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GRASS ROOTS

ORGANIZATION, POLICY AND PROCEDURES MANUAL

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Goals

1. To promote Cribbage for the purpose of entertainment and education through organized play at the hometown level of the American Cribbage Congress worldwide.
2. To nurture the volunteer spirit so essential to the growth and development of the American Cribbage Congress.
3. To provide an opportunity for individuals to be recognized worldwide for their accomplishments in organized play at the local level.
4. To provide an opportunity for groups of any size in any area to be recognized worldwide for their accomplishments in organized play at the local level.
5. To provide training and utilize the talents of Grass Roots members willing to assist in accomplishing the many tasks involved in conducting tournaments.
6. To develop uniform Grass Roots guidelines for the local and regional play that will allow autonomy as well as restrictive enough to ensure the integrity of the program.
7. To encourage Grass Roots members to utilize Grass Roots organizational channels to submit their collective views and concerns to the leaders of the Congress, and to exercise their voting rights in American Cribbage Congress elections.
8. To encourage regular submission of local items of interest for publication in Cribbage World.

Organization

The Grass Roots Program consists of a worldwide network of chartered local cribbage clubs under the overall direction of a Grass Roots Commissioner, appointed by the American Cribbage Congress (ACC) Board of Directors for an indefinite period. Operational control of the Program is delegated to a Grass Roots National Tournament (GRNT) Director, four Grass Roots Regional Tournament (GRRT) Directors, a National Statistician and four Regional Statisticians, appointed by the Commissioner for an indefinite term.

Grass Roots Committee

The Grass Roots Committee consists of the following functions: GRNT Director; GRRT Directors; National Statistician; Regional Statisticians; BOD members. The committee addresses policy, administration, finance, ethics, and other important issues presented by the local clubs. Anyone wishing to be a volunteer on this board may apply to the Grass Roots Commissioner.

The Grass Roots statistical system is under the overall direction of the Grass Roots National Statistician.

Grass Roots Clubs

The Grass Roots Commissioner charters the Grass Roots clubs, but the organizational structure of a local club is not prescribed. Some clubs operate democratically, under the direction of club officials with various titles, elected by the club members. Others operate under a Club Director, who appoints additional club officials needed to manage the affairs of the club. Each club has a designated Contact Person (not necessarily the Club Director), whose primary function is to keep club officials and members fully informed regarding the status of the Grass Roots Program from a worldwide standpoint, based upon information disseminated from the Grass Roots and Regional offices. The Contact Person also ensures tournament reporting is both accurate and timely.

Grass Roots Regions

The Grass Roots Program is geographically divided into 4 Regions (East, Central, Northwest, 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.

East Region: AL, CT, DE, FL, GA, MA, MD, ME, MS, NB, NC, NH, NJ, NY, NS, OH, ON, PA, PE, QB, RI, SC, TN, VA, VT, WV.

Central Region: AR, IA, IL, IN, KS, KY, LA, MB, MI, MN, MO, NE, ND, OK, SD, TX, WI.

Northwest Region: AB, AK, BC, ID, MT, OR, SA, WA, WY.

Southwest Region: AZ, CA, CO, HI, NV, NM, UT.

Policies

1. Because the Grass Roots clubs are the hometown component of the ACC a person must be a member of the ACC before joining a club. Playing rules and guidelines developed for ACC sanctioned tournament play are used for club tournament play. Any individual determined ineligible for ACC membership is automatically ineligible for Grass Roots club membership.
2. Individuals may play Grass Roots tournaments up to four (4) times as “Guests”. Afterward they must join the ACC and a Grass Roots club to continue participation.
3. Clubs may play a maximum of one sanctioned event each week for a total of 36 tournaments per season. Exceptions are allowed to make up events cancelled due to unforeseen circumstances (e.g., weather).
4. Special dispensation: A club director and/or member may request a waiver from certain policies and procedures, providing the waiver does not materially affect the general intent of the policy or procedure. The Grass Roots Commissioner must approve all waivers.

Ethics

The ACC Grass Roots program shall be governed by the cribbage rules of play, and the Code of Ethics, as contained in the Official Tournament Rules Book of the ACC. Procedures for further processing may be obtained from the ACC Ethics Committee.

As is allowed with the ACC main tournaments, clubs have the authority to deny any player the privilege to play with them. Clubs must always follow the guidelines below. Clubs may not advise other clubs about a player as the player might fit in there.

Violations of the Code of Ethics fall within two general categories: Behavior/Conduct and Cheating.

Each category is dealt with differently as defined below. The appropriate Grass Roots Regional Tournament Director, Grass Roots Regional Statistician and the Grass Roots Commissioner are available for guidance on these matters.

