

# APA Leagues of North Central Oklahoma LOCAL BYLAWS

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You must be 21 years of age or older to compete in the APA LEAGUES OF NORTH CENTRAL OKLAHOMA.

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#### Introduction

I would like to welcome you and 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 and to help clear up common issues that will allow you to focus on your game. After all, the APA is all about having fun, meeting people, and playing pool!

Please read these bylaws carefully and keep them with your Team Manual for your reference. All previous local bylaw documents are now null and void.

#### **Section 1: Getting Started**

#### Office Hours

League Office hours are Monday through Friday 10 AM to 10 PM. If no one is available to take your call, please leave a message, including your phone number and your call will be returned as soon as possible.

**Phone:** 405-361-7691 6 PM to 10 PM / 405-334-9078 10 AM to 6 PM **E-mail:** bpatchell@apaleagues.com

#### **Team Captain Responsibilities**

The Team Captain is the team organizer. The Team Captain must have a phone and e-mail address to allow for quick and effective communication with the League Office. The Team Captain's responsibilities and duties include:

- 1. Collecting weekly fees and APA membership dues from the team.
- 2. Submitting payments, forms and other information to League Office in a timely manner.
- 3. Distributing information from League Office to all members of the team. This would include rule amendments, tournament announcements, and any other League business.
- 4. Responsibility for the conduct and good sportsmanship of all team members during League play.
- 5. Making sure that proper and accurate scorekeeping procedures are followed.
- 6. Having team players at the scheduled match site on time.
- 7. Returning team envelope to the drop off location on time.

#### Division Representative Responsibilities

Division Representatives (Division Reps) are appointed by the League Operator or voted on by the Team Captains. There is one Division Rep per division. He or she is a person that has played in the League for a long time, is a person of integrity and is well respected by League members. Division Reps are your primary point of contact for questions about rules and other

general inquiries about their division. They make sure that League information and notices are distributed and understood by their players. They are a spokesperson for their division and ensure that all concerns, queries and questions from the division are addressed. They carry a rule book on League nights and are available to answer any questions when necessary. The Division Rep will call the League Operator on a League night if deemed necessary. Division Reps also sit on the Board of Governors. You will find your Division Rep's phone number on each scoresheet.

#### Board of Governors

The Board of Governors consists of Division Reps, Division Managers and the League Operator. The Board meets towards the end of every session to discuss any improvements, suggestions, or general comments about the League. The input from players is invaluable so please ensure your Division Rep is made aware of your feedback before the end of the session and they will bring these up at the meeting for review. It is essential that all players have a forum for their voice to be heard and to understand that the League takes the wishes of its members in the highest regard when making decisions or changes. After the Board convenes, the Division Rep informs their division of any conclusions that were reached.

#### Handicap Advisory Committee

The Handicap Advisory Committee (HAC) will consist of mainly higher skilled players that the League Office has appointed. This committee will review any handicap related complaints that come about during the session.

#### Website

Our website address is NOK.apaleagues.com

This website allows you to:

- a) View schedules, team rosters, standings and individual records for your division
- b) View your lifetime APA statistics, including win percentage, tournament history, On the Breaks, Break and Runs, etc.
- c) Print your scoresheets on-line. No need to drive to pick it up
- d) Get the latest up to date information on playoffs, tournaments or any other APA Leagues of North Central Oklahoma events
- e) Communicate with other members in the forum. You can use the forum to make suggestions on the League, recruit players, find a team yourself or just engage in general chat

Team standings will be posted on the website as soon as possible. They will generally be posted by Friday for Sun/Mon/Tues divisions and by Monday for Wed/Thurs divisions.

Even if you don't sign up for the website, please make sure we have your e-mail address on file. All announcements are always made first on-line and

through our e-mail mailing list – don't miss out on valuable information! The website and e-mail are the Local League Office's most efficient communication tools, helping to ensure that you get the most out of your experience and keeping 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 pertinent to the League.

