

# **The Tshwane Chess Handbook**



## **Tshwane Chess Policies, Procedures and Decisions**

**Version 2.30**

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# 1. GENERAL ADMINISTRATIVE SUBJECTS

## 1.1 DEFINITIONS

- 1.1.1 **60/60 Tournament:** A tournament where the “Game duration is at least 60 minutes and less than a 90/90 Tournament.
- 1.1.2 **90/90 Tournament:** A tournament where the “game duration” is at least 90 minutes.
- 1.1.3 **Development tournament:** Tournaments to target the development of players. This includes all schools’ tournaments.
- 1.1.4 **Event:** A collection of tournaments/sections which is grouped together by an organiser and marketed under the same event name.
- 1.1.5 **Section:** Also known as a tournament, where a sub group of players, competing against each other over many rounds at the same Event.
- 1.1.6 **Tournament:** Also known as a section, where a sub group of players, competing against each other over many rounds at the same Event.
- 1.1.7 **TC:** Tshwane Chess Management
- 1.1.8 **CA:** Chief Arbiter
- 1.1.9 **DCA:** Deputy Chief Arbiter
- 1.1.10 **Game duration:** The total duration of a game. This includes the “thinking time”, any increments and time added onto the game. For calculation purposes 60 moves are assumed for any game i.e.:
- 1.1.10.1 55/55 +30 sec increments from move one
- The total duration of with this time control would be calculated as 55 minutes of main thinking time, plus 60 (number of assumed moves) times 30 seconds (increment).  
 $55 + 60 \text{ moves} \times 30 \text{ sec} = 85 \text{ minutes}$   
85 Minutes constitute a standard game.
- 1.1.10.2 80/80 + 10 sec increments from move 1
- The total duration of with this time control would be calculated as 90 minutes of main thinking time, plus 60 (number of assumed moves) times 10 seconds (increment).  
 $80 + 60 \text{ moves} \times 10 \text{ sec} = 92 \text{ minutes}$   
90 Minutes constitute a standard game and would be regarded as game with a “90/90 Time Control”.
- 1.1.11 **Official Tournament** is a tournament that is the property of Tshwane Chess hosted by Tshwane Chess and listed in this document.
- 1.1.12 **Rate of Play:** This term indicates when a round will not start at a specific time, but rather many minutes elapsed after the last game finished in the same tournament/section. The starting time of the round should be indicated on the paring at the time it is published. This time should preferably not be less than 15 minutes.
- 1.1.13 **Strategic Tournament** is a tournament Tshwane Chess use to achieve strategic objectives like obtaining norms, arbiter development, player development etc.

## 1.2 STATUTES

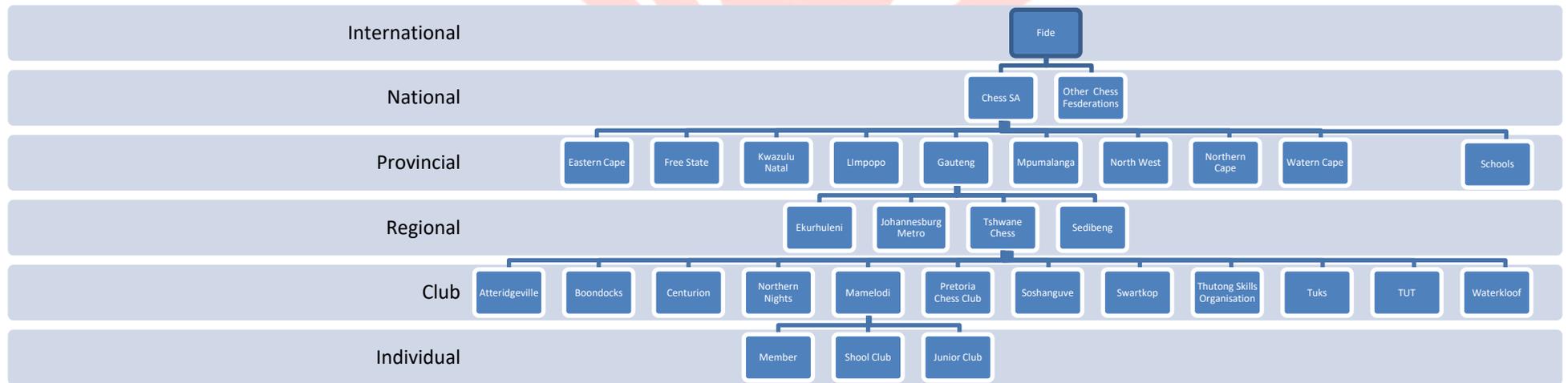
- 1.2.1 The Tshwane website ([www.tshwanechess.co.za](http://www.tshwanechess.co.za)) is the only official place of publication for invitations, merit ranking lists, communication or documents.
- 1.2.2 Should there be any discrepancy between any other documentation, communiqué, merit ranking list, etc. the version as published on this website will be the official and accepted version.
- 1.2.3 The conditions above only hold for Tshwane Chess related documents.

### **1.3 GENERAL**

- 1.3.1 Sections in this document marked as “Draft” indicates that it is still under development. The policies in these “draft” sections are in a testing phase. The policy is applicable, but TC reserves the right to change or adapt it, should it be necessary so that it can fulfil its objective.



## 1.4 CHESS STRUCTURE (DRAFT)



## **1.5 HOW DO I REGISTER?**

1.5.1 Go to [www.tshwanechess.co.za](http://www.tshwanechess.co.za)

1.5.2 Click on register on the menu at the top of the page and select the type of registration you want to do. There are four types of registrations currently available:

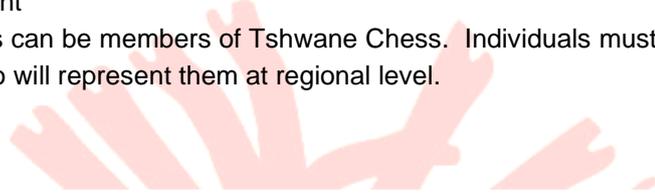
1.5.2.1 Player

1.5.2.2 Trainer / Arbiter

1.5.2.3 Club

1.5.2.4 Tournament

1.5.2.5 Only clubs can be members of Tshwane Chess. Individuals must register as members of a club who will represent them at regional level.



## **2. CLUBS**

### **2.1 FORMATION OF A CLUB**

- 2.1.1 Identify a venue where you can meet on a regular basis.
- 2.1.2 Inform Tshwane Chess of your intentions to form a chess club in the region by registering on the website.
- 2.1.3 Get the equipment you will need, for example chess sets, boards and clocks.
- 2.1.4 Decide on the time for your first meeting. Check with everyone who's interested and make sure it's a good time for everybody.
- 2.1.5 Obtain a template constitution from Tshwane Chess.
- 2.1.6 Arrange a meeting to constitute the chess club. At this meeting, you must:
  - 2.1.6.1 Take minutes
  - 2.1.6.2 Accept a constitution approved by Tshwane Chess.
  - 2.1.6.3 Elect the officials according to the constitution.

### **2.2 MINIMUM REQUIREMENTS FOR A CLUB**

- 2.2.1 The club must have a name.
- 2.2.2 The club must have a constitution approved by Tshwane Chess
- 2.2.3 The club must have an AGM at least once a year.
  - 2.2.3.1 All the requirements of the constitution must be fulfilled.
  - 2.2.3.2 There must be an election.
  - 2.2.3.3 There must be minutes.
  - 2.2.3.4 Meeting notice must be sent in time.
  - 2.2.3.5 Approved AFS
- 2.2.4 The club must have a bank account in the name of the club.
- 2.2.5 The club must be registered with Tshwane Chess and it must fulfil the requirements of Tshwane Chess as set out from time to time.
- 2.2.6 The club must have a record of all its members. This record must include the following details:
  - 2.2.6.1 Full names
  - 2.2.6.2 Surname
  - 2.2.6.3 Contact Nr
  - 2.2.6.4 SA identity number or passport number
  - 2.2.6.5 Race
  - 2.2.6.6 School (if applicable)
  - 2.2.6.7 Gender
  - 2.2.6.8 Disabled or not
  - 2.2.6.9 DOB
  - 2.2.6.10 City/Town, Suburb

### **3. TSHWANE CHESS MERIT RANKING POLICY**

#### **3.1 INTRODUCTION AND PURPOSE**

- 3.1.1 This policy describes the “Tshwane Chess Merit Ranking List” which will be referred to as the “Merit Ranking List” in this document.
- 3.1.2 The purpose of the Merit Ranking List is to determine a ranking order for all active Tshwane Chess players and to select teams to represent Tshwane Chess as well as for allocation of awards.
- 3.1.3 The system must be mathematically consistent, transparent, fair and prove integrity.
- 3.1.4 The merit policy will be proposed by the Merit Committee and approved by Tshwane Chess. The latest published policy will be enforced.
- 3.1.5 The merit system is aligned to measure current strength, promote increased activity and therefore discriminates against a lack of activity which the FIDE- and SA Chess rating systems does not consider.
- 3.1.6 A chronological weight is applied to recognize development of the player in the current measured period.
- 3.1.7 This system is a short-term measurement system and there is therefore the possibility to manipulate the system in its simplest form. Several factors and variables were implemented to counter these short-term manipulations.
- 3.1.8 Merit points will be awarded for all players of the Tshwane Chess Region (GTP) including youth, junior, adult and senior players as obtained from the Chess SA database and tournaments played by Tshwane Chess members.
- 3.1.9 The Merit Ranking List will be published on the 7th of each month, depending on the availability from Chess SA for the correct data, using the ratings list published by Chess SA on the 1st of the month and other tournaments as the Merit Committee deem fit.
  - 3.1.9.1 The first publication of Merit Ranking List for each calendar year will be will be in the next calendar month after the Tshwane Chess Subscription Fees are due.
  - 3.1.9.2 The last publication for the calendar year will be the Merit Ranking List used for the SAJCC team selections.
  - 3.1.9.3 There will be no list published between after the Etienne Lewis Tshwane Chess Trials and the Gala Evening (announcement of the SAJCC teams).
  - 3.1.9.4 A Merit Ranking List must be published on the first day of the Etienne Lewis Tshwane Chess Trials. This list must include all the tournaments up to the trials. This list will be the last chance for players to verify that all their tournaments are included on the Merit Ranking List. Players will have the opportunity to request corrections up to the end of the Etienne Lewis Tshwane Chess Trials Tournament.
  - 3.1.9.5 Except for article 3.1.9.4, a Merit List can be challenged for a period of 7 days after publication. After seven days, the Merit List will be deemed as final and correct.

#### **3.2 BASIS OF CALCULATION**

- 3.2.1 The Merit Ranking List will be based on a ranking system of the sum of the best merit points in tournaments in the current merit year with a weighted inflation, depending on age group as defined by Chess SA.
- 3.2.2 The premise of the system is like the well-understood Grand Prix system as endorsed by Chess SA and FIDE barring the inflationary aspect.

#### **3.3 VALIDITY AND CONSISTENCY OF THE SYSTEM**

- 3.3.1 The system is dependent on a stable rating environment where statistical consistency can be reasonably proven. It is based on the Chess SA standard for calculation ratings as published on the Chess SA website:

- 3.3.2 The Merit Ranking List and calculations will be affected by changes on this method. It is therefore required to re-evaluate the system should any of the following elements change within the Chess SA rating formulae:
- 3.3.2.1 New ratings are determined using a minimum of 12 rated games.
  - 3.3.2.2 The K factor for ELO calculation does not exceed 30 for new players.
  - 3.3.2.3 General alignment is kept to the FIDE ELO system.

### **3.4 TERMS, DEFINITIONS AND FORMULAS**

3.4.1 **Tshwane Registration:** A player must be registered and paid his/her subscription fees with Tshwane Chess to be ranked on the Merit Ranking List. Players not in good standing will receive a Merit Point but will only be listed alphabetically at the bottom of the Merit Ranking List.

3.4.2 The name of the Merit Ranking List publication will be "Tshwane Chess Merit Ranking List yyyymmdd HHMM" where:

**yyyy:** 4-digit year of the publication;

**mm:** 2-digit month of the publication. In single digit months, the month will be preceded by a 0;

**dd:** 2-digit day of the publication. In single digit days, the digit will be preceded by a 0;

**HH:** 2-digit hour of the publication. In single digit hours, the digit will be preceded by a 0;

**MM:** 2-digit minute of the publication. In single digit minutes' digit will be preceded by a 0;

e.g. "Tshwane Chess Merit Ranking List 201604012014"

3.4.3 The Merit Ranking list will be mailed to all members in good standing.

3.4.4 **Annual Merit Point:** This is the total of all the merit points that will be used for the final ranking list. It will be calculated as follow:

3.4.4.1  $u/8$

$AMP = (\text{Best ATMP}_{90} \times 23\%) + (\text{Best ATMP}_G \times 23\%) + (2\text{nd best ATMP}_G \times 23\%) + (\text{Tshwane Chess Trails ATMP}_G \times 31\%)$  where ATMP\_G exclude tournament used in best ATMP\_90

3.4.4.2 Under 10 to 16

$MP = (\text{Best ATMP}_{90} \times 19\%) + (\text{Best ATMP}_G \times 19\%) + (2\text{nd Best ATMP}_G \times 19\%) + (3\text{rd Best ATMP}_G \times 19\%) + (\text{Tshwane Chess Trails ATMP}_G \times 24\%)$  where ATMPG\_ exclude tournament used in best ATMP\_90

3.4.4.3 Under 18, 20 and Adults:

$MP = (\text{Best ATMP}_G \times 33.3\%) + (2\text{nd best ATMP}_G \times 33.3\%) + (3\text{rd best ATMP}_G \times 33.3\%)$

3.4.5 If a player does not have enough tournaments to calculate a complete AMP as in article 3.4.4.1 - 3.4.4.3:

3.4.5.1 A zero (0) value will be used where there are not a sufficient number of tournaments i.e. if a u/10 player only played two (2) qualifying tournaments (article 3.5) tournaments, he/she will get a zero (0) value for his/her 3<sup>rd</sup> best and 4<sup>th</sup> best tournaments.

