



AMERICAN CRIBBAGE CONGRESS

Tournament Director Manual

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1. Introduction

This information is intended to assist all tournament directors of the American Cribbage Congress (ACC), whether experienced or inexperienced. Conducting a tournament requires a substantial amount of effort and coordination and occasionally an advancement of funds by the director. The 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 nonmandatory aspects of their tournament so that it 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. If the tournament director is not a certified judge, he/she must appoint a certified judge who shall be present throughout the tournament, including any satellite tournaments.

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 website (cribbage.org). Consult your Regional Commissioner for information regarding mandatory tournament requirements. These requirements are also found in the ACC Policies and Procedures Manual. The sanction-request process is now handled online (see #3 below).

2. Tournament Facility and Layout

A tournament may be held anywhere adequate facilities can be found, such as motels, fraternal lodges, casinos, restaurants, fairgrounds, and so on. Arrangements can often be made to eliminate or reduce rental cost in exchange for meal patronage or minimum room night bookings. Special guest room rates and late checkouts can usually 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 boards on which announcements are posted, 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 facilitate easy passage.

It is recommended that at least two persons handle 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 can handle new entries (if allowed) and any miscellaneous registration problems. If an attendance of more than eighty players is expected, additional registrars should be used to assist with the duties.

3. 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 approved by the Regional Commissioner before flyers or any other advertisement is made public. The sanction-request process is now handled entirely online; go to cribbage.org and click on “Tournaments” at the top of the page; then click on “Sanctioning Request System” on the left of this page and follow the prompts.

4. Promotion

Cribbage World, the monthly publication of the ACC, lists all sanctioned tournaments scheduled for the current month and, space permitting, up to six months in the future. Your sanctioning request should be submitted to your Regional Commissioner at least six 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 half-page or full-page ad in *Cribbage World* by contacting the editor (for contact info, see page 3 of every *Cribbage World*). You may also have your tournament flyer placed on the ACC website at no cost, once your tournament has been approved. You may do so by forwarding an electronic copy of your flyer to the ACC webmaster.

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 date and location, types of events, number of games, nearby motels and rates, entry fees and payback percentages, whether meals are included in the entry fee, and the name, address, and telephone number of the contact person. You must place a copy of the ACC logo at the top of your flyer and 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 towns, 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 leave tournament flyers for distribution.

5. 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 eight feet long, thirty inches wide, and approximately twenty-five 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.

An eight-foot table will seat six players 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 that 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. The damaged card may be replaced using a card from another unused deck of the same color at the discretion of the tournament director.

C. Boards

The ACC requires the "long board" style. This board contains sixty holes along both the inside and outside tracks, thus making up the traditional four streets of thirty holes each. 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 club 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 twenty-game tournament, the scorecard you use must contain (at a minimum) enough blanks or boxes to record a player's score for all twenty 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 number, 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 (+ or – spread points). Also, there should be a space for the opponent's initials indicating concurrence with the score recorded.

For single-elimination or double-elimination 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. It is recommended that a piece of paper be provided on which players may record games won.

Nine-game, twelve-game, fourteen-game, and twenty-two-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 website.

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, and so on. If the prize payout is not posted separately, it should also be posted on the bracket display board. High-qualifying and low-qualifying scores should be posted on the display board so players can readily determine whether they qualified for the playoffs.

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. Some tournament directors do not allow liquids on the playing tables. They provide tables and chairs in a nearby area where refreshments can be consumed.

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. Use only black or dark blue pens. You may be able to get local businesses to donate pens for your tournament. Red pens should be reserved for use by judges only.

The director or his/her designee should be assigned the duty of assigning random seats. Having one person in charge reduces the possibility of things such as double seat assignment.

The tournament director should be responsible for receiving all entry fees. Dispersal of prizes should also be done by the tournament director or his/her designee.

If seat numbers are not preassigned and written on scorecards, players can draw seat numbers blindly from any suitable container. The drawing for seat assignments should be done at a location away from the registration desk to minimize traffic congestion and confusion.

