



**CAPTAINS  
HANDBOOK  
2024**

**Suffolk Coastal Petanque Alliance**

## ARRANGING FIXTURES

1. The SCPA Summer League is a Sunday league, and as such all fixtures will be scheduled for Sundays. The Fixtures Officer will produce a fixtures list as soon as possible after the Team Representatives Meeting. The Media & Communications Officer will post the fixtures list on the SCPA website as soon as is reasonably practical.
2. It is each Team Captain's responsibility to ensure that they can field a team for all their scheduled league, cup and plate matches. In the event of a team not being able to play on the scheduled date, the Captain should notify the opposing Team Captain as soon as possible and both should attempt to reschedule the match.
3. When attempting to rearrange a match, any fixture that is already scheduled takes precedence. If Team A are scheduled to play Team B on a particular day but Team A arrange another match with a third team the same day, then Team A cannot cancel the scheduled match if Team B want to play on that date.
4. There is no fixed start time for SCPA games and Team Captains will need contact their opponents to arrange the start time for each fixture. Even where a Team home page on the SCPA website gives a start time for home games it is good practice for Captains to confirm this beforehand.
5. Should both teams agree to play on an alternative day, then they may do so as long as the match is played by the scheduled date if it is a cup or plate match or within six weeks of the original fixture date if it is a league match.
6. Rescheduling a match by reversing the dates of the home and away fixtures is permissible if, and only if, a team cannot use its home venue on the scheduled date. As soon as both teams agree on fixture reversal, **both** Team Captains must notify the Fixtures Officer, **giving details of why the venue could not be used**. If a reversed fixture game is played without notifying the Fixtures Officer, the original fixture may be declared void.
7. Once a match has been rescheduled, **both** Team Captains must notify:
  - a) the Fixtures Officer and
  - b) the Media & Communications Officer  
(webmaster@suffolkcoastalpetanque.co.uk)of the new date, at the earliest opportunity.
8. In the event of a league match not being played within six weeks of the original fixture date or before the end of the season, whichever is the earlier, the match will be declared void and recorded as 0-0 in games/league points and 0-0 in shots.
9. In the event of a cup or plate match not being played by the scheduled date the match will be declared void and both teams will be disqualified from the competition.
10. If a team wishes to appeal against a match being declared void, they will need to inform the Disputes Panel Chair at disputes@suffolkcoastalpetanque.co.uk and attach any evidence demonstrating that they have attempted to rearrange the fixture. Arranging fixtures by email is a good way to ensure that evidence is available should it become necessary. Please remember that the SCPA Summer League is a Sunday league and offers to play on days other than a

Sunday will not be considered as a valid attempt to reschedule.

11. When one team accepts responsibility for a league fixture not being played, both Team Captains should send notification to [results@suffolkcoastalpetanque.co.uk](mailto:results@suffolkcoastalpetanque.co.uk) and inform the Fixtures Officer. The match will be awarded against the forfeiting team, this will be recorded as 4-0 in games/league points and 52-28 in shots.
12. To ensure your opponents know where your home venue is and to provide directions on how to get there, the SCPA website includes a home page for each team where details of their home venue are given. Please report any errors as soon as possible to the Media & Communications Officer at [webmaster@suffolkcoastalpetanque.co.uk](mailto:webmaster@suffolkcoastalpetanque.co.uk).
13. It is not expected but is normally courteous for the home team to provide match refreshments (either before, during or after) for your opponents. This is NOT a league rule, just a point of etiquette.

## **LEAGUE MATCH RULES**

1. A league match consists of four games, the first and second game played together and once they are completed the third and fourth game are played. All four games are to be played as pairs.
2. Teams should plan to arrive at the match venue in plenty of time for the agreed start. If there are hold ups en route it is courteous to contact the opposing team to make them aware of an expected arrival time.
3. Teams are expected to allow opponents a grace period of 15 minutes before deciding that players are late to the venue.
4. Fifteen minutes after the agreed start time, if a pair cannot start a game because one or both players are absent from the venue, that pair will be penalised four points which are awarded to their opponents.
5. A pair which does not present itself on the playing area within 30 minutes of the start time of the game forfeits the game.
6. An incomplete pair has the right to start a game without waiting for its absent player; nevertheless, it does not use the boules of that player.
7. If, after an end has started, the missing player arrives, they do not take part in this end. The player is accepted into the game only as from the following end.
8. If the missing player arrives more than 30 minutes after the start of a game, they lose all rights to participate in that game but may be included in any remaining game that has not yet started.
9. All games are played until one pair reaches 13 points, irrespective of what the other pair scores, so games can be 13-0 or 13-12 or anything in between.
10. As a league match consists of four games played by pairs, the final score can only be 4-0, 3-1 or 2-2.
11. After the first two games have been completed and the two respective captains are arranging their next pairings, they CANNOT pair up two people who have already played as a pair in that match. (This is to prevent teams

from putting dominant pairs on all the time).

