

BY-LAWS

26th November 2006

Please read carefully - ignorance of these By-Laws does not constitute grounds for appeal. Breaches of the By-Laws will incur penalties at the discretion of the Executive Committee. By-Laws to be added or amended during the current season are to be submitted in writing, to the committee at least one meeting prior to a vote being taken.

PLAYER CONDUCT AND DRESS

1. It is up to each team captain/manager to enforce upon their members that a clean, neat, tidy, casual standard of dress is required at ALL times with the following to be adhered to:
 - .1 Plain (not marked) dress trousers (Black, Navy or Charcoal) or skirt (below the knee length).
 - .2 Either teams shirt or shirt/blouse with collar and sleeve.
 - .3 Respectable fully covered clean black, navy or brown shoes.
 - .4 Vests optional.
 - .5 NO sloppy attire
 - .6 NO hats, caps or beanies
 - .7 Leggings are only permitted if pregnant (optional).
 - .8 NO work boots, sand shoes, sandals, runners, thongs, jeans including moleskins and lycra (i.e. bike pants) and any pants with external pockets (eg Cargo Pants), shorts, singlet tops and tracksuits.
 - .9 **Players not suitably dressed for the entire day will not be able to play until suitably dressed.**
 - .10 All members will abide by the Hotel/Club/Venue rules, including signing of visitor's book (where applicable).

Any alterations to the above by a player in not being able to fulfil the dress code must apply to the Executive Committee prior to match day *and if necessary produce a medical certificate to warrant.*

- (a) The game is to be played in a sports-like-manner as set out by the VWSA rules.
- (b) Captains/Managers will be responsible for the discipline and general conduct of the team and will report any incidents likely to reflect on the good name of the VWSA and will bring to the notice of the Executive Committee any complaint, query or controversial issue raised amongst the players (refer Constitution Disputes and Mediation).
- (c) Any member who causes a disturbance or by way of intimidation of any nature during home and away games, finals, meetings or any functions organised by the VWSA will be brought before the Executive Committee, as soon as possible after notification has been received by the Executive Committee.
- (d) Any Member proved guilty of maliciously damaging VWSA property or the property of any fellow member or Hotel/Club/Venue shall be liable to make good such damage at the order of the Executive, and may be subject to further disciplinary measures as decided by the Executive.
- (e) Defence on Inquiry: Notice shall be given to those referred to in Clause (i) and (ii), by the VWSA Executive of the Executive's intention to hold an inquiry. The member charged will be notified of the specific charge alleged.
 - (i) At the inquiry witnesses to the alleged conduct shall be called to give evidence and the person charged, will be given the opportunity to cross-examine or question witnesses on or relating to their evidence.

- (ii) The member charged is entitled to be present and also entitled to call witnesses on her own behalf.
 - (iii) Witnesses, so called, must give a truthful account or be subject to the discipline of the Executive.
 - (iv) Fines and/or suspensions imposed on a member by her own Team shall not be read out prior to inquiry by the Executive Committee.
 - (v) Any member asked to leave the premises, will forfeit any games in which she was to participate.
 - (vi) It shall be the duty of all members to co-operate with all appointed offices and officials of the VWSA in the lawful carrying out of their duties.
- (f) Transfer of players at the end of the season should be conducted in a sports like manner.

DEFINITION & RESPONSIBILITY OF CAPTAIN OR MANAGER

2. (a) A team must nominate either a Captain and/or a Manager for their team on a Team Nomination Form.
- (b) Team Captain or Manager is responsible for insuring enforcement of Constitution & By-Laws to themselves and team members, which is set out by VWSA.
- (c) Team Captain or Manager is responsible for the passing on of all written and verbal information to all their team members either by phone, mail, email or at match days.
- (d) For returning the Team Folder intact prior or at the Annual General Meeting. Failure to do so will result in a \$50 penalty.
- (e) The Team Captain or Manager is responsible for ensuring a member be present at the Annual General Meeting. Failure to do so will result in a penalty of \$10 per player (ceiling of \$70).
- (f) Ensure that an umpire is promptly available for all matches and that all players within the team share the responsibility of umpiring matches.