- 3.4.5.2 The AMP calculated will be included in the Merit Ranking List and can be used for selections.
- 3.4.5.3 If a player participated in the Etienne Lewis Tshwane Chess Trails for the current calendar year and it is determined in any manner or at any point in time that the player was not eligible to play in the Etienne Lewis Chess Trials, the Etienne Lewis Tshwane Chess trials cannot be used to calculate the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> best tournament. The motivation for this is that the person was not eligible to play in the tournament and it can therefore not be considered.
- 3.4.5.4 The Etienne Lewis Tshwane Chess Trials of the previous calendar year can be used as a qualification tournament for the current calendar year Merit Ranking List should it fall within the time range of the Merit Ranking List as per this policy. It can however not be used as a “90/90 Tournament” qualification for the current Merit Ranking List.
- 3.4.5.5 A merit point will still be calculated for a player even if the player has less than the required number of tournaments.
- 3.4.6 Players will appear on the Merit Ranking List when:
- 3.4.6.1 u/8:
- 3.4.6.1.1 The player has participated in at least one tournament as per article 3.5
- 3.4.6.2 u/10 – u/16:
- 3.4.6.2.1 The player has participated in at least one tournament as per article 3.5 and
- 3.4.6.2.2 The player has participated in at least one tournament as per Annexure A article 1.
- 3.4.6.3 U/18 – u/20
- 3.4.6.3.1 The player has participated in at least one tournament as per article 3.5.
- 3.4.7 **ATMP\_G:** Adjusted Tournament Merit Point is determined by adding an AI percentage to the TMP\_G based on the month of the year where:
- $$\text{ATMP}_G = \text{TMP}_G \times (1 + \text{AI} \times \text{Monthly Weight})$$
- 3.4.8 **ATMP\_90:** Adjusted Tournament Merit Point is determined by adding an AI percentage to the TMP\_90 based on the month of the year where:
- $$\text{ATMP}_{90} = \text{TMP}_{90} \times (1 + \text{AI} \times \text{Monthly Weight})$$
- 3.4.9 **TMP\_G:** General Tournament Merit Point where:
- $$\text{TMP}_G = \text{AOR} + 250 \times ((W-L)/N)$$
- 3.4.10 **TMP\_90: 90/90 Tournament Merit Point where:**
- $$\text{TMP}_{90} = \text{AOR} + 250 \times ((W-L)/N) \text{ calculated using official Tshwane Chess 90/90 tournaments.}$$

3.4.11 **AI:** Age Inflation is based on the assumed reduction in the learning curve with age and is referred to as AI. Inflation of TMP, the following percentages will be applied:

Age group U8 – U10: 1.5% of the Monthly Weight starting from current month -1  
 Age group U12 – U14: 1.0% of the Monthly Weight starting from current month -3  
 Age group U16 – Older: 0.5% of the Monthly Weight starting from current month -5

e.g. April 2016 (Current Month)	u/8 & u/10		u/12 & u/14		u/16 and older	
	Weight	% Effect	Weight	% Effect	Weight	% Effect
March 2016	0	0	0	0	0	0
February 2016	-1	- 1.5 %	0	0	0	0
January 2016	-2	- 3 %	0	0	0	0
December 2015	-3	- 4.5 %	-1	- 1 %	0	0
November 2015	-4	- 6 %	-2	- 2 %	0	0
October 2015	-5	- 7.5 %	-3	- 3 %	-1	- 0.5 %
September 2015	-6	- 9 %	-4	- 4 %	-2	- 1 %
August 2015	-7	- 10.5 %	-5	- 5 %	-3	- 1.5 %
July 2015	-8	- 12 %	-6	- 6 %	-4	- 2 %
June 2015	-9	- 13.5 %	-7	- 7 %	-5	- 2.5 %
May 2015	-10	- 15 %	-8	- 8 %	-6	- 3 %
April 2015	-11	- 16.5 %	-9	- 9 %	-7	- 3.5 %

The above table only contains example values. The last 12 months' tournaments will be used counting backwards from the current month when a merit point is calculated.

3.4.12 **AOR:** Average Opponent Rating will be the average of the opponents' Chess SA rating of all games played in the tournament as well as bye's and Default + and Default -.

3.4.12.1 In the case of an opponent being an **unrated player** his/her performance rating (PR) for that tournament will be used. PR as calculated by Chess SA.

3.4.12.2 In the case of a **Default +**, the average rating of all participating rated players in that section will be used.

3.4.12.3 In case of a **Default -**, the actual rating of the opponent will be used or as per article 3.4.12 should the opponent not have a rating.

3.4.12.4 In case of a **Bye** only half a point will be awarded for calculation purposes. against the average rating. The average rating of all participating rated players in that section will be used. Also see articles 3.4.13 and 3.4.15 for more detail on the calculation.

3.4.12.5 In the rare event where an unrated opponent does **not play enough games** in one tournament to calculate a PR or a PR cannot be calculated for the opponent the AAR for the age group will be used.

3.4.12.6 The rating of the opponent as published by the rating agency (Chess SA etc) at the beginning of the month the tournament started in will be used

3.4.12.7 The **adjusted average rating (AAR)** for Tshwane Chess players for the age group will be calculated at the end of February and it will apply for the rest of the Merit Year until the end of February the subsequent year. AAR is used to remove an unfair advantage a player might get from using the average rating. The current AAR list will apply until the new list is calculated and published. The current adjusted average ratings are as follow:

Age Group	Adjusted Average Rating
u/8	694
u/10	743
u/12	780
u/14	762
u/16	852
u/18	876
u/20	982
Open	1290

- 3.4.13 **W:** Number of games won, including Default + and Bye's. A Bye will only count ½ point
- 3.4.14 **L:** Number of games lost (including Default -)
- 3.4.15 **N:** Number of games played, including Bye's and Defaults (+ & -).
- 3.4.16 **Default +:** A "win" due to an opponent failing to show up for the game before the grace period has expired.
- 3.4.17 **Default -:** When the player doesn't show up for the round or when the player does not show-up for a game before the grace period has expired.
- 3.4.18 **Withdrawal:** If a player voluntary decides not to be included in a draw for a specific round. It is essential the same a Default – for TMP calculation purposes and will hence forth be handled the same. This round will be included in the formula to determine the TMP. The number of games (N) will always include the total number of rounds for the tournament, but this round will not be included as either a win or a loss and will not affect the calculation of the AOR.
- 3.4.19 **Merit Year:** The previous 12 calendar months ending on the last day of the previous month of the current date for the Merit Ranking List publication.
- 3.4.20 **Tshwane Chess Trials:** Etienne Lewis Closed Tournament taking place as published in the Tshwane Chess Calendar.
- 3.4.21 **Minimum Rounds:** A player must play more than 60% (rounded upwards) of the scheduled number of rounds to qualify for a merit point. Withdrawals and Default (-) are games not played - thus excluded:
- 3.4.21.1 5 rounds: 3 games
  - 3.4.21.2 6 rounds: 4 games
  - 3.4.21.3 7-8 rounds: 5 games
  - 3.4.21.4 9-10 rounds: 6 games
  - 3.4.21.5 11 rounds: 7 games
- 3.4.22 **Capping:** If a player loses against an opponent with a rating more than 250 points above his own rating, his opponent's rating used to calculate his AOR will be adjusted by capping. This means that his opponent's rating will be limited to 250 points higher than his own rating. This is done to prevent over inflation of his ATMP due to a very high AOR.

In the event where a player wins or draw against the higher rated opponent, the full opponent rating will count to calculate the AOR. If the player (looser) has a 0 (zero) rating his PR or AAR (in this order) will be used as his own rating for calculating the cap.

### 3.4.23 Example of Merit Point Calculation

A u/10 player with a rating of 1240 plays in the B section of a 7-round tournament in October 2016. There are 20 players and the average rating of the players who does have a rating is 1220 as calculated on the Chess SA database.

Round	Opponent Rating	Result	MP Score	Rating Used
1	1500	Lost	0	* 1490
2	1000	Win	1	1000
3	1300	Default +	1	# 1220
4	1570	Win	1	π 1570
5	1300	Lost	0	1300
6	¥ Bye	Bye	½	# 1220
7	**1200 P	Win	1	\$ 1300
8	700	Win	1	700
9	Withdrawn	Lost	0	None
				Sum = 9800
				÷ 8 =
5.5 wins and 3 losses			5	AOR = 1225

* 1490	The opponents rating is > 250 above own rating. <b>Capping</b> took place at 1240 + 250 = 1490.
# 1212	This is the average of the players who played in the section.
π 1570	The player won the game and therefore the opponent rating is not capped.
¥ Bye	A Bye will only count ½ a point for merit purposes.
** 1200 P	This is a provisional rating of an unrated player that is solely used to help with seeding to do the initial draw. It is not used in the calculations of the AOR or merit points. On the Chess SA database, it will be displayed as 0 rating.
\$ 1300	This player's performance rating will be used as published in the Analysis of the tournament on the Chess SA website. If the performance rating is > 250 above the player's rating, capping will be applied. In the rare event where an unrated player withdraws before playing sufficient rounds to determine a performance rating, a rating as determined in paragraph <b>Error! Reference source not found.</b> will be used to calculate the remaining player's AOR. In this example, we assumed we could not calculate a PR for the adult opponent and therefore used a value of 1300 from <b>Error! Reference source not found.</b>

$$\begin{aligned}
 \text{AOR} &= \text{Sum of Players} / \text{Number of Games} \\
 &= (1490 + 1000 + 1220 + 1570 + 1300 + 1220 + 700) / 8 \\
 &= 9800 / 8 \\
 &= 1225
 \end{aligned}$$

- Byes and defaults are excluded
- A value of 1300 is used from the AAR table for the player whose performance rating could not be calculated.

$$\begin{aligned}
 \text{TMP} &= \text{AOR} + \{250 \times ((W - L) / N)\} \\
 &= 1225 + \{250 \times (4 + 1 + 0.5 - 3) / 9\} \\
 &= 1225 + 250 \times 0.278 \\
 &= 1225 + 69.444 \\
 &= 1294.444
 \end{aligned}$$

This point will be adjusted for the AI. For Under 10 players 1.5% applies. For October -5 weight will apply.

$$\begin{aligned} \text{ATMP} &= \text{TMP} * \{1+ (\text{AI} * \text{Monthly Weight})\} \\ &= 1294.444 * \{1+ (1.5\% * -5)\} \\ &= 12394.444 * \{1 - 0.75\} \\ &= 1294.444 * 0.925 \\ &= 1197.361 \\ &\approx 1197 \end{aligned}$$

### **3.5 CRITERIA FOR MERIT TOURNAMENTS**

- 3.5.1 Only tournaments with standard rate of play, rated by Chess SA will be included. The tournament must meet the minimum criteria as set by the Chess SA Ratings Bureau. Should the Chess SA Ratings Bureau cease to exist the following criteria shall apply:
- 3.5.1.1 The tournament must be 5 rounds and longer.
  - 3.5.1.2 The tournament must be managed by a Chess SA or FIDE registered arbiter.
  - 3.5.1.3 There must be at least 6 players in a tournament.
  - 3.5.1.4 The time control of the tournament must be 60/60 or longer. All tournaments will be considered for under 8's.
- 3.5.2 The results will be used as displayed on the Chess SA database.
- 3.5.3 Personal and contact details of all players must be available.
- 3.5.4 Ratings used in tournament of pairing purposes are not older than 1 publication prior to the start date of the tournament.
- 3.5.5 Tshwane Chess reserves the right to disqualify any tournament for Merit Ranking List purposes at its sole discretion where Tshwane Chess believes the results of the tournament will discriminate -or unfairly advantage certain players.
- 3.5.6 Tshwane Chess shall decide on a SAJCC Merit Ranking List Cut-Off Date known as "The Cut-Off Date". If there is no official date published, this date shall be two (2) weeks before the Tshwane Chess Merit Night (Prize Giving).
- 3.5.7 Tournaments played after the Etienne Lewis and before The Cut-Off Date in article 3.5.6 will also be included to determine the final Merit Point for ranking, unless TC decides otherwise.

### **3.6 COMPULSORY TOURNAMENTS**

- 3.6.1 The Etienne Lewis Trails are compulsory for u/8 to u/16 to represent Tshwane Chess in any of the "A" teams for the SAJCC. Players who are not able to participate in this tournament and want to be exempted from this condition must apply in writing to Tshwane Chess to be excused from the tournament. Players with exemption can be selected for "A" Teams.
- 3.6.1.1 Acceptable Reasons to be excused from the Etienne Lewis Trials
    - 3.6.1.1.1 Doctor's letter confirming the player was too sick to play in the tournament.
    - 3.6.1.1.2 Death of a family member.
    - 3.6.1.1.3 The Player represented South Africa in chess or another sport on national level.
    - 3.6.1.1.4 The player is participating in a sport or cultural competition in which he/she already has provincial or regional colours for the year and the competition is considered as trials for the national colours. He/she will miss more than 75% of the tournament.
    - 3.6.1.1.5 Attendance of a compulsory school event. In this case, a letter from the head master of the school will suffice of proof for such an event.