Behavior/Conduct:

The Grass Roots Club Director has historically been the person to resolve this problem. Though the Club Director(s)¹ will be permitted great latitude and autonomy in the resolution of this type of problem (by allowing said director¹ to temporarily suspend a member for one meeting/tournament) the Club Director(s)¹ must provide the accused member the opportunity to present his/her case to the club before any formal action is taken. A decision regarding barring a member, from that club only, (for more than one meeting/tournament) may then be made (using a secret written ballot and indicating the length of the proposed suspension.)² Any action taken involving barring a member from that club only (for an extended period) shall be documented and submitted in writing, to the Chairman of the ACC Ethics Committee. The Ethics Committee may proceed further if deemed necessary.

Cheating:

All complaints of cheating must be sent to the Chairman of the ACC Ethics Committee. Notarized complaint letters from at least two members along with a letter of recommendation from the Director(s)⁽¹⁾ of the Grass Roots Club must be received before expulsion can be pursued. This information shall then be forwarded to the ACC Ethics Committee. If sufficient evidence of cheating is available (and presented), the accused member shall be immediately suspended from participation in sanctioned play until the matter is resolved.

Offenses requiring legal system intervention (e.g., battery or theft) may require immediate suspension by the Ethics Committee.

Members expelled from the ACC will lose all privileges, honors, and rankings earned.

¹ In the event the problem concerns the director, portions of this may need to be excluded or dealt with by members of the club after discussion with the ACC Grass Roots Commissioner.

² Suspension vote procedure is available from Grass Roots Commissioner.

Grass Roots Club Membership

I. General

ACC membership is required to join a club. ACC membership forms—and a link to the online membership system—are located at www.cribbage.org, under the Join menu. ACC members are qualified for all Grass Roots tournaments.

II. Membership Categories

Member ~ Members are players that join a Grass Roots club and have a current ACC membership. During the Grass Roots season they earn Grass Roots Rating Points (GRPs) and Awards, and compete for Club Champion.

Travelers (Club 600) ~ Members are players who typically travel and play at multiple clubs during the Grass Roots season and have a current ACC membership. GRPs earned during their first 36 tournaments count toward awards and compete for Club 600 Champion.

Visitors ~ Visitors are Grass Roots members in good standing from other Grass Roots clubs. “Visitor GRPs” count toward Year-to-Date and Lifetime totals, but they are not applied to a member’s “club GRPs” when determining the club’s season champion. Visitors will also be recognized for 28, 29 hands and Grand Slam awards during season play.

Guests ~ This category accommodates players new to the ACC and not yet sure if they want to join. They will be allowed up to four (4) tournament sessions before joining. At that point players must either join or stop participating. This category also includes any ACC member who is not a member of a Grass Roots club.

III. Moves and Transfers

Players are permitted to transfer from one club to another once during the playing season. Current-year GRPs earned in the club from which they transfer are maintained for lifetime totals but not transferred to the new club for club champion standings.

A Move is a type of Transfer: it is effective retroactive to the start of the current season. Once a Transfer has been used, a Move is no longer available.

A Transfer has flexible effectivity selected by the player; it must be completed by Jan 31st of the season (exceptions can be granted, depending on circumstance).

The Regional Statistician must be notified to perform a Move/Transfer.

Appendix D: Moves and Transfers details the actions taken by the Grass Roots system when a Move or Transfer is executed.

IV. Membership Payments

ACC membership can be paid online or via an application sent to the ACC Membership Secretary. The membership period is 12 months. Renewals must be submitted within 60 days after expiration to avoid penalties.

Grass Roots Tournament Procedures

V. Rules

The current ACC Official Tournament Rules Book governs all Grass Roots tournament play.

VI. Season

The Grass Roots Season begins on September 1st and ends May 31st; however, clubs may play year-round. Tournaments scheduled and played during the season are “Official” tournaments; those played during the off-season are “Unofficial”.

VII. Grass Roots Divisions

For Grass Roots Rating Point competition, clubs are assigned to one of two (2) Divisions. These Divisions are based upon the number of games played in season tournaments.

- Division I Up to 36 scheduled 9-game tournaments. “Full” Club.
- Division IV Up to 36 scheduled 6-game tournaments. “Lite” Club.

VIII. Local Tournament Schedule

Clubs may schedule up to 36 official tournaments during the season, playing once per week. Exceptions are allowed to make up tournaments cancelled due to unforeseen circumstances. Unofficial tournaments--played during the off-season--are unscheduled.

IX. Local Tournament Play

- A minimum of six (6) Grass Roots Members /Visitors/Travelers are required for a “Full” 9-game event (Guests do not count toward the minimum).
- A minimum of four (4) Grass Roots Members /Visitors/Travelers are required for a “Lite” 6-game event (Guests do not count toward the minimum).
- A player may not play against any opponent more than twice in the same tournament.
- A player may not play two consecutive games against a single opponent.
- An automatic win will not be awarded if playing the “Dummy” (see Seat Numbering and Rotation) or in the event of early departure of a player (see Appendix C: Early Departure of Player)
- A “Blind Draw” must be used to determine player seating. An exception is allowed at director’s discretion for players *requiring* an anchor position, relatives & location of judges.
- A tournament must have at least one judge present.

