



**ORGANIZATIONAL POLICIES & PROCEDURES**

**RULES & REGULATIONS**

# REVISIONS

(All past revision information dropped as of March 2, 2017 when reorganized manual adopted by BOD)

- 02/28/2019 Chapter 2 updated to include Board Member Emeritus  
Chapter 5 updated with new Life Memberships  
Chapter 6 underwent numerous changes including adding the Consy Lite format  
Appendix A updated with new information and reformatted  
Appendix K updated with recent HOF inductees  
ACC Bylaws changed to allow officers to serve 2 year terms
- 10/25/2019 Chapter 2.II.B Election of Officers procedure rewritten  
Chapter 2.III Organizational Chart updated realigning marketing under the President  
Chapter 3.III Executive Committee Responsibilities updated  
Chapter 6.VII.D Method to Determine Who Deals First revised  
Chapter 7 rewritten to include previous changes to the Grass Roots program  
Appendix A Item J Senior Judge list updated  
Appendix B Item I.A Election of Officers Sample Letter updated  
Appendix E Item I.A All Star Seating Chart revised
- 03/05/2020 Chapter 3.I.A Officer's election changed to 2 year terms  
Chapter 6.I.E.12 Early departures updated regarding substitutes  
Chapter 9.III.K Added bullet point regarding unauthorized early departures  
Chapter 9.VI.A.8.c Added Webmaster notification  
Chapter 9.VI.B.4.d Added Webmaster notification  
Chapter 9.VI.B.7.c Added Webmaster notification
- 10/31/2020 Chapter 2.I.D.1.a Updated JPW/ACC Open potential months  
Chapter 10.II.D & E Combined and rewrote to reflect current testing procedures  
Chapter 12.II.D.10 Updated Hall of Fame election criteria
- 03/27/2021 Appendix A Updated numerous personnel changes  
Appendix K Updated Hall of Fame inductees
- 09/24/2021 Chapter 2.C.10 Added Board Member Emeritus names  
Chapter 2.D.5 Gave President authority to change BOD meeting times  
Chapter 3.III Added note allowing Executive Committee realignment authority  
Chapter 4.III.F.2 Added ACC Programmer and updated compensation rates  
Chapter 6.I.D Updated weekday tournament rules  
Chapter 6.VII.D.2 Changed tournament start time  
Chapter 7.IV.B Updated Grass Roots awards  
Chapter 7.V.E Eliminated Divisions II & III and renamed Division IV to Division II  
Chapter 12.II Updated deadline dates and added email as a way of sending nominations  
Chapter 12.II.D.6 Updated deadline for ballot submission  
Appendix I Updated contact names under A & B  
Appendix J Updated Archivist name
- 03/03/2022 Chapter 2.II.B.4.g Allow officers running unopposed to be elected by acclamation  
Chapter 6.IV.B.2 Tournament of Champions criteria updated  
Chapter 10.II.D.3.d Added retake procedure when failing Judge's exam more than once  
Appendix K Updated Hall of Fame inductees

09/23/2022 Chapter 3.III.C Removal of requirement that VP Ethics/Policy be chair of Ethics Committee  
Chapter 4.III.F.2.b Increase of Secretary-Membership compensation to \$700  
Chapter 6.I.D.2 Increased midweek tournaments to eight per quarter  
Chapter 6.IX.C.6 Added the Grass Roots Commissioner award  
Chapter 12.D Updated HOF Voting Procedures to require use of email and online voting

03/11/2023 Chapter 6.VII.A Clarified that the money provided by the ACC is a grant  
Appendix A Item J Updated Senior Judge list  
Appendix K Updated Hall of Fame inductees

10/13/2023 ACC Constitution Article X.e Updated what is published in Cribbage World  
Chapter 2.I.D.1.a Provided for a virtual BOD meeting  
Chapter 6.I.C.3 Removed the limit on 1-day tournaments  
Chapter 6.I.E.1 Mandatory random seating for satellite events  
Chapter 6.I.F.2 Defined Legacy Events and made exclusive  
Chapter 6.VII.D.2 Moved All-Star Team Tournament to Grand National  
Chapter 9 Updated Cribbage World publication of suspended or expelled members  
Chapter 10.III.C Redefined and increased the ACC Youth Tournament grant  
Chapter 10.III.F Added a Youth Scholarship program  
Chapter 12.II Updated Hall of Fame procedures

04/23/2024 Chapter 6.I.A.3 Reduced minimum players for consolation tournaments to 10  
Chapter 6.I.E.12 Clarified forfeitures returning late from lunch  
Chapter 6.IV.1 Added 20% bonus MRPs for Legacy Events  
Chapter 9.V.A Removed automatic 6-month suspension and added guidelines  
Appendix A Item J Updated Senior Judge list  
Appendix K Updated Hall of Fame inductees

11/15/2024 Chapter 3.III.C VP Ethics/Policy title changed to VP Policy  
Chapter 6.I.B.1 Finals must be 4/7 with 257 or more  
Chapter 6.VII Legacy Tournaments identified with updated funding and bonus MRPs  
Chapter 6.VII.E Section added to include National Open  
Chapter 12.III HOF photo requirements updated  
Appendix A.I Various addresses updated  
Appendix A Item J Updated Senior Judge list

02/22/2025 Appendix K Updated Hall of Fame inductees

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# Chapter 1

## PREFACE/INTRODUCTION TO POLICIES AND PROCEDURES MANUAL

### I. Introduction

- A. The American Cribbage Congress is governed by its Constitution and Bylaws. (see preceding section)  
The Constitution and Bylaws provides direction for various policies and procedures, and the administrative structure by which to carry out such policies and procedures.
- B. This manual and all ACC official documents are the property of the American Cribbage Congress.

### II. Policies and Procedures Manual

#### A. Authority to authorize changes

1. Changes to the Policy and Procedures Manual (including the ACC Official Rulebook and Official Forms) must be approved by a simple majority of the BOD.
2. Changes to Handbooks must be approved by the "ACC Officer in Charge". (See III below for designation of "Officer in Charge")
3. Changes to "User (How to) Manuals" will be made by the ACC official doing the work and submitted to the ACC Officer in charge. The principal purpose of the User Manuals is to provide guidance to someone new to the position and give the ACC Officer in Charge an idea of how the work is performed.
4. Proposed changes must consider the level of approval required.
5. The Manual Committee (see III below) will be responsible to ensure the layout of the manual follows a consistent format.
6. The Manual Committee is responsible for the proper allocation of items within the manual.
7. An electronic file of the manual and all other ACC documents will be maintained in MS Word.

#### B. Other ACC official documents

Besides this policy manual, official documents include the ACC Constitution and Bylaws and the ACC rulebook.

#### C. Official Document Control

The Vice President of Policy will designate one person to keep the official copies of all ACC official documents and incorporate all approved changes.

#### D. Proposed changes

1. Any ACC member may propose a change to ACC policies. The proposed change, with a cover letter, must be submitted to the Manual Chair at least two months before the next BOD meeting and must include as a minimum:
  - a. Necessity or purpose of the proposed change.
  - b. Problem or issue as it currently stands
  - c. Why it is, or potentially is, a problem
  - d. How the proposed change will resolve the issue
  - e. Why the change is the best option
2. Proposed changes must be in the format used in this manual. For minor changes, wording that is dropped will be ~~struck through~~ and new wording will be shown in *italics*.
3. The manual committee will review proposed changes for:
  - a. Proper format
  - b. Effects on other parts of the manual and/or other official ACC documents
  - c. Clarity

- d. Changes that materially affect the duties of officers, officials and/or committees.  
Copies may be routed to the appropriate person or persons for comment.
- 4. When several different changes are submitted for the same section, the committee will combine the changes into one proposal whenever possible. Differences may be shown as option 1, 2, etc.
- 5. At least 3 weeks before the BOD meeting, copies of all proposed changes will be sent to each ACC BOD member.

**E. Adopted changes**

- 1. Approved changes will be added to the manual and a note placed in the section for revisions.
- 2. When appropriate, the Manual Committee Chair may request the BOD approve the manual as a unit. When this is done, the information in the section for previous revisions will be removed and a new list of current revisions started

### **III Manual Committee**

**A. Chair** - The Vice President of Policy or his/her designee will serve as chair of the Manual Committee.

**B. Committee members** - The Chair will select additional committee members as needed.

**C. Authority** - The committee has the authority to:

- 1. Automatically correct any spelling, grammar, and/or errors in format in the manual.
- 2. Combine duplicate proposals, or parts thereof, into one when the intent of the changes appears to be similar.
- 3. Incorporate changes to sections of the manual affected by BOD actions. Example:
  - a. If the BOD votes to change the sanctioning fee, all references to the sanctioning fee will be automatically updated.
  - b. To rework any section of the manual that does not meet standard format requirements.
  - c. Members involved in the specific functional area should be temporally assigned to the committee.

## Chapter 2

### BOARD OF DIRECTORS

#### I. General

##### A. Purpose:

1. Manage (administratively and financially) the ACC to achieve the greatest benefit for the ACC membership.
2. Actively promote the great game of cribbage
3. Promote and foster good sportsmanship and fellowship.

##### B. Authority:

The authority of the BOD comes from the ACC Constitution and Bylaws, the ACC Policy and Procedures Manual, and all other appropriate documents.

##### C. Membership

1. The Board of Directors (BOD) consists of 25 persons.
2. Eligibility: To run for and hold office, a member/candidate must be an ACC member in good standing when nominated for and during office, and be at least 18 years old.
3. Nominees will be elected from the state in which they reside at the time their paperwork is submitted to the Elections Committee Chair. In the case where a member normally lives in two states during the year (snow birds), then the primary state of residence will be used.
4. Term of Office: Two years, commencing/ending September 1st following the elections.
5. The BOD will be made up of no more than 10 and no less than 6 members from each region. No more than 4 members may be from a single state. The selections will be based upon the candidates receiving the most votes. Example: If only 5 candidates from region "X" are in the top 25, then the candidate with the lowest vote total from the other regions will not be elected. The next candidate from region "X", in order of receiving the most votes, will be elected.
6. Attendance: A BOD member who misses 50% of the BOD scheduled meetings, without the approval of the Executive Committee, will be removed from the BOD. A person so removed shall be barred from running again or serving on the BOD for a period of 5 years.
7. Vacancies: When a vacancy occurs on the BOD, the President shall fill the vacancy with the next available candidate from results of the last election.
8. If a member of the BOD moves to another region, this member will member will retain their seat on the BOD until the next election.
9. Members of the BOD are covered by a one-million-dollar liability insurance policy.
10. The BOD may appoint a Board Member Emeritus as an honorary post for retired Board Members who provided distinguished service. They will have no specific duties or voting rights, but may attend meetings and serve as an advisor. The following individuals have been honored by the BOD as Board Member Emeritus:

Catherine Perkins  
Jeff Shimp  
Roy Hofbauer

#### **D. Meetings:**

1. Two meetings of the Board of Directors shall be scheduled each year, in conjunction with the two ACC-sponsored major tournaments.
  - a. The JPW/ACC Open played during the March timeframe. This meeting shall be a virtual meeting and shall be scheduled close to this tournament as determined by the Executive Committee. At this meeting, the annual budget for the following FY will be approved.
  - b. The Grand National Tournament during the period of September-October. Attendance in person is mandatory. This will be considered to be the Annual meeting at which the annual reports of Officers and Standing Committees and the annual election of Officers for the ensuing year shall be on the agenda.
2. Quorum: To conduct ACC business, a quorum (13) of the BOD is required. No proxy votes are allowed.
3. All pertinent information about any proposal before the BOD must be sent to the BOD members, for their review, 3 weeks before the board meeting. Failure to send this information will require the matter to be tabled until the next BOD meeting, unless the proposal requires action prior to the next BOD meeting.
4. The President will prepare the agenda and preside over all BOD meetings.
5. All BOD meetings will begin at 9 AM, unless otherwise designated by the President.

#### **E. Protocol :**

1. Purpose:

To establish protocol for the dissemination of information among the various committees and officers of the ACC and the BOD. By establishing some type of protocol, ACC BOD members will be uniformly cognizant of actions, which have occurred and/or would ultimately reflect upon the ACC.
2. Subject Matter:

Examples of the type of communication would include such action as appointments of new members to committees, suspensions of individuals from the ACC, ACC BOD member resignations, actions taken by various committees and/or officers, etc.
3. Communications:

Any information, which is to be released to the general membership of the ACC, should first be communicated to the ACC BOD preferably within 24 hours but not later than 3 days of such a determination to disseminate the information. The person responsible for disseminating or delegating the release of information shall be the head of the ACC committee or Executive Committee Officer which handled the action. That person is responsible for informing the BOD.
4. Method: Members may be notified either via phone, e-mail, or postal service.
5. This section does not limit the right of any member of the ACC from contacting ACC members concerning topics under consideration by the BOD or an ACC committee.

## **II. Elections**

### **A. Board of Directors**

1. General:
  - a. The elections will be held during odd number years.
  - b. ACC members who are 18 years of age and over, have a valid address, and whose memberships are current at the time the mailing list is prepared, will be eligible to vote.
  - c. Anyone wishing to run for the BOD must submit his/her paperwork to the Nominating Chair or the Chair's designee by the dates advertised in the CW.

- d. Nominations will be made in the format as outlined in the BOD Election Nominating Committee Handbook. (See Appendix I)
  - e. The autobiographies are not to exceed 200 words and should be submitted as a MS Word file.
  - f. Candidates should submit a picture in digital format for printing in Cribbage World.
  - g. The VP Policy, with the approval of the executive committee, appoints the chairs of the BOD Nominating Committee and the BOD Ballot Committee. The appointments must be made by November 15th, the year before the elections are held.
  - h. The Chair of the BOD Ballot committee should be an ACC member not running for the BOD.
  - i. The VP of Policy, with the approval of the Executive Committee, will have the authority to extend the deadline for receiving ballots under special circumstances.
2. The Nominating Committee chair will:
    - a. Prepare notices to appear in the CW advising the membership of the upcoming elections and encourage all members to vote. Articles should appear several months before the nomination and election process begins.
    - b. Prepare and place a notice the February issue of CW announcing nominations are open for the ACC BOD and are due by March 5<sup>th</sup> to the Chair's designee.
    - c. Review each nomination for compliance with instructions and eligibility requirements. If a problem(s) is found concerning compliance, contact the nominee about the problem. The candidate must provide corrected information by the deadline for nominations. Verify eligibility requirements with the Membership Secretary or VP Policy. If a nominee is not eligible, contact the candidate as to why he/she is ineligible.
    - d. Ensure that a sufficient number of nominees are received for each region. If not, solicit additional nominees as needed to comply with the ACC Constitution and Bylaws.
    - e. Review the nominee's autobiographies for size, content and format.
    - f. The list of nominees and autobiographies will be sent to the CW editor in time for them to appear in the April Issue of the CW. Nominees shall appear both in CW and on the official ballot in random order. Random order shall be determined by a three-person committee appointed by the President prior to the election. Ballots must be postmarked by May 31<sup>st</sup>.
    - g. Remind the ACC Membership Secretary to provide CW printer with a mailing list of all eligible voting members.
    - h. Procedures and samples of the notices are found in the Nominating Committee's Handbook.
  3. The BOD Ballot Committee Chair is responsible for securing a post office box (USPS or Commercial) and notifying the CW Editor of the address in time for inclusion in the April Issue of the CW. After the elections are closed, the BOD Ballot Committee will count the ballots, validate the count, and, by June 10<sup>th</sup>, send the results to the VP of Policy.
  4. The VP of Policy will prepare the list of candidates based upon votes received and note the new BOD members based upon the State and Regional requirements. This list will be submitted to the ACC President by June 15<sup>th</sup>.
  5. The ACC President will notify all candidates of the results of the election by June 21<sup>st</sup>. Candidates will be notified by email or phone and followed by a letter. If a candidate questions the results of the elections, he/she will take following steps:
    - a. The candidate will verbally notify either the ACC President or the VP of Policy within two days of being notified of the results of the elections.

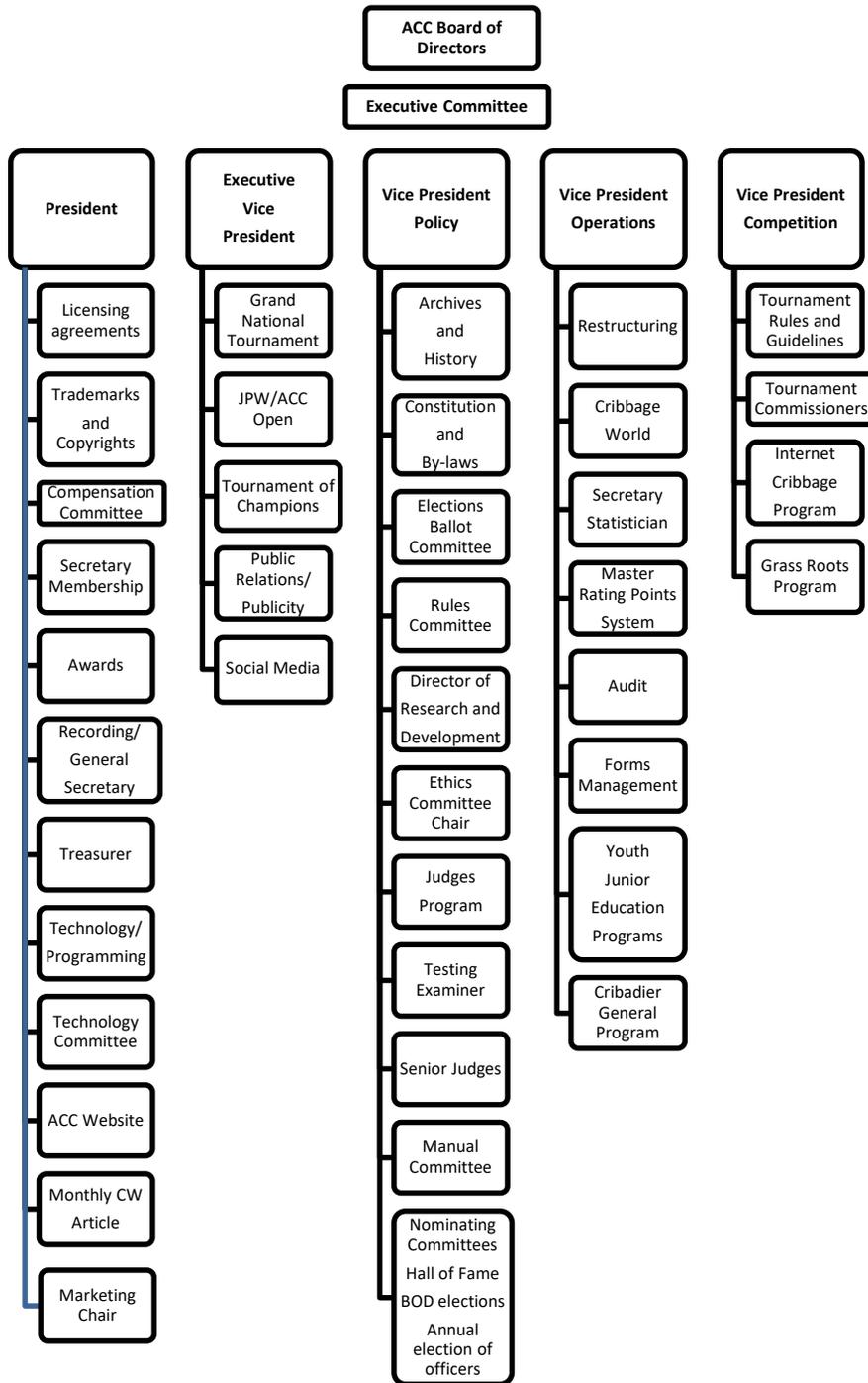
- b. A written notice listing the reasons for the candidate's objections must be received by the VP of Policy within two weeks after verbal notification has been given.
  - c. The VP of Policy will send the written objections to the Executive Committee for their review. The Executive Committee will determine if the objections have merit and take the appropriate action. It can declare the current elections results valid, call for a recount, or declare the elections invalid and order a new election.
  - d. If a recount is requested, the VP of Policy will appoint a new, independent, ballot committee chair to recount the ballots. The results will be reviewed by the Executive Committee.
6. After the President has notified the candidates and after the above process has been completed, the VP of Policy will certify the results of the elections and notify the CW Editor of the results.

## **B. Board of Directors – Officers (Executive Committee)**

1. Election of Officers:
  - a. Following the approval of the agenda at the Annual meeting following a Board of Directors election, the Board of Directors elects the ACC Officers in the following order: President, Executive VP, VP Policy, VP Operations, and VP Competition.
  - b. ACC Officers form the Executive Committee and are elected for two-year terms. Terms of Executive Committee members expire upon the election of their successor.
  - c. As per Article VI.b of the By-Laws, no more than two members of the Executive Committee shall be elected from one region.
  - d. When an Officer election takes place, the outgoing President or ranking member of the Executive Committee will conduct the Annual Meeting until the new President is elected.
2. Nominating Committee for Officers:
  - a. The Vice President of Policy, in consultation with the President, shall appoint the chairperson of the Nominating Committee for Officers.
  - b. The purpose of the Nominating Committee is to solicit nominations for Officer positions prior to the Annual meeting at which an election will take place and to facilitate the election of the BOD Officers.
  - c. The Nominating Committee is comprised of the chairperson and one BOD member from each region. Vacancies are filled as needed and additional members are allowed with the approval of the President.
3. Steps in the Nominating Process:
  - a. Prior to the Annual Meeting at which an election takes place, the Nominating Committee chairperson shall issue an invitation to BOD members, including outgoing board members and newly elected board members, to submit candidate nominations for the five Officer positions (See Appendix B.1.A Sample Letter).
  - b. Nominations are sent in writing to the Nominating Chair, who shares them with the Nominating Committee.
  - c. Nominees are contacted by the Nominating Chair to ensure their acceptance of the nomination.
  - d. The Nominating Committee creates a slate of Officer nominees that is adequately balanced to meet Article VI.b of the ACC By-Laws regarding regional representation.
  - e. The slate of Officer nominees will be released prior to the BOD meeting.
4. Election Procedures:

- a. A printed ballot template is prepared to the quickly completed as needed for the election.
  - b. The Nominating Committee chairperson facilitates the election. Each Officer position is dealt with in proper order.
  - c. The name(s) of the nominees put forward by the Nominating Committee for the position being considered are announced.
  - d. Nominations from the floor for each position being considered are invited. The nominee accepts or declines the nomination.
  - e. A motion is made to close nominations for each position being considered.
  - f. Nominees are invited to makes a brief statement in support of their candidacy.
  - g. If there is only one candidate for an Executive Office position, that person shall be declared elected by affirmation.
  - h. One paper ballot per BOD member in attendance is passed out for each officer position.
  - i. Results are announced. If no single candidate receives the majority of votes, a run-off ballot is held between the top two candidates.
5. Special Considerations:
- a. An incumbent Officer can self-nominate.
  - b. An outgoing BOD member can nominate a member of the incoming BOD up until their term officially ends.
  - c. A member of the Nominating Committee can be nominated for an Officer position, but must recuse themselves from further participation in facilitating the election.
  - d. If a BOD member is nominated for more than one office prior to the election, that individual will decide which position they prefer for the slate of officer nominees presented at the meeting. However, a candidate who is not elected for an office at the meeting may be nominated from the floor for a subsequent position.

### III Organizational Chart



## Chapter 3

### EXECUTIVE COMMITTEE

#### I. Overview

- A. Consists of five persons elected for 2-year terms by the Board of Directors at the Annual Meeting. They are President, Executive Vice President, Vice President Policy, Vice President of Operations, and Vice President of Competition. No more than 2 members shall be elected from one Region. Officer elections shall coincide with the BOD elections.
- B. The Executive Committee shall be empowered to act on all matters that cannot be reasonably deferred until the next Board of Directors meeting, subject to written report to the BOD at its next meeting.
- C. The Executive Committee shall meet at least once, either face-to-face or by conference telephone call, between each scheduled BOD meeting. It is the responsibility of the President to assure these meetings are fully documented in writing, the minutes to be read at the next BOD meeting and be included in the Secretary General's official documents for the BOD meeting.
- D. \$5,000 is the maximum amount the Executive Committee can approve for expenditures, as established by the BOD
- E. Each Executive Committee member is responsible to assure all policies, directives, and operating manuals are complete and up to date for all areas that fall within their scope of responsibilities

#### II. Duties:

- A. Approve appointments of the various committee heads, Treasurer, Membership Secretary, etc.
- B. Act for the BOD in emergency situations.
- C. Review the Ethics Committee recommendations, as appropriate.
- D. Supervise the various standing and special (ad hoc) committees.
- E. Appoint the chairpersons of the six standing committees in accordance with Article VII of the Constitution and Bylaws.
- F. Supervising officer, subject to Executive Committee approval, shall appoint chairpersons of Ad Hoc committees. Members of the Board of Directors should be named as chairperson of the various Ad Hoc committees whenever possible.
- G. Each chairperson appoints his/her own committee (with the exception of the Ethics Committee) with attention being given to appointments based on fair representation by regions.
- H. The Vice President of Operations is covered by a \$100,000 fidelity bond.

