

Rules and Guidelines regarding USBA Tour Events:

- 1) A qualified tournament director approved by the United States Billiard Association (“USBA”) Secretary (“Secretary”) must be present to run the event if the Secretary is unable to attend.
- 2) All players must be current on their USBA membership dues – no exceptions. A list of all members that are current on their dues will be provided by the Secretary. All players that pay their dues at the event must also complete a USBA Membership Application which is available at www.USBA.net. Click “USBA Forms” on the left-side menu.
- 3) Entry fees must include the \$5.00 USBA sanction fee per player. So the entry fees should be \$255.00 or \$155.00, whatever amount is relevant.
- 4) Room Owner (“RO”) or Tournament Director (“TD”) is responsible for collecting all entry fees and keeping the list of players.
- 5) RO or TD should provide hotel information to the Secretary so that it can be posted on the USBA website for the benefit of the players.
- 6) Tournament format is decided by the RO and/or TD and the Secretary.
- 7) If there is any money collected from auctions or other tournament fundraising activities, the full amount goes to the prize fund.
- 8) The RO has the option of keeping or selling any merchandise available for tournament fundraising activities. The RO keeps 100% of the proceeds from the disposition of the merchandise.
- 9) During the tournament, no table time is to be charged to the players.
- 10) The day before the tournament, the RO and/or TD will insure that the tables are made available to the tournament players for practice. Table time may be charged to the players before or after tournament hours if the RO desires. The RO and/or TD should make sure that all players have the chance to practice and that nobody monopolizes a table. Two hours on one table should be sufficient practice time; then the player’s name goes to the bottom of the list if the player wishes to practice further.
- 11) 100% of the added money for the tournament, plus 100% of all the entry fees, plus any money collected from auctions or other tournament fundraising activities must go to the prize fund, except the \$5.00 per player sanction fee. No exceptions.
- 12) The RO and/or TD will attempt to allow the players to compete comfortably, meaning that if possible, any adjacent pool tables should be closed off. If that is not reasonable, then the pool tables should not be given to customers who are loud, unruly or not considerate to the players in the tournament, otherwise the RO or TD will remove that unruly person from the area. The room temperature should be comfortable for the players. Light music in the background is acceptable; loud music is not.
- 13) The RO and/or TD should expect that the tournament will last from as early as 9:00am until as late as 12:00am each day. It might end earlier, but the RO and/or TD shouldn’t expect it to. This, of course, depends entirely upon the format, number of players and other variables.

14) The RO and/or TD will insure that there is a reliable vacuum cleaner or several clean microfiber cloths available at Walmart (6 for \$5.00) and a reliable electric ball cleaner.

15) The RO and/or TD will provide a person or persons who will clean the table after each game is completed. Vacuuming is ideal, but if it becomes intrusive and time-consuming, the tables should be wiped down after each game with a freshly cleaned, slightly damp microfiber cloth. If the tournament lasts more than one day, the tables are to be vacuumed at least once at the end of each day or before play begins on the next day, if a vacuum is available.

16) During the finals, the tables should be cleaned after each round of play.

17) The balls and tables should be cleaned at the direction of the Secretary or TD.

18) Water or alcohol should NOT be used to clean the balls. Only Aramith Ball Cleaner should be used on the balls, unless the table conditions are unusually slippery (long) or unusually high-friction (short). Again this is 100% at the direction of the Secretary and/or the TD. The RO will provide a person or persons to clean the balls for each match.

19) If new Simonis cloth is to be put on the tables, then the Secretary will decide exactly WHEN it is to be placed on the tables. Normally it should be completed between 1 and 2 weeks before the tournament. The Secretary will decide if there is an exception to this rule.

20) All tournament results will be placed on the USBA website (www.USBA.net), the Professor-Q-Ball website (www.professorqball.com) and the USBA newsletter in Professor-Q-Ball publication (10,000+ circulation) along with pictures and a story or recap of the highlights. If the Secretary is not present, then the TD is responsible for taking a picture (digital preferred) of the top 3 finishers of the event (one picture). Any other pictures are helpful. The TD will email or mail the tournament charts, story and pictures to the Secretary within 2 days of the end of the tournament. If emailed, the files should be in Excel, PDF or JPG format. A picture of the outside and inside of the room as well as a picture of the room owner is also ideal.

21) The TD is responsible for sending all sanction fees, dues payments and membership applications to the Secretary within 2 days of the end of the tournament. All players should pay cash only if they pay at the tournament. If the RO and/or TD accepts a personal check, it is 100% at the risk of the RO and/or TD. Our advice is to NOT accept personal checks unless they are deposited at least 2 weeks before the tournament to give them time to clear your account. Checks for entry fees should be made out to the name of the room or the room owner. Dues and sanction fees collected should be sent to the Secretary by the TD in one lump sum by check or money order. The one check should be from the room, RO or TD, not any of the players. All checks are to be made out to: **“USBA”** and mailed to: Jim Shovak, 58 Hawthorne Avenue, East Islip, NY 11730.

22) The tournament is held by the room owner and not the USBA. Taxes (if any) that are required to be withheld by the federal or state governments as well as the filing of 1099's or other tax forms are the sole responsibility and decision of the room owner and not the USBA.

23) Cancellations: Any deposit paid by the room to the USBA is non-refundable except as stated below. The USBA will return the deposit to the room at the completion of the event to be used as prize money. If the room owner cancels the event at least 30 days in advance from the beginning of the event, then ½

of the deposit will be returned to the room and ½ will be retained by the USBA. The only exception to this rule is if the USBA is responsible for cancelling the event. In that case, 100% of the deposit would be returned to the room. If the room cancels the event within 30 days of the scheduled beginning date of the event, then the full deposit will be retained by the USBA. Room or RO is responsible, in either case, to pay the USBA the difference between the discounted price and the full price for any Simonis Cloth and/or Aramith balls that were purchased at the tournament discount price. The full price for Simonis Cloth is \$250/cloth and full price for Aramith balls are \$90/set.

24) Room is entitled to receive the promised amount of discounted Simonis cloth, Aramith balls, merchandise for fund raising activities and added money from the USBA based on the type of tournament (“A/Open”, “B” or “C”) and the amount of money added by the room according to the 2010 USBA Tour Packages Charts outlined on the USBA website (www.USBA.net) which can be accessed by clicking “Running USBA Tournaments, USBA National Championships, USBA Tour Events, Regional Qualifiers & Shot Contests” on the left side menu.

25) All orders for Simonis 300 rapide cloth, Super Aramith Pro-Cup carom balls and USBA Tour Trophies are non-refundable. Any cloth and/or balls purchased must be used for the event.

These packages will only remain available if the USBA has enough sponsorship money to cover them. The USBA reserves the right to cancel an event at any time and for any reason in its sole and absolute discretion.