



APA OF PHILADELPHIA – BYLAWS

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Office Hours: 4:00 PM – 10:00 PM

WEEKLY TEAM DUES; are \$40.00 per team. Dues must be paid in full, regardless of forfeit or how many matches played, including all playoff matches.

ANNUAL APA MEMBERSHIP is \$25.00 per player. Dues must be paid in Full. All unpaid Yearly Membership Dues must be paid by week 4 of each session. Any player not paid by the 4th week will be removed from the roster and the Team will be charged for the Membership Dues. If a player is added after week 4 and they have not yet paid their Annual Dues the player must pay by the second week or the player will be removed from the roster and the Team will be charged for the Membership Dues.

If you play in another league area it is the player's responsibility to notify the league. If you paid in another league area you do not have to pay again however you must notify the league that you paid in another league area.

WEEKLY DUES

The League is **NOT responsible** for any cash sent in the weekly league envelopes. The League prefers a check or money order, only large bills are to be sent in, no ones. If you send in cash and money is missing or the envelope is not received, you are liable for the money. PayPal can be used for weekly dues on the **apaphilly.com** web site.

CHECKS; Make checks payable to “APA” or “APA of Philly”.

Checks must be from a **member of that team.**

Returned checks

A return check fee of \$25.00 will be assessed for each check returned for any reason. The League reserves the right to refuse to accept a check from anyone that has had a check returned to the League for any reason (non-sufficient funds, closed accounts, etc.)

A returned Check written to pay for the teams weekly dues will be charged back to the team as a PAST DUE, including the \$25.00 returned check fee.

A returned Check written to cover memberships will cause those players whose memberships were paid by that check to be ineligible to play until the members resubmit the APA dues and a past due will be charged to the team.

CAPTAINS

Captains are elected by the majority of the players on a team and may be changed at any time by a majority vote of the team players.

Team Captains MUST have a working Home or Mobile Phone # and email address and are responsible for the following:

- Representing the team in all matters dealing with the League Office
- Informing their teammates of any schedule changes.
- Posting the session's schedule in the team's host location.
- The conduct of the team members, including guests with the team during any **APA** match.
- Receiving their team's envelope and bringing it to the match. Immediately following the match, the score sheet must be mailed to the League office.



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TEAMS THAT DROP OUT OF THE LEAGUE AFTER THE SESSION STARTS

ONCE THE SCHEDULE IS MADE UP, THE SESSION IS CONSIDERED TO HAVE BEGUN. Any team that drops out of the League after the League has issued a schedule or called to notify the team of the start of the session will be responsible for the remainder of dues for the entire session. Each player will be assessed an equal share of the amount the team owes and this amount must be paid before that player plays for any other APA Team.

Any Make-up matches not completed with a team that drops out will be scored as Bye points. All matches with a team that drops out anytime during a session that was scored as a full night forfeit (5 player forfeit only) will be changed to Bye points.

BONUS POINTS

Bonus Points are earned not given out and will NOT be returned once lost.

Bonus Point; 8-BALL = 2, 9-BALL = 20 Bonus Points, Masters = 3

Teams will receive bonus points if the following conditions are met:

- Score sheets are legible and filled out completely.
- All past due amounts owed to the League are paid in full. Failure to pay any past due will result in the loss of bonus points each week the past due is not paid.
- Envelopes must be mailed immediately following the scheduled match, by each team. Envelopes not post marked by the second day from the night of play, are considered late and will result in loss of bonus points
- \$40.00 Weekly Dues are in the team envelope, paid with two \$20.00s, a check, money order or credit card payment. **League prefers checks and money orders.**
- Any additional monies are paid in full with the largest bills possible, **NO ONES.**

BYE POINTS

8-BALL = 8 points for a scheduled Bye

9-BALL = 65 points for a scheduled Bye

Bonus Points will be awarded to all teams without a past due.