#### III Executive Committee Responsibilities\*

- A. **President (Chairperson of Executive Committee):** Licensing agreements; Trademarks and Copyrights; Compensation Committee; Secretary Membership; Awards; Parliamentarian; Recording/General Secretary; Treasurer; Technology/Programming; Technology Committee; ACC website; Monthly CW article; Marketing Chair\*\*.
- B. **Executive Vice President:** Grand National Tournament; JPW/ACC Open; Tournament of Champions; Public Relations/Publicity; Social Media.
- C. **Vice President – Policy:** Archives & history; Constitution and Bylaws; Elections Ballot Committee; Rules Committee; Director of Research and Development; Ethics Committee; Judges Program, Testing Examiner, Senior Judges; Nominating Committees - Hall of Fame, BOD Elections, Annual Election of Officers; and the Manual Committee.

**D. Vice President – Operations:** Restructuring; Cribbage World; Secretary Statistician; Master Rating Points System; Audit; Forms Management; Youth, Junior, and Education Program and the Cribadier General program.

**E. Vice President – Competition:** Tournament rules and guidelines; Tournament Commissioners; and Internet Cribbage Program; Grass Roots program.

\* These responsibilities may be realigned from time-to-time depending on the needs of the ACC as determined by the Executive Committee

\*\* (Consisting of Marketing Chair, Eastern Regional Marketing Head, Central Region Marketing Head, Western Region Marketing Head)

## Chapter 4

### OTHER OFFICES/OFFICERS

#### I. Cribbage World Editor: Position Description

- A. CW Editor is appointed by the Vice President of Operations with the approval of the Executive Committee.
- B. CW Editor attends all regularly scheduled ACC Board meetings.
- C. Cribbage World Editor coordinates his duties with the following: three Regional Tournament Commissioners, National Statistician, National Membership Secretary, Financial Secretary, Grass Roots Commissioner, Grass Roots Statistician, ACC Board of Directors, and ACC Secretary.
- D. Cribbage World Editor typesets the magazine on a monthly basis, meeting deadlines for the printer (about the 15<sup>th</sup> of each month, camera-ready copy should be submitted to the printer).
- E. Cribbage World Editor will coordinate with:
  1. Regional Commissioners who will furnish approved sanctioning requests on a routine and timely basis, for inclusion in the monthly listings in "Tournament Trail" in Cribbage World. This is important information, and should be treated with top priority and care.
  2. National Statistician who furnishes Cribbage World a monthly compilation on Master Points, including those players who have achieved 2,000, 4,000, 6,000, 10,000, and 15,000 MRP's, etc. in 5,000 MRP's increments for inclusion in each monthly issue of Cribbage World. A listing of tournaments reported for that month is included.
  3. National Grass roots Statistician furnishes Cribbage World a monthly listing of top point winners in that program, in addition to those players earning honors, 29-hands, etc.
  4. Board of Directors to ensure that all ACC business conducted by the BOD is reported via Cribbage World. Each BOD meeting is reported in synopsis form in Cribbage World. The ACC's secretary is in coordination with CW and furnishes a transcript (minutes) for this condensation.
  5. ACC members - Letters, faxes, and other communications are reported in Cribbage World. Some may be condensed, and some editorial license is permitted.
  6. Tournament directors report their tournament via a furnished "Press Release" and letters, telephone calls, etc. CW Editor, via the regional commissioners, reports this action on a monthly basis, keeping a listing of 28-hands, 29-hands, and other items of interest to the ACC's membership.
  7. Advertisers
    - a. All advertising revenues, copy, billing, typesetting (optional) are scheduled.
    - b. Checks received are transmitted to the Treasurer on a monthly basis.
    - c. A monthly up-to-date accounting is also furnished the Treasurer.
  8. Printer - Transmit camera-ready copy to printer on a timely basis. Printer coordinates with a labeler for transmittal to US Post Office. CW Editor forwards bill to Treasurer for reimbursement.
  9. Treasurer - Maintains a file of all receipts (telephone, faxes, office supplies, printer, etc.) for a monthly mailing for reimbursement.
- F. The Cribbage World Editor will maintain:
  1. Files for all past issues of Cribbage World, Master Rating Points files, Grand National files, etc. Files are important for several reasons. For example, past history may become germane to a story.

2. Equipment: The ACC furnishes the editor with a computer, printer, modem, and fax capability. Access to the Internet program is inherent to the program as well. The Editor is responsible for maintaining this equipment and keeping it functional.

**G. Summary**

Cribbage World Editor is responsible for typing and furnishing printer with camera-ready copy on a timely, monthly basis. Any method to improve readability and interest is a plus. The Editor must begin from scratch each month and produce a readable, attractive publication, complete with "Tournament Trail", MRP listings, and tournament reporting (including the top winners of every tournament played for which results are available and have not been previously published.)

## **II. Membership Secretary**

**A. Organization:**

1. The President will recommend to the Executive Committee an ACC member in good standing for the office of Membership Secretary. Individuals recommended must possess the following qualifications/abilities:
  - a. Be willing to dedicate 100 to 160 hours per month to perform the duties of Membership Secretary;
  - b. Be proactive in the protection of ACC funds, cost of expenditures, and the accuracy of the membership records;
  - c. Have or be able to obtain a working knowledge of the appropriate computer software;
  - d. Understand basic accounting principles and be able to reconcile a bank statement
2. The Membership Secretary shall:
  - a. Report activities to the President and/or the ACC Treasurer as appropriate
  - b. Act in compliance with the ACC Constitution and Bylaws, the ACC Rules Regulations, and Policy Manual as well as any other ACC applicable manuals
  - c. Attend 50% of ACC BOD meetings unless excused by the Executive Committee
  - d. Be bonded (fidelity), with the ACC paying for the cost of bonding
  - e. Be a member of the ACC but not required to be an elected member of the ACC BOD.

**B. Authorization:**

The Membership Secretary, acting as a representative of the ACC, shall be authorized to perform the following:

1. Open and maintain a checking account using the ACC IRS Tax ID number. The account will be opened with the minimum amount to avoid service charges.
2. Acquire and maintain
  - a. A separate telephone line for the operation of the ACC toll free telephone number and fax line
  - b. An Internet connection for email and Internet access
  - c. A USPS PO Box and USPS permits as applicable.
3. In the performance of his/her duties, the Membership Secretary is authorized to expend reasonable and customary funds for the following:
  - a. Upgrade software if the upgrade is under \$100
  - b. Maintain/repair ACC hardware
  - c. Maintain an inventory of supplies and forms
  - d. Purchase consumables used by ACC hardware/equipment
  - e. With the approval of the Executive Committee, purchase new equipment/hardware or to replace existing equipment/hardware needed to perform the duties assigned to the Membership Secretary.

4. Maintain an ACC revolving impress account (\$2,500), for payment of approved expenses
5. Endorse all checks, money orders, and other financial instruments received, in the name of the ACC for deposit in the Membership Secretary's checking account.

**C. Responsibilities:**

The Membership Secretary, in the performance of his/her duties, shall:

1. Process all ACC membership applications (form 2101):
  - a. Assign new members a unique ID
  - b. Keep a paper record of the application for at least 1 year.
2. Print and mail Membership Cards at least once every month. (See ACC Form 2102):
3. Send Renewal notices (Form 2103) up to three times:
  - a. six weeks before memberships expire,
  - b. on the anniversary date of the membership,
  - c. one month after the anniversary date of the membership
4. Reports:
  - a. Financial reports - see section I. D.
  - b. Prepare and file the USPS yearly report for the Periodical Permit at the appropriate time each year. A copy of the front page of this report will be printed in the Cribbage World.
  - c. Send CW mailing addresses to the printers (or their designee) each month. Coordinate the timing with the printer's representative so the labels will arrive at least one day before they are needed.
5. Maintain all ACC equipment, software and materials in his/her possession.
  - a. Update the equipment and software inventory whenever a change occurs.
  - b. Forward a copy of all updated inventory to the appropriate ACC officer
6. Maintain an adequate supply of ACC material for sale and distribution
7. Prepare a back-up and a Recovery Plan to protect any and all ACC information under his/her control.
  - a. President will approve the plan.
  - b. The plan must include, at a minimum, weekly electronic back up of information.
  - c. Comprehensive electronic back up will be stored "off-site".
  - d. Provide a method of transition in case the Secretary Membership is no longer able to fulfill his/her duties.

**D. Activities:**

1. ACC Checking Account and Financial Records.
  - a. Record keeping
    - 1) All financial records will meet standard accounting guidelines.
    - 2) All financial transactions will be recorded as per the chart of accounts.
    - 3) Notations on paper records will be made in ink.
    - 4) Electronic files will be designed to prevent deleting and/or editing existing records, at such time as the transaction is permanently recorded.
  - b. Make all withdrawals from the checking account by check.
  - c. Three officers of the ACC are authorized to sign the account: the ACC Membership Secretary, the ACC Vice President of Operations, and the ACC Treasurer.
  - d. Prepare for an audit any time deemed appropriate by the ACC Executive committee.
  - e. Send a report and a check for the adjusted gross receipts to the ACC Treasurer at the first of each month. Include the following:
    - 1) ACC Membership Activity Report (See Appendix)
    - 2) Membership Account Activity Report (See Appendix)

- 3) ACC Membership Secretary Revolving Fund Account (See Appendix)
  - f. Send the ACC Treasurer a copy of the bank statement after the account has been reconciled within two weeks after the bank statement has been received.
  - g. Send a copy of the Membership Activity and Membership Account Activity Reports to the President.
2. Payment of ACC Expenses:
    - a. Original receipts or other appropriate proof of payment must accompany all requests for reimbursement
    - b. A revolving fund report will be sent to the ACC Treasurer each month (more often if necessary) with original receipts or supporting documentation. This report will show all major expenses as line items. The ACC Treasurer will review the report and send the Membership Secretary a check, made out to the ACC to cover the amount.
    - c. The Membership Secretary may write himself/herself a check to cover out of pocket expenses. Original receipts must accompany the expense report to the ACC treasurer.
  3. Materials for Sale and/or Distribution: (See appendix D)

**E. Reviews:**

1. The President will routinely monitor the performance of the Membership Secretary. If a minor problem(s) develops, the Membership Secretary may be notified verbally and be given an appropriate time frame for corrections. If there is a re-occurring or significant problem, the President will contact the Executive committee. The Executive committee will review the problem and may notify him/her in writing allowing up to 30 days to correct the problem(s). Failure to correct the problem(s) within 30 days may result in removal from office.
2. The Membership Secretary may be immediately removed from office at any time the Executive committee determines the interest of the ACC may be seriously harmed if immediate action is not taken.

**F. Audits:**

1. The membership Secretary's account may be audited by the ACC at any time.
2. The ACC Treasurer and/or ACC VP of Operations may request an ACC audit at any time.

**G. Compensation:**

1. The Membership Secretary will operate under a contract for services. This contract will be drawn up for a time period not to exceed 3 years and may be renewed at the option of the ACC and the Membership Secretary;
2. The Secretary Membership will receive a monthly compensation for services rendered. The amount of this compensation is listed in the ACC treasurer's section
3. The ACC Treasurer will pay the compensation for the previous month on the first business day of each month
4. The Secretary Membership will be responsible for all taxes.

**H. Termination:**

1. Upon termination of his/her duties, the Membership Secretary shall:
  - a. Turn over all ACC equipment, materials, software, electronics files, etc. belonging to the ACC to the designated ACC official;
  - b. Make a temporary financial report within 7 days and any funds in excess of the outstanding checks less \$500 shall be immediately transferred to the ACC Treasurer;
  - c. Make a temporary expense report within 7 days after the duties have been terminated. Send the report and any balance of the ACC revolving impress account to the ACC Treasurer;

- d. When all the outstanding checks (written on the account or deposited to the account) have cleared the bank, make the final financial report, close the bank account, and transfer any remaining funds to the ACC Treasurer;
  - e. Remove all ACC electronic files from his/her personal equipment, unless otherwise permitted, in writing, by the Executive committee; and
  - f. Complete a forwarding notice and notify the post office as soon as possible.
2. The President will designate the method and timing of this transfer.

**I. Executive Committee Directives:**

- 1. Reports:
  - a. Monthly, an updated electronic file of all the active members will be sent to the National ACC Statistician and the Grass Roots National Statistician. The format will be as required by the software documentation.
  - b. Quarterly, a list of the active members will be sent to the ACC Tournament Commissioners, the ACC National Commissioner, the Cribbage World Editor, the Chair of the Ethics committee, and other officials as required.
  - c. A month before each ACC BOD meeting, the Membership Secretary will send each ACC BOD these biannual reports:
    - 1) Recap of special items and changes being made to procedures
    - 2) Summary of membership activity
    - 3) Income and expense summaries
    - 4) Budget showing the previous three years (if available) and the current or proposed budget
    - 5) Inventory for forms and equipment/software
    - 6) Any special needs and information of interest to the BOD.
- 2. Updates:
  - a. The membership table will be updated each month after the ACC Master Point update file has been received from the ACC National Statistician.
  - b. The membership table will be updated each month after the Grass Roots rating point update has been received from the Grass Roots National Statistician. At a minimum, this update will include the members ACC Number, Name, Lifetime rating points at the beginning of the season, seasonal rating points earned to date, and current club number.
  - c. The Grass Roots National Statistician will provide the membership Secretary with a current listing of Grass Roots clubs including club number and name, meeting information, club phone contact and club email contact.
  - d. If change(s) in judge(s) status are received from the ACC testing examiner, the appropriate tables will be updated and new lists will be returned to the testing examiner.
- 3. Transactions:
  - a. Short payments for membership dues: If an application for a new membership is received with a payment that is short \$2 or less, the membership secretary may accept the short payment and process the application. All other applications will be returned.
  - b. Overpayments for membership dues: At the discretion of the membership secretary, the expiration date may be extended at the rate of \$1/month.

### III. Treasurer

#### A. Introduction

1. With the approval of the Executive Committee, the President will appoint the Treasurer. The Treasurer must be a member of the ACC.
2. The Treasurer will serve until his/her resignation or removal by action of the Executive Committee.

#### B. Duties

1. The Treasurer's responsibilities include, but are not limited to the following:
  - a. Keep proper accounting records in accordance with general accepted accounting principles.
  - b. Maintain necessary bank accounts to conduct ACC's business.
  - c. Make all disbursement of ACC funds, upon receipt, documentation and proper approval (as outlined below).
  - d. Record all cash receipts from all sources.
  - e. Invest cash not required for current operation in insured interest-bearing account.
  - f. Provide the Board semi-annually (December 31 and June 30 fiscal year end) Income and Balance Sheet statements with comparisons to the prior year.
  - g. Provide required documentation for annual audit by the ACC auditor as selected by the Executive Committee.
  - h. Be responsible for the preparation and timely filling of annual IRS tax return.
  - i. Prepare 1099s and other documents as appropriate and as required by IRS regulations.
  - j. The Treasurer is required to attend all regularly scheduled Board of Directors Meetings.

**C. Account Authority:** The Treasurer is authorized to open and maintain an account with a banking institution of his/her choice with the approval of the President.

**D. Bond:** The Treasurer is covered by a \$100,000 fidelity bond.

#### E. Compensation Policy:

General Policies:

The ACC is an all-volunteer corporation organized for the promotion of enjoyment of cribbage by its members. All Board Members and Officers serve freely as volunteers without salary or wage compensation for their services. Nevertheless, in order to partially compensate those Board Members, Officers, and other members who spend a significant portion of their time and use a portion of their home and/or office space to perform their volunteered services, the Board has authorized certain positions be compensated as independent contractors for their time and the fair market value of space and/or equipment required to fulfill their responsibilities. Positions may be added in the future and the Board may, from time to time, adjust any and all rates as it deems appropriate. Also, one time or infrequent payments may be made to other Board Members, Officers, or other members who use a significant portion of their home and/or office space to perform additional duties requested by the Executive Committee or the Board.

#### F. Disbursements:

##### 1. General Policies:

All Directors and Officers of ACC are entitled to reimbursement for out-of-pocket expenses in order to conduct the business of the ACC. In order to be reimbursed a proper accounting of the amount spent by the individuals as the ORIGINAL receipts must be provided. The Treasurer will review, approve, and pay all expense reimbursement except for those listed below:

- a. Any expense reimbursement in excess of \$2,500 per month by the Membership Secretary.

- b. Cribbage World Editor expenses not to exceed \$500 per month.
  - c. Any expense reimbursement in excess of \$250 per month by any other Officer.
  - d. Any expense reimbursement in excess of \$100 per month by any other Board Member.
  - e. All expense reimbursements in excess of amounts above will be approved by the President, or, if it involves the President, Executive VP approval is required.
  - f. All of the Treasurer's expenses reimbursement will be approved by the President.
  - g. All fixed asset purchases will be approved by the Board or the Executive Committee.
  - h. The Executive Committee or the Board will approve all other non-routine operating expenses in excess of \$500.
2. Positions: The following positions will be compensated at the following monthly rates:
- a. Cribbage World Editor                 \$900
  - b. Secretary – Membership                 \$700
  - c. GR Commissioner                         \$600
  - d. Western Region Commissioner         \$450
  - e. Central Region Commissioner         \$300
  - f. Eastern Region Commissioner         \$300
  - g. Secretary – Statistician                 \$300
  - h. ACC Treasurer                             \$300
  - i. ACC Web Master                            \$300
  - j. GR Web Master                             \$200
  - k. Secretary-General/Recording         \$150 per set of minutes
  - l. ACC Programmer                            \$400
3. The Board may, from time to time, adjust any and all rates as it deems appropriate. Any proposed changes in the current compensation should be stated in writing and distributed to all BOD members 30 days prior to the meeting at which the proposed changes are to be acted upon.

**G. Advances/Reimbursements**

- 1. The Membership Secretary requires significant operating expenses in order to handle his/her responsibilities and may require a cash advance. The President will work with the individual to determine the amount of the cash advance, not to exceed \$2,500. The individual receiving the advance will provide monthly reports along with original receipts of the funds expended. The Treasurer will use the report to bring the cash advance back to the original amount. The Treasurer will report the amount of the cash advance in the financial reports to the BOD. Those funds are the property of the ACC and will be returned to the ACC upon request of the President.
- 2. Directors and Officers may file for expense reimbursement once each month if their expenditures are significant or longer periods of time (quarterly or semi-annually) if their expenditure levels are smaller. All Directors are requested to file a reimbursement request for all unpaid fiscal year expenses on or about June 15<sup>th</sup> each year with the request to reach the Treasurer no later than the June 30<sup>th</sup> fiscal year end. This will allow closer matching of expenses and revenues for each fiscal year. In NO event will any expenses more than 6 months old be reimbursed.

**H. Receipts:**

- 1. Most receipts come to the ACC in the form of checks made payable to the ACC and collected by the individual in charge of the function generating the income. The major ones are as follows:
  - a. Membership Secretary: Dues, Rulebook Sales, and Miscellaneous

- b. Cribbage World Publisher: Advertising
  - c. Regional Tournament Commissioners: Tournament Sanctioning Fees
2. Dues and receipts received by the Membership Secretary will be deposited into an account opened for the Secretary's benefit. At the end of each month, the Membership Secretary will prepare a report of the dues and other income received during that month and forwards all receipts to the Treasurer, either by check or inter-bank transfer. Certain banks may require minimum balances to be maintained in order to keep service charges to a minimum. Treasurer will fund a sufficient amount to the account to be used as a permanent minimum balance to avoid those service charges.
  3. The responsible collecting person will forward Advertising and Tournament Sanctioning fees to the Treasurer monthly, for deposit into the main operating account. All other receipts of any nature will be forwarded to the Treasurer for deposit into the ACC's Operating Account.

**I. Other Reporting:**

The Treasurer will provide a quarterly income statement & balance sheet to the President.

**J. Restricted Fund Balances:**

1. The ACC currently accepts gifts and donations to the Cribadier General Program and the Junior Program. The Treasurer is responsible for accepting amounts forwarded to him/her for that program, disbursing funds authorized by the managers of those programs and keeping an accounting of funds received and disbursed for those programs. Separate liability accounts will be maintained showing fund balances due and available to those programs. However, the cash received and disbursed will be commingled with the ACC's general operating funds and interest will not accrue on the fund balances.
2. The ACC Treasurer shall maintain a restricted account for the Grass Roots funds only – not to be intermingled with the general funds of the American Cribbage Congress except for the purpose of filing taxes.

## **IV Tournament Commissioners**

**A. Duties and Responsibilities:**

Administer the ACC Sanctioned Tournament program, including scheduling, monitoring, and reporting.

**B. Compensation:**

Regional Tournament Commissioners shall be compensated as stipulated in Chapter 4 III.F.2

**C. National Tournament Commissioner Duties are:**

1. Develop, interpret, and revise ACC-Sanctioned tournament standards, requirements, and recommendations and submit to the Vice President of Competition and then to BOD for approval.
2. Coordinate the work done by the Regional Tournament Commissioners.
3. Serve as a member of the Ethics Committee.
4. Resolve conflicts between tournament directors and/or between tournament directors and Regional Commissioners as necessary.
5. Serve as a contact person both within and outside the ACC regarding Sanctioned ACC cribbage tournaments.
6. Serve as a member of the (ad hoc) Payback Committee.
7. Receive tournament reports and results from the ACC Grand National Tournament and the ACC/JPW Open Cribbage Tournament.
8. Report to the Vice President of Competition.
9. Other duties as assigned by the ACC BOD/Executive Committee.

**D. Regional Tournament Commissioners - Duties are:**

1. Respond to inquiries concerning information about the ACC tournament program. This involves phone calls, personal contacts, letters, and email.
2. Upon request, provide any potential tournament director with the following:
  - a. Informational letter
  - b. Sanctioning request form
  - c. Tournament requirements & guidelines
  - d. Tournament directors information document (new directors only)
  - e. Junior Tournament information
3. Mail/email sanctioning request forms 4-6 months in advance for established tournaments. Include an information letter, and a copy of tournament requirements and guidelines.
4. Receive completed sanctioning request forms.
5. Review sanctioning request for compliance with tournament requirements and guidelines. Contact tournament director and try to work out a solution if a problem is discovered
6. Mail/email a copy of the approved or denied sanctioning request to the tournament director.
7. Mail/email a copy of the approved sanctioning request form to the Cribbage World Editor. Usually this is done at the middle and end of the month.
8. Maintain a file of the original sanctioning request forms.
9. Monitor the Cribbage World to ensure the approved tournaments are included in its "Tournament Trail" listing.
10. Receive and review the Tournament Announcement Flier. Notify the director of approval or the need for necessary changes.
11. Send out the following information to the tournament director, 2-4 weeks prior to the tournament:
  - a. Informational letter
  - b. Sanctioned tournament report forms
  - c. ACC Banner (if requested)
  - d. List of certified judges
  - e. Master Rating Point Charts
  - g. ACC membership forms
  - h. Brochure "Cribbage Anyone?"
12. Receive the completed sanctioned tournament report forms from the tournament directors and do the following:
  - a. Review the financial information to determine if the prize fund distribution policies have been complied with. If not, contact the tournament director and request an explanation
  - b. Verify that the amount of the sanctioning fee check is correct. If not, contact the tournament director and resolve the problem
  - c. If needed, add ACC numbers and addresses to the list of individuals who scored a 28 and/or 29 hands.
13. Send twice monthly copies of the sanctioned tournament reports to the National Statistician and the Cribbage World Editor. Maintain file of originals.
14. Send monthly reports of 28 and 29 hands to the Cribbage World Editor.
15. Send sanctioning fee checks to the ACC Treasurer monthly. Include a letter that describes the tournaments being reported, and a request for payment to individuals scoring a 29 hand.
16. Respond to complaints concerning tournament procedures/problems.

