



## **AMERICAN CUESPORTS ALLIANCE**

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**The AMERICAN CUESPORTS ALLIANCE ASSOCIATION is a *Colorado Incorporated, Non-profit Organization* that sanctions Amateur Pool Leagues and stages Annual State, Regional and National Pool Championships and provides various sport programs for their Membership to advance the sport of billiards within the United States.**

# ***LEAGUE OPERATOR MANUAL***

**Anyone can be an ACS sanctioned Pool League Operator in the United States and overseas. The purpose of this manual is to assist in the creating and managing of a Pool League through to their Members competing in an ACS Championship.**

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## LEAGUE OPERATOR MANUAL

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## League Operator Manual

### JOINING the ACS LEAGUE SYSTEM

Rev 0505

If you already have a Pool League or are thinking of starting one, the ACS League System wants you to join us and the 22,000+ Members in our second year from coast to coast in the United States and Canada (CCS).

While playing in a Local League is fun too, it is even more fun and exciting for all the Players and Teams to be able to travel somewhere else and compete in Championships against others. The ACS offers the best run, most fun and broadest Championship Program available across North America today.

#### ACS Championship Program

- No matter where you live, there's one or more 8 Ball Championships that the Players can drive to and...they can play in any one they want to. Exclusive of affiliated ACS state/provincial associations open to ACS/CCS league members from their respective states/provinces, the list of events includes:

<b>British Columbia Championships</b>	<b>Late January</b>	<b>Vancouver, BC</b>
<b>Western Canadian Championships</b>	<b>Early May</b>	<b>Calgary, AB</b>
<b>Atlantic Canadian Championships</b>	<b>Early December</b>	<b>Halifax, NS</b>
<b>Canadian National Championships</b>	<b>Mid July</b>	<b>Toronto, ON</b>
<b>US Nationals Championships (8 &amp; 9-Ball)</b>	<b>Mid June</b>	<b>Las Vegas, NV</b>

- Over \$500,000 to be won annually in Singles, Scotch Doubles and Team Events.
- Every Championship is extremely well organized and well run. The Championship Program is Web based complete with Organizers, Tournament Directors and Referees who are second to none; anywhere.

#### Do the Players Have To Be the Best?

- Absolutely not. No pros are allowed in any of the Championships. All the Events at all the Championships are also divisionalized, which means that everyone has a shot at winning a Division Title and taking home the Top Prize.

#### What Does Membership Cost?

- There are no League Operator Fees. When you sanction the League with ACS, all Players on all Teams who have played no less than one game must pay an ACS League Member Fee. The amount depends on how many Players are being sanctioned in total as follows:

30-300: \$10.00/player  
301-500: \$9.50 per player  
501-1,000: \$9.00 per player  
1,000+: \$8.00 per player

Every Player and Team will be eligible to enter every Championship regardless of whether they win a Paid Trip from the League or not. Referee, Instructor and Junior Programs are also available. If you choose to sanction your **Junior League** with ACS, any active player in your league will be qualified to compete in the inaugural ACS National Junior Championships (both singles and 3-person team) at the 2007 ACS Nationals at the Riviera in Las Vegas, Nevada, June 7-16! Your top players will also be qualified to compete in the Junior National 9-Ball Championships produced by the Billiard Congress of America without paying any extra sanction fees to any other entity!

### **Who Is the ACS?**

- It is you and everyone else who joins! The ACS is a Colorado Incorporated Non Profit Amateur Athletic Association, based in the United States. That means it is entirely run by all the United States League Operators who join each year, along with other representatives from other worthy non-profit cue sport organizations, referees, instructors and proprietors. And even better, the money stays right here in United States to give United States Pool Leagues and their Players a 100% return on the kind of Championship Program THEY want.
- The ACS recognizes the official world-standardized rules of play, as established by the world governing body for the sport – the World Pool-Billiard Association (WPA)..

### **What Do I have To Do To Join?**

- It is very easy. The League Year runs from June 1<sup>st</sup> to May 31<sup>st</sup>. Anyone can be a League Operator and any League can sanction with the ACS. There are no exclusive 'franchises' and there are no restrictions on 'Table ownership' or 'Table type'. Your league can be "owner-operated" (generally for-profit) or "player-governed" (generally non-profit). Your League can be 'In House' or 'Traveling' and it does not have to be 8-Ball. Any game played on a Pool Table organized into Team play is fine. You will need a minimum of 30 Players on at least 5 Teams who play a minimum 8-week Schedule.
- Here are the highlights:
  - You can pre-sanction your League at anytime by downloading the sanction forms on the ACS website at [www.americancuesports.org](http://www.americancuesports.org), completing them and mailing them with the appropriate sanction fees (\$10/player) to the ACS national office. You may also contact ACS to request promotional posters to use for your purposes, and to request keeping you informed by e-mail of current happenings.
  - (1) After you have completed your 4<sup>th</sup> week of League Play, you send in a completed Hard Copy of the League Sanction Application and Policy Agreement along with a current copy of your League and Player Standings, names and addresses of all your players, along with the Member Fees (\$10/player).
- At that point you are good to go. The ACS will send Member Cards and Member Handbooks for each of your sanctioned Players. After competing in a minimum number of Matches (varies from 4 to 8) as specified in the various ACS Championship Brochures and specific tournament information on-line, all the Players and Teams are eligible to play in any of the Championships listed above.
- Additional Players who join later can be sanctioned on a monthly basis and updated copies of League and Player Standings are required every four (4) weeks thereafter throughout the remainder of the league year.

### **Need Some Help?**

- Just give us a call or send us an e-mail. The National Office of the ACS will be more than happy to answer any queries you may have and to help you get things organized.

# American CueSports Alliance (ACS)

## - 2010/2011 League Sanction Application -

[ACS league year is June 1, 2010 through May 31, 2011]

**League Name** \_\_\_\_\_

Officer receiving mail \_\_\_\_\_ Officer title \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State/Prov. \_\_\_\_\_ Zip/Postal code \_\_\_\_\_

Hm. Phone \_\_\_\_\_ Wk. Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email address \_\_\_\_\_

(Circle preferred telephone numbers above and check to authorize us to publish your circled telephone #s and email addresses on our website)

**Other Primary Officer** \_\_\_\_\_ Officer title \_\_\_\_\_

Hm. Phone \_\_\_\_\_ Wk. Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email address \_\_\_\_\_

(Circle preferred telephone numbers above and check to authorize us to publish your circled telephone #s and email addresses on our website)

**League Description** (check the two appropriate boxes):

- Owner-operator (one who owns the local league as a for-profit business)
- Player-run (Players elect/appoint officers – local league is non-profit)
- In-house (all teams and competition are hosted in one establishment)
- Traveling (league has multiple host sites)

**League Type:**  Men's  Women's  Mixed  Scotch Doubles  Other \_\_\_\_\_

**League Season Begins:**  Summer  Fall  Spring

**League Information:**

# of Players \_\_\_\_\_ # of Teams \_\_\_\_\_ Night(s) of Play \_\_\_\_\_

Approximate Guaranteed Prize Money \_\_\_\_\_

Prize Money Distribution (how many places paid) \_\_\_\_\_

Bank for League Funds \_\_\_\_\_

Bank Address \_\_\_\_\_

## ACS League Sanction/ Policy Agreement

- I. The signing of this agreement does not confer to a local league any exclusive rights or franchised territory by the ACS.
- II. **League sanctioning deadline:** League Operators are required to mail in the completed ACS sanctioning agreements with fees and roster sheets (see League Operator Instructions) by no later than the fifth week of play of the league's first sanctioned session. League sanction work mailed after the fifth week of the first session could result in no credit for participation to league players before the date sent. After initial sanctioning, league operators are required to submit four weeks of standings sheets displaying individual performance along with new player info and fees every month of play thereafter.
- II. **Minimum participation requirements:** To qualify for ACS National Championships in any division, a league player member must compete in a minimum of eight (8) full regularly scheduled matches over a minimum eight (8) weeks during one sanctioned session. Examples: If the local formats insures a player plays four games/ match, the player must have played 32 games (8 x 4) over a minimum of eight matches played over a minimum eight week period during one sanctioned session.
- III. **Minimum team structure requirements:** Open teams at ACS National Championships must be composed of a minimum of three players who have met the minimum participation requirements in item II. above together on the same local team. The remaining players on a team roster (maximum 10) must be from the same league operator's system and have met the minimum participation requirements in item II. above.
- IV. **Player not in good standing:** Please apprise the ACS in writing (email acceptable) of any league player who is no longer in good standing within your local league.
- V. **Issues with dual-sanctioning:** A league sanctioned with another national league association may sanction with the ACS (dual sanctioning) as long as its intention is not to undermine the ACS national league-sanctioning body. Leagues may request a written "dual-sanction" application; and the application will be reviewed on a case-by-case basis by the ACS staff. A league must have a signed approval agreement allowing "dual-sanctioning" before it sends in its initial sanctioning work and fees. The ACS administration will only approve dual sanctioning of a local league if it deems the dual sanctioning is offered solely for the purpose of offering its players extra benefits and not for the purpose of undermining an existing ACS-sanctioned league within its area of administration.
- VI. **Protection of Nights:** If a new or pre-existing ACS league chooses to move or expand play on nights of the week in which another ACS league in the same area has traditionally played, the ACS will exercise its best efforts to diffuse the competitive situation – usually protecting the night of play of the league that had it first.
- VII. **Rules of Play:** ACS recognizes the world-standardized rules of play as published by the world-governing body for the sport – the World Pool-Billiard Association. It is recommended that ACS-sanctioned leagues use WPA rules, but the local league is not required to do so.