BYES IN THE SCHEDULE:

Due to schedule changes when teams add or drop in the first 4 weeks of each session, no “Bye” Points are awarded until after week 5 of any session, at which time all bye points for weeks 1 – 5 will be added to the teams that were scheduled to receive the byes. As stated in the APA Team Manual, the League Office may add a team to the schedule during weeks 1-4. This will require scheduling make up matches previously listed as byes.

TEAMS JOINING LATE

Teams that join after week one will be awarded points just under the current lowest place team points with all scored matches to date. (Example: the actual last place team is behind a match due to a make-up so then the next team up from them will be used for the point total) For 9 ball they will receive 15 less points than the lowest current scored team and for 8 ball they will receive 3 less points. This rule is subject to the League Operator’s discretion and Make-up matches may be required.

PLAYERS INELIGIBLE TO PLAY

“X” = Player suspended from the League and is ineligible to play in any matches or APA events. If a player with an “X” plays a match, it will be considered a forfeit. If you are playing against a team with a “X” next to the players name, inform the other team. Should the player play and the League has not been contacted nor has the issue been resolved, the match will be considered a forfeit by the offending team. Issues for ineligible players must be resolved prior to the start of the match and be communicated to the opposing team or the player will not be eligible to play in that match.



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COACHING

Coaches must be on the team roster, teams/players may not receive advice from someone **not** on the team roster, directly or indirectly from someone not on the team roster. **The first person to approach the table** is considered to be that player's coach, the Coach may be a different person each time. If a member of the team stops the player, calls a time out, asks if the player wants to talk about it, the timeout has been called and must be used and marked as such on the score sheet. Any member of the team can be a coach. If a player asks for a coach / timeout, the team may wave him off and no timeout is charged. Non-rated players and skill level 3 and below may receive two (2) coach timeouts per game. Players rated 4 and above can receive one (1) coach/ timeout per **game**. This applies to session and playoff matches. Mark the number of times a player is coached per game on the score sheet to prevent any arguments over number of times each player is coached. Taking more than the allotted time-outs/coaching is **NOT A FOUL**, it is however a sportsmanship violation and must be written on your score sheet so the League Office may take any necessary follow-up actions.

GRACE PERIOD BETWEEN MATCHES

NO SUCH THING, have your players ready to play. If your player is not present, you forfeit the match. If there is more than one match remaining, your team forfeits all remaining matches, provided the other team has enough players present.

TIME LIMITS:

COACHING TIME LIMIT = 1 minute including any group consensus

AVERAGE SHOT = 20 seconds

DIFFICULT SHOT = 45 seconds

EXCESSIVE TIME TAKEN BETWEEN SHOTS, COACHING OR PUTTING A PLAYER UP TO PLAY ARE SPORTSMENSHIP ISSUES, PLEASE REPORT THEM. Excessive delays may result in matches being forfeited.

COACHES PLACING CUE BALL

The Coach may place or position the cue ball only DURING A TIMEOUT. **Player's choice**. They may place the Cue ball or have the coach place it for them. If the coach is placing or positions the cue ball and fouls, it is considered a foul by the player.

PRACTICE BEFORE MATCHES

Home team has use of the table to be used for the match from 1 hour prior to match to ½ hour prior to match time; home team should leave the table at that time and offer the use of the table to the visiting team. Visiting team has use of the table being used for the match from ½ hour prior to the scheduled start of the match until match time.

MATCHES START AT SCHEDULED TIME. If your team shows up at 7:15 for a 7:30 match, your team has 15 minutes of practice.

PLAYING ON MULTIPLE TABLES

For locations that have multiple tables and serve alcohol, you can go to a second table only if the location allows and if you are not in the 5th match by 10pm. For locations not serving alcohol (i.e. - pool halls), both captains must agree to play on 2 tables from the start of the night. If 2 tables are not used from the beginning and you are not in the 5th match by 10pm you must go to a 2nd table.

PLAYER HANDICAPS

For regularly scheduled matches, all players play at the skill level on the score sheet not what is posted online. Because we are on the mail system, not all score sheets are entered before the next week's score sheets go out. For Playoff matches all players play at their skill level from the roster included in the Playoff paperwork.