17. Report complaints/problems to the National Tournament Commissioner. This may be for informational purposes only, or to request assistance.
18. Serve as a member of the ACC Ethics Committee.
19. Submit recommendations for senior judges, and complaints about “poor” judges to the Commissioner of the Judges Program.
20. Submit budget requests to the National Tournament Commissioner at the beginning of the cribbage year.
21. Maintain, for distribution, an inventory of forms, brochures, banners, scorecards, etc.
22. Submit a request for reimbursement of expenses to the National Tournament Commissioner every 6 months.
23. Notify the director of any tournament scheduled prior to CW publication of a suspension/expulsion.

## **V. National Statistician**

Appointed by the Vice President-Operations with the concurrence of the Executive Committee, is responsible for maintaining Master Rating Points for the Membership of the ACC.

- A.** Based on reports prepared by Tournament Directors and forwarded to the Statistician by the appropriate Regional Tournament Commissioner, record the Master Points earned by the individual members for both Qualifying and Play-offs at the tournament. These Master Points are awarded based on formulas established by the Board of Directors.
- B.** Prepare monthly reports and send them to the Cribbage World Editor and the Webmaster of the ACC Web Site. Currently, these reports consist of the following:
  1. Names of tournaments being reported
  2. New award levels achieved
  3. All current season tournament winners
  4. Top 100 lifetime tournament winners
  5. Top 100 year to date point leaders by Region.
  6. Top 50 National point leaders
  7. All members with lifetime point totals of 1800 or more.
- C.** Provide the Membership Secretary with a copy of the database to update the MRP data in the membership records monthly.
- D.** Update the MRP database with new membership data that is provided by the Membership Secretary monthly.
- E.** Provide the Tournament of Champions Director with a list of all tournament winners for the year, a list of the top 100 point leaders by Region, and a list of all members who have achieved the Master award or greater annually.
- F.** Notify award winners (master, grand master, and life master) that he/she has a choice of either a board or plaque and he/she must notify award manufacturer by a date set to allow ample time to obtain the award before the Awards Banquet.

## **VI. Web Master**

The ACC Web Master is appointed by the ACC President with the approval of the Executive Committee. The Web Master oversees day-to-day management of the ACC website, assuring quality and filing integrity of web pages.

### **4A. Duties and Responsibilities**

1. Oversee hosting of website.

- a. Renew domain name and site hosting contract
- b. Troubleshoot any technical issues
- c. Work with hosting company to resolve technical issues
2. Responsible for the design and maintenance of the web pages, including graphics, animation and functionality.
3. Develop web page infrastructure and application related to pages with more advanced graphics and features
4. Develop new pages and sections of website.
5. Monitor web server and site technical performance and statistics.
6. Implement search engine optimization strategies and maintain links with other cribbage-related websites.
7. Promote ACC website online to increase prominence within their web community.
8. Update cribbage statistics.
  - a. Schedule/Results, Standings and Statistics monthly.
  - b. All Americans, Hall of Fame, other web sections annually.
9. Update Tournament Trail and post tournament flyers.
10. Maintain the list people to be inform via email when the site is updated.
11. Post Cribbage World .pdf and CW polls monthly. Send poll results to CW Editor.
12. Update Grand National Tournament information for promotional purposes.
13. Respond to questions, instructions and comments from the ACC Board of Directors.

## **VII. SECRETARY – GENERAL/RECORDING**

Appointed by the President, with the approval of the Executive Committee.

### **A. Duties:**

1. Handles general correspondence as needed. Records the minutes of the BOD meetings, sends them to the President for review, and then sends approved copies to members of the BOD and Editor of CW.
2. Stationery and envelopes with ACC letterhead are available from the Secretary General.
3. Handles sales of playing cards, via drop shipments, from approved distributors, to tournament directors.
4. Maintain the official master copy of the ACC Official Tournament Cribbage Rules

## Chapter 5

### MEMBERSHIP DUES AND BENEFITS

#### I. Membership:

##### A. Categories and Dues:

1. Individual \$ 20.00/Year Effective 03/01/2016.
2. Joint \$ 25.00/Year Effective 03/01/2016.
3. Junior – under 18 years old \$ 3.00/Year.
4. Life – Member (65 and over) \* \$ 300.00.
5. Life – Joint (65 and over) \* \$ 375.00.
6. Individual and joint memberships may be purchased for a maximum of three years.

\*All existing Life Memberships obtained prior to 09/18/2015 are grandfathered in and remain valid.

#### II. Active Members:

- A. Members will be considered active from the date (effective date) they join the ACC until (two) months after his/her membership expiration date unless the membership has been renewed. If the membership is renewed after that time, a new effective date will be computed.
- B. The effective date will be determined by using the following (in order of preference and the timeliness of the date), the date on the membership application, the date of the payment, the post mark, and the current date. For memberships submitted by tournament directors, the effective date will be considered to be the date of the tournament.

#### III. Benefits of Membership:

- A. Each membership includes a subscription to the Cribbage World. To satisfy USPS requirements, the value of this subscription is set at the cost of an individual membership.
- B. Current members are eligible to receive all ACC and GR awards, to earn master and rating points, and any other benefits provided by the ACC.
- C. There will be a one-month grace period for renewing any existing ACC memberships.
- D. Entitles the member to participate in all ACC sponsored tournaments and the Grass Roots program

#### IV. Member Records:

- A. Records in any form that contain personal information and are maintained by the ACC are the property of the individual member.
- B. As a member, the individual grants the ACC the right to develop and maintain these records for official purposes.
- C. Records that are generated as the result of a member's play are considered property of both the ACC and the member.
- D. It is the duty of any ACC official, who is entrusted with any records of the members, to take all reasonable precautions to protect the integrity and accuracy of those records. When replaced, the official must turn over these records (intact) to his/her successor.
- E. At no time will the ACC, or its representatives, or its agents collect Social Security numbers from ACC members. The only exception will be when a member wins an amount that must be reported the IRS. If needed, the Social Security number will be obtained when the member collects his or her prize fund. After filing the proper IRS form(s) and meeting all IRS record keeping requirements, the record(s) (paper or electronic) containing the Social Security number(s) must be totally destroyed.

**V. Loss of Benefits:**

Any member expelled or permanently suspended for any reason will lose all master and/or rating points, titles, awards, and any other benefit of the ACC.

**VI. Cribbage World Subscription:**

Individuals may only receive the Cribbage World as part of a current membership in the American Cribbage Congress. Complimentary issues may be given public entities such as libraries or individual members under special circumstances.

## Chapter 6

# TOURNAMENT REGULATIONS AND GUIDELINES

### I. Tournament Standards:

#### A. Sanctioned Tournaments:

1. All sanctioned tournaments, main and consolation, must have play-offs in order to qualify for Master Rating Points.
2. All players who qualify must have an opportunity to win.
3. The minimum number of players for a Main Tournament is seventeen (17), and the minimum number of players for a Consolation Tournament is ten (10).
4. The number of qualifying games
  - a. Two-day tournament
    - 1) Main tournament - minimum of 18 games and maximum of 22 games.
    - 2) Consolation tournament - minimum of 9 games and maximum of 10 games.
  - b. One day tournament
    - 1) Main Tournament - minimum of 11 games and maximum of 16 games.
    - 2) Consolation tournament - minimum of 7 games and maximum of 10 games. An optional "Consy Lite" format may also be used (Refer to C(2)(b) in this section).
5. Master Points will be awarded as outlined in the manual section for Master Rating Point Program.

#### B. Two Day Tournaments:

1. Qualifying round of the Main Tournament shall consist of a minimum of 18 games, with the top 25%, (rounded up to the next whole number, e.g. 57 players x 25% = 14.25. Qualifiers would be rounded up to 15.), advancing to the play-offs. Play-offs shall consist of head-to-head matches, 3 out of 5 games, with the winner advancing to the next round. Finals may be 4 out of 7 but must be 4 out of 7 if the tournament field was 257 players or more.
2. Qualifying round for the Consolation Tournament shall consist of a minimum of 9 games, with the top 25%, (rounded up to the next whole number, e.g. 57 players x 25% = 14.25. Qualifiers would be rounded up to 15.), advancing to the play-offs. Play-offs shall consist of head-to-head matches, minimum 2 out of 3 games, with winners advancing to the next round. At the Director's discretion, finals may be 3 out of 5.

#### C. One Day Tournaments:

1. Qualifying round of the main Tournament shall consist of a minimum of 11 games, with the top 25%, (rounded up to the next whole number, e.g. 57 players x 25% = 14.25. Qualifiers would be rounded up to 15.), advancing to the play-offs. Play-offs shall consist of head-to-head matches, minimum 3 out of 5 games, with the winners advancing to the next round. Prior to the tournament, the Director may request to play a 2 out of 3 game playoff related to time restraints on use of the facility.
2.
  - a. Qualifying round for the Consolation Tournament shall consist of a minimum of 7 games, with the top 25%, (rounded up to the next whole number, e.g. 57 players x 25% = 14.25. Qualifiers would be rounded up to 15.), advancing to the play-offs. Play-offs shall consist of head-to-head matches, minimum 2 out of 3, with the winner advancing to the next round.
  - b. A "Consy Lite" format may be optionally used. This format uses a playoff format only, consisting of head-to-head matches, minimum 2 out of 3, with the winner advancing to the next round. Seeding for the bracket shall be by random draw.

3. There will be no limit on one-day tournaments. However, two one day tournaments may not be conducted in the same venue on consecutive days. \*

\* Regional Commissioners may grant a maximum of three exemptions per year effective 2/9/2012.

#### **D. Weekday Tournament Rules:**

1. All tournaments beginning on a Tuesday, Wednesday, or Thursday must be two days.
2. Midweek tournaments are limited to a maximum of eight per Region per quarter.

#### **E. Tournament Mechanics:**

1. Seating must be done by random draw in all events including satellite events. Exceptions, for good cause, at the Tournament Director's discretion, for handicapped seating, separating relatives, or for location of judges.
2. In qualifying rounds consisting of more than one game against a single opponent, first deal may be determined by either the cut of the cards or by alternate deal. In the event of alternate deal, with an odd number of games, the cards should be cut to determine the dealer of the final game.
3. Game point scoring shall be 0 points for a loss, 2 points for a win, and 3 points for a skunk.
4. Tie breakers for qualifying/cashing scorecards shall be in the following order: Game points, Games won, net spread points, gross positive point spread, cut of cards.
5. All qualifying scorecards must be cross checked for each sanctioned event and the TOC.
6. Muggins will be permitted, but only if so stated on the tournament flier and applies for all sanctioned events.
7. Any disputes regarding play will be settled by judges appointed by the tournament director and announced prior to beginning of play. The ACC official tournament rules shall be used in all judging calls. There must be a least (2) judges for every call. If the judges do not agree or if a player wants a third opinion, the head judge will be called. His/her ruling will be final.
8. Head judge should be appointed by the Tournament Director from the official list of certified judges and must be a senior judge if available.
9. The tournament director of an ACC sanctioned tournament must either be an ACC certified judge or must have an ACC certified judge available during the entire time that the sanctioned play is taking place including playoffs.
10. Sanction Fee: \$3.00 per entrant in the Main Tournament and \$1.00 per entrant in the Consolation Tournament, effective January 2, 2016. The National Tournament Commissioner is authorized to waive sanctioning fees in emergency situations.
11. Tournament Directors may bar any player from participation in his/her tournament with just cause. Members may contact their Regional Commissioner if they dispute being barred from any tournament; the Regional Commissioner will contact the other Regional Commissioners and decide if the barring is warranted.
12. Early Departures/Late Returns: When a player leaves the tournament and a substitute player plays in that position, the scores shall be maintained on separate scorecards. Should the original player return, all the games missed by the original player are recorded as a loss (0 points) by -10 spread points, regardless of the substitute's results. All opponents playing the substitute shall retain their results regardless of the outcome. A player returning late from a lunch or other type of break will be given a 5-minute grace period, after which that game is forfeited and the opponent gets a win (2 points) by 10 spread points.
13. The following Tournaments are exempt from the standard format: New England Peer Tournament; National Open - NC; and Granite State Open - NH. ACC membership is required to participate in the Main and Consolation events of Grand National tournament and JPW/ACC Open.

14. Individuals who have been expelled, or are currently suspended, are prohibited from participation in any ACC function, including but not limited to: sanctioned event, satellite events, internet events, banquets, BOD meetings, and any GR events.

**F. Tournament priority:**

1. Tournament Commissioners shall give priority to any tournament displaced by the Grand National in reclaiming its original weekend the following year. No tournaments shall be sanctioned on the same weekend as the Grand National.
2. The Grand National, JPW/ACC Open, and the National Open main and consolation events are designated as Legacy Tournaments with exclusive status. No other sanctioned Master Point tournaments may be scheduled or played on their protected weekends.

**G. Legal age:**

If a player's age is criteria for receiving prize monies in the facility, city, county, or state in which the tournament is held, he/she will pay only the sanctioning fee, no entry fee, and will receive master points only, no money. Some states have a provision for the parent to receive prize money for their minor child. In that case full fee will be charged.

**H. Play-off matches:**

1. If there are insufficient qualifiers to fill the bracket, byes will be issued to the top qualifiers sufficient to fill the bracket. See Rule Book, Appendix F for bracketing diagrams.
2. In all play-off matches, the players cut for first deal and, thereafter, the loser of the previous game deals first. In playoff matches "skunks" will only count as one win.

**II. Tournament Flier:**

**A.** All tournament fliers must include the following:

1. The number of games and format to be played in the main and consolation tournaments.
2. The percentage of entrants qualifying for play-offs in each tournament.
3. The format to be used in all play-offs.
4. The costs of all tournaments and any "Q"/insurance pools.
5. Type of "Q" Pool payback and payout ratio. (equal shares or graduated).
6. A statement that, entry fees, less committed expenses shall be refunded to entrants unable to attend.
7. Playoff qualifiers will always be 25%, while Q Pools may have differing percentages.
8. The name and amount of money being given to a charity, from the entrance fee.
9. Any deadline for receipt of entries. Note: if a "Late Fee" is collected, it must be paid out as prize money or used for "Players Benefits".
10. Whether or not the tournament accepts "walk-ins".
11. Number of trophy recipients, if applicable.
12. Whether or not playing Muggins.
13. Whether or not entry fees includes, meals, coffee, snacks, etc.
14. Name and phone number of director and co-director.
15. The wording "ACC Sanctioned Tournament" and the ACC logo on the front of the flier.

**B.** All tournament fliers should include the following:

1. Type and times of satellite events.
2. Whether or not smoking is permitted.
3. Hotel room rates and phone number.
4. Directions to the Tournament Facility.

**III. Tournament Reports/Payback Information:**

- A.** Main and Consolation tournaments require a combined minimum payback of 85% cash and/or player benefit.

- B. No director is allowed to profit monetarily from any tournament. (Playing in the tournament without paying an entry fee is considered monetary benefit).
- C. Cash prize list must be available prior to the conclusion of the tournament.
- D. The tournament report must be submitted to the appropriate Tournament Commissioner within 14 days the tournament and may be submitted online. If this is not done, the commissioner would have the power to deny all sanctioning of the tournament the following year. No master points will be awarded until the Tournament Report has been received by the Commissioner.
- E. For any expenditure (exceeding \$100.00) including but not limited to meals, hall rental, and charities, the director must furnish paid receipts.
- F. Tournament directors will be required to document cash payouts, entry fees, and cash donations for each event, and submit copies of all expenses.
- G. "Non-cash" ("player benefit") returns to the players are limited to the following only: sanctioning fees, meals, coffee, Donuts, pastries, snacks, charity, prizes, and trophies. All other items, such as playing cards, printing, advertising, postage, telephone, supplies, and hall rentals are tournament expenses.
- H. All 28 and 29 hands, occurring during the sanctioned events must be listed on the tournament report. Include the players name, address, and ACC number.

#### **IV. Sanctioned Tournament Procedures:**

##### **A. Tournament Directors:**

1. Contact the Regional tournament Commissioner and request information needed for sanctioning new cribbage tournament. Indicate the dates and location where the tournament will be held.  
NOTE: The regional tournament commissioner routinely sends out sanctioning request forms 4 to 6 months in advance for established tournaments.
2. Review the information received from the regional tournament commissioner. Complete and return the tournament request form(s). If an exemption to the tournament requirements is requested, furnish complete details for the request.
3. Upon receipt of an approved sanctioning request, prepare a tournament announcement flyer and send a copy to the regional tournament commissioner for review and approval. If the sanction request has not been approved, contact the regional tournament commissioner to discuss the problems.
4. The regional tournament commissioner will send a package of information 2 to 4 weeks prior to the tournament. If this has not been received, contact the regional tournament commissioner.
5. During the tournament:
  - a. Display the ACC Banner and MRP charts.
  - b. Post cash prize fund payouts.
6. Within 14 days after the tournament is completed:
  - a. Complete all sanctioned tournament report forms (as per instructions).
  - b. Make a check payable to the ACC for the sanctioning fee (\$3.00 per main tournament entry and \$1 per consolation tournament entry).
  - c. Send the original of all reports and the entry fee check to the regional Tournament Commissioner

##### **B. Scoring:**

1. In qualifying rounds, the winner of the game will receive two (2) game points; a win by 31 or more points will receive three (3) game points; the loser of the game will receive zero (0) game points.

2. The hierarchy for determining winning or qualifying scorecards is game points, games won, net spread points, plus points only, then head-to-head results from the current tournament's qualifying round (if available). If all the previous are found to be equal and no head-to-head results are available, the players will then play one game against each other and the winner gets the higher of the two qualifying positions. If playing for the final qualifying position, the loser becomes the top non-qualifier.

**V. Rulebook:** All sanctioned tournaments and Grass Roots play must follow ACC rules.

- A. The Official Cribbage Tournaments Rules (7<sup>th</sup> Revision) were adopted, published, and copyrighted by the ACC, August 2020. A copy of the Rulebook is attached.
- B. Copies of the rulebook are available from the ACC Membership Secretary.
- C. The ACC General Secretary will maintain the official master copy of the ACC Official Tournament Cribbage Rules and a copy will be sent to the ACC Archivist.

**VI. Master Rating Point Program**

**A. Policies:**

1. To earn master points, the event must be sanctioned by the ACC. Points will be awarded for the Main Tournament and the Consolation tournament in accordance with the tables listed in Section C.1- Main Tournament; Section C.2- Consolation Tournament; and Section C.3- Double elimination tournament. In addition, MRPs earned in the main or consolation tournaments at any Legacy Event will be enhanced by 20%.
2. To earn master points, a player must be an active ACC member at the time the tournament is played.
3. The date master points will be earned will be on the last day of the sanctioned event.
4. The National Statistician will provide the CW editor with a monthly listing of the Regional Seasonal Standings. This list will be published in the CW. At the end of each season (August 1<sup>st</sup> to July 31<sup>st</sup>), a list ranking the lifetime MRP's will be sent to the CW editor.
5. The National Statistician will send a monthly update to the Membership Secretary.
6. If a member is expelled, all master points, awards, and any honors received will be forfeited.
7. Individual records for master points will be maintained and not deleted.
8. Any member wishing to question the accuracy of their master points may do so within one year from the date that the statistician enters the results.

**B. Other Required Action:**

1. The master point standings by region are due to the CW editor by the 18<sup>th</sup> of each month (End of the season reports will be due by the 15<sup>th</sup> of August).
2. The appropriate Regional Tournament Commissioner must receive ACC tournament reports by the 7<sup>th</sup> of August. Regional Tournament Commissioners' reports for the end of the season are to be received by the Secretary - Statistician by the 10<sup>th</sup> of August.
3. The Secretary - Membership, will receive electronic updates for the ACC master points by the 18<sup>th</sup> of each month (End of the season update will be due by the 15<sup>th</sup> of August).

**C. Master Point Tables: Master Rating Points (MRP) for Qualifying and Play-offs**

1. Main Tournament:

a. Qualifying Round:

Players finishing in the top 1/8 of the total field of players will earn MRPs per the following tables. For example, in an 81-player tournament, 11 players earn MRPs (1/8 - round up for any fraction over one). MRPs are scored in relation to Game Points (GP). A 22 game qualifying round is the most typical and is listed first. All players that qualify for the play-offs that are not in the top 1/8 of the field will receive 5 MRPs regardless of game points.

22 Games		11/12 Games		14 Games		16 Games		18 Games		20 Games		21 Games	
GP	MRP	GP	MRP	GP	MRP	GP	MRP	GP	MRP	GP	MRP	GP	MRP
27 *	5	14 *	5	17 *	5	20 *	5	22 *	5	25 *	5	26 *	5
28 -	10	15 -	10	18 -	10	21 -	10	23 -	10	26 -	10	27 -	10
29 -	15	16 -	15	19 -	15	22 -	15	24 -	15	27 -	15	28 -	15
30 -	20	17 -	20	20 -	20	23 -	20	25 -	20	28 -	20	29 -	20
31 -	25	18 -	25	21 -	25	24 -	25	26 -	25	29 -	25	30 -	25
32 -	30	19 -	30	22 -	30	25 -	30	27 -	30	30 -	30	31 -	30
33 -	35	20 -	35	23 -	35	26 -	35	28 -	35	31 -	35	32 -	35
34 -	40	21 -	40	24 -	40	27 -	40	29 -	40	32 -	40	33 -	40
35 -	45	22 -	45	25 -	45	28 -	45	30 -	45	33 -	45	34 -	45
36 -	50	23 -	50	26 -	50	29 -	50	31 -	50	34 -	50	35 -	50
37 -	55	24 -	55	27 -	55	30 -	55	32 -	55	35 -	55	36 -	55
38 -	60	25 -	60	28 -	60	31 -	60	33 -	60	36 -	60	37 -	60
39 -	65	26 -	65	29 -	65	32 -	65	34 -	65	37 -	65	38 -	65
40 -	70	27 -	70	30 -	70	33 -	70	35 -	70	38 -	70	39 -	70
41 -	75	28 -	75	31 -	75	34 -	75	36 -	75	39 -	75	40 -	75
42 -	80	29 -	80	32 -	80	35 -	80	37 -	80	40 -	80	41 -	80
Etc.		Etc.		Etc.		Etc.		Etc.		Etc.		Etc.	

\*The top 1/8 qualifiers receive at least the minimum MRPs regardless of game points.

**C. Master Point Tables: Master Rating Points (MRP) for Qualifying and Play-offs -**

Continued

b. Playoff Rounds

Playoff rounds are awarded MRPs by the number of rounds reached, regardless of tournament size. Larger tournaments have more playoff rounds; therefore more MRPs are available. All qualifiers earn 7 MRPs, Byes count as a win. MRPs are awarded progressively based upon the 7 + 7 formula:

17 - 32	33 - 64	65 - 128	129 - 256	257 - 512	513 - 1,024	1,025 - 2,048
1 70	1 105	1 147	1 196	1 252	1 315	1 385
2 42	2 70	2 105	2 147	2 196	2 252	2 315
3 21 *	3 42 *	3 70 *	3 105 *	3 147 *	3 196 *	3 252 *
3 21 *	3 42 *	3 70 *	3 105 *	3 147 *	3 196 *	3 252 *
5 7 *	5 21 *	5 42 *	5 70 *	5 105 *	5 147 *	5 196 *
5 7 *	5 21 *	5 42 *	5 70 *	5 105 *	5 147 *	5 196 *
5 7 *	5 21 *	5 42 *	5 70 *	5 105 *	5 147 *	5 196 *
5 7 *	5 21 *	5 42 *	5 70 *	5 105 *	5 147 *	5 196 *
	9-16 7 *	9-16 21 *	9-16 42 *	9-16 70 *	9-16 105 *	9-16 147 *
		17-32 7 *	17-32 21 *	17-32 42 *	17-32 70 *	17-32 105 *
			33-64 7 *	33-64 21 *	33-64 42 *	33-64 70 *
				65-128 7 *	65-128 21 *	65-128 42 *
					129-256 7 *	129-256 21 *
						257-512 7

\*After suffering a loss, no further MRP's can be earned (a tournament may break ties by "backward" play-offs for trophies, prize money, etc.).

2. Consolation Tournament:

a. Qualifying Round:

Players finishing in the top 1/8 of the total field of players will earn MRPs per the following tables. For example, in an 81-player tournament, 11 players earn MRPs (1/8 - round up for any fraction over one). MRP's are scored in relation to the total Game Points (GP). A 9-game qualifying round is the most typical and is listed first. All players that qualify for the play-offs that are not in the top 1/8 of the field will receive 3 MRPs regardless of game points.

