



ACC

Tournament Directors Manual



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ACC Tournament Directors Manual

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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.

Tournament directors are allowed to be innovative in the non-mandatory aspects of their tournaments so that their tournament is enjoyed by all entrants so long as it does not violate any ACC rules. Directors may request comments from attendees and could include a survey form (for that purpose) in their tournament registration package. Other experienced tournament directors are also a good source of information regarding the mechanics of smoothly running a sanctioned tournament.

New tournament directors should have played in and become familiar with tournament procedures prior to considering becoming a tournament director. Tournament directors must be members of the ACC.

An ACC Banner must be displayed prominently at each sanctioned tournament. Banners may be obtained from your Regional Commissioner by checking the appropriate box on the Sanctioning Request Form.

The name of your ACC Regional Commissioner may be found in *Cribbage World* or on the ACC web site (www.cribbage.org). Consult your Regional Commissioner for information regarding mandatory ACC-sanctioned tournament requirements. These requirements may be found in the ACC Policy and Procedure Manual. The required Sanctioning Request Form may be obtained from the ACC web site. Check the web site regularly since the information requested on the form changes from time to time.

II. Tournament Facility and Layout

A tournament may be held anywhere you can find adequate facilities such as motels, bars, fraternal lodges, casinos, restaurants, fairgrounds, etc. Arrangements often can be made to eliminate or reduce rental cost in exchange for bar and/or meal patronage or minimum room night bookings. Special guest room rates and late check outs usually

can be obtained at hotels. A determination of tournament minimum age requirements should be made prior to requesting a tournament sanction, especially if alcoholic beverages are served in the facility.

Smoking is not permitted in any playing area. A separate area for smokers should be clearly designated at the time of registration. State smoking laws vary, so be sure you are in compliance. Avoid positioning tables near outside doors needed for ventilation unless some type of screen is available to moderate or deflect strong drafts.

Avoid placing posting boards, registration setup materials, or refreshment tables where crowds may block entrances or interfere with playing tables. Provide as much 'elbow room' between players as possible when setting up tables and chairs, being mindful of the need to establish aisles wide enough to accommodate easy passage.

It is recommended that there be at least two persons handling registration responsibilities, assuming that packages containing pertinent materials are prepared in advance. Packets containing materials such as name tags, lunch tickets, and scorecards should be prepared before the start of the tournament and filed alphabetically for ease of access. One registrar should dispense these prepared packets 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.

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 nearby tournaments by adequate time and/or distance. Contact your Regional Commissioner to determine available dates for your tournament. Your date must be submitted to the ACC Regional Commissioner for approval before you can send out flyers or any other kind of advertisement. A Sanctioning Request Form is available on the ACC web site.

IV. Promotion

Cribbage World, the monthly publication of the ACC, generally lists all sanctioned tournaments scheduled for the current month and up to 6 months in the future. Your sanctioning request should be submitted to your Regional Commissioner at least six (6) months prior to your tournament date. This ensures adequate time for approval and the earliest possible listing in *Cribbage World*. If you choose to advertise nationally, you can buy a quarter-page, half-page or full page ad in *Cribbage World* by contacting the editor. You may also have your tournament flyer placed on the ACC web site at no

cost, once your tournament has been approved. You may do so by forwarding either an electronic or paper copy of your flyer to the ACC web master.

You may choose to email a tournament flyer to nearby Grass Roots club directors and ask them to share the information with their members. Minimum information should include: dates and location, types of events, number of games, nearby motels and rates, entry fees and payback percentages, and the name, address and telephone number of the person to contact. You should also specify that the tournament is ACC sanctioned. You must either place a copy of the ACC logo at the top of your flyer or state prominently that your tournament is "ACC Sanctioned."

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.

You 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 your tournament. Most directors view the ideal table as being 30 x 96 inches and 25 inches high. If your tables have a metal lip surrounding the table top, use tablecloths to prevent cards from being damaged as they are pulled toward the table edge. You can get by without tablecloths if the table top is smooth (no blemishes or rough spots) and the edges are rounded.

The 96 inch long table will seat six players very comfortably and can handle eight at a 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 cause damage to clothing.

