



Constitution, Rules, Standard Competition Conditions & Code of Conduct (Incorporating the Rules of the Association)

Dated 14th August 2016 this document supersedes and nullifies any and all previous Constitutions.

CONSTITUTION

1. The name of the association shall be the Welsh Billiards and Snooker Association, and shall hereafter be known as 'The Association'.

2. OBJECTS OF THE ASSOCIATION

2.1 The Association shall be the accredited representative of all persons who play the games of billiards and snooker, or any other games played on a billiards table in any part of Wales.

2.2 Its object and duty shall be to promote the games and to expedite all matters (including rules and implements) affecting such games and their players, referees, coaches, promoters, sponsors and to take such actions as may be deemed expedient.

2.3 The Association shall from time to time affiliate to international governing bodies and shall abide by all guidelines laid down by those bodies.

3. MEMBERSHIP OF THE ASSOCIATION

3.1 The Association shall consist of the following affiliated membership categories:

- a) Leagues
- b) Referees
- c) Life members honorary members and trade members.
- d) Snooker clubs.
- e) Playing members

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f) Coaching Foundation.

3.2 The annual subscription to be paid by each category of membership shall be determined, from time to time, by the Management Committee.

4. The Association may invite the appointment of a Patron, a President and Vice-presidents, who may attend any meetings of the Association.

5. GENERAL MEETINGS (AGM and EGM)

5.1 The Association shall hold one Annual General Meeting (hereafter called the AGM) and a minimum of ten (10) Management Committee meetings every calendar year. Extraordinary General Meetings (hereafter called EGM) may also be arranged if required or requested.

5.2 All affiliated members of the Association are entitled to attend and speak at general meetings but not at management committee meetings.

5.3 Nominations for officers of the Association must be made, in writing, to the secretary of the Association, twenty-one (21) days before the date of the AGM. A Nominee Acceptance Form must accompany any nomination. Nominations may only be made by persons who were officers or members of the Association during the year ending 31st July prior to the AGM.

5.4 The officers of the Association shall submit annual accounts and annual reports to the AGM together with minutes of the previous year's AGM.

5.5 The Chairman, or vice-chairman and five voting members shall constitute a quorum at any General Meeting.

5.6 The Annual General Meeting shall be conducted as follows:

- 5.6.1** To receive and, if approved, to adopt the minutes of the previous year's AGM.
- 5.6.2** To receive and if approved adopt the reports of the Chairman and Treasurer of the Association.
- 5.6.3** To receive and if approved adopt the Statement of Accounts of the Association to the end of the preceding financial year, which for this purpose, shall end on March 31st.
- 5.6.4** To elect the officers of the Association.
- 5.6.5** To appoint auditors.
- 5.6.6** To discuss any motion brought by the officers of the Association or any motion properly submitted to the Secretary of the Association, twenty-one (21) days prior to the meeting, by a member of the Association. The officer or member proposing the motion must be present at the AGM.

6 VOTING AT GENERAL MEETINGS

- 6.1** At any AGM and EGM the following members and officers of the Association shall be entitled to vote (provided they were officers or affiliated members during the year ending 31st March, prior to the meeting) as follows:
 - 6.1.1.** Officers of the Association at the commencement of the meeting. (5)
 - 6.1.2.** Management Committee members at the commencement of the meeting. (10)
 - 6.1.3.** Referees Association (2)
 - 6.1.4.** Coaching Foundation (2)
 - 6.1.5.** Affiliated leagues (2)
 - 6.1.6.** Affiliated clubs (2)
 - 6.1.7.** Trade members (1)
 - 6.1.8.** Playing members (6)
- TOTAL VOTING MEMBERS 30**

6.2 NOTES

- 6.2.1 The Referees Association (2) and the Coaching Foundation (2) shall elect their representatives to vote on their behalf at any AGM or EGM.
- 6.2.2 Officers of the Association receive one vote each and the remaining (up to) ten members of the management committee receive one vote each.
- 6.2.3 All motions voted upon will be passed by a majority decision. In the event of a tied vote the Chairman of the Association shall hold a casting vote. In the case of constitutional change a two-thirds majority decision shall be required.
- 6.2.4 Proxy votes must be received (in sealed envelopes) by the Secretary forty eight hours before AGM or EGM.
- 6.2.5 A person can only represent one category of membership in a vote.
- 6.2.6 All categories shall select members to vote on their behalf. If there is any disagreement about who should vote on behalf of a category then they should draw lots to decide.