X. Seat Numbering and Rotation

This section contains suggested methods for a tournament's seat numbering and rotation. These are not the only options, but these are the preferred and generally more easily understood options.

Seat Numbering

Figure 1 shows the recommended method of seat numbering. Even numbered seats should be on one side of the table, odd on the other.

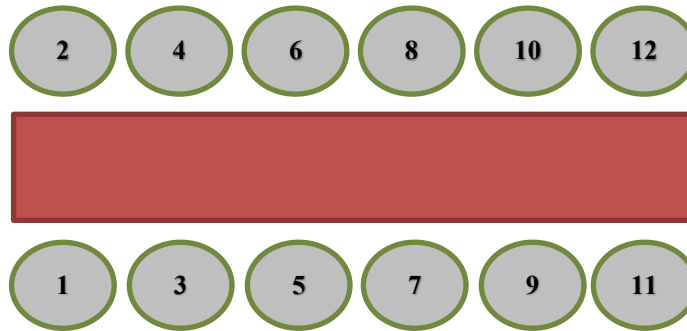


Figure 1: Recommended Seat Numbering

Note: *Seat numbers and proper rotation are required for all Grass Roots, Regional and National tournaments.*

Player Seating

To satisfy the “Blind Draw” requirement, players must be randomly assigned seat numbers.

One method is to number the scorecards. The scorecards are then mixed and turned face down. Players select a scorecard, write their names on the cards, and find the corresponding seat.

Another way is to write the players' names on the scorecards. The cards are thoroughly mixed and “blindly” placed on the table. The players write their seat number on the cards.

Rotation – Even number of players

The typical rotation is “everyone moves one seat to the right” after playing a game.

Anchor (stationary players): Seat number one is considered the anchor. Opponents of the anchor will move around the table and sit to the right of the anchor for the next game.

Tournaments with an even number of players require an odd number of Anchors. If more than one anchor is required, the total number of anchors must be odd and sit together on the same side of the table to maintain proper rotation.

Figures 2 and 3 show anchor placement and rotation for an even number of players.

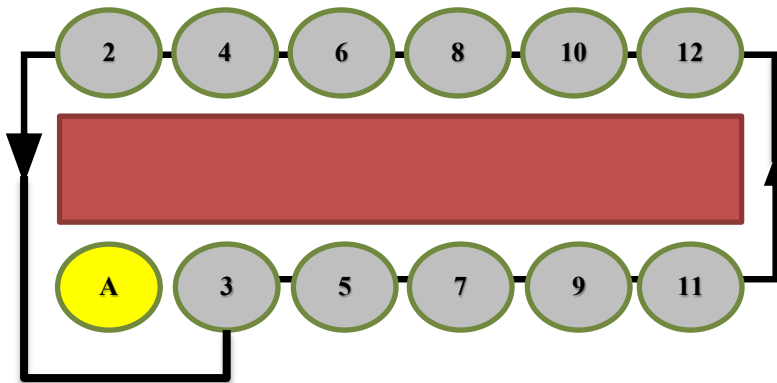


Figure 2 Rotation for even number of players, 1 anchor

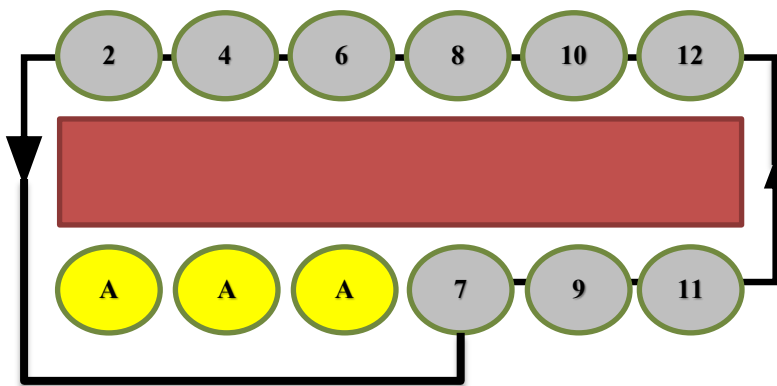


Figure 3 Rotation for even number of players, 3 anchors

Tournaments with an odd number of players require an even number of Anchors. Zero is an acceptable even number.

An imbalance develops if there are an odd number of players: After the final round of play, some players will have finished all games, while others will have one game remaining. There are several ways to solve this imbalance.

The simplest (but inefficient) way is to have all players remain in rotation for an additional round of play. During the tournament, players will sit out one game when they get to the end of the table (see figure 4 below). If there are anchors, the sit-out will rejoin the table after the last anchor position (see figure 5). With this option, many players will play an “extra” game (for which there is no space on their scorecard). As an efficient alternative, the director can “match-up” the players who have one game remaining rather than play an additional round. **NOTE** The Seating Chart Generator, located in the Club Admin Center webpage under RESOURCES, provides the easiest and most efficient match-up. Only one (1) player will play an “extra” game.