## **CUP & PLATE MATCH RULES**

1. A cup or plate match will follow the same guidelines as the League Match Rules above, except for Point 11.
2. If after the four games have been played the score is a 2-2 draw, then a tie break game must be played.
3. In the tie break game, you CAN play a pair who have previously played together in the match.
4. The home team fills in their play-off pair in the 'Tie Break' section, then the away team fills in their pair.

## **SCORECARDS**

1. The home team provides the scorecard, but it is recommended that the away team brings a spare scorecard just in case.
2. The home team fills in the team names and date and marks the relevant box to show whether it is a league, cup or plate game. The home team lists their players in the left-hand boxes numbered 1 to 8 and fills in their two pairs for the first two games.
3. The away team then lists their players' names in the right-hand boxes numbered 1 to 8 and fills in their two pairs for the first two games.
4. Each game score is recorded, ensuring the 13 is entered on the correct side. (Home team is ALWAYS on the left-hand side).
5. The home team then fills in their next two pairs (these are for the third and fourth games) and the away team follows suit by filling in their remaining pairings.
6. Again, each game score is recorded as in point 4 above.
7. Once all four pairs games are completed, the match score will be 4-0, 3-1 or 2-2 and this should be recorded in the boxes next to each team name near the top of the scorecard.
8. The points scored by each side in the four games should be totalled and recorded in the Total Points boxes.
9. Both captains need to agree and sign the scorecard as this then becomes the true record of the match played. No queries can be raised later regarding details on the scorecards, so both captains must check it is 100% correct. It is recommended that captains keep a copy or photo of the scorecard until the end of the season.
10. **IMPORTANT:** -  
The HOME team provides the scorecard.  
The WINNING team sends in the scorecard  
The HOME team sends in the scorecard in the event of a 2-2 draw.

11. A photo or scanned image of the scorecard should be sent as soon as possible after the match to [results@suffolkcoastalpetanque.co.uk](mailto:results@suffolkcoastalpetanque.co.uk). Please note that a high resolution image is not required, there is no need to send files of 1 MB or more when 120 KB is perfectly adequate, you only jam up the receiver's inbox.

## **ARRANGEMENT OF LEAGUE TABLES**

1. Once all team registrations have been received, the Management Committee will review the teams entered and allocate divisions based on the previous year's standings, after promotion and relegation. If there are teams from the last year that have not registered for this season, other teams may be moved up the standings so that, where possible, the divisions will be comprised of six teams. The lower division(s) may have more or less than six teams per division if the total number of teams is not a multiple of six.
2. As per the guidelines issued in December 2018, the title to a team will be considered to belong with the Team Captain, and this will determine a team's position in the standings should they change name, venue etc.
3. Any new teams entering the league will be placed in the lowest division. Any team returning to the league having failed to complete their fixtures last season or having skipped one or more years will be considered a new team and placed in the lowest division.
4. The divisions will be run on a '2 up/2 down' promotion and relegation system.
5. Throughout the season, upon receipt of the signed scorecard, each team will be awarded one league point for each game they have won e.g., if Team A beats Team B 3-1, then Team A is awarded three points and Team B is awarded one point.
6. League tables are arranged by the following criteria in order.
  - a) In each division the team with the highest number of league points is placed first in the table, the team with second highest number of league points is placed second in the table and so on down to the team with the least number of league points.
  - b) If two or more teams have an equal number of league points, then the number of games a team has lost is subtracted from the number of games that team has won to give a 'games difference'. The team with the most positive 'games difference' is placed highest and then in descending order from there.
  - c) If two or more teams have an equal 'games difference', then for each of the teams the actual shots scored in every match is totalled, to give shots 'for' and shots 'against'. A shots 'difference' over all matches played is calculated and the team with the most positive difference is placed highest and then in descending order from there.
  - d) If shots 'difference' is also equal, then the team with the highest shots 'for' is placed higher.
  - e) In the unlikely event that two teams are equal on league points, shots

'difference' and shots 'for', then the aggregate score between the two teams is calculated. The team with the highest aggregate score over any league games between the two sides that season is placed higher.

