



LOCAL BYLAWS

San Diego APA



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Section 1. Local League Information

NAME

The name of this organization will be the San Diego American Poolplayers Association, heretofore referred to as SDAPA, a franchise of the American Poolplayers Association (APA).

PURPOSE

The purpose of these Bylaws is to augment and clarify the rules in the APA Official Team Manual (OTM), not to duplicate or contradict them. These Bylaws are in effect during sanctioned play in San Diego County. Bylaws vary in different regions of the country, and it is the player's responsibility to know when these Bylaws are in effect and when they are not applicable.

Not all rules, situations or scenarios can be or will be documented. In these cases, the League Operators will make the final decision.

MEMBERSHIP

A Member shall be anyone with current APA membership, who is in good standing and resides and/or plays on a team in San Diego County. Good Standing is defined as a player whose fees and membership dues are current and who has no disciplinary limitations on his or her membership. All members are governed by the Rules and Regulations of the APA, the OTM, and these Bylaws.

BOARD OF GOVERNORS

The purpose of the Board of Governors is to help maintain the league, clarify the rules, settle disputes or protests, assist in sportsmanship rulings, and help promote the overall betterment of the League.

The Board of Governors (BOG) shall consist of player representatives and the League Operators. Any member of the SDAPA may nominate a member to serve as a BOG representative. A Nominee may only become an actual representative of the BOG if the League Operators approve the nomination and the existing BOG representatives vote the nominee in by majority. Nominees must be active members with a minimum of two years membership with the SDAPA. All Board members, whether currently serving or newly nominated, must be SDAPA members in good standing with the League. Every effort will be made to ensure that the Board consists of representatives from all geographical areas participating in the SDAPA. BOG members may represent more than one division.

The BOG will elect a chairperson to serve one-year terms. If any of these elected officials cannot finish his or her term, an election will be conducted to appoint another BOG member to finish the term. There is no limit to the number of terms an official may serve.

The Board of Governors will handle the regular business of the organization as comes before it. Board meetings will be held on an as needed basis. All official decisions will be made by a majority vote of those in attendance. A proxy vote will be accepted if the topic is able to be clearly presented to those not present at the meeting.

Participation is essential for the Board of Governors to be effective. Board members who cannot attend a scheduled Board meeting are required to contact the Chairperson. A less than 66% attendance record shall be grounds for consideration for dismissal from the Board. The Board shall vote on all dismissals.

To assist members with contacting their Representatives, e-mail addresses can be found on the *Board of Governors* page of the SDAPA website at sandiego.apaleagues.com.

LEAGUE COMMUNICATIONS

League Office Contact Information can be found on our website at:
<https://sandiego.apaleagues.com/Contact.aspx>

League Announcements will be communicated through APA Member Services, which can be accessed

through the APA League App or at: <https://league.poolplayers.com/sandiego/news>

Section 2. Local League Play

TEAM CAPTAIN RESPONSIBILITIES

Team Captains and Co-Captains are responsible for:

- Knowing the rules in the APA Official Team Manual and the SDAPA local Bylaws.
- Maintaining a current email address in your APA Profile for communication with the League Office. Contact information will be shared with other captains in the same division and host location management
- Monitoring email communication from the League Office.
- Attending all Team Captain Meetings deemed necessary by the local League Management.
- The conduct of their team members and guests during League play.
- Keeping all team members informed, including schedule changes, and sharing any League messages or announcements through the APA Member Services League App (league.poolplayers.com).
- Making sure their players know how to keep score properly and where they are playing each week.
- Turning in accurate scoresheets and the correct monies due for each night of play.
- Distributing awards/payouts to team members.

Replacing a team captain requires acknowledgement from the current team captain or approval from the League Office.

For updated Scoresheet and Payment Procedures, please visit our website at:

<https://sandiego.apaleagues.com/CustomPage.aspx?q=8258>

AGE REQUIREMENTS

SDAPA allows players 18 and over to join a team. The team they join must play out of a location that allows under 21. However, all participants must follow age restrictions at each Host Location and may not be able to play league at certain establishments. Please call the Host Location to determine the age restrictions prior to playing their match.

