



GRASS ROOTS

**ORGANIZATION, POLICY
and
PROCEDURES MANUAL**

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Goals

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

Organization

1. The Grass Roots Program consists of a Worldwide network of chartered local cribbage clubs under the overall direction of a Grass Roots Commissioner, appointed by the American Cribbage Congress Board of Directors for an indefinite period. Operational control of the Program is delegated to five or more Regional Commissioners appointed by the Grass Roots Commissioner.
2. The Grass Roots Commissioners and the Grass Roots Statisticians constitute the Grass Roots Committee, as provided for in the ACC Constitution and Bylaws. They make major decisions regarding policy, administration, finance, ethics and other important issues presented by the local clubs subject to BoD approval. Anyone wishing to be a volunteer on this board may advise the Grass Roots Commissioner of their intent by writing a letter to that affect. After consultation with appropriate members of the Region, a qualified applicant will be selected when an incumbent wishes to be replaced.
3. The Grass Roots statistical system is under the overall direction of the Grass Roots Statistician, who is appointed by the Grass Roots Commissioner for an indefinite term. Five or more Regional Statisticians are appointed by the Grass Roots Commissioner in consultation with the Grass Roots Statistician and the Regional Commissioners.
4. The Grass Roots Commissioner charters the Grass Roots clubs, but the organizational structure of a local club is not prescribed. Some clubs operate democratically, under the direction of club officials with various titles, elected by the club members. Others operate under a Club Director, who appoints additional club officials needed to manage the affairs of the club. Each club has a designated Contact Person (*not necessarily the Club Director*), whose primary function is to keep club officials and members fully informed regarding the status of the Grass Roots Program from a worldwide standpoint, based upon information disseminated from the Grass Roots and Regional offices. The Contact Person also insures that tournament reporting is both accurate and timely.
5. The Grass Roots Program is geographically divided into 5 Regions (II, IV, VI, IX and XII), primarily for statistical workload distribution. Management of Grass Roots Rating Point computation begins at the Regional level, through which tournament results are channeled to the Grass Roots level for inclusion in the Worldwide Standings.
6. Worldwide Standings. For Rating Point competition, clubs are assigned to one of 3 Divisions, without regard to geography, based on the number tournaments that they schedule

Policies

1. Because the Grass Roots Clubs are the hometown component of the ACC a person **must** be a member of the ACC before joining the Grass Roots. Numerous volunteer hours have been devoted to the betterment of the American Cribbage Congress as a whole. Playing rules laboriously developed for the American Cribbage Congress sanctioned tournament play are likewise used by the Grass Roots play at the clubs. Any individual determined ineligible for ACC membership is automatically ineligible for Grass Roots participation.
2. Individuals who have been allowed to play two (2) times and have stated that they do not intend to become members of the ACC, will not be allowed to continue to participate. Individuals who are allowed to play, as 'Guests', are not to be included in tournament reports or be included for the purpose of figuring Grass Roots points awarded.
3. Clubs will be allowed to play a maximum of one sanctioned event each week for a total of 36 weeks per year. Exception to this would be if a club had to make up a night of play because of cancellation of a regular scheduled event due to unforeseen circumstances (such as weather). A separate Charter will be required for each night of the week for those clubs who are fortunate enough to schedule play more than once a week.
4. Special dispensation: A club director and/or member may request a waiver from certain of the policies and procedures, providing the waiver does not materially effect the general intent of the policy or procedure. The Grass Roots Commissioner must approve all waivers.

