

# BCA POOL LEAGUE

---

## *League Operator's Manual* 2011-2012 League Year



A division of CueSports International, LLC



*CSI...More Choices For All Players*

---

*A PROGRAM DEVELOPED FOR INDEPENDENT LEAGUE  
OPERATORS AND BILLIARD ESTABLISHMENTS*

Revised 08/02/2011

# ***BCA Pool League – a division of CueSports International, LLC***



## Table of Contents

### **Introduction**

Introduction to the BCA Pool League	Page 3
Structuring Your League	Page 4
Suggested League Policies	Page 5
Requirements of League Operators	Page 6
League Financial Statement Summary	Page 6

### **Sanctioning Forms**

League Sanction Application	Page 7
Sanctioning Agreement	Page 8
League Operator Checklist	Page 9
Sanction Fee Computation Worksheet	Page 10
League Operator Code of Ethics	Page 10
Awards Package Order Form	Page 11
Team Roster Sheet	Page 12

---

This League Operator's Manual represents the newly condensed version of the 2011/2012 operational guide for developing and sanctioning pool leagues within the BCA Pool League system. Additional support documents and instructional forms are available from our website, [www.playbca.com](http://www.playbca.com).

**The Following instructional and blank forms are available at [www.playbca.com](http://www.playbca.com)**

- Sample Financial Statement and explanation page
- 8-Ball scoring and handicapping explanation and examples
- 9-Ball scoring and handicapping explanation and examples
- Scotch Doubles scoring and handicapping explanation and examples
- Downloadable blank Score Sheets for 8-Ball, Scotch Doubles & 9-Ball

***CSI...More Choices For All Players***

# ***BCA Pool League – a division of CueSports International, LLC***

## **Introduction**

The **sport of billiards** has grown tremendously over the past decade and that growth continues today. 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.

55,000 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 of outside control, yet they seek advice from a respected and reliable source, the BCA Pool League.

The BCAPL provides national championships in 8-Ball and 9-Ball, regional and state championships and various unique opportunities to bring the pool world together in a fun atmosphere. The BCAPL would like to be of service to you as a valued member of our worldwide League Operator system.

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 all necessary information, you will be issued a certificate of sanction to your league and be provided with league patches, cards and other items for all your members.

## **Sanctioning - What it means for you**

It is important to sanction your league with the BCA Pool League. This will enhance the credibility and stature of your league.

Sanctioning will strengthen your league by providing players with an incentive to play. All league players who have played at least eight (8) full scheduled weeks in the same division during a sanctioned session are eligible to participate in the annual BCAPL National Championships.

## **What BCAPL Offers to Sanctioned Leagues**

**LeagueSys - Web based reporting system:** *LeagueSys* is just another reason to choose the BCAPL over other league systems. Years of research and implementation have gone into developing the finest and most flexible League reporting system available. This system will do it all; keep track of 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 *LeagueSys* are impressed by its simplicity and are excited about the financial rewards afforded them when the system is fully implemented.

*LeagueSys* syncs automatically with the BCAPL national database, eliminating the need to send stats to the BCAPL office each month. The sync also allows CSI websites to identify league members electronically. This makes it easier for CSI sites to accept player and team entries online, and provide member discounts through CSI sponsor and partner websites.

**The BCAPL network of over 450 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 are given our top priority.

**National Championships** in 8-Ball and 9-Ball are held for league teams and individuals who are sanctioned with the BCAPL.

**Personalized membership cards**, player handbooks and patches are provided for all paid league players. (Items may vary from year to year). Championship and Runner-up pins/patches per league will also be sent upon request at no charge. (Items may vary from year to year). A copy of the BCAPL Rule Book with instructions and rule interpretations will be sent to the League Operator.

**BCAPL provides exclusive Discount Agreements.** All BCAPL League Operators and players are eligible to take advantage of exclusive discounts with the following: McDermott Cues, *Billiards Digest* (50% off an annual subscription rate), Diamond Billiard Products (\$300 off the purchase of a new Diamond Table), and savings on over 60,000 products and services through *Working Advantage*.

Our **Members Only Store** is currently in transition. In the fall of 2010 CSI signed a 5 year agreement with the sporting goods giant, Mueller Recreational Products. The new BCAPL/USAPL members store will be launched in 2011. Mueller's will offer exclusive pricing on its extensive catalogue of products to all BCAPL and USAPL members.

