



Welsh Pétanque Association Constitution

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Author: WPA Management Committee

Owner: National President

Welsh Pétanque Association Constitution

Amendments

Welsh Pétanque Association Constitution

1.	Name	1
2.	Registered Office	1
3.	Purposes.....	1
4.	Authority.....	1
5.	Equality Statement	1
6.	Welfare Statement	1
7.	General Structure.....	2
8.	Management Committee	2
9.	Annual General Meeting.....	2
10.	Extraordinary Meetings	2
11.	Finance	4
12.	Privileges	5
13.	Discipline	5
14.	Alterations to the Constitution.....	5
15.	Internal Rules.....	5
16.	Dissolution.....	5
17.	Review	6
	APPENDICES.....	7
	Appendix - 1: National President	8
	Appendix - 2: National Secretary.....	9
	Appendix - 3: National Treasurer	10
	Appendix - 4: Development Officer	11
	Appendix - 5: Membership Secretary	12

Welsh Pétanque Association Constitution

1. Name
 - 1.1. The name of the Association shall be the Welsh Pétanque Association, also to be known as the Association or WPA.
2. Registered Office
 - 2.1. The Association's registered office shall be at such address as the Association's Management Committee (MC) decides.
3. Purposes
 - 3.1. The purposes of the Association are to promote the sport of pétanque by:
 - 3.2. Promoting public awareness of the sport,
 - 3.3. Organising competitions and events, including participation in competitions and events organised by or on behalf of other recognised bodies of the sport in different countries and by organising the same for or on behalf of such other bodies in Wales, including the formation, preparation and support of Senior, Men, Women, Veterans and Junior teams to represent the Association and Wales at all levels,
 - 3.4. The provision of coaching and training in the sport,
 - 3.5. The promotion of international relations and membership of the Fédération Internationale de Pétanque et Jeu Provençal (FIPJP) and the Confédération Européenne de Pétanque (CEP), and other International Pétanque bodies,
 - 3.6. Seeking recognition for the Association from the relevant sports or governmental bodies, such as Sport Wales, Disability Sport Wales and the Welsh Sports Association,
 - 3.7. The creation and maintenance of a disciplinary policy and the establishment of principles and policies for the development of the sport.
4. Authority
 - 4.1. The Association is recognised through its membership with the Fédération Internationale de Pétanque et Jeu Provençal (FIPJP) and the Confédération Européenne de Pétanque (CEP), as the governing body for the sport of pétanque in Wales.
5. Equality Statement
 - 5.1. The Association is fully committed to the principles of the equality of opportunity.
 - 5.2. Membership shall not be refused to any person on the grounds of any protected characteristics, as defined in the Association's Equality and Diversity Policy.
 - 5.3. The Association will ensure that there is open access for all those who wish to participate in the activities of the Association, in whatever capacity and that they are treated fairly.
 - 5.4. The Association recognises its legal obligations not to discriminate and will regard discrimination by any member, participant or volunteer as grounds for disciplinary action under the relevant Association rules.
6. Welfare Statement
 - 6.1. The Association recognises its responsibility to safeguard the welfare of all children, young people and vulnerable adults who are members of the Association. The Association will aim to provide high-quality pétanque in a safe environment by adopting the procedures and working practices outlined in the referenced welfare policy.

Welsh Pétanque Association Constitution

7. General Structure

The structure of the Association consists of:

7.1. Individual Members

Individual members shall be persons who have paid the appropriate annual subscription as defined in the Association's Internal Rules. The Association's membership classes and conditions shall be specified in the Association's Internal Rules, clause 2.1.

7.2. Registered Clubs

Registered Clubs are those pétanque clubs admitted to the Association as described in the Association's Internal Rules, clause 3.

8. Management Committee

The Association shall be managed by a Management Committee (MC) consisting of the elected Officers and MC appointed Officers.

8.1. Elected Officers

The Association shall have the following elected officers: National President, National Secretary, National Treasurer, Membership Secretary and Development Officer.

