



## Chicago Central APA LOCAL BYLAWS

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You must be **18** years of age or older to compete in **Chicago Central APA**. However, host locations will determine if you can play or not.

# LOCAL BYLAWS

## Table of Contents

Chicago Central APA	.....
3	
Section 1: Getting Started	.....
4	
Section 2: League Play	.....
11	
Section 3: Sportsmanship and Conduct	.....
15	
Section 4: League Playoffs and Tournaments	.....
20	

# LOCAL BYLAWS

## Chicago Central APA

<b>Introduction</b>	<p>I would like to welcome your team to the American Poolplayers Association!</p> <p>This document explains the structure of the League at a local level and should be used in conjunction with your Official Team Manual provided by the APA. These bylaws have been created for the smooth and efficient operation of the League and to help clear up common issues that will allow you to focus on your game. After all, <b>the APA is all about having fun, meeting people, and playing pool!</b></p> <p>Please read these bylaws carefully and keep them with your Team Manual for your reference. All previous local bylaw documents are now null and void.</p>
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## Section 1: Getting Started

<b>Office Hours</b>	<p>League Office hours are <b>Monday through Saturday 11 AM to 11 PM</b>. If no one is available to take your call, please leave a message, including your phone number, and your call will be returned as soon as possible. Once the league night has started, your Division Representative should be able to field most questions, and his or her contact information is on the website and your weekly scoresheet.</p> <p><b>Phone:</b> 312-550-5491 <b>E-mail:</b> <a href="mailto:rschaefer@apaleagues.com">rschaefer@apaleagues.com</a></p>
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<b>Team Captain Responsibilities</b>	<p>The Team Captain is the team organizer. The captain must have a phone and e-mail address to allow for quick and effective communication with the League Office. The Team Captain's responsibilities and duties include:</p> <ol style="list-style-type: none"><li>1. Collecting weekly fees and APA membership dues from the team.</li><li>2. Submitting payments, forms and other information to League Office in a timely manner.</li><li>3. Distributing information from League Office to all members of the team. This would include rule amendments, tournament announcements, and any other League business.</li><li>4. Responsibility for the conduct and good sportsmanship of all team members during League play.</li><li>5. Making sure that proper and accurate scorekeeping procedures are followed.</li><li>6. Having team players at the scheduled match site on time.</li><li>7. Returning team envelope to the drop off location on time.</li></ol>
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<b>Division Representative Responsibilities</b>	<p>Division Representatives (Division Reps) are appointed by the League Operator or voted on by the Team Captains. There is one Division Rep per division. He or she is a person that has played in the League for a long time, is a person of integrity and is well respected by League members. Division Reps are your primary point of contact for questions about rules and other general inquiries about their division. They make sure that League information and notices are distributed and understood by their players. They are a spokesperson for their division and ensure that all concerns, queries and questions from the division are addressed. They carry a rule book on League nights and are available to answer any questions when necessary. The Division Rep will call the League Operator on a League night if deemed necessary. Division Reps also sit on the Board of Governors. You will find your Division Rep's phone number on each scoresheet.</p>
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<b>Board of Governors</b>	<p>The Board of Governors consists of Division Reps, Division Managers and the League Operator. The Board will act in accordance with approved APA guidelines and will advise on disciplinary actions regarding complaints received. The Board meets towards the end of every session to discuss any improvements, suggestions, or general comments about the League. The input from players is invaluable so please ensure your Division Rep is made aware of your feedback before the end of the session and they will bring these up at the meeting for review. It is essential that all players have a forum for their voice to be heard and to understand that the League takes the wishes of its members in the highest regard when making decisions or changes. After the Board convenes, the Division Rep informs their division of any conclusions that were reached.</p>
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<b>Website</b>	<p>Our website address is <a href="http://www.chicagocentral.apaleagues.com">www.chicagocentral.apaleagues.com</a></p> <p>This website allows you to:</p> <ul style="list-style-type: none"><li>a) View schedules, team rosters, standings and individual records for your division</li><li>b) View your lifetime APA statistics including win percentage and performance charts against all other SLs in your last 30 matches</li><li>c) Print your scoresheets on-line. No need to drive to pick it up</li><li>d) Get the latest up to date information on playoffs, tournaments or any other <b>Chicago Central APA</b> events</li><li>e) Communicate with other members in the forum. You can use the forum to make suggestions on the League, recruit players, find a team yourself or just engage in general chat</li></ul> <p>Team standings will updated no later than the Sunday following your last match.</p> <p>In addition, we also have a Facebook page at, Chicago Central APA, where you can view and share pictures of tournaments, get updates about the League and chat with fellow APA members. Its one of the easiest ways for the players to see scheduled and last minute updates.</p> <p>Please sign up for both of these today and join our growing on-line community.</p> <p><b>Even if you don't sign up for the website, please make sure we have your e-mail address on file.</b> All announcements are always made first on-line and through our e-mail mailing list – don't miss out on valuable information! The website and e-mail are the Local League Office's most efficient communication tools, helping to ensure that you get the most out of your experience and keeping you up to speed on what is happening at all times, be it upcoming playoff match locations, Wild Card picks, tournaments or any other information pertinent to the League.</p>
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<b>Team Fees</b>	Team Fees are \$35 per week (\$70 for Double Jeopardy) regardless of the number of matches played including forfeits and playoffs. If you are paying by check, please make your check payable to Ross Schaefer. There will be a \$30 charge for any returned checks plus loss of bonus points (see Scoresheets & Bonus Points Section).
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<b>Team Envelopes</b>	The team envelopes will be delivered to the drop-off location that you specify. The name of the location will be printed at the bottom of your scoresheet.
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<b>Scoresheets and Bonus Points</b>	The League will place great emphasis on proper scorekeeping. Be careful not to lose points for your team by submitting an incomplete scoresheet. Make sure the scoresheet is legible, has all appropriate areas completed and has the signature of both captains
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**Scoresheets and  
Bonus Points**  
(continued)