B. Playing Cards

Cards with large numbers (jumbo index) are preferable. Equal numbers of two different colored decks are needed to alternate colors along a table and avoid intermixing. Cards are often available at discount stores such as Walgreens, Sam's Club or Costco for under \$1 per deck on special sales or through negotiations with the store manager. Check with the casinos in your area to see if they would provide used cards for your tournament. If there isn't a casino near you, talk to other ACC members who live near one to see if they might be able to assist in obtaining cards for you. If you use standard decks (non-jumbo), have several decks of the jumbo cards available for any visually impaired players who might play in your tournament.

If a single card should become damaged during tournament play, request a replacement deck from the person in charge of supplies. It is important that the replacement deck be the same color as the damaged one.

C. Boards

The ACC requires a board style called a 'long board.' This board contains 60 holes along an 'inside' and 'outside' track, thus making up the traditional four 'streets' of 30 holes each. Other board styles may be used but are not as popular with players. If you do not have your own boards or do not have enough for the tournament you plan to run, check with other tournament directors or grass roots directors in your area. Most will readily lend you what they have.

D. Scorecards

A scorecard will be issued to each tournament player. It should contain enough space to accommodate all of the games in the tournament. For example, if you are running a 20-game tournament, the scorecard you use must contain (at a minimum) enough blanks or boxes to record a player's score for all 20 games. You may use scorecards with MORE blanks than the number of games in your tournament, but never less.

All scorecards should have a place at the top for the player's name, ACC # and seat number. The scorecard should also contain space to record the number of game points, games won, and by how much the game was won or lost (+ spread points or - spread points). Also, there should be a space for the opponent's initial indicating concurrence with the score recorded.

For single or double elimination type tournaments and qualifying playoff rounds, scorecards are not usually used. Contestants in these types of matches are responsible for relaying the results of their match to the person in charge of the tournament.

9-game, 12-game, 14-game and 22-game scorecards may be obtained by contacting your Regional Commissioner. If you prefer, you may duplicate your own cards as long as they contain the necessary categories of information described above. Sample scorecards are available on the ACC web site.

E. Bracket Display Boards

During elimination type play, a relatively large copy of the playoff brackets, with each player's name and match results should be posted where it can be readily seen by participants. Reusable bracket display boards may be obtained from your Regional Commissioner.

The display board should clearly show how many Master Rating Points (MRPs) are awarded for each level of the playoff. For example, in a Main tournament, the first round MRPs should be indicated by 7, the second round by 21, etc. If the prize payout is not posted separately, it should also be posted on the bracket display board. High and low qualifying scores should be posted on the display board so players can readily determine whether or not they qualified for the playoff.

F. Refreshments

Many tournament directors arrange to have water, 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 large tournaments, but a small to moderate sized tournament may be managed without one.

Pens should be made available for use on scorecards, preferably one per player, but no less than one per board. Use only black or dark blue pens. You can often get local businesses to donate pens for your tournament. Red pens should be reserved for use by judges only.

One registrar should be assigned the duty of assigning random seats. Having one person in charge reduces the possibility of things such as double seat assignment from occurring.

The tournament director should be responsible for receiving all entry fees. Dispersment of prizes should also be done by the tournament director.

If seat numbers are not pre-assigned and written on score cards, players can draw seat numbers blindly from any suitable container. It is recommended, if you do a blind draw during the registration process, that you do so at a location away from the registration desk itself to minimize traffic congestion and confusion.

A short summary (no more than one page) of the ACC rules may be included as part of the registration packet. 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 players. It is recommended that you assign an experienced, veteran player to meet and greet players as they arrive for your tournament. This person can answer many procedural questions as well as questions about bathroom location, starting times, etc.

VI. Playing Formats [See Chapter 6, Sections I.A and IV of the Policies & Procedures Manual]

In order for a tournament to be sanctioned and able to award Master Rating Points, a minimum of 17 players is required.

All sanctioned single elimination tournaments (i.e., Main and Consolation) must include playoffs in order to award Master Rating Points. All players who qualify for the playoffs (those in the top 25%) must have an opportunity to win the tournament.