- 8.1.1. Each officer will be elected for a term in office of two years. To ensure continuity, not all positions will become vacant at the same time.
- 8.1.2. The posts of National President, National Treasurer and Membership Secretary shall become vacant in odd-numbered years, and the posts of National Secretary and Development Officer shall become vacant in even-numbered years.

8.2. Appointed Officers

The Association shall have other officers appointed by the MC to serve in such capacities or on such commissions as may be necessary for the Association's development and management.

- 8.2.1. The MC shall determine the term of office of each appointed officer, but shall not exceed two years.

9. Annual General Meeting.

The Annual General Meeting (AGM) is held every 12 months.

- 9.1. The AGM is convened by the Management Committee (MC) to present an annual report and accounts, amend the Constitution, elect officers, set Club Affiliation and Membership fees, consider motions, and appoint auditors.

- 9.2. The AGM must be held within 13 months of the previous AGM.

10. Extraordinary Meetings

- 10.1. The MC may call Extraordinary Meetings (EM) on receipt of a motion signed by not less than 10% of eligible voting members at the time of the EM, or more, representing at least five registered clubs or on receipt of a motion presented by five registered clubs and signed by an officer of each of these clubs.

11. Powers and Duties

- 11.1. The Management Committee will act for the members of the Association and shall have the following powers and duties:

- 11.1.1. To promote and develop the sport in Wales and to further the purposes of the Association,
- 11.1.2. To fill vacancies arising on the MC for a period up to the next AGM,
- 11.1.3. To appoint individual members and/or commissions for specified purposes and terms of reference,
- 11.1.4. To establish, as and when required, Disciplinary Hearings to hear and determine appeals in accordance with the Association's Internal Rules,

Welsh Pétanque Association Constitution

- 11.1.5. To set and administer the Association's Internal Rules,
- 11.1.6. To propose amendments to the Constitution for decision by the members in accordance with the Constitution of the Association,
- 11.1.7. To propose rates of membership fees for approval by the members in accordance with the Constitution of the Association,
- 11.1.8. To hold and manage the funds of the Association,
- 11.1.9. Any liabilities incurred shall fall upon the membership of the Association, providing the Management Committee acts in accordance with the Constitution, in honesty and good faith,
- 11.1.10. To organise and conduct National and Qualifying Competitions and events, representational competitions and team formation, and the preparation and support for Welsh teams,
- 11.1.11. To set and administer standards for coaching and umpiring,
- 11.1.12. To establish and administer standards and policies for the protection and safety of members,
- 11.1.13. To seek all means of funding the sport in Wales, including cooperating with the other national bodies where appropriate,
- 11.1.14. To act in the name of the Association and to enter into agreements and do all such things as are necessary for the effective operation of the Association.

11.2. The National President (Appendix 1) shall undertake:

- 11.2.1. Leadership and Strategic Planning.
- 11.2.2. Representation and Advocacy.
- 11.2.3. Governance and Compliance.
- 11.2.4. Chairing Meetings and Decision-Making
- 11.2.5. Collaboration with all members of the Management Committee
- 11.2.6. Promotion of the Sport and Public Engagement.
- 11.2.7. Conflict Resolution and Member Support.

11.3. The National Secretary (Appendix 2) shall undertake:

- 11.3.1. Administrative Coordination.
- 11.3.2. Meeting Organisation and Minutes.
- 11.3.3. Communication and Liaison.
- 11.3.4. Governance and Compliance.
- 11.3.5. Record Keeping and Documentation.
- 11.3.6. Support for Development and Strategy.
- 11.3.7. Representation and Public Relations.

11.4. The National Treasurer (Appendix 3) shall undertake:

- 11.4.1. Financial Management and Record Keeping.
- 11.4.2. Budget Preparation and Monitoring.
- 11.4.3. Reporting to the Management Committee and Members.
- 11.4.4. Managing Payments and Receipts.

Welsh Pétanque Association Constitution

11.4.5. Compliance and Governance.

11.4.6. carrying out such other financial duties as the MC shall determine.

