



LOCAL BYLAWS

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Introduction

We would like to welcome you and your team to the Canadian Poolplayers Association!

This document explains the structure of the League at a Local Level and should be used in conjunction with the Official Team Manual on the APA Member Services App and poolplayers.com. These Local Bylaws have been created for the smooth and efficient operation of the League. After all, the APA's motto is: **Have Fun. Meet People. Play Pool.®**

Please read these Local Bylaws carefully and keep them with the APA Official Team Manual for your reference. All Local Bylaws with dates prior to the revision date of this document are null and void. Breaking these rules can cost you a Playoff, Tri-Annual or World Qualifier (Regionals) spot by causing you to lose valuable points that you work so hard to win.

Section 1: Local League Information

Age Requirements

You must be 18 years of age or older to compete in the CPA Toronto/Peel Region.

Office Hours

League Office hours are **Monday through Friday, 9 AM to 11 PM** and **Saturday & Sunday from 11 AM to 11 PM**. Please contact your League Operator regarding any rule clarification or refer to the Official Team Manual (OTM) on poolplayers.com or rules.poolplayers.com.

Member Services

All announcements are made first in Member Services under the News section. Having a Member Services account can keep you from missing out on valuable information! It is the Local League Office's most efficient communication tool and it helps to ensure that you get the most out of your experience and keep you on 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.

Set up your Member Services Account to:

- Get the latest up to date information on Playoffs, Tournaments or any other CPA Toronto/Peel Region events,
- Get access to the Scorekeeper App during league night to help your team score matches,
- View schedules, team rosters, standings and individual records for your division; and
- View your lifetime statistics, including win percentage, tournament history, On the Breaks, Break and Runs, etc.

If you have not already done so, please join our online community by signing up for a Member Services Account at cpapool.ca/join or if you're already a member, claim your Member Services account at cpapool.ca/claim-account. Contact the League Operator if you need further help.

In addition, we also have a Facebook page (CPA Toronto & Peel Pool League) and Instagram page at @cpapool where you can follow us to view photos of tournaments, get updates about the League, info on upcoming tournaments, and chat with fellow CPA members.

Even if you don't sign up for your Member Services Account, please make sure we have your email address on file.

1.1 Team Fees

Team Fees are **\$55 per week for 8 Ball, \$55 per week for 9 Ball, and \$110 per week for Double Jeopardy (8-Ball & 9-Ball)**. Team Fees already include HST. Full Team Fees are payable for individual forfeits, and in playoffs.

Full Team Fees must now be sent by Email Money Transfer (EMT) to admin@cpapool.ca with the team name in the EMT description. EMT must be sent by only the Captain or 1 designated player on the team by the end of the night or next day by 11:30am. The Captain or designated player may then collect all other player's fees by cash or EMT directly to them.

Individual player memberships must be paid in full before the 2nd match is played or by Week 4 (whichever comes first) otherwise, they will be dropped from the roster. Teams playing unpaid players on their 2nd match may have to forfeit that player's win. Any unpaid player will be dropped from the roster after the 4th week of play. Winning match points may be forfeited for players who join and play as a low skill level and win in few innings but then drop the team without paying their membership fee.

1.2 Scorekeeper App

All CPA Toronto/Peel teams are now fully using the APA Scorekeeper App! Go to your mobile App Store and download the **APA Scorekeeper App**. Members must have a Member Services login to access the APA Scorekeeper App because it's the same username and password. If you're a member and don't have a Member Services account setup, please use this link to claim your account: cpapool.ca/claim-account. Contact your League Operator if you need further help.

1.3 Bonus Points

Bonus points are earned and requirements below will be enforced. Your team will receive bonus points if **all** of the following occur:

- Scores are submitted for all matches played on the Scorekeeper App including Innings.
- The winner of every 8-Ball game is marked properly with how they won on the 8-Ball.
- The scores for both teams are the same.
- Matches must be played on the correct Match number. Immediately after the match has started, confirm you're marking the same match as the other scorer and then proceed. If you're not, reset the player match, and start over on the correct match number.
- All fees are up to date.