FEES

The APA has an annual membership fee that is outlined in the OTM. The weekly team fee for Standard 8-Ball Open and Standard 9-Ball Open teams is \$50.00 per team. The team is responsible for the total fee no matter how many team members play on a given night. There is no fee for a bye week. League fees are due on the scheduled night of play even if the teams are doing a makeup match. Players/teams past due may not be able to participate in special SDAPA events.

The League Office is not responsible for cash lost in the mail; therefore, it is recommended that payments sent in the mail be made by check or money order.

Electronic payments are preferred; however, any checks should be made payable to San Diego APA. For team fees please enter your 5-digit team number in the memo. Cash and checks will take longer to process which may impact your team.

A \$15 service fee will be charged for any check returned for non-sufficient funds.

ADDING PLAYERS

During the Summer and Fall sessions, players may be added at any time during the regular session, except in

the last four (4) weeks of the regular session. On rare occasions, the League Operators may grant a team permission to add a player to their roster with less than four (4) weeks of play left in the session. On the rare case the League Office approves adding a player in the last four (4) weeks they must have twenty (20) or more lifetime matches in the last two (2) years in that format to be considered. Adding a player in the last four weeks without League Operator approval will result in a forfeit of that player's match points.

Players must be added to the roster no later than ten (10) minutes after the scheduled league start time.

During the Spring session, qualified teams (that are eligible for the WQ/City Championships) cannot add or drop players after week 4 (as specified in the *OTM*) even if teams have a bye in the first four (4) weeks.

If joining after week 4, online membership fees must be paid before the player plays. Teams that play an unpaid player after the 4th week of the session for that division will become past due to cover that player's membership fees and may not be eligible to receive bonus points until the past due is paid.

Teams are responsible for making sure that any players added to the team are added at a skill level that reflects their true ability. Teams that choose not to start players in alignment with their true abilities may be subject to action from the League Office.

To help teams align players with their true skill level, we suggest methods such as playing a few racks before their league match, observing and comparing their performance to players of different skill levels, or moving players up during a match. Teams that consistently disregard this bylaw and its recommendations may face more severe actions from the League Office.

Players can change teams within a division but may only do so once in the session.

Players coming from another APA league area must be converted by the League Office in order to have updated scores and skill levels. Matches played under a new player record may result in penalties.

Players established in one format but new to another format must be converted by the League Office in order to play at the correct skill level based on their history. Playing a player with the incorrect skill level may result in penalties.

The skill levels of players that are added after the halfway point of a session schedule will be under additional scrutiny from the League Office.

Refer to "ROSTERS" section of the *OTM* for additional rules.

TEAMS

Teams may be added anytime throughout a session. If a team joins after Week 4, they may only join a division that has a Bye in the schedule.

- 8-Ball teams will start either three (3) points lower than the current last place team or ~25% of the total possible points, whichever is higher, at the time they officially join (determined by the League Office).
- 9-Ball teams will start either twenty (20) points lower than the current last place team or ~25% of the total possible points, whichever is higher, at the time they officially join (determined by the League Office).

Teams may only change Host Locations or Divisions when a new session starts, if the new division aligns with the area of play. Teams in Showdown Series divisions that play year-round can change one (1) time in a session.

Teams are responsible for enforcing OTM & Bylaw rules at the time the issue arises.

Teams that do not indicate they are not returning for the next session will be marked as returning. If as a result they are a no-show for the first night of league they will trigger the bylaw regarding "Teams dropping"

below.

Teams dropping after the start of the session are accountable for any past due up to the date played and must play and pay for the next scheduled match. Failure to meet these requirements may result in penalties that are outlined in the *OTM*. Players on the team may not be eligible to play in other special APA events/qualifiers. Repeated offenses could result in suspension from the league. When teams drop, their next scheduled opponent will receive forfeit points if given less than 48-hour notice. If opponents are given more than a 48-hour notice, they will get BYE points, unless they have a new opponent due to a schedule update.

