

BCA POOL LEAGUE

"BCAPL...Be Part of Something Bigger!"

BCA
Pool League

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League Operator's Manual

2015/2016 League Year

*A Program Developed For League Operators
and Billiard Establishments*



CueSports International is the parent company of the BCA Pool League

BCA Pool League – "Be Part of Something Bigger!"

About the BCAPL

The sport of billiards continues to grow. Increasingly, players of all skill levels have shown the desire to play in leagues that provide the competition and camaraderie that comes with organized play.

50,000 to 60,000 players become sanctioned league members of the BCA Pool League (BCAPL) each year. Many League Operators desire to run their league independently, yet they seek advice and support from a respected and reliable source – the BCAPL.

The BCAPL has helped make billiards the great sport it is today, by establishing uniform playing conditions and by encouraging a healthy environment for the game. Upon providing the BCAPL with all necessary information, you will be issued a certificate of sanction for your league and provided with league membership cards, promotional materials and fulfillment items.

Sanctioning - What it means for you

It is important to sanction your league with the BCAPL to enhance the credibility of your league and to encourage participation. Sanctioning will strengthen your league by providing players with incentives to play. All league players who have played at least eight (8) full scheduled weeks prior to May 31st in the same division during a sanctioned session are eligible to participate in the annual BCAPL National Championships.

What BCAPL Offers to Sanctioned Leagues

Online League Management System: Our *online league management system* is another reason to choose the BCAPL over other league systems. We offer the finest and most flexible League reporting system available. This system will do it all; track standings, create a league schedule, allow players to view their results, and that's just the tip of the proverbial iceberg. League Operators who use it are impressed by its simplicity and are excited about the financial rewards afforded them when the system is fully utilized. **Coming soon: Scoring apps for Android & iOS platforms.**

The system syncs automatically with the BCAPL national database and eliminates the need to send league statistics to the BCAPL office each month. The sync also allows CSI websites to identify league members electronically; making it easier to accept player and team entries online and provide member discounts through BCAPL sponsor and partner websites.

The BCAPL network of over 500 League Operators has access to BCAPL staff with over 200 years of billiards experience from 9-5 PST M-F. When contacting the BCAPL with questions or concerns, your needs and the needs of your members are given top priority.

BCAPL National Championships are held for sanctioned league teams and individuals.

Personalized league membership cards and sticker patches are provided for all paid league players. BCA Pool League posters, Championship and Runner-up pins will also be sent upon request at no charge. (Items may vary from year to year). A copy of the Official Rules of CueSports International with instructions and rule interpretations are available for download to all players.

BCAPL Exclusive Membership Discount. All BCAPL League Operators and players are eligible to take advantage of exclusive discounts with the following: *Billiards Digest* (50% off an annual subscription rate), Diamond Billiard Products (\$250 off the purchase of a new Diamond Table), and savings on over 60,000 products and services through *Working Advantage*.

Special Awards pins such as "MVP" and "Most Table Runs" are provided, with the first set of pins being complimentary. Additional pins may be ordered at a nominal price. Refer to page 6 in the BCA Pool League Sanction Application for a full list of Special Awards Pins.

Marketing – Unlimited growth potential

One of the greatest business stimulants for a billiards establishment is the formation of leagues. With a bit of ground work, circulation of inquiry sheets, and constant contact with customers, you can form a group of players with similar interests who are anxious to compete.

Leagues can come from churches, lodges, industrial plants, offices, educational institutions, neighborhoods, military organizations and/or other segments of your customer base. You can form them on the basis of men only, women only, mixed play, or Doubles according to the wishes of the group. Teams consist of 2 (Doubles), 3, 4, or 5 players. **NOTE: Players in singles and doubles leagues will not be eligible to form teams for BCAPL state, regional, or national team events.** However, players in doubles divisions may act as "substitutes" for a team from a team division of the same league.

About Social Media (FACEBOOK / TWITTER) – There are many avenues on the internet to help promote your league. CSI has an ever expanding presence on FACEBOOK under the name CueSports International. We discuss everything CSI including the BCAPL, USAPL and our open events. We highly recommend that you create a FACEBOOK or TWITTER account for your league and encourage your members to join. If you do so, we ask that you adhere to the following policies:

1. Please use your League Name. Do not use just BCAPL or the BCA Pool League. Those are reserved for the National office. An example would be "Detroit Metropolitan BCAPL."
2. Feel free to use the BCAPL logo as long as you do not alter it in any way. The official BCAPL logo can be downloaded at www.playbca.com.

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Structuring Your League

In determining your league rules and policies, use this manual as your guide. The best sets of rules for league play appear in the latest edition of the Official Rules of CueSports International which is available for download at www.playesipool.com.

Once you have your "sign-up social event", conducted a question and answer session, and received positive input from players, the time has arrived to establish league guidelines. Determine the start date, time, place(s) and whether the league has 2 (Doubles), 3, 4, or 5 player teams. Play between teams will be determined by a schedule, which is easily generated by our software. **NOTE: Players in singles and doubles leagues will not be eligible to form teams for BCAPL state, regional, or national team events.** However, players in doubles divisions may act as "substitutes" for a team from a team division of the same league.