- f) In the very unlikely event that the aggregate score is a 'perfect draw', i.e., 2-2, 3-3, 4-4 then shots 'difference' in any league games between the two sides is calculated, the team with the most positive shots 'difference' is placed higher.
- g) In the extremely unlikely event that the shots 'difference' between the two teams is also equal then the team with the highest shots 'for' over the games between the two sides is placed higher.

7. The league tables can be found at <https://suffolkcoastalpetanque.co.uk>

## **CODE OF CONDUCT**

1. The SCPA adopts the current English Petanque Associations' Code of Conduct for members as far as how each player is expected to conduct themselves in respect of officials, team-mates, opponents, spectators and members of the general public.
2. Whilst the EPA Code of Conduct is written for EPA Licence holders, there is no reason why it should not also apply to any unlicensed player, whatever level they are.
3. Should you feel that someone has seriously breached this Code of Conduct, you need to contact the Disputes Panel Chair immediately at [disputes@suffolkcoastalpetanque.co.uk](mailto:disputes@suffolkcoastalpetanque.co.uk) with all the facts and evidence, so that the matter can be considered by a SCPA Disputes Panel.

## **DISPUTES PANELS**

### **Introduction**

1. Teams and individual players are urged to make every effort to resolve differences of opinion by informal discussion and mutual agreement whenever possible. Concerns over the behaviour of individuals and minor differences over the application of rules are ideally resolved as they occur, through amicable discussion between Team Captains.
2. If differences cannot be resolved informally, then a complaint or an appeal may be submitted to the SCPA Disputes Panel Chair at [disputes@suffolkcoastalpetanque.co.uk](mailto:disputes@suffolkcoastalpetanque.co.uk).
3. There are four situations in which a Disputes Panel may be formed, namely:
  - (a) An appeal has been made against a match void decision for a fixture in a SCPA cup or plate competition that is not played by the scheduled date,
  - (b) An appeal has been made against a match void decision for a fixture in the SCPA summer league competition that is not played within six weeks of the scheduled date,

- (c) A complaint is submitted alleging a breach of the SCPA Code of Conduct or of SCPA procedures,
  - (d) Any other such matters as the SCPA Management Committee may decide should be considered by a Disputes Panel.
4. SCPA will, at the absolute discretion of the Management Committee, publish the decision of all Disputes Panel findings including any sanctions applied, unless there are circumstances in which it is considered inappropriate to make information public.

### **Appeals against result awarded for a match not played**

1. As set out in the 'Arranging Fixtures' section of this Handbook, the outcome of any cup or plate game not played by the scheduled date and of any summer league game not played within six weeks of the scheduled date is that the match is declared void. Either of the teams involved in the fixture may appeal against this outcome.
2. The Captain of a team wishing to appeal should notify the Disputes Panel Chair by emailing [disputes@suffolkcoastalpetanque.co.uk](mailto:disputes@suffolkcoastalpetanque.co.uk) as soon as possible and at the latest **within three days** of the missed deadline. This email should include an explanation of why they believe the outcome is wrong and should be changed. Any evidence supporting their case should be attached to the email and may include a demonstration of attempts made to rearrange the fixture.
3. When an appeal is received by the Disputes Panel Chair, the opposing team captain will be notified of the appeal and given the opportunity to challenge any aspect of the case with appropriate evidence. This evidence should be sent to the Disputes Panel Chair as soon as possible and at the latest within seven days of being notified of the appeal.
4. The Disputes Panel for a 'Void Result' appeal will be formed of 3 persons, usually elected SCPA Officers, in addition to the Disputes Panel Chair. When a results appeal is under consideration no member of the Panel (other than the Chair) or their team (other than the Chair's) should be affected directly by the outcome of the appeal. This stricture may require the Chair to select Panel members from a pool of volunteers outside of SCPA Officers.
5. The Disputes Panel Chair will circulate to all Panel members a summary of the case put by each team and the relevant sections of the handbook and / or rules to be applied. Panel members will be provided with copies of all communication from each team. Each panel member will be required to consider the evidence and provide their opinion as soon as possible.
6. The decision of the Disputes Panel will be by majority vote with no abstentions allowed except that to maintain independence the Chair will have no vote.
7. The decision may be to uphold the void match result in which case the 0-0 result and, in the case of a plate or cup fixture, disqualifications will stand.
8. Alternatively, there may be evidence that one team cancelled the match against the wishes or without the agreement of the other or that one or other of the teams made insufficient efforts to rearrange the fixture. In this case the

match will be awarded against the offending team with a score of 0-4 in games and, in the case of a league match, 28-52 in shots.