Ethics

1. The ACC Grass Roots program shall be governed by the cribbage rules of play, and the Code of Ethics, as contained in the official Rule Book of the ACC. Procedures for further processing may be obtained from a member of the BoD.
2. As with the ACC main tournaments. Clubs have the authority to deny any player the right to play with them.
3. Violations of the Code of Ethics fall within two general categories:
 - Behavior/ Conduct
 - Cheating

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

- A. **Behavior/Conduct:** The Grass Roots Club Director has historically been the person to resolve this problem. Though the Club Director(s) will be permitted great latitude and autonomy in the resolution of this type of problem, the Club Director(s) must provide the accused member the opportunity to present his/her case to the Club before any formal action is taken. A decision regarding barring a member (*from that Club only*) may then be taken. Any action taken against a member involving barring a member from the Club shall be documented and submitted, in writing, to the Chairman of the ACC Ethics Committee. The Ethics Committee may proceed further if it deems it necessary.
- B. **Cheating:** All Complaints of cheating must be sent to the Chairman of the ACC Ethics Committee. Notarized complaint letters from at least two members along with a letter of recommendation from the Director(s) of the Grass Roots Club must be received before expulsion can be pursued. This information shall then be forwarded to the ACC Ethics Committee. If sufficient evidence of cheating is available, the accused member shall be immediately suspended from participation in sanctioned play until the matter is resolved.
- C. Offenses requiring legal system intervention. (Such as battery or theft). These offenses may require immediate suspension by the Ethics Committee.

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

This page is still in need of review by the ACC BoD and will be finalized at that time

How to Obtain a Grass Roots Charter

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

Joan Rein
Grass Roots Commissioner
P O Box 306
Carver, MN 55315
accgrassroots@earthlink.net
(952) 448-2459

If applying by letter, include:

- The planned name of your club
- Playing site, if known
- Name and phone number of Club Director
- Name and phone number of Contact Person, if other than Club Director
- Anticipated number of tournaments to be scheduled between September 1st and May 31st of the next year (Maximum: 36 Regular 9-Game Tournaments, plus one 18-Game Grass Roots National Tournament (GRNT), and one 18-Game Grass Roots Regional Tournament (GRRT)).
- One-time \$15 Charter Fee, payable to “ACC Grass Roots”.

Materials needed to begin playing will be forwarded upon receipt of the Charter Application.

“Appendix A” has some tips on how to organize a Grass Roots club.

NOTE: *New Clubs may be chartered and begin playing at any time during the season, in competition with other clubs scheduling approximately the same number of tournaments during the playing season.*

Membership

I. General

Membership in both the ACC and the ACC GR program is required.

ACC MEMBERSHIP forms can be found at www.cribbage.org. Forms and dues (*make checks payable to the ACC*) should be mailed to:

ACC Membership Secretary
Larry Hassett
PMB 5194
1030 W Harvard Ave
Roseburg, OR 97470-2858
ACC@mcsi.net
(888) 734-4464 / (888) PEGGING

Grass Roots MEMBERSHIP forms and dues (*make checks payable to "ACC Grass Roots"*) should be mailed to your Regional Statistician.

II. Membership Categories

- "Member" - Members are players that join the local GR club and have a current ACC membership. Members of the local club are eligible for GR awards won during 'official' play. A player must be a member to earn GR rating Points.
- "Visitors" - Visitors are GR members in good standing from other GR clubs. Effective Sept 1, 2002 Visitors will also be recognized for 28, 29 and Grand Slam awards in official play.
- "Guests" - This category was created to accommodate those few individuals who are not yet sure that they want to participate. One or two sessions are usually sufficient for a player to make a decision on joining. Players must either join or quit playing. This category also includes any ACC member who is not a GR member.

A. Transfers

Players are permitted to transfer from one club to another **once** during the playing season, but current-year rating points earned in the club from which they transfer are maintained for lifetime totals but not transferred to the new club for current year standings. The transfer must be accomplished by the beginning of the second half of the season (February 1). A Transfer Form must be completed and copies submitted to the Director of the losing club, the Director of the gaining club, and the Regional Statistician. The Regional Statistician will keep a copy, forward a copy to the Grass Roots Statistician, and send the original to the Grass Roots Commissioner.

B. Dues

Grass Roots dues are to be collected when the player plays his/her first official tournament of the season (between September 1st and May 31st). The dues for a player joining in the last month of the GR season, also covers the dues for the following season providing the member has not played in any Grass Roots Tournaments prior to the last month of the season.

