



Policies and Procedures

**POLICIES AND PROCEDURES
OF THE
HOUSTON METROPOLITAN BILLIARD LEAGUE, INC.**

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HOUSTON METROPOLITAN BILLIARD LEAGUE, INC.

(Inclusive of the latest revisions dated 11/2006)

ARTICLE I - THE LEAGUE

- A. The League name shall be "HOUSTON METROPOLITAN BILLIARD LEAGUE" (Hereinafter to be called the League).
- B. The League shall be comprised of members regardless of race, religion, gender or sexual orientation and be at least of 21 years or older. (Rev. 09/03).

ARTICLE II - BOARD OF TRUSTEES

- A. A Board of Trustees shall be comprised of President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms and Publicity Officer as provided for in the By-Laws. (Rev. 09/02)
- B. Duties of the officers of the Board of Trustees:
 - 1. PRESIDENT
 - a. The President shall be the principal executive officer of the League and shall in general supervise and manage all of the business and affairs of the League as outlined by the By-Laws and Policies and Procedures. (Rev. 09/03)
 - b. He may preside at all meetings of the Board of Trustees and the Board of Directors.
 - c. He may sign with any proper officer of the League any documents which have been authorized to be executed except where expressly prohibited by the By-Laws.
 - d. He shall perform all duties incident to the office of the President including but not limited to: appointment of positions, creation of committees, signing of checks, approval of payments, authorizing signatures on checks, payments in accordance with the By-Laws, authorizing expenditures, and public relations. (Rev. 10/98)
 - 2. VICE-PRESIDENT
 - a. In the absence of the President or in the event of his inability or refusal to act, the Vice-President shall perform the duties of the President, and when doing so shall have all the powers and be subject to the limitations and restrictions of the President.
 - b. The Vice-President shall assist the President in all functions requiring him to do so and shall act in other duties assigned by the President, Board of Trustees or the Board of Directors.
 - c. The Vice-President shall run all League sponsored tournaments or arrange for another Board of Trustee to run the tournaments. (Added 8/99)
 - 3. SECRETARY
 - a. The Secretary shall keep minutes of all meetings of the Board of Directors and will submit for publication all approved minutes of the Board of Directors to the official HMBL web site (<http://www.hmbl.org>). (Rev. 09/03)
 - b. The Secretary will be responsible for maintaining and recording all statistics necessary for League operation including but not limited to: team and individual averages, standings and awards' standings.
 - c. The Secretary shall, on a weekly basis, have all information current and be responsible for dispensing such information to the web site manager. Such information shall be posted on the league web site on or before

the following Sunday. If a Captain does not have access to the internet, a copy of league schedule, information and/or standings are to be mailed to the Captain on Saturday morning prior to play on Tuesday. (Rev. 09/03)

- d. The Secretary shall be compensated \$0.30 per player per week along with ½ his season's dues. Compensation shall be on a monthly basis for only the weeks when the League is in play. He shall also be compensated for any extra expenses incurred regarding to the office. Each time the weekly standings do not reach the majority of the team captains by Sunday before play on Tuesday, the secretary shall forfeit that week's salary, and the salary is to remain in the League bank account to be used at the end of Season Awards Banquet. In the event that the Secretary can show just cause for not sending out the weekly standings, he can present his cause to the Board of Directors at the next monthly meeting to determine if he should forfeit his salary for that week. (Rev. 9/01)
- e. The Secretary shall be responsible for maintaining current Registered Agent and Registered Office information with the Texas Secretary of State and for the filing of the Texas Annual Franchise Tax Report every year by the due date on the report. (Added 8/99)

4. TREASURER

- a. The Treasurer shall have custody and shall be in charge of all funds of the League. He shall receive and give receipts for monies in the bank account as set up under the By-Laws.
- b. The Treasurer, along with the President, shall have primary check signing powers.
- c. The Treasurer shall be responsible for accurate records of each team's payment of weekly fees and sanction fees, and shall notify the Board of Directors and Board of Trustees when any team is in default.
- d. The Treasurer shall be responsible for submitting a budget to the general membership and will be responsible for conducting a bi-seasonal audit to be submitted to the general membership.
- e. The Treasurer shall have his dues paid for by the League as a means of compensation. He shall also be compensated for any extra expenses incurred regarding the office. (Rev. 9/01)

