



Connecticut APA Local Bylaws

(REVISED 2/24/17)

Office Hours: Monday – Friday: 9:00AM – 5:00PM* Saturday & Sunday: Closed

**During busy times, we may put our phones on service from 12:00pm to 2:00pm in order to process paperwork. We apologize for the inconvenience.*

Contact Info:

Mailing Address: P.O. Box 1290. Enfield, CT. 06083

Website: www.ct.apaleagues.com

Facebook: www.facebook.com/APAofCT

Phone: 413-536-3838 or 1-888-APA-POOL

Fax: 413-538-9697

Office Staff:

Bruce & Ann Barthelette (League Operators): bruce@ctapa.com

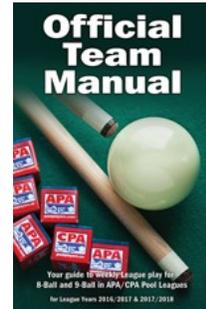
Justin Wales (Operations / Marketing): justin@ctapa.com

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Kristen Webber: kristen@ctapa.com

Scoresheets: scoresheets@ctapa.com



Every captain should have the current APA Official Team Manual. Call our office to request one or download a digital copy to your phone or device at poolplayers.com or ct.apaleagues.com.

Area Managers: If you have a question on League night you may contact your division representative listed on the top of your scoresheet. If you are unable to reach your division representative, please contact an area manager listed below.

Area Manager	Area(s)	Contact Number
Joan Thole	Putnam, Danielson	(860)-428-9144
Marco Almeida	Cromwell, Newington, Manchester New Haven, Milford	(860)-209-1800
Ken Hessler	Groton, New London, Norwich	(860)-912-8664
Jeremy Deprey	Bristol, New Britain, Middletown	(860)-620-2692
Bryan Palacio	Simsbury, Manchester	(860)-306-4221
Matt Vining	Windham	(860)-634-7374

We aim to provide outstanding customer service. While notes and messages on your scoresheets are welcome, it is always best to call the office and speak with a member of our staff. If you have a formal sportsmanship or handicap complaint, please go to our website at ct.apaleagues.com and fill out the appropriate form. Our staff will always treat you with courtesy and respect. We expect our players to treat our staff in the same way.

1.) **Tournament Eligibility**: Refer to your Official Team Manual for other tournament requirements.

a. **End of Session Playoffs**: Established players must play with their team 4 times to be eligible for Session Playoffs. Byes and forfeits do not count toward matches played. Brand new players are required to play 6 matches to be eligible for Session Playoffs.

b. **Qualifier Cups**: Established players must play with their team 4 times to be eligible for the Qualifier Cup Tournaments. Brand new players are required to play 8 matches in the Fall and Spring Sessions, and 7 matches in the Summer Session to be eligible for Qualifier Cup Tournaments. All players participating in the Qualifier Cup Tournaments must be paid members of the APA. Any unpaid player will be ineligible and left off of the roster.

c. **State Cup**: Players must play with their team 4 times during the Spring Session and have played 10 times since joining the League to be eligible to play in State Cup. Those 10 matches must be played by the completion of the qualifying Spring Session. Ineligible players will not show up on State Cup rosters or scoresheets and their handicap cannot be used for the purposes of the 23-rule. Winning teams from the State Cup will only receive airfare allowance for eligible members. If a player wins on multiple teams will only receive one airfare allowance.

d. **Qualified Teams**: Teams that qualify in Summer and Fall Sessions must play in any subsequent sessions through the Spring Session to maintain eligibility. Teams that qualify for State Cup in the Summer Session must play Fall and Spring Sessions. Teams that qualify for State Cup in the Fall must play the Spring Session. Qualified teams are not allowed to add any brand new players to their rosters. They may add existing players but they must be approved by the League Operator, must have 20 previous scores in the format the team is qualified for and those 20 scores must have been played by the end of the session in which the team qualified. All teams that Qualify in the Summer or Fall Session will have their rosters locked on the 4th week of the Spring Session. If a team wins the Qualifier Cup and isn't playing at that time in the subsequent session, the team will not be eligible for the State Cup. Please refer to page 84 of the Official Team Manual. Only 8-ball scores contribute to total matches played in 8-ball. Only 9-ball scores contribute to total matches played in 9-ball. For the purpose of eligibility, matches played are not combined across formats.

