



SCOTTISH POOL ASSOCIATION (SPA)

CONSTITUTION

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REVISION STATUS			
REV.	Date	Revision Details	Approved AGM Year
0	24.03.2019	First issue of updated/reviewed Constitution	2019

1. Title

- 1.1 The name of the organisation is the **SCOTTISH POOL ASSOCIATION** (hereafter referred to as "SPA").

2. SPA Constitution

- 2.1 This document is the constitution of the SPA, which will govern the organisation and its members. The Executive Committee shall be the authority for the interpretation of this document and shall have authority to make a decision on any matter arising which affects the SPA not covered by the Constitution.
- 2.2 The Executive Committee are also responsible for ensuring that this document is modified to include any points of clarification that arise through queries raised by members of the SPA at an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM).

3. Objective/Purpose

- 3.1 The objectives of the SPA are as follows:-
- 3.1.1 To act as the governing body for Blackball pool (hereafter referred to as "the sport") in Scotland
 - 3.1.2 To represent the best interests of the SPA members at the meetings of any Parent/International organisations.
 - 3.1.3 To manage, promote and support the sport throughout Scotland.
 - 3.1.4 To commit to the advancement of the sport by continuously developing all aspects for all ages and abilities without bias due to creed, gender, race or religion. This will include, but is not limited to:
 - Management of International Teams
 - Organisation and Management of Individual Membership (IM) Structure
 - Organisation and Management of National Team and Individual Events
 - Co-ordination of sponsorship and promotion of the sport
 - Organisation and Management of a nationwide coaching structure to ensure the ongoing success of the SPA
- 3.2 It will be the policy of the SPA and all parts of its substructure to make all reasonable efforts to ensure that its decisions adhere to and support the above objectives.
- 3.3 The SPA is the governing body for the sport played on the standard equipment, as defined within the WPA's Blackball rules. The SPA acknowledges that there may be, at this time or at some point in the future, other organisations that exist and purport to be the governing body for pool within Scotland, or organise events played to the same or other rule-sets.
- 3.4 In order to preserve the long-term future of the SPA, and its membership, a Choice Policy is in place (refer to Appendix 1).

4. Structure

4.1 The SPA are Scotland's official representative of the European Blackball Association (hereafter referred to as "EBA") and play to the rules of the sport as defined by the EBA and Blackball International (hereafter referred to as "BI").

4.2 The SPA hierarchy shall be structured as follows:-

Executive Committee

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Tournament Director
- IM/Tournament Secretary
- Drugs and Disciplinary Secretary
- Minute Secretary
- President (*it is noted that this position is a non-voting role*)

Non-Executive Members

- Youths and Juniors Chairperson
- Head of Referees
- Promoter

Area Representatives

- One representative for each league affiliated to the SPA in that year/season

Elected International Managers

- | | |
|----------------------------|--|
| • Scotland Mens A and B | • Scotland Ladies A and B |
| • Scotland Seniors A and B | • Scotland Masters A and B |
| • Scotland U23 A and B | • Scotland U18 A and B |
| • Scotland U15 A and B | • Scotland Learning Disability A and B |

Note: B Team Managers includes all denominations such as B, B1, B2 and so on.

Sub Committees

The Executive Committee are ex-officio members of each SPA sub-committee. The roles and responsibilities of each of these positions will be defined within the appendices to this document.

The SPA are structured as a democracy, and any matters arising that affect the SPA shall be brought before the body of the hall at a meeting (General, AGM or EGM) and voted upon with the majority vote carrying the decision. (*Refer to Section 6.4*)

4.3 The Protecting Vulnerable Groups (PVG) membership scheme is managed and delivered by Disclosure Scotland. All SPA Officials must hold a PVG Certificate. Any member proposed to an official role must apply, within 4 weeks of appointment, and obtain a PVG Certificate.

5. Election and Termination

- 5.1 The SPA Executive Committee positions are elected on a three-yearly basis and for the purposes of continuity the elections will be staggered. The timescales for this will be as stated below:-

Year 1: Chairperson, Secretary and Drugs and Disciplinary Secretary
Year 2: Vice Chairperson, Tournament Director and Treasurer
Year 3: IM/Tournament Secretary and Minute Secretary

Non-Executive Members are elected annually.