5. SERGEANT-AT-ARMS

- a. The Sergeant-at-Arms shall be responsible for maintaining conduct appropriate to the proper running of the League.
- b. He shall be familiar with Robert's Rules of Order. He shall act as Parliamentarian and keep all meeting procedures in accordance to Robert's Rules of Order. (Rev. 09/03)
- c. He shall have the authority to dismiss for any one night of play any player acting in a manner deemed detrimental to the operations of the League or Sponsoring establishment.
- d. He shall have the authority to maintain order at all Board of Directors meetings and to dismiss from the meeting any member at the request of the President or presiding officer that has displayed conduct deemed detrimental to the progress of the meeting.
- e. He shall act as liaison between the Board of Trustees and the Board of Directors.

6. PUBLICITY OFFICER (Added 09/02)

- a. The Publicity Officer shall contact the various Houston publications and provide them with the weekly standings, break-and-runs, season dates, registration dates and other information deemed newsworthy. (Rev. 09/03)
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- b. He shall ensure that league materials are posted in the various bars known to have pool tables and which allow such information to be posted. He shall not commit the HMBL to expend any money to a publication without it first being approved by the Board of Directors or the Board of trustees. (Rev. 09/03)
- c. Any announcements made in the weekly publication of the standings throughout the season, not pertaining directly to League play, shall be approved by the Board of Trustees before publication. (Rev. 09/03)
- C. Any member may be placed under probation resulting from a previous season or current season if deemed necessary by the Board of Trustees.
- D. The term of the Board of Trustees shall consist of two (2) consecutive seasons before elections occur.
- E. The Board shall be responsible for insuring that all substitutes are notified of all League events such as tournaments, award party's, meetings, etc., in a manner left up to the Board's discretion.
- F. The Board of Trustees have the right to refuse or reject any application for membership at the beginning of each season of any new applicant or any person "not in good standing" from a previous season. (Rev. 10/96)
- G. The members of the board of Trustees shall be provided a copy of the Roberts Rules of Order as needed and these shall be property of the League. (Rev. 09/03)

ARTICLE III - THE BOARD OF DIRECTORS

- A. The Board of Directors shall be comprised of the Team Captains or a representative of each team. (Rev. 09/03)
 - B. Duties of the Board of Directors:
 - 1. The Team Captain is responsible for the conduct of the team.
 - a. Any offensive behavior or conduct during play will result in an individual forfeit of a game of that individual as reviewed and determined by the Board of Trustees.
 - 2. The Team Captain is responsible for team score sheets. Winning team must call or e-mail scores into the Secretary by 8:00 P.M. the Wednesday after play. Team scores along with individual scores must be called in. If the scores are not reported by that time, the match will be forfeited to the opposing team. All score sheets must be turned into the Secretary at each of the monthly meetings by the Home Team or a \$5.00 fee will be assessed to that team per week until the score sheets are turned in. (Rev. 9/01)
 - 3. The Team Captain is responsible for the collection and drop off of the Sponsorship Fees by the last night of registration and player Seasonal Dues by the First Monthly Meeting. (Rev. 10/03)
 - 4. The Team Captain is responsible for making the team roster of not more than three (3) players with appropriate applications to be turned into the League Secretary no later than two (2) weeks after the beginning of League play. (Rev. 9/01)
 - 5. The Team Captain is responsible for seeing that match play begins on time.
 - 6. Team Captains may be replaced by the members of the team at any time if it is deemed necessary.
 - 7. Team Captains may be part of the Board of Trustees and also represent their team. If at any time a Team Captain, who is part of the Board of Trustees, becomes involved in a protest, the President shall appoint a replacement for impartiality. (Rev. 9/01)
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8. Team Captains must notify any substitute who has committed to play for them of any change in the originally scheduled playing location. If the schedule has been changed and the substitute is not notified and misses the match, he (the substitute) will not be charged with the losses. The losses will be given to the regular player he is substituting for.

