



# Bylaws for the Western Nebraska APA Pool Leagues Masters Divisions

## WESTERN NEBRASKA APA POOL LEAGUES

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These Bylaws have been read and approved by the National Office of the American Poolplayers Association, Inc. All information is subject to change at any time without notice.

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### 1 OFFICE HOURS AND DIVISION REPRESENTATIVES

Office hours are Monday through Friday 10:00 a.m. - 6:00 p.m. Central Time (Office is closed on all national holidays).

In the day and age of cell phones and the possibility of loss of signal during a call, please call us again if you left a message and have not heard back from us by the next business day.

During League play, your Division Representative may be available to answer questions. Your Division Rep phone number can be found on your scoresheet, schedule and our website. The Division Representative is a player just like you and is not authorized to make official rulings and in no way gets any favoritism from the APA. However, the Division Rep may be able to assist you with rules questions or at least help you find something helpful to your situation in the rules book or bylaws. Information given by a Division Rep is simply advice (correct or not) and is in no way meant to be an official APA ruling.

### 2 REFUSAL TO DO BUSINESS

At any time, at the sole discretion of the League Operator, Western Nebraska 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.

### 3 HELPING NEW TEAMS AND PLAYERS

You are **required** to help a new team and players with scorekeeping and rules questions if asked. **This is good sportsmanship!** Teams that refuse to help a new team or players learn the rules, proper scorekeeping, or try to take advantage of this situation in any way will be dealt with severely by the League Office. Teams will not be considered "new" after week 8, but helping the other team when they ask promotes harmony within the League. Making new teams and players feel comfortable and welcome is vital to the well-being of the League!

### 4 TEAMS THAT DROP ONCE SCHEDULES ARE OUT

Teams that register and drop after schedules have been mailed or posted on our website will be held financially responsible for the entire session.

To avoid possible penalty, individuals that plan on dropping off a team need to make certain that they inform their Team Captain before schedules are generated for the session.

### 5 WEEKLY TEAM FEES

Weekly team fees are \$21.00 per team per week for ALL scheduled matches (including playoffs) regardless of forfeits. If your team sends more money than required, you will be issued

a credit on your next scoresheet. However, all credits must be used by the end of the current session or you will lose the credit.

No weekly team fees are due during bye weeks and there are no scoresheets.

## 6 YOUR WEEKLY LEAGUE SCORESHEET

Each week that you play, you will receive a scoresheet from the League Office that will contain updates of all scoresheets that we had at the time of processing.

Scoresheets from the League Office are usually mailed and postmarked at least 2 days prior to play, and most times sooner. If for some reason your scoresheet does not arrive, you can print scoresheets by going to your member services account. Although not as good, you can get by using a blank scoresheet or photocopying your opponent's scoresheet.

Teams that regularly submit incomplete, incorrect or messy scoresheets to the League Office subject themselves to penalty. We will always warn teams and try to help with proper scorekeeping. But if that fails, penalties will be applied.

## 7 MAILING SCORESHEETS AND DUES

On time arrival of scoresheets and dues to the League Office is critical to the smooth operation of the League. Players that do not mail scoresheets on time risk the possibility of inaccurate standings and late arrival of patches to those on your team that earned them. Late or past dues place a heavy financial burden on the Local League Office as we many times decide to cover your financial obligations out of our own pocket so your team can keep all points earned.

To avoid penalty, scoresheets with complete dues must be postmarked by the post office the day following play. If you postpone a match or play a match early, you must have your scoresheet postmarked the next day.

Late scoresheets with Pitney Bowes, Stamps.com, any online postage or similar postmarks will be penalized as this is not a post office postmark. You may have to take your scoresheets to the post office to insure they will be postmarked the day after play. Ask your post office how to get a postmark the day following play to avoid late scoresheets. Although late scoresheets are rare, one reliable option if you are having problems is to take your envelope into the post office and have the counter clerk hand stamp the envelope with the current date.

There are no drop offs allowed at the League Office. We will supply self-addressed stamped envelopes. However, if your envelope is over 1 oz in weight, you will be responsible for putting on extra postage at your expense.

If you move, you will need to contact the League Office to inform us of your new address, even if you changed your address via member services.

## 8 LEAGUE COMMUNICATIONS VIA SCORESHEETS

It is important for players and teams to understand that all notes or stamps placed on your scoresheet are put there to help teams and players better understand proper League procedure, not to antagonize. The APA is your friend and wants to help you learn proper scorekeeping and League rules. Many notes on scoresheets are nothing more than notifications that can make your League experience more enjoyable in the long run.