#### **Team Fees**

Team Fees are \$35 per week (\$70 for Double Jeopardy), \$20 Scotch Doubles regardless of the number of matches played including forfeits and playoffs. If you are paying by check, please make your check payable to APA Leagues of North Central OK. There will be a \$30 charge for any returned checks plus loss of bonus points (see Scoresheets & Bonus Points Section).

#### Team Envelopes

The team packets will be delivered to the drop-off location that is clearly marked on the packet. There are two drop-off/pickups every week. One will deliver your packet, the other will collect it. The packet is a large envelope containing, for each team: Scoresheet, envelope, and optionally, flyers and announcements from the League Office. The traveling (visiting) team shall deliver the packets to the site of the match and may return them to the drop-off location. After the match is complete, the Team Captains will place the completed and signed scoresheet plus team fees into the smaller envelope and deposit it into the drop box at the pickup location. Make certain your envelope falls to the bottom of the drop box. Do not return flyers and announcements to the League Office. These are for your team's information. Team captains are responsible for returning their team fees and score sheets to the pickup location. Even if you allow the other team or one of your team mates to deliver your packet you are still responsible for the safe return of your team's packet.

- **Enid Mon Division:** Can pick up envelopes after 4 P.M. on night of play
- Tues thru Thu Divisions: Can pick up envelopes after 4 pm on Monday

Envelopes are due at the specified drop-off location by 8pm the day after play.

To save picking up your envelope before League play and especially during inclement weather, you can print your scoresheet from the website. If both teams print their scoresheets, the team packets will still be at the drop-off/pick-up location. The person returning the packets should remove the unused score sheets and any other information which is in the packet and replace with the completed scoresheets and payment before dropping the packet in the drop-box.

#### Scoresheets and Bonus Points

The League will place great emphasis on proper scorekeeping. Be careful not to lose points for your team by submitting an incomplete scoresheet. Make

sure the scoresheet is legible, has all appropriate areas completed and has the signature of both Team Captains.

When a team match ends with both teams having the same points, the match goes to the team who won the most individual matches.

Open 8-Ball team forfeits receive 8 points and individual match forfeits receive 2 points in the regular session and 3 points in playoffs.

Open 9-Ball team forfeits receive 75 points and individual match forfeits receive 15 points in the regular session and 20 points in playoffs.

Scotch Doubles team forfeits receive 8 points. Singles matches forfeited within the Scotch Doubles format receive 2 points.

Bonus points will be awarded when the following occur:

- Innings are tallied for every game and the total per game is circled in the game block. Match total is circled in the hi-lighted block at the end of each individual match
- Defensive Shots are clearly marked or ND, denoting No Defensive Shots, is recorded in the Defensive Shots column.
- The winner and loser of every game is <u>accurately</u> marked with the number of racks won
- Final match score is filled in
- Scoresheet is signed by both teams
- Envelope is at the pickup location on time
- Fees section is properly filled out and initialed by the team captain
- All fees are up to date
- No abusive comments are written
- Match start and end times are recorded

The bonus points awarded will be as follows:

# Scoresheets and Bonus Points (continued)

Each item is worth 1 point. Points are subtracted for each item not completed correctly.

- 8-Ball 3 points maximum per team per week.
- 9-Ball 10 points maximum per team per week.

Remember these are bonus points that are awarded at the 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 the opportunity to compete in end-of-session tournaments.

#### Past Due Procedure

Any team that falls two weeks behind in paying their team fees will receive a FINAL NOTICE on their next scoresheet and points will be taken. Additionally, the Team Captain (& other players) may be marked ineligible to play.

- If payment is not received at this time, the team will be given notification that they will be dropped from the League for nonpayment.
- All players on 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 fourth week, the team will be dropped from the League for non-payment.
- All players on the team will become equally responsible for 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 that have not been paid by the Team Captain or other members designated by the team. Teams having rosters with players who owe money to the League will not be able to participate in any play-offs, Tri-Cups or other tournaments until such monies are paid.
- Teams that are habitually late may be asked to replace their Team Captain with another, more responsible player.