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INCLEMENT WEATHER

In the event of Floods, Blizzards, Severe Storms and other situations where an emergency is declared, the League Office may reschedule matches. Acts of nature may hinder the teams' travel. Visiting teams should call the Home teams to inform them of any delay to avoid forfeits. Let common sense prevail, reschedule matches if necessary to avoid placing your teammates in danger on the roads in inclement weather. Communication to the opposing team to re-schedule must be made within 2 hours of the start time, unless there is a storm emergency preventing travel. Either captains or representative may reschedule a match at any time prior to or during a match as long as both captains agree and reschedule.

THE TABLE IS NOT AVAILABLE FOR PLAY; EXAMPLES: HOST LOCATION CLOSED EARLY, POOL TABLE IS BROKEN, HEATING/COOLING SYSTEM BROKEN, ROOF LEAKS.

The Home team must contact the Visiting team at least 2 hours prior to the start of the match. The first choice is to play at the Visiting Teams location and if that is not available then the Home team must choose an alternate location.

CHANGING LOCATIONS AFTER THE START OF THE SESSION.

Changing locations during a session is not allowed without League Office approval. Any team who wishes to change their home location must do so **prior** to the start of the next session.

BALL LEAVES THE PLAYING SURFACE AND RETURNS TO THE PLAYING SURFACE

Without hitting a Player, the ball is still considered in play. The Ball may hit the pool table light, ride the rail, or bounce out of a pocket, hit a cue stick, or coaster and it is still in play.

JUMP AND MASSE SHOTS

Breaking down your cue to use the shaft only for jump shots is not allowed. JUMP SHOTS and MASSE SHOTS may be attempted (provided the location allows them, to do so using a regular cue), keeping the hand holding the butt in an overhand grip. Remember, if a foul occurs during the course of the shot, this will result in ball-in-hand.

BREAKING DOWN A STICK

Breaking down a stick during the opponent's turn at the table is considered a Sportsmanship Violation and not a loss of game. This does not apply to a player changing shafts, breaking down the cue for a short stick or putting away a break cue. The shooter **only** may ask the opponent if they are conceding the match. If the opponent does not concede the shooter must continue the match. The shooter may file a Sportsmanship complaint against the opponent with the League Office.

RESCHEDULING OF MATCHES

Rescheduling of matches is sometimes necessary. The opposing team and League Office must be notified by **5 PM** on the night of play for the match may be rescheduled. The opposing team can refuse the Makeup but the League Operator can override this on a case by case basis. **BOTH** captains must call the League Office leaving a message that they are rescheduling their match, stating when and where they will play the Makeup match.

NO RESCHEDULING OR PLAYING MAKEUPS MATCHES IN THE LAST TWO (2) WEEKS OF ANY SESSION.

MAKE UP MATCHES

Make up matches **MUST** be scheduled within **4 weeks** of the scheduled night of play. All Makeup matches must be played before the last 2 weeks of a Session. Any Makeup matches not played will be considered a Forfeit by both teams and the teams will be responsible for the weekly dues. Neither team will receive any points, not even bonus points. Teams must use the **MOST CURRENT** handicaps and roster for all Makeup Matches. If the two



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teams cannot agree on a date and time, the League Office will set the date and time of the rematch. If there are other circumstances that prevented the makeup match from being played, the League Office must be notified prior to deadline to review and render a decision based upon all information received. There may be times when a makeup match is needed between two teams in separate divisions. The League office will issue score sheets and apply all points and credits to their respective divisions.

HOW TO SETTLE DISPUTES

Flip a coin, or void the game: Voided games policy:

8-Ball: Place an “X” in the game in question, do **NOT** count the innings, Re-rack and start over. The original breaker of the game in question breaks again.

9-Ball: all innings and points won in the rack are counted and all remaining balls on the table are counted as dead balls. Re-rack and the last shooter before the dispute, is the breaking player for the next match.