e. **Maintaining Eligibility**: Teams qualified for State Cup must place in the top half of the standings in their division. Failure to do so may result in loss of eligibility in the State Cup or skill level changes, as evaluated by the Handicap Review Committee or League Operator.

f. **1099**: We are required by Federal Law to report any tournament award of \$600 or more in prize cash, merchandise at retail value, and travel assistance (including hotel, airfare, etc). An IRS form 1099-MISC will be mailed to any player for which it applies in January of the following year. Please notify us of any address change.

2.) **Make-ups / Cancellations**: If a team asks for a postponement (or to play in advance), the opposing team may refuse only if less than 24 hours notice is given. If the opposing team agrees, the match should be made up within 2 weeks and both teams must agree on a make-up date. Reschedules must be requested a minimum of 24 hours prior to the match unless a valid emergency which can be verified takes place. The opposing team (not the team requesting the reschedule) will submit 3 days they are available to for a make-up match. The team requesting the make-up must then choose one of those days. Both teams must call and verify the chosen date with the Connecticut APA office. There can be no make-ups in the last 2 weeks of the session.

The League Operator reserves the right to give 7 points in 8-Ball and 70 points in 9-Ball to teams that do not play on a certain night due to unforeseen circumstances (AKA "Splitting Points"). Both teams are still responsible for paying for their match. No bonus points are given.

3.) Protests: If two teams are unable to resolve an issue, the match must be stopped. A protest form from each team must be filled out on the website (www.ct.apaleagues.com). If the match continues, the protest is void.

4.) Byes: In 8-ball, 8 points are awarded for a bye. In 9-ball, 80 points are awarded for a bye.

5.) Checks: Make checks payable to APA. There is a \$20 charge for returned checks, plus loss of Bonus Point(s). Bonus Point(s) will be taken away even if the check is from the host location. If the check is re-deposited and returned again, there will be a \$30 fee.

6.) Roster Changes: Teams have the first 7 weeks of the session to add or drop players. After the 7th week of play prior approval from the League Operator is needed to make any changes. Teams that are State Cup qualified from the Summer or Fall Session will only have 4 weeks to change their rosters in the Spring Session.

7.) Survival Rule: After the 7th week teams may declare Team Survival and drop two players and add one player to their roster with prior approval from the League Operator. The Survival Rule can be used until there are 5 weeks left in the session. When there are 5 weeks or less left in the session, survival will be at the discretion of the League Operator.

8.) Rule 8: Teams that fall behind in weekly dues, fees, and/or memberships will be classified as a "Rule 8" team. Rule 8 teams and their opponents will be notified of the teams Rule 8 status and the amount owed / to be collected on their scoresheets. Rule 8 teams will be required to pay their opponents any money due before the match begins. The opponent of the Rule 8 team must send in team fees for both teams or the match will not be considered to have been played. Rule 8 teams will lose their bonus points for each week they are behind in dues. If the opponent of a Rule 8 team feels uncomfortable collecting from a Rule 8 team they should notify the Connecticut APA staff by calling the office.

9.) Skill Levels on Faxed or Downloaded Scoresheets: Occasionally the skill levels on a scoresheet that was faxed or downloaded off of the website will differ from what was mailed. In this instance, teams must use the skill levels on the mailed copy.

10.) Weekly League Fees: Weekly team fees are \$45 in standard divisions (\$55 in prize fund leagues) for scheduled matches, regardless of forfeits, including playoffs. There is no charge for byes with the exception of prize fund divisions, in which the fee is \$10. In playoffs the winning team is responsible for sending in the team scoresheets and weekly fees for both teams. Teams that do not mail in their playoff paperwork can be subject to forfeiture of their spot in the Qualifier Cup and/or handicap review. Host location owners are not responsible for paying memberships, weekly league fees, providing free pool, or any other costs.