9. The Disputes Panel Chair will prepare a brief explanation of the Panel's decision for approval by the Disputes Panel. The approved decision will be sent to both Team Captains as soon as is reasonably practical.
10. The decision of the Disputes Panel will be final, no further appeal will be allowed.

## Complaints

1. Any concern regarding a serious breach of the SCPA Code of Conduct or SCPA procedures should be reported as soon as possible and within **seven days** of the relevant breach being observed. The concern should be submitted by email to the Disputes Panel Chair (disputes@suffolkcoastalpetanque.co.uk) with all the facts and evidence.
2. A Disputes Panel will be formed of 3 persons, usually elected SCPA Officers, in addition to the Disputes Panel Chair. No member of the panel should be a complainant or the subject of a complaint. If a complaint involves the Chair, then another Officer should take on this role. This stricture may require the Chair to select Panel members from a pool of volunteers outside of SCPA Officers.
3. At its absolute discretion, the Disputes Panel will decide whether the alleged breach of the SCPA Code of Conduct or procedures is serious enough for further action to be taken. If no further action is to be taken, then within seven days of receipt of the complaint, the Disputes Panel Chair will inform the complainant and explain the decision.
4. On acceptance of a complaint, the Disputes Panel Chair will inform the alleged offender of the complaint but will not release the identity of the person complaining. The defendant will then have **seven days** in which to respond, in writing or by email, either admitting or denying the breach. If they wish to deny the complaint, the defendant should provide any evidence supporting their refutation.
5. At this stage the Disputes Panel may request any further evidence it considers relevant. The members of the Disputes Panel will consider all evidence provided by the complainant, the defendant and any third-party evidence they have requested and decide whether it is satisfied or not that, on the balance of probabilities, the alleged breach occurred. The decision of the Disputes Panel will be by majority vote with no abstentions allowed. In the event of a tie the Chair's vote will be decisive.
6. If the complaint is upheld the Disputes Panel will consult with all SCPA Officers before determining the sanctions to be applied. Possible sanctions may include, but are not limited to, words of advice on following the SCPA Code of Conduct, a warning as to future conduct, disqualification from a future Event, suspension from any or all SCPA activities for a defined period and permanent expulsion from all SCPA activities. Any sanction may be applied with immediate effect or may be suspended.



7. The Disputes Panel Chair will prepare a written explanation of the Panel's decision on the complaint and the recommended sanction if appropriate, for approval by the Disputes Panel. The approved decision will be sent to both parties as soon as is reasonably practical.

### **Appeals involving decisions on complaints**

1. An appeal against a decision of the Disputes Panel must be lodged within **seven days** of receiving notification of the decision. An appeal is allowed only on the grounds that the original Disputes Panel did not follow procedures correctly or was not in possession of all relevant information. When it is lodged, the appellant must set out clearly the grounds of their appeal.
2. No member of the original Disputes Panel should play any part in the appeals process. The President will determine if there is sufficient reason to allow the appeal to proceed. If the President was in any way involved in the original complaint their role will be taken by another SCPA Officer not involved. If no valid reason for appeal is found to exist, then the appellant will be informed that the case has been dismissed and no further appeal in respect of the decision will be allowed.
3. If the appeal is allowed to proceed the President will, at his/her absolute discretion, either chair a new SCPA Disputes Panel from Officers and / or volunteers not involved in the original decision or will appoint two external arbitrators to review the evidence and determine the outcome of the appeal. All evidence submitted to the original Disputes Panel and the grounds for appeal given by the appellant will be made available to the members of the Disputes Panel / external arbitrators.
4. The President will prepare a written explanation of the appeal decision for review by SCPA Officers. The approved decision will be sent the appellant and the original complainant or defendant as relevant, as soon as is reasonably practical. No further appeal in respect of the decision will be allowed.