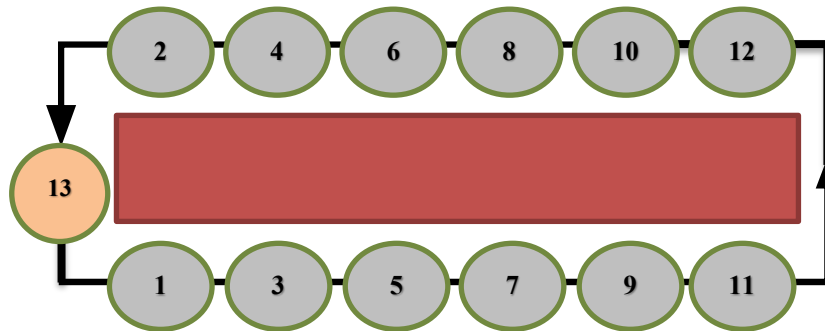


Figure 4: Sit outs | Rotation for odd number of players, no anchor

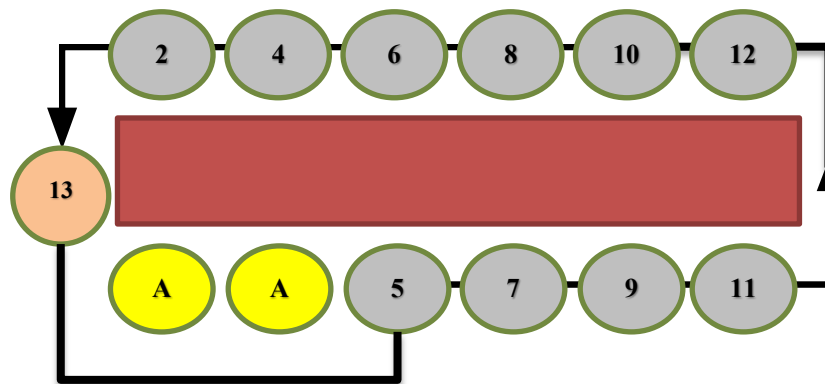


Figure 5 Sit outs | Rotation for odd number of players, 2 anchors

An alternate method is the “Dummy” method. Place a “Dummy” object (anything but another cribbage player; a saltshaker, sign, etc.) at the seat position across from the highest odd-number player. Rotate in the same pattern used for an “even” tournament.

Note: *this configuration works very well for tournaments with a small number (9 or 11) of players and eliminates “additional round” confusion. The Seating Chart Generator includes a “Dummy” option.*

Figure 6 shows seating, anchor, and rotation for the Dummy configuration.

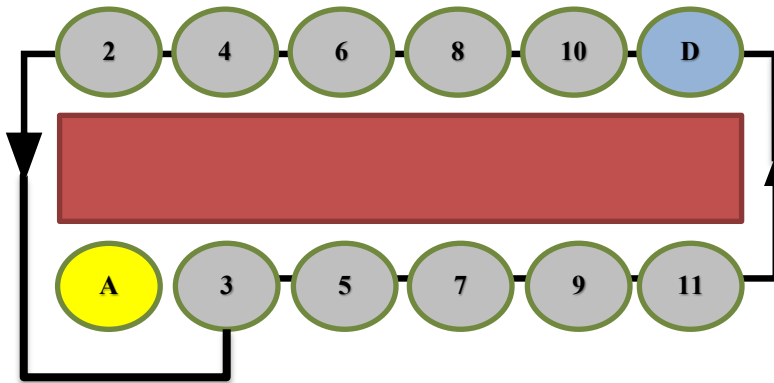


Figure 6 Dummy | Rotation for odd number of players, 1 anchor

Note: *When playing a Grass Roots Regional or National tournament with an odd number of players, be careful at the break. To make sure everyone has played at least 9 games, stay in rotation for a tenth game. For those playing the tenth game, it is considered as the first game of the afternoon and therefore must be recorded on their score sheets.*

XI. Local Awards

Active Grass Roots members may earn awards for 28 hands, 29 hands and Grand Slams during official Grass Roots local tournaments (*Division IV “Lite” Clubs are not eligible for Grand Slam Awards*).

NOTE: 28 hands and 29 hands not counted after the “Pegging” portion of a game (i.e., one player pegs out to end the game) are still eligible for awards identified under Grass Roots Awards Program.

XII. Youth Participation

The participation of members under 18 years of age is permitted *at the discretion of individual Clubs* **subject to individual State, county & local regulations.**

Individual clubs may not turn down Grass Roots membership for youth members based solely on age. It is recommended that acceptance be based on the youth’s ability to play at the speed and skill level of the slowest members of the club.

Awarding cash prizes to youth players is discouraged by the Grass Roots Program but the decision is left to the discretion of individual clubs.