9 Games		7 Games		8 Games		10 Games	
GP	MRP	GP	MRP	GP	MRP	GP	MRP
12 *	3	9 *	3	11 *	3	13 *	3
13 -	6	10 -	6	12 -	6	14 -	6
14 -	9	11 -	9	13 -	9	15 -	9
15 -	12	12 -	12	14 -	12	16 -	12
16 -	15	13 -	15	15 -	15	17 -	15
17 -	18	14 -	18	16 -	18	18 -	18
18 -	21	15 -	21	17 -	21	19 -	21
19 -	24	16 -	24	18 -	24	20 -	24
20 -	27	17 -	27	19 -	27	21 -	27
21 -	30	18 -	30	20 -	30	22 -	30
22 -	33	19 -	33	21 -	33	23 -	33
23 -	36	20 -	36	22 -	36	24 -	36
24 -	39	21 -	39	23 -	39	25 -	39
Etc.		Etc.		Etc.		Etc.	

\*The top 1/8 qualifiers receive at least the minimum MRPs regardless of game points.

b. Playoff Rounds

Playoff rounds are awarded MRPs by the number of rounds reached, regardless of tournament size. Larger tournaments have more playoff rounds; therefore, more MRPs are available. All qualifiers earn 4 MRPs. Byes count as a win. MRPs are awarded progressively based upon the 4 + 4 formula:

17 - 32	33 - 64	65 - 128	129 - 256	257 - 512	513 - 1,024
1 40	1 60	1 84	1 112	1 144	1 180
2 24	2 40	2 60	2 84	2 112	2 144
3 12 *	3 24 *	3 40 *	3 60 *	3 84 *	3 112 *
3 12 *	3 24 *	3 40 *	3 60 *	3 84 *	3 112 *
5 4 *	5 12 *	5 24 *	5 40 *	5 60 *	5 84 *
5 4 *	5 12 *	5 24 *	5 40 *	5 60 *	5 84 *
5 4 *	5 12 *	5 24 *	5 40 *	5 60 *	5 84 *
5 4 *	5 12 *	5 24 *	5 40 *	5 60 *	5 84 *
	9-16 4 *	9-16 12 *	9-16 24 *	9-16 40 *	9-16 60 *
		17-32 4 *	17-32 12 *	17-32 24 *	17-32 40 *
			33-64 4 *	33-64 12 *	33-64 24 *
				65-128 4 *	65-128 12 *
					129-256 4 *

\* After suffering a loss, no further MRP's can be earned (a tournament may break ties by "backward" play-offs for trophies, prize money, etc.).

**D. Double Elimination Tournament: Master Rating Points (MRP)**

NOTE: There is no qualifying round for double elimination tournaments. Therefore, the top 1/8 finishers (plus ties) earn 30 qualifying MRP's. The following chart is the MRPs for the final rankings.

17-24 Players <b>Double Elimination</b>		25-32 Players <b>Double Elimination</b>		33-48 Players <b>Double Elimination</b>		49-64 Players <b>Double Elimination</b>		65-96 Players <b>Double Elimination</b>	
Rank	MRPs								
1	70	1	70	1	105	1	105	1	147
2	42	2	42	2	70	2	70	2	105
3	25	3	25	3	48	3	48	3	78
4	17	4	17	4	36	4	36	4	62
5-6	7	5-6	9	5-6	25	5-6	25	5-6	48
		7-8	5	7-8	17	7-8	17	7-8	36
				9-12	7	9-12	9	9-12	25
						13-16	5	13-16	17
								17-24	7
In addition, the top 1/8* earn 30 qualifying MRPs		In addition, the top 1/8* earn 30 qualifying MRPs		In addition, the top 1/8* earn 30 qualifying MRPs		In addition, the top 1/8* earn 30 qualifying MRPs		In addition, the top 1/8* earn 30 qualifying MRPs	

D. Double Elimination Tournament: Master Rating Points (MRP) (cont.)

97-128 Players <b>Double Elimination</b>		129-192 Players <b>Double Elimination</b>		193-256 Players <b>Double Elimination</b>		257-384 Players <b>Double Elimination</b>		385-512 Players <b>Double Elimination</b>	
Rank	MRPs								
1	147	1	196	1	196	1	252	1	252
2	105	2	147	2	147	2	196	2	196
3	78	3	115	3	115	3	159	3	159
4	62	4	95	4	95	4	135	4	135
5-6	48	5-6	78	5-6	78	5-6	115	5-6	115
7-8	36	7-8	62	7-8	62	7-8	95	7-8	95
9-12	25	9-12	48	9-12	48	9-12	78	9-12	78
13-16	17	13-16	36	13-16	36	13-16	62	13-16	62
17-24	9	17-24	25	17-24	25	17-24	48	17-24	48
25-32	5	25-32	17	25-32	17	25-32	36	25-32	36
		33-48	9	33-48	9	33-48	25	33-48	25
		48	7	49-64	5	49-64	17	49-64	17
						65-96	7	65-96	9
								97-128	5
In addition, the top 1/8* earn 30 qualifying MRPs		In addition, the top 1/8* earn 30 qualifying MRPs		In addition, the top 1/8* earn 30 qualifying MRPs		In addition, the top 1/8* earn 30 qualifying MRPs		In addition, the top 1/8* earn 30 qualifying MRPs	

## **VII. ACC Sponsored Tournaments:** (Held under the auspices of the ACC)

### **A. Grand National Tournament (Legacy Tournament):**

Tournament held in conjunction with the annual Awards Banquet. It is also the occasion for the Annual Meeting of the BOD. The tournament must be held no earlier than the 3<sup>rd</sup> weekend in September and no later than the final weekend in October. The tournament rotates among the regions, held in turn in the Central, Eastern, and, Western regions. The tournament director usually is the member who submits the request, and who also directs the activities of the ACC Grand National banquet. As a Legacy Tournament, the ACC grants \$5,000 for out-of-pocket expenses or to enhance the tournament payouts and there is a 20% Master Point bonus for both the main and consolation tournaments. In addition, the ACC may grant an additional \$1,000 for the BOD luncheon. ACC membership is required to participate in the Grand National Tournament.

#### 1. Request/Approval Procedures:

- a. These procedures are designed to enable the BOD of the ACC to grant final approval during the BOD's annual meeting, which is held 3 years prior to the Grand National Tournament request.
- b. Four years prior to the Grand National Tournament, the Marketing/Executive Vice President will place a notice in the September or October issue of the Cribbage World. The notice will ask all interested in hosting the Grand National to notify the Marketing/Executive VP prior to November 15<sup>th</sup>.
- c. Upon notification from those interested, the Marketing/Executive VP will send a "Grand National Director/Co-director" form and a "Grand National Request" form (see appendix) to those interested to be returned no later than December 22<sup>nd</sup>. The Marketing/Executive VP will acknowledge all requests and notify the respondents that the Board of Directors will review the request at the next Reno meeting, and no more than two will be selected for a final decision at the Fall BOD meeting. The respondents or their representatives may be requested to give a brief presentation at those meetings. At least 30 days prior to that meeting the members of the BOD will receive copies of all requests.
- d. Unless no satisfactory bids have been received, none will be accepted after the November 15<sup>th</sup> deadline.
- e. The final decision will be made by the BOD at the Grand National BOD's meeting three years in advance of the newly requested Grand National Tournament. Applicants whose bids have been approved as finalist will be notified and informed that the applicants or a representative will be required to provide a brief presentation.
- f. The Marketing/Executive VP will notify the selected applicant.

### **B. Syl Lulinski Tournament of Champions**

#### 1. Introduction:

- a. An invitational tournament held on the Friday\* preceding the JPW/ACC Open, for a select list of cribbage players who have earned the opportunity to compete against their peers.
- b. The Marketing/Executive VP appoints the director(s) of the tournament.
- c. The director will recommend any changes to the criteria for the invitations to the Tournament of Champions.

- d. The tournament director will send invitations to all members who meet the eligibility requirements for the first time. A complete listing will be posted on the ACC website.
- e. The TOC is conducted in accordance with the rules and regulations of the ACC, including the rule(s) on Muggins.
- f. No Master Rating Points are awarded in this Tournament, because it is not open to all ACC members.
- g. No Consolation Event will be offered. An open 12 Game Satellite event will be held Friday afternoon in place of the TOC Consolation Event, thereby allowing companions of the TOC entrants to participate.
- h. Only ACC members in good standing are eligible to participate in the TOC and must have reached the age of 21 years by the date of the TOC in question. Deferments may be granted by, contacting, in advance the TOC Director listed in the Appendix.

\* Final two (2) playoff rounds shall be played following qualifying round of the JPW/ACC Open on Saturday at approximately 4:00 PM.

- 2. Invitation Criteria: The criteria for receiving an invitation are based upon the previous ACC year's accomplishments.
  - a. One-year invitation:
    - 1) Top 16 finishers of Tournament of Champions previous year.
    - 2) Anyone with as many Master Rating Points as the 50<sup>th</sup> player in a region.
  - b. Two-Year Invitation:
    - 1) Winner of a sanctioned main or consolation tournament.
    - 2) Champion of a Grass Roots club.
    - 3) Winner of a Grass Roots Regional Tournament.
    - 4) Winner of the Grass Roots National Tournament.
    - 5) Top 10% of members in Grass Roots.
    - 6) Top 10% of members in Internet play.
    - 7) Top 8% batting average in Grass Roots.
  - c. Three-year invitations:
    - 1) Top 50 Master Rating Points players from each region.
  - d. Ten-year invitations:
    - 1) Syl Lulinski Tournament of Champions winner.
  - e. Automatic Invitations:
    - 1) Anyone reaching a Masters rating (2000 MRPs) before the end of the season.
    - 2) Anyone reaching a Bronze rating (1000 GRPs) before the end of the season.
    - 3) Anyone reaching eMaster rating (2000 IRPs) before the end of the season.

**NOTE** Members qualifying for an invitation due only to being Grass Roots club Champions, Grass Roots National Tournament Champion or the Grass roots Regional Champions receive a one-year invitation to be used any of the following three years. However, if using another invitation, qualification during that time period the Grass Roots invitation would be considered used.

**C. Joseph Petrus Wergin/ACC (JPW/ACC) Open Tournament (Legacy Tournament):**

- 1. Held in conjunction with the Tournament of Champions. It is open to all ACC members. The ACC grants \$5000 for out-of-pocket expenses or to enhance the tournament payouts.
- 2. The Marketing/Executive VP appoints the director(s) of the JPW/ACC Open.

3. The tournament director conducts the JPW/ACC Open in accordance with the rules and regulations of the ACC.
4. Non-members who wish to enter the main or consolation events will be charged a higher fee which will automatically be used to purchase an ACC Membership.

**D. DeLynn Colvert All-Star Tournament:**

1. The top eight (8) Master Rating Point finishers in each Region are invited to participate in the Annual Regional Team Tournament. Substitutions are allowed if those who earned the honor are not available. Each regional Champion is the captain of that region's team and is responsible for ensuring that a complete team is fielded.
2. The Tournament is to be held in conjunction with the Grand National immediately following the BOD meeting. The tournament will start at approximately 2:00 PM.
3. The event consists of 16 games with members from each region playing all members of the other two regional teams.
4. This tournament is conducted in accordance with the rules and regulations of the ACC, including the rule(s) on Muggins.
5. Entry fee is \$800/team: 100% payback to Winning Team.
6. Option \$20 Q-Pool: Divided 40%, 30%, 20%, and 10% to the top four individual high cards.
7. Procedures
  - a. Arrange tables in three rows suitable for 8 players on each row.
  - b. Seating assignment:
    - 1) Eastern Region: 1 through 8
    - 2) Central Region: 9 through 16
    - 3) Western Region: 17 through 24
8. Divide each regional Team into two Squads of 4 each.
9. All players must cut for deal every game.
10. Method to Determine Who Deals First
  - a. If cut for deal: The winning side of the first game for each table, i.e., the team with the most game points, games won and spread points, remains seated for the final three games of the four-game match. The losing side rotates one seat to the right for the next three games. This process is repeated for each four-game set. (See Appendix E for seating chart)
  - b. If alternate deal: The table side facing the front of the room deals the odd numbered games. The table side facing the back of the room deals the even numbered games. Before games 1,5,9, and 13, one player from each team from each table cuts the cards. Low card chooses for the team to move or sit. After the first games at the table the moving team rotates one seat to the right for the next three games. This process is repeated for each four-game set. (See Appendix E for seating chart)
11. Each team of four players (6 squads) will rotate between the tables four times in order to play all of the other two Region's 8 players.
12. Winning team is determined by combining the scores of all team members for each Region.

**E. National Open Cribbage Tournament (Legacy Tournament):**

1. It is open to all ACC members. The ACC grants \$5000 for out-of-pocket expenses or to enhance the tournament payouts and a 20% Master Point bonus is awarded in both the main and consolation tournaments.
2. This tournament is held the next to the last weekend (including Monday) of July each year.

3. This tournament is a double elimination format which starts on Saturday morning and ends on Monday afternoon.
4. The consolation tournament is the normal format.
5. Non-members who wish to enter the main or consolation events will be charged a higher fee which will automatically be used to purchase an ACC Membership.

## VIII. Regionalization

### A. Introduction

1. Following a committee study in 1990, the BOD formally adopted 3 Regions for the purposes of the Master Rating Point System: Eastern, Central, and Western.
2. If a member moves from one region to another and that affects the standings of an All-Star, the BOD will review the case to make a determination as to the proper placement of the member. If a determination is needed before the BOD can meet, the Executive Committee will make the determination.
3. Regions
  - a. **EASTERN:** Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, and West Virginia. Canadian provinces include New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario, Prince Edward Island, and Quebec. All International Members not otherwise listed are also included in this region.
  - b. **CENTRAL:** Alabama, Arkansas, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota, Tennessee, Texas, Wisconsin, and includes Mexico and the Canadian province of Manitoba.
  - c. **WESTERN:** Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming. Canadian provinces include Alberta, British Columbia, Northwest Territories, Nunavut, Saskatchewan, and Yukon.

## IX. Awards

### A. Policies

1. Tournament Sanctioning Fees fund the ACC Awards program.
2. The President or President's designee, the Awards Chair, insures awards are presented in a timely manner.
3. Awards are presented at Annual Awards Banquet held in conjunction with the Grand National Tournament. For recipients unable to attend the banquet, arrangements will be made to ship their award after the banquet.

### B. Sanctioned Tournament

1. Lifetime Achievement Awards (accumulated lifetime Master Rating Points) \*
 

Cribbage Master	2,000	
Grand Master	4,000	
Life Master	6,000	
Life Master – One Star	10,000	an engraved wristwatch with one star

(Each addition 5,000 MRP generates an additional “Star” to be engraved on the back of the original wrist watch)

2. Award winners, Cribbage Master through Life Master, have their choice of board or plaque: Secretary Statistics will send a letter notifying the member he/she has reached the specific level and requesting the member’s choice.
3. **Special**
  - a. 29 Hands Certificate and \$100
  - b. 28 Hands Certificate

**C. Special Awards**

1. President’s Special Award \*  
The President of the ACC is at liberty to present honorary awards for meritorious service to the ACC.
2. All American Honors (Team)\*  
The annual All America Team of the American Cribbage Congress shall consist of the top ten MRP generating players nationally plus, if not otherwise represented, the top MRP point generator of any and all regions not represented.
3. All Star Awards \*  
Of the top eight players in each region, those who do not receive the All-American Honors are presented the All-Star Award.
4. Hall of Fame \*  
See Chapter 12 – Hall of Fame
5. Rookie of the Year \*  
This is awarded to the first year player with the greatest number of Masters Rating Points earned for one full ACC cribbage year. To be eligible for Rookie of the Year, the player may not have earned MRPs prior to February 1<sup>st</sup> of the previous MRP season, regardless of date of membership. A player may only be awarded Rookie of the Year once.
6. Grass Roots Commissioner’s Award  
The Grass Roots Commissioner may nominate any individual for meritorious service to the ACC Grass Roots program.
7. Volunteer Awards \*  
Each Regional Tournament Commissioner may nominate two individuals for this award.

\* Presented at the Grand National Banquet. Awards shall be shipped to any absent recipients.

# Chapter 7

## Grass Roots Program

### I. Introduction

The American Cribbage Congress's (ACC) Grass Roots Program is a nationwide network of chartered local cribbage clubs under the overall direction of a Grass Roots Commissioner, appointed by the Vice President of Competition, with the approval of the Executive Committee of the ACC. Local Grass Roots clubs play on a regular weekly, semi-weekly, or monthly basis, awarding Grass Roots Rating points to anyone with 12 or more game points each session. Club players also participate in Club, Regional, and National Tournaments to earn Grass Roots Rating Points and win Lifetime Achievement Awards (merchandise prizes).

### II. Organization

- A. The Grass Roots Commissioner is appointed by the Executive Committee of the ACC.
- B. The Grass Roots Commissioner shall attend all regularly scheduled ACC Board of Director (BOD) meetings.
- C. Operational control of the program is delegated to the Grass Roots Committee, consisting of a Grass Roots National Tournament (GRNT) Director, a National Statistician, and four Regional Statisticians. These are appointed by the Grass Roots Commissioner for an indefinite term.

### III Policies

- A. Members of the Grass Roots Clubs must be current members of the ACC.
- B. The Grass Roots Commissioner is covered by a \$100,000 fidelity bond.
- C. Effective July 1, 2000, the Commissioner of the ACC Grass Roots Program shall use the ACC Taxpayer ID Number for Grass Roots headquarter operations. The Commissioner will provide annual information for this account to the ACC Treasurer where it will be included on the ACC's financial report and tax return.
- D. Grass Roots Commissioner shall use the ACC Taxpayer ID Number for their headquarter operations. The Grass Roots Commissioner will provide monthly information for this account to the ACC Treasurer where it will be included on the ACC's financial report and tax return.
- E. The ACC Vice President of Operations and the ACC Vice President of Competition jointly will recommend an auditor to review the operations of the Grass Roots Program. Appointment will be reviewed for approval by the ACC Executive Committee and presented to the ACC BOD. Appropriate reports must be presented to the ACC BOD at dates designated by the ACC Treasurer.

### IV. Awards

Grass Roots members are eligible to earn GR awards during official tournament play whether at their home club or as a visitor to another club.

- A. **Lifetime Achievement** (accumulated lifetime GR Rating Points) \*

Bronze Award	1,000	Choice of Gifts
Silver Award	2,500	Choice of Gifts
Gold Award	4,000	Choice of Gifts
Platinum Award	6,000	Choice of Gifts
Diamond Award	10,000	Choice of Gifts

**B. Current Year Awards**

- 1. 28 Hands – Certificate and Pinette
- 2. 29 Hands - Certificate, Pinette, and Plaque
- 3. Grand Slam – Certificate and Pinette
- 4. Division Champions and Batting Average Champions – Certificate and Plaque
- 5. Top 10% of rated players in each Division – 2 year TOC invitation
- 6. Top 8% batting averages of players in each Division – 2 year TOC invitation
- 7. GRRT and GRNT Champions – 2 year TOC Invitation
- 8. Club Champions – 2 year TOC invitation, 3 year GRTOC invitation
- 9. Rookie of the Year in each Division – Certificate and Plaque

**C. Regional and National Tournaments Only**

- 1. 29 Hand \$100, Plaque, and Pinette
- 2. 28 Hand \$ 25, Certificate, and Pinette
- 3. Grand Slam \$ 25, Certificate, and Pinette

**V. Regions**

The Grass Roots program is geographically divided into four regions (East, Central, Northwest, and Southwest), and Travelers, primarily for statistical workload distribution. Management of Grass Roots Rating Point (GRP) computation begins at the regional level, through which tournament results are channeled to the Grass Roots level for inclusion in the Worldwide Standings.

- A. East Region:** AL, CT, DE, FL, GA, KY, MA, MD, ME, MS, NB, NC, NH, NJ, NY, NS, ON, PA, PE, QB, RI, SC, TN, VA, VT, WV.
- B. Central Region:** AR, IA, IL, KS, LA, MB, MI, MO, NE, ND, OH, OK, SD, TX, WI.
- C. Northwest Region:** AB, AK, BC, ID, MT, OR, SA, WA, WY.
- D. Southwest Region:** AZ, CA, CO, HI, NV, NM, UT.
- E. Within the Regions:** These Divisions are based upon the number of tournaments played in the season, without regard to geography. These do not include the 18-game Grass Roots Regional/National Tournaments.

Division I 25 to 36 scheduled 9-game tournaments.  
 Division II Up to 36 scheduled 6-game tournaments. (“Lite” club)

- F. Travelers Club:** Members may transfer from their local club to the Travelers Club. This transfer allows members, such as snowbirds or someone who travels with their job, to earn GR points when they play with another club. Each year Travelers may play up to 36 club tournaments plus one each of the GRRT and GRNT.

**VI. Manual**

The Grass Roots Operational Manual is attached. (See Appendix)

## Chapter 8

### Internet Cribbage Program

#### I. Overview

The Internet Cribbage Program (ICP) operates under the overall direction of the Internet Cribbage Commissioner (ICC), appointed by the Vice President of Competition with the approval of the Executive Committee. The ICP provides members an opportunity to play cribbage in online tournaments, earn rating points, and compete for annual and lifetime awards from the ACC by earning Internet Rating Points (IRPs). ACC Internet cribbage is six-card cribbage played between two opponents, with the winner being the first player to reach 121 points. The same rules, protocols, procedures and guidelines as observed in regular head-to-head cribbage will apply to internet cribbage.

#### II. Internet Cribbage Steering Committee - Roles and Responsibilities

Internet Steering Committee (ISC) consists of officers listed below and volunteers appointed by ICC to oversee and set policies and procedures for the Internet Cribbage Program, in collaboration with the Internet Cribbage Commissioner.

##### A. Internet Cribbage Commissioner (ICC)

1. Directs the Internet Cribbage Program (ICP) with the consent of the Board of Directors (BOD) and the assistance of the Internet Steering Committee.
2. Authorized to make executive decisions concerning the ICP where necessary.
3. Authorizes online tournaments.
4. Certifies Tournament Directors (TD)
5. Negotiates with Internet host sites and other third parties.
6. Organizes the activities of the Internet Steering Committee (ISC).
7. Serves as the principle liaison between the ICP and the BOD.
8. Maintains ICP email contact list and arranges for news to be distributed via email, the ACC Web page and Cribbage World.
9. Attends all regularly scheduled ACC Board meetings.

##### B. Assistant Internet Cribbage Commissioner (AICC)

1. Assists the Commissioner with any of his/her responsibilities and serves as backup if the Commissioner is unavailable.

##### C. Internet Statistician (IS)

1. Receives tournament reports from tournament directors (TDs) and enters results in database (in coordination with the Membership Secretary).
2. Publishes tournament results to ACC Web page in coordination with the ACC Webmaster (or designated assistant).
3. Publishes lifetime and annual Internet Rating Point (IRP) standings and quota status.
4. Certifies award levels (eMaster, eGrand Master and eLife Master) when attained.

##### D. Assistant Internet Statistician (AIS)

1. Certifies ACC members for online play and keeps list of valid screen names.
2. Maintains ICP membership data base. (In coordination with the Membership Secretary)
3. Provides updates on a regular basis to the TDs.

##### E. Tournament Directors (TDs)

1. Directs online tournaments in accordance with ACC rules and procedures.
2. Verifies certification of ACC members participating in tournaments.

3. Provide reports to Internet Statistician listing the final rank of ACC members

#### **F. Tournament Director Coordinator (TDC)**

1. Trains and supervises TDs
2. Liaison for ICP
  - a. Supports efforts of the TDs, answers questions, and resolves disputes.
  - b. Ensures ACC guidelines and procedures are followed
  - c. Provides quality control TDs
  - d. Advises the Commissioner on adding or removing TDs.

### **III. Policies**

- A.** Rules for Internet Play (see appendix) shall be in effect at all sanctioned ACC Internet Tournaments unless an explicit exception has been granted by the Internet Cribbage Commissioner and announced in advance.
- B.** Internet Tournaments are authorized by the Internet Cribbage Commissioner and announced in advance, either electronically or in print.
- C.** ACC membership and Player Certification are required to earn IRPs.
- D.** Players must abide by the ACC Rules of Cribbage and the ACC Code of Ethics, except where Rules for Internet Play supersede relative to technology. Any attempt to gain an unfair advantage through exploitation of the technology of online cribbage is *unacceptable* and subject to disciplinary action.

### **IV. Awards**

IRPs are accumulated throughout the season, which ends every year on July 31.