- 3.6.1.1.6 If the Etienne Lewis Trails was moved to another date after the original official publication of the date and the player will lose a substantial deposit already paid for another event. Proof of such a loss must be presented.
- 3.6.1.1.7 Except for sickness, each player must apply individually to be excused from the Etienne Lewis Trails. An email must be sent to [secretary@tshwanechess.co.za](mailto:secretary@tshwanechess.co.za) with the following information:
  - 3.6.1.1.7.1 Chess SA ID, Surname, Name and Date of Birth;
  - 3.6.1.1.7.2 Short explanation;
  - 3.6.1.1.7.3 Proof i.e. a letter from the school, air tickets, proof of payment for the said event to be excused for etc.
  - 3.6.1.1.7.4 Without this information, the request will not be entertained.
- 3.6.1.1.8 Should a player not play in the Etienne Lewis Trails and he/she did not have an authorised absence of leave from the trails, a merit point for the player will be calculated without the Etienne Lewis Trails i.e. there will be no point used for the Etienne Lewis Trails.
- 3.6.1.1.9 Should a player have authorised absence of leave from the Etienne Lewis Trails, his/her merit point will be calculated as follow:
  - 3.6.1.1.9.1 u/8
 
$$MP = (\text{Best ATMP} \times 23\%) + (\text{2nd best ATMP} \times 23\%) + (\text{3rd best ATMP} \times 23\%) + (\text{4th best ATMP} \times 31\%)$$
  - 3.6.1.1.9.2 Under 10 to 16
 
$$MP = (\text{Best ATMP} \times 19\%) + (\text{2nd best ATMP} \times 19\%) + (\text{3rd best ATMP} \times 19\%) + (\text{4th best ATMP} \times 19\%) + (\text{5th best ATMP} \times 24\%)$$
- 3.6.2 The Tshwane Chess Junior Closed Tournament is compulsory should it be hosted. Players who are not able to play must apply in writing to Tshwane Chess to be excused from the tournament. The same rules for absence as in article 3.6.1.1 will apply.

### **3.7 QUALIFICATION CRITERIA TO BE INVITED TO THE ETIENNE LEWIS CHESS TRAILS**

- 3.7.1 Only players who are in good standing with Tshwane Chess will be invited to the Etienne Lewis Trails i.e. Tshwane Chess Subscription Fees must be paid, and any other requirement as determined from time to time but Tshwane Chess.
- 3.7.2 Under 8:
  - 3.7.2.1 Due to the late start and extremely steep learning curve of this age group in the latter part of a year, all qualifying under 8 players will be invited to the Etienne Lewis Trails. Provided they played in at least one tournament that was rated
- 3.7.3 Under 10, 12, 14 and under 16:
  - 3.7.3.1 Participated in at least two (2) Official Tshwane Chess tournaments as listed in Annexure A. The number of rounds as in 3.4.21 will be applicable.
  - 3.7.3.2 Play in at least one (1) Official Tshwane Chess 90/90 tournaments. This tournament should be one of the tournaments in article Annexure A, article 1. Please also refer to article 1.1.4, 1.1.5 and 1.1.6
  - 3.7.3.3 Play in at least four (4) tournaments which must have a time control of 60/60 or longer.
  - 3.7.3.4 Tshwane Chess can extend the cut-off with limitations or special conditions to participate in these tournaments to a date after the trails.
- 3.7.4 Under 18
  - 3.7.4.1 These players will be selected on merit points only and are exempted from playing in the Etienne Lewis Trails.

3.7.4.2 Tshwane Chess may organise a section in the Etienne Lewis Trails for these age groups, but this will be used as a normal tournament and will count the same weight as the other tournaments. Although it is not a requirement to play in the Etienne Lewis Trials, it is highly recommended.

3.7.5 Under 20

3.7.5.1 Tshwane Chess reserves the right to select the strongest under 20 teams possible.

3.7.5.2 The Adult section of the Merit Ranking List will be used as strong guideline.

3.7.5.3 Players from younger age groups, irrespective of age and gender, can be selected for any u/20 team.

3.7.5.4 No player who does not appear on the Merit Ranking List can be selected.

### **3.8 QUALIFICATION FOR THE TSHWANE CHESS CLOSED CHESS CHAMPIONSHIPS (TCCCC)**

3.8.1 The three-highest rated Tshwane Chess players on the Chess SA Rating List as published on the 1st day of the month, two calendar months prior to the published date of the TCCCC have automatic invitations. There will be no replacement of these players from the Chess SA rating list should one or more of these players withdraw or not enter the competition.

3.8.2 Depending on the size of the tournament field, the rest of the field will be filled from the Open Section of the Merit Ranking List published two (2) calendar months before the published date of the TCCCC in the following order:

3.8.2.1 Starting from the top of the Merit Ranking List, participants will be selected until the field is filled.

3.8.2.2 Should one of the players be a player in article 3.8.1, the next player on the Merit Ranking List will be selected.

3.8.3 These players must be paid up members of Tshwane before the Chess SA Rating list (article 3.8.1) or the Tshwane Chess Merit Ranking List (3.8.2) are published.

3.8.4 Take special note of article 4.1.3 and 4.1.4.

## **4. SELECTION POLICY**

### **4.1 GENERAL CONDITIONS**

- 4.1.1 In all selection of teams, the Team Manager and Coach will decide on the final board order. In the case of a senior team the Team Captain must also be consulted.
- 4.1.1.1 In case of a dispute where no consensus can be reached, the relevant Tshwane Vice President of the age group will have the final vote.
- 4.1.1.2 The board order for the Inter Regional Tournaments must be finalised at least 7 days before the tournament.
- 4.1.2 All the conditions of article 4.5 must be fulfilled where the player will represent Tshwane Chess.
- 4.1.3 It is the responsibility of the players to keep Tshwane Chess informed of their most recent contact details. Tshwane Chess will contact members as per their registered details and accept no responsibility for incorrect details.
- 4.1.4 Invitations and communications sent to the contact details as per the Tshwane Chess registration database will be considered as being sent.
- 4.1.5 It is the responsibility of the members to visit the Tshwane Chess website regularly to look for communiqué on invitations, Merit Ranking Lists, tournament dates etc.
- 4.1.6 Tshwane Chess has the right to replace any player without notice should the player not adhere to the following:
- 4.1.6.1 Pay the registration fees for the tournament at the required date.
- 4.1.6.2 Accept the invitation in writing by the required date.
- 4.1.7 Only the official Merit Ranking List as produced and signed off by the Merits Committee can be used for selections.
- 4.1.7.1 No manual calculations can be added to the Merit Ranking List after signoff by the Merits Committee.
- 4.1.7.2 No player can be manually added to the List Ranking List after sign-off by the Merits Committee.
- 4.1.7.3 No alterations can be made to the Merit Ranking List after sign-off by the Merits Committee. Should alterations be required, a written request must be sent to the Merits Committee? The Merits Committee must then produce and sign-off a new Merit Ranking List which will be used from this point onwards. If such alterations do not require code changes to the Merit Ranking List Application, a new Merit Ranking List must be produced within 24 hours from receipt of the request by the Merits Committee.
- 4.1.8 Selections made from a TC Merit Ranking List will be final. Also see article 3.1.9.5

### **4.2 INTER-REGIONAL TEAM CHESS TOURNAMENTS (EXCEPT SAJCC)**

- 4.2.1 Youth and Juniors
- 4.2.1.1 The Merit Ranking List published one (1) calendar month before the start of the tournament will be used for selections.
- 4.2.1.2 Teams will be selected in order of availability from the final Merit Ranking List. The provisions as per article 3.4.4 will be used for the Merit Ranking List.
- 4.2.1.2.1 The Tshwane Chess Trails Point will be zero (0) for all players.
- 4.2.1.2.2 The Tshwane Chess Trails tournament of the previous years will be used as a normal tournament and included as such in the calculations.
- 4.2.1.3 All players must confirm and pay the required fees as per the invitation within 14 days from Selection Date.
- 4.2.1.4 Wild Card Policy

- 4.2.1.4.1 A player can be promoted from one team lower than the team he is promoted to.
- 4.2.1.4.2 Only players selected according to the Merit Ranking List on board 1 and 2 of a lower team can be promoted to a higher team.
- 4.2.1.4.3 Promoted players can only replace players selected according to the Merit Ranking List on the last two boards of a higher team.
- 4.2.1.4.4 The promoted player will replace a player in the higher team and the player in the higher team will be demoted to the lower team. The replaced player can only be one of the last two players on the Merit Ranking List of the higher team.
- 4.2.1.4.5 Any promotion must be motivated in writing to the Tshwane Management Committee by the Team Manager and be approved by the Tshwane Management Committee in writing.
- 4.2.1.4.6 The same rules for under 8 selection apply except for:
  - 4.2.1.4.6.1 A player can be moved by the number of positions on the Merit Ranking List as there are positions in the team i.e. a player on the last board can be promoted to the next higher team.
- 4.2.1.4.7 The process as in 4.2.1.4 will start with the A Team promotion first, then the B Team and so forth. The implication is that a player can be promoted from the B Team to the A Team etc.

#### 4.2.2 Adults

- 4.2.2.1 There should preferably be no Open teams selected when Junior and Youth teams compete. Most of the adult players are coaches and must accompany their teams during these tournaments in preparation for the SAJCC.
- 4.2.2.2 Should Tshwane Chess decide different to section 4.2.1.1 the following selection criteria will apply:
  - 4.2.2.2.1 The selection date is the date 60 days before the start of the tournament except for the team representing Tshwane Chess at the National Inter Regional Tournament taking place after the SAJCC. These teams will be announced at the Tshwane Chess Prize Giving.
  - 4.2.2.2.2 The Open Section of the Merit Ranking List as published in the month prior to the published date of the tournament will be used for selection.
  - 4.2.2.2.3 The highest rated player in the region who has played in at least 15 games in the past 24 months before the selection date, has a rating of at least 2200 and is not selected by the Tshwane Chess Merit System for the "A" team, is automatically selected. Should this player not accept the selection, there is no replacement and selection continues as in article 4.2.2.2.4
  - 4.2.2.2.4 Starting at the top of the Open Section of the Merit Ranking List, players will be selected until the required number of available players is selected.
  - 4.2.2.2.5 Should a player withdraw, the next available player will be selected from the Adult Section of the Merit Ranking List.
  - 4.2.2.2.6 All players must confirm and pay the required fees as per the invitation within 14 days from Selection Date.

### **4.3 SOUTH AFRICAN JUNIOR CHESS CHAMPIONSHIPS (SAJCC)**

- 4.3.1 The selection date is at the "cut-off date" as in article 3.5.6.
- 4.3.2 Teams will be selected in order of availability from the final Merit Ranking List on the selection date as in article 4.3.1.
- 4.3.3 All players must confirm their availability within seven (7) days from Selection Date.

- 4.3.4 All players must pay their deposits and registration fees as per the invitation and publication on the Tshwane Chess Website
- 4.3.5 Wild Card Policy is the same as in article 4.2.1.4
- 4.3.6 TC reserves the right to include the winner of the Tshwane Chess Trials in the A-Team at any position they deem fit.

#### **4.4 OTHER TOURNAMENTS**

- 4.4.1 Should Tshwane Chess nominate a player(s) to participate in the South African Closed Chess Championships (SACCC):
  - 4.4.1.1 The highest rated player in the region who has played in at least 15 games in the past 24 months before the selection date, has a rating of at least 2200 and is not selected by the Tshwane Chess Merit System for the "A" team, is automatically selected. Should this player not accept the selection, there is no replacement and selection continue as in article 4.4.1.2.
  - 4.4.1.2 Starting at the top, the first available player from the final ranking list of the most recent TCCCC will be selected. If the TCCCC was not hosted within one (1) calendar year before the SACCC, the Merit Ranking List of three (3) calendar months before the published start date will be used.
  - 4.4.1.3 Should there be the opportunity to select more than one player, the next player from the most recent TCCCC final ranking list will be selected.
  - 4.4.1.4 Should a player withdraw the next player from the most recent TCCCC finale ranking list will be selected.
  - 4.4.1.5 All players must confirm and pay the required fees as per the invitation within 14 days from Selection Date.
- 4.4.2 For any other tournament than the SACCC, the Adult section of the Merit Ranking List will be used:
  - 4.4.2.1 The Open Section of the Merit Ranking List as published two calendar months prior to the published date of the tournament will be used. This date is known as the Selection Date.
  - 4.4.2.2 Starting at the top of the Open Section of the Merit Ranking List, players will be selected until the required number of available players is selected.
  - 4.4.2.3 Should a player withdraw, the next available player will be selected from the Adult Section of the Merit Ranking List.
  - 4.4.2.4 All players must confirm and pay the required fees as per the invitation within 14 days from Selection Date.

## **5. FINANCIAL REGULATIONS**

### **5.1 GENERAL**

- 5.1.1 A R50 administration fee will be charged for any payment into any account with the incorrect reference number. See article 5.3
- 5.1.2 Fees paid into the wrong account will not be acknowledged and paid back to the funder on written request and proof of ownership after 14 days. A R100 administration fee will be charged.
- 5.1.3 A 30% handling fee will be charged for clothing ordered when a player withdraw from the competition and is then not eligible for colours due to the withdrawal.
- 5.1.4 A R100 penalty will be charged if the SnapScan option is selected on the online entry form and the payment is not made through SnapScan before the online entry is completed or if any other document is attached other than than correct proof of payment for the tournament entering.

### **5.2 SUBSCRIPTION, MEMBERSHIP AND RATING FEES**

#### 5.2.1 General

- 5.2.1.1 It is the responsibility of the individual/club to update Tshwane Chess with his/her/its contact details.
- 5.2.1.2 It is the responsibility of the individual/club and mandatory to subscribe to the necessary communications groups and channels. Currently there are the following

##### 5.2.1.2.1 WhatsApp Groups:

- 5.2.1.2.1.1 TC ManCom
- 5.2.1.2.1.2 TC Executive
- 5.2.1.2.1.3 TC Arbiters
- 5.2.1.2.1.4 TC Selections
- 5.2.1.2.1.5 TC Clubs
- 5.2.1.2.1.6 TC Merits
- 5.2.1.2.1.7 TC SAJCC
- 5.2.1.2.1.8 TC Adults
- 5.2.1.2.1.9 TC School Rep
- 5.2.1.2.1.10 TC Coaches All
- 5.2.1.2.1.11 TC Coaches SAJCC

##### 5.2.1.2.2 eMail Member Distribution Lists

##### 5.2.1.2.3 All members

#### 5.2.2 Chess SA Fee Regulations

- 5.2.2.1 At the Chess SA OGM held in Cape Town on 03 July 2015 it was resolved that all participants in chess activities on all levels must be paid up members of Chess SA and all are subjected to an annual subscription fee.

