

TEAM CAPTAIN'S RESPONSIBILITIES-As team captain, you have taken on the responsibility of collecting team fees and membership dues and getting them turned in on time. You are also responsible for seeing that the scoresheets are properly filled out and turned in on time. The team captain is responsible for making sure that their teammates know the rules, follow the rules and are kept informed of upcoming events and rule changes. A captain can make or break a team. If you are having problems with teammates not showing up or not having the money for their portion of the team fees, it is time to look for a new teammate. You are the lifeline between the players and the league office. Keep the lines of communication open and have a great time in the APA Pool League.

GRIEVANCES-A team manual is provided for every team captain. If you lose your manual or would like additional copies for your teammates, the cost is \$2 and can be purchased from the league office. The team manual is to be used as a guide. It is impossible to cover every possible situation that may occur at any given time. In such cases, Sportsmanship and Common Sense need to prevail. In some cases, however, as hard as we try, things will come up that cannot be resolved. All grievances are to be submitted in writing. Verbal complaints will no longer be accepted. When filing your complaint, please try to identify the problem as clearly as possible. General statements such as "this team is a bunch of jerks" or "everyone on that team sandbags" are not very informative and make it impossible to come to any real conclusion as to what the problem might be. Be aware that complaints about skill levels will not be acted upon until a player has a skill level based on at least 7 scores. Raising skill levels by the league office is not something we take lightly and will not be based on one person's opinion. The handicap review committee will have the final say after reviewing all records and necessary information. We must have written documentation before any disciplinary actions can be taken unless we are physically at the location at the time of the dispute.

TEAM FEES AND MEMBERSHIP DUES-The weekly team fee is \$35 (\$30 for ladies division, \$30 for triple play masters). This fee is to be paid each week even if only one person on your team plays. The weekly team fee is broken down in the following way: \$5 goes to the Tri-Cup fund for the top finishing teams in the division, \$5 goes to a special fund to be returned in the form of cash to the top finishing teams in each division, prior to the playoffs; \$6.50 goes to the player trust account to pay for trophies, awards, parties, added money for tournaments, travel fund for the teams that go to Nationals. Super Divisions and Triple Play Masters have a slightly different pay structure. This money is set aside to be spent on the players and no other purpose. \$4 goes to the APA National Headquarters as a royalty fee; we have to pay this fee whether or not we collect from the teams. The remaining \$14.50 goes to the overhead associated with running the league: Gas, postage, paper, envelopes, electricity, the incentive program, promotion and advertising, office help and so on. We are not a non-profit organization, we aren't in this for our health, we are in this to promote the sport of recreational pool and try to operate in a professional manner as a business. In return, you get to enjoy the many benefits we have to offer and know that you are part of an organization whose reputation and integrity is highly regarded as the best in the country. A word to the wise, the money you collect from your teammates is not your money, it is not to be used until payday or put in the poker machines for a quick profit. The money belongs to the league and needs to be turned in immediately. Any captain who is found to be using team fees for their own personal use will not only have to pay the money back, but is subject to disciplinary action up to and including expulsion from the league. Fortunately, this doesn't happen too often.

Membership dues are \$25 per year. The membership year runs from January 1-December 31. Any member joining after August 15th will receive a pro-rated discount of \$15 when memberships come due again in January. In order to receive the pro-rated membership a player must renew by March 1. All membership dues must be paid on the first night of play (page 28 of the official team manual) or by the 4th week of the session, whichever comes first. Membership cards will be in your weekly team packets, approximately 4-6 weeks after the dues are paid. A membership application must accompany membership dues with the player's name, address, phone number, gender and birthdate filled out. Membership dues cannot be processed without this minimum information. Beginning January 5, 2011, you can fill out your membership form and pay your member dues online by going to www.poolplayers.com "Join Now". We have found that once a player has made that commitment, they tend to show up more regularly and are generally more committed to the team. Please do not send in applications without dues and visa versa.

“FUN FACTOR” 5 STAR SPORTSMANSHIP PROGRAM-See the flyer in the team folder describing this program.

TRIPLE PLAY MASTERS-This is a special division designed for those players skill levels 5 and above. It is a combination of 8-Ball and 9-Ball, race to 7. Skill levels are not calculated in this format and players who only play in this format are not eligible to participate in the singles program or qualify for any of the national pre-registered events. In order to be eligible for singles or the national pre-registered events such as scotch doubles, a player must also participate on an open team division in the format they wish to advance in. Team fees are \$30 per team, per week. \$7.50 per team, per week goes to the payback fund at the end of the session with each player receiving money back at the end of the session for each game they have won over the course of the session. \$7.50 per team, per week goes to the travel fund to assist the team/s that will advance to the national tournament in Las Vegas to help cover entry fee, travel and lodging in August and cover the patches and incentive program. The additional \$15 goes to pay for royalties that must be paid to the national office and the expense of operating the league including the postage, paper, phone, electricity, etc. No trophies are awarded for this division, however, patches and the incentive program do apply. There is no tri-cup for this format at this time. You may have up to 4 players on your roster with 3 players participating in each league match.