*I have read the above policies, and I do agree to adhere to the rules and standards set forth in this application and in the ACS League Operator manual. I shall to the best of my ability enforce these guidelines with the participants in my league. I understand that I am totally responsible for the fulfillment of all my league's obligations. Such obligations include but are not limited to advertising, schedules of play, amounts of awards and prize monies, updating and posting weekly standings sheets, fulfilling sanction obligations to the ACS on a monthly basis, overseeing the safety and security of league funds, notifying league participants of any material changes in the league, and generally fulfilling all obligations and responsibilities attendant thereto. I further recognize that all costs for the league are the full and exclusive responsibility of myself and the signed officers below. I specifically indemnify and hold harmless American CueSports Alliance (ACS), headquartered in Green Bay, Wisconsin, and their employees and directors, of any responsibilities, costs and attorney fees, or obligations attendant to the administration of this billiard league.*

League President \_\_\_\_\_ League Secretary \_\_\_\_\_  
Date \_\_\_\_\_ Date \_\_\_\_\_

## **League Operator Directions Submission Requirements**

- **Leagues must submit all completed sanction forms and sanction fees to the ACS national headquarters before the FIFTH week of competition in each session.**
- **Leagues must submit a sanction fee for every player within their league who has competed a minimum of one or more weeks in the league.**
- **You are required to submit the following in your initial Sanctioning Work to ACS:**
  - Sanction Application
  - League Operator Directions (signed and returned with applications)
  - Signed Sanction/Policy Agreement
  - Read and understand the League Operator Code of Ethics
  - Team roster, including:
    - League Name
    - Team Name
    - Names of all team members
    - Any players sanctioned through another ACS league must be marked with an asterisk (\*), and the name of the league posted by the asterisk at the bottom of the page
    - Names and addresses of all players in your league
  - Weekly standings sheets for all weeks already played
  - League schedules
- **Forms to be sent every four weeks:**
  - Updates to Team Rosters
  - Weekly standings for EACH week of play, to include:
    - Name of League and League Operator
    - Date of Standings
    - Full name of player, team name, number of weeks played, wins/losses, etc.
    - Do NOT send score sheets
    - You may submit your statistics by email, fax or mail

**The ACS must receive the complete submissions listed above before the ACS will sanction your league. I have read and understand the requirements listed above.**

League Operator Signature \_\_\_\_\_

Date \_\_\_\_\_

Mail to: League Sanctioning  
American CueSports Alliance (ACS)  
101 S. Military Ave., Suite P - #131  
Green Bay, WI 54303  
USA  
Website: [www.americancuesports.org](http://www.americancuesports.org)

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League President \_\_\_\_\_ League Secretary \_\_\_\_\_  
Date \_\_\_\_\_ Date \_\_\_\_\_

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## League Operator Manual

### STARTING A POOL LEAGUE

Rev 0505

This Summary will take a chronological approach from first creating the Pool League through to the conclusion of its first Session. Additional, more detailed information is provided elsewhere in the League Operator Manual.

The most common game played is 8 Ball which will be used in all examples. For those interested in 9 Ball Team play, contact the ACS National Office for assistance.

Anyone can be a League Operator and sanction their League with the ACS. All Pool Leagues are encouraged to sanction with the ACS so that their Players and Teams are eligible to compete in Singles and Team 8 Ball Championships held annually across the United States. They can even go to Las Vegas and compete in the US Nationals and various national and regional events produced by the ACS's sister organization – the Canadian Cue Sport Association. Not only is it great fun, but pool is one of the rare sports that Amateurs get to play for huge Prize Funds. No Pros allowed in any ACS Championship.

Leagues that do sanction with the ACS are not required to follow these guidelines. While the principles and tasks involved in running a successful League do not change, everyone's situation is unique and in the end you do what works. The ACS does not interfere. We are only here to help and to promote the sport.

#### WHO WOULD WANT TO FORM A LEAGUE?

The most common are:

1. A group of Players who have gathered together and want to do their thing, their way.
2. A Billiard Club owner who wants to increase his Business while providing a value added service to his regulars and new patrons.
3. A Pool Table Vending company who wants to increase his Business by providing a value added service to his locations.
4. An Individual who wants to create a Business by providing league services to the players.

#### WHERE DO I START?

Non-profit or not, you're trying to create a Product. Many decisions need to be made and there will be some trial and error along the way. Remember that, above all, the playing of Pool is considered ENTERTAINMENT by the Players. If they are not having fun, they will not stay. They want a situation that is friendly, provides fair competition and whatever is supposed to happen, actually does.

Your first step should be talking to as many Players as possible to find out what will interest them enough to get them and others to join. When a pattern emerges, call a Formation Meeting of key Players and finalize what it is that is being offered. The Product and who is offering it must be credible. Then you are into Advertising and Recruitment

You do not have to be huge. The ACS accepts the sanctioning of Pool Leagues that have a minimum of 6 Teams comprised of a minimum 30 Players who play a minimum 8 week Schedule.

Although 8 Ball is the most common discipline in most local league play, any game of Billiards is okay; providing it is organized on a Team basis. The average size of an ACS Pool League is between 12 to 16 Teams. There is such a thing as Singles Leagues. Contact the ACS National Office for more information.

Here is what you will need to finalize your Team based League:

**1. Where**

- Pool Leagues are one of two types – ‘In House’ or ‘Traveling’. ‘In House’ means that all League Play is in one Location. ‘Traveling’ means that all League Play is at 2 or more Locations. Generally Teams will play one half their Matches ‘away’ and one half their Matches at ‘home’. Every Pool Table available to the League can support two Teams regardless of League type.
- The type is generally determined by who is organizing it. The most common ‘In House’ is by a Billiard Club. The most common ‘Traveling’ is by a group of Players.

**2. When**

- Pool Leagues generally play in the Evening during the week or less commonly on the weekend; usually Sundays. The evenings of Monday, Tuesday or Wednesday are generally favored because that it is often the slowest nights for the Host Location when they need the business the most. Check around. It is usually not good to choose a night that conflicts with another Pool League.
- Match start times can vary depending on the Match Format selected. Generally it will be between 7 to 7:30PM and usually you shoot for finishing around 11PM or sooner. Some Players do work Graveyard and others may have early starts to their workday.

**3. Match Formats and Team Rosters**

- The most common Match Formats are 4 Player - 16 Games or 5 Player – and either 15, 20 or 25 Games. All call for Rotating Play meaning that, in the 4 Player – 16 Game Format for example, all the Players on each Team play all the Players on the other Team a single game, for a total of 16 games played.
- All of the above Match Formats work well. 4 Player Teams may be easier to recruit. If you’re going with 5 Player Teams, then whether you choose 15, 20 or 25 games will depend on the average skill level of the Teams involved and the time they’ll likely take to finish. A ‘Masters’ Team will average 6 minutes per game and a ‘Novice’ level Team will average 12-14 minutes per game.
- All Team play in all ACS 8 Ball Championships involve 5 Player Teams playing a 25 game rotating Match Format.
- It is suggested that Team Rosters not exceed 10 players, which is the same limit at all ACS Championships. That means that although 10 players are on the Team Roster, only 4 or 5 of them will actually play at any one time depending on the Match Format you’re using. Substitutions of players during a Match are allowed at ACS Championships.

**4. Scoring and Handicaps**

- Every League has Team Standings. You’ll need to decide how Matches get won or lost.
- Some Leagues simply record Games Won or Lost and the one with the most wins. If the number of games played in your Match Format is an even number, you’ll need a tie-breaker rule. You’ll also need to decide how much the win is worth for Team Standings.
- By far the majority of most Leagues use Handicaps of some sort. Difference in Team skill levels is inevitable and you want all Teams to have the feeling that they at least have a chance. If they do not, you run the risk of Teams getting discouraged and quitting.

- In 8 Ball, the most common form of Handicapping involves a Point System whereby 1 point is awarded for every object ball sunk and 3 points for the 8 Ball for a total of 10 points, should you win the game. A player's Total Points scored to date divided by the number of Games Played to date, then gives them an Average. This Average can then be used to provide a Handicap expressed in Points which is awarded to the Player with the lower Average. Now every Team has a chance. A full explanation of this suggested Scoring and Handicapping Point System is shown in a later section.
- Using Handicapping does involve the recording and preparation of additional statistics and reports, but it's pretty straight forward. Even though Handicaps are not used in most divisions of ACS Championship, it is highly recommended that you use some form of Handicapping in your local League.
- The decision that's needed is Handicapped or not and if yes, how.

## **5. The Rules**

- All ACS Championships are played using the Official World Rules for 8 Ball and 9-Ball as published by the World Pool-Billiard Association. They are available on the ACS website and, upon League Sanctioning, every League Member is provided a Member Handbook that also has them.
- We highly recommend that your League follow them in their entirety. They are very good rules (the same on six (6) continents) and use of them will eliminate any confusion when your Players and Teams are competing in ACS Championships.

## **6. The Schedule**

- The most common are 'Summer' Leagues (June to August), which run for 8-12 weeks and 'Winter' Leagues (September to March), which run for 24-30 weeks. Some Leagues run year around in 3 to 4 Sessions of 10-14 weeks each.
- Your Schedule can start at any time of the year and be of any length. The ACS 'League Year' runs from June 1 to May 31. Any League who sanctions must have a Schedule that runs at least 8 weeks after which all the League Players and Teams will then be eligible to play in all ACS Championships for the League Year.
- A perfectly 'balanced' Schedule is one that every Team plays every other Team exactly once or twice, etc with alternating 'Home' and 'Away' Matches. Even if the League is In House, because of the rotating Match Format, there is a difference in the order of play and who 'breaks' depending on whether you are designated as the 'Home' or 'Away' Team.
- Your Schedule does not have to be 'balanced'. Sample 'balanced' Schedules appear elsewhere in this Handbook for a League that has from 4 to 16 Teams. You just 'cut-off' any portion you don't need and 'add-on' for any additional needed. If you have an odd number of Teams, one of the Teams listed becomes a "Bye" Team.