##### 5.2.2.2 Chess SA Subscription Fees

- 5.2.2.2.1 All junior players (u/20) R100.00
- 5.2.2.2.2 Adult players (over 20) R200.00
- 5.2.2.2.3 Funded players: R 40.00

#### 5.2.3 Gauteng Chess Fee Regulations

- 5.2.3.1 Regions are members
- 5.2.3.2 Determined from times to time

## 5.2.4 Tshwane Chess Fee Regulations

### 5.2.4.1 Tshwane Chess Subscription Fees

5.2.4.1.1 All players/arbiters/coaches/trainers/organiser registered in the Tshwane Chess structure must pay a subscription fee to Tshwane Chess.

5.2.4.1.2 The fees listed in 5.2.4.1.3 and 5.2.4.2.1 are for 2020. Unless communicated differently by Tshwane Chess, all fees will increase automatically every year by 10%.

5.2.4.1.3 Subscription fees:

Description	Fee	Discount (if paid before 28 Feb)
u/08 Players	R200.00	None
Player *	R450.00	R300
Arbiter	R400.00	R250
Executive**	Free	Free
Coaches	R400.00	R250
Organisers	Free	Free
Supporters	Free	Free
Pensioners	R200.00	R200

5.2.4.1.4 An individual can register for more than one entity (i.e. player and coach) but should pay the higher amount.

5.2.4.1.5 Subscription fees are paid to Tshwane Chess first and then to Chess SA. Subscription Fees paid will be allocated in this way. The implication is that an individual must be registered to Tshwane Chess before he can register to Chess SA.

5.2.4.1.6 \*First time registrations will pay the discounted fee.

5.2.4.1.7 \*\*Tshwane Chess Executive members do not pay registration fees on condition that they attend 80% of the Executive meetings or fulfil a specific function at all Tshwane Chess Tournaments i.e. photographer or financial management.

### 5.2.4.2 Tshwane Chess Membership Fees

5.2.4.2.1 Only clubs are members of Tshwane Chess and the fees will be calculated as follow:

5.2.4.2.1.1	Membership fee	R4500.00
5.2.4.2.1.2	Discount for submitting a Lotto Application for Within 3 months of advertisement	R 500.00
5.2.4.2.1.3	Discount for hosting an AGM before 31 July	R 500.00
5.2.4.2.1.4	Discount for submitting the AGM minutes to Tshwane Chess before 31 July	R 500.00
5.2.4.2.1.5	Discount for submitting the current elected management to Tshwane Chess before 31 July	R 500.00
5.2.4.2.1.6	Discount for submitting a members list to Tshwane Chess on before 31 July	R 500.00
5.2.4.2.1.7	Discount for submitting the constitution to Tshwane Chess before 31 July	R 500.00
5.2.4.2.1.8	Discount if more than 90% of the club members Paid Tshwane Chess rating fees before 31 July	R 500.00
5.2.4.2.1.9	Discount for hosting a Club Championship	R 500.00
5.2.4.2.1.10	Discount for approved AFS before 31 July	R 500.00

5.2.4.2.2 If a club acquired Lotto Funding for membership fees, it's membership fees will be equal to the funding it received for membership fees with the provision that the club will apply for at least the amount in 5.2.4.2.1, else 5.2.4.2.1.1 apply.

5.2.5 Fees must be paid directly to the following institutions:

- 5.2.5.1 Club – Club Membership Fees
- 5.2.5.2 Chess SA Arbiters – Chess SA
- 5.2.5.3 Title Fees – Chess SA
- 5.2.5.4 Chess SA Subscription Fees – Tshwane Chess
- 5.2.5.5 TC Subscription Fees – Tshwane Chess

5.2.6 It is the responsibility of the tournament organiser to ensure all players are paid up for the tournament to be rated.

5.2.7 In all tournaments to be submitted for rating by Tshwane Chess, both Chess SA and Tshwane Chess subscription fees must be paid up unless regulations determine otherwise.

5.2.8 It is the responsibility of the tournament organiser to collect fees at the tournament, compile a list and submit to finance@tshwanechess.co.za. Proof of payment must accompany submission.

5.2.9 The fees above do not include club membership fees. Clubs are entitled to charge a membership fee as decided by their Council and Executive.

### **5.3 PAYMENT REFERENCES**

Subscription Fees	
Tshwane Subscription fees 2017	GTP17_
Chessa subscription fees 2017	CHES17_
Tournaments	
Blou Bul Open	BB_SURNAME+INITIALS
Chris Greyling Open	CG_SURNAME+INITIALS
Capablanca Open	CAP_SURNAME+INITIALS
Lubowski Open	LUB_SURNAME+INITIALS
Mid Gauteng Open	MG_SURNAME+INITIALS
Alekhine Open	AL_SURNAME+INITIALS
Etienne Lewis Tshwane Chess Trials	EL_SURNAME+INITIALS
Jakaranda Open	JK_SURNAME+INITIALS
Gauteng North Open	GN_SURNAME+INITIALS
Soshanguve Open	SOS_SURNAME+INITIALS
Mamelodi Open	MO_SURNAME+INITIALS
Atteridgeville Open	AO_SURNAME+INITIALS
Other	
Tshwane Clothing Purchases	CL_SURNAME+INITIALS
Tshwane Chess Shop Purchases	SHOP_SURNAME+INITIALS

## 5.4 PAYMENT STRUCTURE FOR TOURNAMENT OFFICIALS

Tournament Official's Payment Structure																		
Tournament Type	Comments	Est Rounds / Day	Est Rounds	CA			E Boards			DA			Treasurer & Organizer			Arbiter Fee		
				Round	Est Day	Est Tour	Round	Est Day	Est Tour	Round	Est Day	Est Tour	Round	Est Day	Est Tour	Round	Est Day	Est Tour
> 90:90	- 90:90 + any increment - 90:90 not included	2	9	330	660	2970	290	580	2610	270	540	2430	270	540	2430	250	500	2250
> 65:65	- 3 Rounds per day - 90:90 included	3	6	240	720	1440	220	660	1320	200	600	1200	200	600	1200	185	555	1110
> Rapid	- Multi day tournament - 60:60 included	3	6	210	630	1260	190	570	1140	170	510	1020	170	510	1020	155	465	930
	- 1 day tournament - 60:60 included	5	5	180	900	900	160	800	800	150	750	750	150	750	750	140	700	700
Rapid		7	7	100	700	700	90	630	630	80	560	560	80	560	560	75	525	525
Blitz		10	10	60	600	600	50	500	500	40	400	400	40	400	400	40	400	400
Beginner		5	5													100	500	500
Monthly Fee				19800			17600			16500			16500			15400		

### 5.4.1 Notes

5.4.1.1 Arbiters working for norms will not be paid.

## **6. CLOTHING AND COLOURS**

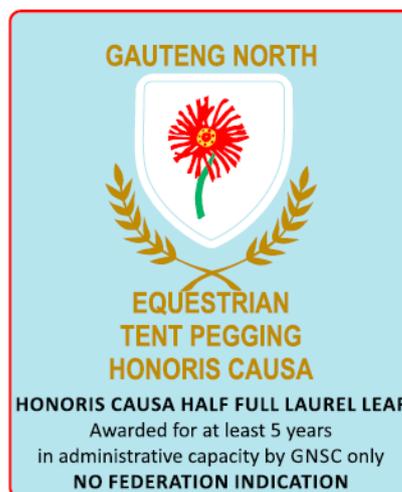
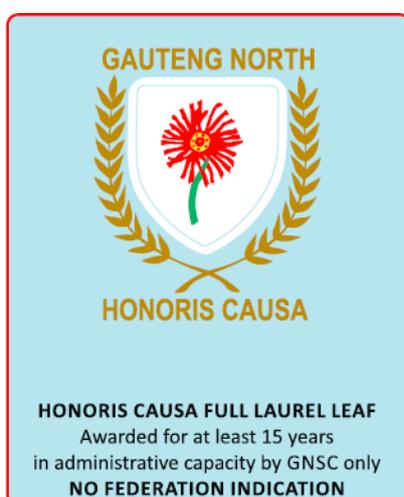
### **6.1 GENERAL**

- 6.1.1 Great care must be taken in wearing Tshwane Colours. It is a great honour to wear Tshwane Colours and therefore it must be treated with the necessary respect.
- 6.1.2 Only branded clothing can be worn at the same time. If one piece of clothing with the Tshwane emblem are worn, the rest of the clothing must also be part of the official clothing i.e. a branded T-shirt cannot be worn with a non-branded pair of shorts or skirt.

### **6.2 COLOURS AND EMBLEM**

- 6.2.1 The acquisition and maintaining of a uniform registered coat of arms and other colours for awards by members, who in the opinion of such members qualify for the awarding of colours, shall enjoy high priority in the SCGN
- 6.2.2 The SCGN shall ensure the promotion of the maintenance of a high standard by members in awarding such colours
- 6.2.3 The SCGN shall control the design, form and award of any colours and/or emblem registered by the SCGN, restrain the unlawful and unauthorised use thereof and take disciplinary or other action in respect of any such unlawful use of the emblem or colours registered by the SCGN
- 6.2.4 The members shall have the right to retract colours presented to their members if such person dishonours the colours, or for any other reason the member deems expedient. The member will then notify the SCGN of such action
- 6.2.5 The emblem of the SCGN shall be the Barberton Daisy as officially registered at the Bureau of Heraldry
- 6.2.6 Formal dress code (tie/scarf, shirt, trousers/skirt, shoe colour, etc.), shall be worn by all members representing Tshwane Chess.
- 6.2.7 Application for provincial colours must be submitted on the prescribed application form not later than 60 days or reasonable time as agreed between the SCGN and the member, before such colours are awarded to the persons that are applied for
  - 6.2.7.1 Tshwane Chess Colours will be awarded in the following categories with the specific colour of the Shield for the team represented or represented by an individual. Colours will only be awarded to officials representing the Region in the capacity of Manager or Coach and will be awarded the same colour shield:
    - 6.2.7.1.1 Honoris Causa may be awarded upon application accompanied by a Curriculum Vitae for a person whom has served sport as an administrator for at least 15 years. The shield will be the White shield with full laurel wreath in gold and the inscription Gauteng North above and Honoris Causa below with all lettering in gold.
    - 6.2.7.1.2 A White shield with half laurel wreath in gold may be awarded upon application accompanied by a Curriculum Vitae to persons whom have served sport in an administrative capacity for a minimum period of 5 years. The inscription will be Gauteng North above and the Code represented below with all the lettering in gold.
  - 6.2.7.2 Colours may be awarded to participants whom have qualified according to the selection criteria of the specific Code. The colour of the shield will be the following:
    - 6.2.7.2.1 The White shield will be awarded to the Senior A team. The A team is regarded as the top team representing a specific Code. The lettering will be Gauteng North above with only the name of the Code below. The lettering will be in white.

- 6.2.7.2.2 The light blue shield will be awarded to all other A teams which will include age groups, veterans and masters. The lettering will be Gauteng North above with only the name of the Code below. The lettering will be light blue
  - 6.2.7.2.3 The navy shield will be for all B teams or development teams which include age groups, veterans and masters. The lettering will be Gauteng North above with only the name of the code below. The lettering will be navy blue
  - 6.2.7.2.4 Colours will only be awarded to teams or individual members participating in South African Championships or inter Provincial tournaments in which at least four of the political Regions participate.
- 6.2.7.3 Only persons eligible for colours may wear the provincial colours, subject to the criteria laid down by the Code/Federation, being accepted by the Executive Committee. Persons awarded provincial colours will be recorded in the Colours Record Book



## **6.3 CLOTHING POLICY - OFFICIAL TSHWANE CHESS CLOTHING**

### 6.3.1 General:

- 6.3.1.1 The Team’s clothing must be co-ordinated for all players to look the same for each round.
- 6.3.1.2 The “A – Team” can also wear casual clothing for some of the rounds but all the players must wear the same outfit.
- 6.3.1.3 No pink tekkies/sandals/flip-flops or any other shoes, other shirts and “over the top jewellery” are allowed.
- 6.3.1.4 Shoes are compulsory.
- 6.3.1.5 No player will be allowed to participate with any other clothes than the prescribed clothing as in this policy.
- 6.3.1.6 Players worked hard to earn the right to wear the colours. It therefore must be worn with dignity and players must be proud on their look.
- 6.3.1.7 No other sponsored clothing will be allowed in the playing hall.
- 6.3.1.8 Sponsors are welcome to sponsor official clothing and their brand can be printed on the shirt/tracksuit. Approval must first be obtained from Tshwane Chess management.
- 6.3.1.9 Clothing can be viewed and ordered on the Tshwane Chess Website (<http://www.tshwanechess.com/clothing-1/>)
- 6.3.1.10 All Tshwane Chess Players shall wear their official attire when representing Tshwane Chess at any tournament or prize giving ceremony

## 6.3.2 A Teams:

### 6.3.2.1 Boys:

- 6.3.2.1.1 Navy blue blazer with daisy on sky blue shield
- 6.3.2.1.2 White shirt (short sleeve)
- 6.3.2.1.3 Tie
- 6.3.2.1.4 Grey school pants
- 6.3.2.1.5 Black shoes and socks
- 6.3.2.1.6 Tracksuit and golf shirt are optional

### 6.3.2.2 Girls

- 6.3.2.2.1 Navy blue Blazer with daisy on sky blue shield
- 6.3.2.2.2 White shirt (short sleeve)
- 6.3.2.2.3 Grey skirt
- 6.3.2.2.4 Tshwane Chess official scarf
- 6.3.2.2.5 Black shoes and white socks (Tshwane socks)
- 6.3.2.2.6 Tracksuit and golf shirt are optional

### 6.3.2.3 U/20 Boys

- 6.3.2.3.1 Navy blue Blazer with daisy on white shield
- 6.3.2.3.2 White shirt (short sleeve)
- 6.3.2.3.3 Tie
- 6.3.2.3.4 Beige Chino's