Grass Roots Tournament Procedures

I. Rules

The current, official, ACC Rule Book governs all GR tournament play.

II. Season

The GR Season begins on September 1st and ends May 31st. GR clubs may play all year round. “Official” tournaments are those tournaments played during the season and do not exceed the maximum number of local tournaments allowed for their respective division. The final reports, registrations, and award forms must be received by the regional statistician by the 7th of June.

III. Local Tournaments (Regular)

These tournaments are played with a 9-game format during the club's regular schedule for the current season. Clubs may elect to play at times other than their regular schedule to complete the full number of tournaments allowed for their division

Important: A player can not play against any opponent more than twice. Playing two consecutive games against the same opponent is not an acceptable format for GR play. If there is an odd number of players, an automatic win may not be awarded when playing the ‘dummy’ or sit out. Grass Roots Rating Points are awarded while playing in a persons own club during “official” tournament play.

IV. Local Awards

Active Grass Roots members of any club may earn awards for 28 hands, 29 hands and Grand Slams during official Grass Roots local tournaments.

V. YOUTH PARTICIPATION

The participation of members under 21 years of age is permitted *at the discretion of individual Club Directors* **subject to individual State, county & local regulations.**

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

VI. REGIONAL AND NATIONAL TOURNAMENTS

These tournaments consist of an 18-game format. Members may “officially” enter the regional and/or national tournament only once. Because these tournaments are not local tournaments, more than one club may get together to conduct one of these tournaments. Members are not bound to play with their local club, but may play with any other club. They will need to designate and pay their entry fee before play if this is to be their Official Regional or National Play whether they are a member or visitor. Players must declare prior to the start of the tournament if they wish to play ‘officially’ or ‘unofficially’. Players will need to pay their entry fee before the beginning of that tournament. If the player chooses to play ‘officially’ the fee is \$12⁽¹⁾. If the player chooses to play ‘unofficially’ the fee is \$4⁽¹⁾. Any scores earned during ‘unofficial’ play will not count toward the tournament nor earn Grass Roots points. However, ‘unofficial’ players will be eligible for 28 hand , 29 hand and Grand Slam prizes. These tournaments are used to raise funds for the Grass Roots Awards Program, and participation is encouraged. This allows the program to operate at a minimal cost, and gives players an additional opportunity to earn Rating Points and other awards. ***Guests* are not permitted** to play in the Regional or National Tournaments.

- The Grass Roots Regional Tournament (GRRT) is conducted anytime during the first four months of the Grass Roots season (September 1st to December 31st). All scorecards (including visitors) and the tournament report (including game points, games won, and spread points) must be sent to the Regional Commissioner by January 7th.
- The Grass Roots National Tournament (GRNT) is conducted anytime during the second four months of the Grass Roots season (January 1st to April 30th). The scorecards and tournament reports (including game points, games won, spread point, and total plus points) must be sent to the National Tournament Director by May 7th.
- Important. A Player may play any one opponent up to three (3) times but **not consecutive** games during the 18-game format.
- Portions of the 18 game tournaments (i.e. the first or second 9 games) **may not** be reported as local tournaments.
- Youthful participants in the Regional and the National Tournaments ***must be identified on the tournament report***, and their play is allowed for Grass Roots Rating Points **only**.
- No cash prizes will be awarded to youthful participants. However, awards and certificates will be given for 29 hands (when applicable), pins and certificates for grand slams and certificates for 28 hands
- Grand Slam awards are earned for winning all of the first or all of the last 9 games.
- Scorecards with 23 or more game points will be validated and cross checked. Therefore a normal seat numbering and proper rotation **MUST BE USED**.

VII. GRASS ROOTS DIVISIONS

For GR Rating Point competition, clubs are assigned to one of three (3) Divisions. These Divisions are based upon the number of tournaments played in the season, without regard to geography.