## **7. Fees and Prizes**

- Now we are talking about how you are going to entice players to play in the first place and at what cost. The variations are endless.
- There is usually one or more of the following - Registration Fees, Administration Fees, Table Fees and Prize Fund Fees.
- If the League is to be sanctioned with the ACS, there will be a Registration Fee to cover the ACS League Member Fee which is \$10 for the 2006/07 League Year. How much you charge for Registration is up to you.
- Some Leagues charge Administration Fees. Leagues do require Administration which is somebody's time, and there definitely are costs involved. Scenarios range from (i) No Charge – League is being run and offered free by a Business who gets a return

- elsewhere, (ii) Actual costs only are charged plus a stipend to the 'League Secretary' or (iii) A straight Fee – The League itself is a Business to the person running it.
- The Table Fee is the cost charged by the Host Location to play a game on their Table. Some Host Locations will provide use of their Tables either free of charge or discounted in lieu of other returns they get from the additional drink and food sales. Keep in mind that they are a Business and if they're going to host you, then they have to make money somehow.
- The biggest variance is in Prize Fund Fees. Some Leagues have none. Players join, play, get sanctioned and then later pay their own way to ACS Championships. In some Leagues, Players pay a nominal amount which is enough to cover the cost of Awards and a Banquet at the end of the Schedule. The most common is that the Players pay anywhere from \$5 to \$20 per Match played which will build up a significant Prize Fund. This Prize Fund can be paid out in Cash or other Prizes purchased by the League. Such Prizes often consist of Paid Team Trips to attend a ACS Championships. The Trips usually cover the cost of the Entry Fee, Lodgings and a Travel Allowance. Others may pay out their Prize Fund in 'Point Money' based on some formula involving Player or Team Performance. Some go out and get donated Prizes of all sorts for giveaway at the end. There is no one right approach. It is a balance between what kind of a League do you want versus what will attract the Players in the first place.
- No matter what approach is taken on all Fees, it is extremely important that it be documented and made known to all, in advance.
- If there is a Prize Fund, that money belongs to all the Teams involved. Someone is just holding it in trust for them. It is highly recommended that:
  - (i) A Meeting be held with all the Teams to let them decide exactly for what they want it to be used.
  - (ii) The Prize Fund Payouts not be allowed to change later.
  - (iii) A Prize Fund Financial Statement be prepared that shows everyone, in detail, what came in and where it went.

## **8. Teams Must Have A Chance**

- It is competition and although Teams may join, they will not stay if they do not have a chance; both at winning Matches and at winning whatever Prizes are available. Here is what you can do:
  - (i) It starts with the initial Recruiting. If you have an overly 'Stacked' Team compared to the others, you may consider either not accepting their entry or insisting on a Team Roster change. It is up to you; you have that right. What is the point of accepting such a Team, if six others will not join because of them. The best is always when all the Teams are roughly the same overall Skill Level. The fastest way to kill a League is when everyone knows in advance who the best Team is and even worse the majority of the Prizes go to the 'top'.
  - (ii) Use Handicaps in League Play. It does not ensure a win for the lesser-skilled Team, but it does go a long way in leveling the playing field. Even if they do not win, they at least had a shot at it. And the higher skilled Team will have to play closer to their ability to win.
  - (iii) Most Leagues have a Play Off of some kind at the end of the League Schedule where all or a majority of the Prize Fund gets won. Extending the use of Handicaps in the Playoffs is highly recommended, especially if everyone is playing in a single group. Some Leagues split the Teams into two Play Off groups - Top Half / Bottom Half, based on Final Team Standings coupled with a pre-determined split of the Prize Fund as determined at the start of the Schedule. That approach works well as Teams then know they don't have to be the best to win something. The 'Top' Teams should not complain as their share of the Prize Fund would not be as big as it is without those 'Bottom' Teams being in the League in the first place.

- (iv) Some Leagues award a portion of the Prize Fund through Blind Draw. It is always good to spread the Prize Fund as much as possible, even to the extent that every Team wins something.

## **9. The Executive**

- The most common structure consists of a President, Treasurer and a Secretary. These positions are usually elected if the League is formed by a group of Players and are usually appointed if the League is business related.
- Together they will establish League Policies and Rules, handle the Money, take care of Administration, settle Disputes and otherwise transact League Business as required.
- The President runs the League. That person is ultimately responsible for everything that happens or does not happen. All Meetings are chaired by the President.
- The Treasurer looks after all the money in and out. It is highly recommended that a separate Bank Account be set up for all League Funds that requires at least two signatories of the Executive. This Bank Account should be open to verification at any time by any Member of the League in good standing.
- The Secretary is the one who processes all the Match Score Sheets and prepares Statistical Reports on Player and Team Standings. Duties also include the Sanctioning of the League, the processing of League Entries into ACS Championships and the handling of all general correspondence.
- Some Leagues also establish Player Committees to help run the League such as Tournaments, Banquet or Board of Governors (for dispute resolution).

## **ADVERTISING and RECRUITING**

You now have a Product that you think will work. If it was developed in collaboration with key Players, you probably already have a number of Teams ready to sign up. To get more, here are some suggestions:

### **1. Posters, Flyers and Team Roster Sign Up Sheets**

They do not have to be fancy. They do need to include the essentials of what you are offering along with whom to contact for further information and to sign up. Pretty easy if it is to be an In House League. If it is to be a Traveling League, then you need to distribute them to all the suitable potential Host Locations, but be sure to get their permission first. The ACS provides Posters for all their Championships free of charge including one for Team Recruiting.

### **2. The Host Locations**

They can assist greatly in Team Recruiting and it is in their interest to do so. Ask the owner to have the staff promote the League amongst the 'regulars'. Now instead of just having them on the weekends, they will be there during the week too, all on a guaranteed basis for the whole Schedule.

### **3. The Players**

You do not actually recruit Players; you recruit potential Captains of Teams. Everyone has a couple of close Friends (or Family) with whom they would like to play, and those People have other Friends and Family. Now you have a Team. The best advertising is always word of mouth. Tell everyone that if they want to have a League, then they should tell as many others as possible. Some Leagues may even offer incentives in this regard.

### **4. Sign Up Meeting**

Announce at least one in your Promotional Materials. This will give you a chance to explain what is being offered and to answer any queries and concerns that anyone may have. This is where interested Players who are not already on a Team can be put on one. This Meeting can also be used to either elect or announce the League Executive.

## **5. Late Start**

You've announced a Sign Up Deadline and a League Start date. There is nothing wrong with letting another Team start after the League Start Date, providing they play Make Up Matches for those missed and of course pay all related Fees. Alternately, some Leagues only allow a Team to come in late to replace a Team that has quit or had to fold for whatever reason.

## **LEAGUE START**

You have a number of Teams ready to go. Here is what you need to do before the League Start Date:

### **1. Rules Clinic**

It is a good idea to announce and hold a Rules Clinic for all the Captains and interested Players who are not familiar with the World Standardized Rules or the Match Format and Scoring System that your League will be using.

### **2. Schedule**

It needs to be finalized and distributed to all the Team Captains and the Host Locations.

### **3. Team Handbook**

It is always a good idea to prepare a Team Handbook for all the Captains that describes:

- (i) What the purpose of the League is.
- (ii) Who is running the League and how they can be contacted.
- (iii) A listing of Key Dates – League Start/Finish, Captain's Meetings, Playoffs, Awards Banquet, ACS Championships.
- (iv) All Fees, how they are to be paid and when due.
- (v) What they can expect back in return.
- (vi) Team Rosters, Match Format and Scoring System.
- (vii) General League Policies.
- (viii) Good Sportsmanship.

## **FIRST LEAGUE NIGHT**

If possible, all the League Matches on the first night should be visited by a representative of the League who can answer all the questions that the Players are sure to have. By definition, Handicaps cannot apply as no Player has an Average yet.

## **AFTER WEEK 1**

Now the cycle starts. Matches have been played and Score Sheets and Fees have been turned in by all the Team Captains. The League Secretary will:

- (i) Record the Fees paid by each Team and get the money deposited into the League Bank Account.
- (ii) Record the Team Points won by each Team and prepare a Team Standings Report
- (iii) If the League uses Handicaps, the Points scored by each Player will be recorded and an Average computed for use in week 2 and later in the Schedule.
- (iv) Arrange for the Team Standings and Player Statistics Report to be distributed to each of the Team Captains before next week's match.

## **AFTER WEEK 4**

The Teams should have settled down by then. Now is the time to take care of:

### **1. The Prize Fund**

If there is to be one, the total amount can now be computed. The League needs to determine

exactly what the Prizes are to be and exactly how they are to be won. This would include any Administration cost, Awards or Banquet fees that are to come out of the Prize Fund. If the League Secretary is being paid a Fee out of the Prize Fund, make sure that everyone knows and exactly how much. It is suggested that the League Executive prepare recommendations but that the final deciding be done by Team vote at a Meeting of all the Captains. This process should only be repeated and the Prizes changed if the size of the League changes. A summary of all the Prize Payouts and how they are to be won should be clearly documented and made known to all the Players in the League. It is recommended that the League have a Play Off after the end of the League Schedule and that all or a majority of the Prize Funds gets won at that time. It gives all Teams an additional incentive to finish the entire Schedule.

## **2. ACS Sanctioning**

After the 4<sup>th</sup> week of League Play, The ACS League Sanction Policy Agreement calls for the submission of a copy of the Team Standings and related Player Statistics along with the Member Fee of \$10 for every Player who has played so much as one game. Submission of additional Member Fees for Players who join later can be sent in on a monthly basis. A full re-submission of Reports and any outstanding Member Fees is required one month prior to any ACS Championship in which the League has Players or Teams competing. If a Player plays in more than one League Session or more than one League Division in a League Year, they only have to be sanctioned once.

## **TEAM ROSTER FREEZE**

It is a good idea to freeze all the Team Rosters at some point, generally around the halfway mark in the League Schedule. This avoids Teams adding stronger Players near the end to scoop up larger Winnings from the Prize Fund. It is not fair to the Players already on the Team who may not get to play now and it certainly is not fair to the other Teams. ACS suggests that after the Roster Freeze Date, Team Roster changes can only be made to keep a Team active that is in danger of folding, that the new Player must be the same or of lesser Skill Level than the Player being replaced and that Prior Approval must be obtained from the League Executive.