11.) Bonus Points: Two bonus points in 8-ball and 20 bonus points in 9-ball are available for each match. Teams are given one bonus point in 8-ball (10 in 9-ball) for faxing a copy or emailing a picture of their scoresheet before 11:00am on the day following play. An additional bonus point (10 in 9-ball)

is given if the scoresheet is postmarked within the first two days following play and correct league fees are included. If the scoresheet was not faxed or emailed by 11:00am on the day following play, the bonus point (10 in 9-ball) for mailing on time is only awarded if the scoresheet is postmarked on the day following play. Bonus points are taken away for bad checks, even if the check is from the host location. Bonus points are automatically given and then removed for late weeks, returned checks, and/or Rule 8 weeks. Non-automatic credit card payments must be made within 3 business days of date due.

a. Grace Bonus Points: Each team is allowed two (2) “graces” each session on the bonus points for mailing on time only. Graces may not be used on the bonus point for emailing / faxing on time. These grace points can be used for late mailings only.

b. Lost Bonus Points: The only way to have bonus points reinstated after they have been taken away for late mailing is if you send in a letter from the Post Office stating they made a mistake on the postmark. The only way to have bonus points reinstated after they have been taken away for emailing or faxing late is to forward us a time-stamped copy of the email you sent us with your scoresheet that shows that it was received prior to 11:00am on the day following play. These are the only ways that we can reinstate bonus points. Please do not call the office and ask for bonus points to be reinstated otherwise.

12.) Teams Dropping from the League: Teams that drop out during the session must have all their dues paid up or they will be billed for any monies owed to the league. The team captain must call the office and notify Connecticut APA staff of their team dropping and write a formal letter or email to the League Office with the name of the person with whom they spoke in the office. If a phone call and letter are not received then we will follow the Official Team Manual rule concerning teams that drop out and bill the team for the remainder of the session.

13.) Forfeits: Teams have 15 minutes after the official start time (real time, not bar time) to arrive and begin their match. If no one from a team is there 15 minutes after official league start time, the first match is a forfeit. If no one is there by 30 minutes after official league start time, the result of the match is a full night forfeit. If any player from the opposing team is present at the official league start time and they are asked to begin the match, they must play or forfeit the match. Teams must show their opponents the time on a cell phone or confirm the time with a witness in order to receive the forfeit(s). For a full night forfeit in 8-ball, the team will receive 8 points plus the bonus points so long as they send in the scoresheet and payment in accordance with bylaw #10.

14.) Timeouts: Skill levels 4 and above are allowed one (1) timeout per game. Skills levels 3 and below receive two (2) timeouts per game. New, or non-rated players receive two (2) timeouts per game. Timeouts should not exceed one (1) minute. However, this rule is a guideline and teams should not put their opponents “on the clock”. Teams that routinely break this guideline may be subject to sportsmanship violations. Only one coach should approach the table during a timeout in order to save time. Players are not allowed to call a timeout for a smoke break. It is not legal to mark the playing surface of the table during a timeout. The playing surface is the cloth itself. It is legal to place a piece of chalk on the rail (not on the cloth) such as to provide the shooter with a visual point of reference.

15.) Accidental Bumps: If a player is “accidentally” bumped during their shot, the balls (including the cue ball) will be put back as close as possible and the player will retain his shot.

16.) Marking the Pocket: In 8-ball, shooters are required to “mark the pocket” in which they intend to pocket the 8-ball. As long as the pocket is clearly marked with *something*, it is legal. We *prefer* that players do not use chalk.

17.) Registration Deposit: Teams must send in a team registration fee (also known as a last week of play fee) of \$45. This fee will be applied to the team’s last week of play. Teams that drop out of the league during the session or after the cutoff date will forfeit their registration deposit.

18.) Qualification for State Cup: Winners of the Qualifier Cup tournaments will participate in the State Cup held in June. If a team wins the Qualifier Cup that is already qualified for State Cup, the last team they defeated at the Qualifier Cup will become qualified for State Cup.

19.) Adding a New Team to a Division: The League Operator may add a new team any time during the session. The new team will be issued last place points for each week the team would have played (unless make-ups can be done). There will be a \$15 charge for each week points are given in a standard (non-money) division. In a money division there will be a \$25 charge for each week points are given.

20.) Headphones / Earpieces: During the regular session, players cannot wear headphones or earpieces during their match if their opponent objects. They will not be allowed during Higher Level Tournaments.