- Division I 25 to 36 scheduled tournaments.
- Division II 14 to 24 scheduled tournaments.
- Division III Less than 14 scheduled tournaments.

VIII. LOCAL PRIZES

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

IX. SEAT NUMBERING AND ROTATION

A. A “Blind” Draw Must be Used to Determine Player Seating.

This may be accomplished by numbering the scorecards. The scorecards are mixed, turned face down, and the players draw for seat numbers and write their names on the cards. Another way is to write the players names on the scorecards. The cards are thoroughly mixed and “blindly” placed on the table. The players write their seat number on the cards. An exception is allowed for players requiring an anchor position due to medical reasons.

B. Seat Numbering:

Exhibits #1 and #2 show the normal methods of seat numbering. If there are more than twenty players, two tables may be used (minimum of 10 per table). If the room is not long enough to accommodate enough individual tables to make one “table”, care must be exercised to insure proper seat numbering and rotation are maintained.

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

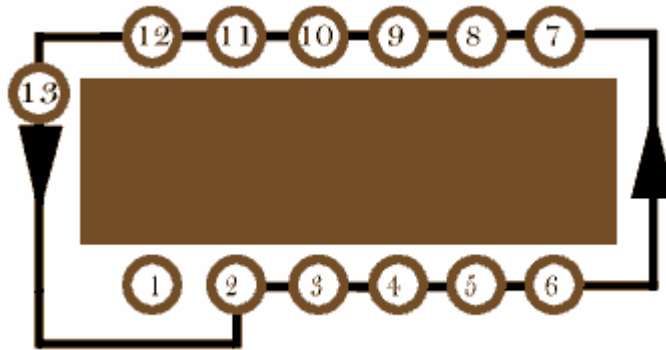
C. Rotation:

Players will rotate to the right after each match. Slow play may cause players to wait for a full game. Care must be taken to maintain proper rotation. Note: There are several other acceptable methods for the seating and rotation of players. Current Club Directors are the best source for this information.

D. Anchors/Pivots - Even number of Players:

The terms anchor and pivot, are used synonymously. An anchor (stationary player) prevents players from playing each other until every player has been played once (with less than 10 players). When a sitout is not used, Seat number one is considered the anchor. Opponents of the anchor will move around the table and sit to the right of the anchor for the next match.

If additional anchors are required, the total number of anchors must be odd and sit together on the same side of the table, or proper rotation is lost. See Exhibits #2 on this page and #4 on Page 12 for rotation with additional anchors.



Exhibit#1
Normal method seat assignments
Rotation is for 1 anchor

An alternate method of assigning seat numbers is shown in Exhibit #2. Additional seats can be added to the table without disrupting other players.

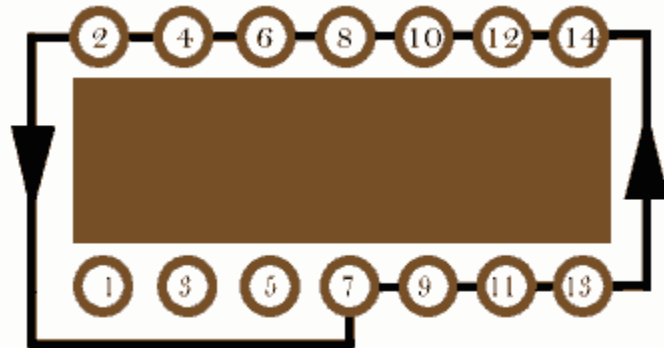


Exhibit #2
Alternative method of seat assignments
Rotation is for 3 anchors

E. Anchors/Pivots - Odd number of players:

A problem develops if there is an odd number of players. Some players will have finished their 9th game, but others will have only eight. There are several ways to solve this problem, the most acceptable is to have all players remain in rotation. Some player will play a tenth game. GR awards CAN NOT be earned during this extra (10th) game. Any method used must have all players playing nine games. When playing the “dummy”, awarding a win (2 game points Plus 10 spread points) is no longer allowed.