First Week Past Due: Stamp Past Due Second Week Past Due: Stamp Final Notice

Third Week Past Due: Mark Team Captain ineligible

Fourth & Final Week Past Due: Change Team Name to TEAM DROPPED

DUE TO NON-PAYMENT and mark all players ineligible.

#### Abusive Language

No abusive language directed at the League or the League Operator will be tolerated on the scoresheets. All concerns should be written up in a calm and

professional manner. This will guarantee that your concern is looked at, documented and addressed. Abusive comments or complaints are considered unsportsmanlike and are likely to be ignored.

#### **Patches**

There are no limits on the number of patches you can earn in a session. Patches will be awarded each time the player meets the criteria for earning a patch. Patches are:

- 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.
- Clean Sweep: 5-0 in 8-Ball.
- 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.
- Grand Slam: 8-on-the-Break, 8 Break and Run, 9-on-the-Snap and 9 Break and Run.
- Rackless night. You never have to rack the balls.

Patches are awarded the week after earned and will be in the team envelope. Please mark clearly on your scoresheet that you earned a patch so your award does not go unrecognized. If you don't receive your patch the week after you earned it, please write a note on the scoresheet so we can provide one next time.

Patches will not be awarded to players on teams who are not current with their weekly fees. Players who are ineligible or owe money to the League will not receive patches.

#### **Incentives**

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

#### **Section 2: League Play**

#### Adding New Teams

Occasionally, in order to fill a bye, the League Operator may add new teams to a division during the first six weeks of a session. If team make-ups are not possible, the new team will be issued points equal to one point (15 in 9-Ball) less than the last place team's total team points (excluding bonus points) to that date.

#### **Bye Weeks**

Some divisions will have an odd number of teams, so one team each week will not have a match. In this instance, the team shall be given the following points for the week (these points include the bonus points a team would have received if all the paperwork was correct):

- 8-Ball 8 points
- 9-Ball 75 points
- Scotch Doubles 8 points

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

#### Rescheduling Matches

On occasion, usually due to inclement weather, a match may need to be rescheduled. If you plan to reschedule a match, you must notify the League Office. Please use the following procedure:

- 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 two 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.
- Contact the Team Captain of the team you plan to reschedule with and notify them of your intent to reschedule.
- If requested to do so, Team Captains must reschedule matches if the team has other pre-qualified League obligations such as a Championship Tournament.

#### Inclement Weather

Inclement weather is generally, but not limited to, snow or ice conditions. The League Office will use school closings and state warnings to determine whether reschedules due to inclement weather will be granted. If you feel that weather conditions may interfere with your match, contact your Division Rep for additional instructions.

#### **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 7PM on the scheduled night of play. Play will begin immediately even if only one player from a team is present and it is past 7PM. 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 for each team 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. Teams will receive forfeit points plus the bonus point if their scoresheet is filled out with players that were ready to play, and the weekly dues are included.

Replay Player (Player May Play Twice on One Night) 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, <u>one</u> 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.

If both teams meet the criteria for replay, player selection will be made in the same order as determined at the start of the team match.

Guidelines for using a Replay Player are as follows:

- Replays may only be used during the first 4 weeks of any session. This allows plenty of time for teams to develop their rosters.
- 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.
- Replay must be the last match of the night. Exception: The opposing Team Captain is informed that replay is necessary and agrees to allow the replay to be played before the 5<sup>th</sup> match. There is no obligation for the opposing Team Captain to agree and his reason for not doing so shall not be questioned.

# Teams in Default

Any team that does not show up for a match for two consecutive weeks will be deemed in default and will be dropped from the Division. Additionally, any team that has not paid their League fees for two consecutive weeks is in danger of being dropped from the Division. Teams will be notified and failure to contact the League Office and settle accounts will result in a team default.

