

STANDARD OPERATING PROCEDURES

RANDOLPH POOL LEAGUE (RPL)

Effective: 21 February 2025

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1. LEAGUE EMAIL AND WEBSITE

The league maintains a website that contains the game rules, bylaws, standard operating procedures, schedule of matches, the weekly match results, the standings among the teams, player statistics, playoff information, guideline documents, etc. The website address is:

<https://rplsa.org>

The *Guidelines* documents provide additional clarifying information on various topics.

The official means of communication for the League Operator (LO), the Board and the captains is by email. The league email address is:

rplsa8@gmail.com

2. TEAM COMPOSITION

Each team consists of four to eight players. When a team has eight players, one must be dropped when another player is added. The remarks section of the scoresheet is annotated with the names of the players to be dropped and added. The captain may also call, text, or email the LO to remove players. If a match is played with more than eight players, the LO will contact the team captain and resolve the problem. Unless a team has less than four available players, new players may not be added during the last six matches of the season.

3. TRANSFERRED PLAYERS, DROPPED PLAYERS, DROPPED TEAMS, AND SWITCHING SPONSORS

A) A **transfer request** can be made for any reason and will be judged on its merits and the impact on the league. The losing captain must support a transfer—it is mandatory. However, this support, by itself, is not sufficient justification to warrant approval.

- 1) A transfer request will generally be approved for any reason if the transferring player has played six or less games. Losing and gaining captain support is required.

- 2) A request to transfer a player who has played more than six games, solely because the losing and gaining captains support a move, will not be approved.
 - 3) A request generated because players cannot get along is a team problem to solve and a transfer generally will not be approved.
 - 4) If due to unforeseen losses a team has less than four players on its roster, a player may transfer from another team that can afford to release a player. Losing and gaining captain support is required.
- B) **A player dropped** from a team may not play for another RPL team for the remainder of the season. A dropped player may be added back to the roster of the same team later in the season by coordinating with LO.
- C) **If a team drops out of the RPL**, a replacement team can take over for the remainder of the season by assuming the win/loss record of the dropped team. If there is no replacement, teams scheduled to play the dropped team receive a bye but a match fee is required. Players on a dropped team may apply to play for another RPL team for the remainder of the season and individual win/loss records are not carried forward.
- D) **The LO must be notified immediately** when a transfer to another sponsor is being considered since a move requires Board approval. Sponsor fees are not refundable so if a sponsor wants all or part of the fee back, it is up to the team captain to make things right if a transfer is approved. The following provisions apply:
- 1) A transfer is approved when a team wants to relocate to another bar and the sponsor agrees or is going out of business.
 - 2) If there is a problem between the sponsor and the team that does not affect the league as a whole, the team captain coordinates with the LO for permission to transfer. If the sponsor does not agree to a transfer, they are given the opportunity to field another team within one week. To avoid forfeiting matches, it is best to give the sponsor advance notice that a move is being contemplated. At a minimum, do it when you are playing at home and will play away the following week. While it is unlikely that the sponsor can field a team, if one is fielded, the team desiring the transfer either sits out the remainder of the season or tries to negotiate remaining at the bar. The team must also consider that if they sit out, there may not be a slot for them the following season. If no team is fielded, the transfer is approved. If the sponsor wants all or part of the sponsor fee back, the team captain must deal with it.
 - 3) A serious problem (insufficient cooling, bad table problems, remodeling, overcrowding due to other leagues, etc.) exists and affects the league as evidenced by both home and visiting teams filing complaints. If the sponsor is unable or unwilling to fix the problem within a reasonable amount of time set by the Board, the team is approved to transfer. The return of any part of the sponsorship fee is not required under these circumstances.
 - 4) The LO checks out any allegations and coordinates with the sponsor to ensure a request to move is based on valid circumstances.

4. LENGTH OF SEASON

The season's length is determined by the number of teams participating in the league. Generally, each team will play the other teams twice each season (e.g., 20 teams result in a 38-week season). The Board can adjust the length of the season if warranted. The season normally starts three weeks after the end of season party. There is a mandatory meeting of captains held one week prior to the start date of a new season; other meetings are at the call of the League Operator. Scoresheets, various league documents and information are dispensed at the new season meeting. There is a one-week break between the first and second halves of the season.