Bonus points will only be awarded if **all** of the following occur:

- Innings are filled in for every game
- The winner and loser of every game is marked with the number of racks won
- Final match score is filled in
- Scoresheet is signed by both teams
- Envelope is at the pickup location on time
- All fees are up to date
- No abusive comments are written

The bonus points awarded will be as follows:

- 8-Ball - 3 points per team per week
- 9-Ball - 10 points per team per week

Remember these are bonus points that are awarded at the discretion of the League Office.

Keeping current with your weekly fees is important. If you fall behind in payments, you may risk more than your bonus points. You will lose your place in the playoffs and the opportunity to compete in end-of-session tournaments.

<p><b>Past Due Procedure</b></p>	<p>Any team that falls two weeks behind in paying their team fees will receive a FINAL NOTICE on their next scoresheet and points will be taken. Additionally, the Team Captain (&amp; other players) may be marked ineligible to play.</p> <ul style="list-style-type: none"> <li>· If payment is not received at this time, the team will be given notification that they will be dropped from the League for non-payment.</li> <li>· All players on the team will be given notification that they will be dropped from the League for non-payment.</li> <li>· If the fees are not brought current by the third week, the team will be dropped from the League for non-payment.</li> <li>· All players on the team will become equally responsible for the fees that are due, including those for the remainder of the session and will not be able to rejoin the League until they have paid their portion.</li> <li>· The League Office will not be responsible for fees or monies that have not been paid by the Team Captain or other members designated by the team. Teams having rosters with players who owe money to the League will not be able to participate in any play-offs, Tri-Cups or other tournaments until such monies are paid.</li> <li>· Teams that are habitually late may be asked to replace their Team Captain with another, more responsible player.</li> </ul> <p><b>First Week Past Due:</b> Stamp Past Due  <b>Second Week Past Due:</b> Stamp Final Notice  <b>Third Week Past Due:</b> Mark Team Captain ineligible  <b>Fourth &amp; Final Week Past Due:</b> Change Team Name to TEAM DROPPED DUE TO NON-PAYMENT and mark all players ineligible.</p>
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<p><b>Abusive Language</b></p>	<p>No abusive language directed at the League or the League Operator will be tolerated on the scoresheets. All concerns should be written up in a calm and professional manner. This will guarantee that your concern is looked at, documented and addressed. Abusive comments or complaints are considered unsportsmanlike and are likely to be ignored.</p>
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<p><b>Patches</b></p>	<p>There are no limits on the number of patches you can earn in a session. Patches will be awarded each time the player meets the criteria for earning a patch. Patches are:</p> <ul style="list-style-type: none"> <li>• 8-on-the-Break: You make the 8-Ball on the break.</li> <li>• 8 Break and Run: You make at least one ball on the break and then run the rack.</li> <li>• 9-on-the-Snap: You make the 9-Ball on the break.</li> <li>• 9 Break and Run: You make at least one ball on the break and then run the rack for ten points.</li> <li>• Clean Sweep: 5-0 in 8-Ball.</li> <li>• Skunked: You win 20-0 in 9-Ball.</li> <li>• Mini Slam: 8-on-the-Break and 8 Break and Run <b>or</b> 9-on-the-Snap and 9 Break and Run.</li> <li>• Grand Slam: 8-on-the-Break , 8 Break and Run, 9-on-the-Snap <b>and</b> 9 Break and Run.</li> </ul> <p>Each patch costs \$1, include this dollar with your match fee and mark your name and patch earned on your team envelope. The money will go directly into the Players Fund. At the end of the year each patch earned will give you one chance for the Patch &amp; Pin drawing for Vegas. One lucky winner will get hotel and airfare paid for. The more patches you win, the more chances you have.</p> <p>Patches are awarded the week after earned and will be in the team envelope. Please mark clearly on your scoresheet that you earned a patch so your award does not go unrecognized. If you don't receive your patch the week after you earned it, please write a note on the scoresheet so we can provide one next time.</p>
<p><b>Incentives</b></p>	<p>From time to time, we will run incentives and promotions for new teams, new captains, or new Host Locations. These could be in the form of team credits, free play or APA apparel. All incentives will be posted on-line as well as in the team envelopes.</p>