Teams that default are still responsible for their team fees for the remainder of the session. The team fees will be divided up among team members, and 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 deemed necessary. 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 the week if they play and do not clear their past due.

#### **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 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.

# **Sportsmanship** (continued)

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.

Please refer to Conduct During League Play, Section 8 of the Official Team Manual or call your Division Representative for further clarification.

# Sportsmanship Ratings

Every week teams can rate their opponents on Sportsmanship. If a rating is not supplied by a team, their opponent will be deemed to have received a 4 (the target sportsmanship rating). These ratings will be tracked and teams that continually rate low in sportsmanship will be contacted and placed on probation. Continued low ratings may result in the team being asked to leave the League. Teams that continually rate high in sportsmanship may be eligible for team awards or entries into Higher Level Tournaments at the discretion of the League Operator.

#### **How to Rate the Opposing Team**

The following are suggested guidelines for rating your opponent's sportsmanship (under the APA Five-Star Sportsmanship Program). Please feel free to use your own judgment. Circle stars located on your scoresheet to indicate your rating of the opposing team.

- **5-Star Rating**: This is our "Top" rating. This team is a pleasure to play and goes beyond the call of duty to show good sportsmanship. Use this rating if your team (win or lose) had a "**Fantastic**" night out.
- **4-Star Rating**: This is our "Target" rating. This team causes absolutely no problems and is a pleasure to play against. Your team (win or lose) had an "**Above Average**" or "**Great**" night out.
- **3-Star Rating**: This is our "Average" rating. No major problems, night went well with only a few "minor" problems (i.e. minor rule disagreements, someone's attitude got slightly out of hand) but the opposing Team Captain got them in line, apologized for the infraction, and the night continued without further incident. Your team (win or lose) had a "**Good**" night out.
- **2-Star Rating**: This is a "Poor" rating. Opposing team members, in no way, threatened or intimidated your players. However, they did cause multiple problems while the Team Captain did nothing to get his/her players under control (i.e. team made rude or degrading remarks to your players, called you sandbaggers, tried to manipulate the handicap system or were rude and unfriendly). Your team (win or lose) "**did not**" have a fun night out. A Write-Up "should" accompany this rating!
- 1-Star Rating: This is a "Totally Unacceptable" rating. Opposing team members may have threatened or intimidated your players or may have caused multiple "major" problems. Opposing Team Captain did nothing to get his/her players under control. Your team (win or lose) had a "terrible" night out. A Write-Up "must" accompany this rating!

#### Refusal to Do Business With

At any time, at the sole discretion of the League Operator, APA Leagues of North Central Oklahoma 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 that evening. The League has no right to insist a Host Location allow a person in to their establishment for a League match.

APA Leagues of North Central Oklahoma will honor any suspensions from a neighboring APA area.

#### **Section 4: League Playoffs and Tournaments**

#### Session Playoffs

At the end of the regular session, the teams with the most points and a Wild Card team compete in playoffs. The winners of the playoffs qualify for the Quad County Championships, an APA World Qualifier (WQ).

A player must have a minimum of 6 scores during the session in order to be qualified to participate in division playoffs.

The Wild Card is a team drawn at random from all teams in the division not already in the playoffs. The purpose of the Wild Card is to prevent teams from 'giving up' towards the end of the session as it keeps every team alive until the final week. In order to qualify for the Wild Card, a team must be fully paid up with all their session dues and have no more than five forfeits during the session.

**NOTE**: A team cannot forfeit more than three individual matches within the last 2 weeks of regular weekly play. Teams who do not adhere to this rule will forfeit eligibility into playoffs.

Playoffs will be scheduled on corresponding League nights. The next session will begin the following week.