- A.** The ten players with the most IRPs receive All-Internet honors, with the highest rated player being crowned Internet Champion.
- B.** The top 10% of players earning IRPs receive an invitation to the annual ACC Tournament of Champions.
- C.** EMaster ratings may be earned according to the schedule specified in Rules for Internet Play. (See appendix)
- D.** The Internet Commissioner may nominate an individual for Internet Volunteer of the Year.

### **V. Manual**

The **Rules for Internet Play** is attached. (See appendix)

### **VI. Social Media**

The ACC maintains a variety of social media accounts. All published ACC social media content is subject to monitoring. This social media content may take the form of digital text posts and images for Twitter, Facebook, InstaGram, YouTube, and/or other similar sites. The content monitored on these sites shall adhere to the goals and the Code of Ethics of the ACC. User generated posts may be rejected or removed when the content of a post is off-subject or contains obscenity or other offensive terms. Any personal endorsements or editorials from website administrators or editors shall be clearly labeled so as not to be perceived as originating from the ACC.

## Chapter 9

### Ethics Committee

#### I. Composition

- A. Comprised of seven (7) members of the Board of Directors, who are appointed by the Executive Committee following the Annual Meeting.
- B. Each region shall be represented as follows, three to the region with the largest membership and two to each of the remaining regions.
- C. The National Tournament Commissioner and all three regional Tournament Commissioners shall be appointed to the Ethics Committee.
- D. The Vice President of Policy may assume or nominate the Ethics Committee chairperson.

#### II. Duties - Operating rules of the Ethics Committee are contained in Article X of the ACC Constitution and Bylaws.

- A. The committee is authorized to accept, investigate and hear complaints against individual members for unethical play/conduct, as alleged by signed statements filed with the Chairperson of the Ethics Committee.
- B. The committee is also authorized to suspend a member found guilty of such transgressions. The length of the suspension is to be determined by the committee. A temporary suspension from tournament and/or Grass Roots play may be ordered while the Ethics Committee investigation proceeds.
  - 1. Individuals who have been expelled, or are currently suspended, are prohibited from participation in any ACC function including but not limited to: sanctioned events, satellite events, internet events, banquets, BOD meetings, and any Grass Roots events.
- C. Expulsion(s) must be recommended to the Board of Directors, which will conduct a closed hearing with the individual so-charged afforded the opportunity to be present.
  - 1. The Board of Directors votes for expulsion or acquittal, or can return the matter to the Ethics Committee for further study.
- D. All Ethics Committee suspensions and expulsions must be published in the Cribbage World and listed in the ACC archives.
- E. The Ethics Committee will maintain confidential records of all accusations, actionable or not, along with actions taken.

#### III. Code of Ethics

Cribbage is the pastime that provides social opportunities to display true sportsmanship and respect for others, without rancor, animosity, or overwhelming self-interest during competition.

In view of the above, the following are considered to be **unacceptable** practices and are grounds for suspension or expulsion from the American Cribbage Congress:

- A. Marking or deforming cards for identification or manipulative purposes.
- B. Controlling the location of the cards in the pack before cutting for first deal or when dealing.
- C. Secreting cards for later retrieval, including surreptitiously dropping excess dealt cards from the hand.
- D. Changing or altering scorecards.

- E.** Intentionally playing poorly for the purpose of enhancing the record of an opponent or suggesting that your opponent play poorly to enhance your own record.
- F.** Actions or conversation unbecoming a member of the ACC (drunkenness, abusive language, etc.)
- G.** Initiating a violation of the rules for the purpose of gaining an advantage, whether actually gained or not, even though the rules specify a penalty for the violation.
- H.** Communicating about the play of someone else's in such a way that it affects the outcome.
- I.** Allowing an opponent to continue pegging backward after the initial occurrence(s).
- J.** Using one's position as ACC judge to purposely intimidate an opponent.
- K.** Leaving a tournament unexcused prior to completing all games in a qualifying round or a round robin format.
- L.** Actions that are detrimental to the objectives of the ACC including but not limited to any form of discrimination related to age, gender, race, religion, or sexual orientation.

By honoring all American Cribbage Congress rules, a player will have the guidelines for good sportsmanship and fair play, resulting in an enjoyable experience for all participants.

#### **IV. Purpose:**

To administer the Code of Ethics Standards established by the ACC. Article VII of the Constitution and Bylaws of the ACC authorizes the creation of the Ethics Committee. Article X provides general instructions and guidelines for the Committee to follow. The Official Rulebook of the ACC, which by reference hereto is an official part of the Manual, provides a detailed description of the Code of Ethics.

#### **V. Policies:**

- A.** A member who fails to complete the qualifying round of a sanctioned ACC tournament or a Grass Roots session shall be immediately placed under suspension pending the outcome of an investigation. Barring any special circumstances, the member shall serve a suspension as determined by the Ethics Committee, plus be refused entry into the next Grand National Tournament, Tournament of Champions, and the JPW/ACC Open.
- B.** A committee member who is personally involved in a complaint against another ACC member may participate in the discussion of the complaint, but shall not have a vote in deciding what action the committee should take concerning the complaint.
- C.** Notification of expulsion from the ACC shall be done by certified mail with return receipt requested. If return receipt is refused, then a second certified letter is sent without return receipt request.

#### **VI. Procedures:**

##### **A. Behavior/Conduct**

1. Written complaint from an ACC member shall be directed to the Chair of Ethics Committee.
2. Ethics Committee Chair will
  - a. Review the complaint to determine if it describes an action that violates the ACC Code of Ethics.
  - b. If the answer to step a. is no, write letter to the accuser stating that no violation of the Code of Ethics had occurred. If the answer to step a. is yes, continue to the step c.
  - c. If necessary telephone the accuser to obtain additional information and document conversation.
  - d. Contact each identified witness to verify the validity of the accusations. Document the conversations and ask each witness to provide a written description of the events in question.

- e. Contact Tournament Director or Grass Roots Director to verify accusations. Document conversation and ask the Director to provide a written description of what happened.
- 3. If the alleged accusation(s) are found to have substance, Ethics Chair will
  - a. Write a letter to the accused informing him/her that a complaint has been received concerning his/her behavior/conduct at <name> tournament and request an explanation within 30 days.
  - b. Review the files to determine if any prior complaints have been received concerning the accused.
  - c. Make 6 copies of any prior complaints, current complaint/supporting documentation, and letter to accused, and send to each member of the Ethics Committee. Request feedback concerning possible action(s) for Ethics Committee to consider.
- 4. If the accused responds, Ethics Chair will make copies for Ethics Committee members.
- 5. After response from accused or 30 days Ethics Chair will:
  - a. Analyze all available information and make recommendation on what action to take.
  - b. Forward accused response letter
  - c. Make recommendation to Ethics Committee members and request their input.
- 6. Based upon input from Ethics Committee members, Ethics Chair will write a letter to the accused informing him/her of what action the committee decided to take concerning the violation, including the dates of suspension, if applicable. Additionally, the letter will include a statement that the accused has 30 days to appeal to the Ethics Committee if the accused has additional information that may affect the Committee's decision. Normally, action taken for this type of violation would be a warning or a suspension.
- 7. If expulsion is justified, refer to cheating procedures (Section B) for processing complaint.
- 8. If no appeal is requested within 30 days and the member is suspended, Ethics Chair will
  - a. Send notification of punishment imposed on the accused to the Editor of the Cribbage World for immediate publication.
  - b. Notify Regional Tournament Commissioner, Grass Roots Commissioner, National Statistician, Internet Commissioner, and appropriate Grass Roots Club Director.
  - c. Notify the ACC Webmaster of names and dates to be included on the ACC Website.
- 9. Regional tournament commissioner will notify the director of any tournament scheduled prior to CW publication of suspension/expulsion.

## **B. Cheating**

- 1. Written complaint from ACC members shall be directed to the Ethics Committee Chair.
- 2. Ethics Chair will
  - a. If the complaint involves alteration of scorecard, obtain copies of all scorecards involved from Tournament Director.
  - b. Telephone the accuser to learn if there is additional information available and to verify understanding of the complaint and document conversation.
  - c. Write to each identified witness and the Tournament Director and ask them to provide in writing, what they know about the alleged cheating violation.
  - d. Review the files to determine if any prior cheating complaints had been received concerning the accused.
  - e. After 3 weeks, make copies of available information and send to members of the Ethics Committee
  - f. Request committee members to assign individuals to observe the play of the accused to document any actions that could be construed as cheating.
  - g. Make copies of all additional information and send to Ethics Committee members.

- h. If the evidence obtained through the investigation supports the accusation, write to the accused and inform him/her that complaints of cheating have been filed against him/her. The letter will request that he/she provide a written response to the accusation within 30 days.
  - i. After the 30 days given the accused to respond, analyze all available information and make recommendation on what action to taken. Complaint letters from at least two ACC members must have been received before expulsion can be pursued.
  - j. Forward letter received from the accused and recommended course of action to members of the Ethics Committee.
  - k. Request members to approve recommendation or to provide alternative course of action for the Committee to consider.
  - l. If expulsion is the Committee's recommended course of action, Ethics Chair will submit recommendation to the ACC Executive Committee for their review and approval. If a lesser punishment is recommended, proceed to step "6".
  - m. If the Executive Committee approves the expulsion recommendation, Ethics Chair will contact the President and establish a hearing date. If not approved, proceed to step "6".
3. Ethics Chair will:
- a. Notify the accused that his/her case has been referred to the Board of Directors with the recommendation that he/she be expelled from membership in the ACC.
  - b. Inform the accused that he/she is barred from further sanctioned play until the matter is resolved.
  - c. Provide the accused with the date the BOD has set to hear the case.
  - d. Remind the accused that he/she may appear at the hearing in person, and/or file counter affidavits to defend himself/herself.
  - e. Request the accused to notify the Ethics Committee Chairperson if he/she plans to attend the hearing so that proper arrangements can be made.
  - f. Provide the accused with pertinent copies of the sections of the ACC Constitution and Bylaws and ACC Policies.
  - g. Send notification of punishment imposed on the accused to the Editor of the Cribbage World for immediate publication. (Regional tournament commissioner will notify director of any tournament scheduled prior to CW publication of suspension or expulsion.)
4. The BOD conducts hearing and makes decision. If expulsion is approved, Ethics Chair will
- a. Notify the accused of the decision of the BOD.
  - b. Send notification of the punishment imposed to the editor of Cribbage World for immediate publication.
  - c. Notify all Tournament Commissioners, Grass Roots Commissioner, National Statistician, Internet Commissioner, and the appropriate Grass Roots club director.
  - d. Notify the ACC Webmaster of names and dates to be included on the ACC Website.
5. If the BOD does not believe that the breach of the ethical standards warrants expulsion, the case is referred back to the Ethics Committee for imposition of a lesser punishment, proceed to step "6".
6. Ethics Chair will
- a. Provide a recommendation for a lesser punishment to the Ethics Committee members and obtain their approval.

- b. Notify the accused of the punishment approved by the Ethics Committee. The letter will include a statement that the accused has 30 days to appeal to the Ethics Committee if the accused has additional information that may affect the Committee's decision. Include copies of the appropriate sections of the ACC Constitution and Bylaws and ACC Policies.
7. If no appeal is requested within 30 days, Ethics Chair will
- a. Send notification of punishment imposed on the accused to the editor of Cribbage World for immediate publication.
  - b. Notify all Tournament Commissioners, Grass Roots Commissioner, National Statistician, Internet Cribbage Commissioner, and the appropriate Grass Roots club director.
  - c. Notify the ACC Webmaster of names and dates to be included on the ACC Website.
  - d. Make copies of, and send, additional information necessary to complete Ethics Committee members' file on this case.

## Chapter 10

### Other Committees and Programs

#### I. Rules Committee:

##### A. Chairperson: appointed by Executive Committee.

1. Responsible for directing the activities of the rules committee, a standing committee.
2. Shall select four (4) members of the ACC to comprise the committee.
3. Shall submit proposed rules amendments to the committee members to obtain their comments and votes; revises, updates, and interprets rules after review and recommendation of the Rules Committee.
4. Shall present the committee's approved rules amendments to the ACC's Board of Directors for final approval.

##### B. The Committee

1. Shall submit all proposals for rules amendments to the Rules Committee Chairperson.
2. Shall study, comment, and vote on proposed amendments which are presented by the Rules Committee Chairperson.

#### II. Judges Program:

##### A. The Judges Committee will consist of the following currently certified judges:

1. Commissioner of the Judges Program
2. Rules Committee Chairperson
3. Testing Coordinator

##### B. Commissioner of the Judges Program

1. Individual in charge of the Judges program and its committees.
2. Liaison between the Judges Committee and the ACC officers and the BOD.

##### C. The Senior Judges Program:

1. Administered by the Chairperson of the Rules Committee.
  - a. It is anticipated that the Rules Committee Chairperson will coordinate an on-going forum for the judgmental decisions confronted by the Senior Judges, exchanging opinions and views on these knotty confrontations.
  - b. Develops and implements the Senior Judges Program, under the following criteria.
2. Qualifications of a Senior Judge:
  - a. Must be sponsored by a Tournament Director or by an ACC Director
  - b. Must be a member in good standing with the ACC, be a current certified judge, and have experience as a tournament judge.
  - c. Candidates will be evaluated by the Judges Committee and appointed by the Commissioner of the Judges Program.
  - d. Senior Judges are experienced qualified ACC judges who have shown outstanding ability to analyze situations and come to a fair and reasonable solution, capable of making judgmental decisions that are not presently covered by the ACC rules.
  - e. Senior Judges are considered to be the highest ranking representatives of the ACC regarding rules at sanctioned tournaments, advising Certified Judges about acceptable options in cases where judgmental decisions are not fully or adequately covered by the ACC rules.

3. Administration:
  - a. There will be a maximum of ten (10) Senior Judges appointed in each the ACC East and Central regions, with a maximum of sixteen (16) Senior Judges appointed in the West region.
  - b. Senior Judges will serve 3-year appointments and may be re-appointed.
  - c. Senior Judges should share their extraordinary judgmental problems with fellow Senior Judges and together seek a mutually satisfactory solution that can be used as a guide for future decisions and possible ACC rule(s) changes.
  - d. Senior Judges shall always be in active service at ACC events, and the Head Judge should always be a Senior Judge if one is present.

**D. Testing and Certification of Judges:**

1. Provides a testing and certification system for qualified Judges to serve at tournaments and in Grass Roots clubs.
2. Testing Coordinator
  - a. Is responsible for testing and certifying potential new Judges.
  - b. Develops the Judges test after review and approval of the Judges committee or those otherwise designated.
3. Certification procedures:
  - a. The candidate will send an email request to the Test Coordinator at the address listed in *Cribbage World*, currently located at the bottom left of page 3. The Coordinator will email the online test to the applicant. The applicant must complete the test online at their convenience without assistance, but is allowed to have computer help if needed.
  - b. The applicant shall send the testing fee to the Test Coordinator either to the PayPal address or US mailing address listed in the information letter received with the test.
  - c. The applicant must pass the test at a level of at least 90%. If an applicant does not pass the exam but has a score of at least 80%, the applicant may request a retake test.
  - d. Any applicant that fails the test twice must wait 2 years and be recommended by a Senior Judge before testing again.
  - e. Applicants shall receive their scores from the Testing Coordinator via email. Included will be the missed question(s) along with their correct answer(s).
  - f. The Testing Coordinator shall notify the ACC President, the Regional Tournament Commissioners, the Cribbage World Editor, the Membership Secretary, and the appropriate Grass Roots Club Director of the certification of the new Judge.
  - g. Newly certified Judges are allowed to begin judging immediately.
  - h. Any recertification of Judges shall be decided by the ACC Board of Directors.

**III. Youth Programs**

- A. The Youth Program is an educational program to foster interest in and exposure to the game for those young people otherwise unfamiliar with the game. This is accomplished primarily by the use of volunteer ACC members to teach after-school classes, youth clubs, and conduct junior tournaments. A teaching manual is available from the Director of this program. (See Appendix A)
- B. The Youth Program Director is appointed by the President, with approval of the Executive Committee.
  1. Youth Director is responsible for coordination of Cribadier General Program.
  2. The chairperson is responsible for the activities of the Cribadier General Program through contacts with tournament directors.
  3. Coordinates activities with the Youth, Junior, and Education program

- C.** Approval to conduct a Junior Tournament is granted by the regional tournament commissioners. The Regional Tournament Commissioners are empowered to approve grants of \$20 per participant up to a maximum of \$500 to Junior Cribbage Tournaments in their respective regions. This grant shall be awarded as a \$100 advance and then the balance after the tournament report is submitted along with documentation of expenses.
1. Notices are sent from regional tournament commissioners to tournament directors approximately five months prior to their tournaments, requesting their consideration to conduct a junior tournament, in conjunction with a regular tournament.
  2. If directors are unable to conduct a junior tournament, they are asked for a monetary contribution to the Cribadier General program.
- D.** Any Youth Tournament is authorized to place a free ½ page ad in the Cribbage World
- E.** The BOD authorized the purchase of 25 copies of Joe Wergin’s book “Cribbage for Kids” to be sold by the Youth Director in conjunction with the Youth Cribbage instruction Program for \$9.95 each.
- F. Youth Scholarship Program**
- The BOD has authorized a Youth Scholarship Program which will award up to three \$1000 scholarships per year to youth players. Applications shall be submitted each year by youth members and the scholarships shall be awarded one per region. However, if a region does not have an applicant, additional scholarships may be awarded in the same region. Scholarships shall be awarded by the Youth Scholarship committee, and the program shall be funded by donations.
- G. Cribadier General Program**
1. Founded in 1980 by the late James W Arblaster, the first Secretary-Treasurer of the ACC.
  2. An Honorary Certificate is awarded for a contribution of \$25 or more to this program, which is dedicated to underwrite Junior Cribbage Tournaments.

## Chapter 11

### CRIBBAGE WORLD

#### Overview

Cribbage World is the official monthly publication of the ACC, disseminating news about Cribbage, official notices, results of tournaments, a listing of future events, Grass Roots articles, advertising, and other pertinent information. Cribbage World is a trade magazine for the American Cribbage Congress. Cribbage World should unify the ACC members nationwide, and provide information concerning tournaments, status of member's Master Rating Points, GR rating points, and information about the happenings of the Grass Roots clubs. In addition, publish articles relating to cribbage, card playing and letters from members on cribbage related subjects.

- I. The CW is mailed to all members as a part of their membership dues; with the exception that only one will be sent to joint memberships and none to Junior Members when a CW is already being sent to his/her address.
- II. Accepted Periodical Class Matter (Publications mail rate) by the US Post Office
- III. Tournament Advertisements may be placed in Cribbage World for a fee. Youth Program may place a ½ page advertisement in Cribbage World free of charge.

## Chapter 12

### Hall of Fame

The ACC Hall of Fame (HOF) was established in 1982 to recognize persons who have contributed to the advancement of the American Cribbage Congress and to the promotion of the game of Cribbage.

#### I. Criteria for Nomination

- A.** A nomination for the ACC Hall of Fame may be submitted by any ACC member in good standing. The nomination must be submitted, written or typed, to the chairperson of the Hall of Fame Committee. Nomination letters shall not exceed one type written page (approximately 600 words, excluding any cover page). It is recommended but not required that the letter be submitted in the form of an MS Word file.
- B.** Those sending in more than one nominee for the Hall of Fame must submit a separate page for each nominee.
- C.** An individual nominated for the ACC Hall of Fame must meet the following *mandatory* criteria:
  - 1. Be a member in good standing of the ACC for seven (7) consecutive years or have been a member for a minimum of five (5) consecutive years until death intervened.
  - 2. Displayed and complied with the rules of ethical play.
  - 3. Displayed and complied with the standards of good sportsmanship.
- D.** In addition, to be eligible for nomination, a candidate should meet several of the following criteria:
  - 1. Promoted the game of Cribbage and/or served the American Cribbage Congress by specific accomplishment as specified in the nominating letter.
  - 2. Established his/her expertise by being rated a Master Player or higher.
  - 3. Established his/her expertise by being rated a Bronze Award recipient or higher in the Grass Roots Program.
  - 4. Served as a Tournament Director of an ACC sanctioned tournament for a minimum of five (5) years.
  - 5. Served as a Grass Roots Club Director for a minimum of five (5) years.
  - 6. Served as a member of the Board of Directors of the ACC for a minimum of four (4) years.
- E.** A current member of the Board of Directors must initiate any exceptions to the above criteria. Exceptions must be approved by the BOD.

#### II. Election procedures

- A.** A notice and criteria shall be published annually in the November and December issues of Cribbage World stating that nominations must be sent, via email only, to the Hall of Fame Chairperson, and received by the following January 15<sup>th</sup>. A copy of the “standard” nomination letter will be published with the notice. A nominees’ statistics need not be included. If notices and criteria are listed in multiple locations, the Chair is responsible for insuring the consistency of all information.
- B.** The Hall of Fame Chairperson will:
  - 1. Review all letters of nomination received for compliance with the nominating criteria
  - 2. If a letter is not in compliance, the writer will be notified by January 11<sup>th</sup> as to the reason and given the opportunity to amend the letter. Corrected letters must be received by January 21<sup>st</sup>.

**C. Hall of Fame Panel (100 voting members):**

1. In addition to the 25 members of the BOD, seventy-five (75) members will be selected from the ACC general membership. Each BOD member will select an additional 3 members from the active membership and forward name and other pertinent information as specified by the Chair, HOF, to the Chair HOF. Each member selected must:
  - a. Be an active member for at least 5 years
  - b. Have played in ACC Sanctioned tournaments in at least two regions of the ACC.
  - c. Be able to state that he or she has followed and will follow events and careers in the ACC, and that he or she is interested and able to cast votes concerning who deserves induction into the Hall of Fame
  - d. Be willing to vote online. It would be acceptable to cast a ballot with no names selected. Failure to return a ballot without the approval of the HOF Chairperson will result in removal from the panel.
  - e. Be able to vote on merits, rather than politics.
  - f. The term of membership on the panel will be 2 years, coinciding with the term of the BOD member naming the member for the panel, however, if reelected a BOD member may or may not change his/her panel members.

**D. Voting Procedures:**

1. Voting for the HOF will be done online by secret ballot.
  2. All nominations will be placed on one ballot.
  3. Below the candidate's names, will be a box with the note: "Enter the number of votes casted or 0, for none of the above."
  4. The HOF chair will email ballots and copies of all nominating letters to each member of the HOF panel after the January 15 deadline for receiving nominations. A cover letter will include the purpose of the HOF (see 1st paragraph of this section) and instructions for online voting.
  5. The members of the HOF panel will review all nominations and vote for those candidates for whom they determine meet the criteria for the HOF and deserve induction therein. A panel member may elect to vote for "none of the above".
  6. Voting must be completed by February 15<sup>th</sup> unless the HOF chair has extended the time.
  7. The HOF chair will bring the online voting results to the next scheduled BOD meeting.
  8. Ballots shall be verified by non-nominated member(s) of the ACC selected by the HOF chair. The results will be kept confidential until they are announced at the BOD meeting.
  9. In the event that there is a request for a recount or audit, the HOF chair will bring all ballots and tally sheets to the BOD meeting.
  10. To be elected to the Hall of Fame, a nominee must receive a minimum of 75% positive votes from the total votes cast by the HOF panel. All nominees attaining the 75% minimum are elected. In addition, any nominee that received greater than 50% may also be elected to the HOF by a 2/3 majority vote of the BOD. This vote shall be taken by secret ballot.
- E.** The President will notify all members elected to the Hall of Fame and inform them that they need to provide a photograph as specified in Section III. The names of those elected will be published in the next issue of the Cribbage World.
- F.** Inductions will take place at the next Grand National Tournament.

### **III. Photo Format**

- A.** When elected to the Hall of Fame, the candidate will supply a digital color photo to the Hall of Fame chair. The Hall of Fame chair will procure an 11 x 14 framed copy for presentation at the Hall of Fame induction ceremony.
  
- B.** ACC will pay up to \$125 for a picture done to the above specifications

## Chapter 13

### External Relations

#### I ACC Contact Information:

A. **Webmaster:** [webmaster@cribbage.org](mailto:webmaster@cribbage.org)

B. **Cribbage World:** [cribbage@iserv.net](mailto:cribbage@iserv.net).

C. ACC Memberships and Address Changes can be made through: [membership@cribbage.org](mailto:membership@cribbage.org) or by phoning 1-888-PEGGING.

II. **The Public Relations/Publicity Committee:** seeks, through newspaper, magazine, and other publications, to publicize the ACC, its various activities, and tournaments.

