

A GUIDE FOR 8-BALL CAPTAINS

General

- Play starts at 7.30pm each night
- The home team captain is responsible for ensuring that the tables are open for practice from 7pm
- Before play commences, the home team captain is responsible for ensuring that both tables are brushed and blocked before 7.30pm. (refer By-Law 28);
- Only players who are formally registered with the Tournament Director and paid up in PlayHQ are eligible to play.
 - A list of registered players in each team is maintained by the Tournament Director and is circulated to captains when it is updated.
 - Make sure your opponent's team's players are on that list – if not, see below
 - New players can be added during the competition provided the addition is cleared with the Tournament Director, and the appropriate registering and paying of fees in PlayHQ, before play commences
 - Failure to do so will result in the frames played by that player being null and void and they will be regarded as forfeits – match result will therefore be amended.

Scoresheets

- ACTEBA uses Poolstat Live Scoring. Your team password will be emailed to the captain and vice captain prior to season commencing. If you are a first time user of Poolstat, please contact the Tournament Directors for further instructions. If a paper sheet is required to be used, see below instructions
- Scoresheets must be filled out and details exchanged with the opposing captain before 7.30pm, so that play can commence on time
- Fill in your team name, the opponent's team name, and the week or Round number
- Insert player details - FULL NAMES are to be written on the left side of the scoresheet - first names (but not nicknames) can be used on the right side of the scoresheet
- All players are required to sign their own scoresheet.
- Both captains must sign the bottom of both scoresheets
- Statistics for both teams (on the left side of the scoresheet) must be completed (this helps enormously in the calculations for the state rankings)
- Scoresheets are to be handed in at the monthly captains meetings (or if you have sent photos of your scoresheets this is not required). At the meetings, you must also sign the attendance sheet – Both items must be done in order to receive your team's monthly Bonus Point.

Substitutions

- A maximum of 9 players can be registered on any one night
- The minimum number of players required is 3 (refer By Laws 28 and 29);
- Players cannot SWAP positions - a player must be 'benched' if a substitute comes in - you cannot make any changes if you only have 6 players
- Results must be reported to the Tournament Director, Graham O'Connell, **only if Poolstat Live scoring hasn't been used before 9.00 am Thursday by SMS text to 0407485776 (Photo of score sheet is preferred)**
- When sending results, state the names of **both** teams and their scores. For example: "Embalmers 13 def Hammerheads 11" – **If a photo is sent and is clear, that is all that is required.**
- The weekly results and Ladder will be emailed to captains Thursday (where possible) and also posted on the ACTEBA web site (www.acteba.com.au)

Problems

- If a problem arises during the night regarding the Playing Rules, contact the Head Umpire [VACANT] on [NUMBER]. If you can't reach anyone, contact the Tournament Director on the above number.
- If the problem is more serious (eg. a fight), contact the Tournament Director immediately and he will inform you on what to do from there.
- If you or your team wishes to make an official complaint about the opposing team or venue, it must be done to the Tournament Director (or any other Executive Committee member) within 48 hours of the offence and must be followed up in writing within 7 days of the offence.

Additional Information available from the Captains area of the ACTEBA website - http://acteba.com.au/wp/?page_id=9336

- Individual New Player Registration Form – Follow links on the ACTEBA website or Facebook page to Eventbrite
- Guide to filling out a scoresheet – PoolStat Instructions V2 App
- Blank scoresheet (in colour or black & white)
- Umpires calling procedures and guidance
- International 8-Ball Rules
- Team stats calculator
- Captains meeting etiquette
- Proxy Form for captains meeting

- Latest Player Rankings

Also available on the website are our Constitution and our By-Laws. The By-Laws especially contain a lot of useful information and explanations.