CLOSE SHOTS

Have **ONE (1)** neutral person watch the hit. **Both shooters must agree** on the neutral party. Having one person from each team watch the hit does not help settle the question. **The Neutral Observer’s decision is final.** A split shot is a bad hit. In the case where no one has been asked to watch the shot the shooter is the one to call the shot. This is final and is not up for dispute. If the opposing team disagrees then they must make a note of it on the score sheet and the League Operator will review it.

MARKING THE POCKET ON THE 8-BALL SHOT

You may use anything you wish to mark the pocket as long as you **OBVIOUSLY** mark the pocket before the shot, it is a win. Failure to mark your pocket will result in loss of game. The marker should be removed after a missed 8 ball, if it is left on the table it is still considered a live marker and valid marked pocket. All players need to remove their marker after a missed 8 ball to avoid confusion.

CHALK as an Aiming Tool

Chalk may be placed on the table to provide a guide or an aiming target for a player to shot at. The chalk must be on the hard surface of the table and not touching the covered part of the rail. Any physical marking of the table is **prohibited**.

PLACING THE CUE BALL IN ‘BALL IN HAND’ SITUATIONS

You may place the cue ball on the table and then make any adjustments with your hand or your cue stick (including the ferrule or edge of the tip) or any other reasonable piece of equipment (EX: bridge). No foul can occur unless you are in the shooting position and push the cue ball forward with the tip of the stick in a forward motion while addressing the cue ball or cause the cue ball to come in contact with another ball or the hand holding the cue ball comes in contact with another ball while placing the cue in position.

COST OF THE TABLE

Both players (or teams) will split the cost of the Pool Table on an equal basis, alternately paying any odd amount. **LOSER PAYS IS NOT ACCEPTABLE.** The League has no control over the cost for use of a pool table nor makes any requirements for a host location to provide free use of their pool table. A vendor generally owns pool tables not the location. (Team Manual Page 24)

NEW PLAYERS ADDED

When adding new players to your roster you must notify the opposing team before the start of the first match even if the new player is not shooting in the first match. If this is not done then the player is not eligible to play in any match for this night.

Males start as 4’s in 8-Ball and 9-Ball. There are no Male 1’s allowed in 9-Ball

Females start, as 3’s in 8-Ball and 2’s in 9-Ball

PLAYERS MOVING FROM 8-BALL TO 9-BALL OR 9-BALL TO 8-BALL

These players will begin playing at last known handicap in the other format and will be adjusted by the APA equalizer program.



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'BALL IN HAND' FOULS

The **ONLY** fouls that result in a 'ball in hand' are listed in the team manual. **If it is not in the team manual, it is NOT a 'ball in hand' foul.** The 8-ball is not neutral ** No shots are called; only 8-ball is marked ** Scratch on the 8-ball is a loss of game ** 8-ball does not have to go in the marked pocket clean.

PROTESTING A MATCH

If you wish to protest a match, **DO NOT SIGN THE SCORESHEET.** Signing the score sheet means you agree to the outcome of the match and will automatically cancel the protest. Send in your written protest along with \$25.00 to the League Office. Print the names of all affected players and witnesses to the problem on the back of your score sheet or on a separate piece of paper, have them list their phone numbers and sign next to their names. The opposing team or player that you are protesting against will be given the opportunity to defend themselves against the protest and also to send in \$25.00, failure to remit the \$25.00 fee may result in your team losing the protest and a past due will be placed against the team. The League Office may elect to rule on the protest, have the BOG or BOG executive committee rule on the protest. If the protest is brought before the BOG all parties involved will be informed of the date, time, and place of the meeting. All parties will be urged to bring any witnesses to the BOG meeting. The \$25.00 deposit will be refunded to the team or person that wins the protest. The teams or person losing the protest will forfeit the \$25.00.