Teams that continue playing to maintain eligibility for another tournament but drop out afterward may be ineligible to participate in SDAPA for a period of time.

Additionally, teams that drop during a session will not be allowed to return until the League Office has approved their re-entry. Captains of such teams may face further action, including the possibility of being prohibited from serving as a captain for a specified period.

Teams are responsible for verifying posted results. Any potential inaccuracies must be brought to the League Office within one week of being posted (except during the last week of play, the League Office must be notified within 24 hours).

PLAYER SKILL LEVELS

The League Office will only discuss skill levels with the individual player, not other members of their team.

Skill Level Review requests of other players require a detailed email as to why you believe a player should be higher.

Regarding Male 1s and 2s, a new male player will not be allowed to drop to a skill level 2 in 8-Ball or a 1 in 9-Ball until he has played enough matches at the local level in that format to demonstrate that he should be a 2 in 8-Ball or a 1 in 9-Ball.

DIVISION SCHEDULES

SDAPA will not have league scheduled on the following days: 8-Ball Southwest Challenge (Thursday only, typically in March), Super Bowl Sunday, Easter Sunday, Memorial Day weekend (Sunday only), 4th of July, Labor Day weekend (Sunday only), the night before Thanksgiving (Wed), Thanksgiving Day (Thu), and the week from Christmas Eve (Dec 24) through New Year's Day (Jan 1). In addition, Sunday through Thursday divisions will have one night off during the World Pool Championships (typically held in August).

Teams scheduled to play on a day when several teammates are unavailable may contact their scheduled opponent and notify League Management to play their match early or reschedule, if necessary.

Match schedules for each division will be posted and updated on APA member services but may change during a session due to teams coming in or dropping out, more frequently during the first few weeks of a session. Teams should check the SDAPA website or app regularly for any schedule changes and should be ready to play within a 48 -hour notice of a schedule change.

Divisions with 14 or more teams may be split. Divisions exceeding 16 teams will be split, as the maximum division size is 16 teams. If divisions fall below a combined total of 12 teams, they may be considered for merging, though this is not guaranteed in all cases.

RESCHEDULING MATCHES

Teams needing to reschedule matches:

- **Standard format weekly teams** must provide at least 24 hours' notice to their opponent. If notice is given less than 24 hours in advance, the opponent can decline and invoke the double post rule.
- **Bi-weekly formats** must provide 72 hours' notice, and **monthly formats** must provide 7 days' notice. If notice is given after these timeframes, the opponent can decline and invoke the double

post rule.

- Teams should not be requesting full team makeup matches unless approved by the League Office.
- When requesting 1-2 individual makeup matches the team needing the makeup must indicate who will be playing those matches.
- Makeup matches in the last two (2) weeks of the session require League Office approval.
- Makeup matches are not permitted for Playoffs, TRI-ANNUAL, or Higher-Level Tournaments. Teams that fail to play their scheduled match on the designated date and time may face action from the League Office. All makeup matches must be completed within three weeks of the originally scheduled match date, and prior to the last two weeks of the session. (LO may grant exceptions on a case-by-case basis.)
- Makeup matches not completed by the last two (2) weeks or by the LO-approved date (written agreement) will result in zero (0) points for both teams for any unfinished matches.
- Should be more accommodating to the team that was “ready to play” as it relates to rescheduling.
- Should attempt to play some # of the matches the scheduled night of play.
- Although SDAPA requests teams to work with others, makeup matches should not be a normal operation. If you sign up to play on a given night you should ensure you are able to do so. Multiple rescheduled matches could result in your team being penalized or removed from the division.
- Team captains requesting a makeup match must adhere to this arrangement, even if a fifth player arrives for the league match.

Teams doing a makeup:

- Current skill levels (not the skill level of the originally scheduled match) will be used in a makeup match.
- Home team must inform host location that match will not occur (only if full match is being rescheduled).
- Upon deciding a new day/time/location, the teams must confirm table availability with the host location.
- Makeup matches cannot overlap with scheduled league play and must be completed at least 30 minutes before the scheduled league match if the incoming team needs the table.

