

Rules and Guidelines Regarding Other Types of USBA Tournaments:

- 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) For Sanctioned Tournaments, all players must be current on their USBA membership dues or pay a \$25 non-member participation fee. Non-members will not receive ranking points. A list of all members that are current on their dues will be provided by the Secretary. All players that pay their dues or non-member fees 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. Entry fees must include the \$10.00 USBA sanction fee per player and also the \$25 non-member fee. So the entry fees should be \$285.00 instead of \$250.00 or \$185.00 instead of \$150.00. Upon verification that a player is current on their dues, you can return \$25 to that player.
- 3) For Endorsed Tournaments, only the \$10 endorsement fee is required along with a list of all players with their email addresses, if applicable. The Players List with Email Addresses is available at www.USBA.net. Click “USBA Forms” on the left-side menu.
- 4) Room Owner (“RO”) or Tournament Director (“TD”) is responsible for collecting all entry fees and the correct amount of players’ dues, sanction/endorsement fees or non-member fees as well as 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.
- 7) If money has been added by the USBA Sponsors, then if there is any money collected from auctions, etc. then the full amount goes to the prize fund. No exceptions.
- 8) If money has been added by the USBA Sponsors, then during the tournament, no table time/greens fees are to be charged to the players. No exceptions.
- 9) 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.
- 10) If money has been added by the USBA Sponsors, then 100% of the added money for the tournament, plus 100% of all the entry fees, plus any money collected from auctions, etc. must go to the prize fund, except the \$10.00 per player sanction/endorsement fee, membership dues or non-member fees. No exceptions.
- 11) 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 person from the area. The room temperature should be comfortable for the players. Light music in the background is acceptable; loud music is not.

12) 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.

13) 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.

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

15) The balls and tables should be cleaned at the direction of the TD.

16) The balls should be cleaned 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.

17) If new Simonis cloth is to be put on the tables, then it should normally be completed between 1 and 2 weeks before the tournament unless the tables have a history of getting short quickly. Consult the Secretary.

18) 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.

19) The TD is responsible for sending all sanction fees, dues payments, non-member fees, Membership Applications and/or Players List with Email Addresses to the Secretary within 2 days of the end of the tournament. All players should pay cash 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.

20) 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.

21) Money that is added to the tournament by the USBA Sponsors will be sent to the room or room owner AFTER the Secretary has received the proper paperwork and all monies due. The RO or TD is NOT to deduct the USBA Sponsors' added money from the amount which is due to the USBA.

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