Any tournament not following the single elimination format (e.g., The National Open - a double elimination tournament) must have the approval of the Regional Commissioner. Essentially everyone participating in this type of tournament is in the playoffs (NOT just the top 25%), but must lose twice before being eliminated from the competition.

The playing format of your tournament must be described on your tournament flyer.

A. Two Day Tournaments [See Chapter 6, Sections I.B & I.D of the Policies & Procedures Manual]

The qualifying round of the Main Tournament must consist of a minimum of 18 games, with the top 25% of the entrants advancing to the playoffs. The number of persons in the playoffs is determined by rounding up any fraction, e.g., if there are 61 entrants, 16 people would qualify for the playoffs ($61 / 4 = 15.25$, rounded up is 16). Playoffs shall consist of head-to-head matches. To advance to the next round, the winner of the match must win 3 of 5 games.

The qualifying round for the Consolation Tournament must consist of a minimum of 9 games, with the top 25% of the entrants advancing to the playoffs. Playoffs shall consist of head-to-head matches. To advance to the next round, the winner of the match must win 2 of 3 games.

B, One Day Tournaments [See Chapter 6, Section I.C of the Policies and Procedure Manual]

The qualifying round of the Main Tournament must consist of a minimum of 11 games, with the top 25% of the entrants advancing to the playoffs. The number of persons in the playoffs is determined by rounding up any fraction (See Part A above). Playoffs shall consist of head-to-head matches. To advance to the next round, the winner of the match must win 3 of 5 games. With prior approval of the Regional Tournament Commissioner, for good reason usually due to time constraints related to facility use, playoffs may be shortened to the best 2 of 3.

The qualifying round for the Consolation Tournament must consist of a minimum of 7 games, with the top 25% of the entrants advancing to the playoffs. Playoffs shall consist of head-to-head matches. To advance to the next round, the winner of the match must win 2 of 3 games.

NOTE: Any variation from the above formats must be approved by the ACC Board of Directors. Speak to your Regional Tournament Commissioner for more information about this issue.

C. Tournament Mechanics [See Chapter 6, Section I.E of the Policies and Procedure Manual]

1. Seating shall be done by random draw. Exceptions, for good cause, may be made at the tournament director's discretion. For example, allowances may be made for handicapped seating, separating relatives or significant others, or for location of judges.
2. In qualifying rounds consisting of more than one game against a single opponent, the first deal of each game may be determined by either the cut of

the cards or by requiring alternate deals. In the event of alternate deals, the cards should be cut to determine the dealer of the last game when the number of games is odd (e.g., a 9-game Consolation Tournament).

3. In tournaments where one or more anchors are used, the tournament director should change anchor seat decks at least once during the qualifying round, either with a new deck or a used deck of the same color.
4. Game point scoring shall be: 0 points for a loss, 2 points for a win, and 3 points for a skunk or double skunk.
5. Tie-breakers for qualifying and/or cashing scorecards shall be (in order listed): total game points, games won, net spread points, positive spread points.
6. All qualifying scorecards for Main and Consolation tournaments MUST be cross-checked. All cashing scorecards for satellite events should be cross-checked. See the ACC Official Tournament Rules book for cross-checking guidelines.
7. Muggins will be permitted only if so stated on the tournament flyer, and must apply to both the qualifying round and the playoffs. Muggins in the playoffs only is not permitted.
8. Any disputes or irregularities regarding play will be resolved by judges appointed by the tournament director. See Section X. Judging (page 14) for details.
9. A Tournament Director of an ACC sanctioned tournament must either be an ACC qualified judge or must have an ACC qualified judge available during the entire time when sanctioned play is taking place.

VII. Prizes and Tournament Reports [See Chapter 6, Section III of the Policies and Procedures Manual]

A. Awards

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

1. The ratio of awards must be one to every four entrants.
2. It is suggested that the tournament winner be paid 20-25% of the prize fund. This percentage can be increased 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 higher level payouts in the main event. Cash is the usual method of payment for the satellite tournaments. Some form of trophy is usually given for the top positions, the number determined by the tournament director. Trophies, special cribbage boards, plaques, etc. may be used. Prizes for the main and consolation tournament must be posted prior to the end of the qualifying round. Satellite tournament payouts must be posted by the end of each tournament.