III. **Internet:** The ACC has its own Home Page on the World Wide Web (Internet), at [www.cribbage.org](http://www.cribbage.org)

#### IV. Pamphlets:

A. **“Cribbage Anyone?”:** Contact the regional tournament commissioners or the Secretary-Membership for copies. See Appendix D.

V. **Licensing Agreements:** The ACC has developed a Licensing Agreement allowing others to use the ACC trademark or copyrighted printer material for their own gain, on a fee or no-fee basis.

#### VI. Trade Marks and Copyrights

A. **ACC Logo:** The design of the ACC logo was filed with the U. S. Patent & Trademark Office, Washington, DC on November 29, 1994 for an initial 10-year period.

1. The ACC President will maintain the Official copy (both paper and electronic) of the ACC Logo. Additional copies will be filed with the ACC Archivist.
  2. The ACC President will be responsible for the maintenance and for updating of the copyright.
  3. Use for official purposes by ACC members.
    - a. The ACC logo may be used on any correspondence and/or advertisement of ACC sponsored or sanctioned event(s). There are no royalty fees associated with such use and prior approval is not required.
    - b. The ACC logo may be used on any fund raising activity where the entire proceeds are used to fund normal ACC activities. There are no royalty fees associated with such use and prior approval is not required.
  4. Uses not covered in I. A. 3.
    - a. Any ACC member or non-member must apply for a license agreement to use the ACC logo
    - b. The license agreement may or may not include a fee.
    - c. For license agreement application forms contact the ACC President.
  5. Use of the ACC logo (Trademark) is subject to the copyright laws of the United State of America.
- B. **ACC Rulebook:** The ACC’s Official Cribbage Tournament Rulebook was copyrighted by filing it with the Library of Congress on March 3, 1993, for a 75-year period. The current rulebook is copyrighted 2016.
1. The Official Master copy of the ACC Rulebook will be maintained by the ACC Secretary General. Copies of the rulebook will be sent to the ACC Historian.
  2. The ACC President will be responsible for filing revisions with the Library of Congress.

3. ACC members may copy any portion of the ACC Rulebook while conducting official business and/or in connection with any ACC sponsored event. Prior approval and licensing fees do not apply.
5. For other uses, a license agreement must be obtained.
  - a. A fee may or may not be assessed.
  - b. Applications must be filed with the ACC President.
6. Use of the ACC Rulebook is subject to the copyright laws of the United State of America.

**C. ACC software:**

1. Custom Software
  - a. Use of the software is limited to those ACC officials requiring the software in performance of their duties.
  - b. ACC custom software will only be copyrighted, if such software will be sold commercially
  - c. The ACC Member at Large will maintain the official copy(s) of all ACC Software including, but not limited to the executable files, the source code, table structure, program documentation, and user manuals.
2. Commercial software
  - a. The ACC will retain ownership of all commercial software purchased for the use of any ACC official to be used in the performance of their duties, unless the ownership of the software has been transferred to the specific user.
  - b. An inventory of all ACC software will be maintained and included with the equipment inventory.

**D. Information ownership:**

1. Personal information: All personal information about any member, collected and maintained by any ACC official will be considered property of the individual. By giving this information, the members grant officials of the ACC permission to use this information for official purposes only. Public release will be limited to Name, City, and State except as stated in Section D. 1. c. and d. The ACC Secretary - Membership will maintain the official records containing personal information. This section does not restrict the use of names, address, email addresses, phone numbers, etc. when publishing contacts for ACC sanctioned tournaments and Grass Roots Clubs, and ACC officials in official ACC publications (this includes the ACC web site). Any information collected by any ACC official during an investigation of any ACC member by the Ethics Committee will be the sole property of the ACC.
2. Other information:
  - a. Any information about individuals, of a non-personal nature, is considered jointly owned by the ACC and the individual member. This information includes, but is not limited to ACC Master points, GR rating points, awards (ACC and/or GR), certifications (example judges), and special appointments.
  - b. The ACC Secretary Statistician will keep the official ACC master point records. The ACC Secretary Membership will maintain a duplicate of this information. The duplicate information will be updated monthly.
  - c. The official Grass Roots rating point records will be kept by the Grass Roots National Statistician. The ACC Secretary Membership will maintain a duplicate of this information. The duplicate information will be updated monthly.
  - d. Information of a non-personal nature (ACC Tournament information, Grass Root club information, ACC reporting forms, etc.) will be considered the sole property of the ACC.

3. Storage: All electronic data will be stored in a format that can be retrieved by the ACC approved software standards. Software using storage techniques that do not meet these standards will provide routines to export the information into an ASCII delineated file or a file format meeting the ACC software standards.

## Chapter 14

### Equipment

#### I. Policies

- A. The Vice President of Competition is responsible for equipment and software and any related policies and procedures.
- B. Tournament equipment: The ACC does not officially endorse any make or brand of playing cards or cribbage boards.
  - 1. Playing cards: Jumbo-numbered cards are recommended for general use. Whenever possible, new playing cards should be used in the Main Sanctioned tournaments as well as play-offs
  - 2. Cribbage boards: All sanctioned tournaments will use “long boards” (60 holes up and 61 back) for tournament play.
- C. Computer and other Equipment
  - 1. Equipment considered necessary for the functioning of any ACC position will be provided by the ACC or leased from the individual appointed or elected to that position.
  - 2. Any equipment purchased or leased must meet current industry standards for the specific application. Price, quality, and compatibility will all be considered when making a purchase.
- D. Computer Software:
  - 1. Commercial software: For official uses, the ACC standards will be those individual applications (or groups of individual applications) found in the following in any of the packages of:
    - a. Microsoft Office
    - b. Microsoft Visual Studio
  - 2. Custom Software:
    - a. Application requirements will be developed for any custom software that will be purchased by the ACC. A committee will be appointed to develop those requirements.
    - b. The purchase price will include, at a minimum, the executable code, source code, documentation for data file/table definitions, internal/external documentation, and a user manual.
    - c. Development will be done in a manner that is compatible with current software technology and be compatible with the ACC software standards.

#### II. Ownership

- A. Equipment and/or commercial and software purchased by the ACC:
  - 1. Items purchased by the ACC, with a value of less than \$200 will become the property of the individual for whom it was purchased.
  - 2. Items with a purchase value of \$200 or more will be the property of the ACC and be inventoried.
  - 3. Inventoried items will be amortized over the normal life expectance of the specific equipment and/or software.
  - 4. Items with a residual value of 0 will become the property of the individual for whom it was purchased.
  - 5. If the duties of a position are reassigned, the replaced person may purchase the equipment/commercial software at book value.
- B. Custom software purchased by the ACC:

Ownership will always remain with the ACC. If the duties of a member using custom software are reassigned to another member, the current member must surrender all software and associated files to the appropriate ACC representative. The current member will maintain the software and information on their system until the transfer has been successfully completed. At that time, the software and files will be deleted.

**C. Purchased by the member:**

1. If the item is considered necessary to conduct ACC business, the ACC will reimburse the member for the use of these items based upon the amortization schedule used for ACC owned items.
2. Ownership of these items will remain with the member.

**D. Use of ACC equipment and/or software**

The member will be allowed to use the equipment and/or commercial software for personal or non-ACC business.

**III. Inventory:**

- A.** The Vice President of Competition will maintain a list, by position, of all equipment and/or software considered necessary to conduct ACC business.
- B.** An inventory will be maintained of all equipment and/or software with an original value of \$200 or more.
- C.** The Vice President of Competition will be responsible for maintaining an accurate accounting of all ACC equipment and software. Inventory lists will be updated yearly and at any time new items are purchased.
- D.** The inventory will be included in the ACC Treasurer's report.
- E.** The inventory forms are included in the Appendix – Forms.

**IV. Purchases:**

- A.** It will be the responsibility of the Vice President of Competition to include the need for any new item to be purchased in the ACC annual budget prepared by the ACC Treasurer. See item C. below for exceptions.
- B.** If the cost of an individual item will exceed \$200, the budget will list specific item and the intended recipient.
- C.** If there is a change in personnel, the Vice President of Competition has the authority, in conjunction with the ACC Treasurer, to authorize the purchase or lease of the equipment and/or software required for that position. This authority is subject to the availability of funds.

## Chapter 15

### ACC AUDIT

#### I. Audit

The Vice President of Operations is responsible for obtaining professional audits of all ACC funds every two years and when there is a position change as described below.

#### II. Limited Audit:

- A. A limited audit shall be performed when personnel changes are made to the positions of Treasurer, Membership Secretary, and Grass Roots Program Commissioner. Funding for the audit will be paid by the ACC.
- B. The purpose of this policy is to protect the interest of the ACC, the incumbent, and his/her successor. This is to ensure that all ACC resources under the control of the incumbent (inventory/equipment/funds/etc.) have been accounted for and properly transferred to his/her successor. The audit must be done at the time of the transition.

# Appendix A

## I. ACC Volunteers and Personnel:

### A. Tournament Commissioners

1. National: Patrick Barrett (715) 424-5059  
8311 Hwy 13 S, Lot 55  
Wisconsin Rapids, WI 54494
2. Eastern: Mark Soule (207) 751-0933  
89 Sam Moore Road  
Woolwich, ME 04579
3. Central: Patrick Barrett (715) 424-5059  
8311 Hwy 13 S, Lot 55  
Wisconsin Rapids, WI 54494
4. Western: Rick Shea (707) 599-4605  
6282 Humboldt Hill Road  
Eureka, CA 95503-7060

**B. Treasurer:** Marlene Lazachek (414) 427-4595  
8102 Legend Drive, Franklin, WI 53132-9604

**C. Secretary-Statistics:** Marlene Lazachek (414) 427-4595  
8102 Legend Drive, Franklin, WI 53132-9604

**D. Editor of the Cribbage World:** David Aiken (616) 401-8311  
PO Box 313 Ada, MI 49301-0313

**E. Youth & Cribadier General Programs:** Dan Zeisler (530) 263-7468  
21429 Montgomery Rd, Sonora, CA 95370

**F. Archivist:** Jason Hofbauer (360) 521-7129  
30937 NE 23<sup>rd</sup> St, Washougal, WA 98671

**G. Grass Roots Commissioner:** Ivan Wells (505) 600-5747  
39 Fischer Lane, Tijeras, NM 87059

**H. Internet Cribbage Commissioner:** Sally Henderson  
[accjudgetest@gmail.com](mailto:accjudgetest@gmail.com)

### I. Judges Committee

1. Commissioner of the Judges Program – Keith Widener: [KWidener@triad.rr.com](mailto:KWidener@triad.rr.com)
2. Rules Committee Chairperson – Dave O’Neil: [droneil@comcast.net](mailto:droneil@comcast.net)
  - a. Committee Members:
    - Roland Hall [roland29h@yahoo.com](mailto:roland29h@yahoo.com)
    - Sally Henderson [accjudgetest@gmail.com](mailto:accjudgetest@gmail.com) – Testing Coordinator
    - Jack Howsare [jack.howsare@verizon.net](mailto:jack.howsare@verizon.net)
    - Jeanne Jelke [jjelke@charter.net](mailto:jjelke@charter.net)
    - Catherine Perkins [cathyp@embarqmail.com](mailto:cathyp@embarqmail.com)
    - Dan Selke [jazzselke@aol.com](mailto:jazzselke@aol.com)

**J. Senior Judges – 3 year terms:**

1. EASTERN REGION

Marty Duchow, Unionville, CT  
Jack Howsare, Virginia Beach, VA  
Phil Martin, Newington, CT  
David O’Neil, Clarkston, GA  
Catherine Perkins, Bear Creek, NC  
Bruce Sattler, Nottingham, MD  
Mark Soule, Woolwich, ME  
Barry Spadea, Riverside, RI  
David Statz, North Billerica, MA  
Keith Widener, Advance, NC – Commissioner of Judges

2. CENTRAL REGION

David Aiken, Coopersville, MI  
Pat Barrett, Wisconsin Rapids, WI  
Bob Joslin, Lakeville, MN  
Allen Karr, Green Bay, WI  
Todd Schaefer, Oakdale, MN  
Dan Selke, Arlington Heights, IL  
Jeff Shimp, Grand Haven, MI  
Wayne Steinmetz, Hartland, WI  
Troy Thorson, Amherst Junction, WI  
Terry Weber, Madison, WI

3. WESTERN REGION

Rick Baird, Bend, OR  
Bob Bartosh, Sacramento, CA  
Annett Eiffert, Citrus Heights, CA  
Bryan J Gurden, Las Vegas, NV  
Roy Hofbauer, Washougal, WA  
Jeanne Jelke, Redding, CA  
Herschel Mack, Gold Hill, OR  
Mike McDaniel, Springfield, OR  
Robert Milk, Queen Creek, AZ  
James Morrow, Sunnyside, CA  
Bob Prochnow, San Diego, CA  
Sandy Sands, Helena, MT  
Rick Shea, Eureka, CA  
Valerie Sumner, Sparks, NV  
Lorne Tanton, Edmonton, AB  
Duane Toll, Sutherlin, OR

**K. Secretary – General/Recording:** Jeanne Jelke, 1808 Saltu Dr, Redding, CA, 96002. Email: jjelke@charter.net

**L. Membership Secretary:** Brenda Nasen, 38 E Serene Ave Unit 201, Las Vegas, NV, 89123, (619) 300-2628 Email: invitation4fun@gmail.com

## Appendix B

### I. Sample Letters

#### A. Election of officers

<Name>  
Election of Officers - Nominating committee  
<Address>  
<City, St. Zip>  
  
<Date>

TO: ACC Board of Directors  
FROM: Election of Officers - Nominating Committee Members  
SUBJECT: Nominations for the ACC BOD Officers for the YYYY-YY cribbage year.

At the <date> Board of Directors meeting to be held at <location of the Grand National Tournament>, the annual **election** of officers for the ACC BOD will be held. As such, nominations are sought for any and all offices listed below. All current BOD members, including active officers, are eligible to be nominated.

<u>POSITIONS</u>	<u>INCUMBENT</u>	<u>NOMINEE(S)</u>
President		
Executive Vice President		
Vice President – Policy		
Vice President - Operations		
Vice President - Competition		

If any current or outgoing BOD member would like to nominate a current member of the BOD for any of the above offices, please provide the office and the name of your nominee along with a brief statement supporting this nomination.

Please provide written communication such as an email with your nomination to the committee chair listed above by <date>. A slate of nominees will be circulated prior to the BOD meeting. Although we encourage nominations be submitted prior to the meeting, they will also be invited from the floor as we proceed through the election process.

Should you have any questions, please feel free to contact one of the committee members.

Sincerely:

## **B. Grand National Selection Process**

### **1. Initial Request**

DATE:

TO: (Applicant)

FROM: Marketing/Executive Vice President

Dear:

I've received your request to act as host for the YYYY Grand National. As a preliminary step, please complete the enclosed "Grand National Director/Co-Director" and "Grand National Request" form. Please return it to me no later than December 22<sup>nd</sup>. Please note that the Grand National must be held no earlier than the third weekend in September and no later than the second weekend in October.

The ACC Board of Directors will make the selection at the BOD meeting during Grand National held three years prior to the Grand National requested. You or a representative of yours may be asked to deliver a brief presentation at either or both of those meetings. You will be notified of the final decision by the Marketing/Executive Vice President.

If you have any questions, please call. Thanks for your interest.

Sincerely,

2. Grand National Request Forms:

Director's Name \_\_\_\_\_ ACC # \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_ Zip Code \_\_\_\_\_  
Telephone No. \_\_\_\_\_

Co-director(s) Name \_\_\_\_\_ ACC # \_\_\_\_\_ State \_\_\_\_\_  
Name \_\_\_\_\_ ACC # \_\_\_\_\_ State \_\_\_\_\_

1. List ACC sanctioned tournaments (up to 2) and the number of years, where you have been a Director or Co-director.

\_\_\_\_\_  
\_\_\_\_\_

2. If you are a member of a Grass Roots club, give club number/name and office(s) held:

\_\_\_\_\_

There are several requirements that the Grand National site must provide to comply with the needs of the ACC. Some of these are:

1. Playing areas for Friday night, Saturday day (and possibly night), and Sunday day (and possibly night).
2. Meeting rooms for the Board of Directors for Friday morning and afternoon.
3. Banquet facilities for Saturday night. Approximate Cost per person? \_\_\_\_\_
4. What is the name of the Hotel or Facility? \_\_\_\_\_
5. City \_\_\_\_\_ State \_\_\_\_\_
5. What room rates have been promised? \_\_\_\_\_
6. Which dates have been promised? \_\_\_\_\_
7. Are all the sleeping, meeting, playing, and banquet rooms in one building? \_\_\_\_\_  
If not, explain and describe briefly. \_\_\_\_\_

8. Will the meeting and playing rooms be complimentary? \_\_\_\_\_  
If not, explain briefly. \_\_\_\_\_

Signature \_\_\_\_\_  
Date \_\_\_\_\_

## **Grand National Director/Co-Director(s) Information**

Fill out a separate form for each director/co-director(s).

1. Name: \_\_\_\_\_ ACC No: \_\_\_\_\_
2. List ACC sanctioned tournaments (up to 2) and the number of years, where you have been a Director or Co-director.  
\_\_\_\_\_  
\_\_\_\_\_
3. If you are a member of a Grass Roots club, give club number/name and office(s) held:  
\_\_\_\_\_
4. Which Grand National tournaments that you have attended. \_\_\_\_\_
5. How many times have you been invited to the Tournament of Champions? \_\_\_\_
6. How many times have you attended? \_\_\_\_\_
3. How many ACC Opens in Reno have you attended? \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix C

### I. Membership Secretary Reports

#### A. Membership Activity Report:

ACC Membership Activity (Sample)													
Category	BOM	Dropped			Add		EOM	Renewals	Total	Free	Extra	Rate	Total
	Totals	Expired	1/	2/	New	3/	Totals	4/	Apps	Mem	Years		
Individual	5,610	125	3	3	104	40	5,623	434	578	3	2	10.00	5,770
Spouse 5/	946	15	-	(4)	12	7	954	82	101	-	1	2.00	204
Junior	46	1	-	-	-	-	45	1	1	-	-	3.00	3
Life	607	-	1	-	5	-	611	-	5	-	-	80.00	400
Life - Spouse	68	-	-	(1)	2	-	71	-	2	-	-	40.00	80
Complementary	1	-	-	-	-	-	1	-	-	-	-	-	-
Totals	7,278	141	4	(2)	123	47	7,305	517	687	3	3		6,457

Previous total	7,278	
Dropped	143	
Added	170	
New total	7,305	Net Gain/(Loss) <u>27</u>

- 1/ Number of deceased members  
 2/ Miscellaneous - changes in membership category, expelled, resigned, etc.  
 3/ Number of reinstated members  
 4/ New + Reinstatements + Renewals = Total  
 5/ Only spouses counted - Members included in Singles (membership costs \$12 - \$10)

Sample - Membership Account Activity			
Deposits 4/		Payments	
Membership Funds	6,457.00	Refund of Overpayments	-
Rule Books Collect	162.30	Returned Checks	10.00
Cribadier General	5.00	Service Charge	-
Bumper Stickers	-		-
US West - Deposit refund	-		
Replaced bad check + \$3	13.00		
Grass Roots Dues	-		
Interest Income	5.82		
Over Payments	-	Paid to GR Program	-
Under Payments (-)	-	<b>To ACC Treasurer *</b>	6,633.12
<b>Total Deposited</b>	<b>6,643.12</b>	<b>Total Payments</b>	<b>6,643.12</b>

\* Amount collected less returns

Secretary - Membership's account has a \$2,000 minimum balance that is not shown in the above figures.

To the best of my knowledge, the above report is a true and accurate statement of the financial activity of the ACC dues account.

\_\_\_\_\_  
Signature of the Membership Secretary

\_\_\_\_\_  
Date



## Appendix D

### I. Materials for Sale and/or Distribution:

**A. Pamphlets** - "Cribbage anyone?" are free upon request.

**B. ACC Rule books**

1. Cost: 1-4 - \$2.00/each; over 4 - \$1/each plus postage and handling.
2. Cost - \$1.00/each if purchased directly from the Membership Secretary.

**C. ACC Constitution and Bylaws:** Free upon request

**D.** Pamphlets or documents not listed: costs to be set by the executive committee.

**E. Miscellaneous Items**

1. ACC Bumper stickers
  - a. Cost: 1-5 - \$1.00/each, 6-20 - \$0.75/each, and over 20 - \$0.50/each
  - b. Cost - \$0.50/each if purchased directly from the Membership Secretary.
2. Printed mailing labels
  - a. May only be used for official ACC purposes
  - b. Sent to any tournament director or GR Club director upon request
  - c. Costs - \$0.02 per address (\$2.00 minimum).
3. Membership lists (local area only) may be sent to ACC members, but may only be used for official ACC purposes.

**F.** Items not listed: Costs to be set by the Executive Committee.

## Appendix E

### I. All Star Seating Chart

#### A. Procedures:

1. Arrange tables in three rows suitable for 8 players on each row.
2. Seating assignment:
  - a. Eastern Region: 1 through 8
  - b. Central Region: 9 through 16
  - c. Western Region: 17 through 24
3. Divide each regional Squad into two teams of 4 each.
4. Seating for each round is as follows:

<u>Round 1</u>				<u>Round 2</u>				<u>Round 3</u>				<u>Round 4</u>			
1	2	3	4	13	14	15	16	5	6	7	8	1	2	3	4
9	10	11	12	21	22	23	24	17	18	19	20	21	22	23	24
17	18	19	20	9	10	11	12	13	14	15	16	9	10	11	12
13	14	15	16	5	6	7	8	1	2	3	4	17	18	19	20
21	22	23	24	17	18	19	20	21	22	23	24	5	6	7	8
5	6	7	8	1	2	3	4	9	10	11	12	13	14	15	16

## **Appendix F**

### **I. ACC Rulebook**

**For current ACC Rule Book go to:**

**<http://cribbage.org/rules/>**

## **Appendix G**

### **I. Grass Roots Manual**

**For current Grass Roots Program Manual go to:**

**<http://www.accgrassroots.org/members/memberCenter.asp>**

## **Appendix H.**

### **I. Internet Cribbage Program Manual**

For up to date ACC Internet Cribbage Program information go to:

<http://cribbage.org/internet/>

## Appendix I

### I. How to Manuals

#### A. Guidelines for Tournament Directors

Contact Rick Shea, National Tournament Commissioner: 31for14@gmail.com

#### B. Grand National Manual

Contact Rick Shea, Executive Vice President: 31for 14@gmail.com

## Guidelines for Grand National Directors

### Introduction:

This booklet is designed to assist Grand National tournament directors as they progress through the process of putting together all of the pieces that must be assembled to have a successful tournament. What follows are suggestions gathered from former Grand National directors Linda and Patrick Barrett, Paul Barnes and Dave O'Neil. These suggestions reflect what those directors deem to be the most important aspects of the process of running a Grand National Tournament.

### Preparing a GN Bid:

Your initial proposal to the ACC Board of Directors can be rather 'bare bones', but should include playing dates and room rates. Also include any special amenities offered by the hotel such as free shuttle service to/from the airport, free Wi-Fi in every room, etc.

Prior to submitting a bid for a Grand National, prepare a 'projected budget'. You can update/modify that budget once actual tournament preparation begins.

### Tournament Dates:

The Grand National tournament must be held between September 15 and October 15 each year.

When setting the dates for your tournament, try to avoid any conflicts with religious or national holidays. For example, Rosh Hosanna often occurs during the 4 weeks the GN must be scheduled.

### Directors & Staff:

The tournament director(s) should have a full resume of tournament directorship experience. In order to attend to all of the details of this large weekend tournament, past experience directing weekend tournaments is a must.

Directors should assign people to specific duties for the weekend. Remember to delegate – delegate – delegate. Identify key people who can take charge of various aspects of the tournament.

Have backups for backups for each key position. You can't have too many people lined up to help.

Select a team of people who will help set up and tear down before and after each tournament. This is a critical and an often overlooked committee.

Another key position is that of registration chairperson. This is vital to getting the tournament off to a good start. Directors have found that the hordes of people signing up for the various weekend tournaments can be overwhelming!

If you choose to run side pools, it is suggested that you have at least two people experienced in running side pools in charge. They should be people whom you trust with handling fairly large sums of money.

A Head Judge should be appointed and announced at the beginning of the tournament. This person's major responsibility is to oversee the other judges and make key judging decisions during the tournament. The Head Judge should be chosen from the list of ACC Senior Judges.