The Promoter is appointed annually, on a one year plus an additional one year rolling contract due to requirements for planning and scheduling future events.

- 5.2 If the incumbent does not wish to stand for re-election, they should notify the SPA, in writing, a minimum twenty eight (28) days before the date of the AGM – and the SPA Secretary should ensure that this is communicated to the Area Representatives.
- 5.3 Only SPA members who are a current Area Representative are eligible to put themselves forward for election to the Executive Committee. This can either be done in writing fourteen (14) days before the SPA AGM, or in the event where no-one has registered interest in the positions – this can be done in person at the AGM. The only amendment to this procedure is the position of Treasurer; where the person shall have verifiable experience within this role.
- 5.4 In the event that a member of the Executive Committee resigns before an AGM where their position is up for renewal, then there are two possible courses of action. If there is less than one year left on their tenure then the other members of the Executive Committee have the right to appoint an Area Representative to complete the period until the next AGM where the position will be up for normal elections, or, if there is in excess of one year remaining then the next SPA meeting will address the re-election of that Executive Committee position. This will then run to the next relevant SPA AGM for re-election.

6. **Meetings**

- 6.1 The SPA will hold a regular meeting of its representatives every two months – the date, time and venue should be confirmed at the previous meeting but can be advised online through the SPA website. The SPA Secretary shall ensure that this has been communicated to the areas and other relevant parties.
- 6.2 All meetings will have a record of minutes. These will be available to all SPA members; either through their Area Representative or through download from the SPA website.
- 6.3 All SPA meetings (non AGM & EGM) will follow a standard structure and will be led by the Chairperson. All SPA members can attend but only elected representatives and committee members can vote on any proposals.
- 6.4 All proposal's will be taken away by the Area Representatives to be discussed locally and voted upon at the following SPA meeting. This practice will be followed **unless** there is a time constraint on the decision, where the Chairperson has two options. Either the proposal can be taken away by the Reps and voted online before the next meeting to meet the time constraint OR, if deemed necessary, the proposal can be voted on by the body of the hall on the day, with the majority vote carrying any motion.
- 6.5 An EGM can be called by either, the Executive Committee and/or when at least seven Area Representatives petition the Chairperson on a single issue. EGM's should be reserved for matters that will have a material effect on the SPA, or one of their events, if no action is taken before the next scheduled meeting. There shall be a minimum period of fourteen days' notice required in calling an EGM. Once an EGM has been held another EGM cannot be called on the same subject during that year. It may only be re-visited at the AGM.
- 6.6 Any AGM proposals should be made in writing, and submitted to the SPA Secretary a full fourteen (14) days before the date of the meeting. The SPA Secretary should then ensure that these are communicated to the areas (posting these on the SPA website once received is sufficient) to ensure that area representative have the opportunity to discuss the proposal with their members before deciding on how to vote.

7. Voting Rights and Procedures

- 7.1 At an SPA meeting elected representatives have the right to raise points of clarification and propose changes to the way that the SPA operates (*refer to section 6.4*). Any fundamental changes can only be raised at an AGM (or EGM).
- 7.2 The voting should run as follows; all proposals on a single issue should be taken by the Chairperson, provided they are discernibly different from each other, those proposals should then be voted on by the body of the hall with the least popular being excluded on each round. The Chairperson defines the vote for each round, and this process continues until there are only two proposals remaining – at this stage, the proposal with the most votes is then matched against the status quo. If the proposed change then defeats the status quo in the last round of voting, the motion is carried. The voting procedure for elections to SPA positions will work in the same manner.
- 7.3 As above, only elected representatives have a right to vote on proposals at any meeting. Each affiliated league is entitled to one vote, as is each member of the Executive Committee. Neither phone nor postal votes will be accepted. *Should the need arise; the Chairperson or their deputy shall have the casting vote.*

Applications for New Membership

- 7.4 New leagues wishing to join the SPA are required to have a minimum of eight teams of five players. No new singles leagues will be permitted to join the SPA. New leagues are required to be voted in at an SPA meeting by the membership.

Alterations to Format of Individual Membership

- 7.5 Any alteration to the format of the IM Series of Events will be notified to the members a minimum of one month prior to the entry deadline for the following season's events. It is the responsibility of the Tournament Director, IM Secretary and Promoter to determine the format.