League requirements regarding schedule, starting time, rules of play, scoring, point awards, payment of fees, substitution and distribution of prize money should be posted, and a copy furnished to each player and the BCAPL. This is where local league bylaws may be established. In order to meet a high standard, the best run leagues state what they will do and do what they state. This reduces arguments and promotes a sense of responsibility. League standings should also be distributed each week. Encourage league officers and members to recognize improvement and regular attendance. This will help strengthen your league.

Solicit potential sponsors to help build the prize fund, pay for trophies, provide player shirts, etc. At season's end, make sure that sponsors are honored and invited to the final league banquet or meeting. Proper publicity of your league standings or results can be arranged in local publications to give recognition to both players and sponsors. On the last night of your league session, hold another "sign-up social" with current league players present to keep the momentum going into the next season.

League Funds

League funds accumulated in larger leagues can become quite sizeable. The BCAPL highly recommends that all leagues adopt the policy of opening a checking account that requires two signatures on each check. It is a simple matter for the President and Secretary to jointly establish an account with a local bank, and this will serve to prevent any misuse of funds.

During the development of your league, you may conduct elections to select a President, Vice President, and Secretary. The officers, along with the team captains, will be the only people authorized to make policies, to settle disputes, and to set league rules.

The President's responsibilities are to make policies, sign checks (with the Secretary), and to review the monthly bank statement and league documents submitted by the Secretary. The Vice President performs the duties of the President in his/her absence.

The Secretary should be a volunteer and proper remuneration should be given since he/she is the workhorse of the league. The Secretary should be familiar with league operations since he/she will transact most of the league business.

The Secretary arranges sanctioning of the league and collects league fees from the members to deposit into the league bank account. The Secretary should submit the league bank statement on a monthly basis to the President for review.

League officers may also prepare periodic financial reports for their members. This will help prevent arguments about the way league funds are being spent and accounted for. League officers may also wish to make a budget of expenses and probable payouts based on differing levels of participation before even advertising the league. Then the league only advertises what it expects to pay.

Run your league as a business. The President and Secretary should not be expected to cover league expenses. When preparing the league budget, allow for full reimbursement of reasonable expenses. In that way you do not have to apologize for lower payouts later.

To sanction your league, simply fill out the BCA Pool League Sanction Application and send it to the BCAPL office along with your initial sanction fee or \$200 deposit for new leagues (US funds only).

Communication

In all successful league operations, the Secretary or organizer of the league maintains a policy of encouraging open communications. It is a good idea to hold no less than two captain's meetings per season and send notices to each sponsor concerning league activities and/or meetings.

It is highly recommended that the League Secretary also produce a booklet which includes league requirements and policies, as well as other guidelines concerning the league as determined by the officers or team captains. The publication of this book can be supported by advertisers and is usually a very good means of presenting the schedule and a full statement of the policies which will govern them during the league's operation. The prize money can also be projected in this book, giving the players a clear picture of how their money will be disbursed.

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Suggested League Policies

Start your league with a standardized set of rules. The best resource for these is in the latest edition of the Official Rules of CueSports International which is available for download at www.playcsipool.com.

It is suggested that a team's roster not exceed double the size of your team (i.e. 3 person teams limited to 6 members). Encourage teams with more players to form a second team. Players should not be allowed to change teams during a session (a session normally is a round robin calendar that has every team playing every other team at least once). This helps prevent the formation of "all-star" teams which could be damaging to your league. If any team is dissolved during the session, its players may join other teams in the league, unless the dissolution of the team is due to poor sportsmanship or other unacceptable conduct.

Generally, teams should not need to add players after the fourth week of play. In special cases, where participation falls, the league may allow a team to add additional players.

All rescheduling of matches should be by mutual consent of both team captains and the location owner. Rescheduled games should be made up before the next scheduled league game is played.

A first-round game may be delayed until the final match in that round, but may not be delayed any later. Subsequent round matches should be played without delay as scheduled on the score sheet.

All players' BCAPL sanction fees and/or weekly dues should be turned in on their first night of league play. Failure to do so may result in a MATCH FORFEIT for that team. Your league will be responsible for payment of all membership fees. Substitutes playing more than one (1) league match per session must be sanctioned.

Each team is responsible for the entire team's player fees each week, regardless of absent players and/or teams. Tardiness in the payment of weekly player fees will lead to the suspension of that team's membership in the league, and the forfeiture of that team's right to any team or individual awards or prizes, and the right to participate in further league competition, post-season tournaments, or playoffs.

Failure of a team to deposit all monies and score sheets at the drop-off location by a scheduled day and time each week will result in a match loss reflecting no awarding of round points or games won for that week's play. Before that team plays in another match, they must have brought their league balance to \$0.