MEMBERS REGISTRATIONS

3. (a) A VWSA registration form must be completed annually by all members, this also includes Team Managers.
- (b) It is the Captains and/or Managers responsibility to ensure members registration form and fee is forwarded to the VWSA Treasurer.
- (i) Persons to be registered on match days must do so before match begins. Captains/Managers from opposing team must authorise by signing the players registration form.
 - (ii) Registration forms and monies of person registering on a playing day must be forwarded with match sheets and received by the statistician, before 5.00pm on the next Friday after play.
 - (iii) If registration form and fee is not forwarded on time, that player is considered unregistered and the team will lose all points gained for the day and any other day the player plays, until the registration form and fee is received by VWSA.
 - (iv) The registration year of the VWSA for members shall be from start of playing season for that year, through until the day before the playing season commences for the following year.
- (c) Player Registration Fees, for the following year, will be decided at the Annual General Meeting.

- (d) Members are also responsible for approaching their Team Captain/Manager for any information relating to VWSA matters.

CLEARANCES

4. (a) A clearance form is necessary when a player wishes to transfer to another team. The Treasurer must receive the signed form and monies before the start of play on that particular match day. Failure to do so will deem that that player ineligible to complete on that day.
- (b) Clearance forms are not required for a player if a team has become defunct – refer to section 5b. Captain/Managers must ensure that player registration forms and monies are forwarded to the Treasurer.
- (c) Any player who has registered with a team since 1999 must complete a clearance application form if she wishes to be cleared to another team. If a clearance form is made mid season, i.e. VWSA and membership is paid, then a \$5.00 transfer fee will apply.
- (d) Lodgement of the above does not guarantee automatic clearance will be granted. Clearances including payments by cheque will not be finalised until the bank has cleared the cheque.
- (e) No member will be granted more than one clearance in any one season (subject to the Executive Committee).

TEAM REGISTRATIONS

5. (a) Each team must register a minimum of seven (7) players and a maximum of eleven (11) players.
When registering teams you must supply a list of all players and a short resume, making sure that only two previous state representatives at Nationals over the last two years e.g. 2004/2005 are playing in the one team.
- (i) If an ex-state player is unavailable to continue with that team they may de-register to allow an opening for another state player, but the Executive Committee must approve this.
- (ii) If a team comprising 2 state players has further players selected for State Team representation those players shall be eligible to remain registered within that team.
- (b) (i) A team is considered defunct if it consists of less than four (4) original team members (a new team name will be necessary).
- (ii) A team is considered defunct when at least one of the four original team players have played less than 50% of games available.
- (c) Team Registration Form must indicate whether the team has a Captain and/or Manager.
- (d) Team Registration Form and Fee should be sent to the Treasurer, by due date as set down at Annual General Meeting or else the team may not be accepted to compete in the following season.
- (e) Team Registration Fees, for the following year, will be decided by the Executive Committee.
- (f) All teams registering must provide venue details and must have at least four tables available at that venue for VWSA use.
- (g) A condition of team registration is that each team finishing outside the Top Four must provide at least one person to umpire at the Finals. Failure to supply an umpire will result in a fine of \$10 per player with a ceiling of \$70 per team. Umpires receive \$1.00 per frame. Teams participating in the finals that fail to

make the top two are required to put up a representative to umpire for the remainder of the day.

- (h) If players are looking for a team or teams are looking for players at the end of the current season then they are to contact the Executive Committee who will keep a database of interested players looking to join a team.

MATCH PROCEDURES

6. The draw will consist of a minimum of 6 and a maximum of 12 teams, from around Victoria, no further than 2 hours travelling time from the C.B.D. All teams have to be approved by the Executive Committee before being accepted into the draw. All venues are to be approved by the Executive Committee. Each team will play the other teams at least twice (depending on team Registration Numbers).

(a) All matches will be played under the rules sanctioned by the Australian Eight Ball Federation. (Included in the VWSA Booklet).