## Section 2: League Play

<b>Adding New Teams</b>	Occasionally, in order to fill a bye, the League Operator may add new teams to a division during the first six weeks of a session. If team make-ups are not possible, the new team will be issued points equal to one point (15 in 9-Ball) less than the last place team's total team points (excluding bonus points) to that date.
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<b>Bye Weeks</b>	<p>Some divisions will have an odd number of teams, so one team each week will not have a match. In this instance, the team shall be given the following points for the week (these points include the bonus points a team would have received if all the paperwork was correct):</p> <ul style="list-style-type: none"><li>· 8-Ball – 10 points</li><li>· 9-Ball – 60 points</li></ul> <p><b>Note:</b> Teams do not need to submit paperwork or fees for bye weeks.</p>
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<b>Rescheduling Matches</b>	<p>On occasion, usually due to inclement weather, a match may need to be rescheduled. If you plan to reschedule a match, you must notify the League Office. Please use the following procedure:</p> <ul style="list-style-type: none"><li>· Contact the captain of the team you plan to reschedule with and notify them of your intent to reschedule.</li><li>· If requested to do so, captains must reschedule matches if the team has other pre-qualified League obligations such as a National Tournament.</li><li>· Rescheduled matches must be played within two weeks of the original scheduled match date or before the day after the last scheduled match of the Session. Exceptions with special conditions may be made by the League Office.</li></ul>
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<b>Inclement Weather</b>	Inclement weather is generally, but not limited to, snow or ice conditions. The League Office will use school closings and state warnings to determine whether reschedules due to inclement weather will be granted. If you feel that weather conditions may interfere with your match, contact your Division Rep for additional instructions.
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<b>Forfeits</b>	<p>Arriving late is disrespectful to the waiting team. Their time, as well as yours, is valuable. If you think your team may be late for a match, try to contact the opposing captain.</p> <p>Unless otherwise specified, all League matches will begin promptly at <b>7:30 PM (Sunday 5:00 PM)</b> on the scheduled night of play. Play will begin immediately even if only one player from a team is present and it is past <b>7:30PM (Sunday 5:00 PM)</b>. Matches may start even if one or both available players do not have scoresheets. However, the match must still be scored even if it is on a blank piece of paper. This information can be transferred when the player with the scoresheet arrives.</p> <p>If no members are present (two members for each team playing Double Jeopardy) to start the match within the 15 minute grace period, a full team forfeit will be called. The offending team will lose all points and still be responsible for their weekly fees. Certain exceptions will be made, but calling your League Operator or Division Representative <b>BEFOREHAND</b> Will be required. Ex: If its 7:45 and no one is there or called it will be a forfeit, and the offending team will lose all points all still be responsible for the weekly fee.</p> <p>After beginning the match, play must be continuous unless agreed upon by both Team Captains. Please be ready to play when your match is called and not use this time to go the bar, take a smoke break, or use the bathroom. Continuous play applies during an individual match too. You cannot agree with your opponent to take a smoke break during your match. You are holding up everyone else!</p> <p>In the event of a full team forfeit or no-show, the team receiving the forfeit is required to call the Division Rep and notify them that the opposing team has not shown up. Teams will receive 10 points plus the bonus point if their scoresheet is filled out with players that were ready to play, and the weekly dues are included.</p> <p>Concessions are not considered forfeits. If a player concedes the match before winning a game, the opponent will receive 3 points.</p>
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**Preventing  
Forfeits  
(Player May  
Play Twice on  
One Night)**