A short summary (no more than one page) of ACC rules may be made available to players when they register for the tournament. 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, and so on.

6. Playing Formats

(see Policies & Procedures Manual chap. 6 §I.A and §IV)

In order for a tournament to be sanctioned and able to award Master Rating Points, a minimum of seventeen players is required in main tournaments and twelve players in consolations.

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., 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 in your tournament flyer.

A. Two-Day Tournaments

(see Policies & Procedures Manual chap. 6 §I.B & §I.D)

1. Main Tournament

The qualifying round of the main tournament must consist of a minimum of eighteen 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; for example, if there are sixty-one entrants, sixteen people would qualify for the playoffs ($61 \div 4 = 15.25$, 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 three of five games.

2. Consolation Tournament

The qualifying round for the consolation must consist of a minimum of nine 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 §6.A.1). Playoffs shall consist of head-to-head matches. To advance to the next round, the winner of the match must win two of three games.

B. One-Day Tournaments

(see Policies & Procedures Manual chap. 6 §I.C)

1. Main Tournament

The qualifying round of the main tournament must consist of a minimum of twelve 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 §6.A.1). Playoffs shall consist of head-to-head matches. To advance to the next round, the winner of the match must win three of five games. With prior approval of the Regional Commissioner, for good reason usually due to time constraints related to facility use, playoffs may be shortened to the best two of three games.

2. Consolation Tournament

The qualifying round of the consolation must consist of a minimum of seven 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 §6.A.1). Playoffs shall consist of head-to-head matches. To advance to the next round, the winner of the match must win two of three games.

A new format called Consy Lite was approved for one-day tournaments by the BOD for the 2018–19 season (see details in the July 2018 *Cribbage World*, page 18). Your tournament flyer must state if you plan to use this format.

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

C. Tournament Mechanics

(see Policies & Procedures Manual chap. 6 §I.E)

1. Seating

Seating must be done by random draw. Here is the official statement approved by the Board of Directors:

It is the tournament director's responsibility to ensure that transparent random

seating occurs at each sanctioned tournament. Exceptions to random seating include the distribution of tournament judges at large tournaments, the director's seating, the separation of relatives or significant others, and handicapped seating. A variety of methods in seating players may be used by tournament directors to best deal with onsite conditions they may encounter when running a tournament, as long as they adhere to the guidelines set by the ACC. Only large tournaments such as National Open, Grand National, TOC, and JPW/ACC Open may be preseeded.

Gross violations of random seating include, but are not limited to, allowing a player to select a seat to avoid playing a certain player or players, allowing players to look at table and seat numbers when drawing a seat, or drawing a seat from multiple containers. Allowing players to sit at seats without random draw is also prohibited.

2. First Deal

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 nine-game consolation tournament).

3. Anchor Decks

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. Scoring

Game point scoring shall be:

game result	points
loss	0
win	2
skunk or double skunk	3

5. Tiebreakers

Tiebreakers for qualifying scorecards are as follows (in order listed):

total game points

games won

net spread points

positive spread points

If players are still tied after applying the four tiebreakers above, the tie may be broken by tossing a coin, cutting a deck of cards, or playing a one-game match.

6. Cross-checking

All qualifying scorecards for mains and consolations *must* be cross-checked. All qualifying/cashing scorecards for satellite events *must* be cross-checked. See the ACC Official Rulebook for cross-checking guidelines.

7. Muggins

Muggins will be permitted only if stated on the tournament flyer, and it must apply to all sanctioned events at a tournament—qualifying round and playoffs for both main and consolation. Muggins in the playoffs only is not permitted.

8. Judging

Any disputes or irregularities regarding play will be resolved by judges appointed by the tournament director. See §11 for details.

A 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 when sanctioned play is taking place.