### 6.3.2.4 U/20 Girls

- 6.3.2.4.1 Navy blue Blazer with daisy on white shield
- 6.3.2.4.2 White shirt (short sleeve)
- 6.3.2.4.3 Tshwane official scarf
- 6.3.2.4.4 - Beige skirt

## 6.3.3 Other teams:

- 6.3.3.1 Tshwane Chess tracksuit
- 6.3.3.2 Tshwane Chess golf shirt
- 6.3.3.3 Tshwane Shorts or Skorts (for girls)
- 6.3.3.4 White tekkies and white Tshwane chess socks

## 6.3.4 Managers & Coaches

### 6.3.4.1 Men's Formal Wear

- 6.3.4.1.1 Navy blue blazer with Daisy on sky blue shield
- 6.3.4.1.2 Beige Chino
- 6.3.4.1.3 White shirt
- 6.3.4.1.4 Tshwane Chess Tie
- 6.3.4.1.5 Black shoes and socks

### 6.3.4.2 Men's Casual Wear

- 6.3.4.2.1 Tshwane Chess tracksuit
- 6.3.4.2.2 Tshwane golf shirt or Tshwane Chess T-shirt
- 6.3.4.2.3 Blue jeans or navy-blue pants

### 6.3.4.3 Ladies Formal Wear

- 6.3.4.3.1 Navy blue blazer with daisy on sky blue shield
- 6.3.4.3.2 White or sky-blue ladies' shirt

- 6.3.4.3.3 **Beige pants (long or ¾) is preferable** or Navy blue pants (long or ¾) for 2019.
- 6.3.4.3.4 Navy blue suit with 'Tshwane Chess' /sky blue/navy blue camisole
- 6.3.4.3.5 Tshwane Chess Scarf

6.3.4.4 Ladies: Casual wear

- 6.3.4.4.1 Tshwane Chess Tracksuit
- 6.3.4.4.2 Tshwane Chess golf shirt or Tshwane Chess T-shirt
- 6.3.4.4.3 Blue jeans or navy-blue pants
- 6.3.4.4.4 Tshwane Chess tracksuit



## **7. TSHWANE CHESS ARBITER GPX (DRAFT)**

### **7.1 INTRODUCTION AND GENERAL RULES PURPOSE**

- 7.1.1 This policy describes the “Tshwane Chess Arbiter Grand Prix Ranking List” which will be referred to as the “TC AGPX” in this document.
- 7.1.2 The TC AGPX will be used to:
  - 7.1.2.1 Select arbiters for official Tshwane Chess tournaments;
  - 7.1.2.2 Recommend arbiters for national and international tournaments;
- 7.1.3 The system must be mathematically consistent, transparent, fair and prove integrity.
- 7.1.4 The TC AGPX is aligned to categorise arbiters by measuring skills and management abilities, reward training, promote activity and better-quality tournaments.
- 7.1.5
- 7.1.6 The AGPX will be published on the 7th of each month, depending on the availability from Chess SA for the correct data.
- 7.1.7 The first publication of TC AGPX for each calendar year will be will be in the next calendar month after the Tshwane Chess Registration Fees are due.
- 7.1.8 Arbiters who do not conform and adhere to the rules of this policy will not be part of the system. Tshwane Chess has sole discretion on excluding arbiters from the system.
- 7.1.9 Any person who wish to be admitted to the TC AGPX must:
  - 7.1.9.1 Be able to get to tournaments by arranging his/her own transport and will not be used as a criterion when assigning tournament
  - 7.1.9.2 The arbiter must belong to the appropriate WhatsApp, email or any designated communication distribution group for communication. If the arbiter is not old or mature enough to belong to the group, then the arbiter is not old enough to be an arbiter.

### **7.2 PROPERTIES AND OBJECTIVES**

- 7.2.1. Arbiters will be grouped in different categories of arbiters.
- 7.2.2 Each category will have a different measuring mechanism which is appropriate to the category.
  - 7.2.2.1 Arbiters are measured over tournaments and not events.
  - 7.2.2.2 CA & DCA are measured over events.
- 7.2.3 Automatic promotion and relegation between categories.
- 7.2.4 Regulate the number of arbiters per section.
- 7.2.5 Understandable, easy formula that can be easily calculated by individuals.

### **7.3 ARBITERS GPX CATEGORIES:**

- 7.3.1 Chief Arbiters Category
  - 7.3.1.1 Only arbiters in this group can serve as Chief Arbiters in any tournament.
  - 7.3.1.2 Arbiters in this category must have at least one the following qualifications:
    - 7.3.1.2.1 International Arbiter
    - 7.3.1.2.2 FIDE Arbiter
  - 7.3.1.3 Ability to operate Swiss-Manager.
  - 7.3.1.4 This category will consist of five arbiters and are listed in Annexure D, article 1.
  - 7.3.1.5 Initially, CA's will be selected in the following order:
    - 7.3.1.5.1 IA's in order the appear on the Chess SA AGPX List of 2016/11/30
    - 7.3.1.5.2 FA's in order the appear on the Chess SA AGPX List of 2016/11/30

- 7.3.1.6 Should there not be enough candidates to fill the required posts, TC has the right to promote an arbiter on merit to CA category for the current year.
- 7.3.1.7 All CA appointments must be approved by TC and TC have the right to veto the appointment of a CA.
- 7.3.2 Deputy Chief Arbiters Category
  - 7.3.2.1 Only arbiters in this group and in the Chief Arbiters Group can serve as Deputy Chief Arbiters in any tournament.
  - 7.3.2.2 Arbiters in this category must have at least one the following qualifications:
    - 7.3.2.2.1 International Arbiter
    - 7.3.2.2.2 FIDE Arbiter
    - 7.3.2.2.3 SA National Arbiter
    - 7.3.2.2.4 PA
  - 7.3.2.3 Ability to operate Swiss-Manager.
  - 7.3.2.4 This category will consist of five arbiters and are listed in Annexure D, article 2.
  - 7.3.2.5 Initially, DCA's will be selected in the following order:
    - 7.3.2.5.1 IA's (excluding IA's in the CA list) in order the appear on the Chess SA AGPX List of 2016/06/30
    - 7.3.2.5.2 FA's in order the appear on the Chess SA AGPX of 2016/06/30
    - 7.3.2.5.3 NA's in order the appear on the Chess SA AGPX of 2016/06/30
  - 7.3.2.6 Should there not be enough candidates to fill the required posts, TC has the right to promote an arbiter on merit to DCA category for the current year.
- 7.3.3 Arbiters Category
  - 7.3.3.1 Arbiter from this any category can serve as an arbiter in any tournament.
  - 7.3.3.2 Arbiters in this category must have a recognised Chess SA Arbiter qualification. This include TS.
  - 7.3.3.3 Initially, CA's will be selected in the following order:
    - 7.3.3.3.1 IA's (excluding IA's in the CA & DCA list) in order the appear on the Chess SA AGPX List of 2016/06/30
    - 7.3.3.3.2 FA's (excluding FA's in the CA & DCA list) in order the appear on the Chess SA AGPX List of 2016/06/30
    - 7.3.3.3.3 NA's in order they appear on the Chess SA AGPX of 2016/11/30
    - 7.3.3.3.4 PA's in order they appear on the Chess SA AGPX of 2016/06/30
    - 7.3.3.3.5 CPA's in order they appear on the Chess SA AGPX of 2016/06/30
    - 7.3.3.3.6 TS's in order they appear on the Chess SA AGPX of 2016/06/30

## **7.4 VALIDITY AND CONSISTENCY OF THE SYSTEM**

- 7.4.1 The AGPX system is dependent on accurate data collection.
- 7.4.2 It is important for the system to collect the data online and preferably direct and automatically from tournaments submitted online to the various rating agencies.

## **7.5 CRITERIA FOR TC AGPX TOURNAMENTS**

- 7.5.1 Only tournaments rated by Chess SA will be included. The tournament must meet the minimum criteria as set by the Chess SA Ratings Bureau
- 7.5.2 All tournaments to be considered for the TC AGPX must register online at

<http://www.tshwanechess.com/register-a-tournament/>

- 7.5.3 Tournament tie breaks as defined by Tshwane Chess in article Annexure D, article 1.15 must be used.
- 7.5.4 Event sections/tournaments must be as determined by Tshwane Chess in article Annexure D, article 3.1.
- 7.5.5 No arbiter may be a player in the same tournament.
- 7.5.6 Tournament results will be used as displayed on the Chess SA database.
- 7.5.7 Personal and contact details of all arbiters must be available.
- 7.5.8 Tshwane Chess reserves the right to disqualify any tournament for AGPX purposes at its sole discretion where Tshwane Chess believes the results of the tournament will discriminate -or unfairly advantage certain arbiters.
- 7.5.9 Only arbiters who has paid their Tshwane Chess subscription fees and who are in good standing with a Tshwane Chess Club will be considered for the TC AGPX. If the status of the arbiter changes at any point in time, the arbiter will be removed automatically from the TC AGPX from the moment of the status change. The Club must also be in good standing with Tshwane Chess. (AGM Decision on 17/06/19)
- 7.5.10 Only arbiters on the TC AGPX can work in any tournament rated through Tshwane Chess by Chess SA or FIDE. Should the organiser want to use any arbiter not on the TC AGPX, authorisation should be obtained from Tshwane Chess in writing by the organiser. Failure to do so will result in the tournament not being rated. (AGM Decision on 17/06/19).
- 7.5.11 Requirements for submitting tournament data
  - 7.5.11.1 Tournament data must be submitted within 14 days from the completion of the tournament.
  - 7.5.11.2 Only tournaments submitted before the cut-off date for the appointment of arbiters for the tournament will be considered. Should the tournament be submitted within the 14-day period, but not before the cut-off date, the tournament will still count for the AGPX, but not for the tournament where the cut-off date has passed.
  - 7.5.11.3 The forms must be completed in full. Forms with missing data will not be considered.

## **7.6 THE SYSTEM**

- 7.6.1 The name of the Merit Ranking List publication will be “Tshwane Chess AGPX yyyyymmdd HHMM” where:
  - yyyy:** 4-digit year of the publication;
  - mm:** 2-digit month of the publication. In single digit months, the month will be preceded by a 0;
  - dd:** 2-digit day of the publication. In single digit days, the digit will be preceded by a 0;
  - HH:** 2-digit hour of the publication. In single digit hours, the digit will be preceded by a 0;
  - MM:** 2-digit minute of the publication. In single digit minutes' digit will be preceded by a 0;
  - e.g. “Tshwane Chess Merit Ranking List 201604012014”
- 7.6.2 Arbiters will be promoted and demoted between the categories depending on their ranking at the end of each calendar year:
  - 7.6.2.1 An arbiter can only be promoted if he/she met the criteria for that category as specified in 7.3 or if by sanction by TC.
  - 7.6.2.2 The arbiter in the Chief Arbiters category with the lowest points will be moved to the Deputy Arbiters category.
  - 7.6.2.3 The arbiter in the Deputy Chief Arbiters category with the highest points will be moved to the Chief Arbiters category.
  - 7.6.2.4 The two arbiters in the Deputy Chief arbiter's category with the least points will be moved to the arbiter's group.
  - 7.6.2.5 The two arbiters in the Arbiters category with the most points will be moved to the arbiters group provided they have the necessary qualifications or by sanction from TC.

7.6.3 When calculating the TC AGPX, the system will emphasise different applicable qualities depending on category of arbiter. The various qualities are:

Quality / Skill	Applicable Category	Description
Registered with Chess SA	CA	Registered accurately and in time with Chess SA
Registered with FIDE	CA	Registered accurately and in time with FIDE
Players FIDE registered	CA	Registered in time with FIDE
CA Tournament Ratio	CA	Only one CA per Event.
Evaluation by Organizer	CA	Simple evaluation report by organizer on CA
DCA Tournament Ratio	CA, DCA	Ratio of DCA's to sections must be maintained. Excess will be penalized
Tournament Type	CA, DCA, Arbiter	FIDE or Chess SA
Multi-day	CA, DCA, Arbiter	Multi day tournaments will be rewarded
Time control	CA, DCA, Arbiter	Longer tournaments will be rewarded
Arbiters Section Ratio	CA, DCA, Arbiter	Ratio of arbiters to players must be maintained. Excess will be penalized.
Arbiter Qualification	CA, DCA, Arbiter	Higher qualifications will be rewarded
Evaluation by CA	Arbiters DCA	Simple evaluation report by organizer on CA

7.6.4 The TC AGPX is updated monthly and is calculated based on the six (6) best tournaments of each arbiter over the past twelve (12) months.

7.6.5 Arbiter assignment per tournament:

7.6.5.1 Only one (1) Chief Arbiter (CA) per Event;

7.6.5.2 The number of Deputy Chief Arbiters (DCA) appointed, may not exceed a ratio of one for every 5 sections or part thereof.

Sections	CA	DCA's
1 - 5	1	1
6 – 10	1	2
11 - 15	1	3
etc...	...	...

7.6.5.2.1 Should there be too many DCA's appointed, the one with the lowest ranking on the TC AGPX will be demoted to Arbiter status until the correct ratio of DCA's are achieved.

7.6.5.3 One arbiter per 50 players or part thereof.

Players in Section	Arbiters
1 – 50	1

51 – 100	2
101 – 150	3
151 – 200	4
201 – 250	5
etc...	...

7.6.6 Appointment to tournaments not organised by Tshwane Chess.

7.6.6.1 Chess SA

7.6.6.2 FIDE

7.6.6.3 Other tournaments

7.6.7 The TC AGPX for each arbiter for will be calculated for each tournament using the following criteria:

7.6.8 Penalize the CA for incorrect arbiter assignment.

7.6.8.1 For FA or AI norms, more DCA's can be appointed, but for TC AGPX they will be considered as Arbiters. This must be indicated on the application form.