ARTICLE IV - THE TEAM

- A. Each team shall consist of three (3) regular players and/or substitutes if necessary. After the third week of play, each player and substitute must be sanctioned by the Billiard League at least one week prior to playing. Players may be added for the first one-third (1/3) of the season. (Rev. 09/03)
 - B. The Team Captain or his representative is required to be at each scheduled meeting. Teams not at the meeting will be fined \$5.00. (Rev. 09/03)
 - C. If both teams have an equal number of missing players, the missing players will each receive 3 losses. In the event of a tie game, the team captains or acting captains will assign a team member or sub playing, to play a final game to decide the outcome of the match. The extra game played will only count for the match and not to individual standings. (Rev. 9/01)
 - D. A legal lineup must consist of at least one (1) regular player sanctioned under the team's official roster. A substitute cannot be used to satisfy a legal lineup. All substitutes will have an "S" designation. (Rev. 9/01)
 - E. Permanent players from one team may not play for another team if they should have the night off.
 - F. Any sanctioned player may change his player status only twice a season up to three-fourths (3/4) of the season - (e.g.) Regular to Substitute to Regular OR Substitute to Regular to Substitute. Before any change can occur, change must be noted on an official "Change Request Form" supplied to the Team Captains and delivered to a board member before the next night of play before any change can occur. (Rev 4/94)
 - G. Troubled Teams (Definition) - a team that for whatever reasons, (death, quarrels, job status or no longer wishes to play), loses up to two (2) of its regular members forcing the team to be dropped from the league because it cannot meet a "legal" lineup after the League "cut-off" period has expired. The Board is to use its' discretion and either allow substitutes to join the team or combine the remaining players from two teams in order to keep the team or teams in the league. (Rev. 9/01)
 1. A troubled team can petition the Board of Trustees after the cut-off period has expired to allow a player(s) from the sub list to become a regular team member.
 2. If no subs or regular members can be found, the remaining players may go to the sub list without losing their standings but will be ineligible for individual sub award.
 - H. Any member who is barred from a sponsoring establishment is required to either:
 1. Work it out with the owner of the sponsoring establishment to allow them to play their match on the night(s) they are scheduled: or,
 2. Notify the team captain of the situation, as far in advance as possible, so that the team may obtain a sub for the night(s) they are scheduled to play in that establishment.
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ARTICLE V - THE FEES**A. SPONSORSHIP FEE**

1. Sponsorship fee will be \$80.00 (eighty dollars) per Team per Season and is non-refundable in the event the Team drops from play. (Rev. 9/01) If a sponsor supports more than one team, the sponsorship fee for each additional team will be \$40.00 (forty dollar) per each additional team.
2. A \$25.00 fee will be charged for each NSF check. After a second NSF check is received, only cash, money order, or Cashier's Check will be accepted. NSF charges shall be charged in accordance with the bank we are using. The NSF check must be paid in cash within 24 hours after notification to the Team Captain. If the check is not cleared within the specified time, the first night of play after the fees were due shall be forfeited and each match thereafter. (Rev. 10/96)

B. SEASONAL DUES

1. The Seasonal Dues are \$50.00 (fifty dollars) per regular player and \$20.00 (twenty dollars) per substitute player. Should a player drop out of the League for any reason, the Dues are non-refundable. (Rev. 09/03)
2. If any Team fees are not turned into the League at the first meeting, that team will forfeit the next night of play and any matches thereafter until monies due have been paid (See Article VIII Section D item 4 for definition of a forfeit). (Rev. 09/03)
3. Quarters for the game, if required, will be left up to the teams on the night of play. (Rev. 10/96)
4. Each team is responsible for their own moneys.
5. The Treasurer will deposit all monies collected from Seasonal and individual dues within 2 weeks after the last night of registration. If this is not done, the Treasurer shall pay a fine of \$5.00 (five dollars). In the event the Treasurer can show just cause for not depositing all monies within the specified time, he can present his cause to the Board of Directors at the next monthly meeting to determine if he should pay the fine. (Rev. 9/01)