7. Prizes and Tournament Reports (see Policies & Procedures Manual chap. 6 §III)

A. Awards

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

1. The ratio of awards must be one in 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 prize exceeds the second prize should be larger than between any other two prizes and the difference should be progressively reduced for lower prizes.

Mains and consolations are required to provide a 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.

Awards may be paid 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 frequently given for the top positions, the number to be determined by the tournament director. Trophies, special cribbage boards, plaques, and so on may be used. Prizes for mains and consolations must be posted prior to the end of the qualifying round. Satellite tournament payouts must be posted before the end of each tournament. All prizes should be distributed to winners prior to the conclusion of the tournament.

B. Payback Requirements and Sanctioned Tournament Reports

The sanctioned-tournament report must be submitted to the Regional Commissioner

within fourteen 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.

The tournament director should be prepared to furnish paid receipts for all expenditures including (but not limited to) meals, room rental, charitable contributions, and so on at the request of the Regional Commissioner.

Noncash 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 noncash 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 noncash returns.

All 28-hands 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. A judge should record the special hand on the back of the player's scorecard, along with his/her initials, to help ensure the player's name and special hand are included in the tournament report.

Players receive a pin from the ACC if they score either of these hands in a main or consolation so it is important to indicate in which tournament these hands occurred. Recognition is printed in *Cribbage World* for all 28-hands and 29-hands, regardless of whether they were scored in a sanctioned or satellite tournament. In addition, ACC members scoring a 29-hand in a sanctioned tournament will receive \$100 from the ACC.

8. Additional Events and Features

Tournament directors often conduct additional events to make the tournaments more interesting and appealing to more people.

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, 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 must have their scorecards distinctively identified as to whether they are in the pool. This often is done by stamping “Q” at the top of the player’s scorecard or by writing “No Q” on the nonparticipating player’s scorecard.

B. Side Pools

Optional side pools have become a popular addition in many tournaments. These prize pools normally consist of up to four categories: \$10, \$20, \$50, \$100. The most common side pools are \$10 and \$20.

Players may choose 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 for mains and consolations. They should be administered by someone designated by the director. When a player enters a side pool, he/she should have his/her 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. 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 lunch for 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 on 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 from local businesses to underwrite special activities.

Tournaments that donate some portion 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. Whatever the payout schedule, it should be posted prominently for all to see.

Another variation is pairs/standard doubles or Canadian Doubles (ten-card) 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 (typically \$25 each). A doubles tournament typically consists of nine 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¢) from those who lose a game by a skunk. The pot contents are usually awarded to the first player scoring a 28-hand or 29-hand, at which point the pot building starts over again, only to be awarded to the next player scoring one of those hands.

Another variation is a “24 table,” which holds a variety of prizes typically ranging 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 numerous prizes remain.

A recent development is the option of posting playoff results online at americancribbagecongress.challenge.com. This allows players around the country, plus players who have already gone home, to see the full results of the playoffs. Contact cwed152@gmail.com for full instructions on posting playoff brackets.

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 tournament 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.

9. Scheduling Events and Play

Careful planning and 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, seat numbers, signs, and so on 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. Others encourage players to walk in without prior registration. If advanced registration is required or walk-ins are allowed, those conditions should be specified on the tournament flyer.

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 playoffs. 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.

A. Possible Two-Day Schedule

Saturday	
7:00 am	registration for main tournament
8:15	orientation, rules, judges, player movement, and so on
8:30	main qualifying round begins
11:30 & 12:00	lunch break (staggered)
12:30 & 1:00 pm	play resumes (staggered)
4:00	qualifying round concludes and scorecard tabulation begins
5:30	posting of playoffs
Sunday	
7:30 am	main playoffs begin (best 3 of 5)
8:00	registration for consolation
9:00	consolation qualifying round begins
12:15 pm	lunch, tabulation, and posting of qualifiers
1:30	consolation playoffs begin (best 2 of 3)
6:00	conclusion of all events

B. Possible One-Day Schedule

7:00 am	registration for main tournament
8:00	orientation, rules, player movement, judges, and so on
8:30	main qualifying round begins
12:00 pm	lunch, tabulation, posting of qualifiers, and registration for consolation
1:15	main playoffs begin (best 2 of 3)
1:30	consolation qualifying round begins
4:00	tabulation and posting of qualifiers
4:30	consolation playoffs begin (best 2 of 3)
7:00	conclusion of all events

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

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

10. 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.