(b) The Host venue shall supply clean, level tables and have ample surrounding space so those players are unimpeded.

(c) Food may only be taken into venues, which do not have meal facilities. Alcohol **MUST NOT** under any circumstances is to be taken into any venue.

(d) Each venue shall provide one "spider" and one "bridge" per table for competition days, host team captain or manager to regulate.

(e) Matches will consist of 36 frames with breaking order indicated by a * or a ■ on score sheet. If a player breaks out of turn, the balls will be re-racked with only one (1) shot to the upcoming player.

(f) Team 'one' shall be the team appearing first in the draw. Team 'two' shall be the Team appearing second in the draw.

(g) Team Captains or Managers must complete the two rounds of the score sheet with their player's full names prior to starting time for the match. Both teams are to complete one score sheet each – both score sheets are to be sent to the Statistician. A maximum of 5 minutes break to each substitution to be adhered to, only if required.

(h) Matches to commence at 10.00am SHARP.

(i) Names for first 12 Singles to be written down prior to match starting, which must include substitutions, (Maximum 5 minutes break at half time, only if required).

(j) Substitutions are to occur after every 12 frames meaning that two substitutions will be permitted throughout the match.

(k) A substitution can go in any position after the 2nd and 4th round has been completed notifying the captain of the opposing team before the start of the 3rd or 5th rounds.

(l) The annual draw for teams, dates and venues for matches, shall be adhered to at all times unless the Executive notifies a change.

(m) No Executive Committee member is to be approached during or between rounds on days of play.

(n) Players must stand in a neutral position whilst their opponent is at the table. If players find themselves in an awkward position, it is best to keep still. Players should not engage in communication either verbal or non-verbal other than with umpires or opponents. A player desiring a piece of equipment, beverage etc., should only obtain same with the approval and observation of umpire.

(o) A player may only play a minimum of two single frames and up to six single frames in one match. If a player plays more than this, the team losses all points gained in that match.

(p) No match can be decided by toss of coin, games must be played.

- (q) Team Match Fees, for the following year, will be decided by the at the Annual General Meeting by the members.
- (r) Drugs are not to be used within or around the venue on a match day. Any player/s caught-in procession or have used drugs on a match day will be party to the Pool Victoria Drug Policy.

FORFEITS

- 7. (a) When players are not present but expected to arrive in order to compete, teams sheet **should** still be written but players not present will immediately forfeit that frame and players present must immediately start play. Players are entitled to the 3 minutes grace time to begin play from the commencement of their frame.
 - (b) If a player has not arrived a **first substitution opportunity** but is listed on team sheet to play, the remainder of those players frames for that match must be forfeited and cannot play for the remainder of that match.
 - (c) Any player unable to complete a game through illness, injury or any cause shall forfeit such game to the opposing player/team.
 - (d) A match will be forfeited by any team who fails to appear at the venue by the time of start of match on date specified by VWSA draw. Captains/Managers are responsible for giving consideration to players who are late for a specific reason.
 - (e) A team that is in receipt of a match forfeit (walkover) as outlined in (n) shall:
 - (i) Lodge score sheet and monies in the normal manner with VWSA.
 - (ii) Receive premiership points and percentage.
 - (iii) Players named on score sheet will receive maximum game score and shall be deemed to have played that match.
 - (f) Any team forfeiting a match on a scheduled day will be fined a set fee set down at the Executive Committee.
 - (g) Forfeits will be addressed as follows:
 - (i) Team forfeits - Must forward their match fees plus a penalty fee, as set down by the Executive Committee.
 - (ii) Individual forfeit – Must pay all fees, and may face disciplinary action if valid reason is not given.
 - (h) There will be **NO** time wasting between frames and matches. A maximum of 3 minutes after completion of previous frame to the commencement of next frame. Matches to resume as soon as possible, with a maximum of 10 minutes is allocated and abuse of this regulation will result in forfeiture of frames or match.