C. SANCTION CARDS:

1. Sanction cards for all league members shall be provided at the first organizational meeting.
2. Any additional league members enrolling in HMBL after original cut off date must join as a sub. A one-week grace period (from Tuesday before 8:00 P.M.; to play the following Tuesday) will be observed before the first night of play. Sanction cards for all new members will be mailed within a week of their first night of play. This concerns the enrollment of substitutes or new team members on actual play night for the first three (3) weeks of the season. (09/03)

D. REGISTRATION

1. Team captains, their representatives, or sponsors, that sign up an entire team and/or substitutes, must present the completed registration forms along with the appropriate fees for that number of players. Team registrations must include completed registration forms for at least two (2) individuals signing up as regular players on the same team in order to complete a team roster. No team will be accepted without at least a two (2) person roster and no registrations will be accepted without complete registration forms and Sponsor Fee. (Rev. 09/03)
 2. Registration forms collected after the last registration by a Board of Trustee member will be given to the Secretary with 48 hours of receipt. (Rev. 9/01)
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ARTICLE VI - THE MATCH

- A. **STARTING TIME:** Each team match will start at 8:00 P.M. (Real time not bar time). Teams not having a legal lineup at 8:00 P.M. will forfeit the match. Any player absent at the start of the match must be present by 8:30 P.M. or will forfeit their games and not be allowed to play that night. (Rev. 9/01)
- B. **SCORING:** The score sheets provided by the League will be followed. Teams will consist of three (3) players each week. Each player will play each of three opposing players once and will receive one (1) point for each win and no points for each loss. (Rev. 9/01)
1. If players are out of sequence accidentally, the game is void and the two correct players will play the game according to the score sheet.
 2. When a three (3) man lineup is given to the opposing team, a substitute may replace an absent player up to 8:30 P.M. If a player is not present by his first game, he may be skipped and that game played at the end of the first round providing that the player arrived for the match by 8:30 P.M. (Rev. 9/01)
- C. **REFEREES:** There are two (2) designated referees along with the players that may call fouls. The referees shall be one member from each participating team whose name is listed on the score sheet and registered to play that night. Only referees and the two players included in the game being played may call fouls, bad hits, etc. Referees will be identified to players prior to start of each game. (Rev. 4/94)
- D. **PROTEST PROCEDURES**
1. Any protest can be made during matches, tournaments, or play-offs by informing the opposing player and/or Team Captain or Board Member.
 2. A match cannot be protested. Only a game may be protested and must be done at the time of the game. It cannot be protested once the game has finished.
 3. "PROTEST" must be written across the top of the score sheet.
 4. A \$10.00 protest fee must be filed with the League Treasurer prior to the day of the protest hearing.
 5. If the protest is ruled in favor of the protester, then the \$10.00 fee is refunded. If he loses or withdraws the protest, the money is kept by the League.
 6. If the protest is ruled in favor of the protestor, the game is replayed immediately following the protest hearing. If the protest is ruled against the protestor, the game stands as is.
 7. In the event of a protest, the Board of Trustees will appoint an unbiased protest committee comprised of five (5) individuals excluding the Board of Trustees to hear the evidence.
 8. The protest meeting will be held at a neutral sponsor location.
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ARTICLE VII - SUBSTITUTES

- A. All substitutes' names and phone numbers will be published on an open sub list to be used by all teams. (Rev. 10/96)
- B. Any substitute used by any team MUST come from the published sub list.
- C. New substitutes may join the League up until 8:00 P.M. Tuesday the week before the last week of the season. (Rev. 9/01)
- D. If a substitute commits to a team and the playing location has not changed and the substitute does not show, and there is no replacement substitute available, then the original substitute will be charged with the losses. If discrepancy noted by sub or other player, it may be brought to the Board of Trustees attention. (Rev. 09/03)

