English Pool Referee's Association

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# ENGLISH POOL REFEREE'S ASSOCIATION

## BYELAW 1
## JOB DESCRIPTIONS

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## 1. General

1.1. This document outlines the general duties of the named positions and management groups within the English Pool Referee's Association.

1.2. No rules herein will contravene the Association's current and published Constitution.

1.3. All Officers will be expected to assist in any other duties, to those stated in their relevant section above, when requested to do so by the Executive Committee, to ensure the smooth running of the Association.

## 2. Executive Committee

2.1. The Executive Committee will comprise of the 6 Officers as defined in the EPRA Constitution.

2.2. This Committee will handle the day-to-day management and running of the Association.

2.3. Any voted decisions made by this Committee will be issued in writing by the General Secretary to the Regional Delegates or their representatives within 14 days of the vote being passed.

2.4. If the Chairperson is unavailable to chair a meeting, the chair will be selected in order from, Vice Chairperson, then Treasurer.

2.5. If the General Secretary is unavailable to document a meeting, the minute taker will be selected, in order from Membership Secretary, then Examination Secretary.

## 3. National Committee

3.1. The National Committee will comprise of the 6 Officers plus the 8 Regional Delegates, or their representatives as defined in the EPRA Constitution.

3.2. This Committee will deliberate and agree on issues that are considered outside of the remit of the Executive Committee, in particular but not exclusively regarding referee requests to upgrade and membership fees.

3.3. See also paragraphs 2.4 and 2.5 apply here.

## 4. Chairperson

4.1. The Chairperson will conduct all meetings of the EPRA where available to do so.

4.2. They will ensure that agendas for such meetings are followed.

4.3. The Chairperson will also be responsible to the Members for the correct running of the Association and adherence to the Constitution and Byelaws of the Association.

## 5. Vice Chairperson

5.1. The Vice Chairperson will assist the Chairperson as required.

5.2. This position will assume the role of Chairperson with all rights and privileges of the Chairperson if the Chairperson is not available to manage the running of the Association's meetings and events at any time.

5.3 Should any Officer be unable to undertake their role at any meeting or other duties, then the [VC] will assume that position in their absence. The [VC] will read out any reports etc. as provided by the absent Officer or carry out any business as required.

5.4 The [VC] will liaise with the absent officer (if feasible) to ensure that all relevant information is available to the meeting,

5.5 The [VC] will undertake any extraordinary tasks requested by the Executive Committee, to ensure smooth day to day running of the Association, providing they are within the [VC's] capabilities.

## 6. General Secretary

6.1. The General Secretary will receive all correspondence, other than that pertaining to examinations.

6.2. Take minutes of all meetings and distribute such minutes to all paid up members via their Regional Delegates or their representatives and/or the Association's website within 14 days of said meeting.

6.3. The General Secretary will receive all requests for the supply of Referees, using the Regional Delegates, to fulfil such requests.

6.4. The General Secretary will also be the EPRA Delegate at EPA National Committee meetings when requested to attend and if available.

6.5. The General Secretary will liaise with the customer with regarding to organising the required number of referees for events at the required grades.

6.6. All referees of all grades D-S will be invited by the General Secretary to officiate at EPA National Events.

## 7. Treasurer

7.1. The Treasurer will present a detailed account of all financial activity, together with a report of all debtors and creditors, to the Delegate's Meetings, and must provide annually a financial report prior to the Annual General Meeting.

7.2. The Treasurer will confirm payment of all membership fees with date received to the Membership Secretary for the purposes of recording member's valid membership.

7.3. All due payments or expenses will be paid by cheque on receipt of a valid claim form and signed by two designated Executive Committee members as described on the Association's banking mandate.

## 8. Examination Secretary

8.1. The Examination Secretary will be responsible for the appointment of all examiners and will normally consult the Regional Delegate when making such appointments.

8.2. The Examination Secretary will have the right to suspend any Examiner should it be deemed necessary.

8.3. All examination papers are sent to the Examination Secretary for scrutiny before any results are divulged to candidates or any other person. The results are then returned to the Examiner, together with a letter indicating pass or failure for each candidate.

8.4. A copy of the examination result will be sent to the;

- Regional Delegate for their records, and
- Treasurer for consideration of any monies due, and
- Membership Secretary for engaging with membership details, and
- Chairperson and General Secretary for information and their records.

8.5. A report will be given at each General meeting of the Association, together with an annual report for the AGM.

8.6. The Examination Secretary will issue Exam Certificates to successful exam candidates following review of results submitted by the Regional Delegates or their representatives and/or the Examiners.

## 9. Membership Secretary

9.1. The Membership Secretary will collate and manage securely within relevant GDPR requirements the personal records and status of all the Association's members.

9.2. The position will make the membership data available to the Executive Committee and Regional Delegates or their representatives as required to facilitate the smooth running of the Association.

9.3. The Membership Secretary will have the right to withhold personal data from being shared where the sharing of such data is not necessary to facilitate the day-to-day running of the Association.

## 10. Regional Delegates

10.1. The Regional Delegates will report to the Executive Committee.

10.2. The Regional Delegates or their representatives will coordinate information and correspondence between the Referees in their region and the Executive Committee.

10.3. Regional Delegates or their representatives will organise examinations within their regions alongside the local Examiner.

10.4. The Regional Delegate or their representative will ensure that all monies received for membership and/or examinations are documented and submitted to the Treasurer and funds are paid into the Association's bank accounts.

10.5. The Regional Delegate will manage requests from Referee's within their region requesting upgrades to their Grade as defined in Byelaw 2.

10.6. The Regional Delegates or their representatives from the following regions will coordinate Referees from the listed locations outside of England. In the absence of such an appointed person, this responsibility will pass to the General Secretary:

- Region 1 – Scotland
- Region 2 – Northern Ireland
- Region 3 – Wales
- Region 6 – Channel Islands

## 11. Examiner

11.1. The Examiners will report to the Examination Secretary.

11.2. Examiners will conduct, invigilate and mark exams as organised by the Regional Delegates or their representatives.

11.3. Exams will be provisionally marked by the Examiner and the exam papers sent to the Examination Secretary within 7 days of the exam being taken. The Examination Secretary will check and either confirm or adjust the Examiners markings

11.4. The Examiner will pass the results to the Regional Delegate or their representative who may inform the candidates provisionally of their exam result. The final result and Certificates will be issued by the Examination Secretary.

11.5. When holding exams, the Examiner will ensure that all candidates submit an EPRA membership form via the website, so that the database can create their personal data record and further record the results of their examination.