Any team that forfeits two consecutive weeks or any total of three weeks in a league season should be suspended from any and all further league competition. Any and all sanction monies, fees/dues and prizes shall be forfeited. Teams must pay to receive a win on forfeits. If the no-shows occur early in the session, try to replace the team.

Team Captain's responsibilities are as follows: monitor the conduct and attendance of their team members; attend or send a representative to all league meetings; collect fees from each player on their team and submit to the League Secretary or person designated by the League Operator each week.

If the league appears to be less than balanced in terms of the distribution of talented players, consider handicapping the league. You should consider distributing Masters evenly throughout the league to serve as coaches and mentors to other league players.

Tried and Tested Policies

The BCAPL conducts the BCAPL National Championships with nearly 6,000 players competing in over 36 divisions each year. This is the pinnacle of the BCAPL league year and has been dubbed "The Greatest Pool Tournament in the World!" Your players will gain the experience of a lifetime at this prestigious event. Therefore, it is highly recommended that your league be structured to send individuals and/or teams as part of the league prizes. League prize money is good, but the experience of participating in this breathtaking event will keep them participating in your league each session.

Players generally demand four basic things from their league:

1. Accurate and easy to understand rules
2. A team to play at the scheduled location on the scheduled night of play
3. Updated weekly statistics
4. A league that delivers exactly what it promises

Additionally, in analyzing decades of league operations, we have found that most leagues will experience the same basic problems:

1. Teams that do not show up
2. Teams or players that do not pay the proper amount of money
3. Teams that sign up but never start
4. Teams that threaten to quit
5. Getting inaccurate information from your players
6. Teams that are "too good" for the rest of the division

Following the advice in this guide will help you to avoid some of those most common pitfalls.

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BCAPL League Operator Requirements

Any league requesting BCAPL sanction must consist of a minimum of 30 players and a minimum of six (6) teams per division. For consideration of a smaller league, contact the BCAPL at 702-719-7665.

For Leagues USING the BCAPL league management system, the League Operator Must Submit the

Following:

- Completed "Sanction Application" for the first session and each additional session
- Sanction fees for all initial league members
- Sanction fees for all new members each month
- It is not necessary to submit league stats each month

For Leagues NOT USING the BCAPL league management system, the League Operator Must

Submit the Following:

- Completed "Sanction Application" for the first session and each additional session
- Completed "List of New/Additional BCA Pool League Players"
- Sanction fees for all initial league members
- Completed "List of New/Additional BCA Pool League Players" and sanction fees for new members on a monthly basis
- League statistics submitted each month showing wins, losses, weeks played, dates, and team names

Every player that has competed more than one (1) match in your BCAPL sanctioned league must become a BCAPL sanctioned member. Your league will be responsible for payment of all membership fees, even if you fail to collect them.

PLEASE SUBMIT YOUR INITIAL SANCTIONING DOCUMENTS AS SOON AS POSSIBLE, BUT PRIOR TO THE FIFTH (5TH) WEEK OF PLAY IN EACH SESSION.

All Correspondence for the league must be conducted by one representative.

Only players competing in at least eight (8) full scheduled matches over at least eight (8) calendar weeks during a single sanctioned league session in a single division are qualified to compete in the singles, scotch doubles and team divisions of the BCAPL National Championships. These eight (8) weeks must be completed prior to May 31st.

NOTE: Players in singles and doubles leagues will not be eligible to form teams for BCAPL state, regional, or national team events. However, players in doubles divisions may act as "substitutes" for a team from a team division of the same league.

League Financial Statement

Despite the perception of many, a League Operator or League Secretary does not have to be an accountant to prepare a credible financial statement. In its most simple form, a financial statement only contains two elements: income and expenses. The difference between income and expenses show the profit (or deficit) generated through league operations.

A statement of income reflects all of the money and prizes received through league operations. In a typical league, this would include league membership fees, weekly player fees, sponsorship fees, and donated prizes and products. Be sure to account for any donated prizes and product the same way as you would cash. Prizes are income too.

As is the case with your personal checkbook, expense items are considerably more plentiful and complex than income items. Even so, expense items for your league can be divided into three general groups: Administrative Expenses, Special Prizes, and Prize Money.

Administrative expenses are those items that are incurred directly from league operations such as league player sanctioning fees, League Secretary compensation, gas and postage, to name a few.

Seldom will a league financial statement balance out to the penny at the end of the year, because all of the payouts and the money collected were estimates. The league may then give out a rebate to players at the end of the year or choose to carry the balance into the next league session.

A sample League Financial Statement and explanation is available at www.playbca.com. Please provide the BCAPL a copy of the initial financial statement. From time to time league members have questions concerning the structure of their league. The national office can assist the League Operator in heading off any disputes and validate the structure of financials.

Your players want and deserve a financial accounting of all transactions associated with league operations that is straight-forward and easy to understand. If problems occur, we may require the prize fund be deposited with the BCA Pool League, to be released just prior to final payouts.