Pre-play (prior to scheduled date) is an option:

- Teams must request the League Office to post scoresheets for the future scheduled match. The request must be no later than the morning of the day scoresheets are normally posted for that division.
- Teams requesting less than 3 matches to be played early must indicate who they will be playing in those matches.

Fees must be paid regardless of whether the match is played or not. The League Operators have sole authority to make exceptions in rare cases.

DOUBLE POSTING (A.K.A. “REPLAY RULE”)

If a team does not have enough players to play the required number of matches for the given format, or if the team does not have the required number of players present that meet the Skill Level Limit Rule, the team may double post or “replay” a player who has already played. The following rules apply:

- This rule applies to Standard, Ladies and Masters formats. The team that is ready to play decides whether to double post a player on the opposing team vs a makeup match.

- Teams should notify their opponent once they are aware they will have less than the required number of players that night.
- You may only double post a player during regular session, except during the last two (2) weeks. Double posting is not allowed in Playoffs, Tri- Annual or Higher-Level Tournaments, e.g. World Qualifier.
- The team that is double posting must show that the first four players (first 2 players for Ladies format) could have played (without breaking the Skill Level Limit Rule) if the entire team was present.
- A team may double post a player for only one match, e.g., if only three (3) players are present to play on a standard team, you may only double post in the fourth match and the fifth match becomes a makeup or forfeit.
- The opposing team selects the player who will play twice.

When both teams have to double post a player, who gets to pick the player? Teams do not get to pick their own players. In this situation, whoever is scheduled to post next (according to alternate posting throughout the night) is the team who must pick a player from the opposing team first. The opposing team then picks a player to counter-post. In other words, if you posted a player in the first match, it's your turn to post a player in the fifth match so you would pick a player on the other team as the double post.

- The opposing team may select any player who has played previously in the match. If a player who has played leaves before the double post and is selected, then the match becomes a forfeit.
- The opposing team may only select a player who doesn't violate the senior skill level rule and whose skill level stays within the Skill Level Limit Rule.
- Standard format teams with only four (4) players on their roster can double post but only in the first four (4) weeks of the session.
- If you have five (5) players present that can meet the 23-Rule, you must play those five (5) players and cannot double post.

NOTE: If a player is present at any time during the night and is able to play, then he/she cannot leave and cause a double post.

BONUS POINTS

Standard format 8-Ball teams will be awarded two (2) bonus points and 9-Ball teams will be awarded ten (10) bonus points for completing BOTH of the following:

- Submitting completed scoresheets within required timeline.
- Submitting all fees due within required timeline.

Refer to the SDAPA website for detailed procedures and timelines for submitting scoresheets and fees (<https://sandiego.apaleagues.com/scoresheets-payments.aspx>).

BYES

When a team has a bye:

- Nine (9) points are awarded for all byes in 8-Ball. Sixty (60) points are awarded for byes in 9-Ball.
- Bonus points are not applicable to byes.
- No weekly team fee is due for byes.
- Scoresheets are not required to be submitted by teams with a bye.

FORFEITS

For a full team forfeit, teams will receive the higher of the following two:

1. The forfeit points stated in the OTM.
2. The team's weekly average, calculated by dividing their total points by the number of weeks played.

Total points will be based on the most recent standings update prior to the forfeited match and will be adjusted if the team has any unscored games due to outstanding makeup matches.

Full fees are due from each team regardless of how many matches are played on a given night. If a team forfeits all 5 matches at any time during the session, the entire roster will be considered disbanded beginning with the day of the forfeit, unless the League Operators conclude that there was a legitimate and compelling reason as to why the team failed to show up without advance notice. The forfeiting team may be suspended from play for the remainder of the session and the session following. This bylaw does not apply to a 5-match forfeit due to a 23-Rule violation. If a team forfeits a match against a team that breaks the 23-rule, neither team will earn points for that match.