7.6.9 Example of Merit Point Calculation

## **7.7 CALCULATION**

7.7.1 Chief Arbiter Category

$$f(x) = \left( \frac{EP}{EP_{TM}} \times CAP_G \right) + \left( \frac{ER}{ER_M} \times CAR_G \right) + R_{SA} + T_{FIDE} + P_{FIDE} + O + T_{Ratio} + MD + TC + Q$$

7.7.2 Deputy Chief Arbiter Category

$$f(x) = \left( \left( \frac{T_{DCA}P}{T_{DCA}P_M} \times DCAP_G \right) + \left( \frac{T_{DCA}ER}{T_{DCA}R_M} \times DCAR_G \right) + T_{Ratio} + T_{Type} + MD + TC + Q \right) \times DCA_{ExpEn}$$

7.7.3 Arbiter Category

$$f(x) = \left( \left( \frac{T_{Sec}P}{T_{Sec}P_M} \times AP_G \right) + \left( \frac{T_{Sec}R}{T_{Sec}R_M} \times AR_G \right) + T_{Type} + MD + TC + Q \right) \times A_{ExpEn}$$

7.7.4 Variables

7.7.4.1  $EP$ : Number of players in the event where  $EP \geq 6$

7.7.4.2  $EP_{TM}$ : Number of player's in event top margin = 350

7.7.4.3  $CAP_G$ : Chief Arbiter player ratio = 0.378

7.7.4.4  $ER$ : Average rating for the event

7.7.4.5  $ER_M$ : Event average rating top margin = 2000

7.7.4.6  $CAR_G$ : Chief Arbiter average rating ratio = 0.622

7.7.4.7  $R_{SA}$ : Tournament registered in time with Chess SA

7.7.4.7.1 Yes = 0.05

7.7.4.7.2 No = 0

7.7.4.8  $T_{FIDE}$ : Tournament registered in time with FIDE

7.7.4.8.1 Yes = 0.05

7.7.4.8.2 No = 0

7.7.4.9  $P_{FIDE}$ : Players registered in time with FIDE

- 7.7.4.9.1 Yes = 0.05
- 7.7.4.9.2 No = 0
- 7.7.4.10 *O*: Evaluation by tournament organiser where  $0 \leq O \leq 10$ . See **Error! Reference source not found.**
- 7.7.4.11  $T_{Ratio}$ : Was the ration for the DCA and Arbiters correct.
  - 7.7.4.11.1 Yes = 0.05
  - 7.7.4.11.2 No = 0
- 7.7.4.12  $T_{Type}$ : Tournament registration
  - 7.7.4.12.1 FIDE = 0.05
  - 7.7.4.12.2 Chess SA = 0.03
- 7.7.4.13 *MD*: Multi-day Tournament. In the case of the CA it is the lenth of the event, for the DCA the most days of his/her sections he/she managed and for the arbiter length of the section.
  - 7.7.4.13.1 More than 3 days =0.05
  - 7.7.4.13.2 More than 1 day = 0.03
  - 7.7.4.13.3 1 Day = 0.01
- 7.7.4.14 *TC*: Time Control. In the case of the CA it is the longest time control for the event, for the DCA the lognest tiem control of the sections he/she managed and for the arbiter time control for the section.
  - 7.7.4.14.1 Longer than 90/90
  - 7.7.4.14.2 Longer than 60/60
  - 7.7.4.14.3 Longer than Rapid
  - 7.7.4.14.4 Rapid
  - 7.7.4.14.5 Blitz
- 7.7.4.15  $T_{DCA}P$ : Number of players in the sections the DCA managed
- 7.7.4.16  $T_{DCA}P_M$ : Number of player's in sections DCA managed top margin = 350
- 7.7.4.17  $DCAP_G$ : DCA player ratio = 0.378
- 7.7.4.18  $T_{DCA}R$ : Average rating for the sections the DCA managed
- 7.7.4.19  $T_{DCA}R_M$ : Average rating top margin = 2000
- 7.7.4.20  $DCAR_G$ : DCA average rating ratio = 0.622
- 7.7.4.21  $DCA_{Expn}$ : Penalty for excess DCA's 10% loss for every DCA too many.
- 7.7.4.22  $T_{Sec}P$ : Number of players in the section
- 7.7.4.23  $T_{Sec}P_M$ : Player section top margin = 170
- 7.7.4.24  $AP_G$ : Arbiter palyer ration = 0.378
- 7.7.4.25  $T_{Sec}R$ : Average rating of the section.
- 7.7.4.26  $T_{Sec}R_M$ : Section average rating top margin = 2200
- 7.7.4.27  $AR_G$ : Average rating ratio = 0.622
- 7.7.4.28  $A_{Expn}$ : Penalty for excess arbiters. 10% for each arbiter too many

## **7.8 TOURNAMENT ASSIGNMENT**

- 7.8.1 Principles
  - 7.8.1.1 Arbiter<sup>n</sup> in article 7.8.2 include CA, DCA and Arbiter respectively where relevant.
  - 7.8.1.2 An arbiter cannot work at tournament more than twice in a three-year cycle in the same capacity.
  - 7.8.1.3 Strategic tournaments can be earmarked by Tshwane Chess and appoint arbiters at their own discretion. See Annexure A for details.
  - 7.8.1.4 Each arbiter must work for free at least two development tournaments in each TC AGPX Cycle to stay on the TC AGPX.

## 7.8.2 Procedure

7.8.2.1 Tshwane Chess will finalize the TC GPX by 15 January.

7.8.2.1.1 Ensure all tournaments are considered.

7.8.2.1.2 Do the promotion / relegation of CA's, DCA's and Arbiters

7.8.2.2 Before 31 January, each arbiter applies for 5 tournaments in order of desirability.

7.8.2.3 Proof of registration with Chess SA and Tshwane Chess must accompany the application.

7.8.2.4 Tshwane Chess will then use the AGPX finalized on 15 January and award the tournaments according to the applications received.

7.8.2.4.1 Take the arbiter at the top of the TC AGPX and award his/her first-choice tournament.

7.8.2.4.2 Take the second arbiter on the list and award his first choice. If his first choice is not available, then use his/her second choice.

7.8.2.4.3 Continue this process by selecting the next arbiter on the TC AGPX and award tournaments, one at a time, starting from the top of the arbiter's application list until a tournament is awarded.

7.8.2.4.4 Once all arbiters have been awarded one tournament, the process starts again by awarding a second tournament to each arbiter. This process continues until either all tournaments have sufficient arbiters awarded or the applications are awarded.

7.8.2.4.5 If all the applications are exhausted, but some tournaments still have vacancies, Tshwane Chess will award the tournaments to their best ability to the arbiters.

7.8.2.4.6 Attempt to award tournaments of similar quality to the arbiter he/she applied for but did not get.

7.8.2.4.7 Attempt to award tournaments so that all arbiters have an equal number of tournaments.

## **7.9 APPEARANCE OF TC ARBITERS AT TOURNAMENTS**

7.9.1 Arbiters have the right to swap out tournaments with another arbiter at a different tournament:

7.9.1.1 It is the responsibility of the arbiters involved in the swap out to make all the arrangements themselves.

7.9.1.2 It is the responsibility of the arbiter who request the swap to inform the CA of the exchange.

7.9.1.3 All swap outs must be confirmed in writing where both the arbiters involved, and the CA are copied.

7.9.2 An arbiter who does not pitch for a tournament or who refuses to work at a tournament will be in breach of the TC AGPX and TC has the right to remove the arbiter from the TC AGPX with immediate effect.

7.9.3 Official Tshwane Chess Tournaments.

7.9.3.1 An arbiter can appear in any Official Tshwane Tournament according to the assignment in article 7.8.2.

7.9.3.1.1

7.9.4 Tournaments Registered with Tshwane Chess.

7.9.4.1 The organiser of these tournaments can allocate arbiters at their own discretion keeping the following in mind.

7.9.4.1.1 Arbiters can only gain TC AGPX points in the category they are assigned to.

7.9.4.1.2 Should arbiters be assigned to a higher category they are allocated to in the TC AGPX, they will gain TC GPX points in the category they are allocated to

in the AGPX. Care must be taken here not to exceed the arbiter ratio as in article 7.6.5

7.9.5 Tournaments not Registered with Tshwane Chess.

7.9.5.1 These tournaments will not count towards the TC AGPX.

7.9.6 Strategic TC Tournaments (Annexure A, article 2)

7.9.6.1 TC will assign arbiters to these tournaments within its own discretion.

7.9.7 Any arbiter working in a tournament as described in Annexure A, article 2, without the consent of Tshwane Chess will be removed from the TC AGPX for a period of six months and will not be considered for any position on any tournament registered with Tshwane Chess.

## **7.10 NOTES AND RECOMMENDED CHANGES TO BE CONSIDERED**

1. Must be a member of a Club in Good standing to play in Etienne Lewis
2. Play in increments at tournaments

## **8. EQUIPMENT (DRAFT)**

### **8.1 INTRODUCTION AND CONDITIONS OF USE**

- 8.1.1 Tshwane Chess has suffered many losses in the past due to equipment being broken, lost, misplaced or just not being cared for. This policy will tempt to rectify this situation.
- 8.1.2 All equipment must be stored in the designated store rooms always.
- 8.1.3 Equipment must be returned to the store room within 2 working days from the last day of the tournament.
- 8.1.4 Only authorised Tshwane Chess personnel can sign out equipment and must be present at the time of collection and return of the equipment.

### **8.2 DGT BOARDS**

- 8.2.1 See Annexure K for conditions or usage.
- 8.2.2 Annexure K must be agreed to and signed by a representative of the LOC.
- 8.2.3 Should the tournament be a Tshwane Chess tournament, the relevant articles of Annexure K still applies.

### **8.3 OTHER EQUIPMENT**

- 8.3.1 Equipment will be rented out according to Annexure A.

## **9. COMMUNICATION CHANNELS AND SOCIAL MEDIA**

### **9.1 COMMUNICATION CHANNELS**

- 9.1.1 The correct communication channels shall be followed always:
- 9.1.1.1 Club Members → Club
  - 9.1.1.2 Club → Region
  - 9.1.1.3 Region → Province
  - 9.1.1.4 Province → National (Chess SA)
  - 9.1.1.5 National (Chess SA) → FIDE or SASCO
- 9.1.2 No individual or structure can bypass these communication structures and communicate directly with any structure other than the structure directly in line as stipulated in article 9.1.1.
- 9.1.3 In the case of a grievance where an individual or structure wants to appeal a decision by the structure it reports into:
- 9.1.3.1 The structure or individual can appeal to the next level structure of communication.
  - 9.1.3.2 This process of appealing to a higher-level structure can be escalated until such time that the individual or structure are satisfied with the outcome or the communication structures has been exhausted, whichever comes first.
- 9.1.4 It does sometimes happen where the top structures communicate with the individuals or structures directly. In such a case, the individual or structure it reports into must be copied on the communication.
- 9.1.5 An individual or structure can bypass the communications channels with the written consent of all the structures it intends to bypass.
- 9.1.6 Remedies:
- 9.1.6.1 Bypassing the communications structure will carry a one-month mandatory suspension from date of notice for first offenders which will be automatically revoked after one month.
  - 9.1.6.2 Bypassing the communications structures after article 9.1.1, will carry a mandatory suspension for one year from the date of notice which will be automatically revoked after one year.

### **9.2 SOCIAL MEDIA**

- 9.2.1 Policy overview and purpose
- 9.2.1.1 Social media is changing the way we communicate.
  - 9.2.1.2 This policy has been developed to inform our community about using social media so people feel enabled to participate, while being mindful of their responsibilities and obligations. This policy provides practical guidance allowing all parties to benefit from the use of social media, while minimising potential risks and protecting those involved.
  - 9.2.1.3 This policy assists to establish a culture of openness, trust and integrity in all online activities related to Tshwane Chess.
  - 9.2.1.4 This policy contains Tshwane Chess guidelines for the Tshwane Chess community to engage in social media use. It also includes details of breaches of the policy.
  - 9.2.1.5 In circumstances where guidance about social media issues has not been given in this policy, we suggest you use common sense or seek out advice from those who have approved this policy.
- 9.2.2 Underlying principles
- 9.2.2.1 This policy complements Tshwane Chess's core values.
  - 9.2.2.2 Tshwane Chess is a voluntary association with the following mission:
    - 9.2.2.2.1 To bring together all people interested in chess;

- 9.2.2.2.2 To promote the highest possible standards of chess;
- 9.2.2.2.3 To promote the interests of chess amongst all its members;
- 9.2.2.2.4 To represent its members and foster their interests at all official levels.

9.2.2.3 The President of Tshwane Chess is responsible for all matters related to this policy and can be contacted at [president@tshwanechess.co.za](mailto:president@tshwanechess.co.za).

### 9.2.3 Coverage

9.2.3.1 This policy applies to all persons who are involved with the activities of Tshwane Chess, whether they are in a paid or unpaid/voluntary capacity and including:

- 9.2.3.1.1 Members, including life members of Tshwane Chess
- 9.2.3.1.2 Persons appointed or elected to Tshwane Chess boards, committees and sub-committees;
- 9.2.3.1.3 Employees of Tshwane Chess;
- 9.2.3.1.4 Members of the Tshwane Chess Executive;
- 9.2.3.1.5 Support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers and others;
- 9.2.3.1.6 Coaches and assistant coaches;
- 9.2.3.1.7 Athletes;
- 9.2.3.1.8 Arbiters, organisers and other officials;
- 9.2.3.1.9 Member associations;
- 9.2.3.1.10 Affiliates clubs and associated organisations;
- 9.2.3.1.11 Spectators and family members;

### 9.2.4 Scope

9.2.4.1 Social media refers to any online tools or functions that allow people to communicate and/or share content via the internet.

