

JOB DESCRIPTIONS

This document is designed to lay down job descriptions, functions and rules for the EPA to follow. These can only be changed at an AGM or EGM of the Association.

CHAIRPERSON

1. The Chairperson oversees the running of the Association.
 - 1.1 The Chairperson represents the Association when required at external meetings and events.
 - 1.2 The Chairperson will be responsible for convening regular National meetings and Executive Committee meetings as set out in the Association Constitution.
 - 1.3 The Chairperson will be responsible for convening the Associations AGM or EGM as and when they are called.
 - 1.4 The Chairperson will decide a debate system at the start of each meeting, as business for the day unfolds, this system to be strictly adhered to.
 - 1.5 To mediate with press or other bodies when statements are to be released after being agreed by the Executive or National Committee.
 - 1.6 The Chairperson to be one of two Officers who can chair a Disciplinary Appeals Committee meeting.
 - 1.7 To negotiate sponsorship agreements.

VICE CHAIRPERSON

2. The main duty of the Vice-Chairperson is to stand in for the Chairperson when unavailable. This means the above section will become their role.
 - 2.1 The Vice-Chairperson will take the role of a Sub-Committee Chairperson as required by the Association.
 - 2.2 The Vice-Chairperson to be one of two Officers who can Chair a Disciplinary Hearing Committee meeting.



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SECRETARY

3. The role of the Secretary to the Association is to oversee the decisions made for the Association are carried out.
- 3.1 To receive all incoming mail, then record and pass to the relevant sections.
- 3.2 Collate incoming mail for meeting agendas.
- 3.3 Acknowledge mail has been received.
- 3.4 To collate the Association's diary with EPA events for the forthcoming year.
- 3.5 Keep the Chairperson informed of any important business which needs dealing with urgently.
- 3.6 Set the dates for the Association's meetings.
- 3.7 To take the minutes of all the Association meetings, AGM or EGM. The Secretary to copy and distribute within the prescribed dates.
- 3.8 Send out the Association's minutes within 14 days of the meeting taking place.
- 3.9 Send out the Associations AGM or EGM agendas in accordance with the prescribed timetable.
- 3.10 To note apologies for the Association's meetings.
- 3.11 To arrange, after contacting the Chairperson, any visitors attending the Association's meetings.
- 3.12 To hold all contracts appertaining to competitions run by the Association.
- 3.13 To act as a central figure for gaining information from Sub-Committee meetings.
- 3.14 To keep electronic records of the Association's minutes and AGM or EGM minutes.
- 3.15 To attend meetings on behalf of the Association and minute these meetings for the inclusion on the Association agenda. (Other meetings not EPA).
- 3.16 To hold the place of Chairperson on one (1) of the Associations Sub-Committees.
- 3.17 To notify the Treasurer when fines are imposed by the Association.
- 3.18 To act as the contact point for any data protection enquiries.

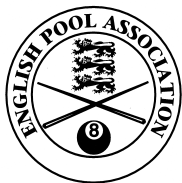


ASSISTANT SECRETARY

4. To assist the Secretary with the general running of the Association, as above.
- 4.1 To assist the Secretary with updating the Association's Constitution and general rules changes, when made at the Associations AGM or EGM.
- 4.2 To hold the place of Chairperson on one (1) of the Associations Sub-Committees.
- 4.3 To attend meetings on behalf of the Association, when Secretary is unavailable, and minute these minutes, for the inclusion on the Association agenda.

TREASURER

5. To open bank accounts, to cover all functions needing bank accounts for the Association.
- 5.1 To collate the VAT returns for the Association.
- 5.2 To maintain proper banking procedures and book work for HM Tax for the Association.
- 5.3 To advise the Association on spending and budgeting for programming of events.
- 5.4 To produce up to date figures on income and expenditure of the Association at each committee meeting.
- 5.5 To formulate a balance sheet for the Associations AGM, seven (7) days prior to the dates set for the AGM.
- 5.6 To be Chairperson of the Finance Sub-Committee of the Association main committee meetings.
- 5.7 To receive and collate expense claims, for presenting to the Finance Sub-Committee meetings.
- 5.8 To inform the Association of minutes of the Finance Sub-Committee meetings.
- 5.9 To invoice sponsors or companies for payment of sponsorship monies.
- 5.10 To send out invoices to County Associations for affiliation fees in November each year.
- 5.11 Supply debtors list at every general meeting with the balance sheet.
- 5.12 The Treasurer to be the one of any 2 Officers to chair a Disciplinary Appeals



Committee meeting.