B. Payback Requirements and Tournament Reports

1. Main and Consolation tournaments are required to provide a combined payback of at least 85% of entry fees to entrants. No tournament director may profit financially from participants' entry fees or from money donated to the prize fund.
2. A list of prizes must be posted before the end of the qualifying round. Satellite tournament prizes must be posted before the end of the tournament.
3. All prizes should be distributed to winners prior to the conclusion of the tournament.
4. The Tournament Report must be submitted to the Regional Tournament Commissioner within 14 days of the conclusion of the tournament. No Master Rating Points will be awarded to players until the tournament report has been received and approved by the regional commissioner. Failure to comply may result in denial of sanctioning for future tournaments.
5. The tournament director must furnish paid receipts for all expenditures including (but not limited to) meals, room rental, charitable contributions, etc.
6. Non-cash "returns" to players are limited to the following: meals, beverages, snacks, souvenirs, charity prizes, trophies, and ACC sanctioning fees. Directors must furnish paid receipts for any non-cash returns whose cost exceeds \$100. All other items, such as playing cards, printing, advertising, postage, telephone, supplies, and hall rental are considered tournament expenses, not "non-cash returns."

7. All 28 and 29 hands occurring during sanctioned tournament play must be listed on the Tournament Report form, along with the player's name and ACC membership number. Players receive a certificate if they score either of these hands in a Main or Consolation tournament so it is important to indicate the tournament in which these hands occurred. Recognition is printed in Cribbage World for all 28 and 29 hands, regardless of whether they were scored in a sanctioned tournament or not. In addition, ACC members scoring a 29-point hand will receive \$100 from the ACC.

VIII. Additional Events and Features

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

A. "Q" Pools

Most tournaments include an optional opportunity for players to participate in a "qualifying" or "insurance" pool operated by the tournament director. Generally, this represents a separate investment of \$5 to \$25 and awards prizes to players who are successful in reaching the playoffs. Q Pools may be paid in different ways:

1. The Q Pool may be paid equally to all who qualified for the playoffs and paid into the Q Pool. Usually the Q Pool prizes are paid to all qualifiers (1/4 of all entrants). However, the tournament director may choose to pay a lesser percentage such as 1/5, 1/6 or 1/8 of all qualifiers. Whatever the payout method is to be, it must be posted and made clear to all entrants before they enter the Q Pool.
2. The Q Pool may be paid in a graduated fashion instead of equally among qualifiers. As described above, this may be done for 1/4, 1/5, 1/6 or 1/8 of the qualifiers. Again, the payout method must be posted before entrant payment into the pool.

The payback method is determined by the tournament director and must be stated on the tournament flyer. It is further recommended that the method of payback also be clearly posted in the tournament playing area. Entry fees for the Q-Pool may be collected with the tournament entry or just prior to the start of the tournament. The number of entrants in the pool should be announced before play begins. Players in the Q-Pool should have their scorecards distinctively identified as to whether they are in the pool or not. This often is done by using a "Q" stamp which is applied at the top of the player's score card or by writing "No Q" on the non-participating player's score card.

B. Side Pools

Optional side pools have become a popular addition in many tournaments. These prize pools normally consist of from 1 to 4 categories; \$10, \$20, \$50, \$100. The most common side pools are the \$10 and \$20.

Players may chose to enter any or all of the side pools offered at a tournament. If offered, separate pools usually are available for all satellite tournaments as well as the main and consolation. They should be administered by someone designated by the director. When a player enters a side pool, she/he should have her/his card distinctively marked so it is clear which side pools have been entered. This is usually done by using stamps designating the amount of the pool entry.

Payouts for side pools usually are paid in graduated amounts. Whatever the payout ratio (e.g., 1/5, 1/6, or 1/8), it must be conspicuously posted in the playing area for all to see. A posting of the results of all side pools must be posted as soon as possible, but always before the conclusion of the tournament.