Stamp or note	What it means
Incomplete Scoresheet	You left some areas of your scoresheet blank or filled out a section incorrectly. We will highlight the areas.
No Scoresheet. Late fees being applied	We did not have your scoresheet at the time of processing.

Rate opponent here	You did not give your opponent a sportsmanship rating the previous week.
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**9 LATE FEES AND OTHER PENALTIES**

As with many aspects in life, not doing what we are supposed to do can result in some sort of penalty. It's a fact that without a penalty system, there would be no deterrent to those few players that don't follow the rules.

The Western Nebraska APA Pool Leagues has the right to implement late fees, fines, penalty points or suspension against players and teams that fail to comply with any of the rules and policies of the League or for any other reason that the APA deems necessary.

A variety of penalties can be handed down for any of the following violations but are not limited to; late or no show scoresheets, incorrect dues, incomplete scoresheets, offensive or derogatory comments (written or verbal), bad scorekeeping (meaning that your scoresheet never or rarely matches your opponent's), mailing coins or one-dollar bills (which can cause late scoresheets), violation of the rules, sportsmanship violations, complaining repeatedly about rules, policies or skill levels and any written, verbal or physical misconduct directed toward players, teams, host location employees or APA representatives.

The League Operator reserves the right to decide whether or not penalty points, fines or suspension are to be assessed in ANY situation including violations listed or not listed in these Bylaws or the Official Team Manual.

Although it is difficult to cover every situation, here is a list of the most common violations that can incur a late fee or fine. However, this list may not cover every situation. If late fees or fines are not effective in solving a problem, suspension or termination will be the last option.

Late/no show scoresheet (based on postmark)	\$5 per day up to a maximum of \$30
No weekly dues or incomplete dues	\$5 per week until paid in full (max. of \$30)
No membership dues/partial membership dues	\$5 per team per week (max. of \$30)
Invalid or incomplete check	\$5 per instance
Returned check	\$35 per instance
Postage due envelopes	\$5 per instance
Mailing coins or unnecessary \$1 bills	\$5 per instance
Late tournament entry (with APA approval)	Double entry fee
Late paperwork for Team Championships (accepted only with APA approval)	\$50 per instance
Late paperwork for National events (accepted only with APA approval)	\$50 per instance

**10 PAST DUE TEAMS/INELIGIBLE PLAYERS**

Teams that are past due may be dropped without notice and will owe all dues for the remaining weeks of the session. All fees due are the responsibility of the Team Captain and/or team members and is up to League Operator discretion.

If your team or a player on your team owes money to the APA for any reason, the APA may be able to e-mail you a link that would allow past dues to be paid with a credit/debit card via PayPal. A small convenience fee will be added for this service, but it may be an attractive option for you under certain circumstances.

If the word "ineligible" is written next to a player's name on your scoresheet, that player cannot play under any circumstances. Playing an ineligible player will result in zero team points for the entire night.

**11 PATCHES/AWARDS**

Anytime a player wishes to receive any earned award, the player must request the award in the fees section of the weekly league scoresheet.

Players must request their awards the week that they earned them or they may forfeit their right to request the award.

Assuming your scoresheet arrives in the League Office on time, you should receive your patches the week after earning them, except when you have a bye week. All patches are mailed to your Team Captain.

Players have the option of trading their earned patch for an entry into our end of session drawing for prizes. You get one entry for every one patch. When requesting your patch, simply write “entry” next to your name and earned patch.

Players may also mail in patches earned from past sessions, provided that they are the current design and are in “like new” condition. Don’t forget that you may need to put extra postage on your envelope when you mail in patches.

<b>8-Ball Patches/Awards:</b>	<b>Awarded for:</b>
8-Ball on the Break	Win the game by making the 8 on the break.
8-Ball Break and Run	Win the game by breaking the rack, pocketing all of your balls and the 8-Ball in the same turn.
8-Ball Mini Slam	Get an 8-Ball on the Break and an 8-Ball Break and Run in one session.

<b>9-Ball Patches/Awards:</b>	<b>Awarded for:</b>
9-Ball on the Break	Win the game by making the 9 on the break.
9-Ball Break and Run	Win the game by breaking the rack and pocketing all of the balls in the same turn.
9-Ball Mini Slam	Get a 9-Ball on the Break and a 9-Ball Break and Run in one session.

<b>Miscellaneous Patches/Awards:</b>	<b>Awarded for:</b>
Grand Slam	Acquire an 8 and 9 on the Break and an 8 and 9-Ball Break and Run in one session
Team Captain (Sent automatically)	Sent to those that are a Team Captain when we run our report once per session.