ASSISTANT TREASURER

6. The Assistant Treasurer to assist the Treasurer with his/her duties.
- 6.1 The Assistant Treasurer to be one (1) of two (2) Officers who can chair a Disciplinary Hearing.

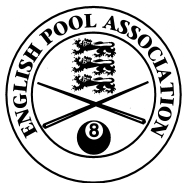
MARKETING DIRECTOR

7. Sponsorship - To search for potential sponsors for all competitions and ventures run and involving the EPA.
- 7.1 If a sponsor is found to then report to the EPA Executive/National Committee so that negotiations and any sponsorship agreement can go ahead.
- 7.2 Advertising - To sell advertising space on the EPA website or any literature pertaining to the EPA.
- 7.3 Venues and Competitions - To secure venues and sponsorship for events needed by the EPA. Sponsorship in this section is mainly generated by the venue owners; this can be from a set payment or an amount per player in attendance.
- 7.4 Venues also are required to be confirmed that they meet the criteria and suitability for the competition.
- 7.5 Look for the best possible hotel room rates for the players.
- 7.6 England Teams and Executive Committee - To provide clothing deals (waistcoats, shirts and t-shirts) for the Executive and England players.
- 7.7 All work done on the above to be reported to the EPA on a regular basis.

SUB-COMMITTEES:

Security at EPA Events

8. The Head of Security will arrange a team to cover security at EPA events as required by the Tournament Director.
- 8.1 The Head of Security will provide a written report of any problems or incidents occurring during the event, giving where possible a detailed statement of these incidents/problems for possible action to be taken by the Association.

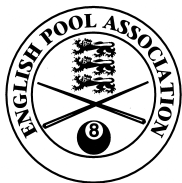


Interleague and National KO Cup

9. The Sub-Committee will consist of three (3) members. Chairperson to be a National Committee member of the Association.
- 9.1 The Sub-Committee will submit a budget to the Finance Sub-Committee for both events, in September/October of each year.
- 9.2 The Sub-Committee will outline a programme of events for the weekends to the Association Committee in September/October of each year.
- 9.3 Further members may be co-opted onto the Sub-Committee for the daily running of the events.
- 9.4 The Sub-Committee to arrange the security for the weekends via a senior security person.
- 9.5 The Chairperson will allocate teams qualified, issue booking forms and give clear instructions on closing dates and tournament and entry rules.
- 9.6 The Chairperson will arrange the table rigger.
- 9.7 The Chairperson will arrange the referees for the event, through the EPRA Secretary.
- 9.8 The Chairperson will collate the entry and use reserve teams, if spaces occur.
- 9.9 The Chairperson will be available on the first day to book teams into the event.
- 9.10 The Chairperson is responsible for arranging payment of Sub-Committee, table rigger, security and referees working on the event, and obtain a receipt for payments.
- 9.11 The Chairperson is responsible for running the event in accordance with the scheduled timetable for the event.
- 9.12 The Chairperson will organise the presentation.
- 9.13 The Chairperson will organise the return of the perpetual trophies and organise the purchase of new trophies for the event.

Inter-County Finals

10. The Sub-Committee to consist of four (4) members, the Chairperson to be a National Committee member, additional members may be co-opted as required.



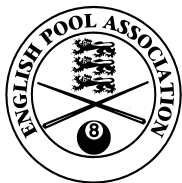
- 10.1 The Chairperson will submit the budget for the event to the Finance Sub-Committee in September/October of each year.
- 10.2 The Chairperson to be notified of Regional winners by the tenth (10) January each year.
- 10.3 The Chairperson will forward booking forms and rules in November of each year.
- 10.4 The Chairperson will arrange:
 - a. table riggers and their accommodation;
 - b. referees through the EPRA and arrange accommodation;
 - c. a head of security and their accommodation.
- 10.5 The Chairperson and other members will run the event to the agreed format
- 10.6 The Chairperson will arrange the presentation.
- 10.7 The Chairperson will arrange the perpetual trophies being returned and the purchase of new trophies for the event.

Champion of Champions

11. The Sub-Committee to consist of three (3) members. Chairperson will be an Association's National Committee member.
- 11.1 The Chairperson will submit the budget sheet to the Finance Sub-Committee Chairperson in September/October each year.
- 11.2 The Chairperson will arrange security and referees as required.
- 11.3 The Chairperson will arrange entry form, booking forms and trophies.
- 11.4 The Chairperson will send out entry forms and rules of the event.

