



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. All local bylaw documents with dates prior to the revision date of this document are null and void.

Section 1: Getting Started

Age Requirements

You must be 18 years of age or older to compete in Golden Gate APA. Most host locations where league play occurs are bars, and require patrons to be over 21. For these locations, the minimum age is 21. Host Location age restrictions take precedence.

Teams advancing to Higher Level Tournaments from an under-21, in-house division must comply with the age requirements of the location where the Higher Level Tournament is held. Such teams may still participate in the tournament, however the under-21 team members will be unable to attend.

Office Hours

League Office hours are **Monday through Friday, 10 AM to 7:30 PM and Sunday from 3 PM to 6 PM**. If no one is available to take your call, please leave a detailed message, including your name and phone number and your call will be returned as soon as possible.

Website

Our website address is <http://goldengate.apaleagues.com>.

This website allows you to:

- a) Get the latest up to date information on playoffs, tournaments or any other Golden Gate 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 www.facebook.com/GoldenGateAPA/ where you can view and share pictures of tournaments, get updates about the League and chat with fellow APA members. Please join the GGAPA League Members Group, www.facebook.com/groups/GGAPAmembers/ as well.

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 and a phone number 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 Captain/Co-Captain Meetings

There will be a mandatory meeting near the start of every Summer session. At this meeting, envelopes and stamps will be distributed for those teams not submitting electronically. Any changes to the Bylaws will also be discussed. Bonus points will be rewarded to the teams who send a captain or co-captain to the meeting. If neither can attend, you may submit a written email request to send a teammate, including their name, and which team (name and number) they are representing. They must be on the roster of that team to receive bonus points for the team. If you a captain on multiple teams, all teams will receive bonus points.

- 5 Bonus Points will be awarded to 8-Ball Teams
- 25 Bonus Points will be awarded to 9-Ball Teams
- 3 Bonus Points will be awarded to Ladies or Masters Teams

Each team captain will be required to sign and date a “Team Captain Agreement” at the start of every session before their teams are eligible for bonus points. This will be attached to the first week’s scoresheet for all sessions, and emailed out with Captain Contact List. No bonus points will be awarded to the team, until the League Office has received this signed document. We suggest that you include this signed document in the first week’s envelope, with scoresheet and fees.

Team Fees

Team Fees are \$50 per week regardless of the number of matches played. Full Team Fees must be paid for playoff matches and forfeits. Masters and Ladies Team weekly fees are \$30.

If a team is a no-show and forfeits all 5 matches, they are responsible for both team’s weekly fees. If you know your team will not be able to make a scheduled match, notify the opposing team captain and the league office at least 24 hours in advance of the match. Non-forfeiting team must still send in their scoresheet to receive bonus points. They will receive 10 points plus 3 Bonus points in 8-Ball, or 75 points plus 15 bonus points in 9-Ball for the un-played, no-show match. If forfeiting team wants their bonus points, they must also submit their scoresheet.

Teams are responsible for ensuring their balances are current. Bonus points will not be awarded to teams with past due balances. Team balances are the responsibility of every member on the team’s roster.

Payment Options:

- Checks: payable to Golden Gate APA
- Money Order
- PayPal: Remit payment to FriendlyAPA@gmail.com. Any service fees are your responsibility.
- Cash: Not recommended. Teams are responsible for money until they are physically received by the League Office.

If paying in cash, please use highest currency denominations as possible, i.e. do not include more than five \$1 bills in any envelope. Paying with coins is NOT allowed.

Bad Check Policy

There will be a \$25 charge for any returned checks. Your team may also lose ALL of their bonus points

awarded during the session until the check and fees are paid. Once a bad check has been received from an individual, the League Office reserves the right to refuse that individual's checks in the future.

Team Envelopes and Scoresheets

If your team requires envelopes, please make an email request to the League Office. There may also be an envelope/stamp pickup meeting scheduled before the start of the session. You are responsible for providing your own envelopes and postage if you lose or damage any of the ones provided.

Scoresheet submission methods:

- USPS
- Designated Lock-boxes
- Email to FrendlyAPA@gmail.com in PDF form

USPS

All return envelopes must be postmarked by the first business day following their League match, excluding postal holidays, to be eligible for bonus points. If a team loses envelopes, they are responsible for providing their own envelopes and postage.