ARTICLE VIII - THE TEAM GAME

- A. The league game will be Eight-Ball (8-ball).
 - B. Billiard Congress of America rules will be used as a guideline.
 - C. The word "referee" as defined above (VI. C) will apply unless a tournament is being played, and tournament director and/or official referee is appointed.
 - D. FORFEITS
 - 1. Should a team not have one (1) regular player representing the team at starting time, the team will forfeit the match and nine (9) games. Individuals on the forfeiting team will be given three (3) loses each. (Rev. 9/01)
 - 2. A team forfeiting two (2) no show matches will be subject to being dropped from the League as reviewed by the Board of Trustees.
 - 3. A team winning or losing a match by forfeit must turn in a score sheet and weekly fees. Winning team must call in the scores.
 - 4. A team winning a match by forfeit will receive the number of games (wins and loses) equal to or greater than their current game average except the first night of play where the winning team will receive nine (9) wins. If the season includes teams playing each other more than once in regular play and the team winning by forfeit had a higher match average from the previous night they played, that average will be used. The forfeiting team will receive no wins and nine (9) loses. If a team wins a match by forfeit because the opposing team fails to pay their current season dues, the winning team will receive the actual number of games won and lost with a minimum of five (5) games won, and the forfeiting team will receive no wins and nine (9) loses. (Rev. 9/01)
 - 5. A team winning a match by no show forfeit will receive three (3) win per player to be placed in the individual standings and the forfeiting team will receive three (3) losses per player.
 - 6. On a no-call in forfeit, the players will receive credit for all games played.
 - E. POSITION ROUND
 - 1. The site(s) for the position round will be determined by the teams of odd numbers (1st, 3rd, 5th, 7th ...) place. The League Secretary shall contact the captain or co-captain and the individuals to learn of their choice of location. If neither of them responds back, the Secretary will assign the location of play. (Added 09/02)
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ARTICLE IX - STANDINGS

A. TEAM STANDINGS:

1. Team standing will be determined by percentage of matches won.
2. Should there be a tie on percentage of matches won, standings will be determined by percentage of total games won.
3. In the event of a tie between multiple teams going into a playoff week, each team will have one regular team member representing the team in playoff. The playoff will be in accordance with Article IX Section D. The playoff will be at a neutral location before the position round week as determined by the Board of Trustees. (Added 7/00)

B. INDIVIDUAL STANDINGS:

1. Individual standing will be determined by the percentage of games won.
2. Any player who drops out of the league will be permanently removed from the standings. Regular players who drop from the league will not be placed on the sub list as an active player and will not be eligible for any individual awards.

C. GENERAL STANDINGS

1. All standings, both team and individual, will be published once a week to Team Captains and Board of Trustees starting with the standings of the teams and individual players after the first week of play. (Rev. 9/01)
2. Individual and team standings shall not exceed the season game limit.

D. PLAYOFFS

1. Should there be an individual tie, a play-off of a race to (3) with a maximum of (5) games will be used to determine the winner; played at a neutral location. (Rev. 4/94)
2. Should there be a "multiple" individual tie, a play-off between all tied players will be held at a neutral location. Each player will play a race to (3) with a maximum of (5) games match against every other player with the winner being determined as the player winning the highest matches. If there is a tie in matches, the player with the most total of games won will be the winner. In the event of a tie in matches and games, the tied players will begin another play-off of a race to (3) with a maximum of (5) games until a winner can be determined. (Rev. 4/94)