General Rule 20 in the Official Team Manual states “**YOU MAY ONLY PLAY ONCE** in a team match.” To help prevent forfeits and for matches to be awarded on the table rather than by forfeit, one player shall be allowed to play twice (we will call this a Replay Player) on the same night in the following circumstances:

- a. A team is shorthanded, i.e., fewer than 5 players show up
- b. A team has 5 or more players present, but is unable to meet the 23 rule.
- c. It occurs before the last 3 weeks of play.

Guidelines for using a Replay Player are as follows:

- The opposing captain must be notified that you will need to use a Replay Player before the balls for the third match are broken.
- The opposing team picks the Replay Player.
- All team members that show up from the team that is short of players must be available for the 5th match otherwise the opposing captain will have the option to call the forfeit.
- The opposing captain cannot pick a player that causes a violation of the 23 rule and then call a forfeit.
- \* The opposing team will choose whether your team can have a make-up match. On Thurs at CPH, due to table availability, make ups have to be arranged between the team captains, and played before the league night begins, approximately at 6:30 PM.  
-This rule will not be allowed in the playoffs, the End of Session Tournament (Tri-Cup), or the LTC.

<b>Teams in Default</b>	<p>Any team that does not show up for a match for two consecutive weeks will be deemed in default and will be dropped from the Division. Additionally, any team that has not paid their League fees for two consecutive weeks is in danger of being dropped from the Division. Teams will be notified and failure to contact the League Office and settle accounts will result in a team default.</p> <p>Teams that default are still responsible for their team fees for the remainder of the session. The team fees will be divided up among team members, and players will be suspended from the League until their portion of the fees is paid. The League Office has the right to assign different portions of the outstanding fees to individual players as deemed necessary. If your team has a player that is past due on your roster, you will receive no points for that person's match (even if they win) and no bonus points for the week if they play and do not clear their past due.</p>
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## Section 3: Sportsmanship and Conduct

### Sportsmanship

It is expected that all teams will treat each other with mutual respect during a match. Sportsmanship is big part of playing in the APA. This is a weekly night out for many people and a break from the regular work grind. This is not a money league, and any sharking, hustling or anything of that nature will not be tolerated. We are all here to have fun and a good time. Please don't spoil it for others!

There is a fine line between cheering for your player and against your opponent. As a rule, cheer for your player's accomplishments and not the opponent's misfortunes. Individuals who are consistently deemed to not be displaying sportsmanship values may be subject to match forfeits, probation, suspension or termination of League and/or APA membership. For example, jumping out of your chair during a match that you are watching to say a hit was bad or the 8-ball was not marked, will be deemed poor sportsmanship, and the player is liable to a suspension. It is fine to cheer for an 8-on-the-Break, but it is considered poor sportsmanship to cheer for the cue ball to scratch as it heads towards a pocket. When you are not playing, please sit, watch and enjoy the match. Let the two players get on with their own match. They will ask for your input if necessary.

The League office has set the following guidelines to handle verbal abuse, bad language (profanity), physical contact and other sportsmanship problems. A few examples are breaking cue sticks, throwing objects or sharking your opponent.

**Note:** These guidelines are the minimum suggested penalties and are not limited to these recommendations. Based upon the specific circumstance, the League Office has the option to impose an even stronger penalty. It is important that those ladies and gentlemen, who cannot act as such, adjust their behavior appropriately or risk being removed from the League.

