



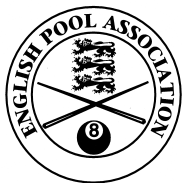
**ENGLISH POOL ASSOCIATION**  
RECOGNISED BY THE SPORTS COUNCIL AS THE  
GOVERNING BODY FOR POOL IN ENGLAND  
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EPA  
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Part 20



# **ENGLISH POOL ASSOCIATION**

## **DISCIPLINARY PROCEDURE**



## **DISCIPLINARY PROCEDURE GENERAL PRINCIPLES**

### **NATIONAL LEVEL**

This is a code of practice for disciplinary procedures, with guidelines of actions that may be taken by the County Associations, Regions or EPA who have to undertake disciplinary measures.

#### **Part 1:**

1. Cases of instant suspension of ID Registration membership card:
  - Fighting
  - Persistent Bad language.

On receiving a complaint about player(s) or official(s) which may require disciplinary action - speak to immediate witnesses about the incident. If in category one (1) and the witness(es) are completely positive about the complaint, the player(s) or official(s) should be told their ID Registration card is suspended from that time pending an Hearing.

**Investigation to be carried out by Officials immediately involved, then send their report to the National Secretary to implement proceedings. (This is subject to the Official not being involved.)**

2. Cases of possible suspension of ID Registration membership card.
  - Playing for a rival pool body in a rival event
  - Bad behaviour at pool event.

If the complaint falls into category two (2), facts should be sought from another source if possible, and a first letter should be sent to the offending player(s) or official(s). The player(s) or official(s) should be told their ID Registration card is suspended from that time pending an Hearing.

**Investigation to be carried out by Officials immediately involved or National Secretary. (This is subject to the Official not being involved.)**

In both categories any letter sent must be dated and a reply by date set.

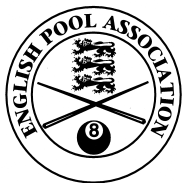
#### **Part Two:**

When the reply by date has passed, a decision on the facts as presented should be made, by two (2) Executive Officers, **one must be the Secretary**, they will decide if disciplinary action is to be taken.

If disciplinary action is decided, a disciplinary committee must be set up:

#### **National Level**

- Disciplinary Committee: Vice Chairman or Assistant Treasurer.
- Plus 1 delegate from the two closest Regions to the disciplinary problem.



- The committee reserves the right to suspend, fine or expel any EPA ID Registered Card Holder, team, league, County Association or Region, for any breach of these rules, or any rules that the committee makes at any future time, or for any act deemed by the committee to have brought the Association into disrepute.
- Any EPA ID Registered Card Holder, team, league, County Association or Region accused of any offence against the Association, will be afforded every opportunity to defend themselves, or explain their conduct either in writing, or in person to the disciplinary committee.
- Any EPA ID Registered Card Holder, team, league, County Association or Region expelled will not be allowed to enter a competition organised by the Association, until the body who suspended the party has re-admitted them to the body, which originally suspended them.
- If an EPA ID Registered Card Holder, team, league or County Association is suspended, then the names, addresses and reason for suspension, must be forwarded to the Associations Secretary.
- Any EPA ID Registered Card Holder, team, league, County Association expelled from the Association, will forfeit the whole of any subscriptions paid for the current year, and any right or entitlement formally accorded to them as members of the Association.

### Part 3:

The following rules to be observed:

- a: No person who is in anyway connected to a disciplinary case to be on a disciplinary Committee.
- b: Disciplinary hearing. To be held at the next scheduled National Meeting. Earlier hearing may be held subject to availability of Disciplinary Hearing Committee and expenses being paid by the person requesting the earlier hearing. All parties attending to be notified of :
  - Date of Hearing/Appeal
  - Venue of Hearing/Appeal
  - Time of Hearing/Appeal
  - Their right to call witnesses.

Chairman of disciplinary committee to give a written report of the decision to all parties involved.

If a suspension is decided a figure of time must be clearly stated. Also if a fine is imposed, the figure should be clearly stated, with a date of when payment will be due.

The parties concerned must be notified of their right of appeal to a decision, and the time they must appeal in.