XIII. Local Club Prizes

The Local Clubs are free to determine the amount of the local entry fees, how much is to be retained for club expenses, and how much will become the prize fund. The suggested ratio of winners to all entries is 1:4.

XIV. Scoring

All scores shall be recorded in black or blue ink. After the last game has been played, all players shall tally their scorecards (game points, games won and net spread points).

All scorecards must be turned into the club director or statistician for verification. **Suggestion:** Count games won by adding up the number of entries in the plus column. Use this number (times 2) plus the number of skunks to verify the games points. This usually finds the mistake of entering the spread points in the wrong column.

Game points awarded for the following:

- ‘2’ points for a win
- ‘3’ points for a skunk (or double skunk)
- ‘0’ points for a loss

Scorecards are ranked by the number of game points, number of games won, and by net spread points. Total plus points may be used as an additional tie breaker.

NOTE: Cross-checking scorecards with 11 or more game points is recommended. Reference RULE 12 SCORECARDS of the ACC Official Tournament Rules Book: scorecards with 12 or more points are the “qualifiers”.

XV. Reporting Local Tournaments

Local tournament results are entered in the Results section under Local Tournaments in the Club Admin Center web page. For instructions, refer to the ACC Grassroots Website Guide for the Club Director/Statistician (a “User Guide” link is provided under the bold heading “***IMPORTANT LINKS***”). Submit results on a weekly basis if possible (your Regional Statistician will appreciate it)—the last submission of the season must be no later than June 7th.

Results Data Entry Requirements:

- Game Points: Required
- Games Won: Required
- Spread: Required
- Amt Won: Optional (this is club money only—not reported to the ACC)
- Skunks Lost: Required (total must match total Skunks Won if even number of players)

NOTE: Skunks Won is calculated by system software

XVI. Regional and National Tournaments

These tournaments consist of an 18-game format. Grass Roots Members may “officially” enter the regional and/or national tournament only once. Multiple clubs may unite to conduct one of these tournaments. Members are not bound to play with their local club but may play with any other club. Players must declare prior to the start of the tournament if they wish to play ‘officially’ or ‘unofficially’.

Players will need to pay their entry fee before the beginning of that tournament. If the player chooses to play ‘officially’ the fee is \$20. If the player chooses to play ‘unofficially’ the fee is \$8. Any scores earned during ‘unofficial’ play will not count toward the tournament nor earn Grass Roots points. However, ‘unofficial’ players will be eligible for 28-hand, 29-hand and Grand Slam awards.

Note: *players must be in Good Standing—their ACC Membership must be paid up.*

These tournaments are used to raise funds for the Grass Roots Awards Program, and participation is encouraged. This allows the program to operate at a minimal cost and gives players an additional opportunity to earn Rating Points and other awards.

GUESTS are **NOT PERMITTED** to play in the Regional or National Tournaments. However, they may join before tournament starts and play.

- The Grass Roots Regional Tournament (GRRT) is played in the fall each year (September 1 through December 31), and players in good standing—regardless of their home region—are welcome to register officially. All official player scores for all the region's GRRTs are ranked at the end of the season, and a regional champion named. All scorecards (including visitors) and the tournament report (unless results have been entered online) must be sent to the Regional Tournament Director by January 7th.
- The Grass Roots National Tournament (GRNT) is conducted anytime during the second four months of the Grass Roots season (January 1st to April 30th). The scorecards and tournament reports (unless results have been entered online) must be sent to the National Tournament Director by May 7th.
- Important: A Player may play any one opponent up to three (3) times but not consecutive games during the 18-game format. Therefore, a minimum of seven (7) players is necessary but eight (8) allows for an anchor.
- Portions of the 18 game tournaments may not be reported as local tournaments.
- Youth participants in the Regional and the National Tournaments ***must be identified on the tournament report***, and their play is allowed for Grass Roots Rating Points **only**.
- No cash prizes will be awarded to youth participants. However, awards, pins and certificates will be given for 28 hands, 29 hands and grand slams (when applicable).
- Grand Slam awards are earned for winning the entire first or last 9 games.
- Scorecards with 23 or more game points must be validated and cross-checked. Therefore, a normal seat numbering and proper rotation **MUST BE USED**.

XVII. Reporting Regional and National Tournaments

GRRT/GRNT Results are entered into the Results section under GRRT/GRNT in the Club Admin Center web page. For instructions refer to the ACC Grassroots Website Guide for the Club Director/Statistician (a “User Guide” link is provided under the bold heading “***IMPORTANT LINKS***”).

GRRT/GRNT Reports are submitted to the applicable GRRT/GRNT Director. For instructions refer to the Forms section under GRRT/GRNT in the Club Admin Center web page.

XVIII. Grass Roots Rating Points (GRPs)

Eligibility: To be eligible for GRPs, a player must be a member in good standing of the Grass Roots and the ACC and play in an “official” season tournament. GRPs are not earned during the off-season.