<p><b>Sportsmanship</b> (continued)</p>	<p>Verbal abuse consists of name calling, threats, profanity or any other language that could be considered as harassment or that could cause embarrassment to other League members or non-members. Physical contact is the hostile physical contact between two players or player and non-member(s). This contact can be in the form of bumping, shoving, pushing or hitting.</p> <table border="0" style="width: 100%; text-align: center;"> <thead> <tr> <th style="text-align: left;"><b>Infraction</b></th> <th style="text-align: left;"><b>First Offense</b></th> <th style="text-align: left;"><b>Repeat Offenses</b></th> </tr> </thead> <tbody> <tr> <td>Profanity</td> <td>Warning Letter</td> <td>30 Day Suspension</td> </tr> <tr> <td>Arguing Rules and Policies</td> <td>Warning Letter</td> <td></td> </tr> <tr> <td></td> <td>30 Day Suspension</td> <td></td> </tr> <tr> <td>Verbal Abuse</td> <td>Warning Letter to a 30-60 day Suspension</td> <td></td> </tr> <tr> <td></td> <td>60-90 Suspension</td> <td></td> </tr> <tr> <td>Threatening Remarks</td> <td></td> <td></td> </tr> <tr> <td>Threatening Behavior</td> <td>Warning Letter to a 1-year Suspension</td> <td>1 Year</td> </tr> <tr> <td></td> <td>Suspension to a Permanent Suspension</td> <td></td> </tr> <tr> <td>Throwing Objects</td> <td></td> <td></td> </tr> <tr> <td>Breaking Objects</td> <td></td> <td></td> </tr> <tr> <td></td> <td>60-90 Day Suspension</td> <td>1 Year Suspension to a Permanent Suspension</td> </tr> <tr> <td>Physical Fighting</td> <td>Suspension (length to be determined by due process)</td> <td></td> </tr> <tr> <td></td> <td>to a Termination of Membership by the American Poolplayers Association</td> <td></td> </tr> <tr> <td>All Other Physical Contact</td> <td>Suspension (length to be determined by due process)</td> <td></td> </tr> <tr> <td></td> <td>to a Termination of Membership by the American Poolplayers Association</td> <td></td> </tr> </tbody> </table> <p>Please refer to pages 77-80 of the Official Team Manual or call your Division Representative for further clarification.</p>	<b>Infraction</b>	<b>First Offense</b>	<b>Repeat Offenses</b>	Profanity	Warning Letter	30 Day Suspension	Arguing Rules and Policies	Warning Letter			30 Day Suspension		Verbal Abuse	Warning Letter to a 30-60 day Suspension			60-90 Suspension		Threatening Remarks			Threatening Behavior	Warning Letter to a 1-year Suspension	1 Year		Suspension to a Permanent Suspension		Throwing Objects			Breaking Objects				60-90 Day Suspension	1 Year Suspension to a Permanent Suspension	Physical Fighting	Suspension (length to be determined by due process)			to a Termination of Membership by the American Poolplayers Association		All Other Physical Contact	Suspension (length to be determined by due process)			to a Termination of Membership by the American Poolplayers Association	
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## Sportsmanship Ratings

Every week teams can rate their opponents on Sportsmanship. If a rating is not supplied by a team, their opponent will be deemed to have received a 4 (the target sportsmanship rating). These ratings will be tracked and teams that continually rate low in sportsmanship will be contacted and placed on probation. Continued low ratings may result in the team being asked to leave the League. Teams that continually rate high in sportsmanship may be eligible for team awards or entries into Higher Level Tournaments at the discretion of the League Operator.

### How to Rate the Opposing Team

The following are suggested guidelines for rating your opponent's sportsmanship (under the APA Five-Star Sportsmanship Program). Please feel free to use your own judgment.