SUPER 26 DIVISIONS-This division is designed for those teams whose skill levels have elevated to the point that they cannot meet the 23 rule and do not want to split up. League rules and structure are the same as the open 8-Ball and 9-Ball divisions, except the skill level cap is 26 instead of 23. Team fees are \$35. \$5 per team, per week is set aside to be paid to the top finishing teams at the end of regular session. \$15 per team, per week is set aside to pay for trophies, patches, incentive program and the regional payback fund at the end of the league year. There is no tri-cup for this division at this time. The additional \$15 is used to pay the royalties and administration expense of running the league.

DIVISION REPRESENTATIVES-This is a group of individuals that the OPAL office has handpicked because of their knowledge of the rules and their ability to help resolve problems in a fair and equitable manner. Each division has its own representative whose name and phone number is listed on the top of your weekly scoresheet. Division representatives are volunteers and do not receive any monetary compensation for performing their duties. Division representatives also make up the board of governors, who make changes to local league policies and by-laws. A select few also make up the disciplinary board and the handicap review committee. Please feel free to call them with your questions and concerns and they will relay them to the office, if necessary. All of the division representatives have been with the league for a long period of time and we trust their judgement to handle most situations. Of course, the OPAL office is always available to you also. Office 243-6725 or Cell 381-6725. We appreciate your comments, good or bad, and are always striving to make your league the best it can be.

INCENTIVE PROGRAM-In this packet you will find more detailed information on this program. Take the time to read over this information and learn how being a captain or division representative can have tangible rewards on top of the many benefits you will enjoy by being a part of this league.

WEEKLY NEWSLETTER-This comes with your weekly team packet. In it you will find helpful information about your league, information about players you may not find out otherwise, information about upcoming events, such as parties and tournaments and other useful information. Please take the time to read this publication each week and share it with your teammates. Also included, several times throughout the session is the Boomer's page. The Boomer's page contains the hardcore, must know information that every team captain needs to know to keep their team in good standing with the league and all of the eligibility requirements to advance to higher levels of play. It also includes important dates and upcoming events. Even though the information may not be of interest to you, your teammates will appreciate being kept informed. The weekly newsletters and other pertinent information is posted to our new web site pacificnw.apaleagues.com. If you would like the newsletters sent directly to your email address, please send a note to Boomer at apaboomer@aol.com to be put on the distribution list.

SCHEDULES-As with the start of any new session, the schedule that you start out with, probably will change within the first few weeks. Teams come together or fall apart at the last minute and schedule changes need to be made. By the end of the 4th week, generally things settle down and we can issue a permanent schedule. It is suggested that you wait until this time to issue team schedules to your players. Also make sure your host location has a copy so that they can schedule their employees for the times when you are at home. Don't leave them in the dark!

CAPTAIN'S LIST-After the 4th week of play, you will be issued a list of team captains and co-captains along with their phone numbers. If you have a problem with making it to league one night or are going on vacation, be courteous and contact the other team captain **WELL IN ADVANCE OF THE SCHEDULED NIGHT'S PLAY!** Many a problem can be resolved if you just communicate with the other captain. **DON'T WAIT UNTIL THE LAST MINUTE!** This list is for you and your co-captain's use only; it is not to be distributed to your teammates. Any rescheduling of matches must be cleared through your division representative and the league office. You are expected to be at the designated location of your match and your designated night of play unless other arrangements have been made in advance and cleared with the league office.

BONUS POINTS-Each week every team has the opportunity to earn bonus points that are added to the weekly team points you earn. You earn 1 bonus point (10 for 9-ball) for getting your scoresheet to your drop location or mailing or emailing your scoresheet on time and having your scoresheet completely filled out. You earn 1 (10 for 9-ball) bonus point for having your total team fee with your scoresheet. In addition, you will receive 1 (10 for 9-ball) bonus point for filling out the 5 Star Sportsmanship rating located on your score sheet. This gives you a total of 3 bonus points (30 for 9-ball) available each week. For Triple Play Masters, you receive 3 bonus points, this will be added to your team total. The 3 bonus points are awarded to each team member (1 per member) that plays that week and will be used in determining the payout at the end of the session. Teams who have been in the league since we started this program will tell you that many times the bonus points have determined who was able to go to the playoffs and who did not. Get your weekly envelopes in on time with the team fee and fill the score sheet out completely, fill in the 5 star rating and earn all the points available to you. Teams that are behind in team fees cannot earn bonus points until the past due amount is made up. Captains that continually turn in incomplete scoresheets will lose bonus points for that week. Once bonus points are lost, they cannot be made up.