**12 AWARDS/PRIZES/MAILINGS DISCLAIMER**

The APA is not responsible for replacing lost, stolen or damaged patches, membership kits, membership cards, prizes, awards, envelopes, rules books, etc. Once they are shipped or delivered to a location, the APA no longer claims responsibility.

**13 TEAM NAMES**

At any time, the APA reserves the right to refuse and change team names that are determined to be distasteful or have a negative connotation. Team names that are deemed to bring discredit to the League may be disallowed. All teams are urged to choose a team name that will create public respect for their team and the League.

**14 LAGGING FOR THE BREAK**

When players lag, they must use object balls (no cue ball).

## **15 CUE BALLS AND RACK OF BALLS**

Players that wish to use a cue ball or rack of balls that are different than what the host location offers may switch them, but only if both teams agree to do so and only with approval from Host Location management.

It is acceptable for host locations to have equipment specifically designated for League activity.

## **16 NO EARPHONES/CELL PHONES**

It is not permissible to wear earphones of any type while you are playing or coaching. This includes ear buds, headphones, headsets, Bluetooth devices, etc. During the shooter's turn at the table, cell phone use is prohibited for that player. During a coaching, cell phone use is also prohibited.

## **17 BYES**

Byes are worth 15 points. No weekly fees are due during bye weeks and there are no scoresheets.

## **18 FORFEITS**

If a team or members of a team fail to show for a match, the opposing team (provided 3 players are present) may receive up to 15 forfeit points (same as a bye), but it is completely up to the League Operator and may depend on what teams are involved and what week of play you are in. Individual forfeits are worth 5 points (7 points in playoffs). The League Operator has final authority on whether or not to award forfeit points in any situation including no-shows or teams arriving late. You joined the League to play pool, not to receive forfeit points.

## **19 HOLIDAYS**

The APA National Office does not require us to schedule around any holidays. However, the Western Nebraska APA does have a variety of days where play is not scheduled. That does not mean that we will not have play on days that you want to take off. If play is scheduled on a day that you can't play, simply call the opposing team and see if they can reschedule. Remember, you can always play early.

## **20 POSTPONED AND RESCHEDULED MATCHES**

During bad weather, teams should notify their opponent of any possible delay or postponement. Please allow extra time for traveling during bad weather.

If you are going to reschedule a match, please inform your Host Location immediately. The League Office must be informed of any rescheduled matches the day after the original match is scheduled or penalties may be assessed. Both teams are responsible for calling the League Office. Postponements are not allowed the final 2 weeks of regular session play or during playoffs without permission from the League Office.

All postponed matches must be made up within 2 weeks of the originally scheduled date, unless otherwise approved by the League Office. If teams cannot agree on a makeup date, zero points may be awarded to either or both teams.

## **21 AGE RESTRICTIONS IN HOST LOCATIONS**

If you are under 21 years of age, it is in your best interest to contact the Host Location in advance to find out any restrictions on minors in that facility. Although the minimum age to play in the APA is 18 years old, there may be age restrictions in some Host Locations. If a Host Location has age restrictions, then that is the final word. APA has no right to demand that a Host Location host minors during any APA event.

**22 BANNED PLAYERS OR LOCATIONS**

Players, teams, friends or family of players, host locations, their staff or customers that are found to be harmful to League activity may be banned from APA League play. This may include, but is not limited to such things such as sandbagging, poor sportsmanship, constant complaining or any type of abusive or unacceptable behavior toward players, Host Location employees or any representative of the APA.

Members or teams that regularly display a poor attitude or negativity toward the APA League System, its staff or its members may be suspended or have their membership terminated as such behavior may cause tension in the League and ruin the fun for others. If a member is unhappy with the League and we see that there is no hope of that changing, then it is best for everyone involved that the unhappy player or team exit the League ASAP.

Keep in mind that if a player is banned from a Host Location, the APA has no right to demand that player be allowed in the location. If you are banned from a Host Location by the host location staff or management, then that is the final word!

**23 SESSION PLAYOFFS**

At the time of processing, teams with past dues may not be allowed to participate in playoffs and will not be placed in the wild card draw.

For a player to participate in local end of session playoffs, he/she must have played at least 4 times with the team during the session.

Teams entering local end of session playoffs will play at the highest seeded team’s host location for that match.

It happens on occasion that the two highest seeded teams play out of a location with only one pool table. In such cases, the highest seeded team in that location gets the home field and the other will need to play their match at another location of their choosing, but this location must be approved by the League Office prior to play.