**Special Awards** pins/patches such as "MVP" and "Most Table Runs" are provided, with the first set of pins/patches being complimentary. Additional pins/patches may be ordered at a nominal price. Call the BCAPL for a full list of Special Awards.

## **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.

These 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 Scotch-Doubles according to the wishes of the group. Teams consist of 2 (Scotch Doubles), 3, 4, or 5 players.

**About Social Media (FACEBOOK / TWITTER) -** Everywhere on the internet are opportunities for you to promote your league. CSI has an ever expanding presence on FACEBOOK under the name CueSports International. We talk about everything CSI including the BCAPL, USAPL and our open events. If you choose to set up a FACEBOOK or TWITTER account for your league, we ask that you please adhere to the following policies:

1. Please use your League Name. Do not use just BCAPL or the BCA Pool League. Those we ask respectfully be reserved for the National office.
2. Feel free to use the BCAPL logo.

# ***BCA Pool League – a division of CueSports International, LLC***

## **Structuring Your New BCA Pool League**

Once you have had 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.

Once you determine the start date, time, and place(s), you are ready for action. Decide whether the league has 2 (Scotch Doubles), 3, 4, or 5 player teams. All players will demonstrate their commitment to the team by playing and supporting the Team Captain. Play between teams will be determined by a schedule, which may be generated by the LeagueSys software.

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 to the BCAPL home office. This is where local league by-laws may be established. In order to meet a high standard, the best run leagues say what they are going to do, and then do what they have said following the policies appropriately. This reduces arguments and promotes a sense of responsibility and efficiency. League standings should also be distributed each week. Encourage league officers and members to recognize improvement and regular attendance. This will do a lot to hold your league together.

Investigate the possibility of soliciting sponsors to augment the prize fund, to pay for trophies, or to provide player shirts or uniforms that will dress up your league. 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.

At a time of your choosing during the development of your league, 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

officials. 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.

The Secretary is the person who handles all league correspondence and is the person to whom all league correspondence is addressed. It is strongly recommended that all league representatives handling league funds should be bonded under a local bonding company.

League officers should also prepare periodic financial reports for their members. This will help stop 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 league President and league Secretary should not be expected to reach into their own pockets 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 Sanction Application and the Sanctioning Agreement form and send them to the BCAPL offices along with your initial \$15 per member (in U.S. 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 at least two captain's meetings per season and send notices to each sponsor concerning league activities and/or meetings.

The BCAPL provides a player handbook with the complete BCAPL 8-Ball and 9-Ball rules to each player in your league. However, 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. In most cases, the prize money distribution is also projected in this book, thereby giving the players a clear picture of how their money will be dispersed.

**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 the BCA Pool League. BCAPL will provide you with a printed copy that will interpret and standardize league play.**

# ***BCA Pool League – a division of CueSports International, LLC***

## **Suggested League Policies – *Your local By-Laws will prevail***

Start your league with a standardized set of rules. The best place to look for these is in the latest edition of the Official Rules of the BCA Pool League. Players will receive a copy of these rules in their league player handbooks from the BCAPL.

It is suggested a team's roster not exceed double the size of your team (i.e. 3 person teams limited to 6 members on the roster). 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. 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 must 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 shall be played without delay as scheduled on the score sheet.

All player's league registration fees and/or weekly dues MUST be turned in on their first night of league play. Failure to do so may result in a MATCH FORFEIT for that team. Substitutes 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 due to the league 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**

In May 2011, the BCAPL concluded the 35<sup>th</sup> BCAPL National Championships with 6,600 players competing for \$750,000 in prize money. The strength of our league system and the success of our championships are due to our longevity and experience in sanctioning league play.

The BCA Pool League has sanctioned leagues for many years. During that time, we have learned that there are three basic things that players demand from their league organization:

- Accurate and easy to understand rules of play
- A team to play at the scheduled location on the scheduled night of play
- A league that delivers exactly what it promises

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

- Teams that do not show up.
- Teams or players that do not pay the proper amount of money.
- Teams and/or sponsors that sign up, but never start.
- Teams that threaten to quit over a protest.
- Getting accurate information to your players and teams.
- Teams that are "too good" for the rest of the division.

By following the advice in this guide, we can help you to avoid some of the most common pitfalls of league operation.

# ***BCA Pool League – a division of CueSports International, LLC***

## **What BCAPL Requires of League Operators**

Any league requesting BCAPL sanction must consist of a minimum of 30 players and a minimum of six (6) teams per division. All new League Operators must use LeagueSys.

