

# East Bay APA

## 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 East Bay APA.

### Office Hours

League Office hours are Monday through Friday, 10 AM to 3PM and evenings during league play from 7pm-10pm. 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 [eastbay.apaleagues.com](http://eastbay.apaleagues.com).

This website allows you to:

- a) Get the latest up to date information on playoffs, tournaments or any other East bay 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 [your facebook.com/EastBayAPA](https://www.facebook.com/EastBayAPA) 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**

Weekly League fees are \$40 per team, regardless of how many matches are played. The basic team fee is \$20 per team, per week. An additional \$20 will be collected for a players' fund, which covers the following:

- End-of-session team tournament payout
- End-of-session MVP tournaments
- Travel assistance for the teams that qualify for the World Pool Championship
- Trophies, Tournaments, Awards & Incentives

Team Captains are encouraged to pay all fees electronically (via Paypal using [sward@apaleagues.com](mailto:sward@apaleagues.com) or Venmo using Selwyn-Ward) by check or money order to avoid accounting discrepancies and possible loss or theft during transmittal. If you are paying by check, please make your check payable to East Bay APA. There will be a \$30 charge for any returned checks plus loss of bonus points (see Scoresheets & Bonus Points Section).

Please leave your fees with your Team Captain at the Host Location on your night of play. DO NOT SEND CASH IN THE MAIL!!! All fees paid in cash are subject to count upon receipt in the League Office. WE DO NOT ACCEPT COINS!! Coins received in team envelopes will be donated to the Emergency Relief Fund!

It is recommended that a photo be taken of your completed scoresheet immediately following the completion of your match and emailed to [sward@apaleagues.com](mailto:sward@apaleagues.com).

## **Team Envelopes (If available in your area)**

The handling of weekly scoresheets will be as follows:

- a) A number of Host Locations will be designated as 'drop-off locations'.
- b) Each team will select one drop-off location, where they would like their paperwork dropped off each week.
- c) Every week, a #10 envelope containing the scoresheet for the team and all other paperwork/correspondence for that week will be dropped off at the team's selected drop-off location. Each team is responsible for picking up their envelope each week. It is the Team Captain's responsibility to return his/her team's envelope (scoresheet and fees) to a drop-off location in the original envelope following completion of play on League night.
- d) A League or Division Representative will pick up the returned scoresheets and from the drop-off location on the day following League play.
- e) The League Office, at their discretion, may assess two penalty points in 8-Ball or 20 penalty points in 9-Ball, if a team's envelope is not returned on time or if the team is behind in its league fees. Once a team becomes past due, it may continue to be

assessed two penalty points per week (20 in 9-Ball) until the past due amount is paid. Charges for returned checks may show up as a past due amount on the scoresheet.

**Bonus Points:**

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
- Table size is marked
- Sportsmanship rating is filled in

The bonus points awarded will be as follows:

- **8-Ball - 2 Possible Bonus Points**
  - 1 point will be awarded for the entire weekly fee being paid within 24 hours of match play and the team being current on all fees due.
  - 1 point will be awarded for accurate and complete scoresheets turned in (digitally or physically) within 24 hours of match play.
- **9-Ball - 10 Possible Bonus Points**
  - 5 points will be awarded for the entire weekly fee being paid within 24 hours of match play and the team being current on all fees due.
  - 5 points will be awarded for accurate and complete scoresheets (digitally or physically) within 24 hours of match play.

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 + 2 Bonus Points
- 9-Ball – 55 Bye Points + 10 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.
- 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 EARNED IN THE OTHER MATCHES 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 OR 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.

## **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.
- Skunked: 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.

## **Incentives:**

From time to time, we will run incentives and promotions for new teams, new Team Captains, or new Host Locations. These could be in the form of team cred its or APA apparel. All incentives will be posted on-line as well as in the team envelopes.

## Section 2: League Play

### **Adding New Teams**

The League Operator may add new teams to a division during a session. If team make-ups are not possible, the new team will be issued points equal to three points (15 in 9-Ball) less than the last place team's total team points (excluding bonus points) to that date.