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

There are two basic ways to seat the “odd” player. One, set up the table for the number of players (including the “dummy”). The seat that is not drawn becomes the “dummy” and rotates with each games just like a player.

The other is to have the last seat # sit out the first game. *Everyone* rotates to the right (see Exhibit #3). Players rotation “off” of the table will sit out one game. If anchors are necessary, see Exhibit #4. Normal rotation continues until all players have played 9 games.

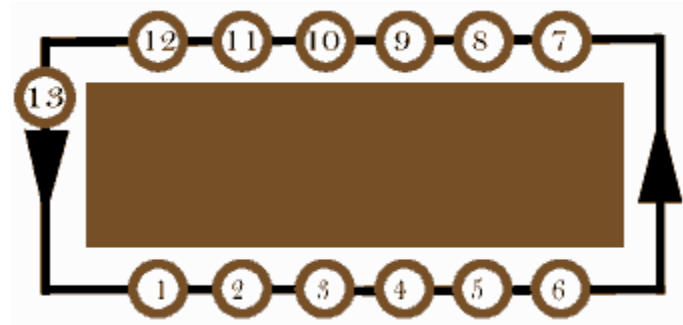


Exhibit #3
Sit outs
Rotation with only a sit out

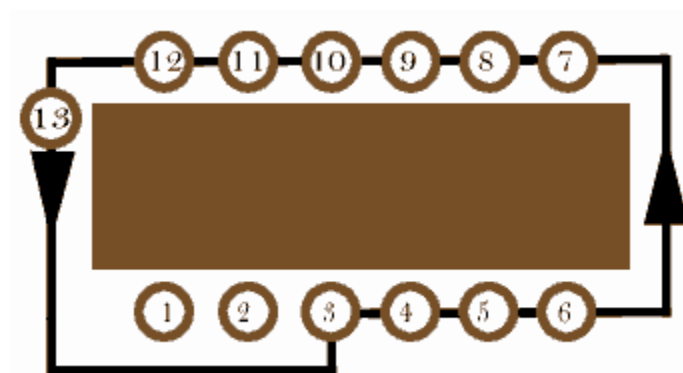


Exhibit #4
Sit outs
Rotation for 2 anchors + the sit out

X. SCORING

All scores will be recorded in ink. After the 9th game has been played, the players will tally their scorecards (game points, games won, and net spread points).

All scorecards must be turned into the club director or statistician for verification.

Suggestion: Count games won by adding up the number of entries in the plus column. Use this number (times 2) and the number of skunks to verify the games points. This usually finds the mistake of entering the spread points in the wrong column.

Game points awarded for the following:

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

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

XI. GR RATING POINTS

Eligibility: To be eligible for GR rating points, a player must be a member in good standing of the Grass Roots and the ACC and play in an "official" tournament.

"Official" tournament: In addition to all other requirements, 9 game tournaments must consist of 6 or more members and visitors. An 18 game tournament must consist of 8 or more members or visitors. Guests do not count towards the qualifying number of players. "Unofficial" tournaments have no affect on the number of tournaments played, or the "official" standings.

Effective September 1, 2007:

GR rating points (equivalent to the number of game points) are awarded to anyone with 12 points or more for any member playing in an official tournament. Only Game Points are used to rank the players.

Note: GR Rating Points for the Regional/National tournaments are awarded by the Regional/National Tournament Director. The GR Rating points are awarded to anyone with 24 or more game points. Guests are not allowed to play in either the GRRT or GRNT.

XII. Reporting Local Tournaments (Manually):

The Club director or statistician will fill out the local tournament report for all "official" tournaments. The report will include the club number and name, the date played, the tournament number, and the number of club members and visitors. For individual players, include the player's name, ACC number, club number (especially for visitors), and game points. The number of games won and net spread points are optional. Guests should not be included on the report. although you may want to list them on the club copy of the report. The club should keep a copy of the report.