## **JUST PRIOR TO LEAGUE END**

It is also a good idea to hold another Meeting of all Team Captains a couple of weeks before the end of the League Schedule. The purpose is to:

- (i) Review the status of the Prize Funds. Are they there and in the amount expected? Is the cost of any purchased Prizes within the expected amount? Any adjustment at this time should be minor and represent fine tuning. If the adjustment required is major, a Special Meeting should have been immediately called when the need for same first became known.
- (ii) Review the Play Off arrangements – When and Where?
- (iii) Review the status of Awards Banquet arrangements.

## **PLAY OFFS**

Nearly every League has one that involves all the Teams. They can be held all at one Location on one weekend or at several Locations and held on the normal League Night. It is most important is every Team knows well in advance that there is one, that they are in it, when it is to be and what the Format of play will be. The most common Play Off Format is Double-Elimination whereby a Team has to lose two Matches before they are done. Sometimes a 'Round Robin' Format will be used if there are eight or fewer Teams involved. Examples of Tournament Charts and a suggested summary of General Tournament Policies appear elsewhere in this Handbook.

## **AWARDS BANQUET**

This is the wrap up. Getting Teams to join a League is actually not that hard. Getting all the Teams to finish the whole Schedule and delivering on all the commitments and promises made is

much harder. Having an Awards Banquet or special Function at the end can help. You know you have run a good League if, when it is all over, the last place Team is still there and they all have smiles on their faces.

### **1. Who Pays**

If there is to be a Banquet or special Function, the cost of same may come from the Prize Fund or from Tickets sold. Some Leagues go all out and rent a Hall, arrange for a caterer and provide entertainment. Others may simply hand out the Awards at their Play Offs. Sometimes the owner of a Billiard Club who has an 'In House' League will provide a special Function either free or with nominal charge as a way of showing customer appreciation.

### **2. Awards and Prizes**

Try to have as many Awards that you can think of or your League can afford - for League Play and Play Offs and for both Team Performance and Individual Player Performance, etc. Players love free draws of donated Prizes; Raffles too. For Cash Prizes out of the Prize Fund, payment by check is recommended.

## **ATTENDING AN ACS CHAMPIONSHIP**

The whole purpose of sanctioning the League in the first place was so that the League Players and Teams would be eligible to attend an ACS Championship somewhere.

Many ACS sanctioned Leagues offer paid Team Trips from their Prize Fund which usually include the Entry Fee, Lodging and a Travel Allowance. Regardless of whether a Team has won a Trip or not, every Player and every Team is still eligible to pay their own way and compete in whatever ACS Championship they want.

No matter where your League is based, the ACS National Championship Program has an Annual Regional/State Championship program to which the Players and Teams can drive, and Team Play is usually on the weekend. This makes competing there much more affordable and convenient. Also available to everyone is the ACS US 8-Ball & 9-Ball Nationals held in mid June in Las Vegas and the CCS Canadian Nationals held in mid July in Toronto.

Every one of those Championships offer Singles, Scotch Doubles and Team Events. Every Event is also divisionalized on Skill Level so that all competitors have a better chance of competing and winning. Full information on every Championship including On Line Event Entry and Status is available at the ACS web site [www.americancuesports.org](http://www.americancuesports.org)

For ACS Championships, Hard Copy of all Team Entries along with the Fees must be submitted in advance by the League Secretary. Hard Copy of Singles and Scotch Doubles Entries along with the Fees can be submitted directly by the Player, also in advance. For the CCS National Championships, Hard Copy of all Entries – Team, Singles, and Scotch Doubles along with the Fees are to be submitted in advance to the CCS administrative staff..

## **GOOD SPORTSMANSHIP**

Its importance cannot be overemphasized. It is only Good Sportsmanship that makes League Play and Play Offs the fun and enjoyable experience that it is meant to be. The Players must not feel that being threatened or intimidated in any way is somehow okay. The League must make it known that such unacceptable behavior will not be tolerated...ever. An excellent write-up on Good Sportsmanship and how to properly resolve Disputes appears elsewhere in this Handbook.

## **PRIZE FUND FINANCIAL REPORT**

Everyone has a calculator and people will talk. Even if everything was above board and proper, it

is always wise and highly recommended to have the Treasurer compile a simple summary of all the Prize Fund Ins and Outs. All the Outs should reflect exactly whatever the Captains of all the Teams decided on in the Meeting(s). Make it available to all the Players in the League and make it known that any Player in good standing is more than welcome to examine whatever they want. Carrying over a Surplus is generally not recommended. It really belongs to those who paid it in the current Session and, if all else fails, find some appropriate way to give it away at the Awards Banquet or special Function at the end.

### **CONGRATULATIONS**

You have now successfully completed your first Session. It was not easy and we are sure you learned a lot along the way. The hard work has been done in getting it off the ground. Although there is always fine tuning, the next Session will go much smoother, with less effort. The Players know the League exists, what it is all about, and had a great time playing in it and the ACS Championships.

### **NEED SOME HELP?**

Just contact the ACS National Office. We will be more than happy to answer any queries you may have and help you find solutions. The ACS Board is made up of Directors from across the United States who are all successful League Operators, Members or affiliated cue sport officials. They can also be contacted and are able to provide valuable assistance.

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## League Operator Manual

### HOW TO MAKE A LEAGUE SCHEDULE

Rev 0505

- Your Schedule must have at least 8 Matches to meet ACS sanctioning requirements.
- The following shows Match Ups for Leagues with 4, 6, 8, 10, 12, 14 or 16 Teams.
- If you have an odd number of Teams, the 'last' Team in each Schedule becomes a 'Bye' Team. The first Number is considered the 'Home' Team.
- A Schedule has completed a full rotation when all Teams have played each other once. For the 2<sup>nd</sup> rotation, reverse the "Home" and "Visitor". The Match Ups will be the same each week but now the other Team is 'Home' instead. Repeat as required.

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
4 Team	1v2	2v3	3v1												
4 Team	3v4	4v1	2v4												
6 Team	1v2	2v3	3v1	2v6	5v1										
6 Team	3v4	4v5	5v2	1v4	6v3										
6 Team	5v6	6v1	6v4	3v5	4v2										
8 Team	1v2	6v1	1v8	2v3	3v6	6v8	7v1								
8 Team	3v4	8v2	7v3	8v5	7v2	5v7	4v6								
8 Team	5v6	3v5	5v4	4v1	1v5	2v4	3v8								
8 Team	7v8	4v7	2v6	6v7	8v4	1v3	5v2								
10 Team	1v2	6v1	5v4	5v3	2v6	5v8	6v4	9v3	8v10						
10 Team	3v4	4v8	9v8	8v6	9v5	4v10	7v9	8v1	2v5						
10 Team	5v6	7v3	1v10	4v7	4v1	7v2	1v5	10v6	9v4						
10 Team	7v8	2v9	3v2	9v1	10v7	6v9	3v10	4v2	1v7						
10 Team	9v10	10v5	7v6	10v2	8v3	3v1	2v8	5v7	3v6						
12 Team	1v2	12v1	11v8	6v9	7v2	4v7	1v3	7v1	3v5	1v11	1v5				
12 Team	3v4	2v11	3v6	8v1	9v12	6v1	11v5	9v5	1v9	9v3	7v3				
12 Team	5v6	10v3	9v2	12v5	3v8	2v5	9v7	3v11	11v7	5v7	11v9				
12 Team	7v8	4v9	7v12	2v3	11v6	10v11	4v8	12v2	10v2	2v4	2v8				
12 Team	9v10	8v5	1v4	10v7	5v4	8v9	10v12	8v10	6v8	12v8	6v12				
12 Team	11v12	6v7	5v10	4v11	1v10	12v3	2v6	4v6	4v12	10v6	4v10				
14 Team	3v2	2v5	7v2	2v9	11v2	4v1	5v3	1v5	7v1	1v9	5v7	13v1	3v1		
14 Team	5v4	4v7	9v4	4v11	13v4	6v3	9v7	13v7	9v13	7v3	1v11	3v9	7v11		
14 Team	7v6	6v9	11v6	6v13	1v6	8v5	13v11	11v9	3v11	5v13	13v3	11v5	9v5		
14 Team	9v8	8v11	13v8	8v1	3v8	10v7	2v1	3v4	6v5	11v12	9v10	7v8	2v4		
14 Team	11v10	10v13	1v10	10v3	5v10	12v9	4v6	6v2	2v8	10v2	8v6	2v14	12v8		
14 Team	13v12	12v1	3v12	12v5	7v12	14v11	8v10	8v14	14v10	4v8	12v2	6v12	6v10		
14 Team	1v14	14v3	5v14	14v7	9v14	2v13	12v14	10v12	12v4	14v6	4v14	10v4	14v13		
16 Team	5v1	5v6	3v5	5v4	9v5	5v10	11v5	11v13	13v5	5v16	15v5	5v12	8v5	5v7	2v5
16 Team	3v7	4v2	9v1	10v6	11v3	14v4	13v9	5v14	15v11	7v10	8v13	7v16	2v15	1v12	6v8
16 Team	9v12	10v8	11v7	14v2	13v1	16v6	15v3	16v10	8v9	12v14	2v11	1v14	6v13	3v16	4v15
16 Team	11v16	14v15	13v12	16v8	15v7	12v2	8v1	12v4	14v16	1v4	6v9	3v10	4v11	9v14	10v13
16 Team	13v14	16v13	15v16	12v15	8v12	7v8	2v7	7v6	2v3	3v6	4v3	9v4	10v9	11v10	14v11
16 Team	15v10	12v11	8v14	7v13	2v16	1v15	10v14	1v2	6v1	9v2	10v1	11v6	14v3	13v4	19v9
16 Team	8v4	7v9	2v10	1v11	6v14	3v13	6v12	3v8	4v7	11v8	14v7	13v2	16v1	15v6	12v3
16 Team	2v6	1v3	6v4	3v9	4v10	9v11	4v16	9v15	10v12	13v15	16v12	15v8	12v7	8v2	7v1

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**League Operator Manual**

**8 BALL SCORING and HANDICAPPING**

Rev 05/06

Games are scored on a 'Ball Count' Point System and each Player develops a 'Ball Count' Points Average of all the games they played to date throughout the League Schedule. These Player 'Ball Count' Points Averages are used to determine a 'Team' Handicap expressed in 'Ball Count' Points spotted to the lesser skilled Team. Matches are typically played in 'Rounds' of either 4 for 4 Player Teams or 5 for 5 Player Teams. The winner of each Round in the Match will receive a 'Team' Point. The winner of each Round in the Match is determined by the 'Ball Count' Points that a Team scores plus any Team Handicap 'Ball Count' Points they were spotted. The number of 'Team' Points (or 'Rounds') won will determine the winner of the Match and Team Standings.