C. Other Options

Many tournament directors provide a lunch for the tournament entrants. Often this is a buffet type to save time and cost. The price of the lunch may be included as part of the entry fee. If lunch is to be provided, it should be clearly stated in the tournament flyer. If you opt to provide a meal in a hotel or restaurant, negotiate for any possible 'freebies'. For example, some tournament directors have been able to secure donations of wine and cheese snacks as an incentive for including a hotel meal. Others have secured sponsorship for local businesses to underwrite special activities.

Tournaments that donate some of the entry fees to charitable organizations often use volunteers and food donations to assist their efforts. Again, if a charitable donation is to be deducted from the prize fund, it should be clearly noted on the tournament flyer.

Team competition can add to the excitement and variety during a cribbage weekend. In the team competition, commonly three, four or five players agree to be a team and pay an entry fee (usually \$5 or \$10 per person). 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 an equal or graduated basis among the top 1/4, 1/5, or 1/6 of the teams entered.

Another play variation is pairs or doubles competition. This type of play differs from regular play in that two players agree to be partners during the tournament. Each contributes to a team entry fee (usually between \$10 or \$20 each). A doubles tournament typically consists of 9 games. The top team or teams are awarded a portion of the prize fund. Payouts are determined in a fashion previously described.

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 after lunch or dinner when the meal 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 25 or 50 cents) from those who lose a game by a skunk. The pot contents are usually awarded to the player scoring a 28 or 29 hand.

Another variation is a "24 table" which holds a variety of prizes which typically range from books to sodas to trinkets of all kinds. When a player scores a 24-point hand or higher, he/she is allowed to pick a prize from the table. This process continues until the table is empty. The director may lower the point threshold (e.g., from 24 to 16 points) near the end of the tournament if there are still numerous prizes left.

Some tournament directors email the results of all events to all of the entrants in the tournament. Since many entrants are not present at the conclusion of the final tournament, this courtesy is appreciated. All you need as director is an email address for those attending. As a tournament director, creating a group email list gives you a great asset to use next year to announce your tournament.

IX. Scheduling Events and Play

Careful planning and a strict adherence to a schedule is important to a successfully run tournament. 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 registration; this saves time but may reduce the number of entrants. Playoff bracket charts should be prepared in advance, and the qualifying position numbers should be filled in. It helps if different people oversee the main playoffs 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 own tournament schedule.

A. Possible Two Day Schedule

Saturday:

7:15-8:15	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 (staggered)
12:30 & 1:00	Play resumes (staggered)
4:00 p.m.	Main Tournament qualifying round concludes (tabulations begin)
5:45 p.m.	Posting of playoffs for Sunday matches

Sunday:

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

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 qualifying round (12 games)
Noon-1:15 p.m.	Lunch (tabulation and posting of qualifiers) Registration for Consolation Tournament
1:15	Main Tournament Playoffs begin (best 2 of 3)
1:30-3:30	Consolation Tournament qualifying round begins (7 games)
4:00-4:30	Tabulation and posting of qualifiers
4:40	Consolation Tournament Playoffs 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. Forfeiting a Game

The only game that can be forfeited in a qualifying round is the final game of the tournament. If two players are scheduled to play their final tournament game against one another in an ACC sanctioned or satellite tournament, they may agree to forfeit that final game if there is absolutely no chance that either card will qualify. The following action should be taken: (1) upon agreement, both players must contact the tournament director in advance of any recorded score. (2) The forfeited games on both scorecards will be recorded as 0 in the game points column and 10 in the negative spread column. (3) The tournament director will initial both scorecards.

XI. Judging

Qualified judges (including the head judge) should be appointed by the tournament director. A list of all ACC certified judges may be obtained by contacting your Regional Tournament Commissioner. Whenever possible the Head Judge should be a Senior Judge. There should be no less than three (3) judges appointed for any tournament and about one (1) judge for every thirty (30) entrants for large tournaments. It is recommended that the tournament director announce the judges' names individually and request each to stand or raise their hand so that their locations may be noted by the other entrants.