5. MATCH STARTING TIME AND POSTPONEMENT

League matches are played on Thursday evenings starting at 7:30 p.m. actual time providing there are at least three members of each team physically present. If a team does not have three players present by 7:45 p.m., the match is declared a forfeit. Under unusual circumstances such as traffic accidents, inclement weather, etc., a captain can allow more time for a team to show up before declaring a forfeit; however, that decision rests solely with the captain. The start of a match will not be delayed to allow a fourth person to show up. Matches should be played when scheduled because it is often hard to find an agreeable time for a make-up match. If a team captain refuses to postpone, the match is either played or forfeited. When delayed, the make-up match must be played no later than two weeks after the postponed match. A match cannot be postponed if the make-up match interferes with post-season play. A final match of the regular season or a playoff match may not be postponed unless the LO cancels all matches for that night. The team captain asking for a postponement is responsible for setting up the match. Failing to do so in the allotted time will result in a forfeit.

6. PRE-GAME WARMUP

The match table must be available to the home team at 6:30 p.m. If the visiting team is present, they are given use of the match table at 7:00 p.m. actual time. If the visiting team is not present at 7:00 p.m., the home team can continue warming up but must relinquish the table as soon as the visiting team shows up and is ready to start practicing. If the visiting team arrives late, the match start time will not be delayed to give the visiting team warm up games.

7. SCORESHEETS

A) General information

- 1) Paper or digital scoresheets may be used and are due to the LO by 7:00 a.m. the Friday following the match.
- 2) There are no scoresheets or fees required when a team has a scheduled bye. A scheduled bye occurs by having an odd number of teams at the start of the season. In order to keep the statistics consistent, the team receives credit for a win but players do not.
- 3) If there is no fourth player available when the match starts, leave the fourth position on the score sheet blank. If there is still no fourth player when it is position four's turn to play, enter "no player" for the player's name. Should a fourth player show up after round one, substitute the player in effective whatever round the player starts playing. When there is no fourth player, a forfeit of the game occurs; however, the opposing player gets a chance at an 8-ball break or table run with no threat of losing but only when it would have been that player's scheduled break. The opposing player gets credit for a win and a loss is recorded against the dropped player category.
- 4) Player changes can be made to the scoresheet if the match has not started. Once the match starts, any change must be done in accordance with the substitution provisions in paragraph 8, Substitutions, of the rules. All substitutions must be communicated with the opposing captain. Player substitutions may not be made effective in round one.
- 5) If a tie breaker game is required, the captains can choose whomever they want to play the rubber match and the regular substitution rules do not apply.

B) Paper Scoresheets

The home team captains are responsible for completing a duplicate copy scoresheet using black ink and pressing down. Print legibly and avoid tiny printing. Do not line through players' names when they are substituted out. If they are removed from the line up before the match starts, lining through the names is appropriate. As games are played, circle the winner's number. Record any table runs and 8-ball breaks in the appropriate area--both captains initial the entries. Comments about new players, money, etc., are made in the blank space at the bottom of the form. When players are substituted, enter the round it occurred on the small line next to the indented line. Do not forget to circle the winner of the final game. If a tie breaker game is

required, the captains enter the names of the players they choose to play the final game in the round five area. The home team player's name is entered first and the visitor's name below it. The winner's name is circled. The winning team's name and the score are entered on the appropriate line. Both captains ensure the information on the white copy of the scoresheet is accurate and sign it. Take a photo of the scoresheet (preferably laying on the lighted pool table) by holding the camera directly over it and lower the camera until the image fills the viewfinder's lines. If the photo is readable, send it via email or text to the LO.

C) Digital Scoresheets

The home team captain can use a digital scoresheet with a smart phone or a tablet when WiFi is available. Each RPL team has a folder located on a server at this address:

<https://drive.google.com/drive/folders/1CSL3CTAsyJwA3rcI8hczZ4hIdI1Rp3vn>

Clicking on your folder will reveal a template of the scoresheet. At the bottom is a tab named *Form_Duplicate* then *Rename*. It has a triangle that is used to activate the drop-down menu—choose *Duplicate*. A new tab named *Copy of Form_Duplicate then Rename* will appear. Click the triangle for the drop-down menu and choose: *Rename*. For the new name, use the number of the week of the match—a number only. This is the scoresheet that will be used during the match. Team and player names are added from drop down menus—team names must be added first. Adding a player's name will populate each round. There is a substitution area to the left (home) or right (visitor) of the players' names starting in round 2. It is populated using a drop-down menu. 8-ball breaks and table runs are located next to the sub areas for each team. The winner of a game is signified with a check mark next to their name. There are edits to prevent awarding a table run or 8-ball break to a person but that person is not marked as winning the game. If you want to add or substitute in a new person not listed on the drop-down list, use a *No Player* entry from the drop-down menu and then identify the person in the remarks section. You will note that the match score is displayed directly below the team names. If a tie breaker is required, use the tie breaker section near the bottom of the sheet to enter the names of the players from drop down menus. When the match is concluded, each team will mark how much money is being paid and the method of payment. Making sure the scoresheet is correct, the Captain Approval blocks are marked and no further action is required for scoresheet.