England Team

12. The Sub-Committee to consist of two (2) members, Chairperson to be an National Committee member.
- 12.1 The Chairperson to submit a programme of events for the England Men, Ladies, Under 23, Junior and Seniors managers, with a view to playing eight (8) matches a year, April to April.
- 12.2 The Chairperson will submit a budget for these matches to the Finance Sub-Committee in August/September of each year.
- 12.3 The Sub-Committee will be responsible for booking venues, arranging referees,



accommodation and informing players required to play.

- 12.4 The Chairperson will confer with the managers of the teams, then confirm in writing one (1) month prior to the event.
- 12.5 The Chairperson will also confer with the Ladies manager, then confirm in writing one (1) month prior to the event.

England Trials

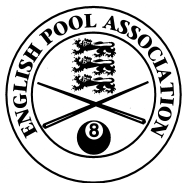
13. The Sub-Committee committee to consist of three (3) members, Chairperson to be an Association Committee member.
- 13.1 The Sub-Committee will be responsible for running the England trials for Men, Ladies, Seniors, Under 23's and Juniors; they must arrange a venue and accommodation.
- 13.2 Each Regional Director will notify the Sub-Committee Chairperson of their players qualifying for the England trials, Men's, Ladies, Seniors, Juniors and Under 23's; this must be in writing, addresses to also be supplied by the tenth (10) of January of each year.
- 13.3 The Chairperson will write to each qualifying for the trials on congratulating them on their achievements and giving details of accommodation and the rules of the event.

Junior Pool

14. The Sub-Committee will consist of two (2) members. The Chairperson must be a National Committee member.
- 14.1 The Sub-Committee will set out a document on junior pool events, singles, doubles, team and junior pool tours.
- 14.2 The Sub-Committee will submit a budget for the running of junior pool events to the Finance Sub-Committee in August/September each year.
- 14.3 The Sub-Committee can co-opt one (1) member to the Sub-Committee, to assist on finals day.
- 14.4 The security and referees are covered as in the Interleague and National Cup events.

Sports Council

15. The Sub-Committee will consist of two (2) members. The Chairperson must be a National Committee member.



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- 15.1 The Chairperson will contact the Sports Council to make arrangements for the Sub-Committee to meet with them up to three (3) times a year.
- 15.2 The Sub-Committee will draw up a five (5) year plan for the Association.
- 15.3 The Sub-Committee will draw up a plan for Region to follow, and to help them apply for grant aid.

World 8-Ball Pool Federation (WEPF)

16. The EPA will elect a delegate to sit on the World 8 Ball Pool Federation Committee.
- 16.1 The delegate will give a written report on the World 8 Ball Pool Federation meetings to the Association's Committee.

Standing Orders

17. The Sub-Committee will consist of three (3) members. The Chairperson must be a National Committee member.
- 17.1 Keep the Association Handbook up to date.
- 17.2 Keep the Association's standard letters up to date.

Job Description for EPA Regional Directors

It is the duty of a Regional Director to ensure that his/her Region, and County Associations within his/her Region run in conjunction with the English Pool Association Constitution and the English Pool Association Rules.

County Affiliation

The Regional Director must ensure that all Counties in his/her Region complete their affiliation to the EPA via the EPA database.

EPA Affiliation Fees must be sent directly to the EPA Treasurer before the 21st January of each year.

Membership

The Regional Director must ensure that all Counties in his/her region ensure that players are registered in accordance with the registration guidelines set by the EPA.

EPA Inter League

The Regional Director must ensure that all Counties in his/her region that wish to play in



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the EPA Inter-League enter the details on the EPA database.

County Scores

Regional Directors must ensure that his/her Regional Collator updates the County match scores in accordance with the guidelines set by the EPA.

Rankings Point

The Regional Director should ensure the rankings points collator of his/her Region updates the player rankings in accordance with the guidelines set by the EPA.

Duties

A Region Director must ensure any new committee member, of his/her Region, understands the work and commitment that is expected of them in any position on the Regional committee.

He/she should ensure Regional meetings are organised twelve months in advance where possible, and all appropriate persons are invited to these meetings.

Above all a Regional Director should ensure that their Region and Counties are working together for and on behalf of the English Pool Association.

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