DEFUNCT/WITHDRAWN TEAMS

- 8 (a) A team is considered defunct when less than four team members exist and have played less than 50% of games available.
- (b) If a team withdraws throughout a season, then the Executive Committee may impose a fine at their discretion. If a player wishes to re-register in a team a proportion of the fine at the discretion of the Executive Committee must be paid before they will be able to re-register in another team (for example fine divided by numbers of players registered).
- (c) If the withdrawn team withdraws before competing against all other registered teams within that season then all existing match points will be negated and notification must be made to all other teams competing in the season as soon as practical so as not to disadvantage/advantage any team that has not competed against this team.

- (d) No refund of monies paid will be made to the withdrawn team or that of teams having completed against them unless at the discretion of the Executive Committee.
- (e) Players individual statistics and individual games will not stand dating back to the completion of the full round before the withdrawing of that team.

SCORING

- 9.
 - (a) Each frame played will score 1 point for win and no points for loss.
 - (b) Winner of the match is the team, on completion, who has the highest number of points.
 - (c) A winning team will receive two (2) premiership points.
 - (d) A drawn match will see each team receive one (1) premiership point.
 - (e) A team who receives a bye (as specified in the VWSA draw) will not receive premiership points and no alterations to percentage.
 - (f) A loss is not awarded any points, but percentage will alter.
 - (g) Percentage of each team is calculated by dividing the points “for” by the points “against” and multiplying by 100.
 - (h) When teams have identical premiership points the team who has the higher percentage score shall be placed in the higher position of the ladder, if percentages are the same, teams will be placed in alphabetical order.
 - (i) Individual statistics will be calculated on frames won and lost, based on games available.

SCORE SHEETS

- 10.
 - (a) Match scores will be recorded on VWSA score sheets as prepared, each team is responsible for scoring. All score sheets must be fully completed before submission to the Statistician.
 - (b) Score sheet must be correct in all details. A \$15 penalty per sheet will apply for non-compliance with the following:
 - (i) Team Name
 - (ii) Full Names
 - (iii) Date
 - (iv) Score
 - (v) Substitutions, and
 - (vi) Number of games played by an individual player.
 - (c) Score sheet at conclusion of match is to be checked by both Captains and/or Managers and signed. With both teams Captain and/or Managers to lodge Score Sheets to Statistician by 5.00pm the following Friday after play.
 - (d) Score sheet **MUST** be in to Statistician by the 5.00pm the next Friday after playing match. Failure to do so will incur a \$5.00 per day fine, which must be paid before the next scheduled matches. If no score sheet is received by a team within 7 days, that days team will score no premiership points and no percentage, effect on individual statistics will be at the discretion of the Committee.
 - (e) On receipt of all match results, the VWSA Statistician will calculate the “ladder” and then a copy will be issued to all teams which the Captain and/or Manager is responsible for placing in the team folder.

FINES

11.
 - (a) Annual General Meeting – Failure to have at least one (1) team representative present at the AGM will result in a penalty of \$10 per player with a ceiling of \$70.00.
 - (b) Umpires (finals) – Failure to have at least one (1) team representatives available to umpire at the finals for the full day will result in a penalty of \$100.00.
 - (c) Team Folders – Failure to hand back the team folder with all contents including stopwatches, at the AGM held at the end of the season will result in a team penalty of \$50.00.
 - (d) Clearances – Clearance forms will only be accepted with a payment of \$5.00 if submitted mid season.
 - (e) Score Sheets – Failure to comply with Section 8(a) will result in a penalty of \$15.00 per scoresheet.
 - (f) Fining of defunct/withdrawn team will be at the discretion of the Executive Committee. All players registered in that team for that season must pay a proportion of the fine prior to acceptance of their clearance into another team.