*League PO Box address:
Golden Gate APA
PO Box 12100
San Francisco, CA 94112*

Designated Lock-boxes

Teams may also drop off their scoresheets and payments to secure lock-boxes. All scoresheets must be in a sealed envelope! Current lock-box locations:

- 1) Grandma's Saloon: 1016 Taraval St, between 19th Ave. / 20th Ave.
- 2) Family Billiards: 2807 Geary Blvd, near Masonic

Email

Teams are allowed to email a copy of the scoresheet under below conditions

- 1) Team is ahead on weekly payments or paid the session fully ahead of time.
- 2) Team uses PayPal to submit payments to **FrendlyAPA@gmail.com**. Reminder, you are responsible for the PayPal Service fee as discussed in Team Fees section.

Please download and use the "Cam Scanner" app on your smartphone to submit PDF of your scoresheet.

- The image must PRINT clearly
- Must be in focus and properly lit
- Scoring and other details must be clearly visible
- The scoresheet background should appear white. Use flash if necessary
- Image must be cropped to outline scoresheet
- Electronic submissions MUST be in PDF format

Only PDF file formats will be accepted for ALL scoresheets submitted electronically. 9-Ball scoresheets (2 pages) should be submitted as ONE PDF file.

Definition of Late Scoresheet and/or Payment

By Mail: Envelope is not postmarked the first business day following match.

By Email/drop-off lock-box: Scoresheet and fees not received by 12:00 PM two days after match played. Example: If match was played on Monday night, payment and scoresheet are due by Wednesday 12:00 PM.

Definition of Incomplete Scoresheet

Please DO NOT EQUATE innings. You may compare with your opponent, **but do not agree on a number and adjust your innings at the end of a game.** Innings and Defensive Shots may vary between scoresheets. THIS IS EXPECTED, and ENCOURAGED.

The following information must be provided on scoresheet otherwise it will be considered incomplete.

- Match start and end times
- Team # of team who put up players first
- Team # (at least last two digits) of player
- Player's First and Last Name
- Player Number
- Skill Level
- Ball Count/Games must Win
- Innings details(tallies) with game totals circled
- Total match innings
- Defensive shot details
- Games won for 8-ball
- Total points for 9-ball
- Total match points
- Running total
- 8 on break, 9 on break, 8 Break and Run, 9 Break and Run should be tallied
- Fees section with initials
- Final score and both Captain's signatures

At the end of the match, you will compare scoresheets, and make sure your opponent correctly filled out theirs. Your signature on their scoresheet implies that you believe their scoresheet is accurate and complete.

Note: New teams will get ONE warning about late/incomplete scoresheets and payment! Returning teams will not get a warning.

Past Due Procedure

First Week Past Due: Scoresheet will note Past Due with amount – Captain / Co-Captain will be called/emailed.

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

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. Dropped teams forfeit all benefits, trophies, awards, and prize money.
- 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.

ANY TEAM THAT ALLOWS A PLAYER TO PLAY WHO HAS NOT PAID (OR ARRANGED TO PAY) PAST DUE AMOUNTS TO THE LEAGUE WILL RECEIVE ZERO POINTS FOR THAT WEEK! THE OPPOSING TEAM WILL RECEIVE POINTS AS USUAL PLUS ALL POINTS FOR THE MATCH INVOLVING THE INELIGIBLE PLAYER. IT IS NOT SUFFICIENT TO TAKE THE PLAYER'S WORD THAT PAYMENT HAS BEEN MADE/ARRANGED. YOU MUST CONFIRM IT WITH THE LEAGUE OFFICE PRIOR TO ALLOWING THAT PLAYER TO PLAY. THE OPPOSING TEAM NEED NOT CONCERN THEMSELVES WITH THIS MATTER, AS IT WILL BE HANDLED BY THE LEAGUE OFFICE WHEN SCORESHEETS ARE PROCESSED.

Any team that is late with its paperwork or fees 3 or more times during a session may lose their eligibility to participate in the playoffs. If a team is late with their paperwork during the playoffs, it will be deducted from their next session's allowance. Therefore they will lose their eligibility to play in the playoffs next session if they are late with their paperwork 2 times.

If a team is past due at the end of the session, part of the dues will be charged to each player on the team. The team captain will not be allowed to play in the league until the entire past due amount is paid, including the playoffs. Other members of the team will not be allowed to participate in any division until they pay the amount individually charged to them.