23 RULE

The violation of the '23 Rule': The total of the five (5) player's skill levels may not exceed 23 points in any APA match. (19 points in Ladies Divisions) The violation of the 23 Rule has occurred when the match of the player causing the team to exceed 23 has begun (rack must be struck for the match to be considered started). The violation of the 23 Rule may be called at any time after the start of the match causing the violation of 23 Rule and the teams signing the score sheets. **Once the Score Sheets are signed, you**

are agreeing to the match results as listed on the score sheet. Be sure to count the other team's skill levels prior to signing the score sheets

8-Ball = offending team loses all points won that nights match.

The **opposing team** will receive all points earned up to the point the violation was called and one point for each match from that point on.

9-ball, = offending team loses all points won that nights match, and the **opposing team** receives only the points that they won up to the match that caused the team to break the '23 Rule' and 15 points for that match causing violation of the 23 Rule and any matches after. (Ex: team violates the 23 Rule in match 4, team forfeits 4th and 5th match). Teams may show compliance with the "23 Rule" using any eligible player listed on the team roster. EX: Team plays 4 5-rated players, if the team has a 2- or 3-rated player on the roster, they may use that player's handicap to meet the "23 Rule" and forfeit the 5th match.

Both teams are still eligible for bonus points.

FORFEITS POINTS PER MATCH:

8-Ball = 2, 9-Ball = 15, Masters = 7

No Forfeits may be called until 15 minutes from the scheduled match time. Fifteen minutes to 30 minutes will result in one match forfeit. After 30 minutes, a full forfeit may be called if no one from the opposing team **is present or has called.** If there is a player present from the opposing team, the match **MUST BEGIN immediately, there is no waiting for other teammates or grace periods.** If the paperwork has not yet arrived, keep score on scratch paper until the weekly envelopes arrive. Refusing to start the match is considered a full forfeit of all 5 matches. To receive forfeit points, the team taking the forfeit must have their 5 players present at that time and their names and numbers **must be** listed on the score sheet. 23 / 19 Rules apply. No full forfeits will be awarded in the last two (2) weeks of any session. **Bye Points will be awarded.** Any team that forfeits in the last 2 weeks of play may be removed from the playoffs.



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PREVENTING A FORFIET – REPLAY/RECYCLE PLAYER

During the first 4 weeks of each session, 1 or 2 Replay/Recycle Players must be allowed to be used if a team does not have enough players to complete the match. After week 4, only 1 Replay/Recycled player can be used and it is the opposing team's choice to allow it or not. For both instances, Replaying/Recycling a player must be discussed before the first match of the night and the players available to be recycled must also be presented to the opposing team. The opposing team picks the Replay/Recycle Player but this player cannot violate the 23 rule. After week 4, if the shorthanded team only has 3 players than only 1 Replay/Recycle Player will be used and that team will forfeit the 5th match. If the opposing team does not agree than regular forfeits will apply.

ASKING OPPONENT FOR ID

If your opponent cannot produce proper photo ID, play the match but DO NOT sign the score sheet. A League Representative will meet with both players at which time the players must show a proper form of ID to the representative. Any team substituting a person to play in place of another player will be suspended from the APA.

MATCHES REQUIRED TO PLAY IN PLAYOFFS AND ADVANCE TO HIGHER LEVEL TOURNAMENTS

All Sessions: New Player = 8, Veteran Players = 4

NEW PLAYERS TO THE APA OR PLAYERS STARTING PLAY IN ANOTHER FORMAT (8-Ball going to 9-Ball/9-Ball going to 8-Ball)

are required to play a minimum of 8 matches during each session. All Players MUST have 10 actual matches played in the Format they are advancing in by the end of Spring Session to be eligible to play in Local Team Championship, any regional Tournament, and Las Vegas Nationals. All APA players (Veteran= 10 or more actual matches played) must play at least 4 matches with each team in that session to play in the playoffs.

No team may advance into their Division playoffs if they have a monetary obligation to the League. Any player with a monetary obligation to the League will be marked ineligible in playoff / tournaments unless the amount due is paid in full. League Office must be contacted prior to the player playing

PLAYOFF MEETINGS are NO SHOW = NO GO

A player from the current roster must represent your team at the playoff meeting; failure to have current team member at the playoff meeting when the Division Roll call is taken, will result in your team being ineligible to play in the playoffs. **NO EXCEPTIONS.** There will be 1 week of playoffs and all winners advance to the Tri-Cups.