8. COMPLAINT GUIDELINES

A complaint about behavior is the most common one. A team captain who believes there is a problem discusses it with the opposing team captain and gives that captain a chance to solve it--this is mandatory. If after discussion the problem continues, the complaining captain can try talking again, contact a Board member for guidance or file a complaint with the Board. Complaints must be filed within three days of the incident, contain specific details about what occurred, the names of people who can provide information and so on. Statements from those involved or witnesses with firsthand information are helpful.

- A) **Behavior by league members:** We have guidelines about sportsmanship, sharking and moderate behavior by league members. If a team believes a league member's behavior is offensive or improper, advise that member's team captain of the problem and ask the captain to fix it.
- B) **Behavior by non-league members:** The league has no control over non-league members so make any behavior complaints directly to the bartender. If the bartender is unwilling or unable to control the situation and the non-league member is supporting one of the teams, that captain should be asked to control the situation. If the problem continues, the complaining captain should contact the LO for guidance.
- C) **Intolerable Playing Conditions:** If the pool table equipment is in poor condition (e.g., torn cloth, unlevel, loose rails, dim lighting, etc.) or if excessively loud music, direct strobe lights, etc., interfere with or disrupt game play, then a complaint should be made to the home team captain who must initiate action to address and remedy the problem. The league operator will only become involved if the home team captain is not able to achieve a satisfactory result.
- D) **Official complaint:** A complaint to the RPL Board must be made in writing (email or letter) for it to be official. A complaint must comply with the guidelines below or the Board will not act on it. Unless the

complaint is against a team captain or co-captain, one of those two must be the person submitting the complaint unless a Board member is submitting it. If the complaint is against the captain or co-captain, it may have to be handled by the team or sponsor rather than the league. Ask for guidance from the LO if unsure of how to proceed.

- E) **Unofficial complaint:** An unofficial complaint is either verbal or in writing but the complaint requirements are not met. This complaint is info only and action will not be taken.

9. PAYMENT OF FEES

- A) **Fees may be paid by any team member**, the opposing team or both teams may pay their own fees and are due the Saturday following the match. If the visiting team is paying its fee directly to the league, add a brief note regarding that to the paper scoresheet—the digital score sheet has blocks to check. Cash App is the primary method used to pay any fees that are due to the league. The match fees are submitted to the LO using Cash App which is available as a smart phone application. Go to the Apple App or Google Play stores to download the application. The Cash App internet website can be used instead of a smart phone. The initial application setup requires a phone number, email address, configuration of a PIN (personal ID number) and a bank debit card number. Thereafter, you sign in to Cash App with either your phone number or email, then a security confirmation code number is sent to you via text or email, you enter that code number, enter your desired transaction details, enter your security PIN if requested, and then money is transmitted to: \$rpls8ball which is the league's Cash App account. Cash App automatically sends confirming emails or texts to the sender and LO.
- B) **If a match is forfeited**, match fees are due from both teams the following Saturday. The team captain who did not forfeit provides a scoresheet or a list of the players who will receive individual statistical credit by 7:00 a.m. Friday. Players who were present can also be given wins by substituting them in as would occur during a regular match. That team receives a win while the forfeiting team receives a loss and the individual forfeited losses are recorded against dropped players. A scoresheet from the forfeiting team is not required.
- C) **If a team drops out** during the season and creates an unscheduled bye, a match fee and scoresheet from the opposing team are required. Statistical credit and match fee procedures are the same as listed in paragraph 8.B.

10. POST SEASON PLAY AND AWARD CRITERIA

A) Seeding

Seeding is determined using the final standings of the regular season. Should a tie exist, the team with more games won in the head-to-head matches between the tied teams becomes the higher seed.