Bonus Points

Your team will receive bonus points if **all** of the following occur:

- Scoresheet is complete (see Definition of Incomplete Scoresheet above)
- 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**
 - 1 point will be awarded for team being on time and current on all fees due.
 - 1 point will be awarded for team submitting scoresheet on time.
 - 1 point will be awarded for accurate and complete scoresheets, including order of matches.
- **9-Ball - 15 Possible Bonus Points**

- 5 points will be awarded for team being on time and current on all fees due.
 - 5 points will be awarded for team submitting scoresheet on time.
 - 5 points will be awarded for accurate and complete scoresheets including order of matches.
- **Ladies 8-Ball - 2 Possible Bonus Points**
 - 1 point will be awarded for team being on time and current with scoresheet and fees.
 - 1 point will be awarded for accurate and complete scoresheets including order of matches.
- **Masters - 2 Possible Bonus Points**
 - 1 point will be awarded for team being on time and current with scoresheet and fees.
 - 1 points will be awarded for accurate and complete scoresheets, including order of matches.

Remember these are bonus points that are awarded at the sole discretion of the League Office. If a team fails to properly complete the scoresheet for the match, both teams may not earn their bonus points

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 Point Appeals must be submitted in writing (email) within 13 days of match.

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 – 50 Bye Points + 15 Bonus Points
- Ladies – 5 Bye Points + 2 Bonus Points
- Masters – 10 points Bye Points + 4 Bonus Points

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

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 League Members, the League, or the League Operator(s) 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.
- 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.*
- Division Champions (Summer, Fall, Spring): You're on a team that won 1st place during regular session play.
- MVPs: For top shooter in each tier, see MVP Program Section.
- Matches Played (250, 500, 750, 1000): Your combined 8-ball and 9-ball matches

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. The first patch earned for 8OB, 8BR, 9OS, 9BR and Rackless is free. If you would like to receive duplicate patches, it will cost \$1. The remainder of the patches listed above will be awarded as received.

Section 2: League Play

League Match Start Time

The start time for all night divisions, unless otherwise specified, is 7PM. Practice for the Home team is from 6PM until 6:30PM. Practice for the visiting team is from 6:30PM until 7PM. If at least one player is present at 7PM, the match must start. Reference the Official Team Manual (General Rules, Forfeits Section) about forfeits. The no-show team is responsible for both teams dues as discussed in Team Fees section.

Once league play starts, it must be continuous. The next match must start within 5 minutes. Once a match is complete, the team captain who is putting up their player must announce their player within 2 minutes and get their player on the table, and the other captain must match within 2 minutes after your opponent declares. Once you put up a player and opponent has matched, match should begin immediately. The League Office recommends that once any player in the current match is close to winning (on the hill for 8 ball and within 5 points for 9-ball), the team putting up should decide on their next player. Remind your players to use the bathroom, smoke, or get a drink prior to the end of the previous match.

Sessions/Weeks of Play

Each league year, is made up of three sessions: 1) Summer from May thru August, 2) Fall from September thru December, and 3) Spring from January thru April. Each session and division will consist of 15 weeks of play, and 1 week of playoffs. The next session will begin the week following playoffs, except between Fall and Spring session. No matches will be cancelled for professional sports or holidays. No matches will be scheduled for Memorial Day week, Thanksgiving Week, Christmas Week, or New Year's Week.

Ladies and Masters divisions are split into two sessions, played from June to November, and December until May. There are 12 weeks of play, with 1 week of playoffs. Please see Section 4 for more information about playoff and tournament structure.

Rescheduling Matches

Make-ups and reschedules will only be allowed in the first 12 weeks of the session. The only exceptions to this rule are noted below. If you wish to reschedule a match, **you must make a written email request to the League Office at least 48 hrs before scheduled league play.** Upon receiving approval from the League Office please note the following:

- Any matches may be preplayed (completed prior to scheduled match). League office must be informed to release scoresheets. Please verify current skill levels with the league office at least 24 hours in advance of your match.
- If a Host Location requests a reschedule, it is suggested that you play at a neutral location, or the Away team's location.