GRPs (equivalent to the number of game points) are used to rank players; there are four types:

- Club GRPs (or Member GRPs): game points earned by members of a club playing their club’s official season tournaments.
- Transfer GRPs: if a player transfers to a “new” club during the season, their “old” club Member GRPs become Transfer GRPs.
- GRRT/GRNT GRPs: game points earned at a Grass Roots Regional or National Tournament.
- Visitor GRPs: game points earned by members of a club playing at another club’s official season tournament.

GRPs apply to Club Champion, Division Champion and Lifetime Totals as follows:

- Club Champion: Club GRPs plus GRRT/GRNT GRPs.
- Division Champion: Transfer GRPs plus Club GRPs plus GRRT/GRNT GRPs plus In-Division Visitor GRPs (*“In-Division” Visitor GRPs are earned at a club that is in the same division as the player’s home club*).
- Lifetime Totals: Transfer GRPs plus Club GRPs plus GRRT/GRNT GRPs plus any Visitor GRPs (*played in any division*).

Players may only earn GRPs in 36 tournaments during a season.

Example: Within a season you play 30 tournaments as a Member at your home club and 12 tournaments as a Visitor at other clubs. GRP totals for the current season will be based on your 30 “Member tournaments” and the first 6 of your “Visitor tournaments”.

In the example above, for calculation of Division Champion, of the 6 “Visitor tournaments” included, only those played within the Member’s home division are counted.

In Division I (“Full”) club tournaments, GRPs are awarded to players scoring 12 or more points.

In Division IV (“Lite”) club tournaments, GRPs are awarded to players scoring 8 or more points.

In the GR Regional/National tournaments GRPs are awarded to players scoring 24 or more points.

Impact of Member In Good Standing rule on GRP awards

When a player’s ACC membership expires, they are not “In Good Standing”, thus GRPs earned are not awarded. When ACC membership is renewed, a 60 day grace period is applied: any GRPs earned within 60 days of the renewal date are awarded; any GRPs earned prior are lost.

The 60 day grace period may be limited by End Of Season: December 31st for GRRT; April 30th for GRNT; and May 31st for Grass Roots Season.

Example #1: Curly’s ACC membership renewal date was September 1st; he renewed his ACC membership December 31st.

Curly loses any GRPs earned during September and October—they are not awarded. Any GRPs earned during November and December are awarded. **NOTE:** if Curly renewed after December 31st (end of GRRT season), any GRPs earned at a GRRT are not awarded.

Example #2: Moe’s ACC membership was due for renewal on April 15th: he played in a GRNT on April 30th, which is also the end of GRNT season; his ACC membership was not renewed until May 20th.

Any GRNT GRPs earned will not be awarded. Any weekly club tournament GRPs earned from April 15th to May 20th will be awarded since Moe renewed before the end of the Grass Roots season (May 31st). **NOTE:** if Moe renewed his ACC membership after May 31st (end of Grass Roots season), GRPs are not awarded (GR system shutdown).

Example #3: Larry played in his club’s GRNT on April 1st. His ACC Membership expired on April 15th.

He was in good standing at the time of the GRNT, so any GRPs earned will be awarded.

XIX. Grass Roots Tournament of Club Champions (GRTOCC)

The Grass Roots Tournament of Club Champions (GRTOCC) is an invitation-only event held in conjunction with Grand National. Invitations are extended exclusively to Grass Roots current and all previous club champions. There is no expiration of this qualification.

The tournament schedule, format, fees, and other details are included in the invitation letter attached to the Clubs website: <https://www.cribbage.org/grassroots/grtocc/default.asp>.

Grass Roots Awards Program

Under the Grass Roots Rating Point System, players are recognized for both current Year and Cumulative Lifetime Achievement. Grass Roots members are eligible to earn 28-Hand, 29-Hand, and Grand Slam Awards during “official” tournament play. Guests are not eligible.

Current Year Awards

| | |
|--|---|
| 29-Hand Held | Certificate, Plaque and Pin |
| 28-Hand Held | Certificate and Pin |
| Grand Slam Scored (*) Division I | Certificate and Pin |
| GRP Champion and Runner-up of each Division | Certificate and Plaque |
| Batting Average Champion and Runner-up | Certificate and Plaque |
| Top 10% in each division based on GRPs. | 2-year invitation to the ACC TOC (Tournament of Champions) |
| Top 8% overall based on Batting Average | 2-year invitation to the ACC TOC |
| GRNT and GRRT Champions | 2-year invitation to the ACC TOC |
| Club Champions | Certificate and 2-year invitation to the ACC TOC Lifetime invitation to Grass Roots TOCC |
| Rookie of the Year and Runner-up of each Division | Certificate and Plaque |