PROTESTS

12.
 - (a) If the Captain and/or Manager intends lodging a protest, she/he must inform the opposing Captain and/or Manager when the incident occurs but game must be completed.
 - (b) Captain/Manager should attempt to reach an agreement on the matter under consideration and, if so, they may replay the game without formally protesting.
 - (c) Those disputes which cannot be settled by the Captains and/or Managers in collaboration, should be referred to the VWSA Executive Committee by forwarding a written protest to Secretary (or the President should they be a party to the protest) or Mediator (if one is so elected at the Annual General Meeting and not a party to the protest), with names, addresses and phone numbers of the following:-
 - (i) Both Captains
 - (ii) Umpires
 - (iii) Players concerned
 - (iv) Date and venue where match was played. The protest must be received by the following Friday after playing match.
 - (d) Dispute to be stated on both the score sheet before handing in as usual.
 - (e) The Executive Committee has the power to determine if a protest has sufficiently complied with the above-mentioned criteria.

FINALS

13. Finals shall be a "Final 4". Once a season has begun, there will be no change.
 - (a) Format for a "Final 4" is as follows:
 - (i) The top team (who has the option of being the home or away team) shall play the second team (1st semi final). The winner proceeds straight into the Grand Final and has the option of being the home or away team in the Grand Final.
 - (ii) Third finishing team (who has the option of being home or away team) shall play Fourth (Elimination Final) - loser drops out.
 - (iii) Winner of Elimination Final, plays the loser of the 1st Semi Final (Preliminary Final) and has the option of being the home or away team,
 - (iv) Winner of Preliminary Final into Grand Final - loser drops out.

- (b) A player must play a minimum of 50% of frames available in a season with that team to be eligible to play in Finals.
- (c) All officials for finals will be by the Executive Committee decision.
- (d) Captains or Managers of participating teams in Finals must give written list of players and emergencies to officials separate to the score sheets (The President to act as Head Official or if participating in the finals to be one of the Executive Committee nominated by the President) at the finals.
- (e) Teams that finish the home and away matches on equal premierships points and percentage shall be "played off" prior to finals, this is necessary to determine the order of who will appear in the finals or to decide final placing of finals teams.
- (f) No Captain/Manager can be called in during any final game, except in the case of a dispute.
- (g) In the event of a tie break between two teams, 3 players will be named by each team and presented to officials within 5 minutes – breaking games is decided by coin toss at the start and then alternative breaks. The first team to win two frames will be declared the winner.

STATISTICS

14. Statistics are to be based on the following and used to determine standings in the association for events such as other leagues events, which the association chooses to be part of, i.e. Pool Victoria, and also aggravates awards for the association. Based on games won divided by games played multiplied by 100%. Players need to play a minimum of 70% of games available to be seeded for such events as Pool Victoria Interleague Day or Wonthaggi Cup for example. Players need to have played 70% or more of their games to be eligible for awards presented through the VWSA such as Highest % Player and Highest Team % players of each team. Players who have played less than 70% may be eligible at the discretion of the Executive Committee.

SINGLES CHAMPIONSHIP

- 15.
 - (a) The Singles Championship shall be a seeded event, based on the statistics in Clause 13. The event will be divided into two divisions, a) Top 50% players & b) lower 50% players. This is to encourage all players to participate individually with a chance of winning prize money.
 - (b) Once divisions are been established then the draw will be completed by placing names into a "hat" and drawn randomly being listed in order of draw. Should numbers not allow for a random draw to be done then a knock out competition may be played.
 - (c) Players (and state players) who are previous winners of a VWSA Singles Championship are not eligible to play in the lower 50% of players.
 - (d) The amount of refundable deposit will be decided upon by the Executive Committee and only refunded if players presents themselves to compete in the before 9.45am on the day of play. If players have not physically in by 9.45am they will not be eligible to play or receive their deposit back.
 - (e) The deposit will not be refundable if players have not attended.
 - (f) Uniform is expected as per (1) Players Conduct & Dress in the By Laws.

UMPIRES

16. To be a competent Umpire is not hard, but does require several things:
- (a) To be thoroughly conversant with the World Rules of Eightball and their interpretation.
 - (b) Know the VWSA By-Laws, particularly those dealing with player conduct, dress match procedures, protests and Umpire's duties.
 - (c) Be alert and pay attention to the game and players at all times whilst the match is in progress - do not let your attention wander or engage in conversations or arguments. Make all calls loud enough to be heard and acknowledged, by all players involved in that game and ensure you are in a standing position around the table.
 - (d) Be courteous when talking to players and spectators, be firm and decisive with your decisions and calls.
 - (e) Ensure that the games are timed in the appropriate manner.
 - (f) Each team is to have at least two accredited umpires (Grade C or D).
 - (g) Umpires to be considerate of players if smoking in the playing area whilst umpiring.
 - (h) Umpire accreditation can be arranged through the Pool Victoria office.