## **For Leagues USING LEAGUESYS, the League**

### **Secretary Must Submit the Following:**

- Completed Sanction Application forms pages 7 through 10 for each session.
- Fees for each league member and a list of the names of members being paid for.
- Fees for new members on a monthly basis.
- It is not necessary to submit statistics.

## **For Leagues NOT USING LEAGUESYS, the League**

### **Secretary Must Submit the Following:**

- Completed Sanction Application forms pages 7 through 10 for each session.
- An initial list of the names and addresses of all league members with the fees for each member.
- The list of league members must include complete player rosters with Team Captains. Monthly, the league Secretary will need to send BCAPL the lists of new players and their sanction fees.
- Once a month the league representative shall submit to the BCAPL, four weekly Standings Sheets showing wins, losses and weeks played, including dates and team names.

**Every player** in your sanctioned league, regulars as well as substitutes of any kind, must be BCAPL sanctioned members! All substitutes must be sanctioned.

## **PLEASE SUBMIT YOUR INITIAL SANCTIONING DOCUMENTS AS SOON AS POSSIBLE, BUT PRIOR TO THE FIFTH (5<sup>TH</sup>) 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. Qualifications may vary from year to year due to scheduling and event locations.

## **BCAPL Sanctioning Fees (US Funds Only)**

Number of Players	Sanction Fee per Player
1-300	\$15.00
301-500	\$14.50
501-1000	\$14.00
1001 +	\$13.00

*Please pay \$15.00 for each member.* Refunds will be calculated and mailed out to League Operators in good standing by the BCA Pool League office by the end of June.

## **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, items of expense 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 and rarely does everything meet the budget exactly. The league may then give out a rebate to players at the end of the year or choose to carry the balance until the next league session.

A sample League Financial Statement is located and explanation is available at [www.playbca.com](http://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 and the national office can assist the League Operator in heading off any disputes and validate the structure of financials of the respective league based on other league structures.

Your players want and deserve a straight forward, easy to understand financial accounting of all transactions associated with league operations.

# 2011-2012 BCA Pool League Sanction Application

(Fill out application completely. For multi-divisional leagues, please complete a separate application for each division.)

## Check All That Apply

- New league (this is the first time your league has sanctioned with the BCAPL-- \$200 Non-Refundable New League Application Fee and use of LeagueSys required. This \$200 will be applied to league memberships if your sanction is approved)
- Previously sanctioned league
- The name of the league has changed
- The officer(s) of the league has changed
- The address of the person who receives mail has changed
- Would like to use LeagueSys
- Already uses LeagueSys

League Name \_\_\_\_\_ Current League # \_\_\_\_\_

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

Officer to whom mail is sent (if different from above) \_\_\_\_\_

League mailing address \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email address posted on web \_\_\_\_\_

Website \_\_\_\_\_

Other Officer \_\_\_\_\_ Title \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email Address \_\_\_\_\_

League Session \_\_\_\_\_ **Spring** \_\_\_\_\_ **Summer** \_\_\_\_\_ **Fall**

Type of League	Session Start Date
___ Men's	_____
___ Women's	_____
___ Mixed	_____
___ Scotch Doubles	_____
___ Other	_____

<u>Dual Sanctioned with</u>	
ACS	<input type="checkbox"/>
VNEA	<input type="checkbox"/>
TAP	<input type="checkbox"/>
OTHER	_____

## League Demographics/Sponsor Information

Number of Players \_\_\_\_\_ Night of Play \_\_\_\_\_

Number of Players per Team \_\_\_\_\_ Number of Teams \_\_\_\_\_ Number of Weeks \_\_\_\_\_

Number of Games per player per Week \_\_\_\_\_ Sponsor Fee (if applicable) \$ \_\_\_\_\_