ARTICLE X - AWARDS

- A. Prizes and awards will be given at the end of each season.
 - B. The Board of Directors will make suggestions for awards at the end of each season to be determined by the limits of the budget. (09/03)
 - C. Team awards will be given to 1/4 of the number of team entries. (Note: Any fractional amount of qualifiers will be rounded to the nearest whole number according to mathematics.) (Rev. 4/94)
 - D. Individual awards, for regular players, will be limited to the top twenty-five percent (25%) of the players when the League consists of 11 teams or less. If the League consists of 12 or more teams, then the top ten (10) players will be given awards. (Rev. 09/03)
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1. A player must have played at least three-fourths (3/4) of the season to qualify for an individual award. (Moved from IX:B:3 - 4/94)
 - E. Awards for the 500-and-over and the 499-and-under tournaments will be given to 1/4 of the number of entries in each tournament. (Note: Any fractional amount of qualifiers will be rounded to the nearest whole number according to mathematics.) (Rev. 4/94)
 - F. MOST IMPROVED PLAYER - Any League member in good standing whose statistics are the most improved over the past two consecutive seasons. (Rev. 4/94)
 - G. ROOKIE OF THE SEASON - The best average of a new-coming regular player who has never been a member of the league before. (Added 4/94)
 - H. Any special award given, using League funds, that is not part of the aforementioned, must be voted on by the Board of Directors.
 - I. The top three (3) substitute players who have played at least 1/3 of the season will qualify for an individual award. A regular player who changes status and becomes a substitute after 1/3 of the season has been completed will not have the games won as a regular player count towards their substitute totals. When their status changes (after 1/3 of the season) their games played, won and lost, will be shown as if they had just begun the season (i.e., a new player).
 - J. Sponsor appreciation plaques will be given at the end of each season which will consist of a design recommended by a design committee. (Rev. 09/03)
 - K. The choice of a Jacket or vest (not to exceed the cost of a jacket and the difference to be paid by the member) as an award. The award will be limited to the top three (3) placing teams only. (Rev. 4/94) This award or its equivalent will only be made when the League has over 12 teams. (Rev. 09/03)
 - L. Awards banquet bid letters will include a specific budget or dollar amount as decided by a Board of Directors vote (simple majority). (Added 10/96)
 - M. Awards banquet location shall be determined through a SEALED BID PROCESS. All bids shall be submitted in writing (sealed) by the deadline designated by the Board of Trustees and shown in the bid letter. All bids are to be opened at the same time by the Board of Trustees and no other bids will be accepted after the opening. (Added 10/96)
 - N. Any League member may purchase a jacket with their name only on the front from the League Treasurer at the going rate for that season. (Added 10/96)
 - O. TEAM SPORTSMANSHIP AWARD - Awarded to the actual team members having the best sportsmanship for a season as determined by the League. Preprinted ballots will be sent to every Team Captain one (1) week prior to the last night of play. Each player will cast one vote and sign the ballot. The ballots will be collected on the last night of play at a location specified in the weekly standings. Two (2) Board of Trustee officers will collect and count the ballots. Each Team Captain is responsible for turning in the ballots for his team. (Rev. 9/01)
 - P. OUTSTANDING SERVICE AWARD – awarded to a person in good standing who is active or inactive but who at one time was an HMBL member for service performed to further the quality of the League, quality of play, donated time, work to promote the League or efforts to advance Sportsmanship. The Board of Directors will nominate a maximum of three (3) candidates and the Board of Trustees will vote to establish one (1) winner of the award per season. (Rev. 09/03)
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ARTICLE XI - TOURNAMENTS

- A. The League may sponsor certain tournaments to be open to all members of the League and/or members of other leagues. The Board of Trustees shall act as coordinators of the tournament and the League Vice-President may enlist aid to set up special committees to execute and supervise all phases of tournament direction and operation. (Rev. 10/03)
- B. The League will hold a 500-and-over tournament at the end of each season. Any member in good standing may participate according to his average. The match will be double elimination. (Rev. 10/96)
- C. The League will hold a 499-and-under tournament at the end of each season. Any member in good standing may participate according to his average. The match will be double elimination. (Rev. 10/96)
- D. In Play-Offs or Tournaments, in one location, if a player is not on premises for next game he is to play, he will forfeit that game. In case of multiple locations, player has (10) minutes from time of Tournament Directors notification to arrive at their location of play. (Added 4/94)
- E. League will hold a Scotch Doubles tournament at the final registration day prior to the season start. The first place team will be awarded with their full individual season due paid, and the second place team will be awarded with their half individual season due paid. (Added 09/02)
- F. The Presidents Cup – Each year the Board of Trustees of the League is invited to play in this fundraising tournament by the GHPBL. The current board of Trustees will play in this tournament as provided by the GHPBL. (Rev. 10/03)
- G. The Very Blind Interleague Scotch Doubles Tournament.
 - 1. The Tournament is managed by a committee of six (6). The committee shall be comprised of the HMBL Vice-President and one member from the general membership.
 - 2. The HMBL members shall be responsible to their League on all matters that need its attention.
 - 3. It shall be an annual event. (Rev. 09/03)