- c: All governing bodies to be informed of any disciplinary decisions:  
County Association disciplinary hearings: to Region & EPA.  
Regional disciplinary hearings to: EPA.  
EPA Disciplinary hearings/appeals to WEBPF.
- d: Governing body(s) above the level at which the decision was made to be asked to endorse the decision made, if no appeal is made within the appeals time, if the governing body so wish.

All cases of discipline are unique in their own right, and if in doubt, advice should be sought before undertaking disciplinary action.

### **National Hearing Procedure**

- The ID Registered member, team, league, County Association or Region and the party registering the complaint will be written to, stating the complaint, the date of the hearing, the time of the hearing and to inform both parties they will be allowed to speak about the offence or incident. Both parties will be allowed (2) two witnesses to speak at the hearing.
- The Chairperson will open the hearing. Both parties will be asked to leave while the Chairperson presents the case.
- The offending party will be asked to return into the hearing, they will be asked to present their case and leave. Their witnesses will then be asked to present their evidence then leave.
- The Chairperson will ask the complaining party into the hearing to present their case and leave. Their witnesses will then be asked to present their evidence and leave.
- The Chairperson may announce the decision immediately or state a decision will be made within the next 5 days in writing to both parties.
- The Chairperson must inform the guilty party about their right of appeal.
- An appeal against the decision must be registered with the National Secretary no later than the Seventh (7) day from the date of being informed of the decision.



### **National Appeal Procedure**

- Appeals Disciplinary Committee: Chairman or Assistant Secretary.
- Plus 1 delegate from the two next closest Regions to the disciplinary problem.
- The ID Registered member, team, league, County Association or Region and the party that registered the complaint will be written to, stating the appeal hearing date, the time of the appeal hearing and to inform both parties they will be allowed to speak about the offence or incident.
- Both parties will be allowed (2) two witnesses to speak at the appeal hearing.
- The Chairperson will open the meeting; both parties will be asked to leave while the Chairperson presents the case.
- The offending party will be asked to return into the appeal hearing. They will be asked to present their case and leave. Their witnesses will then be asked to present their evidence then leave.
- The Chairperson will ask the complaining party into the appeal hearing to present their case and leave. Their witnesses will then be asked to present their evidence and leave.
- The Chairperson may announce the decision immediately or state the decision will be made within the next 5 days in writing to both parties.
- This decision is final and binding.

## **REGIONAL LEVEL**

### **Discipline**

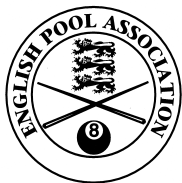
1. The Region reserves the right to suspend, fine or expel any EPA ID Registered Card member, team, league or County Association, for any breach of these rules or any rules that the Region makes in the future, or for any act deemed by the Region to have brought the Region into disrepute. Any County, league, team or ID member accused of any offence against another County, league, team or EPA ID Registered Card member will be afforded every opportunity to defend themselves or explain their conduct either in writing or in person at a disciplinary meeting of the Region.
2. Any EPA ID Registered Card Member, team, league or County Association, who is expelled from the Region, may not enter any event organised by the Region, until the EPA ID Registered Card Member, team, league or County Association are re-admitted by the Region.



3. Any member County Association who expels a EPA ID Registered Card member, team or League must notify the Region in writing, giving particulars, and the reason for expulsion.
4. Any EPA ID Registered Card Member, team, league or County Association expelled from the Region will forfeit the whole of their subscriptions paid for that year, and any other rights and benefits formally accorded to them.
5. The Region will form a committee to hear cases of discipline. (See disciplinary procedure.)
6. The Region will also form a committee to hear cases of appeals against original Regional decisions. (See disciplinary procedure.)
7. If a County Association is summoned to provide an extra delegate to sit on an appeal committee and they refuse, they will be fined twenty five (25) pounds.
8. The Region will only deal with disciplinary cases if the following applies:
  - The Region suspends a EPA ID Registered Card Member, team, league or County Association.
  - If the Region is asked to make a decision, after the case has been heard by the County Association concerned, and the EPA ID Registered Card Member, team or league refuses to accept their decision. (They appeal to the Region.)
  - Regional Appeals: A Regional decision not accepted by a EPA ID Registered Card Member, team, league or County Association, will have the right to appeal to the National Disciplinary Committee.
9. A Officer is elected from the Regional committee, plus two delegates from separate County Associations that are in current affiliation to the Region, but not having a vested interest, these delegates to make up the disciplinary committee.