Check One \_\_\_ In House & Location \_\_\_\_\_

\_\_\_ Traveling & Locations (Attach separate sheet if necessary) \_\_\_\_\_

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

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

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

Mail Forms with Payment to: BCA Pool Leagues

Or Fax to: (702) 719-7667

Check payable to **CSI**  
2041 Pabco Rd  
Henderson, NV 89011

Please include Visa or MasterCard  
information on page 11 if using this option

# 2011-2012 BCA Pool League Sanction Application

## Our League understands and agrees to the following:

1. The BCA Pool League sanctions leagues throughout the world. This agreement does not confer any exclusive rights or franchise areas to any league sanctioned by the BCAPL. It is a privilege, not a right, to be a BCA Pool League Operator, and BCAPL reserves the right to refuse sanction to any person or league at its sole absolute discretion for any reason.
2. Each division of your league will run at least 8 calendar weeks of competition. Players competing in a minimum of 8 full regularly scheduled league matches in the same league division over at least 8 calendar weeks during a sanctioned league session shall be eligible to compete in the Singles, Scotch Doubles and Team divisions of the BCAPL National Championships.
3. Leagues will sanction and pay sanction fees as soon as possible, but not later than the fourth (4<sup>TH</sup>) week of play. BCAPL will sanction weeks of play commencing with the 4th week of play prior to receiving the league's sanction application and may deny the league and its players credit for any weeks played before that date. Leagues will provide new member updates monthly along with fees for any additional players.
4. When your league signs up for LeagueSys and enters your statistics (stats) online on a weekly basis, stats will NOT need to be mailed to the BCAPL. Leagues not using LeagueSys must mail each week's stats to the BCAPL every 4 weeks. The stats shall include the league name and date, and be broken down by team, indicating the number of weeks played, wins and losses for each individual team member. We may require the use of LeagueSys if stats are not submitted in a timely manner.
5. League Operators not using LeagueSys must bring applicable stats to the BCAPL National Championships. If the League Operator is not coming, all team captains need these documents.
6. All players competing in your sanctioned league - regulars and substitutes - must become BCAPL league members and pay the BCAPL sanction fee on their 1st week of play.
7. Any league member planning to participate in the BCAPL National Championships must start play by early March in order to complete the required 8 weeks of play prior to the event. All members must be sanctioned with the BCAPL prior to the 5th week of play.
8. The BCAPL recommends following the rules as published in the Official Rules of the BCA Pool League. All players in your sanctioned league will receive Player Handbooks containing these rules to be distributed by the League Operator. If the league has an operations handbook governing forfeiture and rules of conduct, a copy must be sent to the BCAPL.
9. Please refer to our web site at [www.playbca.com](http://www.playbca.com) for requirements when forming teams for our BCAPL National Championships.
10. All entries for the BCAPL National Championships May 9-20, 2012 at the Riviera in Las Vegas must be postmarked or received by the BCAPL no later than March 26, 2012. Any entries postmarked between March 27 and April 9, 2012 must include a \$25 late fee. Please note these dates are approximate; please check entry forms for actual dates.
11. Players competing at the BCAPL National Championships must follow rules set by BCAPL and the tournament director (i.e. rules of play, dress code, conduct, etc.)
12. Final distribution of league prize money and/or prizes for the league are to be listed and sent to the BCAPL office.
13. The League Operator will notify the BCAPL office in writing should any player be disqualified from league play during the year. The BCAPL reserves the right to disqualify any player not in good standing from participating in BCAPL sanctioned tournaments.
14. A league sanctioned with another recognized national league system other than the BCAPL may sanction with the BCAPL (dual sanction) as long as its intention is not to undermine the BCAPL national league system. In order to ensure that, the applicant for dual sanctioning may be required to offer a separate BCAPL sanctioned league or division.
15. The BCAPL continues to reserve the right to accept dual sanctioning from leagues that sanction with BCAPL for the express purpose of offering its players extra benefits, and not for the purpose of undermining an existing BCAPL league within its area of administration.

---

I have read the above statement, and I do agree to adhere to the rules and standards set forth in this application and in the BCA Pool League Operator's Manual. I shall enforce to the best of my ability 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 fee obligations to the BCAPL on a monthly basis, overseeing 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 BCA Pool League, headquartered in Henderson, Nevada, and their employees and directors, of any responsibilities, costs and attorney fees, or obligations attendant to the administration of this pocket billiard league.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
League Secretary

\_\_\_\_\_  
Date

# 2011-2012 BCA Pool League Sanction Application

## League Operator Checklist

### Initial Requirements

#### The criteria for league sanctioning are as follows:

- Any league requesting BCA Pool League sanction should consist of a minimum of thirty (30) players and a minimum of six (6) teams per division. If you fall short of these requirements, please contact the national office for approval of your smaller division. Exceptions are consistently granted for start-up leagues, and for summer sessions.
- Every player that has competed one game in your BCAPL sanctioned league, regulars as well as substitutes, must become a BCAPL sanctioned member. All subs must be sanctioned.
- Leagues must ensure that all sanction fees and the completed sanction form with player rosters are postmarked and sent to the BCAPL as soon as possible, but not later than the fourth (4<sup>th</sup>) week of play.