Grass Roots National & Regional Tournaments Only

| | |
|--|--------------------------------|
| 29-Hand Held | \$120 plus plaque and pin |
| 28-Hand Held | \$ 40 plus certificate and pin |
| Grand Slam (winning 1st or 2nd 9 games) | \$ 80 plus certificate and pin |

Lifetime Achievement Awards

| | | |
|-----------------------|------------|---------------------------------------|
| Bronze Award | 1,000 GRPs | Choice of Gifts (See list on website) |
| Silver Award | 2,500 GRPs | Choice of Gifts (See list on website) |
| Gold Award | 4,000 GRPs | Choice of Gifts (See list on website) |
| Platinum Award | 6000 GRPs | Choice of Gifts (See list on website) |
| Diamond Award | 10000 GRPs | Choice of Gifts (See list on website) |

Note: Anyone who has reached 1,000 Rating Points or higher is also awarded a permanent, yearly invitation to the ACC Tournament of Champions.

* Grand Slam is defined as winning 9 of 9 games.

Appendix A: How to Organize a Grass Roots Club

When you think you have 10-12 players or 6-8 for Lite Division who are interested in competing worldwide while playing at the local level:

Find a suitable place to play. Do not offer to pay rent.

Many clubs have little difficulty convincing operators of restaurants and bars, fraternal organizations, etc., that it would be to their advantage to let you play - without charge - in their facility. Banquet style tables seating 6 - 8 are preferred. Good lighting and ventilation are also important.

Obtain a Charter

All Grass Roots clubs must have a Charter in order to be official. See Appendix B for information on how to obtain a Charter.

Develop a mailing list and an advertising plan.

Utilize the local Shopping Guide or weekly newspaper, which usually have reasonable rates. Radio/TV stations may give you a few lines as a “public service”. Place posters and leaflets in places where people congregate. Even more important - urge your members to invite their friends to come with them and play as a “Guest” (up to four times).

Develop a schedule.

At the earliest practical date, publish and distribute to your members, as well as your prospects, a tentative playing schedule to stimulate recruitment and retention.

Publication of a club newsletter and scheduling of a year-end get together does much to increase club sociability and makes it easier to set the stage for the following season.

You might want to consider having an organizational meeting, at which new players would be offered the opportunity to play without paying into or sharing the prize fund. It would also make it possible for the Club Director to explain the Grass Roots Rating Point System and the Grass Roots Awards Program, as well as the local payoff schedule, to new players.

Gather Your Supplies

You will need decks of standard playing cards in two different colors, a set of long boards, pens, scorecards, and at least one judge for your club (it is recommended that club directors take the judge's test and become certified. Details can be found on cribbage.org).

If you are not quite ready to take on the expense of purchasing long boards, contact the Grass Roots Commissioner.

Timing counts!

Summertime is a good time to organize and give players a chance to get used to the format. September 1st is the start of the ACC Grass Roots Season and ends May 31st when points are earned. However, a club can start at any time during the year.

Appendix B: How to Obtain a Grass Roots Charter

If you do not have an Application for a Charter Form, you may apply by letter or email to:

Ivan Wells
Grass Roots Commissioner
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If applying by letter, include:

- The planned name of your club
- Playing site, if known
- Name, phone number and email of Club Director
- Name, phone number and email of Contact Person, if other than Club Director
- Which division to join: Div I (9-game tournaments) or Div IV (6-game tournaments).
- One-time \$15 Charter Fee, payable to “ACC Grass Roots”.

Appendix A provides tips on how to organize a Grass Roots club.

Appendix C: Early Departure of a Player

If a player leaves a tournament after it has started, the following rules apply:

If the player leaves during a game, their opponent wins the game by 10 spread points. Afterward, player rotation is impacted: the opponent of the “missing person” becomes a sit-out. After the ninth (sixth for a 6-game tournament) round of games, there will be one or more sit-outs needing a ninth (sixth for a 6-game tournament) game—the director shall match them up as needed.

Special Scenarios: minimum number of players impacted

- 1 The minimum 6 players start a 9-games tournament, then one player leaves the tournament prior to completing 9 games:
 - The rule regarding playing another player 2 times maximum is waived, allowing 3 times maximum.
 - The card of the person leaving early must be entered into Results (the system requires 6 players minimum) with zero points and zero spread for all unplayed games; at least one game must be completed (recording zero points and a minus10 spread completes the game).
- 2 The minimum 4 players start a 6-games tournament, then one player leaves the tournament prior to completing 6 games:
 - The rule regarding playing another player 2 times maximum is waived, allowing 3 times maximum.
 - The card of the person leaving early must be entered into Results (the system requires 4 players minimum) with zero points and zero spread for all unplayed games; at least one game must be completed (recording zero points and a -10 spread completes the game).

NOTE: The system will not accept a card with zeros on all Game Points and Spread Points columns (e.g., a card with zero points and a -10 spread in game one is an acceptable card).

Appendix D: Move and Transfer Tables

The following table details the actions taken by the Grass Roots system when a Move or Transfer is executed.