**1. Scoring - 10 Point 'Ball Count' System**

- Each Player receives 1 'Ball Count' Point for each of his/her group of balls (solids or stripes) not on the Table at the end of the game plus 3 'Ball Count' Points if they legally pocket the 8-ball.
- A game win then is always worth 10 'Ball Count' Points to the winning Player. The losing Player will receive up to a maximum of 7 'Ball Count' Points.

**2. Player 'Ball Count' Point Averages**

- A Player's 'Ball Count' Points Average is determined by dividing their total 'Ball Count' Points scored to date by the number of games they have played to date. The result is then rounded up or down to the nearest whole number. Some Leagues express this Average rounded up or down to the nearest tenth to provide a more accurate result.

**3. Match Format**

- The most common Match Formats are:
  - 4 Players each play a single game in each of 4 Rounds for a total of 16 games.
  - 5 Players each play a single game in each of 3 Rounds for a total of 15 games.
  - 5 Players each play a single game in each of 4 Rounds for a total of 20 games.
  - 5 Players each play a single game in each of 5 Rounds for a total of 25 games

**4. Score Sheet**

- The Score Sheet used in all examples is the copyrighted property of the American CueSports Alliance. This Score Sheet may be reproduced and used by any Pool League in any League Year that they sanction with the ACS – American CueSports Alliance or the CCS - Canadian Cue Sport Association. A blank copy is provided for this purpose in the League Operator Manual. Just add or replace the ACS name, logo and contact numbers with your own.
- See diagrams 7.1 and 7.2 for examples of completed Score Sheets.

**4.1 Your Starting Team Roster**

- The 'Home' Team fills out their Team Roster first by entering 4 or 5 Player names as 'Starters' in Roster Order spots #1 to #4 or #5, depending on the Match Format your League or Division is using. 'Spares' may be listed in Roster Order spots #6 to #7 at the start of the Match or at any time prior to the start of a Round.

- Players may be listed in any Roster Order position regardless of their Player 'Ball Count' Points Average.
- Should a Team be short a Player(s), 'forfeit' is entered in the last Roster Order position(s) on the starting Team Roster.

#### **4.2 Match Rounds**

- A set of one game each played by a Team's Match Roster is considered to be 1 Match Round.

#### **4.3 Handicapping**

- At the start of every Match Round, the 'Ball Count' Points Average of each Player of the Team's Match Roster is entered in the 'AVE' column beside their Roster Order number. In the case of a 'forfeit' or 'first time' Player, an 8 is entered. The Player 'Ball Count' Points Averages are then totaled for each Team. The difference in totals is given to the Team with the lower total as a Team Handicap.
- This Team Handicap is to be entered in the 'POINTS' column in the box beside 'HANDICAP'.
- Some Leagues restrict the maximum Team Handicap that the lesser skilled Team receives. The most common restriction ensures that if the higher skilled Team wins every game in the Match that the Handicapping System will not take the Match win away from them. This results in the maximum Team Handicap that a Team can receive in any one Round of a Match as follows:
  - 4 player/16 game Match Format - maximum 8 'Ball Count' Points.
  - 5 player/15, 20, 25 game Match Format - maximum 10 'Ball Count' Points.

#### **4.4 Substitutions of 'Spares' During a Match**

- Substitutions of 'Spares' for 'Starters' are permitted providing they are made at the start of each Round and providing that it will not result in the same two Players playing each other a second time.
- In the Round that they are 'subbing' in, the Substitute's 'Ball Count' Points Average is entered and used to compute the new total of the 'Ball Count' Points Averages of the Team to determine the new Team Handicap for that Match Round.
- Players listed as 'subs' in Roster Order spots #6 and #7 may change Roster Order positions in successive Rounds. Players listed as 'Starters' in spots #1 to #5, when they are 'subbed' out, must sit out at least one Round. When a 'Starter' is 'subbed' back in, they must return to their original Roster Order position.

#### **4.5 Order of the Break Shot**

- The order of play for the 'Home' Team stays the same for every Round of the Match.
- The order of play for the 'Visitor' or 'Away' Team does vary for each Round of the Match as shown on the Score Sheet.
- The order of the 'breaks' is also shown on the Score Sheet. The 'Home' Team always 'breaks' the 1<sup>st</sup> and 3<sup>rd</sup> Rounds and the 'Visitor' or 'Away' Team always 'breaks' the 2<sup>nd</sup> and 4<sup>th</sup> Rounds. If there is a 5<sup>th</sup> Round, the 'breaks' are alternated with the extra 'break' going to the 'Home' Team.
- This matches what happens at all ACS and CCS Championships.

#### **4.6 Scorekeeping - Team Points**

- All games are scored on the maximum 10 'Ball Count' Point System, including forfeited games which are scored 10 - 0. These 'Ball Count' Points are entered on the Score Sheet in the 'POINTS' column provided for each Match Round.

- After a Match Round has been completed, the 'Ball Count' Points won in each game in the Match Round by the each Player for each Team are totaled along with the Team Handicap. This total is entered in the 'TOTAL' box on the Score Sheet.
- The Team with the higher total receives a 'Team' Point for that Match Round. This is indicated by circling the 'W' beside their 'TOTAL' box for that Match Round.
- After the 2<sup>nd</sup> Match Round has been completed, the 'TOTALS' for the two Match Rounds played are added together and entered into the 'RUNNING TOTAL' box on the Score Sheet. This is repeated until all Match Rounds have been played.
- The team with the higher 'RUNNING TOTAL' receives another 'Team' Point for the overall which is also indicated by circling the 'W' beside their 'RUNNING TOTAL' box in the last column on the Score Sheet.
- In summary, each Match is played for one 'Team' Point for each Match Round played plus one 'Team' Point for the overall.
- Provision is made for the recording of special feats such as E = ERO, F= First Approach, Z= Ten Zip and N=No Shot After the Break. The definition of each is listed on the Score Sheet. Be sure when you sign off on the Score Sheet that the other team has all your special feats recorded as well.
- To help the League Secretary, be sure to total the Wins, Special Feats and Points for each Player and for the Team.

### 5. Match Ties

- In Handicapped play ties can result. In League Play for all Match Formats the first tiebreaker to award 'Team' Points for any Match Round or for the overall, is games won. This is often the same tie breaker used for Team 'seeding' for all Play Offs. If still tied at the end of a Match in League Play, the second tiebreaker is the winning of an extra game played by one Player selected by each Team from amongst those who played in that Match. If tied at the end of the Match in Play Offs, the first and only tiebreaker is the re-playing of the last Match Round by the same Players. There are no ties in any ACS Championships as no 'Ball Count' Points or Team Handicaps are used. All Matches are a Race to a specified number of games won.

### 6. Match Forfeits

- In the case of a Team forfeit of a Match, both Captains must submit a Score Sheet along with all related Fees. All Players listed on the forfeiting Team will receive a zero as the 'Ball Count' Points scored for all their games. All the Players listed on the other Team will receive 10 'Ball Count' Points for all their games. Teams taking a forfeit have the option of taking all, half or none of the 'Team' Points for the match. The forfeiting Team will receive whatever the other Team doesn't take.

### 7. Score Sheet Examples - 5 player/ 25 game Match Format

#### Example #1 - September 4<sup>th</sup> (See Addendum page #35)

- This shows a first week Match in which there are no Player 'Ball Count' Point Averages yet and thus no Team Handicaps.
- Note the tiebreaker of 3 games to 2 games won by the 'Visitor' Team to win the 'Team' Point for the 2<sup>nd</sup> Match Round.

#### Example #2 - October 2<sup>nd</sup> (see Addendum page #36)

- This shows a Match in which there are now Player 'Ball Count' Point Averages and Team Handicaps. It's got a little of everything.
- Note that the 'Home' Team is short a Player and has listed #5 in their starting Team Match Roster as a 'forfeit' Player. All opponents got an automatic 10 'Ball Count' Points for their game against that Player.
- Note that the 'Visitor' Team used a 'first time' Player Al Jones (Starting Team Roster Player #1). His 'Ball Count Points Average was assigned at 8.0 because he doesn't have an Average yet.

- Note that the 'Visitor' Team used a Substitution in Match Round #3 Christine Logan (Substitution Team Roster Player #6) for Chuck Lesser (Starting Team Roster Player #3).
- Note the 'ERO' that Jay Spenser (Starting Team Roster Player #2) for the 'Visitor team' got in Match Round #2.

#### **8. Team and Player Standings Report (See Addendum page #38)**

- They can be as elaborate as your League Secretary is willing to prepare on a weekly basis. See **Example #3** from the Players Pool League in Calgary AB. They use custom Web based software to produce statistical Reports. Many Leagues simply use MS Word Spread Sheet programs. If you cannot produce a local program, contact the ACS for references to ACS-sanctioned league operators who offer league management software programs at reasonable or no costs.
- What is important is that they contain all the key information. For the Teams, the absolute minimum is keeping track of cumulative 'Team' Points. For the Players, the absolute minimum is keeping track of their cumulative 'Ball Count' Points, cumulative games played and an updated 'Ball Count' Points Average. All the rest is just interesting stats some of which may be used to hand out special Awards or to rank Players.
- All players in your league desire to see their names in print and their performance status on a weekly basis. We recommend that you produce weekly standings that showcase the cumulative statistics for all players in your league.