- If your team initiated the rescheduled match, you must notify the opposing Team Captain at least 24 hours before the scheduled match date.
- If opposing Team Captains are notified less than 24 hours in advance, the opposing team has the right to say no to the reschedule, and take the forfeit. Team requesting reschedule will owe fees for both teams.
- The opposing team must offer two reasonable dates, places, and times. Once an agreed upon date is set, **both Team Captains must notify the League Office by email.**
- The rescheduled match **MUST** be completed within **two weeks after the original match date.** (Rescheduled matches may occur before the scheduled match as long as the League Office is informed AND can provide scoresheets).
- If requested to do so, captains **MUST** reschedule matches **IF** the team has other pre-qualified League obligations such as a World Pool Championship Tournament.
- No make-up matches will be allowed in the last four weeks of the regular session or during playoffs. Exceptions with special conditions may be made by the League Office (eg. team is qualified for playoffs, but is attending World Pool Championships).
- **HOLIDAYS:** all matches scheduled on holidays can be rescheduled without approval from the League Office. It may be played prior to the original match date, which is recommended. Match must be completed by two weeks after the original match date. League office must be informed of the reschedule by the original match date.
- **FILLING A BYE:** If a BYE is filled in a division, make-up matches may be required. The League Office will send scoresheets for any matches that need to be made up due to filling the BYE with your regular week's scoresheet. Turn in the make-up once the match is completed in full. If matches are unable to be completed in full in the designated time frame, Team Captains must call the League Office for approval to complete the match at a later date.

Please make note on the scoresheet what date EACH match was completed. Rescheduled match scoresheets must be turned in within the defined deadline for late scoresheets, once the match is complete, otherwise it will be considered late and bonus points will not be awarded.

Preventing Forfeits

(ONE Player May Play Twice on One Night)

The Official Team Manual 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, the Golden Gate 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 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 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 1st individual match.** The opposing team must decide **prior to the start of the 4th individual match** and notify the Replay Team if they are going to allow a replay. If a team requires two replays, the second replay will count as a forfeit and the team will not earn bonus points.

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 23-Rule. All players who have already played must be available as a choice for the “replay” match.

NOTE: 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 replayed 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 replay 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.

A team may only use the Replay Rule **8** times during the regular session as long as the above criteria are met in each instance. Any team that abuses replay rule will be forced into a forfeit situation. The Replay Rule is not in effect during **the last 4 weeks of regular weekly League play of the session, Playoffs, Tri-Cup or the World Qualifiers.**

Replay in Masters and Ladies Divisions

In Masters and Ladies Divisions one player may play twice. The opposing team picks the replay player. For Masters, the team that plays a member twice will give the other team 2 points from the start of the match. IE If team A allows team B to play a member twice, the match where the player B's member plays twice starts at 2-0 in advantage for team A. Replays can only be used **6** times during the session.

Splitting Matches

As a rule, matches will be played on one table. However, if a night is running long, you may split matches and play on more than one table as long as it is the **same size and type of table.**

If you split matches, each team must have their own scorekeeper for each match being played. That can be the player shooting, or another team member. Please utilize the 8-ball/9-ball Split Table Scoresheet, and at the end of the match, fill out team numbers, players names and numbers, total innings, defensive shots, games won or total points, match points, and running total onto original scoresheet. Attach the split table scoresheet and submit with your original. The league office must have fully complete information between the two scoresheets for your team to be awarded bonus points.

Note: Golden Gate APA will no longer accept “see other/opponent scoresheet” written in any matches. This will be considered an incomplete scoresheet, and your team will not earn all bonus points.

Teams in Default

Any team that does not show up for its match will be deemed to be in default and will be dropped from the Division, unless the League Office is notified by the next day after the scheduled night of play.

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.

League Operator Play

The league operator(s) will only play on a team sporadically, and not more than five (5) times a session. They cannot participate in any higher level play, which include playoffs and tournaments. If a league operator is on your roster, the team captain must give adequate notice of the night they need to play. Please plan accordingly.

New Teams, New Players and Roster Changes

New teams may be added to the schedule at any time during the session in any format. Teams that are added to a division in the middle of a session may, at the discretion of the League Office, be ineligible for playoffs and/or end-of-session awards. Teams added after the first week of play may be required to play make-up matches for the weeks missed, at League Office discretion.

Please read Adding/Dropping Players section in the Official Team Manual. You may add/drop players without League Office approval for the first four weeks of the session.