If your team does not want to be placed in playoffs or the wildcard draw, simply write a note on your final week scoresheet stating that you do not wish to enter playoffs.

Since qualified teams are required to remain active, teams that have not registered for the next session will not be placed in the wildcard draw.

Teams already qualified for the Western Nebraska Team Championships will not be placed in the wildcard draw.

It is your responsibility to know if your team made your local playoffs. Teams can check their playoff status by going to our website or by calling the League Office.

**24 END OF SESSION PRIZE MONEY**

As a general guideline, \$3.00 for each team playing each week in your division will be used for cash payback of approx. the top 25% point earning teams in the division at the end of regular session play. Tie breaking procedures apply.

Payout percentages are based on the size of the division and are as follows:

4 – 5 teams	1 <sup>st</sup> place gets 100%
6 – 9 teams	1 <sup>st</sup> place gets 60%, 2 <sup>nd</sup> place gets 40%
10 – 13 teams	1 <sup>st</sup> place gets 50%, 2 <sup>nd</sup> place gets 30%, 3 <sup>rd</sup> place gets 20%.
14 – 16 teams	1 <sup>st</sup> place gets 40%, 2 <sup>nd</sup> place gets 30%, 3 <sup>rd</sup> place gets 20%, 4 <sup>th</sup> place gets 10%

## **25 REPORTING PRIZE EARNINGS**

Federal law requires that we issue a 1099 form to any player that earns \$600 or more in prize money in a year.

## **26 TEAMS/PLAYERS QUALIFIED FOR LOCAL TEAM CHAMPIONSHIPS**

Teams that win a division, or finish in the finals of local playoffs behind a team already qualified, advance to the Local Team Championships, also known as the Western Nebraska Team Championships.

The League Operator retains the right to add or remove a team's or player's eligibility to participate in any APA activity, including the Western Nebraska Championships for any reason that the League Operator deems fit.

The APA does not guarantee that it will conduct a Local Team Championship as such a tournament is dependent on the amount of participation in the League.

Your Spring Session roster at the end of regular session play (before playoffs) is your roster for Team Championships.

To participate in the Western Nebraska APA Team Championship, players on your roster must have played a minimum of 4 times with your team in the Spring Session. Players must also have at least 10 matches played in the last year and can be any combination of Masters, 8-Ball or 9-Ball.

During the Western Nebraska APA Team Championship and World Pool Championship, each individual match is worth one point. The first team to win 2 out of 3 individual matches wins the team match.

## **27 APA SHOWDOWN SERIES**

The APA does not guarantee that we will send a team to the APA Showdown Series for Masters. If your team advances to the APA Showdown Series, you are not guaranteed full travel/lodging expenses but we will always try to make it an affordable trip (paid entry fee, one room lodging per two attending qualified players and a maximum of \$325 travel allowance per attending qualified player) but may be less depending on several factors such as the number of players and teams traveling to the Championships or the number of teams playing in the League currently or throughout the past year. Simply put, fewer teams playing in the current or past sessions can mean less travel allowance because fewer teams mean less money being collected for such expenses.

Players or teams that decide not to go to the APA Showdown Series Championships must inform the League Office and will not receive any paid entry fee, travel funds or lodging. You must be able to field a team with the minimum number of players required to participate without a forfeit in order to receive any benefits.

Players or teams that have already been paid a travel allowance and lodging and decide not to attend the APA Showdown Series Championship or cannot field a team with the number of players required to participate without a forfeit must immediately repay the full amount of entry fee, travel allowance and lodging to the League Office.

All prizes and travel allowances are sent to the Team Captain and it is the Team Captain that is responsible for distributing any prize money to the rest of the team.

## **28 ADDITIONAL TOURNAMENTS, PRIZES AND PROMOTIONS**

Provided there are enough teams playing in the League and enough teams qualified, the only event the APA National Office requires to be conducted on the local level is a Local Team Championship. The APA National Office does not have any local mandatory requirements in regard to offering prizes, trophies, award patches, extra tournaments, etc.

Any prizes, promotions, events or tournaments outside of the Local Team Championships are offered strictly at the discretion of the Local League Operator. We always want to give away as much stuff as we can, but it should never be taken for granted. More teams mean more prizes!