11.4.7. Supporting Funding and Development Initiatives.

11.5. The Development Officer (Appendix 4) shall undertake:

11.5.1. Promote Participation and Growth

11.5.2. Support Club Development

11.5.3. Coach and Player Development

11.5.4. Partnership and Community Engagement

11.5.5. Event Support and Promotion

11.5.6. Inclusivity and Accessibility Initiatives

11.5.7. Monitoring and Reporting

11.6. The Membership Secretary (Appendix 5) shall undertake:

11.6.1. Membership Administration.

11.6.2. Database Management.

11.6.3. Communication and Support.

11.6.4. Financial Coordination.

11.6.5. Compliance and Eligibility

11.6.6. Reporting and Analysis.

11.6.7. Development and Outreach.

11. Finance

11.1. Fees

11.1.1. All fees relating to membership of the Association: Associate, League, Full and Junior Members, Affiliated Clubs, whether existing members of the Association or joining, shall be at a rate to be determined from time to time by an AGM.

11.1.2. The Association will pay an annual affiliation fee to the FIPJP, CEP and other national and international organisations.

11.2. Accounts

11.2.1. The National Treasurer shall maintain Proper Books of Accounts and shall be available for inspection by Members, with reasonable notice, at the Registered Office.

11.3. Expenses

11.3.1. Reasonable expenses may be reimbursed for costs incurred wholly and exclusively on behalf of the Association.

11.4. Bank Accounts

11.4.1. The Association shall maintain an account(s) with a UK Bank from time to time selected by the MC.

11.4.2. All account(s) require the joint signatures of the National Treasurer and the National President. The two cosignatories must authorise all expenditures for any of the Association's accounts.

11.4.3. Internet/Telephone banking facilities will be permitted but are subject to article 11.4.1 where practicable.

Welsh Pétanque Association Constitution

11.5. Grants

11.5.1. The Association may not make grants or donations to any person or organisation other than specifically to achieve the objectives defined above.

11.6. Borrowing

11.6.1. The Association may not borrow advances of money at rates above 5%, above the Sterling Overnight Index Average (SONIA) and, in any event, may not borrow more than ten times its last audited annual income. Before any loan is made, the loan must be approved by the Association's membership.

11.7. Financial Year

11.7.1. The Association's financial year shall run from 1st January to 31st December of the same year.

12. Privileges

12.1. General

12.1.1. Individual Members and Registered Clubs shall be covered for third-party liability insurance by the Association. They shall be entitled to the following privileges of membership as set out in the Association's Internal Rules.

13. Discipline

13.1.1. The Association will establish a disciplinary process to handle matters referred to the MC, as set out in the Disciplinary Policy version 1.0.

14. Alterations to the Constitution

14.1. Method

14.1.1. The Constitution of the Association may be rescinded or altered by a vote of two-thirds of the eligible voting Members present and voting at an AGM or EM called for that purpose, and which has the required quorum.

14.2. Proposals

14.2.1. Proposals to amend the Constitution may be submitted by the MC or Registered Clubs.

14.3. Time Limit

14.3.1. No proposal to amend the Constitution which has been defeated, nor any of like effect, shall be permitted until two calendar years have elapsed from the date of the AGM or EM at which the original proposal was made.

15. Internal Rules

15.1. Subject to these Articles, the Management Committee shall have power to make regulations or bye-laws on all matters not provided for in these Articles and to do all such things, which it may deem necessary for attaining the objects of the Association.

15.2. Provided that all actions taken or regulations or bye-laws made under this Article shall be reported to the Membership, and provided further that no rules or bye-laws shall be made under this power which would amount to such an addition to or alteration of these Articles as could only legally be made by a Special Resolution passed in accordance with these Articles.

16. Dissolution

16.1. The Association may be dissolved at an AGM or at an EM called for that purpose and upon a motion proposed and seconded by Association members and passed by a two-thirds majority.