If the opposing Team Captain is not notified of the adding of a player prior to the start of the match, the new team member’s points may be awarded to the opposing team. An APA Membership Application and their annual membership fee **must be submitted with scoresheet on their first match night of play.** The team will forfeit any points from new player’s match and points from that match will be given to the opposing team if this rule is not followed.

No roster changes will be allowed for any reason during the last 4 week of session play without the League Operator’s consent.

For qualified teams, Spring Session roster changes will be very limited, and may not change after the 4th week of Spring Session. Any new player added to a qualified team must have a skill level based on at least 20 scores in the format (not combined). If they have less than 20 scores, they must be approved by

the League Operator prior to being added to the roster.

Ladies Division

In the Ladies 8-Ball format, the league year is split into two sessions, 12 weeks each with one week of playoffs, starting in mid-June until end of November and early December until mid-May, playing every other week.

Ladies teams are 5-woman rosters, where 3 matches are played a night, with a skill cap of 13.

Masters Division

In the Masters Format, the league year is split into two sessions, 12 weeks each, with one week of playoffs. The first starting in June and ending in November, the second starting in December and ending in May, playing every other week, and 1 week of playoffs.

Please read the Masters Division rules outlined in the Official Team Manual. Local rules are as follows:

- The three players playing in a match must equal 23 or less based on current 9-Ball Handicap
- If a player is not active on a 9-Ball team, but is active on an 8-Ball team, their handicap used will be their 8-Ball handicap plus one, with the exception of a SL7 which will be considered a SL9 for Masters
- Any player not active on an 8 or 9-Ball roster will be considered a SL9 for Masters
- Only one SL9 can play in any given match
- If a team violates the 23-Rule they forfeit all the points they won during the team match, whether their opponent calls the violation or not. In addition, they will not earn their bonus points. The opposing team, that is playing a team that violates the 23-Rule, must note it on their scoresheet in order to receive their bonus points for the week and the points for the violation of the 23-Rule

Timeouts & Coaching

The "Timeout Period" is one minute in length. A coach may get a team consensus on a timeout. The coach is the only person allowed to enter the playing area and speak to the player. During a team consensus, the coach goes back to the team while the player stays at the table. The coach will return to the player to complete the timeout. Only the coach or the player may call a timeout.

If a coach consistently calls for timeouts when there are none left in the match, it is considered a sportsmanship violation. If it is a first offense, politely inform them that they've used up all their timeouts. **No ball-in-hand foul will occur.**

If a player calls timeout, the coach may refuse to take the timeout. Remember not to confuse your player during the timeout by giving too much information. Once the coach leaves the table, the timeout is over.

If a coach calls for a timeout or asks the player if they need help, it is considered a timeout. A player cannot refuse a timeout called by the coach.

If timeouts taken by a team are more than the one-minute in the match, remind the other team and mark it on the scoresheet. It will help if you can get the other team's standing Team Captain's initials. Teams that pass the timeout limit may receive a warning from the League Office for a sharking violation; during their next match they may be on probation and the other team's captain will be informed. If the violations continue, the League Operator may put the offending players and/or teams on probation or suspension.

Remember: When timeouts last more than a minute everyone is delayed to go home. This is for the betterment of the League.

Section 3: Sportsmanship and Conduct

Refusal to Do Business

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, Golden Gate 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

Golden Gate APA will honor any suspensions from neighboring APA areas.

Sportsmanship Violations

This League Office has set the following guidelines to handle verbal abuse, language (profanity), physical contact and other sportsmanship problems, for example, breaking cue sticks, throwing objects or sharking your opponent.

Note: These guidelines are minimum suggested penalties and the League Office is not limited to these recommendations. Based upon the specific circumstance, this 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.

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.

| Infraction | First Offense | Repeat Offenses |
|---|---|----------------------|
| Profanity | Warning Letter | 30 Day Suspension |
| Arguing Rules & Policies | Warning Letter | 30 Day Suspension |
| Verbal Abuse | Warning Letter to a 30-60 Day Suspension | 60-90 Day Suspension |
| Threatening Remarks Threatening Behavior | Warning Letter to a 1-Year Suspension | 1 Year Suspension |
| Throwing Objects Breaking Objects | 60-90 Day Suspension | 1 Year Suspension |
| Physical Fighting | Suspension to a Termination of Membership by the American Poolplayers Association | |
| All Other Physical Contact | Suspension to a Termination of Membership by the American Poolplayers Association | |

Five Star Sportsmanship Rating System

Each week you are required to rate the sportsmanship of the opposing team after the captains have signed the scoresheets. **These ratings are kept confidential!** The ratings are input into the APA National database and awards are given to the best teams each session. Players or teams that have consistent problems are taken care of quickly and automatically by the APA system.