When a dispute arises between two players, a call for a judge should be issued. Remember judges usually are contestants in the tournament, so a short wait may be necessary for both judges to finish play and respond. Wait until two judges appear before proceeding. The first judge on the scene should make sure no cards or pegs are moved until a decision has been rendered. Once each player has had an opportunity to tell the judges what happened to cause the dispute, the judges should move to a neutral location away from the players and discuss their ruling. When they return to the players, they should render their decision and cite the rule in the ACC Official Rules book that covers the situation. If either of the players disagrees with the ruling, a third judge may be called. Once that judge has heard both sides of the dispute and makes a ruling, that decision is final.

All scorecard corrections should be done by a tournament judge or the person designated by the tournament director. Red pens should be used to make any corrections. A player needing a scorecard correction should take his/her card and the

opponent's card to a judge. As soon as the judge has finished playing his/her current hand, the correction can be made.

XII. Miscellaneous Problems

A. Slow Play

It is difficult to make an entrant who plays slowly play faster and comply with the allotted 15 minutes per game. Judges must not employ shorter games or award penalty spread points during a game in an attempt to "solve" this problem. Dealing with the problem of slow play is the responsibility of the tournament director. Some directors allow a table with a slow player to return from the lunch break later than other tables or sections. Some directors encourage a slow player to "make up" slow games during the lunch break or to "start early" if opponents are agreeable. Directors should ascertain if the player(s) about whom they have received slow play complaints are actually playing slow. Some "fast" players are unaware that other entrants are not actually slow - they are finishing games before the allotted time limit. Periodic announcements (e.g., "You should now be in your 8th game") help players to pay attention to their playing speed. Make players aware that if they consistently see an open chair on either side of them, they are playing too slow.

B. Uneven Number of Players

It is advantageous to have an even number of players when playing the qualifying round of a tournament. Some directors designate a "standby" player who only plays if the number of registered players is odd, thereby making certain the tournament has an even number of players. When that is not possible, there are several ways to handle the situation..

The situation of an odd number of players is much more easily handled if the number of games is even (e.g., 12 games, 20 games, 22 games, etc.) In that case there will always be an even number of players who "sat out" a game. That even number of players can always be paired in an even number of games. The only problem is knowing how to pair them for their final game. Here is one solution:

Let's suppose you have a situation where you are playing 12 games and have 21 players. That means 12 players will have sat out a game when everyone else has completed their 12 games. To make the final pairings, assign the player who sat out first to play the person who sat out last, the person who sat out second to play the person who sat out next to last., etc. Another way of looking at the pairings is that the "sit out" number (NOT the player's seat number!) of the

final pairings must equal one more than the number of games played. In our little scenario here that means sit out #1 plays sit out #12, sit out #2 plays sit out #11, sit out #3 plays sit out #10, etc. The sit out sums for each pairing must equal 12 +1 or 13 (one more than the number of games played).

If you have 45 players in a 20 game tournament, the same process of assigning opponents in the final game is used. Sit out #1 plays sit out #20, sit out #2 plays sit out # 19, etc. The sum of the sit outs must equal 1 + 20 or 21.

REMINDER: You must have an even number of anchors for this system to work (i.e., 0, 2, 4.....).

When the number of games and the number of players are both odd, the final pairing problem is compounded. Try this. Starting from the last sit out, count backward 4 and pair these four players, continue this process until you have less than four players who have sat out. You will either have 1 or 3 players left. If one, appoint someone to play that person. If three, determine which two haven't played one another yet and pair them. Assign someone to play the last person.

Now you know why it's always in everyone's best interest to have an even number of players!

C. No Shows in Qualifying Round

Invariably a few pre-registered entrants will not show up for a tournament (most often for very legitimate reasons). Thus, although an even number of players may have registered, it becomes necessary to use a standby 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/her place and continue with the same scorecard used by the substitute.

D. Early Departures [See Chapter 6, Section I.E.12 of the Policies & Procedures Manual]

1. When a player leaves during a game in the qualifying round, that game is forfeited and the opponent is awarded two (2) game points and ten (+10) spread points.

If a player leaves during a qualifying event, a substitute player should be put in that position. The substitute's score for all subsequent games shall be maintained on a separate scorecard. The director should determine if the early departure was for good cause (emergency or illness). If not, the director

should contact his/her Regional Commissioner and file a report with the ACC Ethics Committee.

