



APPROVED
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LOCAL BYLAWS

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Introduction

We would like to welcome your team to the American Poolplayers Association!

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. After all, the **APA is all about having fun, meeting people, and playing pool!**

Please read these bylaws carefully and keep them with your Official Team Manual for your reference.

Section 1: Getting Started

Age Requirements

You must be 18 years of age or older to compete in West Houston APA. Any player under 18 must get written permission for the League Operator prior to your first match.

Office Hours

League Office hours are Monday through Friday, 8 AM to 5 PM. 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.

Website

Our website address is <https://westhouston.apaleagues.com>

This website allows you to:

- a) Get the latest up to date information on playoffs, tournaments or any other West Houston APA events
- b) Set up your Member Services account to:
 - View schedules, team rosters, standings and individual records for your division; and
 - View your lifetime APA statistics, including win percentage, tournament history, On the Breaks, Break and Runs, etc.

In addition, we also have a Facebook page at <https://www.facebook.com/groups/1718101635144801/> Where you can view and share pictures of tournaments, get updates about the League and chat with fellow APA members.

If you have not already done so, please join our online community by signing up for a Member Services Account and following us on Facebook today.

Even if you don't sign up for your Member Services account, please make sure we have your email address on file. All announcements are made first online and through our email mailing list. Having an email address on file can keep you from missing out on valuable information! The website and email are the Local League Office's most efficient communication tools. They help to ensure that you get the most out of your experience and keep 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 you and your team need to know about the League.

Team Fees

Team Fees are \$50 per week except double jeopardy \$45.00 per format (\$90 for Double Jeopardy) regardless of the number of matches played. Ladies fees are \$30 and Doubles are \$20. Full Team Fees must be paid for playoff matches and forfeit. If you are paying by check, please make your check payable to West Houston APA. There will be a \$25 charge for any returned checks, plus a loss of bonus points.

Team Envelopes

The team envelopes will be delivered to the closest Host Location to your home bar with a drop box. Envelopes are due at the same Host Location where you pick up the envelope immediately after the end of play.

Your team will receive bonus points 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
- All fees are up to date
- No abusive comments are written

The bonus points awarded will be as follows:

- **8-Ball - 3 Possible Bonus Points**
 - 2 point will be awarded for the entire weekly fee being included in the payment envelope and the team being current on all fees due.
 - 1 point will be awarded for accurate and complete scoresheets.
- **9-Ball - 15 Possible Bonus Points**
 - 8 points will be awarded for the entire weekly fee being included in the payment envelope and the team being current on all fees due.
 - 7 points will be awarded for accurate and complete scoresheets.

Remember these are bonus points that are awarded at the sole 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 may lose your place in the playoffs and/or the opportunity to compete in tournaments.

Bonus Points for Bye Weeks

Whenever a division has an odd number of teams one team each week will not have a match. In this instance, the team with the bye shall be given the following points for the week (including the bonus points a team would have received if all the paperwork was correct):

- 8-Ball – 8 Bye Points + 3 Bonus Points
- 9-Ball – 60 Bye Points + 15 Bonus Points

Note: Teams do not need to submit paperwork or fees for bye weeks.

Past Due Procedure

First Week Past Due: Scoresheet will be stamped Past Due – Captain / Co-Captain will be called.

Second Week Past Due: Scoresheet will be stamped Final Notice – Entire Team will be called.

Third Week Past Due: Team Name will be changed to TEAM DROPPED DUE TO NON-PAYMENT and all players will be marked ineligible.

Any team that falls two weeks behind in paying their team fees will receive a FINAL NOTICE on their next scoresheet.

- If the fees are not brought current by the third week, the team will be dropped from the League for non-payment.
- All players on the team will become equally responsible for their share of 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.
- The League Office will not be responsible for fees or monies paid to a Team Captain or other team member not ultimately paid to the League. Teams having rosters with players who owe money to the League will not be able to participate in any matches until such monies are paid.
- Teams that are habitually late may be required to replace their Team Captain with another, more responsible player.

Comments on Scoresheets

All concerns should be written on the scoresheet in a courteous and professional manner. This will guarantee that your concern is considered, documented and addressed. Abusive language directed at the League or the League Operator will not be tolerated on the scoresheets. Abusive comments or complaints are considered unsportsmanlike and will be treated appropriately.