HOST LOCATION

In the event a Host Location is closed or otherwise made unavailable, the home team will choose the location where the match will take place. The home team must obtain the permission of that location's management and must notify the LOs as soon as possible of the change in location. In the event the home team cannot decide where a match will be played, the LOs will assist in finding a location.

Practice tables and practice time are managed by the host locations and are not required to be provided by the host location.

EXTRA LEAGUE MATERIALS

Extra League materials such as The APA OTM, these Bylaws, the 8-Ball/9-Ball rules booklet, scoresheets, and other League related materials may be downloaded via the APA League app or our website at sandiego.apaleagues.com (select *Rules/Bylaws* from the top menu).

EQUIPMENT

Unless the Host Location management designates a specific table for league play, the Home team picks which table and cue ball to use. You must use the same equipment for the remainder of the matches, unless tables are split, or unless players agree to use different equipment.

House object balls and racks should be used unless both captains agree to different equipment (such as a template rack). If a host location makes equipment such as a template rack available to all customers, then the home team can use this equipment without agreement from the other team.

The player may break down his/her regular playing cue stick or use a shorter cue to shoot an obstructed shot using a normal (level) stroke. The player may not use the broken-down stick for a jump shot.

JUMP SHOTS

The APA rules allow jump shots if performed properly, but they must be performed with the cue used for the majority of shots in the game. To properly perform a jump shot, you must strike the top half of the cue ball with the butt of the cue elevated. Any jump shot attempted by hitting the bottom half of the cue ball, or by "scooping," the cue ball will be considered a ball-in-hand foul. Please check house rules before attempting jump shots as some host locations prohibit them.

CONCESSION OF THE GAME

If a player is shooting, and his/her opponent breaks down his/her cue stick or makes any other show of concession of the game, this action may be considered a concession by the opponent. If the shooter

continues shooting, then he/she has forgiven the opponent, and the game continues. The intent of this rule is to prevent a non-shooter from attempting to intimidate or distract the shooting player (sharking). Concession of the game includes, but is not limited to, breaking down the cue stick, approaching the table in preparation for the next game, and/or picking up the rack in preparation for the next game. Teams attempting to enforce this rule for any reason other than its intended purpose stated above may be subject to sportsmanship penalties.

AWARDS (TROPHIES, PATCHES, ETC.)

Players are recognized for various achievements during match play. Visit the *Awards & Milestones* pages on the sandiego.apaleagues.com website for a list of current awards offered and how they can be earned. Awards may be collected at the session-ending Tri- Annual Tournaments. Members who are past due for any fees will have their past due amounts subtracted from any prize money and may not receive awards.

The team captain is responsible and has the discretion to distribute team awards as necessary. The League Office may investigate if numerous players on the roster contact the League Office about a captain concern.

MVP AND PERFECT SESSION

Refer to our website for [MVP and Perfect Session program structure](https://sandiego.apaleagues.com/CustomPage.aspx?q=3049), eligibility requirements and MVP calculation: <https://sandiego.apaleagues.com/CustomPage.aspx?q=3049>

SESSION-ENDING PLAYOFFS

The session-ending playoffs will begin the week following the last week of regular session play. The number of teams at the last week of regular play of the session schedule determines which scenario is used in the table below. Refer to the following table for eligibility in your division:

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 trophy
<u>12-16</u> Four Teams Qualify For Tri-Annual	Division Point Leader advances directly to Tri-Annual 2 nd Place vs Wildcard 3 rd Place vs 6 th Place 4 th Place vs 5 th Place All winners advance to Tri-Annuals	Awards: Top Point Finisher will receive the 1 st Place Session trophy

The League operators will record the seeding/Wild Card draw. Once the draw has been completed, the Playoff schedule will be posted on the APA Member Services League App (or league.poolplayers.com). In the event that more playoff matches are scheduled at a Host Location than the location can accommodate, the home team(s) with the lowest number of points in the standings will be required to select a different Host Location for their Playoff match.