OFFICERS OF THE ASSOCIATION

- 7.1 The Association shall be managed by the officers of the Association consisting of the President, Chairman, Vice-chairman, Secretary and Treasurer.
- 7.2 Their terms of office shall be for two years and shall be eligible for re-election. They will retire in the following order, Vice-chairman and Secretary, followed by President, Chairman and Treasurer.
- 7.3 The officers of the Association shall have the management of the Association, including all powers vested in the Association, subject to any restrictions stated within these rules.
- 7.4 These powers shall include the right (subject to revision, amendment or cancellation by the Association in General Meetings) to interpret these rules **and** give directions not provided for and to make such regulations and local rules as shall not be inconsistent with these

rules and to amend or cancel the same as may from time to time be necessary or desirable.

- 7.5** The officers of the Association may at any time form or disband any sub-committee as required. They are further charged with the formation of the Management & Finance Committee (hereafter known as the Management Committee) of the Association.
- 7.6** The officers of the association shall also recommend suitable applicants for the positions of Media Officer and Development Officer (or any such title assigned to the positions).
- 7.7** The Secretary of the Association shall keep records of all appointments of officers of the Association and management committee members. Also the names of members attending all meetings of the Association; copies of the minutes of all business transacted and all resolutions passed at all meetings as well as an up to date roll of members of the Association.
- 7.8** The Chairman of the Association shall sign the minutes of any meeting and this shall be evidence of the matters stated in such minutes.
- 7.9** The officers of the Association are empowered to call an Extraordinary General Meeting (EGM) giving twenty-one (21) days notice to the membership of the Association. They are additionally bound to do so, upon receipt of a requisition signed by the chairman or vice chairman of the Association and six more members. Upon receipt of a valid requisition the officers of the Association are bound to convene an EGM no less than twenty-one (21) days and no more than twenty-eight (28) days from the date of requisition and to correctly notify the membership of such meeting.
- 7.10** The officers of the Association are empowered to elect Life Members or Honorary Members of the Association. Such members are not entitled to vote.
- 7.11** The officers of the Association shall have the power to amend this Constitution (incorporating the Rules of Association), but no such alteration shall take effect until approved by a two-thirds majority of the voting membership at an AGM.

- 7.12** The officers of the Association shall have the right to refuse or withdraw membership of the Association, or suspend any member or affiliated body who shall have been adjudged by the officers of the Association to have acted against the best interest of the game of billiards and snooker in Wales.
- 7.13** The officers of the Association shall have the power of suspending or expelling any membership of the Association for willful breach of the rules and regulations, or for any conduct which shall, in their judgment, be so injurious or detrimental to the reputation or interests of the Association, as to require such action on their part. Any such suspension or expulsion must be conducted in a fair and impartial manner.
- 7.14** The officers of the Association shall call upon such member to give an explanation of his conduct and shall give him the opportunity of being heard in his own defence. The officers of the Association, if they deem fit, may request such member to resign within fourteen days and after such request the officers of the Association may then declare that membership of the Association has ceased.
- 7.15** In no case where the conduct of a member shall have been considered shall the member have any remedy against the officers, or any individual officer, of the Association.
- 7.16** In the event of the winding up of the affairs of the Association, the bankruptcy, or liquidation of the Association, no officer of the Association, nor any management committee member, nor any member of the Association shall be liable for any debt due or claim made by a third party upon the Association.

7. MANAGEMENT COMMITTEE

8.1 The Management Committee shall consist of a minimum of six persons and a maximum of fifteen 15 persons and will be formed from the following membership categories:

8.1.1 President

8.1.2 Chairman

8.1.3 Vice Chairman

- 8.1.4. Secretary
- 8.1.5 Treasurer
- 8.1.6 Media Officer
- 8.1.7 Development Officer
- 8.1.8 One nominee of the Referees Association
- 8.1.9 One nominee of the Coaching Foundation
- 8.1.10 Two nominees from Affiliated Leagues
- 8.1.11 Two nominees from Affiliated Snooker Clubs
- 8.1.12 Two nominees from the Playing Membership

8.2 NOTES

- 8.2.1 Any affiliated category of membership may put forward a nomination for consideration by the officers of the Association, who shall have the sole discretion for adoption or rejection of the nominee.
- 8.2.2 In the event of there being more nominees in any category, than allocated places on the management committee, the officers of the Association shall undertake the final selection process.
- 8.2.3. No single person may hold more than one office or represent more than one category of membership.
- 8.2.4. The management committee will consider, and if approved, adopt the nominations of the officers of the Association for the positions of Media Officer and Development Officer.
- 8.2.5. The Media Officer and Development Officer will serve on the management committee.
- 8.2.6. The Chairman, Vice-chairman, Secretary and Treasurer of the Association will be ex-officio members of the management committee.
- 8.2.7. The Chairman of the Association or such chairman as appointed by the management committee shall chair meetings.
- 8.2.8 The management committee shall have the power to call into its deliberations any other person, who shall have no voting rights.
- 8.2.9. All members of the management committee are entitled to vote on all business discussed. The Chairman of the management committee shall have a casting vote, in the event of a tied vote.
- 8.2.10. Any member of the management committee may be appointed by, and may be removed by the officers of the Association.