B) Playoffs

- 1) Playoffs will not be held if there are less than 8 teams. For 9 to 15 teams, there will be one 8-team bracket and the remaining teams will be paid based on their end of season standings. For 16 to 20 teams, there will be two 8-team brackets plus additional brackets, if required, as listed on the league's website, Playoff Info/Bracket page.
- 2) The playoff location is a neutral site. If two teams from the same bar are playing one another, they can play at their home bar. Seeding is based on the end of the regular season standings. The home designation is assigned to the team in the match with the smaller numbered seed. All playoff scheduling and results are posted to the Playoff Info pages on the league's website. Each team competing in an 8-team bracket will play three matches to determine their final position. Teams in smaller brackets play matches according to the information on the Brackets page.

C) Game Requirements

Listed below is the number of games required to qualify for post season play; to be eligible for door prize drawings; and to receive individual prizes for Top Male Shooter and for Top Female Shooter. If there is a scheduled bye in a season, the number of required games decreases to the amounts in the next lower level of weeks.

<i>Number of Weeks in Season:</i>	28	30	32	34	36	38
<i>Number of Games Required For:</i>						
Door Prizes	20	21	22	23	24	25
Post Season Playoffs	30	33	36	30	42	45
Number of Games: Top Male Shooter	59	63	67	71	75	79
Number of Games: Top Female Shooter	52	56	59	63	66	70

D) Team and Individual Awards.

- 1) Teams not playing in the play offs receive a set amount of money. Playoff teams receive prize money based on their order of finish in the play offs. Prize amounts are based on the budget created by the LO.
- 2) Individual awards of \$50 are given to the qualified Top Male Shooter and to the qualified Top Female Shooter based on their end of season averages. \$25 awards are given to the players with the most table runs and most 8-ball breaks. In the case of a tie between two people, the awards are shared. If there are three or more people tied, a drawing determines who gets the award. The participants in a tie can agree to settle it differently. Awards are mutually exclusive--only one individual award per person. The prize money for an award without a qualified individual is added to the tournament prize pot.
- 3) Team captains or a representative must be present at the end of season party to sign for team awards. A last-minute change due to an emergency can be done telephonically with the LO. If an individual winner is not present, the team captain or representative can sign for that winner's prize.

11. END OF SEASON PARTY

The end of season party is scheduled for around 5:30 p.m. on the Saturday after the league championship match. Specifics regarding the party are provided to the league via email. Individual and team prizes are distributed before the pool tournament begins. Drawings for door prizes occur at various times in the evening. To be eligible for the drawings, a player must have played the required number of games during the season and they must be present to win.

12. POOL TOURNAMENT

A pool tournament may be held during the end of season party.

- A) **The pool tournament sign-up** begins about 5:30 p.m. A maximum of 50 people can sign up but only 36 can play (for 3 pool tables availability). The \$10 entry fee is paid but if not selected to play, the money is refunded. The exact amount must be paid as no change will be given. Cutoff time for sign up is about 6:45. A person does not have to be present to sign up but the fee has to be paid and is not refundable. The tournament starts around 7:00 pm. Players selected to play cannot give their slot to someone else. If a player must leave before the tournament starts, we will fill the slot if possible. If a person must leave temporarily during the tournament and cannot respond when their turn is called, they lose that game. After

the tournament starts, a person who leaves forfeits the remainder of their scheduled games. It is RPL members only, double elimination and RPL rules but flip for the break. The winner reports the result to the people running the tournament.

- B) **If there are at least 25 players**, the top 6 finishers are paid these approximate percentages: 40, 25, 15, 10, 5 and 5. For less than 25, the top four receive approximately: 40, 30, 20 and 10.
- C) **The tournament will be run** from a laptop using a spreadsheet and an Internet program called Challenge. The stats spreadsheet which contains the league players' names has a macro that sets up a page for tournament use. When the match fee is paid, a "1" is updated by the person's name. When the tournament closes, another macro is run which puts all the names with a "1" at the top of the list in alphabetical order. People who are signed up to play and who were drawn out of the last tournament are identified.
- D) **We will use a deck of 50 cards** so that the following procedures are transparent. If 42 people signed up to play, we will remove cards 43 through 50. The cards of the players who were previously drawn out will then be removed. From the remaining cards, we will draw 6 cards to get down to 36 players. The numbers on those cards will be matched to the line numbers on the spreadsheet and the "1" by the person's name will be deleted. When this is completed, another macro is run to place 36 players at the top of the list and 6 drawn out players at the bottom. Those players will then get refunds. At this point, the 36 players' names are copied and pasted into Challenge. That program randomly schedules the matches and we will be ready to start the tournament. The RPL tournament brackets can be found at this internet address:

<https://challonge.com/users/rplsa8/tournaments>