event
 - Reach the quarter finals or better at the relevant National Singles event.
 - Are a current International player or have been selected for the forthcoming international season
 - The player who gets the furthest in the annual County Championship competition, who is not already retained through another route, will obtain a retention spot for the following season. This is providing the competition has sufficient entrants (Mens – 16, Ladies – 8, Youth – 8, Seniors – 8, Under 23s - 8)
 - Any youth satisfying the above criteria for his/her youth side in their FINAL year as a youth will automatically qualify for under 23s squad the following year. In the event of no Under 23s team existing, such a youth will automatically qualify for the men's squad the following year instead.
 - Any Under 23 player satisfying the above criteria for his/her under 23 side in their FINAL year eligible to play as an under 23 will automatically qualify for the mens squad the following year.

*Additionally, players will only be retained as long as they also meet the following requirements;

- All subscription Fees have been paid by the due date, for the forthcoming season.
- They participated in the National County Finals (dependant on Oxfordshire's qualification) of the end of the relevant season. *This clause may be waived if the player concerned had given sufficient notice to the Committee of his/her unavailability for the Finals.*

43. Any player failing to meet the aforementioned requirements will lose their retained place
44. **Players will be required to confirm whether they will be taking up their retention spot / wildcard by the given deadline (deadline to be no later than 1 week prior to trials) in order that the appropriate number of successful trialists can be taken from trials. In the event of no confirmation being received**

that player will lose their retained spot and will need to attend trials in order to qualify for playing in the forthcoming season.

45. Committee members will retain their place if serving on the committee in the forthcoming year. In the event the trials are held before the AGM for the coming season the incumbent person (current) will retain their place in the squad for the following season, providing they have communicated their intention to re-stand. In the event of subsequent withdrawal from that position prior to the election that person understands they are also foregoing their automatic right to a place.

Men's Matches

45. Matches will be played over 4 sets of 9 frames, a total of 36 frames. The winning team will be awarded 3 points, or 1 point for a draw. For the purpose of the Season's Individual player rankings, in Men's A Team Matches 3 points will be awarded per frame won. In Men's B Team matches 2 points will be awarded per frame won, and in Mens C team matches 1 point per frame won. In each case if any player wins 3/3 then 1 bonus point will be awarded to that player. These ranking points will go towards the players' end of season rankings.

Ladies' Matches

46. Matches will be played over 4 sets of 7 frames, a total of 28 frames. The winning team will be awarded 3 points, or 1 point for a draw. For the purpose of the Season's individual player rankings, Ladies will be awarded 3 points per frame won plus 1 bonus point for each player achieving ~~3/3~~ 4/4.

Seniors/Unders 23s/Youth Matches

47. Matches will be played over 5 sets of 5 frames, a total of 25 frames. The winning team will be awarded 3 points. For the purpose of the Season's individual player rankings, Seniors/Under 23s/Youths will be awarded 3 points per frame won plus 1 bonus point for each player achieving 5/5.

Availability

48. The Team Manager(s) will inform all players of the date and time of each match, the venue and any relevant transport arrangements. Therefore it is essential that players inform the Team Manager(s) of any change of address or contact number
49. All players at all County Matches must wear full County Uniform:
 - a. Black trousers (or skirt) (strictly no jeans)
 - b. Black shoes (strictly no trainers)
 - c. Collared County Shirt (if unavailable players must wear a collared shirt)
50. At any single match no player can play for more than one of his or her County's teams save that (unless EBPF dictate otherwise):
 1. A youth can play for the Youth Team and either the Ladies team if female or the Men's A, B or C Teams
 2. An under 23s player can play for the Under 23s Team and either the Ladies team if female or the Men's A, B or C Teams
 3. A lady can play for the Ladies' Team and the Men's A, B or C Teams
 4. A senior can play for the Seniors Team and either the Ladies team if female or the Men's A, B or C Teams
 5. For the avoidance of doubt a player's ranking points will be the total points they have accrued from playing in a single category (Men, Ladies and Youth) such that if a lady earns points playing for a Men's team, those points shall not be added to her points in the Ladies' Ranking Table.
51. Miscellaneous rules about eligibility for playing in County teams:
 - a. Any A team international players may only play for their County's A Teams
 - b. There are to be a maximum of 3 B1 international players playing in any County B team in any time.