21.) Inclement Weather: During bad weather (snow, sleet, etc.) away teams must inform home teams in the case of a possible delay. If teams decide to play during severe weather, no forfeits will be awarded for either team. If either team wishes to reschedule for the night because of severe weather, then the match will be rescheduled and must be made up within two weeks. If the opposing team captain cannot be reached, the host location of the match should be called at the official league start time to make sure they received notice that a makeup match due to weather has been requested. Please check our Facebook page for Qualifier Cup / State Cup delays or cancellations when there is inclement weather.

22.) Members Barred from Host Locations: If a team has a member on its roster who is barred from a Host Location, that member will only be allowed to play with the permission of the Host Location Owner or Manager. Absent that permission, the team must play without the barred player.

23.) Putting Up Players: Once a player has been picked and put up for a match it cannot be changed. The only exception to this is if the team realizes putting up that player will cause them to break the 23-rule. In this instance, the team may change players so long as the balls in the first rack have not yet been broken. Both teams are allowed to change players.

24.) Breaking Down Playing Cue: If a player breaks down his cue stick in a match it is not a loss of game. However, it is poor etiquette and will be considered a sportsmanship violation.

25.) Sportsmanship: Disregard of the rules, instigating problems, racial and sexual discrimination or harassment of any form will not be tolerated by the league office. Intoxication will not be accepted as an excuse. Severe action will be taken against teams or players who harass or threaten other APA

members. If you have members on your team who may put your team in conflict with the APA's sportsmanship policies, please correct their behavior or drop them from your team. Members with sportsmanship complaints against them will at minimum receive a warning letter from the office and can also be suspended from league play.

26.) The Ghost Rule: There may be times when a team cannot provide five players to play a match. Twice per session, each team is allowed to invoke "The Ghost Rule". If a team invokes the ghost rule, the opposing team must choose a player from that team to place twice. The purpose of the ghost rule is to provide an opportunity for teams to play their matches rather than forfeit. The ghost rule is subject to the following conditions:

a. Each team will be allowed to use the ghost rule two (2) times per session. Each team will be responsible for keeping track of how many times they have used the ghost rule. If a team uses the ghost rule after they have used the two they are allowed in a given session, they will lose their weekly bonus point(s) in addition to any points earned in the match that the ghost player played. The points will be deducted when the paperwork is processed at the office. The opposing team will receive the higher of forfeit points (2 points in 8-ball / 15 points in 9-ball) or the points earned by their player in the match.

b. Both teams must write "GR Called" on their scoresheets once a team has declared their intention to use the ghost rule. Once a team has declared that they are using the ghost rule, they are charged with using it regardless of whether or not they actually end up playing a ghost.

c. The team wishing to use the ghost rule must notify their opponent prior to the start of the second match that they intend to use the ghost rule. The opposing team must allow the team wishing to use the ghost rule to do so as long as they were notified prior to the start of the second match. If a team asks to use the ghost rule after the start of the second match, the opposing team may accept or refuse the request.

d. The player that plays the fifth match as the "ghost" is chosen by the team's opponent. The player that is chosen to play as the "ghost" should be notified by the opponent at the conclusion of the second match (allowing other players to leave if they've already played and were not chosen as the "ghost"). The player chosen to play as the "ghost" must still allow the team to comply with the 23-rule. The "ghost" player selection may be any skill level but the choice may not force the 23-rule to be broken.

e. The ghost match should always be played as the last match. If a team has four players and is playing a "ghost", the ghost match is the fifth and final match. Teams must have at least 3 players in order to use the ghost rule. If a team has 3 players, the fourth match will be the ghost match. In other words, the ghost match must always be the final match played.

f. The ghost rule may only be used during regular weekly play and will not be allowed in playoffs or any higher level tournaments.

g. Full team fees are due regardless of the use of the ghost rule.

27.) Masters Divisions: In Masters Divisions, teams that win State Cup may be required to play more than just Spring Session in order to receive full travel assistance from the Connecticut APA. Masters teams that play the Spring Session only may not be eligible for full travel assistance should they win at the State Cup.