This system is to rate the **behavior** of a team or player(s). It is not to rate the service of the bar, loud music, bad pool tables or how a team chooses to put up players against your players in a match. Whether you win or lose should not be a factor. **Don't get nitpicky!** Teams that generally give poor ratings to other teams, or one particular team, when they generally get good ratings from others will be subject to scrutiny as we may consider this a personal problem, not a League problem. Low ratings will not be held against a team as a whole as long as you include the names of the problem players and explain specifically what the problem was that night.

The APA randomly runs a sportsmanship report twice per session to gauge the sportsmanship of the division. Keep in mind that you should not expect a team to get a warning simply because you file a grievance.

Repeated poor ratings from different teams over the course of time can get a player suspended so please use good judgment. Don't give poor ratings for minor personality quirks. Don't sweat the small things. Not everyone will get along perfectly every night so just think before you rate!

5 Stars – Excellent: The team went above and beyond the call to make your night a special night. Perhaps they reminded you to mark your pocket so you would not lose a game. You had an excellent night out. A short written explanation is required for award purposes.

4 Stars – Very Good: Absolutely no problems, the team was a pleasure to play and you had a good night out.

3 Stars – Average: No major problems. Maybe some minor rule disagreements or someone's attitude got slightly out of hand but an apology followed by someone on the team. Overall you still had a good night out.

2 Stars – Poor: There were multiple problems but no threats or intimidation. Perhaps the time guidelines were consistently abused or the team has a bad habit of showing up late. Maybe the team made degrading remarks to you and your team or was just rude. Nobody on the team tried to get the problem player(s) in line. You did not have a fun night out. A short written explanation with names of players involved is required and is kept confidential.

1 Star – Unacceptable: Threats, intimidation or multiple major problems may have been the story. Nobody on the team tried to get the problem player(s) in line. You had a terrible night out. A short written explanation with names of players involved is required and is kept confidential.

Ratings of 3 stars or higher that include a complaint will automatically be changed to a 2 star rating. Ratings of 2 stars or lower that come in without the required written explanation will automatically change to 3 stars. 5 star ratings that come in without the required written explanation will automatically be changed to 4 stars.

Intoxication or being in a bar are not good excuses for getting into a loud altercation or acting in poor sportsmanlike behavior. Do not worsen an already bad situation by attempting to defend your honor or your ego. The League Office will hold you responsible for escalating the problem.

If you are subject to verbal abuse, or physical threats, let the League Office take care of these situations. If the problem is not resolved proceed as below. Anyone that gets into a loud argument can expect a suspension from the APA for minimum of two weeks. Teams are also responsible for the company they bring to the match, their misbehavior will be your responsibility.

Dealing with Altercations

If a match is in progress, and your Team Captain/Co-Captain wants to protest, a complaint must be filed within 24 hours in writing. If teams are unable to complete the match due to heightened emotions from the dispute, stop all the remaining matches for the evening, and politely leave the establishment, even if it is your "Home" location and submit the scoresheet w/a letter of complaint detailing the issues with all members involved. Any completed matches will stand as played. If teams feel it is necessary to leave the league match without completing it please notify the league office immediately.

How to Avoid Altercations

If any members of the team are acting in unsportsmanlike conduct, notify your Team Captain/Co-Captain and let them communicate w/the other Team Captain/Co-Captain so they can talk to their own players. Many times players are not knowledgeable about pool etiquette, and it is less

offensive when the warning comes from their own teammates.

Sharking

This term is used to describe the act of deliberately attempting to distract a player who is in the process of shooting. Once it is a player's turn, it must be respected. The League Office considers this an act of bad sportsmanship, and it should be noted using the sportsmanship program notes.

Below are a few examples are sharking. Many times poor sportsmanlike conduct will appear towards the end of session. Please remember to behave as you want the other team to behave. If a player or team is known to shark during matches, the League Office may give the point(s) to the other team.

Breaking down a stick

Do not break down your stick during a match. If there are players that have the habit of unlocking their joint and re-locking, warn them not to do so. Breaking down a stick isn't a loss of game, it is unsportsmanlike conduct.