**29 FILING A PROTEST**

Procedures on how to handle protests and disputes is covered in detail in your Official Team Manual. If a team follows the correct procedure in filing a protest, the League Office will investigate both sides of the story in order to make an informed and fair decision. If the APA finds in favor of the protesting team, the protesting team will be refunded their \$25 protest fee and the opponent is subject to a penalty of up to \$50 and loss of match, but penalty will be dependent on each unique situation. Remember to stop your match and refer to your Official Team Manual if you need to settle a dispute. If, after referring to the Official Team Manual and compromise fails to settle the issue, then filing a protest may be the best way to handle the situation. Inform the other team that you will be filing a protest and continue your match. Protests must accompany your scoresheet or you may forfeit your right to protest.

**30 5 STAR SPORTSMANSHIP RATING SYSTEM**

Each week, you are required to rate the sportsmanship of the opposing team after the Team Captains have signed the scoresheets. These ratings are kept confidential, with the exception of serious infractions that need to be handled immediately. The ratings are input into the APA National database and awards are given to the best teams each session. Players or teams that are a consistent problem are taken care of 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 nit picky!**

Low ratings will not be held against a team as a whole as long as you include the names of problem players and explain specifically what the problem was that night.

The APA randomly runs a sportsmanship report to gauge the sportsmanship of the division. Keep in mind that you should not expect a team to get a warning or suspension just because you file a grievance. To be fair and to insure that there truly is a problem to be addressed, a team must receive multiple complaints from different teams before any action will be considered. Not everyone will get along perfectly every night, so don't give poor ratings over small disagreements or minor personality quirks.

<b>Rating:</b>	<b>What it means:</b>
5 Stars (Excellent) <u>A short written explanation is required for this rating to count. Otherwise, this rating will be changed to 4 stars.</u>	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. Excellent night out!
4 Stars (Very Good) No written explanation required.	Absolutely no problems. The team was a pleasure to play and you had a very good night.
3 Stars (Average) No written explanation required.	No major problems. Maybe some minor rules disagreements or someone's attitude got slightly out of hand but an apology followed by someone on the team. Overall a good night.
2 Stars (Poor) <u>A short written explanation with names of players involved is required and is kept confidential. Without written explanation, this rating will be changed to 3 stars.</u>	There was a legitimate problem but no threats or intimidation. Perhaps the time guidelines were consistently abused by a player or someone was rude throughout the night. You did not have a fun night out.
1 Star (Unacceptable) A short written explanation with names of players	Threats, intimidation or multiple major problems may have been the story. Nobody on the team tried



<p><u>involved is required and is kept confidential.</u>  <u>Without written explanation, this rating will be</u>  <u>changed to 3 stars.</u></p>	<p>to get the problem player(s) in line. You had a terrible night out.</p>
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**Ratings of 3 stars or higher that include a complaint will be changed to a 2 star rating.**

\*\* The APA National Rules will always supersede local Bylaws in all Higher Level Tournaments. Additional rules books may be purchased through the League Office for \$5 each. Additional postage paid addressed envelopes can be purchased for 55 cents each. Lost membership cards can be printed for free from your member services account. Original membership cards can be replaced for \$5.

## Helpful Information and Best Practices

The following information is provided to give teams a guideline on how to handle certain situations within your team structure. These are not rules. They are simply suggestions that may help your team overcome internal problems or obstacles.

We recommend that all members of a team gather and decide which of these policies to adopt as a “team policy”. Most if not all of your team should be in agreement with a team rule before it is adopted.

This list is not intended to include every possibility so feel free to adopt your own team rules that may not be listed.

\*\* Communicate with each other. Sometimes problems or personal conflicts can arise on a team. The best thing to do is to sit down as a team and talk to each other. Many times, internal problems can be solved through communication. Problem players can be dropped by a majority vote of the team if all else fails. Problem Team Captains can be voted out of the position by a majority vote.

\*\* It generally promotes good team spirit, friendship and camaraderie if all team members show up on time and stay for the entire match if at all possible. Of course, exceptions can be made if the team agrees to it.

\*\* The Team Captains should NOT be required to be there every week. The Team Captain should be able to take time away just like everyone else. Elect a Co-Captain (which will be listed 2nd on your roster) to act as captain when needed. It will be the responsibility of the captain to make sure the co-captain has the scoresheet, self-addressed stamped envelope and Official Team Manual when the Team Captain will be unable to attend a match. If both the Team Captain and Co-Captain will be absent, simply make sure someone on your team will have what is needed to play the match.

\*\* Dues for forfeits should either be split equally among ALL team members or among those that did not play that night, regardless if they are present the night of the forfeit(s). The team captain can keep a record of forfeit dues owed by absent players and collect those dues later. Drop any non-paying or unreliable players.

\*\* All players on your team should read the rules and bylaws. Additional Team Manuals can be purchased through the League Office and all rules are available free on our website.