16.2. Funds and assets can be transferred to successor bodies on their formation and on dissolution of the Association.

Welsh Pétanque Association Constitution

16.3. If upon the winding up or dissolution of the Association, there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members of the Association but shall be given or transferred to the Association's Affiliated Clubs at the time of dissolution.

17. Review

17.1.1. Any amendments to this Constitution can only be agreed upon at an AGM.

17.1.2. The MC should review this Constitution at least once every two years.

Welsh Pétanque Association Constitution

APPENDICES

Association's Management Committee Functions and Responsibilities.

Appendix - 1: National President

Appendix - 2: National Secretary

Appendix - 3: National Treasurer

Appendix - 4: Development Officer

Appendix - 5: Membership Secretary

Appendix – 1: National President

Overview – National President

The National President serves as the Association's chief representative and head, guiding its strategic direction and ensuring it operates in accordance with its published Constitution, Internal Regulations, and other national and international pétanque standards. The President acts as a figurehead for the sport in Wales, promoting growth, fair play, and effective governance across affiliated clubs.

Key Functions and Responsibilities

- **Leadership and Strategic Direction**

The National President provides overall leadership for the Association, setting long-term goals for developing the sport in Wales. This includes shaping policies on participation, coaching, and competition structures to support players of all levels.

Example: Leading discussions on expanding youth pétanque programmes or establishing new regional leagues.

- **Representation and Advocacy**

As the public face of Welsh pétanque, the National President represents the Association at national and international meetings and with other governing bodies.

Example: Attending the World and European Championships, as well as the associated annual congress.

- **Governance and Compliance**

The National President ensures that the Association operates in accordance with its constitution and meets legal, ethical, and sporting standards. They oversee compliance with safeguarding, data protection, and anti-doping policies.

Example: Approving policy updates on player welfare and ensuring member clubs adhere to them.

- **Chairing Meetings and Decision-Making**

The National President chairs Management Committee (MC) meetings and the Annual General Meeting (AGM), guiding discussions and ensuring decisions are made democratically and transparently.

Example: Leading a vote on amendments to the Association's Constitution or membership fees.

- **Collaboration with the National Secretary and Treasurer**

Working closely with other key officers, the National President oversees administrative and financial management to ensure the Association remains effective and sustainable.

Example: Reviewing the annual budget with the Treasurer or signing off on significant correspondence prepared by the Secretary.

- **Promotion of the Sport and Public Engagement**

The National President plays a central role in raising the profile of pétanque in Wales through media engagement, community events, and partnerships.

Example: Giving speeches at tournaments or supporting local councils to develop pétanque facilities.

- **Conflict Resolution and Member Support**

As the Association's senior officer, the National President helps mediate disputes between clubs or members, ensuring issues are handled fairly and in line with the Association's policy.

Example: Overseeing a review of a disciplinary matter or appeals process.

In summary, the National President of the WPA combines leadership, representation, and governance responsibilities to promote the healthy development and integrity of pétanque across Wales.

Appendix – 2: National Secretary

Overview – National Secretary

The National Secretary plays a central role in ensuring the Association's smooth administration and communication. As the primary point of contact for the Association, its members, clubs, and external bodies, the National Secretary helps maintain good governance and supports the Association's efficient operation at the national level. This role combines administrative coordination, record-keeping, and communication responsibilities vital to the sport's development in Wales.

Key Functions and Responsibilities

- **Administrative Coordination**

The National Secretary manages the Association's day-to-day administration, including correspondence, scheduling meetings, and maintaining official records.

Example: They might circulate meeting agendas, track action items, and ensure all relevant documents are stored securely.

- **Meeting Organisation and Minutes**

Responsible for arranging Executive Committee and Annual General Meetings (AGMs), the National Secretary prepares agendas, distributes papers in advance, and records accurate minutes. These minutes serve as the official record of decisions.

Example: Approving competition rules or financial reports.

- **Communication and Liaison**

The National Secretary serves as the communication link between the Association's Affiliated clubs and internal and external organisations, including the Home Associations, international federations, and sport governing bodies in Wales and abroad.