ARTICLE XII - SCHEDULING

- A. The Board of Trustees shall be responsible for the pairings of teams for match competition to be reviewed by the Board of Directors at the Organizational Meeting.
 - B. Team Captains WILL NOT re-schedule matches. This will only be done by the Board of Trustees within one week (whenever possible) of the originally scheduled match. If a match is rescheduled without authorization, BOTH teams will receive a forfeit.
 - 1. Team Captains will not move matches to another location without authorization from the Board of Trustees.
 - C. Matches may be scheduled on one table per match per sponsoring establishment providing their facilities provide adequate accommodations for League play as determined by the Board of Trustees to be in the best interest of the League. Any usage of additional tables will be assigned, by the Board of Trustees, according to the overflow.
 - D. Matches will be alternated weekly so each team will be scheduled to play in each establishment at least once during the season whenever possible.
 - E. Each team will be scheduled to play each other at least once during the season whenever possible.
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- F. The "HOME TEAM" in each match will be determined by the team listed first on the scheduled night of play.
- G. Should a sponsor team drop from the League, through no fault of the sponsor, matches will continue to be played at the sponsoring establishment as scheduled.
- H. Should a sponsor drop from the League, for whatever reasons, matches scheduled there will be rescheduled, by the Board of Trustees according to overflow.
- I. In the event the location of a match has to be changed (table inoperable, sponsor bar closed, etc.) from what is on the original schedule at the beginning of the season, the Board of Trustees will determine the location using sponsor establishments that have additional tables on a rotating basis.
- J. Each team shall be scheduled to be HOME TEAM and VISITING TEAM an equal amount of times whenever possible.

ARTICLE XIII - MISCELLANEOUS

- A. With the death of a League member, the League will make a \$100.00 donation to the charity of their choice, if that choice is designated on their league application. Otherwise, the decision will be voted on by the General Membership present at that meeting.
- B. If the Board of Trustees feel they cannot make a decision on a problem that may contain a "gray area", the Board may present the problem to the General Membership for a vote.
- C. The League is an amateur organization and no individual players should be paid for their performance. All present sponsor's will be notified of this standing at this time of its addition to the Policies and Procedures and all future sponsor's should be notified upon entry into the League.

ARTICLE XIV - POLICIES AND PROCEDURES

- A. The Rules, By-Laws, and Policies and Procedures may be amended, changed, altered, repealed, corrected or made additions to at the next Rules Committee Meeting held at the beginning of the next fall season, or unless just cause can be shown by a simple majority vote at a regular meeting of the Board of Directors. *When an issue is proposed which lacks the required prior notification, a vote on the issue(s) will be postponed until the next meeting thus allowing the proper notification and vote of the General Membership.* In lieu of multiple revised issues of the complete document(s) during the season, each amendment will be shown in the weekly standings and notifications sent to Substitutes if address has been provided to the Secretary. (Rev. 11/2004)

ARTICLE XV - CODE OF ETHICS (Added. 10/03)

- A. All members sanctioned by the HMBL are required to be dedicated to the promotion of honorable, fair and honest conduct and are bound to abide by the following Code of Ethics:
 - 1. *We shall not engage in illegal activity involving moral turpitude or in conduct involving dishonesty, fraud, deceit or misrepresentation. (Note: The number 1 section of this amendment has not been passed by the Board of Directors and is in committee. Therefore it does not apply at this time.)*
 - 2. We shall not make a material false statement, nor deliberately fail to disclose a material requested fact, in connection with an application for membership in the HMBL
 - 3. We shall at all times treat all players, other leagues and the public with dignity, respect and courtesy.

4. We shall always conduct ourselves and our league business in a fair and honest manner, refraining at all times from conduct or practices that inhibit the expansion of the HMBL or that reflect discredit upon the sport.
5. We shall not engage in or permit any unauthorized use of the League name or logo or the unauthorized use of any other materials in which the HMBL claims a proprietary interest.
6. We shall acknowledge the HMBL's right to sanction or suspend any member and shall not misrepresent its right to do so.

-END OF POLICIES AND PROCEDURES-