#### You must include the following in your initial Sanctioning Packet:

- Sanction fees for all players. \$15.00 per player per league year.
- Sanction Application
- League Operator Checklist (signed and returned with application)
- Signed Sanctioning Agreement
- Read, understand and sign the League Operator Code of Ethics
- League's By-laws
- League's Financial Statement
- For leagues NOT USING LEAGUESYS:
  - Team Roster, including:
    - League Name
    - Team Name
    - Legal names of all team members (as on their government issued photo I.D.'s)
    - Addresses of all players in your league
    - Weekly Standings Sheets for all weeks already played

#### Forms requested by the BCAPL at least every four weeks:

- Updates to Team Rosters if you are NOT USING LEAGUESYS
- Sanction Fees (\$15.00/player) for all new players that joined since your last submission
- If you are NOT USING LEAGUESYS, weekly Standings Sheets for EACH week of play, including:
  - Name of the 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
  - Do NOT fax weekly standings sheets

The above requirements must be met before the BCAPL will sanction your league.

I have read and understand the requirements listed above.

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

# 2011-2012 BCA Pool League Sanction Application

## Initial Sanction Fee Computation



NUMBER of Players in your League \_\_\_\_\_  
LESS Players already Sanctioned \_\_\_\_\_  
NUMBER of Players to be Sanctioned \_\_\_\_\_  
MULTIPLY By BCAPL Sanction Fee \_\_\_\_\_  
EQUALS: Sanctioning Fee Remitted \_\_\_\_\_

Make checks payable to: **CSI**

\*\*All payments must be made in U.S. Funds

## League Operator Code of Ethics

### Pledge

In matters of ethics, pool league operators sanctioned by the BCA Pool League (BCAPL) are required to be dedicated to the promotion of honest, fair and competitive pool leagues, and believing that honorable competition between players and other leagues is essential to the accomplishments of our common objectives, do hereby pledge to abide by the following Code of Ethics.

### Code of Ethics

- We shall not engage in illegal activity involving moral turpitude or conduct involving dishonesty, fraud, deceit or misrepresentation.
- We shall not make a material false statement, nor deliberately fail to disclose a material requested fact, in connection with an application for sanctioning with the BCAPL.
- We shall at all times treat all players, other leagues and the public with dignity, respect and courtesy.
- We shall always conduct ourselves and our league business in a **fair and honest manner** refraining at all times from conduct or practices that inhibit the expansion of pool leagues or that reflect discredit upon the sport, other BCAPL-sanctioned (or advertised as to be sanctioned) leagues, or the BCAPL.
- We shall not engage in or permit any unauthorized use of the Association's name or logo or the unauthorized use of any other materials in which the BCAPL claims a proprietary interest.
- We shall not misrepresent the existence or availability of BCAPL sanctioning for any league or player.

### Affirmation

League Operators are bound to abide by the aforementioned Pledge and Code of Ethics as a condition of sanctioning with the BCA Pool League, subject to the review of the BCAPL. The BCAPL reserves the right to deny any applicant, as well as revoke any league sanctioning from an operator it deems, at its sole and absolute discretion, operates in an unfair or dishonest manner, inhibits the expansion of pool leagues, discredits the sport or other BCAPL sanctioned leagues, discredits the BCAPL or operates to undermine the growth of the BCAPL league system by negligent, unethical or immoral behavior.

League Operator \_\_\_\_\_ Date \_\_\_\_\_

# Special Awards Package Order Form

The BCA Pool League offers a complimentary set of special award pins/patches for League Operators to use as an incentive for their league players. These awards include pins/patches for special achievement and excellence. Additional pins/patches may be purchased for \$3.00 each plus shipping and handling. See chart at right.

One free set of awards pins/patches per sanctioned division each year.

\_\_\_ Yes! Please send me my FREE awards package!

\_\_\_ Yes! I need to order extra pins/patches at \$3.00 each.  
(see order form at right)

Free Awards Package includes:

- MVP Pin/Patch (1)
- Most Break & Runs Pin/Patch (1)
- Most Table Runs Pin/Patch (1)
- League Champion Pins/Patches (7)
- League Runner Up Pins/Patches (7)

**Choose One:**

- \_\_\_ Most 3 & O
- \_\_\_ Most 4 & O
- \_\_\_ Most 5 & O

PLEASE NOTE: Due to the expense of producing these items, we are unable to offer additional quantities of these items on a complimentary basis. Please take the time to review your needs, refer to the chart on the right and place your order accordingly.