Example: Responding to member inquiries, sharing updates on competitions, or relaying policy changes.

- **Governance and Compliance**

By ensuring the Association operates in accordance with its Constitution, Internal Rules, Policies and Procedures, the National Secretary helps uphold good governance practices. They may oversee the AGM election process or verify that membership records and insurance details are up to date.

- **Record-Keeping and Documentation**

The National Secretary, working with the Membership Secretary, maintains accurate records of membership, correspondence, and meeting documentation. This helps preserve the Association's institutional memory.

Example: Keeping records of past national team selections and disciplinary outcomes.

- **Support for Development and Strategy**

The National Secretary assists in implementing the Association's strategic goals, such as promoting youth participation or organising national tournaments. They may coordinate with development officers or volunteers to support grassroots pétanque initiatives.

- **Representation and Public Relations**

As an official representative of the Association, the National Secretary may attend regional or international meetings, helping raise Wales's profile within the pétanque community. They might also draft press releases or newsletters to keep members informed and engaged.

In summary, the National Secretary ensures the Association runs efficiently, communicates effectively, and operates transparently, providing essential administrative support to sustain and grow pétanque in Wales.

Appendix – 3: National Treasurer

Overview – National Treasurer

The National Treasurer plays a vital role in maintaining the Association's financial stability and transparency. This position ensures that all funds are managed responsibly, supporting the growth of pétanque in Wales through accurate budgeting, reporting, and compliance with financial regulations. The National Treasurer works closely with the Association's Management Committee, members and affiliated clubs to safeguard the Association's financial health and plan for future development.

Key Functions and Responsibilities

- **Financial Management and Record Keeping**

The National Treasurer oversees all financial transactions, ensuring accurate records of income, expenditure, and balances. This includes maintaining up-to-date bank statements and receipts for Membership fees, Club affiliations, Competition fees, and Donations and Grants.

Example: Recording payments from Affiliated Clubs for membership renewals and reconciling these with bank deposits.

- **Budget Preparation and Monitoring**

The National Treasurer prepares the annual budget, aligning spending with the Association's objectives and anticipated income. Regular monitoring helps identify any overspending or funding shortfalls early.

Example: Drafting a budget to cover national competition costs, equipment, and venue hire while ensuring funds remain for junior development programs.

- **Reporting to the Committee and Members**

Regular financial reports are presented to the Management Committee and at the Annual General Meeting (AGM) to maintain transparency. These reports outline the association's financial position and key financial activities.

Example: Presenting a mid-year financial summary showing how much has been spent on international representation or community events.

- **Managing Payments and Receipts**

The National Treasurer ensures that all payments are authorised and properly documented, and that income—such as affiliation fees, competition entries, and sponsorships—is promptly deposited.

Example: Issuing payments for tournament trophies and reimbursing officials for travel expenses.

- **Compliance and Governance**

The role involves ensuring that all financial practices comply with legal and regulatory requirements, including safeguarding charity or non-profit status, if applicable.

Example: Preparing financial documents required for an external audit or ensuring insurance premiums are paid on time.

- **Supporting Funding and Development Initiatives**

The National Treasurer may assist in identifying and managing funding opportunities, such as grants from external bodies or local authorities, to promote pétanque nationwide.

Example: Helping to prepare a funding application to improve playing facilities or train new coaches.

In summary, the National Treasurer ensures that the Association operates with financial integrity, enabling the sport to thrive sustainably across Wales.

Appendix – 4: Development Officer

Overview – Development Officer

The Development Officer plays an essential role in growing and promoting pétanque across Wales. Their focus is on expanding participation, supporting affiliated clubs, and ensuring that new and existing members have opportunities to develop their skills and enjoy the game. They work closely with the Management Committee, local clubs, schools, and community groups to strengthen the sport's presence and infrastructure nationwide.

Key Functions and Responsibilities

- Promoting Participation and Growth**

The Development Officer designs and leads initiatives to increase public awareness and involvement in pétanque.