9.2.4.2 This social media policy applies to platforms including, but not limited to:

- 9.2.4.2.1 Social networking sites (e.g. Facebook, Twitter, LinkedIn, Google+, Pinterest, Yammer, etc)
- 9.2.4.2.2 Video and photo sharing websites or apps (e.g. YouTube, Vimeo, Instagram, Flickr, Vine, etc)
- 9.2.4.2.3 Blogs and micro-blogging platforms (e.g. Tumblr, Wordpress, Blogger, etc)
- 9.2.4.2.4 Review sites (e.g. Yelp, Urban Spoon, etc)
- 9.2.4.2.5 Live broadcasting apps (e.g. Periscope, Meerkat, Facebook Mentions, etc)
- 9.2.4.2.6 Podcasting (e.g. iTunes, Stitcher, Sound cloud, etc)
- 9.2.4.2.7 Geo-spatial tagging (e.g. Foursquare, etc)
- 9.2.4.2.8 Online encyclopaedias (e.g. Wikipedia, etc)
- 9.2.4.2.9 Instant messaging (e.g. SMS, Skype, Snapchat, WhatsApp, Viber, etc)
- 9.2.4.2.10 Online multiplayer gaming platforms (e.g. World of Warcraft, Second life, Xbox Live, etc);
- 9.2.4.2.11 Online voting or polls;
- 9.2.4.2.12 Public and private online forums and discussion boards;
- 9.2.4.2.13 Any other online technologies that allow individual users to upload and share content.

9.2.4.3 This policy is applicable when using social media as:

- 9.2.4.3.1 An officially designated individual representing Tshwane Chess on social media; and
- 9.2.4.3.2 If you are posting content on social media in relation to Tshwane Chess that might affect Tshwane Chess's business, products, services, events, sponsors, members or reputation.

9.2.4.3.3 NOTE: This policy does not apply to the personal use of social media where it is not related to or there is no reference to Tshwane Chess or its business, competitions, teams, participants, products, services, events, sponsors, members or reputation. However, any misuse by you of social media in a manner that does not directly refer to Tshwane Chess may still be regulated by other policies, rules or regulations of Tshwane Chess.

## 9.2.5 Using social media in an official capacity

9.2.5.1 You must be authorised by “The President of Tshwane Chess” before engaging in social media as a representative of Tshwane Chess.

9.2.5.2 As a part of Tshwane Chess’s, community you are an extension of the Tshwane Chess brand. As such, the boundaries between when you are representing yourself and when you are representing Tshwane Chess can often be blurred. This becomes even more of an issue as you increase your profile or position within Tshwane Chess. Therefore, it is important that you represent both yourself and Tshwane Chess appropriately online always.

## 9.2.6 Guidelines

9.2.6.1 You must adhere to the following guidelines when using social media related to Tshwane Chess or its business, products, competitions, teams, participants, services, events, sponsors, members or reputation.

9.2.6.2 Use common sense

9.2.6.2.1 Whenever you are unsure as to if the content you wish to share is appropriate, seek advice from others before doing so or refrain from sharing the content to be on the safe side.

9.2.6.2.2 When using social media, the lines between public and private, personal and professional, may be blurred. Remember, you are an ambassador for Tshwane Chess.

9.2.6.3 Protecting your privacy

9.2.6.3.1 Be smart about protecting yourself and your privacy.

9.2.6.3.2 When posting content online there is potential for that content to become publicly available through a variety of means, even if it was intended to be shared privately. Therefore, you should refrain from posting any content online that you would not be happy for anyone to see, even if you feel confident that an individual would never see it.

9.2.6.3.3 Where possible, privacy settings on social media platforms should be set to limit access. You should also be cautious about disclosing your personal details.

9.2.6.4 Honesty

9.2.6.4.1 Your honesty—or dishonesty—may be quickly noticed in the social media environment. Do not say anything that is dishonest, untrue or misleading. If you are unsure, check the source and the facts before uploading or posting anything. Tshwane Chess recommends erring on the side of caution – if in doubt, do not post or upload.

9.2.6.4.2 Do not post anonymously, using pseudonyms or false screen names. Be transparent and honest. Use your real name, be clear about who you are and identify any affiliations you have.

9.2.6.4.3 If you have a vested interest in something you are discussing, point it out. If you make an endorsement or recommendation about something you are affiliated with, or have a close relationship with, you must disclose that affiliation.

- 9.2.6.4.4 The web is not anonymous. You should assume that all information posted online can be traced back to you. You are accountable for your actions both on and offline, including the information you post via your personal social media accounts.
- 9.2.6.5 Use of disclaimers
  - 9.2.6.5.1 Wherever practical, include a prominent disclaimer stating who you work for or are affiliated with (e.g. member of Tshwane Chess) and that anything you publish is your personal opinion and that you are not speaking officially. This is good practice and is encouraged, but don't count on it to avoid trouble — it may not have legal effect.
- 9.2.6.6 Reasonable use
  - 9.2.6.6.1 If you are an employee of Tshwane Chess, you must ensure that your personal use of social media does not interfere with your work commitments or productivity.
- 9.2.6.7 Respect confidentiality and sensitivity
  - 9.2.6.7.1 When using social media, you must maintain the privacy of Tshwane Chess's confidential information. This includes information that is not publicly accessible, widely known, or not expected to be shared outside of Tshwane Chess.
  - 9.2.6.7.2 Remember, if you are online, you are on the record—much of the content posted online is public and searchable.
  - 9.2.6.7.3 Within the scope of your authorisation by Tshwane Chess, it is perfectly acceptable to talk about Tshwane Chess and have a dialogue with the community, but it is not okay to publish confidential information of Tshwane Chess. Confidential information includes things such as details about litigation, unreleased product information and unpublished details about our selections teams, coaching practices, financial information and trade secrets.
  - 9.2.6.7.4 When using social media, you should be considerate to others and should not post information when you have been asked not to, or where consent has not been sought and given. You must also remove information about another person if that person asks you to do so.
  - 9.2.6.7.5 Permission should always be sought if the use or publication of information is not incidental, but directly related to an individual. This is particularly relevant to publishing any information regarding minors. In such circumstances, parental or guardian consent is mandatory.
- 9.2.6.8 Gaining permission when publishing a person's identifiable image
  - 9.2.6.8.1 You must obtain express permission from an individual to use a direct, clearly identifiable image of that person.
  - 9.2.6.8.2 You should also refrain from posting any information or photos of a sensitive nature. This could include accidents, incidents or controversial behaviour.
  - 9.2.6.8.3 In every instance, you need to have consent of the owner of copyright in the image.
- 9.2.6.9 Complying with applicable laws
  - 9.2.6.9.1 Do not post or link to content that contains illegal or indecent content, including defamatory, vilifying or misleading and deceptive content.
- 9.2.6.10 Abiding by copyright laws

- 9.2.6.10.1 It is critical that you comply with the laws governing copyright in relation to material owned by others and Tshwane Chess's own copyrights and brands.
- 9.2.6.10.2 You should never quote or use more than short excerpts of someone else's work, and you should always attribute such work to the original author/source. It is good practice to link to others' work rather than reproduce it.
- 9.2.6.11 Discrimination, sexual harassment and bullying
  - 9.2.6.11.1 The public in general, and Tshwane Chess's employees and members, reflect a diverse set of customs, values and points of view.
  - 9.2.6.11.2 You must not post any material that is offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate.
  - 9.2.6.11.3 When using social media, you may also be bound by Tshwane Chess's values and Anti-Discrimination, Harassment and all provisions of the Tshwane Chess Handbook.
- 9.2.6.12 Avoiding controversial issues
  - 9.2.6.12.1 Within the scope of your authorisation by Tshwane Chess, if you see misrepresentations made about Tshwane Chess in the media, you may point that out to the relevant authority in Tshwane Chess.
  - 9.2.6.12.2 Always do so with respect and with the facts. If you speak about others, make sure what you say is based on fact and does not discredit or belittle that party.
- 9.2.6.13 Dealing with mistakes
  - 9.2.6.13.1 If Tshwane Chess makes an error while posting on social media, be up front about the mistake and address it quickly. If you choose to modify an earlier post, make it clear that you have done so.
  - 9.2.6.13.2 If someone accuses Tshwane Chess of posting something improper (such as their copyrighted material or a defamatory comment about them), address it promptly and appropriately and if necessary, seek legal advice.
- 9.2.6.14 Conscientious behaviour and awareness of the consequences
  - 9.2.6.14.1 Keep in mind that what you write is your responsibility, and failure to abide by these guidelines could put Tshwane Chess at risk.
  - 9.2.6.14.2 You should always follow the terms and conditions for any third-party sites in which you participate.
- 9.2.6.15 Branding and intellectual property of Tshwane Chess
  - 9.2.6.15.1 You must not use any of Tshwane Chess's intellectual property or imagery on your personal social media without prior approval from Tshwane Chess.
  - 9.2.6.15.2 Tshwane Chess's intellectual property includes but is not limited to:
    - 9.2.6.15.2.1 Trademarks
    - 9.2.6.15.2.2 Logos
    - 9.2.6.15.2.3 Slogans
    - 9.2.6.15.2.4 Imagery which has been posted on Tshwane Chess official social media sites or website.
    - 9.2.6.15.2.5 You must not create either an official or unofficial Tshwane Chess presence using the organisation's trademarks or name without prior approval from Tshwane Chess.
    - 9.2.6.15.2.6 You must not imply that you are authorised to speak on behalf of Tshwane Chess unless you have been given official authorisation to do so by Tshwane Chess.

9.2.6.15.2.7 Where permission has been granted to create or administer an official social media presence for Tshwane Chess, you must adhere to the Tshwane Chess Branding Guidelines.

## 9.2.7 Policy breaches

### 9.2.7.1 Breaches of this policy include but are not limited to:

- 9.2.7.1.1 Using Tshwane Chess's name, motto, crest and/or logo in a way that would result in a negative impact for the organisation, clubs and/or its members.
- 9.2.7.1.2 Posting or sharing any content that is abusive, harassing, threatening, demeaning, defamatory or libellous.
- 9.2.7.1.3 Posting or sharing any content that includes insulting, obscene, offensive, provocative or hateful language.
- 9.2.7.1.4 Posting or sharing any content, which it said in person during the playing of the game would result in a breach of the rules of the game.
- 9.2.7.1.5 Posting or sharing any content in breach of Tshwane Chess's anti-discrimination, racial discrimination, sexual harassment or other similar policy.
- 9.2.7.1.6 Posting or sharing any content that is a breach of any state or Commonwealth law.
- 9.2.7.1.7 Posting or sharing any material to our social media channels that infringes the intellectual property rights of others.
- 9.2.7.1.8 Posting or sharing material that brings, or risks bringing Tshwane Chess, its affiliates, its sport, its officials, members or sponsors into disrepute. In this context, bringing a person or organisation into disrepute is to lower the reputation of that person or organisation in the eyes of the ordinary members of the public.
- 9.2.7.1.9 Using social media to settle to attempt to settle grievances will be a breach of this policy.

### 9.2.7.2 Reporting a breach

- 9.2.7.2.1 If you notice inappropriate or unlawful content online relating to Tshwane Chess or any of its members, or content that may otherwise have been published in breach of this policy, you should report the circumstances immediately by sending an email to [president@tshwanechess.co.za](mailto:president@tshwanechess.co.za)
- 9.2.7.2.2 Further information about reporting breaches:
  - 9.2.7.2.2.1 For a complaint about the misuse of social media relating to a match or competition that occurs either prior to, during, or after a game; refer to "The Tshwane Chess Handbook";
  - 9.2.7.2.2.2 For a complaint about the misuse of social media that is general in nature and/or ongoing and does not apply to a game; refer to "The Tshwane Chess Handbook";

### 9.2.7.3 Investigation

- 9.2.7.3.1 Alleged breaches of this social media policy may be investigated according to Tshwane Chess's Handbook and Constitution.
- 9.2.7.3.2 Where it is considered necessary, Tshwane Chess may report a breach of this social media policy to police.

### 9.2.7.4 Disciplinary process, consequences and appeals

- 9.2.7.4.1 Depending on the circumstances breaches of this policy may be dealt with in accordance with the disciplinary procedure contained in the Tshwane Chess's Handbook.

- 9.2.7.4.2 Employees of Tshwane Chess who breach this policy may face disciplinary action up to and including termination of employment in accordance with Tshwane Chess Member Protection Policy or any other relevant policy.
- 9.2.7.5 Appeals
  - 9.2.7.5.1 Any person who is sanctioned under a disciplinary process for breach of this policy may have a right of appeal under the rules in “the Tshwane Chess Handbook and Tshwane Chess Constitution
- 9.2.7.6 Related policies
  - 9.2.7.6.1 Chess SA Code of Conduct
  - 9.2.7.6.2 Tshwane Chess Handbook
- 9.2.7.7 Other legal considerations that may be applicable include but are not limited to:
  - 9.2.7.7.1 Defamation
  - 9.2.7.7.2 Intellectual property laws, including copyright and trade mark laws, Privacy, confidentiality and information security laws
  - 9.2.7.7.3 Anti-discrimination laws
  - 9.2.7.7.4 Employment laws
  - 9.2.7.7.5 Advertising standards
  - 9.2.7.7.6 Gaming laws

## **10. TSHWANE CHESS GRIEVANCE POLICY AND PROCEDURE**

### **10.1 INTRODUCTION**

- 10.1.1 The purpose of this document is to formalise the processes and procedures to be followed in dealing with grievances that are lodged with Tshwane Chess.
- 10.1.2 As Tshwane Chess SA is the local governing body for chess as a sport in the region, all matters in the interest of chess may be escalated to Tshwane Chess including grievances, provided that all processes within the lower tier organisations to Tshwane Chess (clubs, etc.) have been engaged and exhausted. Only thereafter may any matters of a grievance be escalated to Tshwane Chess, enclosing copies of all supporting documentation, through the respective club Tshwane Chess.
- 10.1.3 Similarly, associate and constitutional members of Tshwane Chess may engage with Tshwane Chess in deliberating on grievances within those organisations, provided that all processes within those organisations have been engaged and exhausted.