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 (see 1.1) and the team being current on all past due fees.
 - 1 point will be awarded for accurate and complete submitted scores on the Scorekeeper App.
- **9-Ball: 20 Possible Bonus Points**
 - 10 points will be awarded for the entire weekly fee paid (see 1.1) and the team being current on all past due fees.
 - 10 points will be awarded for accurate and complete submitted scores on the Scorekeeper App.

Remember, bonus points are earned and are awarded at the sole discretion of the Local League Office. Teams that consistently earn all their bonus points may randomly receive 1 Week of Free Team Play from the Local League Office.

Teams have 1 week to clear partial past dues without penalty but will lose their bonus point(s) for every subsequent week that past dues are not paid. The 1st week grace for bonus points may also be lost for repeated offences. Past dues are displayed below the team name on the Scorekeeper App

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.

1.4 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: 60 Bye Points + 20 Bonus Points

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

1.5 Past Due Procedures

1. **First Week Past Due:** "PAST DUE" will be highlighted in red below the team name on the Scorekeeper App.
2. **Second Week Past Due:** Bonus Points will be lost.
3. **Third Week Past Due:** A text will be sent to the team captain reminding them of the past due. Bonus Points will be lost.
4. **Fourth Week Past Due:** The TEAM CAPTAIN will be made **INACTIVE** on the Scorekeeper App. Bonus Points will be lost.
5. **Fifth and Final Week Past Due:** The Entire Team will be Dropped From the Division.

1.6 Late Penalties

Any team that fall behind in paying their team dues will receive a FINAL NOTICE by text to all players and points will be taken away. Additionally, the Team Captain (and other players) may be marked ineligible to play by being made INACTIVE on the team. If payment is not received at this time the team will be given notification that they will be dropped from the League for non-payment. If the fees are not brought current by the third week or arrangements made to pay the past due balance, the team will be dropped. All players on the team will become equally responsible for the fees that are due, including fees for the remainder of the session, and will not be permitted to rejoin until their portion is paid.

1.7 Raffle Ticket Ballot or Pin

Raffle ticket ballots or pins 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.

There are no limits on the number of ticket ballots or pins you can earn. If you wish to receive a ticket ballot or pin for an accomplishment, make sure it is marked on the Scorekeeper App and recorded in Member Services otherwise, they will not count at the end of the League Year (Spring Session).

If you would like a pin instead of a ticket ballot, you must fill out the form on cpapool.ca/pin every time you've earned a pin and if you don't ever fill out the form, you will automatically be entered into the ticket ballot draw.

The ticket ballot draw will be held at the 8-Ball World Qualifier (Regionals). The winner will receive airfare to Las Vegas including 1 hotel room for 4 days and 3 nights to play the Mini Mania events and enjoy the "APA Vegas Experience". Other prize draws will include Free Singles Board Entry, CPA T-shirts, CPA Hoodies, gift cards, and other great prizes! Prizes have no cash value. Las Vegas trip can be substituted for lodging at Border Battle, Montreal Invitational or Northeast Challenge Experience of playing in the Mini Tournaments.

Section 2: Local League Play

2.1 Reschedule or Pre-play Matches

If both teams plan to reschedule or pre-play matches due to inclement weather or have conflicts with other pre-qualified CPA/APA obligations, you must notify the Local League Office immediately for a date, time, and location to complete the match(es). All rescheduled or pre-play matches must be completed all together on another day designated by the Local League Office. Without approval, the double-play and/or forfeit option must be used if teams are short a few players. See section "2.4 Double-Play" for more details.

- Rescheduled matches must be played within two weeks of the original scheduled match date. No rescheduled matches will be allowed in the last 4 (four) weeks of the session, unless the Local League Office grants an exception, which will only occur as a result of special circumstances. Un-played matches during that time will result in a double-forfeit in points.
- Teams must pay for the rescheduled match by the original scheduled match date or on the day of the rescheduled match date. Full team fees must be paid by the completed rescheduled match date in order to be awarded bonus points.