### **Chronically Late Teams**

Teams that frequently show up late to league play may be assessed penalty points by League Management as deemed appropriate. Make sure your teammates are aware of the official start time for your division.

Whenever a team has at least one member present at start time or later, they MUST begin the first match, unless the opposing team agrees to a delay. There is no "grace period" if there is a player present who can play.

### **Rescheduling Matches**

- Teams MUST call the League Office AT LEAST 24 hours in advance to obtain approval for make-up matches. Make-ups requested less than 24 hours in advance will only be approved in extreme cases, such as a medical emergency. Approval to pre-play matches before the scheduled date will always be granted. Partial make-up matches (less than five matches) will not be allowed. All make-up matches must be completed within three weeks of the originally scheduled match date, and prior to the last two weeks of the session. No make-up matches will be approved the last two weeks of any session. The League Office has sole authority to make exceptions in rare cases. The League Office, at its discretion, has the authority to mandate a make-up match be scheduled and played. Refusal to arrange and play a make-up match mandated by the League Office will result in forfeiture of points by the team refusing to play and full weekly League fees will be assessed.
- Make-up matches will NOT be approved for matches not completed by the normal closing time of the Host Location. Any match not completed prior to closing time will be scored as a double-forfeit. The League Office may grant exceptions in cases where League play is delayed by circumstances beyond the control of the teams/players, such as a power outage or a medical emergency.

### **Forfeits**

Arriving late is disrespectful to the waiting team. Their time, as well as yours, is valuable. If you think your team may be late for a match, try to contact the opposing Team Captain.

Unless otherwise specified, all League matches will begin promptly at 7:30PM (Sunday 3:00 PM) on the scheduled night of play. Play will begin immediately even if only one player from a team

is present and it is past 7:30PM (Sunday 3:00 PM). Matches may start even if one or both available players do not have scoresheets. However, the match must still be scored even if it is on a blank piece of paper. This information can be transferred when the player with the scoresheet arrives.

If no members are present (two members from each team, if playing Double Jeopardy) to start the match within the 15 minute grace period, a full team forfeit will be called. The offending team will lose all points and still be responsible for their weekly fees.

After beginning the match, play must be continuous unless agreed upon by both Team Captains. Please be ready to play when your match is called and not use this time to go the bar, take a smoke break, or use the bathroom.

Continuous play applies during an individual match too. You cannot agree with your opponent to take a smoke break during your match. You are holding up everyone else!

In the event of a full team forfeit or no-show, the team receiving the forfeit is required to call the Division Rep and notify them that the opposing team has not shown up. 8-Ball Teams will receive 10 points plus the 2 bonus points if their scoresheet is filled out with players that were ready to play, and the weekly dues are included.

9-Ball Teams will receive 75 points plus the 10 bonus points if their scoresheet is filled out with players that were ready to play and the weekly dues are included.

Final Two Weeks of A Session: A team must have a minimum of three players present the final two weeks of the session in order to remain eligible to participate in the wild card draw. A full team forfeit during the last two weeks of a session is not acceptable. You must reschedule this match and play it prior to the end of the session.

### **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.

### **Replay Player**

**\*\*\*\* (only permitted in the first 10 weeks of a session)\*\*\*\***

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

- a. A team is shorthanded, i.e., fewer than 5 players show up
- b. A team has 5 or more players present, but is unable to meet the 23- Rule.

### **Guidelines for using a Replay Player are as follows:**

- The opposing Team Captain must be notified that you will need to use a Replay Player before the balls for the third match are broken.
- The opposing Team Captain picks the Replay Player.
- Only one player may be the Replay Player per League night. For example: If a team has only three players present, one of the three can be the Replay Player and the 5th match will be a forfeit.
- All team members that show up from the team that is short of players must be available for the 5th match otherwise the opposing Team Captain will have the option to call the forfeit.
- The opposing Team Captain cannot pick a player that causes a violation of the 23-Rule and then call a forfeit.

**\*\*\*\* (only permitted in the first 10 weeks of a session)\*\*\*\***

## **Section 3: Sportsmanship and Conduct**

### **Sportsmanship**

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

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

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

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

### **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, East Bay 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.