This structure applies to standard format divisions only. Alternate format divisions (e.g. Masters, Doubles, etc.) may follow a different structure based on the number of available Championship slots.

The Double Jeopardy structure can lead to conflicts in the playoffs when a team is in both formats. Here are the steps that should be taken to determine how to resolve a conflict.

1. The teams involved in the conflict should work together to agree on a host location. A possible option is playing one of the matches earlier in the day.
2. If teams can't resolve the conflict, then the highest seed team will be the location.
 - a. Unless that location can't support all the matchups due to available tables.
 - b. If there are two teams involved in the conflict that are equally higher-seeded teams, then #3 will be the next step.
3. The League Office will choose a neutral place (if possible) that can support the number of matchups and will not indicate where until the above steps are attempted.

Refer to the San Diego APA website (<https://sandiego.apaleagues.com/session-ending-playoffs.aspx>) for additional Playoff procedures.

WILDCARD DRAW

The wildcard draw process for all formats and divisions is a weighted draw, meaning teams that place higher during the regular session receive more chances in the draw.

Section 3. Qualifying for the World Pool Championships (WPC)

TRI-ANNUAL TOURNAMENT – PREVIOUSLY KNOWN AS “THE BLAST”

The Tri-Annual tournaments are held at the end of each session. Tri-Annual winners advance to the SDAPA World Qualifiers (WQ).

In order to participate in a session-ending Tri-Annual tournament, a team must win the division (as high

points finisher in the regular session) or win one round of session-ending playoffs. Members must have a minimum of 4 matches with the team during the session and must have been on the roster at the end of the session in order to be eligible to play in that session's Tri-Annual tournament. In addition, by the end of the session, participants must have a minimum of 6 matches played in the appropriate format since joining the APA. The Tri-Annual is a single-elimination event. The League Operators will record a random draw to determine matchups.

*A maximum of ~56 teams will participate in the 8-Ball World Qualifier:

*Summer - ~18 Teams from the Tri-Annual

*Fall - ~18 Teams from the Tri-Annual

*Spring - ~18 teams from the Tri-Annual

*A maximum of ~50 teams will participate in the 9-Ball World Qualifier:

*Summer - ~16 teams from the Tri-Annual

*Fall - ~16 Teams from the Tri-Annual

*Spring - ~16 Teams from the Tri-Annual

*subject to change based on team count

WORLD QUALIFIERS (WQ) – PREVIOUSLY KNOWN AS “CITY CHAMPIONSHIPS”

The World Qualifiers (WQ) takes place once a year after the Spring Session is complete and is considered the final round to advance to the World Pool Championships (WPC, see the OTM for more information). The winners of the 8-Ball Tri-Annals and the winners of the 9-Ball Tri-Annals from the appropriate league year (Summer, Fall, and Spring Sessions) will be entered into the WQ provided they retain their eligible status as defined in the APA OTM. The league area is granted a certain number of entries for the WPC based on the number of teams the league area has participating in each format. One tournament board per WPC entry will be run at the WQ. The WQ is a single elimination event. The League Operators will record a random draw of qualified teams to determine board placements and matchups.

In order to participate in the league-year-ending WQ, a player must have a minimum of 4 matches with the team during the preceding Spring session and must have been on the roster at the end of the Spring session in order to be eligible to play in the WQ tournament. In addition, by the end of the Spring session, participants must have a minimum of 10 matches played in the appropriate format since joining the APA. (Spring Playoffs and Spring Tri-Annual matches count towards the 10 lifetime matches.)

A player may participate with any team with which he/she is eligible (see the OTM for eligibility requirements). If a player is eligible on two teams that meet during the tournament, the player may elect not to play for either team during that match and advance with the team that wins, or he/she may choose to play with one of the two teams, but if that team loses, the player will not be allowed to advance with the team that wins that match. If a team that qualifies for the WPC cannot attend the WPC, then the team that finishes directly behind it in the WQ will be invited to participate in its place. Teams must notify the League Office by June 30th if they cannot attend.