Check extra items needed in order box below		
Item Requested	Extra Quantity Needed	Total (Quantity x \$3.00)
League Operator Pin/Patch		\$
Most Valuable Player		\$
League Champion		\$
League Runner Up		\$
Most Break & Runs		\$
Most Table Runs		\$
Most 3 & Outs		\$
Most 4 & Outs		\$
Most 5 & Outs		\$
Break & Run		\$
Table Run		\$
3 & O		\$
4 & O		\$
5 & O		\$

<b>Shipping &amp; Handling Chart Below</b>	Total	
	Shipping	
	Grand Total	\$

<b>Shipping &amp; Handling</b>	\$3 - \$20 order	\$5.00
	\$21 - \$49 order	\$6.00
	\$50 and up	\$7.00

League Name: \_\_\_\_\_ League # \_\_\_\_\_

League Operator \_\_\_\_\_ Phone \_\_\_\_\_ Fax: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City \_\_\_\_\_ Country \_\_\_\_\_ St/Prov \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

**Credit Card Information: VISA or MasterCard only**

VISA  MasterCard Amt Approved \$ \_\_\_\_\_ For:  Awards  Sanctioning  Other \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder's Name: (as appears on front of card) \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Cardholder's Zip Code: \_\_\_\_\_ Cardholder's Email Address: \_\_\_\_\_

# BCA Pool League Team Roster Sheet

(Please make copies of this page)

**Team Captain:** To ensure your player's eligibility for member benefits and discounts, please complete this form.  
Please type or print name clearly as it appears on their government issued photo I.D.

Team Name: \_\_\_\_\_ Location: \_\_\_\_\_

## Player 1

Captains Legal Name (Required): _____
Nickname: _____
Stree Address: _____
City, St, Prov: _____ Zip: _____
Email: _____
Phone - Cell: _____
Phone - Home: _____
Date of Birth (Month/Day): _____

## Player 6

Legal Name (Required): _____
Nickname: _____
Stree Address: _____
City, St, Prov: _____ Zip: _____
Email: _____
Phone - Cell: _____
Phone - Home: _____
Date of Birth (Month/Day): _____

## Player 2

Legal Name (Required): _____
Nickname: _____
Stree Address: _____
City, St, Prov: _____ Zip: _____
Email: _____
Phone - Cell: _____
Phone - Home: _____
Date of Birth (Month/Day): _____

## Player 7

Legal Name (Required): _____
Nickname: _____
Stree Address: _____
City, St, Prov: _____ Zip: _____
Email: _____
Phone - Cell: _____
Phone - Home: _____
Date of Birth (Month/Day): _____

## Player 3

Legal Name (Required): _____
Nickname: _____
Stree Address: _____
City, St, Prov: _____ Zip: _____
Email: _____
Phone - Cell: _____
Phone - Home: _____
Date of Birth (Month/Day): _____

## Player 8

Legal Name (Required): _____
Nickname: _____
Stree Address: _____
City, St, Prov: _____ Zip: _____
Email: _____
Phone - Cell: _____
Phone - Home: _____
Date of Birth (Month/Day): _____

## Player 4

Legal Name (Required): _____
Nickname: _____
Stree Address: _____
City, St, Prov: _____ Zip: _____
Email: _____
Phone - Cell: _____
Phone - Home: _____
Date of Birth (Month/Day): _____

## Player 9

Legal Name (Required): _____
Nickname: _____
Stree Address: _____
City, St, Prov: _____ Zip: _____
Email: _____
Phone - Cell: _____
Phone - Home: _____
Date of Birth (Month/Day): _____

## Player 5

Legal Name (Required): _____
Nickname: _____
Stree Address: _____
City, St, Prov: _____ Zip: _____
Email: _____
Phone - Cell: _____
Phone - Home: _____
Date of Birth (Month/Day): _____

## Player 10

Legal Name (Required): _____
Nickname: _____
Stree Address: _____
City, St, Prov: _____ Zip: _____
Email: _____
Phone - Cell: _____
Phone - Home: _____
Date of Birth (Month/Day): _____