TROPHIES/AWARDS

17. All trophies and awards will be by Executive Committee decision and discretion. The General Structure consists of:
- (a) Premier Team receives a cash prize & trophies.
 - (b) Runner Up Team receives a cash prize & trophies.
 - (c) Third – Last Place Team receives a cash prize.
 - (d) Highest % player for the Association will receive a prize.
 - (e) Runner Up Player for the Association will receive a prize.
 - (f) Highest % player in each team, a trophy.
 - (g) Most improved player will receive a prize.
 - (h) Best 1st Year Player will receive a prize.
- NOTE: Any player whilst suspended or disqualified by the VWSA is not eligible to receive a trophy, cash prize or award.
- (i) Presentation of game badges representing either 500, 750, 1000 etc games played with VWSA.

INTERLEAGUE DAY

18. The top ten available players (plus two emergencies) will be chosen to represent VWSA and this is to be determined by the up-to-date statistics, i.e. round 24. Shirts will only be supplied for the top ten players who have not previously represented the VWSA at such an event and not the emergencies (unless unable due to wear and tear).

WONTHAGGI CUP

19. The top ten available players (plus two emergencies) will be chosen to represent VWSA and this is to be determined by the up-to-date statistics, i.e. previous years. Shirts will only be supplied for the top ten players who have not previously represented the VWSA at such an event and not the emergencies (unless unable due to wear and tear).

SPONSORSHIP PACKAGES/RAFFLES

20. (a) Sponsorship packages (previously approved by the Executive Committee) will be sent out and monitored by the Secretary at the end of each year, to the nominated companies as agreed by the Executive Committee.
- (b) Any member of VWSA securing a major sponsor will be entitled to a 20% finder's fee.
- (c) VWSA will conduct numerous fundraising events during the season; therefore no team or individual player is permitted to sell their own personal raffle tickets on VWSA match days (unless permission is granted by the Executive Committee).
- (d) Individual players are responsible for the selling of raffle books in their possession. Should a raffle book be lost or stolen regardless of number of tickets sold, the player must pay for the full value of the raffle book and produce a signed statutory declaration to the Treasurer by the due date of the return of the tickets.
- (e) Gaming permit to be updated every two (2) years, first registered in 2004.

PROMOTION OF VWSA

21. The Executive Committee at their discretion are to promote the advancement of women's 8 ball in Victoria. This may take the form of advertising on websites such as Pool Victoria, placement of posters at venues throughout Victoria and any other means appropriate.

SMOKE FREE EVENTS

22. VWSA will attempt to hold at least one Smoke Free Day within their calendar each year for the promotion of healthy playing of 8-ball to women in Victoria. This is only valid until venues become 100% smoke free due to government legislation.

FIRST AID EMERGENCY CASE

23. The VWSA has some obligation to ensure that all players and spectators are safe at all times. Two (2) nominated members of the VWSA (holding a level 2 First Aid certificate) will become first aid representatives in charge of a VWSA first aid kit, which is to be used in emergency situations.

POOL VICTORIA

24. VWSA believes that it has an obligation to support Pool Victoria events and functions through its membership and encourage the paying of the affiliation fee to Pool Victoria from its members.

ALTERATIONS TO BY-LAWS

25. Any by-law that in the opinion of the Executive Committee and/or Committee is not satisfactory or is causing disputes may be added to or altered or rescinded in the current year providing:-

- (a) Only written application for variation will be considered.
- (b) (i) If taken by the Executive - 100% vote.
(ii) If taken by General Meeting - by 75% of the members present at meeting.

Dated: 26th November 2006
VWSA Executive Committee & Members Present.