8. Finance

- 8.1 The financial year runs from the 1st of Jan to the 31st of December each year and all financial statements should be prepared on an accruals basis.
- 8.2 All funds belonging to the SPA should be deposited in accounts that carry the organisations title. All accounts must operate on a minimum of two signatories, one of whom will be the Treasurer and the other a member of the Executive Committee.
- 8.3 At each SPA meeting the Treasurer will present a summary of the organisations ledger accounts showing all income and expenditure since the last meeting.
- 8.4 After each significant SPA event, the Treasurer will produce and present to the next SPA meeting, a summary Income and Expenditure statement for each event.
- 8.5 Any sub-divisions of the SPA holding their own separate finances and bank accounts are responsible for these accounts. They are required to submit to the Treasurer a fully reconciled Income and Expenditure account along with the most recent bank statements, at least three weeks prior to the annual AGM.
- 8.6 The Treasurer will provide consolidated financial statements at least one week prior to each AGM, where they will be verified and passed as accurate.

9. Code of Conduct

- 9.1 Implicit in a player entering any SPA event is that they agree to abide by the terms and conditions of the SPA, including the code of conduct. This applies to both players and officials of the SPA, and anyone attending an event linked to a player. When at an event, a player is fully responsible for the behaviour of their guests/supporters throughout the course of that event.
- 9.2 All players are expected to abide by the laws of the land. They are expected to treat each other with respect, and not engage in behaviour that would bring the SPA into disrepute. The SPA reserves the right to deal severely with anyone who breaks the code of conduct, in order to maintain the reputation of the organisation and preserve the safety of the SPA members. Any decisions on conduct decided upon while at the event shall be made by the Tournament Director (provided they are not unconstitutional), and should be consistent with decisions taken in recent history, which will then be reviewed by the Disciplinary Committee.
- 9.3 Any decisions taken after the event will be dealt with by the Disciplinary Committee, who will then report back their findings at the next SPA meeting, with their transcripts submitted to the SPA Secretary. All incidents reported to the Disciplinary Committee **MUST** be dealt with as soon as practicably possible (an investigation should have commenced within an eight week period of the incident). Disciplinary appeals will be heard by the Executive Committee.
- 9.4 Any player involved in an incident that relates to violence or intimidation (either physical or otherwise) will result in the player being excluded from the event. The player may also be subject to further sanctions upon conclusion of the incident by the Disciplinary Committee. **Where this happens at a team event, the whole team may be excluded.**
- 9.5 The SPA should be aware that any decisions made which set a precedent can then be used going forward as the standard treatment for a similar offence.
- 9.6 In the event of a player being suspended from the SPA for any given reason, then the ban shall be a set term determined by the Disciplinary Committee.

10. Dissolution

- 10.1 The organisation can be dissolved at a general meeting where at least two thirds of the members in attendance are in agreement to dissolve.
- 10.2 After making provision for all outstanding liabilities of the organisation, the Executive Committee may transfer all the remaining property and funds to an organisation with the same or similar objects.

APPROVED

11. Constitution Amendments

- 11.1 Amendments to this Constitution can only be made with approval at an AGM or EGM.
- 11.2 Amendments to this will then come into immediate force with the approval of the SPA membership and will replace all other previous constitutions or revisions thereof.
- 11.3 For decisions beyond this Constitution, relating to all matters not provided for under this Constitution, or cases of force majeure, shall be settled by the Executive Committee whose decisions shall be final.

APPROVED

12. List of Appendices and other SPA Documents

<u>Appendix Number</u>	<u>Appendix Title</u>
One	SPA Choice Policy
Two	SPA Drugs Policy
Three	SPA Disciplinary, Grievance & Appeals Procedure
Four	SPA Competition Rules
Five	SPA IM (Individual Membership) – Specific Rules
Six	SPA International Team Selection Policy
Seven	Agenda Templates
Eight	Travel and General Expenses Policy

Appendices to the SPA Constitution are held in a separate document, these include the following documentation.

- Child Protection and Vulnerable People Policy and Procedures
- Data Protection Policy
- Equal Opportunities Policy
- Ethnicity Policy
- Disciplinary Summary
- SPA Expense Claim Form

Note: Appendices can change throughout the year in conjunction with the running of the SPA business.