Getting close to the table

Sometimes players or coaches get closer to the table to view the next shot, or to see if the ball is frozen. Players must refrain from doing this, the match is between two players, it is the opponent's job to recognize the frozen ball.

Interrupting the players shot

Once it is a player's turn at the table it must be respected, players should not be interrupted. It is their right to take their turn at the table. Some examples include, when a player is touching the table when it is not their turn, interrupting the player's shot once the player down on their shot, or playing loud dice games next to the match table while it is opponent's turn. Such acts should be taken away from the match table.

Waving Sticks

Once the player's turn is over, player might sit down and starts playing w/ his stick while sitting around the table. This can be considered sharking, let the other Team's Captain know that when it isn't your turn at the table we must respect the opponent's time at the table, if the behavior continues after the warning, write on the scoresheet so the League Office knows about the issue.

Loud discussions across the table

Some Host Locations don't have too much space in them. Avoid talking to a teammate or anyone from across the table while a match is played.

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. No replays during playoffs.

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

All teams who qualify for playoffs are required to play, whether or not they are already qualified for World Qualifiers.

For 8-Ball and 9-Ball, in divisions with 10 or more teams, the 2nd through 6th place teams and one wildcard team advance to playoffs to compete for three slots in Tri-Cup Tournament. In divisions with 6-9 teams, 2nd through 4th place teams and one wildcard team advance to playoffs to compete for two slots in the Tri-Cup Tournament. 1st place teams (the Division Champions) will automatically receive Tri-Cup slot.

For divisions with 5 or less teams, 1st and one wildcard team will advance to playoffs to compete for one slot in Tri-Cup Tournament.

To stay eligible to play in Tri-Cup, teams must be active from time they qualify until date of Tri-Cup tournament.

For Alternate format teams, including Ladies and Masters, will have one playoff week. Number of teams in playoffs will be determined by number of teams in the division.

Two winners of Tri-Cup tournament from Summer and Fall will advance to World Qualifiers, and three winners plus a Big Dawg from Spring for regular format teams.

The next session will begin the week following Playoffs, except between Fall and Spring where there are two weeks off.

In accordance with Official Team Manual, General Rules, Session Playoff Section, **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: Established APA members must have played at least **six (6)** times with the team during the session to be eligible to play in the Session Playoffs. Completely new (or unestablished) players must have played ten (10) times with the team to be eligible for Session Playoffs.

Tri-Cup Tournament

Division champions and playoff winners will play against one another in a Tri-Cup Tournament. This tournament will be held a few weeks after the end of every Session, and prior to the World Qualifier. The winner of this tournament will receive a World Qualifier slot. To maintain eligibility for this tournament, the team must maintain originality and continue to play from the time they qualify for the tri-cup tournament, until they play in the tournament.

Big Dawg Award

The 8-Ball and 9-Ball team with the most points earned in the Spring session across all divisions competing in the same format will receive the BIG DAWG AWARD. They will receive automatic entry into World Qualifiers tournament without needing to participate in playoffs or Tri-Cup tournament. If the Big Dawg chooses to play in session playoffs, they forfeit their automatic entry into the World Qualifier. If the team that wins the Big Dawg previously qualified for World Qualifier, they will receive the BYE if there is one created on the tournament bracket.

Bounty Program

On a monthly basis, one member in each 5-8 person team format Division will be chosen at random as a bounty for a specific week. If the bounty player plays, and wins, the League Office will pay for their weekly fees. If their opponent wins, the opponent's fees will be paid by the League Office. Bounty matches must be played on a specific date. Bounty players and their Team Captains will be given several days' notice. The opponent chosen to try to collect the bounty must be within 1 skill level of the bounty player.

Please write on the scoresheet in the FEEs section "BOUNTY" and include the player number of the Bounty Player.

MVP Program

The MVP Program will be based on a skill level tiered system. Division stats are available through your Member Services account. The breakdown of the tiers are as follows:

| 8-Ball | 9-Ball |
|------------------|------------------|
| Skill Levels 2-3 | Skill Levels 1-3 |
| Skill Levels 4-5 | Skill Levels 4-5 |
| Skill Levels 6-7 | Skill Levels 6-9 |

Using regular session data (Playoffs not included), MVP qualified players are ranked using their Points Available Percentage (PA).

