



GENERAL INFORMATION

- **COMMUNICATION** - The ACC Office will communicate exclusively through company coordinators. **Employees should direct all questions concerning ACC to their company coordinators.**
- **SEEDING** - For the inaugural ACC there will not be seeding amongst bracketed events. In 2024 and beyond, The ACC Games Directors will use the results from the 2023 ACC to determine seeds in bracketed events. **Please note, for individual events, we will seed individuals based on their sign up date and anticipated seed time for timed events.**
- **HEATS** – For an event that requires placement in heats (5k), we will ask your competitors for “seed times” (approximate finish time). This will take place at check-in and will ensure the race has accurate heats. Please be sure your participants are aware.
- **SCHEDULE OF EVENTS** - Brackets and Schedules will be posted on the ACC website in the “Event Information” section by 5:00 p.m. on Monday, April 3rd, 2023. These include: 3-v-3 Basketball, Flag Football, Golf, Pickleball, 4v4 Soccer, Softball, Volleyball, Cornhole and Social Sports. Maps for the 5K will also be posted. Volunteer Assignments (for each company) will also be available on Monday, April 3rd by 5:00 p.m. Click on the “Volunteer Assignments” tab in the upper right-hand corner of the ACC website homepage.
- **GAME TIME IS FORFEIT TIME / CHECK-IN DEADLINES ARE ADHERED TO**– Please remind your participants to allow themselves plenty of time to get to their events.
- **NO RESCHEDULING OF GAMES** - In an event such as the ACC, involving more individuals than capacity, games cannot be rescheduled to accommodate the schedules of individual participants. Games may not be rescheduled by the participants involved. Violation of this rule will result in forfeiture of the competitors involved.
- **NO FORFEITS, PLEASE** - Once schedules are posted, please make sure entrants in each event are notified of their game times and locations. **It is crucial your competitor, or a legal substitute, be present at the event for which your company is entered. Much time and effort go into scheduling each event to ensure the Games run smoothly. Forfeits not only upset the scheduled event, but also take away from the spirit and competition of the Games. Please emphasize to your employees that by signing up for an event, they are making a commitment to be there. Forfeits from the previous year are used in seeding. Penalty Points will be assessed to those individuals or teams who do not show up for a bracketed event.** In the following tournaments: 3-on-3 Basketball, Softball, Cornhole and Soccer - teams forfeiting their first game in the tournament are forfeited out of the tournament, and penalty points will be assessed. If a team forfeits a game after having

already played a game or games in the 3-on-3 Basketball, Softball, Cornhole or Soccer tournaments, that forfeit will be counted as a loss. In the Volleyball Tournament, teams forfeiting ANY game in pool play are forfeited out of the tournament. If a team in the Volleyball Tournament advances past pool play and forfeit a game in the single elimination bracket play, that forfeit will be counted as a loss.

- **VOLUNTEERS** - Each company is required to provide volunteers for an event(s) in the ACC. What a great way for other individuals to become involved in the Games! Each volunteer will receive a point toward his/her company's overall point total and a t-shirt from the ACC. One point will be deducted from the company's overall total for each volunteer who does not show up for his/her assigned event. For more information, see the Volunteer Information in this book.
- **DRINK WATER!** - Please supply your own water and/or supplemental drink for your athletes at the outdoor events. This is highly recommended due to the potential for hot temperatures in April/May/June. We will have water at most of the events, but it is always good to be prepared with your own as well. In an effort to be *Green*, ACC suggests you use reusable water bottles.
- **TEAM AWARDS** - Team awards will be given to the top eight companies in each division. These awards will be presented at the ACC Awards Celebration.
- **MINIMUM 8 TEAMS IN AN EVENT** - If there are less than 8 entrants in an event, the ACC Board of Directors reserves the right to cancel the event or combine it with another age group or division, if appropriate.
- **AMATEURS ONLY** - The ACC is an amateur event. Individuals who are considered professional status by the national affiliate organization for their particular sport are not allowed to compete in that event in the ACC. Retired professionals must be retired prior to January 1st, 2023 in order to compete in their respective event. Should you have a team member that could be considered a professional based on part-time employment or tournament status they hold in their event, please consult the national affiliate organization's policy. If that person, based on the ruling by the national affiliate organization, is considered a professional, they are not eligible to participate in that event.
- **ID's REQUIRED** - The ACC Board of Directors reserves the right to ask for ID from participants at random during the course of the Games. Please ask that your participants have an ID with them at all ACC events. Participants who are asked and are not able to produce an ID at an event will be forfeited from the game. In team events, the team will forfeit that game. Please see the ACC Protest Policy for more information on protests and disqualifications.
- **SUBSTITUTIONS ALLOWED** – You may substitute for your original entrants, provided the substitute's name appears on your Participation List, and that the substitute is in the same age group as the original entrant (if substituting in an age group event). See Participation List guidelines for additional information.
- **EVENTS WILL BE HELD, RAIN OR SHINE** - Events will only be postponed or canceled in the event that weather conditions present a direct danger to participants. If an event is postponed, the ACC Board of Directors reserves the right to reschedule anytime between April 20 and May 19, 2023. Such rescheduling will be based on time, facility availability, and financial and/or organizational constraints. Because of facility and organizational complications, it is certain that at least some events will not be rescheduled in the event of a rain-out: these events include Softball, 5K, Kick-Off Party