A Head Tabulator should also be designated. This person should then select his/her tabulating committee who will assist in the critical process of cross checking all scorecards.

If the director does not handle the payouts for his/her tournaments, a Paymaster should be appointed -- someone trusted to handle thousands of dollars over the weekend. This is a VERY important position and should be handled by someone of your utmost trust. For each tournament, make up a sheet with the tournament name, player's name, finishing position and amount won with a place for a signature. If you are awarding both place and Q money, be sure there is a column for each on the sheet. When players are paid, have them count the money in front of the paymaster and then sign the sheet indicating they received the correct amount. Save these sheets in case questions arise later.

If you will be attending the Saturday night Awards Banquet, you should appoint an experienced director to run the Saturday night tournament(s) since you will not be very accessible during the time of the banquet.

A Board Monitor should be appointed who is adept at advancing names on the playoff boards. Remember, from early Sunday until the consolation tournament is finished, you will have two large tournaments being played at the same time. The pressure of this can be overwhelming for many directors.

Designate two or three people as your 'official' photographers for the weekend. Assign each specific tasks so you get pictures of all the important events during your tournament. Suggested photos include: registration, main and consolation tournament participation, satellite tournament participation, main and consolation tournament winners, and

Award Banquet shots. You may even wish to establish a 'photo center' where prints of selected shots can be displayed as the weekend progresses. This would necessitate the availability of a photo printer.

**Facility:**

Shop around the area before selecting a hotel. Tour as many local facilities as possible before settling on a tournament site. Each site you visit will provide additional insight into what is important and what is not.

The facility that hosts a Grand National must be able to accommodate a very large group in a single playing area as well as have multiple smaller rooms for such activities as Awards Banquet, tabulating room, tournament headquarters, etc.

Over the past 15 years, the GN has averaged over 400 players for the Main tournament alone. The huge satellite and consolation tournaments are all larger than most tournaments held throughout the US and Canada, so space is very important.

Players should have room at the tables to move around a bit. Past experience would indicate that the best configuration is 3 people on each side of an 8 foot table. If possible, table width should be 18 – 24 inches.

Be sure the playing room can accommodate long enough rows of tables. For example, if you know you wish to have players rotate/move on the same side of the table only in a 22-game tournament, you will need a row of tables able to seat at least 48 players (24 on each side).

The playing site must be able to handle two major activities at once, such as the Saturday night Awards Banquet and the Saturday night tournament.

A full size restaurant for breakfast, lunch and dinner is a must. The hotel staff is the key to the food service. Players will definitely let you know if their needs are not met!

Negotiate playing room costs (how many room nights before it's free?). Try to get free rooms for the tournament director and major committee chairs. The more the hotel will offer as perks the more you will be able to give back to the players in prize money.

The host hotel must be large enough to accommodate 400 – 500 people and the room rates should be reasonable for the area where the tournament will be held. If the rates are too high, attendance will suffer.

The hotel site should be near a major airport if possible. Easy access between the hotel and airport is also very important.

**Equipment and Supplies:**

Consider your sources and costs for the following equipment and supplies. Be sure your budget reflects all costs for any of these items. Be prepared!

Playing Cards – Try to find a sponsor to help here. Sometimes nearby casinos can be persuaded to donate nearly new playing cards. If you have to buy them, plan to spend at least \$1 per deck! Don't sacrifice on quality!

Playing boards – have at least 20 more than the most you think you'll need

Pegs – 4 in each board and extras for those lost or broken

Pens for scoring – sometimes the hotel will donate these

Pens for judges – red or purple preferred so they show up clearly

Scorecards – 9-, 10-, and 22-game

Playoff display boards – capable of displaying playoffs for up to 500 entrants

Satellite playoff boards – preferably separate boards for each satellite

Side pool display boards – you can use paper, but have pre-defined location for display

Cash trays – one for tournament and one for side pools

Q-Pool and side pool stamps – number determined by number of side pools offered

Envelopes for prize money – Have plenty available

Markers – both wide tip and narrow tip in at least three colors each

Paper clips – small, medium & large

Rubber bands – small and large

Scissors

Tape – masking (narrow & wide), cellophane, duct, & double-sided

Clip boards

Manila folders for tournament packets

GN tournament judges – several copies that can be posted throughout the playing area

ACC Master Points charts (Main & Consolation)

ACC membership forms

Tabulating room refreshments – sodas and snacks

Computer system – capable of using modern spreadsheet & word processing programs

Printer – capable of printing in both color and black & white

If you choose to print pictures during the weekend, a photo printer will be necessary  
(Don't forget paper and extra ink cartridges for the printer!)

The overriding rule here is: "If you think you might need it, TAKE IT!"

### **Advertising and Promotion:**

Getting the word out to ACC members is vital to the success of your GN tournament. Consider how you wish to promote it locally, regionally and nationally. Local and regional promotion will help you find those willing workers to assist in running the tournament.

Prepare a complete flyer with all of the dates plus hotel and tournament information and have it ready for distribution immediately after the Grand National directly preceding yours. The more information you can include in your flyer, the fewer questions you will have to answer from potential attendees.

Placing your flyer in Cribbage World two consecutive months prior to your tournament is standard procedure. This is usually done in July and August.

The ACC web site is a valuable asset in getting out the information about your GN tournament. A separate link from the ACC web site to information about your GN is available. Use your linked site to give more detailed information about your tournament. You may even choose to provide additional links to local sites that give information about what's going on in the surrounding community. Also, the ACC web site is FREE! Use it as much as possible.

Determine if there are local sources such as Chambers of Commerce, Tourist Bureaus, etc. that can assist you. Determine what portions of your tournament can be helped or enhanced by these groups. Some directors have even been able to get assistance in the initial hotel negotiations from these groups.

### **Pre-Registration:**

Getting registrations in early will make your job as director easier. It is suggested that you have a deadline to enter the main tournament printed on your entry forms. Seven days prior to the tournament's start is reasonable. It is further suggested that you establish a postmark deadline of 10 days prior to your tournament and also include that deadline on your entry form.

Normally walk-ins are accepted in all satellite tournaments but **not** in the Grand National Main tournament. Exceptions can be made in some instances, including when a registered player becomes ill or cancels for some other reason. You may want to establish a 'fill in' list from those who try to register late. Place their names on a separate list in order of their attempted registration. Use this list to fill in for players unable to keep their registration. Be sure to verify your 'fill ins' are present on the day of the Main tournament.

Keep complete data on all of your entrants. A suggested list of data categories includes: Name, Address, Phone Number, ACC Number, Date Received, Amount Paid for each event entered (separate columns for each event), How Paid (check, cash, money order or electronic pay), and Stationary Seat Required. A simple spreadsheet can be used to record these data.

Photocopy each check and entry form. Place the check over the printed information on the entry form before you photocopy it so you have both registration information and a copy of the check on one page. You may also want to write the word "VOID" across the photocopy of the check. Place the photocopied pages in alphabetical order in an expandable folder for future reference should there be any questions. Be sure the folder is available to personnel doing registration.

### **Registration:**

Be at the registration table at least 1 hour before the start of each tournament. (1.5 hours for the Main and Consolation) Registration is where people get their first impression of your tournament. Greet people with a smile and welcome them. Show them that you're organized. Be sure you have at least 4 experienced people at registration. Have

your packets in alphabetical order with names at the top. (See Registration Packets section below) Assign 3 people to hand out the packets. If you have more than 4 people working registration, divide the registration packets alphabetically and distribute the packets by name (e.g., A – F, G – M, N - R and S – Z).

It is not recommended that the tournament director be at the registration table. The director's job is to be available to answer questions, greet players, and put out any fires that come up (and they will!)

If you are running side pools, you will need at least 2 experienced people for that job. Be sure to have cash drawers with plenty of change available for both the main and side pool registrations. The location of the side pool registration should be relatively close to the Main registration so players can easily move from picking up their packets to the side pool registration.

For all satellite registrations, have the pre-registered score cards put out on a table in alphabetical order. The table containing pre-registrations should be fairly close to the regular registration and side pool registration.

Players entering the JPW/ACC Open and Tournament of Champions held in Reno each February are now able to register and pay their entry fee electronically because the Sands has set of the process to allow it. You may wish to explore the possibility of arranging that type of payment for your Grand National. Caution: Adjust your entry fee to accommodate for the charge for paying electronically.

### **Registration Packets:**

You will need to make up individual packets to be given to each player in the morning prior to the start of the Main tournament. To avoid confusion and many unwanted questions, DO NOT give out packets early.

The packets should contain the following:

- Information about the hotel
- Information about restaurants in and near the hotel
- Points of interest in the surrounding area
- An itinerary for the weekend with starting time, etc. for each tournament
- A tournament Awards Banquet program
- Banquet tickets for those attending the banquet
- Main tournament score cards
- Lunch tickets for that tournament (if lunch is included in entry fee)
- A Grand National pin (if you decide to provide one)

### **Seating:**

In accordance with ACC rules, seating must be random. Because you need to have seats assigned before the tournament due to the large number of players, here are some suggestions:

Create a seating chart for all tables in the playing area  
Take your seating chart and letter your tables A, B, C, D, etc.

Designate your captain or anchor seats

You can circle or highlight the captain/anchor seats for easy recognition

Number the seats at each table (e.g., A1 – A24, B1 – B24, etc.)

As you receive entries, taking them in the order received, place the names in an organized list such as a spreadsheet (SEE APPENDIX FOR HOW TO ACCOMPLISH THIS)

You may skip captain/anchor chair assignments until you get a request for one

Once you have entered all players' names, all you will have to do is fill in for the no-shows

The above procedure has to be adjusted for the satellite tournaments because of the walk-ins.  
You can still, however, 'pre-seat' everyone who registers early.

### **Financial Concerns:**

For security reasons, entry money should be deposited in a checking or savings account that is accessible on a daily basis to the tournament director. Remember you can only withdraw less than \$10,000 in cash without alerting the IRS. You will be handling between \$30,000 and \$50,000 in cash for the GN, so security is very important. Ask if your hotel has a safe and if so, take advantage of it. Be sure to tell your bank ahead of time (several days) what denominations of cash you want to withdraw so they can have it ready. Some banks will even give you canvass or plastic bags to transport your money. Ask them.

One of the major costs in running a Grand National is that of printing the program. You can help keep that cost to a minimum by having someone local put together the layouts (maybe you're lucky enough to have a graphic artist in your club or a club nearby). Try to locate a printer close by so quick and easy communication can be effected.

### **Awards Banquet:**

In preparation for your banquet, meet with the Hotel Banquet Coordinator. You will need a room for the banquet that will accommodate 100 – 150 people in a banquet setup. You should be given some choices (usually 3) as to the menu and pricing. Ask to meet the chef who will be responsible for preparing your banquet meal during the hotel site negotiation phase. It is important to interact directly with the person in charge of food services for your banquet.

Make arrangements for a cash bar to be set up either in or just outside the banquet area. Bar service should begin approximately one hour before the scheduled start of the banquet.

Make arrangements for a stage area for the banquet if you need one. Be sure to have your Master of Ceremonies selected well ahead of time. You should also have selected presenter for the different awards. Be sure to have an awards banquet program at each place setting. Even though you give everyone a program in the registration packets, most forget to bring them to the banquet.

### **Trophies/Awards:**

Traditionally, trophies or plaques are awarded to the winners of all GN tournaments. In the Main and Consolation, normally the players finishing in the final 8 places receive an award. All satellite winners (and usually runners-up) receive awards as well. There is no set rule imposed by the ACC so it's up to you.

The type of awards has varied considerably over the years. Some directors like to establish a theme for their tournament and reflect that theme in their awards. Others choose to stay with the more traditional plaque. Again, it's up to you. It's whatever your budget will support. You might even consider finding a sponsor who will underwrite the cost of the awards.

Many tournament directors have included awards for the high qualifier in the Main and Consolation and the high non-qualifier in the Main.

Some past directors have chosen to present Board of Directors with something to commemorate the tournament and its location. Examples include a collection of items grown or manufactured in the vicinity, or an engraved paperweight or letter opener.

### **Souvenir Pins:**

Souvenir lapel pins have been given to players participating in many past Grand National tournaments. It provides a keepsake of the weekend that many players have indicated they really treasure.

If you decide to award the pins, you will have to design it and find a company that will produce it for you. Most will gladly provide assistance in the design if you ask them. Some GN directors have used the seed money provided by the ACC to pay for the pins.

If you have problems finding a company to produce your pins, contact a former GN director for suggestions as to who you might contact.

### **Scheduling:**

It is important that all players receive a schedule of the events for the GN weekend. Providing them with a written schedule will reduce the number of questions you and your staff have to answer many fold.

Not only should the schedule of events be included in all players' packets, it should be posted prominently throughout the playing area.

The schedule of events should include the days and starting times of ALL tournaments during the weekend as well as such things as lunch breaks, banquet times, playoff times and anything else involving the players during the weekend.

It is recommended that you start satellite tournaments early (7:30 PM at the latest). The main tournament announcements should begin 15 minutes prior to the start of play. Make all announcements brief and to the point. Remember, the players are there to play and that's what they want to do as soon as possible.

Don't start the Main tournament any later than 8:30 AM. Because many of the tabulators also will attend the banquet, a later start will not give them enough time to finish the cross-checking and still have time to get ready for the banquet. Early is definitely much better than later in this instance.

As the Main tournament qualifying round finishes, it is highly recommended that a Consolation sign-up table be set up right outside the playing room so players can get this done early. This will save you untold confusion and long lines on Sunday morning.

DO NOT give consolation players their scorecards. Tell them to return to the registration table on Sunday and pick up their cards then. This will give you time to randomly assign seat numbers. The cards should be displayed on Sunday in alphabetical order.

Start the Consolation no later than 9:00 or 9:30. It is important to start then because this is a large one-day tournament with many players, some of whom have to drive a fair distance back home. You should coordinate your Consolation start time with the start time of your Main playoffs so that the losers of the first playoff round in the Main on Sunday can still register for the Consolation.

### **Fund Raising:**

Many Grand National directors conduct fund raisers to offset costs. Some do 50-50 raffles, some do silent auctions, door prize give-a-ways, room weekend raffles, and many more great ideas. Anything to raise money to offset the thousands of dollars in expenses helps the entire weekend go better. You're limited here only by your own imagination.

### **Apparel/Souvenir Sales:**

Some Grand National directors deem it important to sell apparel and other items during the weekend. This is a risky adventure as there is no way of knowing how many shirts, sweatshirts, hats, etc. the players will purchase. Sizing is also a consideration.

Directors who have attempted to sell apparel in the past have had a difficult time getting rid of the excess not sold at the tournament. This can eat up any profit you might have anticipated.

Also, if you do decide to sell apparel, know that you have to have someone 'manning the booth' during the entire weekend (or post hours when sales will be made).

One possible solution to this dilemma is to contract with a manufacturer/distributor to display and sell the apparel at your Grand National. Contract them to rebate to the Grand National a set amount (say 12%) of each item sold. They set the price and take all the

risk if everything is not sold. A couple of cautions if you go this route. First, be sure you have sole and total control over the design of the apparel to be sold. Second, do NOT allow pre-paid orders to be taken for sizes not in stock.

### **Payouts:**

The ACC requires you to state on your entry form the payout percentages for each tournament. For example, the Main and Consolation tournaments pay one out of four, and the satellite tournaments pay either one out of four, one out of five or one out of six (you specify).

It is also mandatory that the payout amounts be listed on or near the Main event and Consolation playoff boards before the playoffs begin. Minimum payback to players is 85% in both the main and consolation tournaments. Main and consolation Q-Pool payoffs must be listed on the entry form as graduated or non-graduated and what percentage of players is paid back.

Prize money to the players with a first round loss should be equal to or close to the amount of their entry fee for that tournament. Subsequent round losses should double in value when possible until you get to the upper levels. For example: In a tournament with a \$50 entry, a first round loss would receive \$50, a second round loss \$100, etc.

Cash is normally used to pay all places with the exception of the top one or two places which sometimes have to be paid by check. You probably won't have enough cash on hand to pay all places, so be prepared to write checks to the top money winners.

If you don't want to accept checks for registration at the door, be specific and state on all your flyers and advertisements that it's CASH ONLY at the door. This will prevent you from having to write lots of checks!

Payoffs for all tournaments should be calculated as soon as possible. Once the payoff envelopes have been filled, give them to the paymaster to enable a timely payout.

### **Tournament Reports:**

Tournament reports must be sent to the national tournament director within two weeks of the completion of your tournament. Reports need to be filled out completely – names, city, state, ACC#, prize money won for the tournament and Q pool money won. With a tournament this size the report can take some time, so get started on it as soon as you can. Fill in all columns on the report form. Don't forget to include a check to the ACC in the amount of \$2 per person entered in the Main tournament. The press release for the *Cribbage World* editor will include all of the top place finishers, 28 or 29 hands, etc. as well as any other exciting things that happened during your tournament.

### **Potential Problems:**

Over the years several annoying problems have cropped up from time to time. Some of them are denoted below with a few comments and suggestions that may help you overcome them if they should rear their ugly head in your tournament.

**Slow Play** – Whenever a player sees that both the seats on his/her left and right are vacant, it should be an indication that he/she is playing too slow. If a player to either the right or left of the slow player observes the slow play, they should locate a judge and ask that the situation be remedied. Our rule book allows for the judge to correct the situation if warranted. It is recommended that the Head Judge be consulted before any remedy is effected.

**Odd Number of Players** – In the Main and Consolation, have a ‘swing’ person available to fill in to make the number of players even. In any satellite tournament, the odd number of players should be resolved by that tournament director.

**No Shows** – In the Main tournament, No Show players should be replaced, in order of registration, by players registering late. If you do not allow late registration or the formation of a ‘wait list’, then collapse that table to fill in the empty spaces.

**Cancellations** – These should not be a problem in that a cancellation should be effected before the start of the tournament and adjustments can be made before the start of play.

**Early Departures** – Unless due to illness and/or inability to continue play, this is grounds for suspension from the ACC and should be documented as thoroughly as possible. If the departure is due to illness or an accident prohibiting the player from continuing, he/she should be replaced by one of the ‘swing’ players mentioned earlier.

**Late Arrivals** – Anyone arriving after the beginning of play should not be allowed to play unless he/she makes the number of players even. In that case admittance is at the discretion of the tournament director.

**“Mixed Up” Rotations** – This situation occurs when a player plays out of order and it is not discovered until several games later. It is at the discretion of the tournament director to correct the situation.

## How To Use A Spreadsheet To Randomize Tournament Players Seating

The procedure described below may be used to randomize the seating for any number of players. You may use the steps outlined with any spreadsheet, although those listed are specific for Excel.

- (1) Place the names of the players in column A and their ACC numbers in column B.
- (2) In column C, enter the Random Number function opposite the first player's name. The function may vary among spreadsheets. In Excel 2007, for example, the function is written =RAND(). You must use the equal sign before the RAND() and do not place anything between the two parentheses.
- (3) Fill column C downward to the last entry in column A by copying your entry as described in (2) above.
- (4) Set the spreadsheet calculation function to MANUAL. The procedure for doing so may vary among spreadsheet. In Excel 2007, click on the Microsoft Office icon in the extreme upper left corner of the screen. Select Excel Options and then select Manual Calculation.
- (5) Sort columns A, B, and C, using the data in column C as the key. Sort in ascending order.
- (6) At this point it is assumed you have labeled or named your tables. For example, Table A, Table B, etc. Beginning opposite the first name in your sorted list, enter the number 1 in column D. Continue downward using consecutive counting numbers until you reach a number equal to the number of seats at the first table.
- (7) In column E, enter the Table name (e.g., A) opposite the numbers you just wrote in column D.
- (8) Repeat steps 6 & 7 above for all additional tables.
- (9) Finally, write the player's name, ACC number, table name and seat number on the scorecards.

NOTE: You can always put your data back in the original order by sorting on Column A.

The next two pages contain an example of how you might randomize seating for 40 players, with 20 players at each table.

### Randomized Seating Determination

Player Name	ACC #	Random #	Seat	Table
A	1	0.988073466		
B	2	0.544865187		
C	3	0.817700651		
D	4	0.379168422		
E	5	0.131314162		
F	6	0.986012846		
G	7	0.310424335		
H	8	0.14434285		
I	9	0.165224841		
J	10	0.856252706		
K	11	0.199753673		
L	12	0.161170141		
M	13	0.085798816		
N	14	0.500849774		
O	15	0.925104993		
P	16	0.704089288		
Q	17	0.117774491		
R	18	0.590768097		
S	19	0.470319987		
T	20	0.81726723		
U	21	0.657726108		
V	22	0.858356457		
W	23	0.931426713		
X	24	0.016522586		
Y	25	0.836160245		
Z	26	0.844855592		
AA	27	0.403468348		
BB	28	0.140638999		
CC	29	0.157118382		
DD	30	0.619218125		
EE	31	0.08108152		
FF	32	0.06900616		
GG	33	0.789832859		
HH	34	0.406253542		
II	35	0.893582087		
JJ	36	0.85206733		
KK	37	0.395704681		
LL	38	0.14807714		
MM	39	0.354988558		
NN	40	0.058460264		

s Dummy names and ACC numbers were used. Random numbers were used. Random numbers displayed are actual numbers generated by the RAND() function. The recalculation function of the spreadsheet was changed to Manual before the sort was effected.

**Randomized Seating Determination**

<b>Player Name</b>	<b>ACC #</b>	<b>Random #</b>	<b>Seat</b>	<b>Table</b>
X	24	0.016522586	1	A
NN	40	0.058460264	2	A
FF	32	0.06900616	3	A
EE	31	0.08108152	4	A
M	13	0.085798816	5	A
Q	17	0.117774491	6	A
E	5	0.131314162	7	A
BB	28	0.140638999	8	A
H	8	0.14434285	9	A
LL	38	0.14807714	10	A
CC	29	0.157118382	11	A
L	12	0.161170141	12	A
I	9	0.165224841	13	A
K	11	0.199753673	14	A
G	7	0.310424335	15	A
MM	39	0.354988558	16	A
D	4	0.379168422	17	A
KK	37	0.395704681	18	A
AA	27	0.403468348	19	A
HH	34	0.406253542	20	A
S	19	0.470319987	1	B
N	14	0.500849774	2	B
B	2	0.544865187	3	B
R	18	0.590768097	4	B
DD	30	0.619218125	5	B
U	21	0.657726108	6	B
P	16	0.704089288	7	B
GG	33	0.789832859	8	B
T	20	0.81726723	9	B
C	3	0.817700651	10	B
Y	25	0.836160245	11	B
Z	26	0.844855592	12	B
JJ	36	0.85206733	13	B
J	10	0.856252706	14	B
V	22	0.858356457	15	B
II	35	0.893582087	16	B
O	15	0.925104993	17	B
W	23	0.931426713	18	B
F	6	0.986012846	19	B
A	1	0.988073466	20	B

This is the data after it was sorted according to the random numbers. (Steps 5 & 6) Data in columns D and E have also been added. (Step 7). All that needs to be done now is to transfer the information from the spreadsheet to the scorecards!

**Reminder:** The example above does NOT take into account the assignment of anchor or stationary seats position, simply exchange the card of the person needing to anchor with the card of any other person at that table

**C. No Shows Qualifying Round**

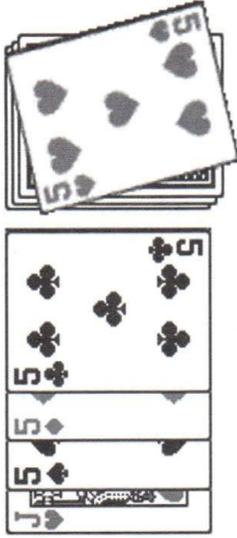
Almost invariably a few pre-registered entrants will not show up. Thus, although an even number of players registered, it may be necessary to use a stand-by player as discussed previously. If a player shows up late, but prior to the start of the second game, he/she must be allowed to take his place and continue with the same scorecard, used by the substitute.

**D. Players That Leave Before the Conclusion**

Occasionally a player will start playing in the qualifying round and later, because of illness or irresponsibility, that player leaves. When that occurs, a stand-by player may be used to complete the qualifying round. Do not use the unfair use of the awarding of a forfeit to each of that person's upcoming opponents.

**E. Late Players**

In elimination type matches or playoffs, the late player forfeits the first game if he/she is not there within 5 minutes after the actual starting time. The second game is forfeited if the player is not there 20 minutes after the starting game of the match; the third game 35 minutes, and the fourth game, 50 minutes. (The tournament director defines the forfeit time policy).