Reports will be sent at least monthly to the Regional Statistician. Reports received by the 20th of the month will be included in the report to the Grass Roots Statistician for inclusion in the main database and Cribbage World. Please, do not hold report for several months! This creates a tremendous workload on the Regional Statistician

XIII. A. Reporting Local Tournaments (On Line):

A computer software program is available through the Internet to automate the reporting process. You will be given a password for access with your charter, or if existing, before you start using it the first time.

All final tournament reports must be sent to the Regional Statistician by June 7th or the tournament will not be included in the "official" Grass Roots results. The Regional Statisticians are required to have the final reports to the Grass Roots Statistician by June 15th.

XIV. Reporting Regional and National Tournaments:

See Regional and National Tournaments (Page 9). Especially read the section on rotation and the note about an odd number of players.

XV. Important Addresses

Grass Roots Commissioner
Joan Rein
P. O. Box 306
Carver, MN 55315
(952) 448-2459
accgrassroots@earthlink.net

Grass Roots Statistician
Kristy Haught
301 Colony Square
Rocky Mount, NC 27804
(252) 972-6680 Leave Message
haughtk@earthlink.net

ACC Membership Secretary
Larry Hassett
PMB 5194
Roseburg, OR 97470-2858
(888) 734-4464 (888) Pegging
acc@mcsi.net

Grass Roots Awards Program

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

Current Year Awards

- | | |
|--|---|
| • 28-Hand Held | Certificate |
| • 29-Hand Held | Plaque/Pinette |
| • Grand Slam Scored | Certificate/Pinette |
| • Champions and Runner-ups
in each of the 3 Divisions | Awards |
| • Top 10% in each of the rated
players in each of the 3 Divisions | Invitation - Tournament of
Champions |
| • Club Champions | Invitation - Tournament of
Champions |
| • Grass Roots National & Regional
Tournament Champions | Invitation - Tournament of
Champions |
| • Grass Roots National & Regional Tournaments <i>Only</i> | |
| • 29-Hand Held | \$100 plus plaque & pin |
| • 28-Hand Held | \$ 25 plus certificate |
| • Grand Slam | \$ 25 plus certificate & pin |

Lifetime Achievement Awards

- | | |
|---|----------------------------|
| • Bronze Award - 1,000 Rating Points | Choice of Gifts (See list) |
| • Silver Award - 2,500 Rating Points | Choice of Gifts (See list) |
| Gold Award - 4,000 Rating Points | Choice of Gifts (See list) |

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

*This change is effective Sept. 1, 2002

Appendix A

How To Organize A Grass Roots Club

When you think you have 10-12 players who are interested in competing worldwide while playing at the local level.....

- Find a suitable place to play. Do not offer to pay rent. Many clubs have little difficulty convincing operators of restaurants and bars, fraternal organizations, etc., that it would be to their advantage to let you play - without charge - in their facility. Banquet style tables seating 6 -9 are preferred. Good lighting and ventilation are also important.
- Develop a mailing list and an advertising plan. Utilize the local Shopping Guide or weekly newspaper, which usually have reasonable rates. Radio/TV stations may give you a few lines as a “public service”. Place posters and leaflets in places where people congregate. Even more important - urge your members to invite their friends to come with them and play as a “Guest” (once or twice).
- At the earliest practical date, publish and distribute to your members, as well as your prospects, a tentative playing schedule to stimulate recruitment and retention.
- Publication of a club newsletter, and scheduling of a year-end get together does much to increase club sociability, and makes it easier to set the stage for the following season.
- You might want to consider having an organizational meeting, at which new players would be offered the opportunity to play without paying into or sharing the prize fund. It would also make it possible for the Club Director to explain the Grass Roots Rating Point System and the Grass Roots Awards Program, as well as the local payoff schedule, to new players.
- Summer time is a good time to organize and give players a chance to get used to the format. September 1st is the start of the ACC Grass Roots Season and ends May 31st. However a club can get started at anytime during the year.

(1) Effective: 09/01/2007