

# Team Captain Duties and Responsibilities

As a Team Captain, it is your duty and responsibility to ensure that you and your players abide and follow these policies and procedures.

## 1. Administrative – Membership

- a) All players on your team have completed an Official American Poolplayers Association Membership Application
- b) Names on membership applications are the same as printed on that player's government issued identification card
- c) Your teams APA Membership Applications are filled out completely and correctly
- d) Your players pay their membership fee the first night they participate in League play
- e) All players on your team are in good standing and have fulfilled their yearly membership dues
- f) Each member of your team is of proper age to participate

## 2. Administrative – Weekly Play

- a) Mark start times and end times on the scoresheet
- b) Keep accurate score by marking innings, defensive shots, and time-outs
- c) Add the innings after each match and mark the total in the appropriate space
- d) Keep an accurate running score for the team match and write the entire total points scored for the team match in the appropriate space
- e) Both Team Captains sign the scoresheet at the end of the match
- f) Make sure the entire Weekly Team Fee is paid, regardless of forfeits for all scheduled matches
- g) Print your return address on your return envelope
- h) If you add a new player, ensure that player completes an Official APA Membership Application and they pay their membership fee before he/she plays
- i) If you remove a player from your roster, simply cross his/her name off of your roster
- j) Roster changes are not allowed after the 4<sup>th</sup> week of play without League Office approval
- k) Notify the League Office if someone has been removed from your roster in error
- l) Mail your scoresheet with the check/money order the day after play

## 3. Leadership – Weekly Play

- a) Know and understand the rules of play by reading the Official APA Rule Book and the **Greater Scranton APA Local Bylaws**
- b) Show and explain special announcement flyers from the League Office
- c) Start your match promptly at 7:00pm by having your players ready
- d) Inform the opposing team before play that you are either adding a new player or removing a player
- e) The home team will flip a coin to decide what team puts the first player up
- f) Follow and abide by the 23-Rule
- g) If your place of play will be closed on a League night, please inform the League Office so arrangements can be made
- h) Train all players on your team to properly take score
- i) Ensure your players are marking the pocket before their game winning shot in 8-Ball

## 4. Leadership - Coaching

- a) The coach must be someone from the player's roster
- b) 1-minute coaches for all skill levels in 8-Ball and 9-Ball
- c) A 1-Minute timer may be used to monitor the time constraint of the 1-minute time-out
- d) The player who is getting coached is only allowed to discuss the game at the pool table
- e) Skill levels 2 and 3 in 8-Ball and skill levels 1, 2, and 3 in 9-Ball receive 2 coaches per rack
- f) Skill levels 4-7 in 8-Ball and skill levels 4-9 in 9-Ball receive 1 coach per rack
- g) New players are allowed 2 coaches per rack for the first two weeks of their play
- h) Coaches are allowed to instruct using the player's cue
- i) Do not use specially designed tools to aide in the shot-making ability of the shooter
- j) Do not use laser's or laser lighted devices while coaching or playing your match

## Team Captain and Player Duties and Responsibilities (cont.)

### 4. Sportsmanship - Conduct

- a) Proudly represent yourself and your team in Northeast Pennsylvania and in the American Poolplayers Association
- b) Conduct yourself professionally and embrace your leadership role
- c) Treat every member of your team and the opposing team with respect
- d) Understand that everyone is different and comes from various backgrounds and situations
- e) Understand that everyone playing pool is not a professional pool player
- f) Estimate the skill levels of your players and ensure they are properly ranked
- g) Refrain from getting involved in Host Location issues and situations
- h) Treat Host Location owners and staff with respect
- i) Refrain from hostility towards players and Host Location patrons
- j) Do not use offensive language or gestures, shout or yell, intimidate your opponents, talk down to players, instigate fights or arguments, or cause embarrassment to your players or the players on the opposing team
- k) Do not use social media to degrade your opponents or the opposing teams
- l) Know the APA Rules & Local Bylaws and don't be afraid to be questioned about your knowledge of them
- m) Ensure your team shakes hands at the beginning and end of each match, whether win or lose
- n) Congratulate teams and players on their wins and achievements
- o) Accept that sometimes you cannot determine whether a player had a good hit or bad hit, so the outcome of the shot will always go to the shooter
- p) Refrain from getting extremely intoxicated and practice responsible drinking
- q) Ensure the safety of all playing members
- r) Contact the opposing Team Captain if your team cannot make the League Night of play
- s) Start a team tradition
- t) Laugh and have fun with all players
- u) Be a mentor, role model, and a teacher
- v) Most of all, have fun knowing you are playing in the greatest pool League in the world

### 5. Sportsmanship - Etiquette

- a) Each team should help with the cost/coin for playing on the pool tables
- b) Ensure your Host Location is properly equipped (short stick / bridge / chalk / balls) and properly lighted before play
- c) If you are the home team, ensure the playing surface is free from debris, in good condition, and if possible, level
- d) Members from both teams can inform the players to mark the pocket for their game winning shot
- e) Members from both teams can inform the player what suit (solids/stripes) or what number ball for 9-Ball they are currently shooting
- f) Inform your players or opponents when a foul has been committed and the ball-in-hand rule is in effect
- g) Refrain from sharking your opponent or talking to them while in the middle of a shot
- h) Refrain from slow play
- i) Refrain from smoking over the pool table
- j) Refrain from using cell phones during a match unless it is an emergency
- k) Enable silent mode on your cell phone
- l) Stand at least 5 feet away from the pool table while your opponent is shooting
- m) Do not sit, stand, lean, or place beverages on the playing surface
- n) Do not throw pool cues or chalk
- o) Do not punch or hit the pool table, walls, or others
- p) Protect all players' equipment