Move Member

| | From Regular to Regular | From Regular to Traveler | From Traveler to Regular |
|----------------------------------|--------------------------------|----------------------------------|----------------------------------|
| Old Club Roster | Change to Visitor (was Member) | Change to Traveler (was Member) | Remove from roster |
| New Club Roster | Add/change to Member | Add as Member | Add/change to Member |
| Other Club Roster | Keep as Visitor | Change to Traveler (was Visitor) | Change to Visitor (was Traveler) |
| GRPs earned at old club | Change to Visitor (was Member) | Change to Traveler (was Member) | (There are none) |
| GRPs earned at new club | Change to Member (was Visitor) | (There are none) | Change to Member (was Traveler) |
| GRPs earned at other club | Keep as Visitor | Change to Traveler (was Visitor) | Change to Visitor (was Traveler) |

Transfer Member

| | From Regular to Regular | From Regular to Traveler | From Traveler to Regular |
|---|---------------------------------|----------------------------------|-----------------------------------|
| Old Club Roster | Change to Visitor (was Member) | Change to Traveler (was Member) | Remove from roster |
| New Club Roster | Add/change to Member | Add as Member | Add/change to Member |
| Other Club Roster | Keep as Visitor | Change to Traveler (was Visitor) | Change to Visitor (was Traveler) |
| GRPs earned at old club before transfer date | Change to Transfer (was Member) | Change to Traveler (was Member) | (There are none) |
| GRPs earned at old club after transfer date | Change to Visitor (was Member) | Change to Traveler (was Member) | (There are none) |
| GRPs earned at new club before transfer date | Keep as Visitor | (There are none) | Change to Transfer (was Traveler) |
| GRPs earned at new club after transfer date | Change to Member (was Visitor) | (There are none) | Change to Member (was Traveler) |
| GRPs earned at other club before transfer date | Keep as Visitor | Keep as Visitor | Change to Transfer (was Traveler) |
| GRPs earned at other club after transfer date | Keep as Visitor | Change to Traveler (was Visitor) | Change to Visitor (was Traveler) |

| Version Number | Version Date | Published Date | Contributors | Summary of Changes |
|----------------|------------------|-------------------|--|---|
| 2.0 | August 29, 2019 | September 1, 2019 | Ivan Wells Joan Rein Jennifer Johnson | <ul style="list-style-type: none"> Overhaul of document to reflect new Grass Roots contact information. Several changes made to wording for clarity. Reformatted document for readability |
| 3.0 | August 26, 2020 | September 1, 2020 | Ivan Wells Jennifer Johnson | <ul style="list-style-type: none"> Clarification of how GRPs are earned Restructured some sections so the flow was better Minor wording and grammar / punctuation changes for clarity throughout. Updated Membership Secretary mailing address Defined Grand Slam Added language to make GRRT/GRNT tournament report optional |
| 4.0 | October 4, 2021 | October 5, 2021 | Ivan Wells Jennifer Johnson | <ul style="list-style-type: none"> Updated section VII (GR Divisions) and Awards Program per approved GR Division and Awards Proposal Added section IX: Local Tournament Play Moved and updated section X Seat Numbering and Rotation Updated section XVIII (GRPs) to define Transfer Points Added section XIX GRTOC Updated section XX (Contact Info) for new Membership Secretary and GRNT Director Added appendix C (early departure of player) |
| 4.1 | October 18, 2021 | October 18, 2021 | Ivan Wells Jennifer Johnson | <ul style="list-style-type: none"> Added version info to cover page Updated Figure 6 to show one anchor |
| 5.0 | August 2022 | September 1, 2022 | Ivan Wells Jennifer Johnson | <ul style="list-style-type: none"> Added Penalties Changes note to Section XVIII Few clarifications in GR Awards Programs Minor spelling/grammar/word choice updates |
| 6.0 | August 2023 | September 1, 2023 | Ivan Wells Scott Harker Jennifer Johnson | <ul style="list-style-type: none"> Removed references to “worldly” Updated Awards Program to add Runner Up Plaques Updated section XVIII Division Champ Calculation Minor corrections for spacing, and updated table of contents |
| 7.0 | August 2024 | September 1, 2024 | Ivan Wells | <ul style="list-style-type: none"> Updated section XIX GRTOCC title and qualifications Updated section XVI GRRT/GRNT fees Updated Awards for GRTOCC qualification to Lifetime Section XV added Results Data Entry Requirements |
| 8.0 | May 2026 | May 1, 2026 | Ivan Wells Jennifer Johnson | <ul style="list-style-type: none"> Regions: moved KY to Central Club Membership: rewritten to incorporate Single Fee Membership Proposal Updated section XVIII GRPs: replaced Penalties Change Note (2022) with Impact to Member In Good Standing Rule GRTOCC: updated link Transfers: added date-limit to the requirement; added Moves. Added Appendix D: Moves and Transfers |