8.3 DUTIES OF THE MANAGEMENT COMMITTEE

8.3.1. All persons appointed to serve on the management committee must attempt to attend all meetings and be available to undertake any role assigned to them by the management committee. A record of the attendance of committee members at meetings shall be provided at the AGM.

8.3.2. The management committee shall undertake the responsibility for the running of all competitions approved by the Association and for all matters pertaining to rules and discipline concerning competitions and national teams.

8.3.3. The management committee will organize and run at least four ranking tournaments and a Welsh championship each season. They will select the Men's international team for the Home Internationals from the ranking list. It must include the Welsh champion if available.

8.4 POLICIES AND STATEMENTS ADOPTED BY THE ASSOCIATION

In keeping with the affiliation to the Sports Council for Wales it is a requirement that the Association meets or exceeds the following policies and statements:

8.4.1 Conflict of Interest statement

8.4.2 Effective Anti-doping policy

8.4.3 Child Protection policy

8.4.4 Equal Opportunities and Diversity statement

8.4.5 A long-term strategy for the development of snooker & billiards in Wales.

8.4.1. Conflict of Interest Statement

No WBSA officer, management committee member, affiliated member or representative shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation within the organisation. Each individual shall disclose any personal interest, which he or she may have in any matter pending before the organisation and shall refrain in any decision on such matter.

- 8.4.2 Effective Anti Doping Policy
The WBSA abides by the rules of the UK Anti-doping policy last reviewed in August 2016.
- 8.4.3 Child Protection Policy
See WBSA Child protection policy last reviewed and updated in July 2015.
- 8.4.4 Equal Opportunities and Diversity Statement
The WBSA, in accordance with the general intention of its constitution and the requirements of the Equality Act 2010, confirms its commitment to a comprehensive policy of equal opportunities in which individuals are treated on the basis of their relevant merits and abilities. The aim of this policy is to ensure that no member of the Association should receive less favourable treatment on any grounds. It is the policy of the Association to treat all people equally, irrespective of race, ethnic origin, sex, marital or parental status, sexual orientation, creed, disability, age religious or political belief.
- 8.4.5 Long Term Strategy for Development of Snooker & Billiards in Wales
See Strategic Plan dated 10th April 2014
- 8.4.6 C.R.B. policy for recruitment of offenders.
- 8.4.7 C.R.B. policy for storage and security of disclosures.

1. STANDARD CONDITIONS FOR COMPETITIONS

1. These conditions shall apply to all competitions organised by the Welsh Billiards and Snooker Association, unless amended, or otherwise directed.
2. All games shall be played on a full-size billiard table, using Aramith phenolic resin balls or equivalent, and under the rules published in the latest Official Rule Book (copies available from the Secretary).
3. Contestants must be 'players' as defined by, and affiliated to the association (see Players Rules & Regulations 2003/4).
4. To be eligible for entry to all Welsh tournaments, a player must be a national of Wales (Welsh born or of Welsh parentage) or a continuous resident of at least three years before the current season starts. For a continuous resident application, written proof of evidence must be provided to the committee before membership is accepted. Welsh nationals living outside the borders of Wales are eligible to enter WBSA tournaments.
5. All tournaments, competitions etc. must have the ratification of the Association otherwise any referee player, coach or official participating in an event shall be liable to disciplinary action or suspension.
6. In the event of an official referee not being in charge, a nominated referee must be mutually agreed and his decisions accepted.
7. A neutral table is not one in a club, where any player or players is/are playing members.

8. a) When matches are not required to be played on neutral tables, the first named in the draw shall, within three days of notification, offer a choice of three non-consecutive dates and start times, to ensure completion by the date notified.
b) The opponent is required to accept one date within a further three days.
c) It is the responsibility of the winner to notify the organizer of the result within 24 hours.
9. When matches are played on a neutral table, the official appointed shall be responsible for notifying the result.
10. Latecoming: Players not at the table and ready to play at the stipulated time for the start of any match shall forfeit the first frame. Fifteen (15) minutes after the stipulated start time, the second frame shall be forfeit. Thirty (30) minutes after the stipulated start time, the match shall be forfeit.
11. Dress Code
For all international matches the following is the dress code for any WBSA representatives:
White long sleeved shirt, black trousers, black shoes, bow tie and waistcoat. No coloured shirts allowed.
For any WBSA tournament: Up to the quarter-finals smart casual dress may be worn but at quarter-finals onwards plain long-sleeved shirt, black trousers, black shoes, bow tie and waistcoat must be worn. No denims, trainers etc allowed. Ties may only be removed with the permission of a referee and, if required, the tournament director's adjudication in this matter is final.
12. Reserve players may be used in pairs/ team events, subject to their fulfilling membership criteria.