**- Use Blank Universal 8-Ball Score Sheet on Addendum page #34 -**

# AMERICAN CUESPORTS ALLIANCE

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## League Operator Manual

### GENERAL LEAGUE PLAY AND PLAY OFF POLICIES

Rev 05/06

This summary of Policies is meant as a guideline only. They are based on both experience and what happens when you attend an ACS Championship. Your League is free to establish its own unique set of Policies that works best in your circumstances. Whatever they are, it is always best if they are documented in your Team Handbook (or in a written set of policies if you do not produce a Team Handbook).

#### TEAM ROSTERS

1. Team Rosters shall consist of a maximum of 10 Players, any 4 or 5 of which play each Round of a Match, depending on the Match Format the League uses. A Player may be deleted from a Team Roster to make room for adding a Player. The Team Captain provides the final advice on who is on the Team and who is not.
2. Additional Players may be registered on the first Match they play in by advising the League in writing (include full name, address, zip code, phone numbers and email address) on the back of the Score Sheet to be turned in.
3. Once a Player is registered and played a Match with a Team:
  - (i) That Player may not play for any other Team in the same Schedule.
  - (ii) That Player may play for another Team in a different Zone of the same Division only until the Team Roster Freeze.
  - (iii) That Player may play for another Team in another Division.
4. Team Rosters are frozen after the date voted on in the Captains Meeting (or similar vote at meeting of league players, etc.). Any Team that can not field a Team on a regular basis after that date may have their situation reviewed by the League Executive who have the authority to make an exception.
5. For League Play Offs, Team Rosters must consist entirely of original Team Members who have played the minimum number of Matches as specified by Captain Meeting vote.
6. For ACS and CCS Championship Team Event Play, Team Rosters must consist of a minimum of three original Team Members but two or more Players may be added who were registered Players within the same League.
7. The League may have Team Restrictions as decided by Captain Meeting vote. This will generally involve the Ranking of Players whereby only a specified number of higher skilled Player(s) are allowed to play for a Team in any one Round of a Match. If exceeded, the game played by the ineligible Player becomes a forfeit and the Match scoring and results are adjusted accordingly. Repeated infractions will be reviewed by the League Executive for further action.

#### MATCH PLAY

1. Match Locations and Tables will be as assigned by the League Executive and/or the Play Off Director which may be one, two or three as required.
2. The Match must start within 15 minutes of the scheduled start time, unless specified otherwise by the League Executive and/or the Play-Off Director. A Player has 5 minutes to start an individual game from the time it is called. A first Round game only may be delayed until the final match up in that Round. When either is exceeded, a game forfeit occurs.
3. The World Pool-Billiard Association rule for slow play is 45 seconds between shots. A Player must be warned first. When one Player is placed 'on the clock', then all Players and all remaining Match games are also 'on the clock'. The clock starts when all balls stop moving from the

previous shot. After 35 seconds, a 10 second warning will be given unless the Player has already assumed a shooting stance. The penalty is a 'cue ball in hand' foul.

4. The biggest single reason for slow Matches is Players not ready to play. All Captains are reminded to make sure each Player knows when they are next up, whether they rack or break, who they are playing and where.

5. For Play-Offs, a Referee will be available upon request for Match Rulings as follows:

(i) Judgement Calls on observed shots – the decision of the Floor Referee will be final.

(ii) All other Rulings – may be appealed to the Head Referee. If there is no Head Referee, the Play-Off Director becomes the Head Referee.

6. In matters of Play-Off Direction, Play-Off Scheduling, Equipment etc. the decision of the Play - Off Director is final.

7. If the wrong Player breaks, the game carries on. It is up to both Players to know who was supposed to break.

8. If it is noticed during a game that a Player is playing the wrong Player, the game is stopped and the right Players play. If it was not noticed until after the game was finished, the game will stand if they are scheduled to play each other later in the Match. If they do not, then that game is considered null and void.

9. If neither Player notices that the 8 Ball is no longer on the Table, the game is replayed with the same Player breaking.

10. Any Player who plays on another Table during a Match Game that they are playing will be assessed an automatic game forfeit.

11. Everyone is reminded that display of poor sportsmanship may result in a game, match or play -off forfeit as decided by the Head Referee and/or the Play-Off Director and/or the League Executive.

12. Although the official World Rules specify no 'coaching' during a game, all Teams are asked to exercise good sportsmanship in this regard, especially in the first few weeks, when new Teams and new Players are adjusting to the Game and League Rules.

13. There will be no Make-Up Matches played unless both Captains agree to same prior to the original scheduled Match date. If agreed to, then the Match must be played within 2 weeks. If not, then both Teams get no Points. Teams have the right of appeal to the League Executive should there be extenuating circumstances.

14. All Teams are required to pay the full Match Fees for the entire Schedule, even in the event of a forfeited Match or nonplayed Make-Up Match, as the Prize Fund pay out schedule depends on it.

15. A Team claiming a Match forfeit may take all the Match Points, half the Match Points, or none of the Match Points. Whatever they do not take, the other Team will automatically receive. If no advice is received, they will automatically be given all the Match Points.

16. Any Team that forfeits two consecutive Matches or a total of three during the League Schedule will be automatically suspended from all further competition. Any Team may also be suspended or expelled by the League Executive for conduct or actions deemed harmful to the best interests of the League as a whole. This may include the failure to turn in Match Fees. Should this occur, any and all Fees paid to date by the expelled Team, including any rights to Prizes, shall be forfeited in their entirety to the League.

#### **PLAY-OFF ELIGIBILITY**

1. All Teams in all Divisions are in the Play-Offs, unless specified otherwise by a Captain's Meeting vote. If there is more than one Play-Off Group within a Division, Team placement is determined by Final Team Standings as of a specified date.

2. The League Executive reserves the right to place Teams in specified Play-Off Groups.

3. All outstanding Team Fees must be paid unless prior special arrangements have been made with and agreed to by the League Executive.

4. Every Player on your Team Roster must be a fully paid, registered Member of the League.

5. Every Player must have played the minimum number of games as specified by a Captain's Meeting vote. Exceptions by the League Executive can only be made in the event of confirmed hospitalization or death.

6. A Player's eligibility may only be challenged prior to that Player's first game in the Match. If this

is not done, the Player will be allowed to complete the Match. If upon challenge, the Player's eligibility cannot be confirmed to the satisfaction of the Play-Off Director and/or League Executive, that player cannot play. No prior Matches played by such Player will be forfeited or replayed.

7. A Player's identity may only be challenged at the start of the Match or any subsequent Round. The Player, upon challenge, has 15 minutes to provide a means of identification suitable to the Play-Off Director and/or the League Executive. If unable to do so, that Player cannot play, but the Team may substitute another confirmed eligible Player. Any games played already will count. If the Player's identity is proven false, the Penalty is immediate Match forfeit. No prior Matches played by such a Player will be forfeited or replayed.

8. Any Team that is a 'No Show' for a first Round Play-Off Match will be also be considered an automatic 'forfeit' for their next Match unless prior advice was provided to the Play-Off Director and/or the League Executive, including their intention to appear and play in that next Match.

### **PLAY-OFF FORMAT**

1. All games and Matches are to be played according to the latest World Pool-Billiard Association Standardized Rules.

2. Typically, Play-Offs conducted over multi-weeks on the regular league night are single-elimination format. However, some leagues hold Play-Offs on weekends, and such formats can accommodate double-elimination format. This means that a Team has not been eliminated until they lose twice.

3. For 5 Player Teams, the Match Format is 25 games. For 4 Player Teams, the Match Format is 16 games.

4. All Play-Off Charts are 'seeded', unless specified otherwise by a Captain's Meeting vote. That means that, for example, in an 8 Team Chart, the #1 'seed' will play the #8 'seed' in the first round, etc. If there is no #8, then #1 will receive the first bye, etc. The 'seedings' are based on Team Standings as of a specified date. If an unequal number of Matches have been played to date, the League Secretary will assign one-half the normal Match Points to equalize same.

5. Each Play-Off Group will be Non-Handicapped or Handicapped, as determined by a Captain's Meeting vote. In 25 game Matches it will either be a simple Race to 13 games won or "On Points" with Handicaps. For 16 game Matches, it will either be a simple Race to 9 games won or 'On Points' with Handicaps. The Match continues until one Team can no longer win.

6. Any Handicap is to be computed and applied at the start of the Match or each Round in the case of Substitutions.

7. The correctness of a Score Sheet may only be queried for the current and/or the last Round played. Any Round already played previous to that will be considered final as per the 'Home' Team Score Sheet. A 'Home' Team Score Sheet signed by both Captains will be considered final and may not be replayed for any reason.

8. The higher 'seeded' Team has the choice of being 'Home' or 'Visitor'. In ACS Championships you flip a coin.

9. Players must be listed on both the 'Home' and 'Visitor' Score Sheets before the start of the first Round in which they play.

10. Substitutions are allowed prior to the start of a Round, providing the other Team is notified in advance. If an unplayable match up occurs (can't play the same Player twice), the Team who caused it will be penalized by the awarding of a win or a 10 to 0 to the other Team.

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## League Operator Manual

### GOOD SPORTSMANSHIP

Rev 05/06

The American CueSports Alliance strongly encourages and promotes Good Sportsmanship in League Play and Tournaments.

Why? Because competing in Amateur League Play and ACS Tournaments is supposed to be fun; not a hard time. For nearly everyone, it is a hobby and entertainment; not a job or a career.

In organized competition: You can win the Match and still be a Loser.

You can lose the Match and still be a Winner.

It is the Sportsmanship that you display that makes the difference.

So win or lose...Always be a Winner! Have Fun...and be Fun to be around.

#### WHAT IS GOOD SPORTSMANSHIP?

According to the dictionary, it is:

.....'to treat with courtesy and respect'

.....'a reputation for being just, good, fair, etc.'

#### HOW DOES IT APPLY TO LEAGUE PLAY and TOURNAMENTS?

##### 1. Know the Rules

- It is to your advantage, and your opponent does have the right for the game to be played by all the Rules, regardless of whether you know or like them

##### 2. Always Give Your Best Game

- You may be way better or way worse than your opponent,  
You may be on your game or totally off,  
You may be way ahead or way behind, but  
.....always give it your best shot and then leave the game on the Table.