### **Only Two Senior Skill Level Players (9-Ball)**

If a 9-Ball team violates the rule prohibiting more than two senior skill level players (skill level 6 or higher) from playing in a team match, they will be penalized all match points earned by the third senior skill level player, even if the opponent does not notice the violation. The non-offending team will receive 15 forfeit points for that individual match.

### **Team Skill Limit Rule**

On each occurrence of a Skill Limit Rule violation, the offending team will lose ALL point for the night in question, regardless of whether or not the opposing team noted the violation. NO EXCEPTIONS WILL BE MADE. A team that violates the Skill Limit Rule will receive a warning by way of a red stamp on their following week's scoresheet. Their opponent's scoresheet will also be stamped. League Management will track teams who violate the Skill Limit Rule.

### **Division Representatives**

Every division shall have a representative appointed to serve on the local Board of Governors for the League. The Board of Governors is responsible for reviewing and suggesting Local Bylaws, and ruling on sportsmanship issues. Your Division Representative should also be the first person contacted on League night if a question about rules and/or bylaws arises and cannot be resolved by the Team Captains of the teams involved.

### **Sexual Harassment**

The East Bay A PA is committed to providing a safe pool playing experience that is free from sexual harassment. Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons it is targeted toward. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature. Sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures. East Bay APA's mission is to provide a fun and competitive atmosphere where all members feel safe and welcome. If a member or members cannot conduct themselves accordingly, a suspension will be handed down..

## **Suspended Players**

**East Bay 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 1<sup>st</sup> round of Playoffs will be scheduled on the same day of the week as your regular League play.**

**Division playoffs will be held at the end of each session.**

**Playoff teams are determined as follows:**

- a) In divisions a 4-team division, the first-place team will have a bye in the semi-final round of the playoffs, and the second-place team will play against the wild card team, with the winner playing the first- place team in the finals. In a 4-team division, eligibility will not be passed to a team finishing directly behind an already qualified team in playoffs.
- b) In divisions with five to eleven teams, the first-place team will play the wild card team and the second-place team will play the third-place team in the semi-finals. The winners will meet in the finals.
- c) In divisions with twelve or more teams, the first-place team will not participate in the playoffs. The second- place team will play the wild card team and the third-place team will play the fourth-place team in the semi- finals. The winners will meet in the finals.

The winner of a division's playoff finals will advance to the World Qualifier.

**The next session will begin the week following the 2<sup>nd</sup> round of Playoffs.**

In accordance with Official Team Manual, **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 5 times with the team during the session to be eligible to play in the Session Playoffs.

### **Tie Breaking Procedures**

If two teams are tied in the standings at the end of the session, normal tie-breaking procedures outlined in the Official Team Manual will be followed. Note that bonus and/or penalty points ARE included as part of the tie-breaking procedure. If the tied teams did not play each other, points won versus common opponents will be the first tie breaker. If still tied, points won against the highest-finishing common opponent will be used, followed by points won against the second highest-finishing common opponent, etc., until the tie is broken.

### **Playoff Locations**

All playoff matches will be seeded. In the semi-finals, the highest-seeded team in each match will play at home. In the event that two teams seeded higher than their respective opponents are both from the same location and the location has only one table, the match involving the lower-seeded of the two teams will be played at a neutral location of that team's choice. The finals will be held in the home location of the highest-seeded remaining team.

### **Double Jeopardy Divisions**

Because of the nature of Double Jeopardy, it is not always possible to schedule playoff matches at the home location of the higher-seeded team. These matches will be scheduled at the discretion of League Management.

### **Trophies**

The team that finishes the regular session in first place will receive first-place trophies. Each team member will receive a trophy. If the team plays in a division with twelve or more teams, then they will also be named Division Champions and awarded a picture plaque or trophy for their Host Location.

The team that wins the division playoffs will be named Division Champions (unless the division has twelve or more teams, in which case they will be named Playoff Champions), and will receive a picture plaque or trophy for their Host Location.

### **World Qualifier**

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

### **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 World Qualifier board.