If the departure occurs during the first of two games in a qualifying round where the tournament format requires two games against the same opponent, do not award the non-offender a second game win by forfeit; either use a substitute player at the time of departure or at the end of the qualifying round. The tournament director may be required to modify the rotation caused by the player's departure. If a player leaves immediately before or during the last game of the qualifying round, the tournament director must provide a substitute - no forfeit may be awarded.

2. If a player leaves before the conclusion of a playoff match, the tournament director should award the match to the non-offender.
3. If a player leaves during a qualifying round and makes the number of players left at the table odd, continue to play with all players having played at least the total amount of qualifying games. Some players will play an extra game. This extra game will not count for their score, but should be recorded on the back of the score card for cross-checking purposes.
4. The tournament director should notify his/her Regional Commissioner of any instance where a player leaves before the completion of a tournament or match and the Regional Commissioner will file a report with the ACC Ethics Committee.

E. Late Players

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

F. "Mixed up" Rotation

A mix-up in the rotation of players during a tournament can be a very frustrating occasion for a tournament director. The director should confer with judges and any others who may have insight into a solution to determine as fair a resolution to the problem as possible. Whatever conclusion is reached, the director's decision is final.

G. Time-Outs

1. During the qualifying round, a player is allowed one time out, which may not exceed ten minutes.
2. During the playoffs, a player is allowed an emergency time out no more than once per match, which may not exceed fifteen minutes.
3. Any delays in excess of those listed above may be subject to the penalties in Section XI, E (Late Players)

H. Requests For New Deck(s)

Bent or damaged cards should be replaced as individual cards from a master deck, if possible. Changing decks during qualifying play is prohibited, except for irreplaceably damaged cards. In the playoffs, a player may request a new deck after any game in a match, but each player is limited to one new deck per match.

XIII. Tournament Records

All directors should keep tournament records for at least 12 months. This includes scorecards, tournament payouts and Q-Pool payouts for all sanctioned tournaments and satellite events.

XIV. Additional Suggestions

You can improve the 'flow' of your tournaments by doing some pre-planning to help keep things organized. Three suggestions follow that might help in this regard.

A. Announcements

It is important that all players know how your tournament will be conducted (how many games, where the bathrooms are located, etc.). Many directors find it useful to prepare a list of announcements ahead of time so they don't forget anything and have to interrupt play later to inform players about important issues. The example on page 19 gives a listing of some announcements often made prior to the start of a tournament. Use it as a guideline only. Modify it to suit your own needs.

B. Cribbage Tournament Folders

It is best to be prepared for as many contingencies as possible when running a tournament or series of tournaments. By preparing individual folders or envelope for each tournament, you can make it easy to pass along all necessary materials to the person running that tournament. For example, if you are running a series of tournaments over a weekend, prepare a separate folder or envelope for the Main, Consolation and each satellite tournament and clearly mark the folder as to its contents. Each folder should contain everything the tournament director will

need to conduct the tournament. See the sample listings for Main, Consolation and Satellite tournaments on page 20. Again, use the lists as guidelines only.

Note that it is also suggested that you prepare a 3-ring notebook to hold completed registrations and all correspondence (USPS or email). This is an easily accessible source of information if a player believes he/she has already registered for a tournament.

C. Tournament Checklist

Most tournament directors establish early on a system of organizing materials needed to conduct their tournament. Plastic boxes with lockable lids are commonly used. Suitcases with rollers for easy mobility are also employed by some directors.

The sample checklist on page 21 provides a listing of items you might want to be sure you had available during your tournament(s). No attempt has been made to categorize the items listed. Use the list as a guideline and edit it as needed.