Matches will be scheduled on Monday statutory holidays for some Host Locations. For some Host Locations, Monday statutory holiday matches are scheduled for Tuesday where possible. Teams may choose to play on a statutory holiday if their host location is open. The following Monday observed holidays are Family Day, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day and New Years Day.

Inclement Weather

The Local League Office will use school closings and province warnings to determine whether matches will be cancelled and rescheduled due to inclement weather. If you feel that weather conditions may result in League play being cancelled or postponed, have your team captain contact the Local League Office if you have additional questions or concerns. Most important, ***please be safe*** and do not risk injury if you feel the travel conditions are unsafe.

2.2 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 their share of the team fees owed. The defaulting team's players will be suspended from the League until their portion of the fees are paid. The Local 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.

2.3 23-Rule

The 23-rule is the cornerstone of the CPA. All 23-Rule violations will be enforced automatically by the Local League Office by way of the software program. A protest is not required. Teams are not allowed to agree to break this rule. A team playing less than a full match must show that it would not have exceeded the Team Skill Level Limit, if all the matches had been played. (OTM Page 33), the penalty for breaking the 23-rule is a loss of all the points won by the offending team. The non-offending team will receive the points they earned plus forfeit points for the match that the violation occurred and for each subsequent match. Don't let this happen to your team. Make sure you understand the rule and stay within before you put up players. This violation occurs when the balls are broken.

2.4 Double-Play

One player may play twice in a team match, only if the team cannot field 5 players due to absentees with the following conditions; The team who is short players must prove that they have another player on their roster (but not available) that could have legally played in place of the player that plays twice and still stay within 23. If they do not, then they must forfeit the last match. If the team can play a player twice, the opponents get to select that player that plays again from the available players. Players that would jeopardize the 23-Rule cannot be selected. Any eligible player who was available during the earlier matches may be selected, so they must remain available or risk forfeiting the match if selected after they left. Teams may only exercise this option 4 (four) times in a session and may not exercise this option in the last 4 (four) weeks of the session or in post session play. Exceeding 4 (four) double-plays per session will result in a forfeit of all points earned for the team by the offending player. If it's the last 4 (four) weeks of the session, both players will forfeit all points earned for their team. Any player or team captain attempting to manipulate this rule will face penalties determined by the Local League Office in conjunction with the National Office. This rule is used to aid a team with an unfortunate situation to avoid forfeits and is **not to be used out of this context**. Team captains must inform the other team of any potential need to play a player twice prior to the start of the 2nd individual match. The double-play match should be played as the last match of the night. Both teams may utilize the double-play on the same night if necessary. In this situation, the team scheduled to put up a player in the 5th match designates their double-play player first. If you are unsure about how to use this option, please contact the Local League Office for advice before the start of the match.

2.5 Forfeits

Teams have a 15-minute grace period to begin their first match. Only one player is needed to begin the match. Between 16 minutes and 30 minutes late, the late team will forfeit 2 points (15 points in 9-Ball). Between 31 minutes and 45 minutes, they will forfeit 4 points (30 points in 9-Ball). After 60 minutes it will be declared a team forfeit. Should an entire team forfeit a team match (**this should never happen**); the offending team must pay both teams' Team Fees before they will be allowed to continue to play the following scheduled match. This must be imposed for the inconvenience caused to the opponents by wasting their time to show up for nothing. Full team forfeit points is the same as Bye Week points. In the event that the offending team does not pay both teams' Team Fees and as a result their team was dropped from the League, the non-offending team must pay their own Team Fees in order to be rewarded the full team forfeit points. For individual forfeits during playoffs and tournaments, 3 points are awarded for 8-ball (20 points for 9-ball).

2.6 Video Rulings

Rulings based on video footage is not allowed in local league play and higher level tournaments.

Section 3: Sportsmanship and Conduct

3.1 Comments on the Scorekeeper App

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

3.2 Refusal to Do Business With

The vast majority of players have a great time in the League, appreciate its value, and display true sportsmanship. We seek to promote those who personify the CPA spirit. Every CPA member has the right to be treated with respect and in a sportsmanlike manner, and members who display offensive behaviour will not be tolerated. At any time, at the sole discretion of the League Operator, CPA Toronto/Peel can refuse to do business with any individual regardless of whether the individual's CPA membership is in good standing.