Patches

Patches are available for the following accomplishments:

- 8-on-the-Break: You make the 8-ball on the break.
- 8-Break-and-Run: You make at least one ball on the break and then run the rack.
- 9-on-the-Snap: You make the 9-ball on the break.
- 9-Break-and-Run: You make at least one ball on the break and then run the rack for ten points.
- Rackless: Your opponent didn't break during your match.
- Clean Sweep Patch: For both 8-Ball and 9-Ball matches, if a team wins all 5 matches in one night (forfeited matches do not count), each person who played that night will receive a Sweep Patch.
- Shutout: You win 20-0 in 9-Ball.
- Mini Slam: 8-on-the-Break and 8-Break-and-Run **or** 9-on-the-Snap and 9-Break-and-Run on the same League night. Not available during tournament play.
- Grand Slam: *Earning an 8-Ball Mini Slam and a 9-Ball Mini Slam within the same session.*
- Sportsmanship: You may nominate a player for a good sportsmanship patch. Write the nomination on your scoresheet and the League Office will determine if the patch will be awarded.

There are no limits on the number of patches you can earn in a session. If you wish to receive a patch for an accomplishment, make sure it is marked in the appropriate section on your scoresheet and fill out the Patch Request form. Patches will be awarded each time the player meets the criteria for earning a patch as long as the Patch Request form is completed and sent in to the League Office.

Patches are awarded the week after they are earned and will be included in your team envelope.

Section 2: League Play

Rescheduling Matches

On occasion, usually due to inclement weather, a match may need to be rescheduled. If you wish to reschedule a match, **you must make a request to the League Office**. Upon receiving approval from the League Office please use the following procedure:

- Contact the captain of the team you are scheduled to play and notify them of your intent to reschedule;
- If requested to do so, captains must reschedule matches if the team has other pre-qualified League obligations such as a National Tournament.
- Rescheduled matches must be played within two weeks of the original scheduled match date.
- No make-up matches will be allowed in the last three (3) weeks of the session. Exceptions with special conditions may be made by the League Office.
- Teams must pay for all matches by scheduled match date or they will lose bonus points.

Preventing Forfeits

(Player May Play Twice on One Night)

Refer to **Team Match Play** in the General Rules section of the Official Team Manual, which states “**YOU MAY ONLY PLAY ONCE** in a team match.” However, to help prevent forfeits and to make it more likely matches are awarded on the table rather than by forfeit, West Houston APA has chosen to adopt the Replay Rule approved by the APA National Office. This rule allows one player (the “Replay Player”) from a team (the “Replay Team”) to play twice on the same night in the following circumstances:

- The Replay Team does not have enough players present or cannot play the players it does have present without violating the Team Skill Level Limit rule (23-Rule). Teams utilizing the replay rule to avoid Team Skill Level Violations must have a player on the roster that would keep the team within the Team Skill Level Limit. If a team does not have a player available on the roster that could keep the team within the Team Skill Level Limit, then that team will forfeit the last match(es). For example, if a roster shows 6, 6, 5, 5, 5, 4, 4, 3, that team cannot play 6, 6, 5, 3 and use the SL 3 in a replay. There would need to be another SL 3 or SL 2 (SL 1 IN 9-Ball) on the roster in order to do this because the team has to be able to make 23 without the replay rule. In this example, the team would exceed the 23-Rule.
- The Replay Team’s need to invoke the Replay Rule is not the result of a player being sent home and/or made unavailable. Attempts to take advantage of the Replay Rule should be reported to the Local League Office.

- The Replay Team notifies their opponent of the need to use/or potential need to use the Replay Rule **prior to the start of the 3rd individual match.** The opposing team must allow the replay; they cannot demand the Replay Team forfeit a match.
- The opposing team gets to pick which player from the other team will be the Replay Player. The opposing team can pick any player present except those whose play would cause the Replay Team to violate the Team Skill Level Limit rule (23-Rule) or the Limited Senior Skill Level rule. All players who have already played must be available as a choice for the “replay” match.
- The “replay” must be played as the last match of the night. If a “replay” is used in a match other than the last match of the night, the re-played match and all subsequent matches will be forfeited by both teams.
- Both teams may utilize the Replay Rule on the same night if necessary. In this situation, both teams put up their own player. The team scheduled to put up a player in the 5th match designates their Replay Player first.
- Once a “replay” is used, the remaining matches must be forfeited, even if another player shows up. If another player from the Replay Team shows up prior to the start of the “replay” match, the “replay” match is cancelled and the new player must play.
- There is no limit on how often a team can use the Replay Rule during the regular session as long as the above criteria are met in each instance. The Replay Rule is not in affect during **the last 3 weeks of regular weekly League play of the session, Playoffs, Tri-Annual Tournaments or the World Qualifier.**

Inclement Weather

Rescheduling for inclement weather is generally a result of snow or icy conditions, but can result from any condition that makes it dangerous for players to travel to their match locations. The League Office will use school closings and state warnings to determine whether it is appropriate to reschedule matches due to inclement weather. If you feel that weather conditions may interfere with your, or your team’s ability, to get to your scheduled match location, contact the League Office for additional instructions.

