

*Welcome to the Brooklyn Queens APA Pool League!*

## NEW TEAM CHECKLIST

- Make sure you know where and when to pick up your team envelope each week - **TELL THE REST OF YOUR TEAM!**
- Make sure you know where and when your team envelope is due each week if you drop it off; if you play in a mail-in division, make sure you know to fax a copy and mail in the original scoresheet to the office the day following your match with the appropriate dues each week - **TELL THE REST OF YOUR TEAM!**
- Make sure you know how to receive your bonus point(s) each week – see Local By-Laws or Bonus Points Criteria document for details - **TELL THE REST OF YOUR TEAM!**
  - Team envelope to the drop off location on time OR mail and fax a copy of the scoresheet the day after your match
  - Include any outstanding dues and memberships fees
  - Completed scoresheet with Innings totaled, Player #'s, Defensive Shots section filled out properly
  - Sportsmanship section and Dues section filled out on scoresheet
- Make a copy of the By-Laws for each member of your team—read them!
- Read the Official Team Manual.
- Get a copy of your division schedule from the website ([meetpeopleplaypool.com](http://meetpeopleplaypool.com)) and make copies for your team and your bar. The schedule may change in the first few weeks of each session as we add new teams so keep checking the website for any changes.
- Read the newsletter each week for upcoming events and new policies.
- Check the website frequently for the same reason.

Remember to have fun and shoot with good sportsmanship!