BYES-A bye is created when there is an odd number of teams in a division. The "bye" team sits out a week while the other teams in their division play each other. The "bye" is rotated throughout the schedule so that every team has it some time during the session (determined by the number of teams and weeks in the session). When your team has a "bye", your team will receive 6 "bye" (3 + 3 bonus) points for 8-ball and 90 "bye" (60 + 30 bonus) points for 9-ball, 15 points for Triple Play Masters and your team does not have to turn in a scoresheet or pay the team fee for that week. "Bye" points are not awarded until the beginning of week 5. A team that is behind in team fees will not earn bonus points for the "bye". Once bonus points are lost, they cannot be made up. If you are not scheduled to play in the first few weeks of a session, the bye points will be awarded on week 5 unless the vacancy is filled, in which case you will have a make-up match to complete.

MAKE-UP MATCHES-Each session new teams will be added to a division after the beginning of the session. We try to limit the number of times this happens, but generally all new teams have started prior to week #4. In this case, the incoming teams generally have a make-up match to complete. All make-up matches must be completed by the end of week #11 in a 14-week session. It is wise to complete your make-up matches as soon as possible in order to avoid waiting until the last minute. Failure to complete a make-up match automatically disqualifies your team from playoffs, no matter which position you hold at the end of the session. If you are having trouble contacting the opposing team captain, or cannot come to an agreement as to when the make-up match will be held, contact the league office 503-243-6725 no later than 2 weeks prior to the deadline and we will set a date to complete your make-up. (We would rather not do this because it may be a time when all of your players cannot make it.) Settle it amongst yourselves if at all possible.

PLAYBACK RULE-The playback rule is our own creation that has been adopted by several league operators across the country. It is designed to help new teams that are getting started, to survive by allowing one of the players to play a second time in a match. It is not designed to get around meeting the “23” rule (26 for Super Division). The playback rule is explained in more detail in your by-laws.

SKILL LEVELS-Skill levels are earned by a player, and are based on how that player performs during league matches over a period of time. The skill level of a player may not be a true reflection of their ability until they have at least 7 documented scores in. We, the league operators, generally do not “put you up to a “5” as some people have suggested. Your skill level is based on your performance. We do have the authority to raise skill levels, and will do so under the following circumstances. 1. The team, on a regular basis, does not keep score properly by marking all defensive shots. 2. Personal observation by us or a member of the Handicap Review Committee of displayed skill far exceeding current skill level. 3. Multiple complaints from various opponents about a players skill level or about a player bragging that they know how the “beat the system” (is combined with review of score sheets and personal observations). 4. Proven performance in another league. 5. At the player’s or captain’s request. For those members who play on multiple nights and in multiple divisions, your skill level may be a 3 on Monday night and a 4 on Tuesday. The reason for this is that the score sheets are processed and mailed on different days. It is impossible to update a skill level on a player who played Monday night when the scoresheets for Tuesday were mailed last Friday. Whatever skill level is listed on the scoresheet for your night of play is the one you need to use for that night. If there is still a question, give us a call at 503-243-6725 prior to the start of play. This is not a haphazard, hit and miss system. It has been time-tested over the last 30 years and tested with hundreds of thousands of players.

BOARD OF GOVERNORS-The Board of Governors are made up of your division representatives. We meet several times a year to establish the rules and guidelines that your league is run under. The Board of Governors is the body that makes changes to the by-laws and helps to resolve disputes. Feel free to contact your division representative if you have a suggestion that you think will benefit the league or a problem that you feel should be addressed. Board of Governors meetings are announced in your weekly newsletter.

SPORTSMANSHIP-It is necessary, in order to maintain a fun atmosphere, that each player exhibit good sportsmanship. The way you and your teammates conduct themselves during league play reflects, not only on your team, but also on your division, your host location and the APA Pool League, in general. Being a good sport, does not mean that you lay down and let everyone walk all over you, but to meet every situation in a mature, adult and professional manner. If you have a teammate that cannot understand the concept, maybe it would be wise to replace that player with one who is a positive reflection of your team. We have seen whole teams walk out on a captain who displays unsportsmanlike behavior; likewise, we have seen teams banned from a location because the owner or manager does not like the image his team is bringing to his location. Remember that sportsmanship is the name of the game. The rules are there to be a guide and cannot cover every possible situation. What is good sportsmanship? Treating your teammates, opposing team members and the employees of the host location with respect. Keeping within the spirit of the rules and not using them to try to gain an advantage over the other team. Giving new teams a break for the first few weeks until they have a chance to learn the rules. And looking at differences of opinions and disputes in a fair and equitable manner. Relax and enjoy the company of the other league members, while improving your skill and participating in a sport that we all enjoy.

OPAL/ORIGINAL POOL AMATEUR LEAGUE-OPAL is the official business name that we operate under. Merle and Boomer Humphreys are your league operators. Donna Kingsbury, office manager, Office Assistant, Cindy Maddox along with part time employee, Annette Simmons help to process your weekly scoresheets and mailings. John Blue is our area manager and takes over for Merle and Boomer when they have to be out of town. Boomer Humphreys is the administrator of our new web site pacificnw.apaleagues.com. APA/American Poolplayers Association is the parent company of our organization. You will see references to all of these names throughout all of our publications. Don’t get confused. They all represent the largest pool league in the world and are all describing the organization you have chosen to be a part of. We hope that your experience with us proves to be some of the most enjoyable of your life.