13. Dates and venues on published calendars may be changed from time to time at the Association's discretion, with new calendars being produced.
14. Entries must be submitted together with the correct fee and must reach the Association by the closing date notified. A condition of acceptance of entry is that all players should make every effort to be available to play in international events and the Home Internationals.
15. The Association reserves the right to refuse any entry and shall not be required to give any reason for refusal.
16. Submission of an entry form shall be regarded as acceptance of these conditions and, in the event of any dispute arising, or any other matter, the decision of the management committee shall be final.
17. When a play-off is required the match will be a best of five frames (all age categories).
18. The Welsh champion (runner-up does not qualify) and the highest ranked player(s) from the previous season will qualify to represent Wales at the IBSF World Championship.
19. The European event winner (runner-up does not qualify) and the highest ranked player at the time entries need to be submitted will qualify to represent Wales at the EBSA European Championship.
20. The highest ranked players at the time entries need to be submitted will qualify to represent Wales at the IBSF World Team Championships.

21. The highest ranked players at the time entries need to be submitted will qualify to represent Wales at the EBSA European Team Championship.
22. The winner of the Welsh under21s Championship (runner-up does not qualify) and the highest ranked player(s) at the time entries need to be submitted will qualify to represent Wales at the World under21s Championship.
23. The winner of the Welsh under21s European event (runner-up does not qualify) and the highest ranked player(s) at the time entries need to be submitted will qualify to represent Wales at the European under21s Championship.
24. The winner of the Welsh under18s Championship (runner-up does not qualify) and the highest ranked player(s) at the time entries need to be submitted will qualify to represent Wales at the World under18s Championship.
25. The winner of the Welsh under18s European event (runner-up does not qualify) and the highest ranked player (s) at the time entries will qualify to represent Wales at the European under18s Championship.
26. Players (in all age categories) are expected to represent Wales at all the international events for which they qualify. Failure to do so may result in them not being nominated to represent Wales at future International events. A “minor” (as defined by the law of England and Wales) must be accompanied by a parent or guardian when representing Wales at an international event.
27. In order to receive financial assistance at any international event a player must have competed in at least three WBSA events IN THAT CATEGORY in that season.

2. CODE OF CONDUCT

28. The Dress Code is stipulated in the Standard Rules of the Association and is applicable to all championship matches, exhibition matches and international matches, or as directed by the Association.
29. Players and officials must at all times play within the rules and spirit of the sport.
30. Players and officials must at all times show due respect to opponents, officials, spectators and sponsors.
31. Players and officials must at all times show due respect to the host venue and organisers and conduct themselves in a gentlemanly and sporting manner.
32. The Association shall deal severely with anyone contravening the letter or spirit of the Rules and Code of Conduct. Any breach of these conditions shall result in a hearing before a disciplinary panel. The Panel should consist of a chair plus two members to hear cases of inappropriate conduct. Before appearing at the hearing the individual will have received a copy of the allegations made so that they can prepare for the hearing. A companion who is NOT a member of the legal profession will be allowed to support the individual at the hearing. The decision of the panel will be conveyed as soon as possible after the hearing. If the Panel determines that a sanction is warranted it will consider an appropriate penalty from the following range of sanctions:
- (i) suspension from specific events and/or competitions.
 - (ii) ban from competing at specific events and/or competitions (usually for a stipulated period of time).
 - (iii) deduction of ranking points
 - (iv) withdrawal/removal from nominated representative tournaments.
 - (v) withdrawal of individual membership of WBSA.

(vi) monetary fine including refund of financial support already provided. NOTE – the above list is not exhaustive and an alternate sanction may be applied in specific circumstances.

33. Anyone who receives a sanction for any contravention of the Rules or Code of Conduct shall be allowed an appeal against the decision of the Disciplinary Panel. The sanctioned person must notify the Secretary of the WBSA in writing within 28 days of the outcome of the original hearing that they wish to appeal against their sanction. The appeal letter must contain the grounds for the appeal. Appeals will be heard (whenever possible, because of the actual number of people sitting on the Committee) by a chair and two members (but not the same people who sat on the original panel). The appeal will be a one stage and final procedure from which there will be no further right of appeal.

34. The decision of the Officers of the Association is final.