The following table displays the playoff structure:

Number of Teams in Division	Playoff Structure	
(at Week 6)		
6 teams	1st Place gets a direct entry into WQ	
(2 teams qualify for WQ)	Playoffs:	
	2nd Place vs. Wild Card	
	One Playoff winner qualifies for WQ	
7-12 Teams	1st Place gets a direct entry into WQ	
(3 teams qualify for WQ)	Playoffs:	
	2 <sup>nd</sup> Place vs. Wild Card	
	3rd Place vs. 4th	
	Two Playoff winners qualify for WQ	
13 and above	1st and 2 <sup>nd</sup> Place gets a direct entry	
(4 teams qualify for WQ)	into WQ	
	Playoffs:	
	3 <sup>rd</sup> Place vs. Wild Card	
	4 <sup>th</sup> Place vs. 5 <sup>th</sup>	
	Two Playoff winners qualify for WQ	

**NOTE:** Divisions 4-5 teams will have 1<sup>st</sup> Place vs. Wild Card, winner goes to the WQ. In a 4-team division, eligibility will not be passed to teams finishing directly behind an already qualified team in the Playoffs.

#### World Qualifier (WQ)

The World Qualifier (Formerly known as the League Team Championship or WQ, is an annual tournament that takes place at the end of the League year in which the winning teams win travel assistance to Las Vegas and the opportunity to represent APA Leagues of North Central Oklahoma in the APA World Pool Championships. Our League's World Qualifier is known as the 'Quad County Championships' to reflect our league's regional area of Garfield, Kingfisher, Logan, and Payne counties in North Central Oklahoma. If a team qualifies for the World Qualifier, they must meet the following criteria to maintain their eligibility:

- Teams must maintain World Qualifier eligibility in accordance with the Official Team Manual.
- Teams that qualify in the Summer Session must remain active and play in the Fall and Spring Sessions and finish in the top 50% of their division.
- Fall qualifying teams must remain active in the Spring Session and finish in the top 50% of their division.
- Teams that do not finish in the top 50% of their division in sessions subsequent to their qualifying session are subject to heavy scrutiny of their handicaps and/or loss of eligibility. Major changes in the division make-up or in team rosters and other factors may be considered for their effect on team standings. The League Office will review teams

that have lost eligibility due to the 50% rule and will make a determination as to whether or not eligibility will be reinstated based on the aforementioned factors. All eligibility determinations are at the sole discretion of the League Operator and the League Advisory Board and are final.

• Teams must be up to date with all League fees and memberships.

Match-ups in the World Qualifier will be determined by blind draw. Byes will be awarded in a separate blind draw prior to the rest of the bracket being drawn. Teams may occupy only one slot in the World Qualifier tournament bracket. Except for the rare circumstance when the bracket has no byes, teams with multiple slots will have multiple entries in the pool from which the byes are drawn. e.g. A team who wins entry into the WQ in 2 sessions will have 2 bids in the draw pool.

Our league's World Qualifier is known as the 'Quad County Championships' to reflect our League's regional area of Garfield, Kingfisher, Logan, and Payne counties in North Central Oklahoma.

#### **Trophies**

Trophies or Plaques will be awarded after the end of each session to the high point team. Each member of the team will receive a trophy. Each team will also receive a team trophy that can be put on display at their Host Location to show off their accomplishments!

Teams must be current on all fees owed in order to be eligible for awards.

#### Feedback

We welcome feedback on these bylaws, so please submit your feedback to <u>bpatchell@apaleagues.com</u> and we may incorporate them into the next revision.

Join us on Facebook:

#### www.facebook.com/NOK.APAlegues.com

Most League events are announced on our Facebook page, sometimes before they are announced in the fliers included in your weekly score sheet packets. Facebook has made changes recently which affect your ability to receive notifications when new posts are added to the pages. Be sure to click the 'Like' button on subjects that interest you. This helps us to focus our efforts towards subjects that are of most interest to our members. If you do not occasionally click 'Like' you will lose your ability to receive updates from our page.

Have Fun, Meet People, Play Pool!

# **Good Luck and Good Shooting!**