### **Region Hearing Procedure**

- The EPA ID Registered Card Member, team, league or County Association will be written to, stating the complaint, the date of the hearing, the time of the hearing and to inform the ID member, team, league or County Association that they will be allowed to speak about the offence or incident.
- Both parties will be allowed (2) two witnesses to speak at the hearing.
- The Chairperson will open the meeting. Both parties will be asked to leave while the Chairperson presents the case.
- The offending party will be asked to return into the hearing. They will be asked to present their case and leave. Their witnesses will then be asked to present their evidence then leave.



- The Chairperson will ask the complaining party into the hearing to present their case and leave. Their witnesses will then be asked to present their evidence and leave.
- The Chairperson may announce the decision immediately or state a decision will be made within the next 5 days in writing to both parties.
- The Chairperson must also inform the guilty party about their right of appeal.
- An appeal against the decision must be registered with the Regional Director no later than the Seventh (7) day from the date of being informed of the decision.

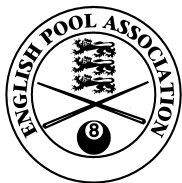
### **Regional Appeal Procedure**

#### The appeals procedure:

- One of the remaining two (2) officers must Chair the appeals committee.
- Two of the remaining County delegates who did not sit on the disciplinary committee will hear the appeal. No person involved with the first case can sit on this committee. If there is not two (2) persons hearing the appeal, then a County Association not involved will be asked to produce a further delegate.

#### Procedure for hearing the Appeal:

- The Chairperson will open the meeting. Both parties will be asked to leave while the Chairperson presents the case.
- The offending party will be asked to return into the appeal hearing, they will be asked to present their case and leave. Their witnesses will then be asked to present their evidence then leave.
- The Chairperson will ask the complaining party into the appeal hearing to present their case and leave. Their witnesses will then be asked to present their evidence and leave.
- The Chairperson may announce the decision immediately or state a decision will be made within the next 5 days in writing to both parties.
- If the decision is the same as the Regional hearing the Chairperson must inform the guilty party of their right of appeal to the EPA National Disciplinary Procedure. An appeal against the decision must be registered with the Regional Director no later than the Seventh (7) day from the date of being informed of the decision.
- Regions must furnish the National Secretary with all paperwork within 14 days of the appeal.



The following rules to be observed:

- a: No person who is in anyway connected to a disciplinary case to be on a disciplinary Committee.
- b: Disciplinary Meetings - to be held within six weeks of the incident occurring, and all parties attending notified of:  
Date of Hearing/Appeal  
Venue of Hearing/Appeal  
Time of Hearing/Appeal  
Their right to call witnesses.

Chairman of disciplinary committee to give a written report of the decision to all parties involved.

If a suspension is decided a figure of time must be clearly stated. Also if a fine is imposed the figure should be clearly stated, with a date of when payment will be due.

The parties concerned must be notified of their right of appeal to a decision, and the time they must appeal in.

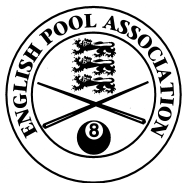
- c: All governing bodies to be informed of any disciplinary decisions.  
County Association disciplinary hearings to Region and EPA.  
Regional disciplinary hearings to EPA.  
EPA Disciplinary hearings/appeals to WEBPF.
- d: Governing body(s) above the level at which the decision was made to be asked to endorse the decision made, if no appeal is made within the appeals time, if the governing body so wish.

All cases of discipline are unique in there own right, and if in doubt, advice should be sought before undertaking disciplinary action.

## **COUNTY ASSOCIATION LEVEL**

- A Chairman is elected from the County Committee.
- Plus two delegates from separate Pool Leagues that are in current affiliation to the County, but not having a vested interest; these delegates to make up the disciplinary committee.
- The EPA ID Registered Card Member, team or league will be written to, stating the complaint, the date of the hearing, the time of the hearing and to inform the EPA ID Registered Card Member, team or league that they will be allowed to speak about the offence or incident.