11. Judging

Certified 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 Commissioner. Whenever possible the head judge should be a senior judge. There should be no less than three judges appointed for any tournament and about one judge for every thirty entrants at large tournaments. It is recommended that the tournament director request judges 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. Judges are usually 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 rulebook that covers the situation. If either of the players disagrees with the ruling, a third judge may be called (preferably the head judge). Once the third 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 a 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.

12. Miscellaneous Problems

A. Slow Play

It is difficult to make an entrant who plays slowly play faster and comply with the allotted fifteen 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 slower player to make up 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, since they are finishing games before the allotted time limit. Periodic announcements (e.g., "You

should now be in your eighth 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 slowly.

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 plays only 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., twelve, twenty, or twenty-two games). In that case there will always be an even number of players who sat out a game. The sit-out players can then 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 are playing twelve games and have twenty-one players. That means that twelve players will have sat out a game when everyone else has completed their twelve 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, and so on.

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, and so on. The sit-out sums for each pairing must equal $12 + 1$ or 13 (one more than the number of games played).

If you have forty-five players in a twenty-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, and so on. The sum of the sit-outs must equal $20 + 1$ or 21 .

Reminder: You must have an even number of stationary or anchor seats for this system to work (i.e., zero, two, four, and so on).

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

C. No-shows or Late Players in Qualifying Round

Invariably a few preregistered entrants will not show up for a tournament. 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.

If the number of players is odd at the beginning of a tournament and a preregistered or walk-in player arrives before the completion of the first game, pair the late arrival with the first sit-out, but ask both players to wait until the end of the tournament to play their “first” game. That will prevent the late players from slowing down play. Be sure to caution the players to leave the first line on their scorecard blank. This blank line should be filled in when they play their game after others have completed the tournament.

Generally, if a player arrives after the start of the second game they are not allowed to play the qualifying round. They would, of course, be due a refund of their entry fee, minus any charges that the director might have to pay because of prior commitment (e.g., for lunch).

D. Early Departures

(see Policies & Procedures Manual chap. 6 §I.E.12)

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

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 nonoffender 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, and no forfeit may be awarded.

If a player leaves before the conclusion of a playoff match, the tournament director should award the match to the nonoffender.

If a player leaves during a qualifying round and makes the number of players left at the table odd, continue to play until all players have 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 scorecard for cross-checking purposes.

The tournament director should notify his/her Regional Commissioner of any instance where a player leaves before the completion of a tournament and the Regional Commissioner will file a report with the ACC Ethics Committee.

E. No-shows or Late Players in Playoffs

In elimination-type matches or playoffs, a player forfeits the first game if he/she is not present and prepared to play within five minutes after the starting time that was posted and/or announced. The second game is forfeited if the player is not present and prepared to play twenty 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 thirty-five minutes of the starting time.

If a player arrives more than five minutes late but before twenty minutes have elapsed, he/she forfeits the first game but is allowed to continue the playoff match; because he/she “lost” the first game, he/she deals first in the second game. The same policy applies if the player arrives more than twenty minutes late but before thirty-five minutes have elapsed: he/she forfeits the first two games but is allowed to continue the playoff match; again, he/she deals first in the third game.

If a player never appears for their playoff match, he/she will be awarded the MRPs and prize money commensurate with losing that round of play.

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 soon as possible. Whatever conclusion is reached, the director’s decision is final.

G. Timeouts

During the qualifying round, a player is allowed one timeout, which may not exceed ten minutes.