##### 3. No 'Sharking'- Win on Merit, Not Gamesmanship

- What's sharking? Any act that serves to upset your opponent or their concentration during a Match.
- Here are a few examples you may have experienced yourself:

###### Acting Aggressive

- Using excessive profanity
- Making rude or sarcastic comments ("Don't miss").
- Smashing or throwing your cue around, slamming chalk down, etc.
- Stroking while your opponent is racking and breaking one second later.
- Refusing to acknowledge an obvious foul or objecting to a shot being refereed.

###### Acting Annoying

- Insisting on unnecessary repeated re-racks.
- Deliberately and excessively slowing the pace of the game.
- Making reference to a likely loss of game.

- Making your opponent hunt for the chalk.
- Seeing whether your opponent's next shot is make able even when there is little chance of a foul and/or even before they have had a chance to look.
- Asking your opponent their shot when it is completely obvious, or before they have even decided or even worse...just before they are about to shoot.
- Loud complaints about you name it – the playing equipment, the playing conditions, the pool gods; whatever.

#### **Creating A Distraction**

- Standing close to the Table in your opponent's vision.
- Standing over the shoulder of the Player as they are shooting.
- Causing a sudden or distracting movement or sound, just as they're shooting.
- Talking to your opponent while they are shooting.
- Talking loudly to others about the game or the opponent while they are shooting.

#### **4. Handle Disputes the Right Way**

- Almost all disputes stem from a lack of Rules knowledge or a judgment call on a shot. If it is about the Rules, go to the Rule Book. If it is about a judgment call on a shot, take note that the Official Game Rules say it will always go in favor of the shooter, unless the opponent exercised their right to have it refereed. There is never a valid reason for the two Players to just stand there and argue.
- Getting disputes settled out in League Play should be a straight forward matter if you do the following:
  - Step 1. The two Players involved in the dispute 'agree to disagree'.
  - Step 2. The two Players involved explain the dispute to their Captains only...and then they are no longer involved. At no time are any other Team Mates or Spectators to be involved.
  - Step 3. The two Captains attempt to reach a reasonable agreement, which will then be considered by the League to be final. This may often result in a simple replaying of the game.
  - Step 4. If the two Captains 'agree to disagree', then the game automatically carries on in favor of the shooter.
  - Step 5. A written Protest may be filed with the League Executive whose decision will be final and which will also take into account the display of any poor Sportsmanship.
- If it happens in an ACS Tournament, just call a Floor Referee over who will handle it immediately and entirely.

#### **5. It is All About Courtesy and Respect**

- Do shake hands before and after a game or Match without anyone having to chase you down.
- Do pay attention to the game. No one else can call a foul.
- Do give it your best game without gloating when you win or complaining when you lose.
- Do acknowledge a well-played shot or game or Match.
- And remember, two wrongs do not make a right. A display of poor Sportsmanship by someone else is never an excuse for a similar display by you.

**In the end, it is the display of Good Sportsmanship on everyone's part that makes League Play and ACS Tournaments the fun and enjoyable experience they are meant to be.**

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## League Operator Manual

### LEAGUE PLAY-OFFS

Rev 05/06

Many Leagues have Play-Offs at the end of their League Schedule in which all or the majority of the Prize Funds get awarded. The League needs to select a Play-Off approach that:

- spreads the Prize Funds as much as possible. Something to everyone is the best.
- the Format is perceived as being fair.
- everyone actually has some kind of chance to win more than the minimum..

#### Eligibility

- Very common is the requirement that ALL Players on a Team must be ORIGINAL Team Members. No picking up of Players from other Teams, unless the League Executive has pre-approved it under very special circumstances, and even that is not recommended.
- Very common is the requirement that all Players must have played at least some specified minimum number of games with the Team during the League Schedule.

#### Handicapped or Not?

- The use of Handicaps in Play-Offs is generally recommended. It is all about leveling the Playing Field to give the lesser skilled Teams a fighting chance. If a Team Trip to an ACS Championship is a Prize, Teams may ask "Don't you want to send the best Team". Answer-"Not necessarily". IT IS WHAT IS BEST FOR THE OVERALL LEAGUE THAT IS THE MOST IMPORTANT. If giving everyone a fighting chance is what is needed to keep the League intact and to keep Teams coming back, there is nothing to discuss. This cannot be emphasized enough, as the fastest way to kill a League is to play without Handicaps and give everything to the Top. Teams will know long before the Play Offs that they have NO chance and although you might be able to talk them into finishing, they will not be back.

#### Play-Off Groups

- Leagues with 4 to 10 Teams usually play in a single Play Off-Group.
- Larger Leagues will often split into two Play-Off Groups – a Top Half and a Bottom Half.
- This split is simply done on Final Team Standings. The key is that there is a pre-determined split of the Prize Funds between the two, decided by a Captain's Meeting vote. The split can be equal or slightly favoring the Top Half, but the Top Prize in each should be the same. In some leagues the Top Half plays without Handicaps and the Bottom Half plays with Handicaps.
- Now you have the best of both worlds. In the Top Half, the better Teams only play the better Teams and the most deserving Team wins the Top Prize. In the Bottom Half, the focus is not on the 'best' Team winning at all. It is about any Team either winning or finishing higher than they otherwise would have.
- And the best part is that every Team can be looked straight in the eye at the start and be told that they have as good a chance of winning the same Top Prize as the very 'best' Team does. This not only encourages Teams to join, it gives them every reason to finish and to be back again. In the end everyone wins as the larger the League, the more Prize Funds there are.

#### Play-Off Format

- The three main formats are 'Single Elimination', 'Double Elimination' and Round Robin

### **Single Elimination**

- As the name implies, a Team must lose once before it is eliminated from the Play-Offs.
- The main issue is how the Draw is to be done. Although it can be done randomly, it is very common to use 'seeding' based on Final Team Standings. 'Seeding' in this fashion means that if all Teams play to 'form', the two Teams highest in the Final Team Standings would not meet each other until the Finals. The Tournament Chart examples provided (4, 8, and 16) have already been 'seeded'. The Top Team goes into the #1 spot, etc. This also means that if there is to be a 'bye', the top 'seeded' Team gets it.

### **Double Elimination**

- As the name implies, a Team must lose twice before it is eliminated from the Play-Offs..

### **Round Robin**

- This is generally used for smaller Play Off Groups of 6 or less as the number of Matches required increases exponentially. It simply means that all Teams play each other a single Match. The Schedules shown in the 'How To Make A League Schedule' section can be used to set up your 'Round Robin'.
- It is recommended that the 'Round Robin' be combined with additional play such as 3<sup>rd</sup> plays 2<sup>nd</sup> and the winner plays 1<sup>st</sup> to determine the final finish. The reason is that this avoids any concern that may arise from perceptions of 'dumping' for whatever reason in the last round or two of the Round Robin.

### **Match Format**

- Most Leagues use the same Match Format they use during their League Play. For the Play-Offs only, some Leagues may switch to the 5 Player – 25 Game Rotating Match Format that is used in all ACS and CCS Championships. For 5 Player Teams, a rotating Match Format, where all the Players play each other once, is often seen as the fairest when all the Prizes are on the line. Whenever using the longer 25-game format, using two tables for the match is advised.

### **Referees**

- If referees are available, the Referee will make judgment calls on shots, provide interpretation of all Game Rules and otherwise maintain good order on the Tournament Floor. Matches are not continuously presided over by the Referee(s); they must be called over to the Match first when their services are required.
- The ACS offers the most highly regarded Referee Program in Billiards in North America. Contact the ACS National Office for more information. To progress beyond Local Referee Certification, Referee Clinics are held at all ACS and CCS National Championships.
- In the absence of a pre-appointed Referee(s), Players may ask someone else (who they both agree on), to observe and make a Ruling on a shot. The Play-Off Director then becomes the Head Referee, whose decision is final on everything.

### **Play-Off Prize Fund Payouts**

- The above makes reference to the splitting of Prize Fund Payouts when there is to be more than one Play-Off Group and also the recommendation of having the same Top Prize for each.
- Within a Play-Off Group, it is a good idea to spread the Payouts as broadly as possible. Some Leagues provide a minimum Payout to all the Teams and then go up from there. The purpose is to give all the Teams another reason to finish and to return for the next Session.
- At the very least, a good rule of thumb is to pay out at least the Top 25 to 30%. Here is an example when you have 12 to 16 Teams: 1<sup>st</sup> – 40% 2<sup>nd</sup> – 30% 3<sup>rd</sup> – 20% 4<sup>th</sup> – 10%.
- Whatever the Play-Off Groups and the Prize Fund Payouts are to be, they should have been completely decided by a Captain's Meeting vote and appear on the Play-Off Tournament Charts. No late changes or surprises.

### **When and Where**

- Many leagues coordinate playoffs on the normal night of league play, with the higher-seeded team usually hosting the match. For example, if team play is normally conducted on a Tuesday night, and eight teams are involved in a single-elimination Play-Offs, the Play-Offs will be conducted over a three-week period. This arrangement works best for single-elimination format.
- Another common arrangement is to hold the Play-Offs on a weekend in a single Location. This format works best for double-elimination format. The latter “weekend” format gets it done quicker, whereas the doing it on League Night may be more convenient to the Teams.
- For In House Leagues, the Play-Offs would be held at the Host Location. For larger Traveling Leagues, if a single Host Location cannot be found that has enough Tables, they may rent an Event Site and rent Tables from a local Vending Company or from traveling table-rental companies such as High Country Promotions in Colorado or Quality Table Service on Minnesota (contact info available from ACS). An alternative is to arrange ‘Traveling’ Play-Offs using the same Locations that host the Teams during League Play.

### **Singles Play-Offs**

- This is separate and additional to the Team Play-Offs. Some Leagues will also arrange a Singles Tournament, either during the League Schedule or after, that is restricted to only the registered Players in the League.
- Although the focus of the League is Team Play, Players also like to see how they stack up in individual competition.
- The Prizes may come from either a pre-determined allocation from the general Prize Fund or from Entry Fees. Both work and having the Tournament adds interest for your League Members.