TRI-CUPS

TriCups will be held 2 to 4 weeks after the completion of each session. All TriCup Teams must be still active in the following session or they will lose their qualification. Rosters for Qualified teams may not be changed. Only qualified players at the time the team has qualified for TriCups are eligible to play. Any Byes in the TriCup bracket will be awarded to teams based on total points earned from the last 3 sessions for each team, most points earned and then down.



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PLAYOFF/TRICUP STRUCTURE

4 to 5 Teams	1st place goes to TriCups* 2nd place plays Wildcard
6 to 7 Teams	1st place goes to TriCups* 2nd place plays Wildcard 3rd place plays 4th place
8 to 9 Teams	1st place goes to TriCups* 2nd place plays Wildcard 1 3rd place plays 6th place 4th place plays 5th place
10 to 12 Teams	1st place goes to TriCups* 2nd place plays Wildcard 1 3rd place plays Wildcard 2 4th place plays 7th place 5th place plays 6th place
13 teams or more	1st place goes to TriCups* 2nd place plays Wildcard 1 3rd place plays Wildcard 2 4th place plays 9th place 5th place plays 8th place 6th place plays 7th place

* For the Summer Session 1st place Qualifies for LTC
Ties will be broken by the last match played head to head, points first then team with 3 wins in this match. Wildcard draws from a standard deck of cards, ties are broke by suit in this order – Spade (highest), Heart, Diamond, Club (lowest).

QUALIFIED TEAMS

Teams that qualify for a Local Team Championship Slot must remain active in the same format in all sessions following until the Las Vegas Qualifier is held. (Ex. If your team qualifies in 8-Ball on Monday night during the Summer Session, your team must continue to play 8-Ball for the Fall, Spring and Summer Sessions). All qualified teams must maintain 4 original members on the team at all times. Once your team drops below 4 original members your qualification is lost. Qualified teams **MUST** stay in the top 50% of their division and be current in their dues to retain qualification. Any qualified team that cannot maintain a ranking in the top 50% may lose their qualification pending review by the League Operator. Teams losing their Qualification may request the opportunity to appeal to the BOG/ League Operator.

Any Qualified team playing in the Spring Session cannot alter their team roster in any way after the fourth (4) week of scheduled play. Adding and dropping players after the first 4 weeks of play in the Spring Session will cause the team to lose their qualification. Players added to a Qualified Team Roster in the Spring session must have 10 matches scored prior to the start of the session or be approved by the League Office.

SPLITTING OF QUALIFIED TEAMS

The League understands that teams may wish to split up for various reasons. Any qualified team that wishes to must get the approval of the League Operator. **Splitting a qualified team, with 4 original players on each team and adding 4 players to each team is generally accepted.** Prior to combining a non-qualified team and a qualified team to create two qualified teams **will require LO approval.**



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Headphones

The use of head phones of any kind are not permitted at any match, tournament or higher level competition.

CHANGES TO THE ROSTER

Any changes to the Roster must be communicated to the opposing team **prior to the match beginning**. The player's added to the roster must be written on both score sheets. It is the burden of the team adding a player to let the other team know that a change to the roster is taking place. If a player is added after the start of the match and both captains sign the score sheets the match will be scored unless another violation has occurred. Changes are allowed during each session any week except for the last 4 weeks of the session. The League Operator can deny these changes for any reason. This rule is not to be used as a revolving door for a team. After week 4 only 1 player can be added per week unless approved by the League Operator. The dropped player cannot be added back onto the same team for a minimum of 4 weeks. Keep in mind Teams Qualified for the LTC cannot make changes after the 4th week of the Spring Session.

These Bylaws adhere to National Office requirements and are approved by the National Office.

**Good Sportsmanship is the
key to a fun Match!**