Example: Running "Have a Go" days, community taster sessions, or school workshops to introduce the sport to new audiences.

- Supporting Club Development**

The Development Officer can assist existing clubs with advice on recruitment, governance, and sustainability, and help new clubs form.

Example: Guide a local group through the process of affiliating with the WPA and accessing funding or equipment grants.

- Coach and Player Development**

The Development Officer coordinates training opportunities for players, coaches, and volunteers to raise playing standards and coaching quality across Wales.

Example: Organising coaching courses or working with the Association's Coaching Commission to identify talented players for further development.

- Partnership and Community Engagement**

Building relationships with schools, local authorities, and community organisations is key to expanding the sport's reach.

Example: The Development Officer might collaborate with leisure centres or community sports hubs to install new pétanque terrains and deliver joint programmes.

- Event Support and Promotion**

The Development Officer helps to promote local and national tournaments and encourages broader participation in the Association's events.

Example: Assisting with publicity, coordinating volunteers, or supporting event logistics to ensure competitions run smoothly.

- Inclusivity and Accessibility Initiatives**

Ensuring pétanque is open to all, regardless of age, ability, or background, is a core part of the role.

Example: Instigate projects to increase female participation, develop junior sections, or adapt sessions for people with disabilities.

- Monitoring and Reporting Progress**

The Development Officer tracks progress against development goals and reports outcomes to the Management Committee and relevant funding partners.

Example: This could involve collecting participation data, evaluating programme success, and recommending improvements for future initiatives.

In summary, the Development Officer acts as both a strategist and a community ambassador, ensuring that pétanque in Wales continues to grow, thrive, and remain inclusive for everyone who wants to play.

Appendix – 5: Membership Secretary

Overview – Membership Secretary

The Membership Secretary plays an essential role in managing the Association's connection with its members and affiliated clubs across Wales. As part of the National Governing Body for pétanque in Wales, this role ensures that every member and affiliated club is appropriately registered, insured, and supported to participate in the sport. The position combines administrative precision with strong communication and organisational skills to help sustain and grow pétanque in Wales.

Key Functions and Responsibilities

- **Membership Administration**

The Membership Secretary oversees the registration and renewal of all individual and affiliated club memberships. This involves processing applications, maintaining accurate records, and ensuring that each member is issued a valid WPA licence when required.

Example: Processing a new club's affiliation form and confirming that its members are covered under the WPA's insurance policy.

- **Database Management**

Responsible for keeping an up-to-date digital Register of Members, the Membership Secretary ensures that all information—such as contact details, club affiliations, and payment status—is correct and secure.

Example: Updating the system when a player transfers to another club or renews their membership online.

- **Communication and Support**

Acts as the main point of contact for Affiliated Clubs and Members on membership-related questions, deadlines, and procedures. The role also involves communicating updates about fees, benefits, or rule changes.

Example: Sending reminder emails to club secretaries before the annual membership renewal deadline.

- **Financial Coordination**

Liaises with the National Treasurer to ensure all membership fees are collected, recorded, and reconciled accurately.

Example: Confirming that membership payments received from clubs match the number of registered players before issuing new licences.

- **Compliance and Eligibility**

Ensures that only current, paid-up members participate in official competitions. This responsibility protects the integrity of the sport and ensures compliance with national and insurance requirements.

Example: Checking the membership list before National Championships to confirm player eligibility.

- **Reporting and Analysis**

The Membership Secretary provides regular updates to the Management Committee on membership trends, including growth and retention.

Example: Presenting an annual membership report at the Association's Annual General Meeting (AGM).

- **Development and Outreach**

Supports initiatives to attract new members and promote pétanque across Wales by helping new clubs understand how to affiliate and the benefits of WPA membership.

Example: Assisting a local community group in registering as a new pétanque club under the WPA.

In summary, the Membership Secretary ensures that the Association runs smoothly by maintaining accurate records, supporting members, and helping the sport continue to grow across Wales.