3.3 Banned Players

If a Host Location has banned a player from entering their establishment, the team must play without them when playing at that location (including Higher Level Tournament sites) and the League will not be responsible for any consequences incurred to any member or their team. The League does not have the right to require a Host Location to permit access to a banned person for a League match and will not interfere with the Host Locations' right to bar entry to any unwelcome patron. It is also the sole responsibility of the barred patron to appeal to the Host Location owner or manager for re-entry.

3.4 Suspended Players

CPA Toronto/Peel Region will honour any suspensions from all CPA areas.

Section 4: Local League Playoffs and Tournaments

4.1 Session Playoffs

During the playoffs and the last 4 (four) weeks of a session's regular weekly play, a team cannot forfeit more than 3 (three) individual matches. Teams who do not adhere to this rule may forfeit their eligibility in the Playoffs, Tri-Annals, and the World Qualifier (Regionals).

The next session will begin the week following the 1st round of Playoffs.

Eligible teams must enter a session-ending Tri-Annual Tournament to qualify for the World Qualifier (Regionals). Teams already qualified for the World Qualifier may play in subsequent Tri-Annals for the cash added to it or pass their eligibility to the next Division Points Leader in the playoffs. Any team that loses in the finals at Tri-Annals to a team already qualified for the World Qualifier (Regionals) will also be qualified. If teams re-qualify for Tri-Annals after already having a World Qualifier (Regionals) spot, they will receive a Bye at Tri-Annals if there are any available.

Number of Teams in the Division	World Qualifier (Regionals) Qualification Playoff Structure	Session Award Structure
4-5 One team qualifies for Tri-Annals.	1st Place vs. Wild Card Winner advances to Tri-Annals. In a 4-5 team division, eligibility cannot be passed to teams finishing directly behind an already qualified team in the Playoffs.	1st Place Team in Session Standings Points will receive the 1st Place Plaques.

6-7 Two teams qualify for Tri-Annuals.	Division Point Leader advances directly to Tri-Annuals. 2nd Place vs. Wild Card Winner advances to Tri-Annuals.	1st Place Team in Session Standings Points will receive the 1st Place Plaques.
8-11 Three teams qualify for Tri-Annuals.	Division Point Leader advances directly to Tri-Annuals. 2nd Place vs. Wild Card 3 rd Place vs. 4 th Place The winner of each match advances to Tri-Annuals.	1st Place Team in Session Standings Points will receive the 1st Place Plaques.
12-14 Four teams qualify for Tri-Annuals.	1st & 2nd Place Division Point Leader advances directly to Tri-Annuals. 3 rd Place vs. Wild Card 4 th Place vs. 5 th Place The winner of each match advances to Tri-Annuals.	1st Place Team in Session Standings Points will receive the 1st Place Plaques.
15-16 Five teams qualify for Tri-Annuals.	1st & 2nd Place Division Point Leader advances directly to Tri-Annuals. 3 rd Place vs. Wild Card 4 th Place vs. 7 th Place 5 th Place vs. 6 th Place The winner of each match advances to Tri-Annuals.	1st Place Team in Session Standings Points will receive the 1st Place Plaques.

In the Double Jeopardy format, a conflict with match host locations may arise for some teams who are in playoffs in both formats. The Local League Office will coordinate with the host location and make the final decision. During regular session, the same player cannot play the last match in each format and make their opponent wait because it is continuous play (this is only allowed in playoffs).

A random draw of the teams who didn't place becomes the Wild Card team. The Wild Card team will be notified. The following conditions apply: 1. The Wild Card team must not have more than 5 forfeit losses per format in the regular session. 2. The Wild Card team must not have any past dues.

Cell phone and smartwatch use is prohibited while a player is taking their turn at the table and during coaching time-outs. No earphones of any type and this includes earbuds, headphones, headsets, Bluetooth devices etc. Hearing aids and non-electronic earplugs are allowed.