ANNOUNCEMENTS

- _____ Check scorecards for name and ACC number accuracy. Correct if incorrect.
- _____ We will play 20 games against 20 different opponents
- _____ Cut for deal every game; move to right around anchor (identify anchors)
- _____ Muggins (indicate whether or not muggins is in effect)
- _____ How to call for a judge (have them stand) Go over important rules briefly
(Identify head judge)
- _____ DO NOT make any marks in the sections at the top or bottom of your scorecard!
- _____ Lunch on your own - play 12 games before lunch (break around noon - time TBA)
- _____ Indicate where resumption time will be posted before breaking for lunch
- _____ Coffee – regular & decaf available in hotel lounge area
- _____ Candy and sodas available on Saturday and Sunday
- _____ Playoff round procedures will be announced following Main and Consolation
- _____ Schedules of Events are posted throughout the playing area. Consult them for times and other pertinent information about this weekend's tournaments
- _____ A map of the surrounding area has been prepared to help find eating places
- _____ Introduce BOD members playing in today's tournament
- _____ Upcoming tournaments
- _____ Next year's tournament dates (announce date and place)
- _____ PLEASE TURN ALL PHONE TO OFF OR VIBRATE
- _____ Other announcements
- _____ Questions

Cribbage Tournament Folders

General Information Folder

ACC Membership Forms
Announcements
Checklist
Deposit Record
Extra Cash
Extra Name Labels (2)
On-Site Registration Forms
Payout Schedules (extra copies)
Previous Tournament Winners
Registration Sign
Pre-Registration Spreadsheet
Sanction Request
Schedule of Events (6 copies)
Tournament Report Form (all pages)

Satellite Tournaments

Envelopes for Scorecards (5 X 7)
Name Labels
Payout Schedule
Registration Sign
Side Pool Payout Schedule
Seed Money (place in Scorecard Envelope)
Side Pool Results Sheet
Side Pool Sign Up Sheet
Tournament Payout Amounts
Tournament Payout Results
Tournament Payout Schedule
Tournament Report Form
Tournament Sign Up Sheet

Main/Consolation Tournaments

Announcements
Envelope for Scorecards
Match Playoff Score Sheets
MRP Charts (2 each)
Name Labels
Registration Sign
Payout Schedule
Seed Money (place in scorecard envelope)
Side Pool Payout Schedule
Side Pool Results Sheet
Side Pool Sign Up Sheet
Tournament Report Form
Tournament Payout Results
Tournament Payout Amounts
Tournament Payout Schedule
Tournament Sign Up Sheet
Winner Bracket Chart

3-Ring Binder Containing ALL
Completed Registration Forms
and Email Correspondence.

Name and date of your tournament here

Tournament Checklist

_____	ACC Banner	_____	Player position numbers
_____	ACC MRP schedule	_____	Playoff score sheets (Main & Cons)
_____	Binder Clips	_____	Plastic tub for sodas
_____	Camera	_____	Q-stamp
_____	Candy	_____	Raffle tickets
_____	Cards – new (___ decks)	_____	Random Numbers for seating
_____	Cards – used (___ decks)	_____	Ruler
_____	Checkbook	_____	Rule Books (3)
_____	Computer (laptop)	_____	Scissors
_____	Computer (printer)	_____	Side Pool Stamps (\$10, \$20, \$50)
_____	Cooler		
_____	Cribbage boards (___)		
_____	Dry erasable markers (3 colors)	Score cards	
_____	Entry Money (from bank)	_____	Consolation (9 games)
_____	Envelopes for cash payouts (100)	_____	Main (20 games)
_____	Extra pegs	_____	Satellite tournaments (9 games)
_____	Glue stick		
_____	Highlighter pens (3)	_____	Sign-up forms (late registrants)
_____	Manila envelopes	_____	Sodas (Coke, Diet, Sprite)
_____	Manila folders	_____	Stamp pad
_____	(large and 5 x 9 – empty)	_____	Stapler
_____	Markers (black & red - wide)	_____	Stick Pins
_____	Markers (black - narrow)	_____	Tablet – lined paper
_____	Money pouch	_____	Tape (painter and scotch)
_____	Name labels	_____	Tournament Schedule of Events
_____	Pads for under boards	_____	Trophies
_____	Paper – plain white		
_____	Payout Schedules (Main & Cons)		
_____	Pens – black (100)		
_____	Pens – red (10)		
_____	Playoff bracket boards (2)		

Notes

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