- Both parties will be allowed (2) two witnesses to speak at the hearing.
- The Chairperson will open the hearing; both parties will be asked to leave while the Chairperson presents the case.
- The offending party will be asked to return into the hearing. They will be asked to present their case and leave. Their witnesses will then be asked to present their evidence then leave.
- The Chairperson will ask the complaining party into the hearing to present their case and leave. Their witnesses will then be asked to present their evidence and leave.
- The Chairperson may announce the decision immediately or state a decision will be made within the next 5 days in writing to both parties.
- The Chairperson must also inform the guilty party about their right of appeal. An appeal against the decision must be registered with the County Association Secretary no later than the Seventh (7) day from the date of being informed of the decision.

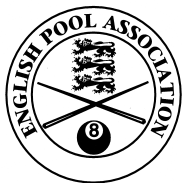
### **County Association Appeal Procedure**

#### The appeals procedure:

- One of the remaining two (2) Executive officers must Chair the Appeals committee.
- Two of the remaining League delegates who did not sit on the disciplinary committee will hear the appeal. No person involved with the first case can sit on this committee. If there is not two (2) persons hearing the appeal, then a League not involved will be asked to produce a further delegate.

#### Procedure for hearing the Appeal:

- The Chairperson will open the appeal hearing. Both parties will be asked to leave while the Chairperson presents the case.
- The offending party will be asked to return into the appeal hearing. They will be asked to present their case and leave. Their witnesses will then be asked to present their evidence then leave.
- The Chairperson will ask the complaining party into the appeal hearing to present their case and leave. Their witnesses will then be asked to present their evidence and leave.
- The Chairperson may announce the decision immediately or state a decision will be made within the next 5 days in writing to both parties.
- If the decision is the same as the County Association hearing the Chairperson must inform the guilty party of their right of appeal to the Regional Disciplinary Procedure. An appeal against the decision must be registered with the County Association Secretary no later than the Seventh (7) day from the date of being informed of the decision.



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- County Association must furnish the Regional Director with all paperwork within 14 day's of the Regional hearing.

Appeals against appeal decisions at County level are to be made to the Regional Committee.

The following rules to be observed:

- a: No person who is in anyway connected to a disciplinary case to be on a disciplinary Committee.
- b: Disciplinary Meetings - to be held within six weeks of the incident occurring, and all parties attending notified of:
  - Date of Hearing/Appeal
  - Venue of Hearing/Appeal
  - Time of Hearing/Appeal
  - Their right to call witnesses.

Chairman of disciplinary committee to give a written report of the decision to all parties involved.

If a suspension is decided a figure of time must be clearly stated. Also if a fine is imposed the figure should be clearly stated, with a date of when payment will be due.

The parties concerned must be notified of their right of appeal to a decision, and the time they must appeal in.

- c: All governing bodies to be informed of any disciplinary decisions.
  - County Association disciplinary hearings to Region and EPA.
  - Regional disciplinary hearings to EPA.
  - EPA Disciplinary hearings/appeals to WEBPF.
- d: Governing body(s) above the level at which the decision was made to be asked to endorse the decision made, if no appeal is made within the appeals time, if the governing body so wish.

All cases of discipline are unique in there own right, and if in doubt, advice should be sought before undertaking disciplinary action.



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**First Letter:**

Name:  
Address:

Date:

Dear

It has come to our attention that you have recently been accused of (*nature of offence*). This is contrary to the rules of the EPA, and therefore your EPA ID Registration Membership Card is withdrawn pending an hearing in accordance with the disciplinary procedure.

We would appreciate your written reply to this/these allegation(s). This reply to be received by (*date letter to be with person conducting the hearing*). Your reply should be sent to:

Name:  
Address:

If you decline the opportunity to reply to this letter, a decision will be taken regarding future action and you will be notified of that decision.

You are entitled to be represented at any hearing relating to this matter if you so desire, but you must notify the person sending this letter of this action.

Yours sincerely

Signed.  
Position.

Copy to EPA

Address to whom reply to be sent.



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### Second letter.

Name:  
Address:

Date:

Dear

With reference to our recent letter to you dated *(date of first letter)*, the *(County Association, Region or English Pool Association)* Disciplinary Committee would like you to attend a disciplinary hearing on the *(date)*.

This hearing will be held at *(venue and address)*. The meeting is scheduled for *(time)*, and your attendance is requested to ensure that all aspects relating to your hearing are presented.