During the playoffs, a player is allowed one emergency timeout, which may not exceed fifteen minutes.

Any delays in excess of those listed above may be subject to the penalties in §12.E.

H. Requests for New Deck

Bent or damaged cards should be replaced as individual cards from a deck of the same color supplied by the tournament director. 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.

13. Tournament Records

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

14. Additional Suggestions

You can improve the flow of your tournaments by doing some preplanning to help keep things organized.

A. Announcements

It is important that all players know how your tournament will be conducted (number of games, location of bathrooms, and so on). Many directors find it useful to prepare a list of announcements ahead of time so they don’t forget anything and have to in-

interrupt play later to inform players about important issues. The list below gives some announcements often made prior to the start of a tournament. Use it as a guideline only. Modify it to suit your own needs.

- Check scorecards for name and ACC number accuracy; correct if incorrect.
- We will play twenty-two games against twenty-two different opponents.
- Cut for deal every game; move to right around anchor (identify anchors).
- Muggins is/is not in effect.
- How to call for a judge. Identify the head judge, and have all judges stand. Go over important rules briefly.
- Do not make any marks in the sections at the top or bottom of your scorecard.
- Lunch is/is not on your own. Play _____ (number) games before lunch.
- Indicate where resumption time will be posted before breaking for lunch.
- Coffee, candy, and sodas are available in the _____ (identify area).
- Playoff 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.
- Announce upcoming tournaments.
- Please turn all phones to off or vibrate.
- Other announcements.
- Any questions?

B. Cribbage Tournament Folders

It is best to be prepared for as many contingencies as possible when running a tournament. By preparing individual folders or envelopes 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 director will need to conduct the tournament. Use the following lists as guidelines only.

It is also suggested that you prepare a three-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.

1. General Information Folder

ACC membership forms
announcements
checklist
deposit record
extra cash
extra name labels (2)

onsite registration forms
payout schedules (extra copies)
preregistration spreadsheet
previous tournament winners
registration sign
sanction request
schedule of events (6)
tournament report form

2. Main/Consolations

announcements
MRP charts (2)
name labels
payout schedule
playoff score sheets
registration sign
scorecards
seed money
side pool payout schedule
side pool results sheet
side pool signup sheet
three-ring binder containing all completed registration forms and emails
tournament payout amounts
tournament payout results
tournament payout schedule
tournament report form
tournament signup sheet
winner bracket chart

3. Satellite Tournaments

name labels
payout schedule
registration sign
scorecards
seed money
side pool payout schedule
side pool results sheet
side pool signup sheet
tournament payout amounts
tournament payout results
tournament payout schedule
tournament report form
tournament signup sheet

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 below provides a listing of items you might want to be sure you have available during your tournament. No attempt has been made to categorize the items listed. Use the list as a guideline.

- ACC banner
- ACC MRP schedule
- binder clips
- camera
- candy
- checkbook
- computer (laptop)
- computer (printer)
- cooler
- cribbage boards
- dry erasable markers (three colors)
- entry money
- envelopes for cash payouts (100)
- extra pegs
- glue stick
- highlighter pens (3)
- manila envelopes
- markers (black & red, wide)
- markers (black, narrow)
- money pouch
- name labels
- pads for under boards
- paper, plain white
- payout schedules (main & consolation)
- pens, black (two per board)
- pens, red (10)
- plastic tub for sodas
- player seat numbers
- playing cards, new and used
- playoff bracket boards (2)
- playoff score sheets (main & consolation)
- Q-pool stamp
- raffle tickets
- random numbers for seating

- rulebooks (3)
- ruler
- scissors
- scorecards
 - main (22 games)
 - consolation (9 games)
 - satellite tournaments (9 games)
- side pool stamps (\$10, \$20, \$50)
- signup forms (late registrants)
- soft drinks
- stamp pad
- stapler
- stick pins
- tablet, lined paper
- tape (painter and scotch)
- tournament schedule of events
- trophies



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