28.) Ladies Divisions: In monthly Ladies Divisions, ladies must play a minimum of four matches between January and the end of the session in order to be eligible for playoffs and higher-level tournaments. The use of “subs” is allowed in Ladies Divisions. If a team plans on using a sub they must notify their opponent prior to the start of the match. Any lady that is being played as a sub must be an active member of the Connecticut APA (010, Bruce Barthelette’s area). Subs should be written on the scoresheet along with their full name, player number, skill level and the word “sub”. Subs may only be used during the regular session and may not be used for playoffs or higher level tournaments. The use of subs does not affect matches played requirements for playoffs or higher level tournaments. Matches played by subs do not count toward matches played by members of the regular roster.

29.) Alternate Format Divisions: Connecticut APA reserves the right to increase the number of weeks in the session or alter the prize in alternate format divisions if teams drop out. Alternate format divisions include non-standard format 8-ball and 9-ball divisions, such as Scotch Doubles leagues.

30.) Playoff Format: Playoffs are one week. Divisions of five (5) or less teams will advance to Tier 2 playoffs only. Divisions of six (6) or seven (7) teams will advance to Tier 1 playoffs only. Divisions with 8 or more teams will advance to both Tier 1 and Tier 2 playoffs.

a. Playoff Structure

- | | |
|------------------|---|
| 4 Teams: | 1 st Place vs. Wildcard (Winner advances to Tier 2 Qualifier Cup) |
| 5 Teams: | 1 st Place vs. Wildcard (Winner advances to Tier 2 Qualifier Cup)
2 nd Place vs. 3 rd Place (Winner advances to Tier 2 Qualifier Cup) |
| 6 or 7 Teams: | 1 st Place vs. Wildcard (Winner advances to Tier 1 Qualifier Cup)
2 nd Place vs. 3 rd Place (Winner advances to Tier 1 Qualifier Cup) |
| 8 or More Teams: | 1 st Place vs. Wildcard (Winner advances to Tier 1 Qualifier Cup)
2 nd Place vs. 3 rd Place (Winner advances to Tier 1 Qualifier Cup)
4 th Place vs. 7 th Place (Winner advances to Tier 2 Qualifier Cup)
5 th Place vs. 6 th Place (Winner advances to Tier 2 Qualifier Cup) |

b. Prize Money: Captains must split any prize money awarded with all members on the team.

c. Playoff Table: If the playoff location has 7 foot tables, playoff matches must be played on a 7 foot table.

d. Host Location Conflict: If a playoff location has only one table and two teams are scheduled to play at that location, the higher seeded team has home table preference. The other team may either play at their opponent’s home location or choose a neutral location.

e. Wildcard and Playoffs: It is the responsibility of each team to know if they are in playoffs or not. We will call the Wildcard teams only. If a team does not receive their paperwork they should call the office and ask if they are in playoffs or not. All captains must provide a daytime phone number for themselves or a team representative in case of the wildcard draw or change in playoffs. We assume no responsibility for captains without a working phone number.

f. Qualifier Cup and State Cup: The dates for the Qualifier Cups and State Cup are in the newsletter each session. It is the teams' responsibility to be at the tournament. Notices are sent out to captain with the times and dates of each tournament.

If this is not received then the captains must call the office to find out when they are playing. You may also go to the Qualifiers/States page of our website, ct.apaleagues.com to view the boards and match times. We assume no responsibility for teams that do not show for their scheduled tournament matches. Teams must have three (3) players present at the Qualifier Cups to receive any travel money.

Male handicaps of 2 in 8-ball and 1 in 9-ball will play as a 3 in 8-ball and a 2 in 9-ball at any Qualifier Cup and State Tournament.

If your team is State Qualified and splits into two different teams, qualification stays with the team that has four (4) original members. If both teams have four original members, qualification stays with the team that the original captain is on.

31.) Scoresheet Codes:

* Before S/L	Current personal information is needed for player (address, phone number, date of birth, email, etc.).
N Before S/L	Annual membership has not been paid
\$\$\$ After Name	Player owes back dues
CCC After Name	Player has a credit on account

32.) Refusal to Do Business:

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

Any rule of bylaw may be superseded at the discretion of the League Operator.

Contact Info:

Mailing Address: P.O. Box 1290. Enfield, CT. 06083

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