Section 4. Etiquette

Any member not representing the best interest of the SDAPA will be notified and may be disciplined if deemed necessary by the Board. This is a fun league, and a few members will not be allowed to spoil league play for everyone else.

Please do not drink at the pool table. Please respect each location's equipment so management can maintain their tables at an acceptable level. Be friendly towards curious onlookers and explain to them how the League works. These people may want to join a team or put their own team together in the future. Help new teams get off to a good start by helping them learn to keep score, rotate players in and out, understand safeties, good hits, bad hits, fouls, etc.

Please refrain from trying to disrupt the player at the table. *Shooting Team* players should go to the table immediately when it is their turn, otherwise, the opponent may think the shooter is being coached.

Disrupting your opponent includes, but is not limited to, standing in the player's view during a shot, walking up to the table while your opponent is shooting to pick up the chalk or remove your pocket marker, or any other behavior that could distract your opponent or be considered "sharking." Everyone deserves the same respect.

READ THE APA OFFICIAL TEAM MANUAL AND KNOW WHAT THE RULES MEAN. IF YOU ARE UNCLEAR, ASK FOR AN EXPLANATION. DO NOT TELL SOMEONE ELSE THEY ARE WRONG IF YOU ARE NOT 100% SURE YOURSELF. IF NECESSARY, REFER TO THE APA OFFICIAL TEAM MANUAL AND THESE BYLAWS ACCESSIBLE THROUGH THE APA MEMBER SERVICES LEAGUE APP.

COMPLAINTS

When a team, captain or player wants to file a complaint against another team or player:

- If you are not the captain, we recommend you notify your captain of the complaint you are filing.
- Detailed email is required. Texts and calls are just notifications, not official.

Refer to "Conduct During League Play" section of the APA OTM for details and follow-up actions.

SPORTSMANSHIP VIOLATIONS AND OTHER LEAGUE ISSUES

Only issues pertaining to league play that arise during APA league or APA events are subject to this process. Issues that arise outside of APA need to be handled by the necessary authorities.

Behavior that warrants suspension from the league, includes, but is not limited to: Physical altercations, throwing things, verbal abuse or threats, cheating, severe sportsmanship violations, full team forfeits, sexual harassment, and bullying.

Submitted complaints may result in one of the following:

- Noted by league office, no additional action.
- Verbal warning from league office; additional behavior may result in a suspension.
- Written warning from league office; additional behavior will likely result in a suspension.
- Suspension. Return to league requires player(s) to acknowledge the reason they were suspended.
 - Suspended players should not be involved with league play in any way. SDAPA does not have the authority to ban a player from a host location but can discuss with the BOG an extended suspension for disruption to league play while suspended.
 - Players who are suspended and therefore removed from their roster through the end of the session will not be eligible for events that require players to be on the session-ending roster (as specified in the OTM).

The following process will be used to determine which ruling will be made:

- Review the initial complaint. Follow up with the player/team who made the complaint for any questions/clarifications.
- Talk to any players in or around the reported situation, and the host location, if necessary.
- Discuss with the opposing team/player their side of what occurred.
- Summarize findings to BOG.
- BOG determines outcome and if suspension length of suspension.

The League Office will not share the written complaint or written/verbal information gathered during the investigation. We will only provide a summary of the complaint.

Any retaliation or continued behavior in relation to a reported issue by either team will likely result in a suspension.

Penalties and actions taken against a player or team will not be discussed with other players or teams.

The League Office, based on limited information, can have player(s) and/or team(s) take a cooling off period until the investigation determines an official ruling (not to exceed 2 weeks). Being asked to cool off is for the benefit of all; it does not necessarily reflect poorly upon you or your team unless it results in a suspension. If a suspension is determined as the ruling, then time off for this cooling off period will count towards your overall time suspended.

REFUSAL TO DO BUSINESS

At any time, at the sole discretion of the League Operator, San Diego 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, mistreatment of volunteers, coaches, referees, host locations, the League Office, or who otherwise deride the League in public.