Teams in Default

Any team that does not show up for its match for two consecutive weeks will be deemed to be in default and will be dropped from the Division.

Additionally, any team that has not paid their League fees for two consecutive weeks can be dropped from the Division. Teams who have failed to pay their League fees for two consecutive weeks will be notified of the past due status. If their account is not made current in a timely manner, the team will be deemed in default and may be dropped from the division.

Teams that are in default are still responsible for paying their team fees for the remainder of the session. Each member of the defaulting team will be responsible for paying his/her share of the team fees owed. The defaulting team's 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 it deems appropriate. 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 any week they play while their fees are past due.

Section 3: Sportsmanship and Conduct

Refusal to Do Business With

The vast majority of players have a great time in the League and display true sportsmanship. We seek to promote those who personify the APA spirit. 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.

At any time, at the sole discretion of the League Operator, West Houston APA can refuse to do business with any individual regardless of whether the individual's APA membership is in good standing. Most often, players who are unwelcome in the League will be those who are disruptive to the League, repeatedly complain about handicaps or who otherwise deride the League in public.

Banned Players

If a Host Location has banned a player from entering their establishment, the team must play without him/her when playing at that location. The League does not have the right to require a Host Location to permit access to a banned person for a League match.

Suspended Players

West Houston APA will honor any suspensions from a neighboring APA area.

Section 4: League Playoffs and Tournaments

Session Playoffs

During the last two weeks of a session's regular weekly play, a team cannot forfeit more than three individual matches. Teams who do not adhere to this rule will forfeit their eligibility in the Playoffs.

During each session, the 1st round of Playoffs will be scheduled on the same day of the week as your regular League play.

In accordance with Official Team Manual, page 38, **Session Playoff site selection** will be made at, or prior to, the Team Captain meeting at the beginning of the session. Teams that qualify for Playoffs will

be notified of the site selection. It is possible a Playoff match will be at a neutral location, or it is possible the Playoff site might be at the home of either or both of the teams involved.

Player Eligibility: Players must have played at least 4 times with the team during the session to be eligible to play in the Session Playoffs.

How the Wild Card is selected:

Qualified teams in the Fall and spring session will not be eligible for wild card spot. Teams that did not finish in a playoff spot at the end of the session will be grouped together and one random team will be selected to compete in the playoff. That team will play in the Wild Card spot listed in the post session play format listed below for a chance to advance to World Qualifier.

Eligibility for Wild Card spot:

To be eligible to qualify for the Wild Card spot your team must have all weekly fees and membership dues up to date, and all scoresheets turned in.

Post Season Play

8-Ball and 9-Ball Divisions

In any division, eligibility will not be passed to teams finishing directly behind an already qualified team in the standings.

Tri-Annual – One Week of Playoffs for All Division Sizes

Number of Teams In the Division (last week of regular play)	World Qualifier (WQ) Qualification Playoff Structure	Session Award Structure
<u>4-5</u> One Team Qualifies For Tri-Annual	1 st Place vs Wildcard Winner Advances to Tri-Annual In a 4-team division, eligibility will not be passed to teams finishing directly behind an already qualified team in the Playoffs	Awards: Top Point Finisher will receive the 1 st Place Session trophies
<u>6-7</u> Two Teams Qualify For Tri-Annual	Division Point Leader advances directly to Tri- Annual 2 nd Place vs Wildcard Winner advances to Tri-Annual	Awards: Top Point Finisher will receive the 1 st Place Session trophies
<u>8-11</u> Three Teams Qualify For Tri-Annual	Division Point Leader advances directly to Tri- Annual 2 nd Place vs Wildcard 3 rd Place vs 4 th Place Both winners advance to Tri-Annual	Awards: Top Point Finisher will receive the 1 st Place Session trophies
<u>12-16</u> Four Teams Qualify For Tri-Annual	Division Point Leader advances directly to Tri- Annual 2 nd Place advances directly to Tri-Annual 3 rd Place vs Wildcard 4 th Place vs 5 th Place All winners advance to Tri-Annual	Awards: Top Point Finisher will receive the 1 st Place Session trophies

World Qualifier (Using Tri-Annuals)

The World Qualifier is an annual tournament that takes place at the end of the League year. The winning team(s) win Travel Assistance to Las Vegas and the opportunity to represent your League name here in the APA World Pool Championships.