- **5-Star Rating:** This is our "Top" rating. This team is a pleasure to play and goes beyond the call of duty to show good sportsmanship. Use this rating if your team (win or lose) had a "**Fantastic**" night out.
- **4-Star Rating:** This is our "Target" rating. This team causes absolutely no problems and is a pleasure to play against. Your team (win or lose) had an "**Above Average**" or "**Great**" night out.
- **3-Star Rating:** This is our "Average" rating. No major problems, night went well with only a few "minor" problems (i.e. minor rule disagreements, someone's attitude got slightly out of hand) but the opposing Team Captain got them in line, apologized for the infraction, and the night continued without further incident. Your team (win or lose) had a "**Good**" night out.
- **2-Star Rating:** This is a "Poor" rating. Opposing team members, in no way, threatened or intimidated your players. However, they did cause multiple problems while the Team Captain did nothing to get his/her players under control (i.e. team made rude or degrading remarks to your players, called you sandbaggers, tried to manipulate the handicap system or were rude and unfriendly). Your team (win or lose) "**did not**" have a fun night out. A Write-Up "should" accompany this rating!
- **1-Star Rating:** This is a "Totally Unacceptable" rating. Opposing team members may have threatened or intimidated your players or may have caused multiple "major" problems. Opposing Team Captain did nothing to get his/her players under control. Your team (win or lose) had a "**terrible**" night out. A Write-Up "must" accompany this rating!

<b>Refusal to Do Business With</b>	<p>At any time, at the sole discretion of the League Operator and with qualified input from Division Reps, <b>Chicago Central APA</b> can refuse to do business with any individual. These individuals will not be suspended from the APA but will not be welcome in our League. This will typically be used for people who are disruptive to the League, constantly complain about handicaps or otherwise and deride the League in public.</p> <p>The vast majority of players have a great time in the League and display true sportsmanship values. We have met some great people that personify the APA spirit, and we want to promote that. Every APA member has the right to be treated with respect and in a sportsmanlike manner, and members who display offensive behavior will not be tolerated.</p>
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<b>Banned Players</b>	<p>If a Host Location has banned a player from entering their establishment, the team must play without him/her that evening. The League has no right to insist a Host Location allow a person in to their establishment for a League match.</p> <p><b>Chicago Central APA will honor any suspensions from a neighboring APA area.</b></p>
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## Section 4: League Playoffs and Tournaments

World Qualifier – Division playoffs will be held at the end of each session to determine the winner of each division. Any team that forfeits any points the last night of play could be ineligible for Division Playoffs or Wild Card Draw. The top 2 teams in the playoffs have home advantage. In the event of a tie, refer to page 38 in the Team Manual for procedures. Refer to the Manual beginning on page 81 regarding HLT Eligibility Info and Rules.

-In divisions of 8 teams or more, the top point teams will automatically be eligible for the World Qualifier.

-The second place team will play the fifth placed team, third place will play fourth place.

-In divisions of 14 teams or larger, the top two teams will advance to the World Qualifier.

-Qualified teams will not compete in playoffs.

-For questions about playoff match ups in divisions smaller than 5 players please contact the league operator.

<p><b>World Qualifier (WQ)</b></p>	<p>The World Qualifier is an annual tournament that takes place at the end of the League year in which the winning teams win travel assistance to Las Vegas and the opportunity to represent <b>Chicago Central APA</b> in the World Pool Championships.</p> <p>If a team qualifies for the WQ, they must meet the following criteria to maintain their eligibility:</p> <ul style="list-style-type: none"> <li>· Teams must maintain World Qualifier eligibility in accordance with the Team Manual.</li> <li>· Teams that qualify in the Summer Session must remain active and play in the Fall and Spring Sessions.</li> <li>· Fall qualifying teams must remain active in the Spring Session.</li> <li>· Teams must be up to date with all League fees and memberships.</li> </ul> <p>*A maximum of 32 teams will participate in the World Qualifier:</p> <p>*subject to change based on team count</p>
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<b>Trophies</b>	<p>Trophies will be awarded after the end of each session to all teams that qualify for the World Qualifier. Each member of the team will receive a trophy.</p> <p>MVP awards are given for the top male and top female player from each session. To qualify, you need to play at least half of the weeks of a given session. i.e. a 14 week session, a player needs 7 matches to qualify.</p>
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<b>Feedback</b>	<p>We welcome feedback on these bylaws, so please submit your feedback to <a href="mailto:rschaefer@apaleagues.com">rschaefer@apaleagues.com</a> and we may incorporate them into the next revision.</p>
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**Good Luck and Good Shooting!**