Should you wish to be legally represented at your hearing, then you are required to inform the sender of this letter of this fact no less than 14 days prior to the hearing, in order that the *(County Association, Region or English Pool Association)* may also avail themselves of legal representation should they so wish.

Should you decide not to attend the hearing, a decision may be taken on the facts as known at the time of the hearing.

Would you please acknowledge receipt of this letter and advise if you will be attending the hearing. All correspondence or communications should be with the sender of this letter.

Yours sincerely

Signed  
Position

Copy to EPA

Address to whom reply to be sent



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### First Letter

Name: Player's Name  
Address:

Date:

Dear (*player's name*)

It has come to our attention that you have recently been accused of playing Inter-County Federation Pool. This is contrary to the rules of the EPA, and therefore your EPA ID Registration Membership Card is withdrawn pending an hearing in accordance with the disciplinary procedure.

We would appreciate your written reply to this allegation; your reply to be received by (*date*). Your reply should be sent to:

Name: Region = Hearing Chairman (Name)  
Address: ?

If you decline the opportunity to reply to this letter, a decision will be taken regarding future action and you will be notified of that decision.

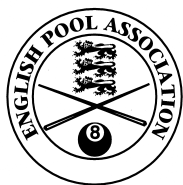
You are entitled to be represented at any hearing relating to this matter if you so desire, but you must notify the person sending this letter of this action.

Yours sincerely

Signed  
Position

Copy to EPA

Address to whom reply to be sent



## **EPA Disciplinary Committee Sanction Guidelines**

Incident (brief description of the incident/infringement)	Sanctions					
	MAX	Fines MIN	Stan'd	Suspensions (duration)		
	£	£	£	MAX	MIN	Stan'd
		10%	50% +10%	months	months	months
<b><u>Playing in and/or administering at an event which is in direct competition to the EPA</u></b>						
World Championships EPA Team player	600	60	360	24	12	18
EPA ID Registered Membership Card Holder =Inter- County & Inter- League	500	50	300	18	5	9
EPA ID Registered Membership Card Holder = Other Events.	300	30	180	18	5	9
<b><u>Using threatening behaviour at EPA events to: a spectator, a player, a referee, an official</u></b>						
England international player	500	50	300	24	12	18
EPA ID Registered Membership Card Holder	400	40	240	18	9	12
<b><u>Violent behaviour/assault/actual harm to: a spectator, a player, a referee, an official</u></b>						
England international player	900	90	540	60	24	36
EPA ID Registered Membership Card Holder	700	70	420	36	12	24
<a href="#">Any of the named members listed below Found guilty of taking or being involved with Drugs</a>	1000	100	600	Life	36	120
<b><u>Bringing the sport of Pool and/or the EPA into disrepute</u></b>						
National official	400	40	240	60	24	36
Regional official	300	30	180	60	24	36
County official	200	20	120	36	12	24
League official	100	10	60	24	12	18
EPA ID Registered Membership Card Holder	300	30	180	60	24	36

**GUIDANCE NOTES:**

**Reimbursement of the cost of any damages may be added to any of the above**

**Fines levied** must be paid within the prescribed time periods, these periods may be:-

- Within 28 days being notified of the hearing decision
- In two instalments but fully paid within 6 months from the hearing date
- In three instalments but fully paid within 9 months from the hearing date

**Suspension periods** will be set by the Hearing Committee who will set and issue the expiry date.

**Linked sanctions** may be set and if a suspension is tied to a fine then the suspension will start when set by the Hearing Committee, but if the person fails to pay any instalment on the due date the suspension will be deemed to have started when the final instalment has been paid.

**NOTE:** Every case will be treated on its own merits and disciplinary committees will still retain the right not to impose any of the above sanctions should the circumstances allow.

*The above was compiled for consideration by the EPA national committee members and commented on at the last national meeting, if adopted it is intended as guidance to disciplinary committees in order to maintain consistency on the sanctions imposed.*

These guidelines should be adhered to in all disciplinary matters, however should the disciplinary committee residing feel either a more lenient or severe punishment is required it must go to the EPA for sanctioning who have the right to uphold or change the punishment which may increase or decrease.

**Sanctions: Issue 3: 9.12.07**