# ACC TOURNAMENTS DIRECTORS INFORMATION



Revised May 2001

## AMERICAN CRIBBAGE CONGRESS TOURNAMENT DIRECTORS INFORMATION

### I. Introduction

This information is intended to assist all tournament directors of the American Cribbage Congress, whether inexperienced or experienced. Conducting a tournament requires a substantial amount of effort and coordination, and occasionally an advancement of funds by the director. The American Cribbage Congress (ACC) appreciates those efforts, and one of its functions is to assist in the development of new tournaments and the improvement of established ones. These sections are informational and any recommendations herein are nonmandatory. Tournament directors are allowed to be innovative in the nonmandatory aspects of their tournaments, so that their tournament is enjoyed by the entrants. Directors may request comments from the attendees and could include a survey form (for that purpose) in their tournament registration package. The ACC Regional Commissioner and other experienced directors may be consulted for advice regarding specifics and the requirements for sanctioning.

### II. Tournament Facility and Layout

A tournament may be held anywhere you can use an adequate facility; motels, bars, fraternal lodges, restaurants, fairgrounds, etc. are used. Arrangements often can be made to eliminate or reduce rental costs in exchange for the bar and/or meal patronage, and special guest room rates and late check outs usually can be obtained at hotels. A determination of minimum age requirements should be made (for the tournament), particularly if alcoholic beverages are served.

It's important to have adequate ventilation if smoking is allowed during play. High ceilings help reduce smoke concentrations. Separate rooms or separated areas for smokers and non-smokers should be used. Adequate room is desired to separate chairs and particularly rows of tables, so that aisles can still be used for passage. Avoid positioning tables near outside doors when needed for ventilation, unless some type of screen is available to moderate strong drafts. Avoid placing posting boards and any registration, operation, or refreshment tables where crowds may block entrances or interfere with playing tables.

It is recommended that there be at least two persons handling registration responsibilities, assuming that packages containing pertinent material are prepared in advance, and filed in alphabetical order. One registrar should dispense these prepared packages, and the other handle new entries (if allowed) and any miscellaneous registration problems. If an attendance of more than 80 is expected, additional registrars should be used to assist with the duties.

- After the contestant states the problem, a judge asks the other contestant if he agrees that's what occurred.
- Both judges walk away from the contestants to privately discuss the situation.
- When they agree on the solution, they return to the contestants, and one of the judges advises them as to the correct procedure.
- If either entrant requests a third judge, then one of the judges solicits a third judge, and the consulting procedure is repeated and a final decision is rendered.

American Cribbage Congress rule books must be available for reference. It is also recommended that the judges be given pens of a distinctive color if they are to make changes on the scorecards. Many tournament directors conduct short meetings with the judges to review policies prior to the beginning of the tournament.

### XI. Miscellaneous Problems.

#### A. Slow Play

The slow play of some players creates delays for the majority of the other contestants. One should realistically expect that matches should last no longer than 15 minutes. It is the responsibility of the tournament director and the table captains to maintain that schedule. Occasionally, a tournament director will ask the judges to assist in speeding up slow play, but it is difficult for the judges to do so. Announcements to keep on schedule must be made throughout the day by the tournament director. Certainly exceptions may occur, but generally delays are caused by excessive talking, wandering, and an over-deliberation about the play of the game. Some tournament directors assess penalties to individuals who've been observed and subsequently warned about slow play. These penalties may include the loss of spread points, a shortened game, or an advancement of the opponent's pegs.

#### B. Uneven Number of Players

It is practically a must to have an even number of players when playing a qualifying round. Although circumstances have occurred wherein this was adjusted using a rotating "player-out" and/or a "bye position", these are not recommended and cause problems. If possible, tournament arrangements should be made to have an extra player available who will play only if an odd number of players show up.

### B. Possible One Day Schedule

7:00-8:00 a.m.	Registration for Main Tournament (could have coffee and doughnuts available)
8:00-8:30	Orientation, rules, player movement, judges, etc.
8:30-Noon	Main Tournament 12 games – qualifying round
Noon-1:15 p.m.	Lunch (tabulation & posting of qualifiers) Registration for Consolation Tournament
1:15	Main Tournament Play Offs begin (best 2 of 3)
1:30-3:30	Consolation Tournament 9 games – qualifying round
4:00-4:30	Tabulation and posting of qualifiers
4:30	Consolation Tournament Play Offs begin (best 2 of 3)

A tournament director has several options if the feeling is that the above time schedule is too tight.

1. Reduce the number of main tournament qualifying games to not less than 11.
2. Reduce the number of consolation tournament qualifying games to not less than 7.

### X. Judging

Qualified judges (including the head judge) should be appointed by the tournament director, asking each individual prior to the beginning of the tournament. An individual may become a certified judge by passing the official ACC judge's examination. There should be no less than 3 judges appointed for any tournament and about one judge for every 30 entrants for larger tournaments. Judges usually are contestants in the tournament and it is recommended that the tournament director announce the judges' names individually and request each to stand so that the locations may be noted by the other entrants.

It is recommended that two judges settle any dispute. A recommended procedure would be:

- A problem arises, and one of the contestants believes a judge should be summoned, and does so by raising an arm and calling "judge".
- The two nearest judges should go to that match (finishing their hand first).
- The first judge on the scene tells the contestants not to touch the cards or the pegs and to wait for the second judge to arrive.
- When the two judges are there, one of the judges asks either of the contestants to relate the question or problem.

### III. Selecting a Date

Many considerations enter into the selection of a date for a tournament. One of the most important is to have it separated from other tournaments by adequate time and/or distance. The rules of ACC sanctioning require that tournaments may not be scheduled on the same weekend if they are within 400 miles. Your date must be submitted to the ACC Regional Commissioner for approval. Usually, the period between Thanksgiving and the early part of January is avoided because of the holiday season. You should attempt to avoid weekends in which major events may cause booking problems. Examples would be the Drake Relays in Des Moines, and the National Air Races in Reno. When possible, select a time of the year with normally good weather; the better the weather, the more likely players will undertake a longer drive.

### IV. Promotion

Cribbage World. The monthly publication of the ACC, generally lists all sanctioned tournaments scheduled for the current and future 3 months. The sanctioning request form for a tournament should be submitted to the regional commissioner at least six (6) months prior to the tournament date. This ensures adequate time for approval and the earliest possible listing in the Cribbage World. By advance reservation, you may arrange to have your tournament flier (combination announcement, description, and entry blank) distributed in the Cribbage World for a particular month.

Many tournament directors mail flyers containing entry blanks and sufficient details about the tournament to allow the recipients to decide if they wish to attend. The minimum information should include: dates and location, types of events, nearby motels and rates, number of games, entry fees and % pay back, name, address and telephone number of person to contact, closing date, and the fact that it is ACC sanctioned. The mailing list may be developed by contacting other tournament directors nearby and by contacting the Secretary of the ACC who may be able to issue mailing labels for particular areas.

You might draw a number of entrants from nearby residents who are not members of the ACC if you can get the information to them. Ask your friends and members of the ACC to spread the word. Local newspapers often have some feature or column in which they will list a tournament announcement. Time the announcement for maximum effectiveness; the newspaper usually will run it only once. Local free shopping guides may have a neighborhood or club news section to list such events. Your local cable TV station might air your announcement, either live or on a news and events display panel. Nearby merchants could be approached about displaying an announcement in their windows. In smaller sized towns, the merchants might be persuaded to contribute prizes and/or awards, particularly if these merchants can benefit from some advertising or patronage. Prizes could be given for 28 and/or 29 hands, to the person from the greatest distance, to the highest non-qualifier, etc.

One can gain valuable experience and exposure by attending several tournaments in the few months preceding your tournament. Most tournament directors will allow you to make an announcement and to leave flyers for distribution which will advertise your tournament.

#### **V. Equipment and Supplies**

##### **A. Tables and Chairs**

Tables and chairs usually are supplied by the facility in which you hold the event. The ideal table would be 30 x 96 inches and 25 inches high. If you have the option, use tablecloths. The 96 inch long table will seat six players very comfortably and eight maximum. If you have enough room and enough tables, allow generous playing space between chairs and tables for more comfort. Padded chairs are desirable for the relatively long playing sessions. Make certain chairs and tables do not have splinters or metal burrs where they can scratch players or damage their clothing.

##### **B. Playing Cards**

Cards with large numbers (jumbo index) are preferable. Equal numbers of red and blue decks are needed to alternate colors along a table and avoid intermixing. Cards may sometimes be bought at discount stores such as Walgreens for as little as two for \$1.00 on special sales or through negotiations with store manager. If a single card should become damaged, have the person in charge of supplies issue a replacement only for that card. Cards may be obtained at a discount through the General Secretary of the ACC.

##### **C. Boards**

The ACC recommended board style is the straight 60 hole long type called the long board. This type of board (Drueke 15-2) may be purchased from Joseph Wergin Distributing or other Drueke distributors. Other board styles may be used but are not as popular with players. Some tournament directors are willing to lend boards to other tournament directors.

##### **D. Scorecards**

Several methods may be used to record the results during the qualifying part of the qualifying/play off tournament format. The method almost universally used is to give each player his own scorecard and have it completed and turned in at the end of the qualifying play. Some cards include a space for subtotals after the morning playing session; use of this may save some time in completing totals after all play is completed.

All scorecards should have an ID# (should be seat #), and after each match the opponents should exchange cards to verify the accurate recording of the concluded match. This is usually done by initialing and placing your ID# on your opponent's card, thus confirming the accuracy of what your opponent recorded. For elimination type formats, scorecards usually are not used; the contestants of a match are responsible for telling the person in charge of the scoring desk the result of their match.

donation. The losers may be given a numbered ticket and the money collected given to the one whose ticket is drawn at the end of the qualification play. Other tournaments award the money to lucky 28 hand recipients. Sometimes a "high hand score" is used to reward the holders of 24 or higher hands. Small gifts, either donated or purchased, are displayed and winners have their hands verified and then choose from the "store". Commonly the gifts are in the price range of one to three dollars.

Occasionally a tournament director will mail the results of all events to all the entrants in the tournament. Since many entrants are not at the tournament until its conclusion, this courtesy is appreciated but costly.

#### **IX. Scheduling Events and Play.**

Careful planning and a strict adherence to a schedule is important. One day tournaments often present stricter time restraints than two day tournaments, and the tournament director must require cooperation from all to complete the day's activities. Tables, chairs, chair numbers, signs, etc. must be ready prior to the registration process. A few tournaments allow only advance registrations; this saves time but may reduce the number of entrants. Play off bracket charts should be prepared in advance, and the qualifying position numbers should be filled in. It helps if different people oversee the main play offs and the consolation tournament. It is best if these groups of players are separated by as much distance as space allows. When a catered meal is involved, adherence to the schedule is of increased importance.

The following are possible schedules for two day and one day tournaments. These are listed for your assistance in preparing your tournament's schedule.

##### **A. Possible Two Day Schedule**

###### **Saturday:**

7:15-8:15 a.m. Registration for Main Tournament  
(could have coffee and doughnuts available)  
8:15-8:45 Orientation (rules, judges, player movement, etc.)  
8:45- Main Tournament 22 game qualifying round begins  
11:30 & 12:00 Lunch break (no-smoking & smoking staggered)  
12:30 & 1:00 Play resumes (no smoking & smoking staggered)  
4:00 p.m. Main tournament qualifying round concludes (tabulations begin)  
5:45 p.m. Posting of play offs for Sunday matches

###### **Sunday:**

8:30 Main Tournament play offs begin (best 3 of 5)  
8:45-10:00 Registration for Consolation Tournament  
10:00-12:15 Consolation Tournament 9 games qualifying round begin  
12:15-1:30 Lunch (tabulation and posting of qualifiers)  
1:30 p.m. Consolation Tournament Play Offs begin (best 2 of 3)  
5:30 p.m. Conclusion of all events

less than 7). In order to receive master rating points, play offs must be held after the qualifying rounds. The main tournament & the consolation tournament are the only two events for which ACC members can earn master rating points. These events almost always are held on Saturday, Sunday, or both of those days. If the main tournament is played partly on both days, the events is subject to two day tournament requirements.

Other events can also be scheduled, often determined by time available, and whether the tournament is one of two day duration. The night before the main tournament one can usually play in an event called an "early-bird" or an "ice-breaker". This usually requires only a small entry fee (about \$15) and consists of 7-9 games similar to a qualifying round – but no plays offs. Some tournament directors also hold a similar type event on Saturday night and/or Sunday afternoon. These events are often referred to respectively as "Saturday Night Special", and "Last Chance". Occasionally, a tournament director may choose to have the Friday or Saturday night competition played as a doubles event.

#### **B. Other Optional Features.**

Many tournament directors provide a lunch for the tournament entrants. Quite often this is a buffet type to save time, and the price of the lunch may be included as part of the entry fee. Tournaments which donate some of the entry fees to charitable organizations often use volunteers and food donations to assist their efforts. If using meals in motels or restaurants, one should negotiate for a favorable rate. Some tournaments have appetizers or wine and cheese snacks available for certain periods; sponsors may donate or underwrite this feature.

Team and pairs competitions also are featured occasionally. In the team competition, commonly three, four or five players agree to be a team and pay an entry fee. Their scores during qualification play are totaled to arrive at a team score. The total pool can be awarded to the winning team or divided on a graduated basis among several highest scores. The pairs competition differs in that a player selects any other player in the tournament (without that player's necessarily knowing or agreeing) and enters their two names with an entry fee. This fee is normally much less than the team entry. The qualification scores of the two players are totaled and pay offs are made to the individual who selected the top scoring teams. Multiple entries are determined by the tournament director. All local gaming laws, should be adhered to.

Raffles and door prizes are offered at some tournaments, especially those operated by charitable organizations who solicit prizes from local businesses and benefactors. The drawings for prizes are commonly held during a lunch (or dinner) meal when it is eaten in the same room in which the event is played. Play should not be interrupted for these events. A few tournaments use a "skunk-pot" to collect a penalty payment (usually a quarter) for those who lose a game by a skunk. A bell is often rung to call attention to the

#### **E. Display Boards**

During elimination type play, a relatively large copy of the brackets, with each player's name and the results of each match shown progressively, should be displayed so that it can be seen from a distance by a number of people. If position playoffs are played (3-4, 5-6-7-8, etc.), additional smaller brackets are needed to display the results.

#### **F. Refreshments**

Many tournaments arrange to have coffee, tea, and doughnuts or rolls available the morning of the main event, and sometimes coffee is available all day. If not included as a part of the entry fee, these refreshments should be available on the premises. Some tournament directors do not allow liquids on the playing tables.

#### **G. Miscellaneous**

A public address system is recommended for larger tournaments, but a small to moderate sized tournament may be managed without one.

Pens should be made available for use on scorecards, preferable one to each four playing positions. If smoking is permitted, there should be at least one ash tray for each four positions.

Nametags are a desirable extra used by most tournaments. Self-adhesive labels are most commonly used although they don't adhere well to some fabrics. Plastic holders with pin-clasps are also used. Names should be printed in capital letters large enough to be seen across the table, and the players' home town should also be shown. Felt tip pens may be provided for the contestants to make out their own nametags. The nametags should be a part of the package handed out at registration, along with the players seating identification if previously drawn. If not preassigned, the contestants can draw seat numbers blindly from a box at the registration desk; this slows registration somewhat, but it is a recommended format.

A short summary (no more than one page) of the ACC rules may be included as part of the registration package. In addition, a brief review of the rules should be announced prior to the start of the tournament. This reduces confusion and is a great aid to less experienced contestants.

#### **VI. Playing Formats**

Almost universally, tournaments are conducted using the format of a qualifying round and subsequent play offs. This format requires that a certain number of qualifying games are played by each contestant, followed by a series of play offs for the top qualifiers. The minimum number of games required varies from 7 to 20 depending on whether the tournament is of one or two day duration, and whether the tournament is the "main" or the "consolation" tournament. As long as the ACC minimum requirements are observed, the number of qualifying games are the decision of the tournament director.

The director's choice is often influenced by time restraints, particularly applicable to one day tournaments. The mechanics for conducting the qualifying round usually include either one or two games (rarely 3) against each opponent. In the one game format you need more opponents and either cut for each first deal or alternate deal. In the two game format time is saved because of less moving; the director usually decides the policy of dealing, either alternate deals or cut for the first deal and loser deals the second game.

The seating and movement may be done in several manners. The most equitable system for seat selection is a random drawing for seat selection; in addition, the tournament director has the option to conduct separate container drawings for nonsmokers and/or the handicapped. Movement can be accomplished by having one side (of a table) move, both sides move, or the movement could occur around the table captain/anchor who does not move. This last movement works very well when used at tables of 12 (6 per side) when the qualifying round consists of 22 games (2 each against 11 opponents). Whatever system is chosen, the boards should all be placed so that all players on a particular side of the table start pegging in the same direction and use the same colored pegs.

After the qualifying play is completed, the top qualifiers (must be the top 25%) advance to the play offs. The scorecards of these top qualifiers must be checked for accuracy, and each of the games on those cards should be checked against the cards of their opponents. This can be done by using the ID numbers.

In rare instances other formats are used (ACC allowed under the "grandfather clause") including the double elimination format used successfully at the National Open held annually in Raleigh, North Carolina. For information about this (or other) formats please contact your Regional Tournament Commissioner.

## VII. Scoring and Awards

### A. Scoring

The scoring of qualifying games usually is done as follows:

- Game won (not a skunk) 2 points
- Game won (skunk) 3 points
- Game lost 0 points

a) In case of a tie, it should be broken in the following order: (1) games won, (2) game points and (3) net spread points. If all three fail to break the tie, then you should use the total spread points.

The policy for correcting errors made on the scorecard should be announced by the tournament director. Usually, these corrections are made by an appointed judge who makes the correction and initials it using a distinctive colored ink.

The play off matches are determined by games won, usually winner of 2 out of 3, or 3 out of 5, etc.

## B. Awards

The cash award distribution is not mandated but the following guidelines are recommended.

1. The ratio of awards should be one to every eight entrants.
2. Pay the winner 20-25% of the prize fund. Can exceed only when the number of awards is less than ten.
3. The percentage by which the first position exceeds the second should be larger than between any other two positions and the difference should be progressively reduced for lower positions.

Awards may be made in cash or checks; checks are frequently used for the main event and cash for the side tournaments. Some forms of trophies usually are given for the top positions, the number determined by the tournament director. Trophies, special cribbage boards, plaques, etc. may be used. The prizes for the main and consolation tournaments, must be posted prior to the start of the playoffs.

## VIII. Additional Events and Features

Tournament directors conduct additional events to make the tournaments more interesting and appealing to more people. Some of these are as follows:

### A. Other Contests.

Most tournaments include an optional opportunity to participate in a "qualifying pool" or insurance pool. Generally this represents a separate wager (usually \$5-\$25) on an individual's performance in the qualifying round. This separate pool may be paid off in several ways.

1. The pool can be paid back in a graduated manner to either all who qualified or to the top 1/8th.
2. The pool can be paid back equally to all who qualified or to the top 1/8th.

The pay back format is decided by the tournament director and it should be on the flier. The money for the "Q" pool may be collected with the entries or just prior to the start of the tournament. A record must be kept of those who enter this separate pool, and their scorecards should be distinctively identified.

Almost all tournament directors conduct an additional event commonly known as a "consolation tournament". This tournament is usually held after the first round of the main tournament play offs. The consolation tournament offers those who did not qualify in the main, an opportunity to play in another tournament!

Most consolation tournaments are conducted similarly to the main tournament, but less qualifying games are played (usually 9 games, but no

## Appendix J

**I. Archives:** The archives and history of the American Cribbage Congress (ACC) is kept in an ACC owned safe at the home of: Jason Hofbauer (360) 521-7129.

30937 NE 23<sup>rd</sup> St  
Washougal WA 98671  
Zagsfan78@gmail.com

## II. Contents

Cribbage World, complete from Vol. I No. 1  
“Grand National” programs  
Early Executive Meetings  
General Correspondence  
BOD Meeting Agendas  
ACC Bylaws Effective 09/01/1990  
Early *Cribbage World* Issues  
“History” 2<sup>nd</sup> & 4<sup>th</sup> drafts  
Board of Directors Meetings (five files)  
“History” Sir John  
History 1980-1981  
Rules 1989-1993 (four files)  
ACC Corporate Documents  
Constitution/Bylaws Committee  
Memorabilia  
    Rulebooks  
    Rules 1979  
    Rules 1983-1984  
    Rules 1989-1990  
    Rules 1993  
    Rules 1998  
    Rules 2010  
    Rules Copyright  
Board’s Liability Insurance  
ACC trademark & Incorporation  
Tournament Directors Information 1990  
Smokeless 1992 Georgia Open  
Document Receipts  
Archives Start-up  
Grass Roots Pre-1990  
Grass Roots 1990  
Grass Roots Charter No. 1  
Wergin (general files)  
Regionalization Final Report  
Muggins  
Korean Ex-POW  
ACC Expulsions  
Wergin School/Youth Program  
Cribbage Mail List (Southeast States – from Pond’s 1,000 person list)

Master Points  
"Mind Sports" (United Kingdom 1993)  
Cribbage Players 1865 photo  
Tournament Regulations & Guidelines Committee  
Bylaws/Constitution record copy  
Painting of Sir John Suckling 8 x 10  
Twenty different books on Cribbage  
Master Point Preparation Work  
Rules & Judges Program  
Suspension-Expulsion  
Letters re tournament Regulations & Guidelines  
Hall of Fame Photos

## Appendix K

### Hall of Fame

- 1982 **Sir John Suckling**, Norfolk County, England\*  
**Joseph Petrus Wergin**, Madison, WI\*  
**James Arblaster**, Kissimee, FL\*  
**Nick Pond**, Raleigh, NC\*
- 1983 **Everett E. Bey**, Quincy, CA\*
- 1985 **G. Douglas Anderson**, Halifax, Nova Scotia\*
- 1987 **Robert Madsen**, Niles, IL\*  
**Rasty Rasmussen**, IA\*
- 1989 **Nelson Ira Pendergast**, Albany, NY\*  
**Syl Lulinski**, LaGrange Park, IL\*  
**DeLynn Colvert**, Missoula, MT\*
- 1990 **Robert McCabe**, Milwaukee, WI\*  
**Scott Kooistra**, Yankton, SD
- 1991 **Jerry Dickinson**, Mt. Horeb, WI\*  
**Dale Munroe**, Collinsville, CT\*
- 1993 **Joan Rein**, Carver, MN
- 1995 **Robert “Mick” Michaelis**, Marinette, WI\*
- 1997 **Martha Fingleton**, Milwaukee, WI\*
- 2000 **Ed Horigan**, Virginia Beach, VA\*
- 2001 **Jeff Shimp**, Nashville, IN
- 2002 **Rit Alkas**, Manchester, CT\*  
**Joe Bernard**, Antioch, IL\*  
**Phyllis Schmidt**, Williamstown, MA
- 2005 **Paul Hatcher**, OR\*  
**Bob Julian**, WI\*
- 2006 **George Bickford**, West Springfield, MA\*
- 2007 **Roy Hofbauer**, Washougal, WA

- 2008** **Jeanne Hofbauer**, Washougal, WA\*
- 2009** **Catherine Perkins**, Bear Creek, NC
- 2010** **Elmer G. Rasmussen**, Chehalis, WA\*
- 2011** **Rollie Heath**, Keizer, OR
- 2012** **Patrick Barrett**, Wisconsin Rapids, WI
- 2014** **James Langley**, Red Bluff, CA
- 2015** **Ron Logan Sr.**, Meridian, ID
- 2016** **Duane Toll**, Sutherlin, OR
- 2017** **Charlie Finley**, Enfield, CT\*  
**Wayne Steinmetz**, Hartland, WI
- 2018** **David Campbell**, Parsonsfield, ME\*
- 2019** **Gerald Gruber**, Minneapolis, MN\*
- 2020** **Richard "Frosty" Frost**, Berlin, WI  
**Herschel Mack**, Gold Hill, OR
- 2021** **David Aiken**, Coopersville, MI  
**Roland Hall**, Napa, CA  
**Erik Locke**, Wood Village, OR  
**Bill Medeiros**, Cambridge, MA\*
- 2023** **Keith E Widener**, Winston-Salem, NC
- 2024** **Bob Bartosh**, Sacramento, CA
- 2025** **Todd Schaefer**, Oakdale, MN

\* deceased