In each division one player per session from each tier will be declared the division MVP for that tier and awarded an MVP patch, provided they have at least 10 matches in the format they played in the last 12 months.

In addition, one League member per session from each tier will be named League MVP. This is determined by the MVP tournament. The League MVPs will receive plaques or trophies commemorating their accomplishments, as well as a special MVP patch.

All players that qualify for MVP tournament must remain on an active APA team from the time they qualify until the time of the MVP tournament.

MVP tournaments are usually run during the middle of following session. Invite lists of the qualified players for the MVP tournament will be posted on the website and/or other information outlets.

Depending on the attendance of the MVP tournament, the brackets will be created. If there is a low turnout 9-Ball MVP tournament players may play 8-Ball. If there is a low turnout of all players, there may be less brackets.

If a member changes tiers during the session he/she will follow the rules below.

- The member will stay in the skill level tier in MVP that they have played the most matches in throughout the session in that division.
- It is the member's or Team Captain's job to point out on the scoresheet or via email to the League Operator when this occurs.
- Every member will play as their current skill level at the time of the MVP tournament.

Trophies

End of session awards will be distributed by the 3rd week of the following session. Each member of the Division Champions (1st place points) team will receive an award. In addition, each team will also receive a team plaque/trophy that can be put on display at their Host Location to show off their accomplishment!

Individual player plaques or trophies will be awarded to League MVP winner of each Tier from MVP Tournament.

Winners of World Qualifiers for 8 Ball and 9 Ball will be awarded a team trophy.

World Qualifiers

The World Qualifier is an annual tournament that takes place at the end of the League year, typically in late May or Early June. Teams qualify by winning slots from Tri-Cup tournaments, or by receiving the Big Dawg Award from Spring Session. The winner of the World Qualifier receives travel assistance to Las Vegas and the opportunity to represent Golden Gate APA in the World Pool Championships.

Player Eligibility: Established players must have played at least **6** times with the team during the Spring session to be eligible to play in the World Qualifier, new APA members must have played at least **10** times.

Loss of World Qualifier Eligibility

Eligibility for play in the City Championship may be lost for any of the following:

- Not meeting active team member count requirement (originality)
- If team does not play in Summer session w/4 original members.
- Team not meeting the 50% rule.
- Any of the criteria established in the Official Team Manual
- Poor sportsmanship at the discretion of the League Office

Wildcard/Playoff eligibility:

- Team must be in good standing, i.e. teams who have past due fees, must pay fees prior to the wildcard draw.
- Team cannot be a free bye-filling team.

If a team forfeits more than 8 individual games during a session, they may not be allowed to be in a wildcard.

Wildcard Draw

When drawing for the wildcard to participate in playoffs, the drawing will be weighted according to final standings of the teams that did not earn an automatic bid into the playoffs. The number of entries into the wildcard draw will be dependent on the number of teams in the division, as well as a team's final standing in a division. The last place team will receive 1 entry into the wildcard, the 2nd to last place team will receive 2 entries into the wildcard draw, the 3rd to last place team will receive 3 entries into the wildcard draw, and so on. Thus, a team finishing 4th in a 6 team division will receive 3 entries into the wildcard draw, where a team finishing 4th in an 8 team division will receive 5 entries into the wildcard draw

Opting out of Playoffs/Wildcard Draw

In the event that a team would like to opt out of playoffs or the Wildcard draw, they may only do so under the following conditions:

- There is another team in the same division who is willing and qualified to take the teams place.
- The team gives written email notice of their petition to the League office by the last night of play for their division (i.e. if they play on Thursday night, they must notify the league office by the Thursday of week 15), and explains their reasons for wanting to opt out.
- The League Office grants the petition to opt out.

Travel Assistance for the World Pool Championships

The Travel Assistance Fund will be used to help with travel expenses actually incurred by the members of those teams advancing to the APA World Pool Championships. The amount received will be determined by the Players Fund balance. 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 World Qualifier tournament board. Travel assistance will only be given out to teams that have at least 5 team members attending World Pool Championships. This travel assistance will be paid directly to the team captain, on a per member basis according to who will be attending the World Pool Championships. The award money may be awarded before the championships if the teams can prove that the players on the team have gotten non-refundable tickets to Vegas. The League Office will work with the team to arrange hotel accommodations and airfare, but teams will be responsible for finalizing their travel arrangements.