4.2 World Qualifier (Regionals)

The World Qualifier (Regionals) 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 CPA Toronto/Peel in the World Pool Championships. World Qualifier eligibility may be lost for any of the following reasons with player handicaps under heavy scrutiny:

- Forfeiting more than 7 matches in any subsequent session.
- Finishing in the lower half in points of the standings in any subsequent session.

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

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

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

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

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

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

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

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

*subject to change based on team count

- Teams that qualify for a World Qualifier slot more than once during a League year will be the first team(s) eligible for a random draw into any bye slots, if available, that occur on the World Qualifier boards.
- 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 in Las Vegas. Non-attending players will not receive a cash substitute. If an entire 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.

4.3 Player Eligibility

Players must have played at least 4 (four) times with the team during the session to be eligible to play in the Session Playoffs.

All players need a minimum of 6 (six) lifetime matches, 4 (four) of which must be played during the session to be eligible to play in Tri-Annuals. Matches played during that session, and Playoffs count toward the minimum requirement.

Original players need a minimum of 10 (ten) lifetime matches, 4 (four) of which must be played during the Spring Session with the qualified team to be eligible to play in the World Qualifier (Regionals). Matches played during the Spring session, Playoffs, and Tri-Annuals count toward the minimum requirement.

Non-original players need 20 (twenty) lifetime matches in order to join an already qualified team in the Spring Session before week 4 (four), and require Local League Office approval. If the player has fewer than 20 (twenty) lifetime matches, that player must be approved by the Local League Office prior to being added to the roster. The player's skill level will be subject to heavy scrutiny. All roster changes for qualified teams must be made prior to the team submitting their week 4 (four) scores. Altering the roster of a qualified team after week 4 (four) of the Spring Session will result in the team losing its qualification. **THERE ARE NO EXCEPTIONS TO THIS RULE.**

TEAMS ALREADY QUALIFIED FOR THE WORLD QUALIFIER (REGIONALS) MUST GET LOCAL LEAGUE OFFICE APPROVAL FOR "ANY" ROSTER CHANGES BEFORE WEEK 4 OF THE SPRING SESSION AND MUST NOT BE MADE ON THE SCOREKEEPER APP.

Non-qualified teams under the Survival Rule (6 or less players) or with player attendance issues can add a player prior to submitting their Week 7 scores (this deadline may vary on a case by case basis). Local League Office approval is required and that player should have established CPA scores (if not, their handicap will be under heavy scrutiny). If that player is unpaid they must pay their membership before they're added to the roster.

All teams/players that are qualified for Tri-Annuals, World Qualifier (Regionals), World Pool Championship and/or cash added events must remain active in order to keep their eligibility. Eligible teams must continue to play in subsequent sessions and maintain its originality and eligibility requirements. An eligible team consists of at least 4 (four) original players from the time in which they qualified. Any team qualified for World Qualifier

(Regionals) and/or World Pool Championship must play the Summer session with at least 4 (four) original players on its roster and the other 4 (four) must remain active on another team in order to keep their eligibility.

To play on a Singles Board, you must have at least 20 matches played within the last 2 years in the participating format. Exception: 10 matches played in the last 2 years for skill level 7s in 8-Ball and skill level 9s in 9-Ball.

Teams that join a Division late in the session will be given the same points as the last place team in the standings.

4.4 Plaques, T-shirts & Trophies

End of session 1st Place Division team members will receive all Plaques of Recognition and have the option to purchase Division Champion T-shirts or Hoodies. MVP members will receive a Plaque of Recognition and have the option to purchase an MVP Division Champion T-shirt or Hoodie and a free entry into the session ending MVP tournament. Winners of the World Qualifier (Regionals) team members will receive a Trophy.

4.5 MVP Tournament

In order to qualify for the session ending MVP Tournament, a player must finish in the top 2 in each Skill Level Grouping, remain active, and must have at least 20 matches played within the last 2 years in the participating format.