*A maximum of 24 Teams will participate in the 8-Ball World Qualifier:

***Summer** -8 Teams from the Tri-Annual

***Fall** - 8 Teams from the Tri-Annual

***Spring** -8 Teams from the Tri-Annual

*A maximum of 24 Teams will participate in the 9-Ball World Qualifier:

***Summer** -8 Teams from the Tri-Annual

***Fall** - 8 Teams from the Tri-Annual

***Spring** -8 Teams from the Tri-Annual

*subject to change based on team count

- Teams that qualify for a World Qualifier slot more than once during a League year will be the first teams eligible for a random draw into any bye slots, if available, that occur on the World Qualifier boards.
- Teams that qualify for the Tri-Annual, World Qualifier and World Pool Championships must remain active in West Houston APA to retain their qualified status.
- All players on Qualified teams must remain active in West Houston APA in the format they are qualified in, in order to participate in the Tri-Annual, World Qualifier and World Pool Championships.
- All players must have at least 4 matches played in the session they qualified, and all subsequent sessions, on the Qualified team in West Houston APA participate in the Tri-Annual, World Qualifier and World Pool Championships.
- All qualified teams must finish in the top half of their division in all sessions following qualification prior to the World Qualifier or risk the loss of their qualified status.
- The Travel Assistance Fund will be used to provide travel assistance to those teams advancing to the APA World Pool Championships. If a team chooses not to go to this event, the slot and the Travel Assistance will be given to the team they last eliminated on their World Qualifier board.

Ladies Divisions, Masters Divisions & Doubles Divisions Playoff Structure

*Formats that only have **one (1) division** will qualify two (2) playoff spots in the Spring session only. Summer and Fall sessions will qualify one (1) team.

Number of Teams in The Division (last week of regular play)	Vegas Qualifier Qualification Playoff Structure	Session Award Structure
<p><u>4-5</u></p> <p>One Team Qualifies for the Vegas Qualifier</p>	<p>1st Place vs Wildcard</p> <p>Winner Advances to</p> <p>Vegas Qualifier</p> <p>In a 4-team division, eligibility will not be passed to teams finishing directly behind an already qualified team in the Playoffs</p>	<p>Awards:</p> <p>Division Points Leader will receive the 1st Place Session trophies</p>
<p><u>6-11</u></p> <p>One Team Qualifies for the Vegas Qualifier</p>	<p>1st Place vs Wildcard 2nd Place vs 3rd Place</p> <p>Winner of each round 1 match will play in the Playoff Finals to determine who advances to the Vegas Qualifier</p>	<p>Awards:</p> <p>Division Points Leader will receive the 1st Place Session trophies</p>
<p><u>12-16</u></p> <p>Two Teams Qualify for the Vegas Qualifier</p>	<p>Division Point Leader advances directly to the WQ</p> <p>2nd Place vs Wildcard 3rd Place vs 4th Place</p> <p>Winner of each round 1 match will play in the Playoff Finals to determine who advances to the Vegas Qualifier</p>	<p>Awards:</p> <p>Division Points Leader will receive the 1st Place Session trophies</p>

*Subject to change based on team count.

Awards

End of session awards will be given plaques. Each member of the first place team will receive an award. In addition, each team will also receive a team plaque that can be put on display at their Host Location to show off their accomplishment!

World Qualifier (WQ)

The World Qualifier (WQ) is an annual tournament that takes place at the end of the League year. The winner of the WQ receives travel assistance to Las Vegas and the opportunity to represent West Houston APA in the World Pool Championships.

Team Eligibility For WQ

To be eligible to participate in any APA tournament, including the WQ or Tri-Cups, a team must: 1) be active in the session occurring simultaneous with the tournament; and 2) have at least four (4) members who were members of the team at the time that it qualified for the tournament. For example, if Team A qualifies for the WQ in the Fall Session, and the WQ is scheduled to take place during the following Summer Session, to be eligible to play in the WQ, Team A must be active in the Summer Session and have at least 4 players who were on the team during both the Spring Session and the Summer Session.

Teams that qualify for the WQ must remain active in West Houston APA to retain their qualified status. Players that are qualified for the WQ must remain on an active roster in the format qualified in the subsequent Summer session.

Travel Assistance for the World Pool Championships

The Travel Assistance Fund will be used to pay travel expenses actually incurred by the members of those teams advancing to the APA World Pool Championships. If a team chooses not to go to this event, the slot and the travel assistance will be given to the last team eliminated by the non-attending team on their WQ board.