For additional information, see General League Play and Play-Off Policies elsewhere in the League Operator Manual.

**4-Player, 8-Player and 16-Player Flow Charts  
available on Addendum pages 38, 39 and 40 -**

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## League Operator Manual

### LEAGUE AWARDS AND BANQUET

Rev 05/06

All Pool Leagues have Awards and most have a 'Wind Up' Special Function of some kind at the end of each League Session or Year.

#### Awards

- Usually at least 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Place awards are given for both Team and Individual Performance.
- The Team Awards may be for League Play based on Final Team Standings and also for the Play Offs.
- The Individual Awards are usually for such things as Most Games Won, Most Points Scored, Most Run Outs, Most Consecutive Wins, League MVP, Team MVP, etc.
- Both Team and Individual Awards can include Most Improved or others of dubious distinction.
- Rather than purchase a few very expensive Awards, it is always better to buy a lot of less expensive ones. It is not really how nice the Award is, it is the fact they got one that counts. More is always better.
- Be creative with your awards. Some Leagues give out Clothing Apparel instead. It is more useful to the Players, and they become a walking advertisement for the League.
- Unless the League is business based, it is universal that the cost of all Awards is paid for out of general Prize Funds.

#### Banquet

- It is always recommended to arrange for some kind of special 'Wind Up' Function after the Play-Offs. It is a great way to congratulate all the Award winners, to hand out all the Prizes, to thank them for participating and to reinforce the feeling that they belonged to something. Everyone in one place at one time to have fun and socialize.
- These 'Wrap Up' Special Functions can range from an In-House based League providing a night of some free snacks and reduced prices, on up to the League going all out and renting a Hall, arranging for a Caterer and providing entertainment.
- Unless a Host Location is providing the Special Function as a way of showing customer appreciation, it is recommended that the cost of the Special Function be paid for out of general Prize Funds. You want everyone to come. If you charge for Tickets, this will not happen.
- Some enterprising leagues will contact all host locations within the league to bid out the host banquet site. The winning bid might cover the costs of some or all the refreshments in exchange for the extra business on hand for the occasion.

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## League Operator Manual

### ATTENDING AN ACS or CCS CHAMPIONSHIP

The League has now decided to sanction with the ACS so that Players and Teams can compete in an ACS American or CCS Canadian Championship. Here is how the Championships are structured, how you enter and what the Players and Teams can expect when they get there.

#### Structure

- All the Championships are described in full detail in Tournament Brochures posted on the ACS website at [www.americancuesports.org](http://www.americancuesports.org) and the CCS website [www.cdnqsport.com](http://www.cdnqsport.com).
- All the Championships have Singles, Scotch Doubles and Team Events. The Singles Events are open to all ACS and CCS 'Sanctioned League Members' and others who join the CCS as 'Sanctioned Player Members'. The Scotch Doubles Events (guy and a gal) and the Team Events are closed to 'Sanctioned League Members' only. Only Singles play is available to 'Sanctioned Player Members'.
- All the various Championships are open to all ACS and CCS League Members who are in good standing. They can attend any combination they wish. And even if a Team did not win a Paid Trip from their League, they are still eligible to enter at their own cost and compete.
- All Events at all Championships are also 'divisionalized' based on Skill Level. For the ACS Nationals, Players and Teams enter into pre-defined Divisions of Standard, Open and Masters. Within a Division and regardless of your Skill Level, you stand a reasonable chance of competing and winning. For CCS, a Qualifying Approach is used in which after a 'Qualifying' Round has been completed, all the Players and Team carry on playing in either an A, B or C 'Finals' Bracket for the Prizes and Awards.
- All ACS Championship Events are Double Elimination (with the exception of Master Team events being triple-elimination). This simply means that you are still in the Tournament until you have lost either 2 or 3 Matches. All CCS Championship Events are Triple Elimination unless specified otherwise in the Tournament Brochure. The Singles and Scotch Doubles Events are always run first and set up such that Players can play in both without scheduling conflicts. The Championships always finish up with the Team Events and usually end on a Saturday or Sunday.
- All Championships are almost always in a rented Host Location with all play on rented 3 ½' X 7' coin-operated Pool Tables. The choice of Table has everything to do with the economics of transporting and setting up the large number of Tables that are needed to complete the Championships in a short time frame. The Tables are never open. It is how the cost of them being there gets paid.

#### Player and Team Rankings

- The ACS and CCS maintain a list of Players designated as 'Pros' who are not allowed to compete in any Event in any Championship; Amateurs only.
- To make the competition fairer in all Events, the ACS also maintains a list of Players who have competed in previous ACS or CCS Singles Events and finished in the money in the top 'A'/Masters Group. In future ACS and CCS Singles Events, these Players are charged a higher Entry Fee and not allowed to compete in the lower 'B' or 'C' Groups. Also, Teams that have more than one of these 'A' Ranked Players on their Team Roster are also charged a higher Entry Fee and not allowed to compete in the lower 'B' or 'C' Groups.
- While the ACS divisional approach allows players to compete only against players of their own general skill level throughout the entire event, the whole idea of the CCS events is

that anyone can end up the overall Champion, but if your game is not quite up to it, you get to carry on in the Tournament against Players closer to your Skill Level.

- The ACS maintains a list of both 'Masters' and 'Open' Ranked Players, based on previous finishes in Singles Events, which are also used to restrict their playing in lower Skill Level Divisions. All ACS 'Masters' Ranked Players are automatically CCS 'A' Ranked Players.

### **Entry**

- All Events at all ACS and CCS Championships require entry in advance so that proper Tournament Planning can be ensured. It usually consists of an Early Entry Deadline a month in advance and a Late Entry Deadline (complete with a Late Fee) about 2 weeks in advance. The only exception is the Scotch Doubles Event at CCS Championships which are run as on-site Entry Mini-Tournaments.
- Both the ACS and CCS, through their respective websites, offers On Line Entry to their respective National Championships. Everyone is encouraged to do so. We then know your Entry is coming and, after we have received it, we can confirm your status – Paid in Full and your Ranking and Eligibility.
- ACS entry fees can be paid on-line; CCS entry fees cannot currently be paid on-line.
- All Singles Event Entries can be submitted directly by the Players to the respective organization producing the event (ACS Nationals sent to ACS; CCS Nationals to CCS). All Team Event and Scotch Doubles Event Entries must be submitted by the League Secretary to the respective organization producing the event (ACS Nationals sent to ACS; CCS Nationals to CCS).

### **Tournament Draw**

- It is always solely done by the contracted Tournament Director in advance. It is a random Draw except that every effort will be made to place Players and Teams from the same League in different Preliminary Brackets.
- For ACS and CCS Championships, the Draw and the Tournament Charts for the Preliminary Brackets are posted for view by the entries at the host site in advance of start of play.

### **Travel and Lodging**

- The ACS and CCS together have a Championship Program (Nationals combined with regional and state events) such that no matter where you live in North America, there is a Championship attractive and convenient for your players. For Paid Team Trips out of the Prize Fund, most Leagues provide some sort of a Cash Travel Allowance or even Airline Tickets.
- For Lodging, every Championship will either be in a Hotel or the organizers will recommend places to stay which are close by and where special rates have been prearranged. There is nothing more convenient for the Players than lodging at the host tournament facility.

### **Dress Code**

- The Tournament Brochure has the details. In short, everyone must be clean and neat in appearance and, for all Team Events, all Team Mates must have matching collared shirts.

### **Tournament Check In**

- When you arrive, go find the Tournament Charts. They will be posted and your Entry will be there showing who your first opponent is, at what time and on what Table.
- Check In is not mandatory but is recommended. You will be given a Tournament Kit which includes an official Tournament Program and some commemorative item such as a Championship Patch or Pin. You will definitely need to Check In if you have any last minute Team Roster changes to make. If you do not register these changes, any Player you wish to add will NOT be eligible to play without prior Tournament Staff approval. You can only ever play on ONE team at a Championship.

- There are also Player Meetings held by the Tournament Director prior to the start of both the Singles and Team Events. Attendance is informative but not mandatory.

### **Tournament Play**

- Sufficient time is provided for each Match such that the posted Start Times are to be considered valid.
- Nobody will announce your Match. It is on the Tournament Chart and it is your responsibility to know when it is and to be there on time. A 5-minute grace period will be given, but after that your match is a forfeit, no matter what the excuse is.
- A Match Score Slip will be made available in advance at Tournament Control. Player or Captain should retrieve it and, if your opponent is not there at the posted Start Time, go let the Tournament Director know right away so they can be put on the clock. When the Match is over, sign the Score Slip and turn it back in; right away.
- The Tournament Chart will be updated and will always tell you who, when and where you play next, including whether you are now out.
- If you were fortunate enough to get 'into the money', you will be given a Pay Out Voucher by the Tournament Director which can then be exchanged for a Pay Out Check at the Tournament Registration Counter.
- If you were fortunate enough to finish in the Top 3 of a Division of an Event, your picture will be taken for the official Championship Press Release and for posting on the ACS or CCS websites.

### **Referees**

- An ACS Certified Referee will always be readily available on the Tournament Floor, but they must be called over to the Match.
- The decision of the Floor Referee will always be final on judgment calls of shots, but all other Match Rulings may be appealed to the Head Referee.
- If you are not behaving, they can throw you out of the Tournament.

### **Tournament Results**

- An official Press Release will always be released immediately after a Championship to all the major Billiards Publications in North America.
- A full Results Summary of the finishes of all Entrants including the pictures will also be posted on the ACS or CCS websites.

### **Official Championship Apparel**

- The organizers always arrange for someone to have a Booth on site who is selling official Championship Apparel and other items. It is always nice to bring something back home for yourself or others.

### **Cue in Bad Shape?**

- There is always a Cue Service Booth on site to make minor or major repairs to all your equipment, so that you are fully prepared to shoot your best. Of course, there will be others on hand who would love to sell you a brand new cue or whatever else that catches your eye.