### **10.2 PREAMBLE**

- 10.2.1 From time to time, Players, Officials, Parents, Arbiters and Organisers (Chess Community) may feel that he or she is being mistreated or treated unfairly and seeks an avenue for recourse.
- 10.2.2 Therefore, Tshwane Chess has established a Grievance Policy and Procedure to provide the chess community with an avenue to address their complaints and grievances through learned individuals, both in their individual and professional capacity, in the Chess Community to facilitate a fair process and unbiased outcomes and recommendations in addressing a resolution to grievances lodged with Chess SA.
- 10.2.3 This process is not intended to interfere with or replace the application of the Laws of Chess.
- 10.2.4 It is intended to provide recourse to the chess community, who feel that they are subject to unfair actions and serious mistreatment in the SA chess environment.
- 10.2.5 The individual or member must be in good standing with Tshwane Chess and Chess SA at the time the incident happened that caused the grievance. For an individual or member to be in good standing, all affiliation fees, subscription fees and membership fees must be paid and all statutory requirements as set by the Tshwane Chess from Time to time must be full filled.
- 10.2.6 Only a parent or legal guard of a minor can lodge a grievance on behalf of that minor.

### **10.3 ESTABLISHMENT OF GRIEVANCE**

- 10.3.1 Prior to lodging a grievance with Tshwane Chess, the complainant must demonstrate with evidential documented proof that all processes within the lower tier organisations to Tshwane Chess has been engaged and exhausted. Only thereafter may any matters of a grievance be escalated to Tshwane Chess, enclosing copies of all supporting documentation through the respective club chess affiliated to Tshwane Chess.
- 10.3.2 Tshwane Chess will not directly entertain a complaint or grievance from an individual but encourages all parties to lodge their grievances with Tshwane Chess through their respective club secretary.
- 10.3.3 In the event that a grievance is lodged against Tshwane Chess or an executive member of Tshwane Chess and the said grievance is lodged directly with Tshwane Chess, then Tshwane Chess will request the Tshwane Chess Grievance Committee to review the processes followed in lodging the grievance and seek their advice on whether attendance of the grievance should remain with the Tshwane Chess Grievance Committee or alternatively to recommend a route to be followed and exhausted before the matter is addressed through Tshwane Chess Grievance Committee.
- 10.3.4 If there is any perceived conflict of interest in the Tshwane Chess Grievance Committee dealing with the grievance lodged, then Tshwane Chess will engage with other suitable and knowledgeable individuals in forming an ad hoc Grievance Committee specifically to deal with the said grievance.

## **10.4 STEP 1 - PROCEDURE TO LODGE A GRIEVANCE WITH TSHWANE CHESS**

- 10.4.1 Parties to the grievance must make every effort to resolve the grievance amongst themselves.
- 10.4.2 . Complainants/Parties must demonstrate that all processes within the lower tier organisations to Tshwane Chess has been engaged and exhausted in attempting to address and resolve the grievance.

## **10.5 STEP 2**

- 10.5.1 A grievance lodged must be done within the timelines as set out in Table “A” below.
- 10.5.24. A grievance can only be lodged through the secretary of the club the individual belongs to. All grievances must be sent to [secretary@tshwaneches.co.za](mailto:secretary@tshwaneches.co.za)
- 10.5.35. Grievances lodged with any other person or to any other contact address will be deemed as not being lodged with Tshwane Chess and will not be addressed.
- 10.5.46. A grievance lodged must be in writing and as set out in Step 3 below.

## **10.6 STEP 3 – CONTENT AND COMPILATION OF GRIEVANCE**

- 10.6.1 A grievance escalated to Tshwane Chess Grievance Committee must be in writing and at least contain the following:
  - 10.6.1.1 Documented evidence that the grievance was raised at all lower tier levels and no amicable resolution or solution to the grievance had been reached.
  - 10.6.1.2 The compliant/grievance must be in writing with a detailed description of the grievance, fully supported by documentary evidence, which includes all supporting information documents, individual statements and full details of persons and/or parties that is party to or associated with the grievance. This includes everyone that provided supporting evidence, statement, affidavits, etc., as well as the full details of the persons/parties that the grievance is lodged against.
  - 10.6.1.3 Any evidence that could be used by the Grievance Committee in their deliberations, consideration of the matter and possible mediation with a view to resolving the grievance.
  - 10.6.1.4 It is important to list the specific “rule(s)” that has been broken. This includes but are not limited to:
    - 10.6.1.4.1 Fide Constitution
    - 10.6.1.4.2 Chess SA Constitution
    - 10.6.1.4.3 Gauteng Constitution
    - 10.6.1.4.4 Tshwane Chess Constitution
    - 10.6.1.4.5 A Club Constitution
    - 10.6.1.4.6 Selection Rules
    - 10.6.1.4.7 Code of Conduct
    - 10.6.1.4.8 Tournament Rules
    - 10.6.1.4.9 Any By-Laws of any of the above Organisations

## **10.7 STEP 4 – COMMUNICATION BETWEEN PARTIES AND TSHWANE CHESS**

- 10.7.1 Any contact or communication with any member of the Tshwane Chess Executive or any member of the Tshwane Chess Grievance Committee on the matter prior to lodging the grievance with Tshwane Chess cannot be used as supporting advice or evidence in the compilation of the grievance.
- 10.7.2 After lodging the grievance with the General Secretary of Tshwane Chess, communication will be initiated by the Tshwane Chess Grievance Committee and all parties to the grievance will respond directly to the Tshwane Chess Grievance Committee specifically to the nature, questions and requested information as set out in the enquiries of the Tshwane Chess Grievance Committee.

## **10.8 STEP 5 – COMMUNICATION OF THE OUTCOME OF THE GRIEVANCE LODGES**

- 10.8.1 Tshwane Chess Grievance Committee will deliver the outcomes, resolution and/or recommendations with respect to the grievance to the General Secretary of Tshwane Chess.
- 10.8.2 The General Secretary of Tshwane Chess will then circulate the deliberations of the Tshwane Chess Grievance Committee to the Tshwane Chess Executive Board to ratify these outcomes, resolution and/or recommendations.
- 10.8.3 Tshwane Chess Executive Board may communicate with the Tshwane Chess Grievance Committee on any clarification that they may seek on their deliberations and recommended outcomes, resolution and/or recommendations with respect to the grievance.

## **10.9 STEP 6 - NOTIFICATION**

- 10.9.1 Upon the Tshwane Chess Executive Board ratifying the outcomes, resolution and/or recommendations with respect to the grievance, Tshwane Chess General Secretary will notify the parties, in writing, of the outcomes, resolution and/or recommendations with respect to the grievance.

## **10.10 STEP 7 – APPEAL AGAINST THE OUTCOME OF THE GRIEVANCE LODGED**

- 10.10.1 In the event that any party is dissatisfied with the outcomes, resolution and/or recommendations of the Tshwane Chess Grievance Committee pursuant to the grievance, then such party may, within 14 days from the date of notification of the outcome of the grievance by the Tshwane Chess General Secretary, lodge an appeal with the Provincial Appeals Committee by sending the request to [secretary@gautengchess.co.za](mailto:secretary@gautengchess.co.za).
- 10.10.2 The procedure of dealing with an appeal against any outcomes, resolution and/or recommendations by the Tshwane Chess Grievance Committee with respect to a grievance is dealt with through the Tshwane Chess Appeals Policy and Procedures.

## **10.11 TABLE “A”**

<b>Description</b>		<b>Timelines Within Which to Lodge Grievance</b>		
<b>Category</b>	<b>Section</b>	<b>Urgent</b>	<b>Serious</b>	<b>Moderate</b>
Administrative	Province/Region	7 days	10 days	14 days
Tournament	Organization	Same day	5 days	7 days
	Hosting & venue	Same day	5 days	7 days
	Tournament rules	Same day	3 days	7 days
Behavior & Conduct	Player	5 days	7 days	14 days
	Arbiter	5 days	7 days	14 days
	Organizer	5 days	7 days	14 days
	Spectator	5 days	7 days	14 days
	Chessa Exco	5 days	7 days	14 days
	Prov. Exco	5 days	7 days	14 days
	3rd Party	5 days	7 days	14 days
Discrimination	Racial	5 days	7 days	14 days
	Sexual	5 days	7 days	14 days
	Bullying	5 days	7 days	14 days
	Deliberate Bias	5 days	7 days	14 days
Selections	Youth	7 days	14 days	21 days
	Adult	7 days	14 days	21 days
	Seniors	7 days	14 days	21 days
	Physically Challenged	7 days	14 days	21 days
	Policy	14 days	21 days	30 days
Policies & Procedures	All	14 days	21 days	30 days
Finances	Miss-appropriation	14 days	21 days	30 days
	Outstanding payments	14 days	21 days	30 days
Procedural Matters	Various	7 days	14 days	21 days
Committees	Performance	14 days	21 days	30 days
Commissions	Performance	14 days	21 days	30 days
Constitution	Legal and ethical	14 days	21 days	30 days
Laws of Chess	Interpretation Same	Same day*	7 days	14 days
	Application	Same day*	7 days	14 days
	Cheating	Same day*	7 days	14 days
	Electronic Devices	Same day*	7 days	14 days

\*denote within 30 minutes of the end of the round of play

## **10.12 NOTE**

- 10.12.1 The complainant must demonstrate with copies of all supporting documentation that all processes within the lower tier organisations to Tshwane Chess have been engaged and exhausted, prior to engaging with Tshwane Chess with respect to the grievance lodged.
- 10.12.2 Grievances not lodged timeously as set out in Table “A” will render the grievance inadmissible.
- 10.12.3 If a grievance cannot be lodged timeously with good reason, then an application must be lodged with Tshwane Chess requesting an extension of time to lodge said grievance.

## **11. THE “POLICIES AND PROCEDURES” POLICY AND PROCEDURE**

### **11.1 INTRODUCTION**

This section deals with general policies (also decisions) and procedures. All policies and procedures that cannot fit into any of the other section will most probably be added to this section.

The question arises: “What are policies and procedures and what are the difference between the two? A policy is the companies view on a certain subject. Policies are the “rules of the game”. These rules are approved by the committee and become the “law” by which the organisation is governed. Procedures are methods to accomplish the rules (policies).

Let's look at an example:

Policy

The committee approves a new policy that from now on all staff are only allowed to use the canteen between 12:00 and 12:30. This defines the rule, policy or the law.

Procedure

Staff in office 1 will get up at exactly 12:00 and go to the canteen. Persons closest to the door will go first. Staff has from 12:00 to 12:10 to finish their meal. Strictly at 12:10 they must have vacated the canteen. The process then starts for office 2 at 12:10 and sequentially for office 3 at 12:20.

This is the procedure on how the policy will be achieved. Although there will not always necessarily be differentiated between the two, it will be for your benefit to read the documents like this. The reasons for such a policy will not always be known to everybody. This however does not mean that you don't have to comply. Ignorance for the law is no excuse and will not be tolerated. Should you not understand: “Ask!”

Our aim with policies and procedures are to be able to govern the organisation and to assist everybody to fulfil your function correctly and to perform above expectation. We would welcome your input to the policies and procedures. Should you want to make a suggestion, do this in writing to the president?

### **11.2 IMPLEMENTATION**

11.2.1 This section deals with the writing and implementation of policies and procedures.

11.2.1.1 Only the management committee can sanction and approve the writing of policies procedures in accordance with the Memorandum of Incorporation for Tshwane Chess.

11.2.1.2 The president on behalf of the management committee will sanction a person or committee two develop or alter a policy and procedure.

11.2.1.3 All members of the executive committee can give their input to content and alterations.

11.2.1.4 The Management Committee members each have one vote to the final approval. In case of a dead lock, the President has a casting vote.

11.2.2 How to write a Policy and Procedure

11.2.2.1 You must be tasked by the committee to develop a new or alter an existing policy.

11.2.2.2 Accept the previous changes to the document before starting to alter an existing document.

11.2.2.3 Make sure somebody else is not already in the process of changing the published document. This can be determined by looking at the published policy and procedure. At the bottom of the page, the current version of the published document will be displayed. Make sure there is not a later version than this one. If there is, somebody else is most probably already busy making changes to the document. Do not start altering this version; you can lose your alterations. Start a new version.

11.2.2.4 Use the styles from this template.

11.2.2.5 If you change an existing document, you must do this with the “track changes” switch on. Any changes considered without track changes will not be considered.

11.2.3 Publishing of Policies and Procedures

- 11.2.3.1 Get the input of the executive board and relevant parties sanctioned by the president (if applicable).
- 11.2.3.2 Spell check the document.
- 11.2.3.3 Send the Word document to the executive board and relevant sanctioned parties.
- 11.2.3.4 The committee must then read through the document, suggest changes and make comments. The only acceptable way to do this is by using the “track changes” and notes of Word. No verbal changes or emails containing the changes will be considered.
- 11.2.3.5 The author of the document must give a time frame for the rest of the reviewers to review the document. Should the author not have any feedback from a party by the due date, the author can accept that the person accepts the document as is. Should the author not have specified a due date for input and comments, the default time is five working days.
- 11.2.3.6 The reviewers can renegotiate the due date, before the due date, with the author to ensure his input to the document. Should the due date have lapsed, no negotiation will be entertained to extend the due date.
- 11.2.3.7 This process can go back and forth until the management committee agrees on the acceptance of the document.
- 11.2.3.8 Get the approval of the committee in writing for the publishing the document.
- 11.2.3.9 The document is published with the changes made to the document, still in the reviewing state. This makes it easy for everybody to see what has changed. Format changes must be accepted, and notes deleted.
- 11.2.3.10 Update the following:
  - 11.2.3.10.1 Version
  - 11.2.3.10.2 Table of Contents
  - 11.2.3.10.3 Spell check
- 11.2.3.11 Place the document in the designated folder of the Tshwane Chess Dropbox.
- 11.2.3.12 Print it to PDF format and send it to the web master for publication. No document in raw Word document must be published.
- 11.2.3.13 A note must be sent to all committee members, members and relevant parties about the publication of the new policy.

# **Annexure A OFFICIAL TSHWANE CHESS TOURNAMENTS**

## **1. OFFICIAL TSHWANE CHESS TOURNAMENTS**

1. Alekhine Open (90/90)
2. Capablanca Chess Festival (90/90)
3. Etienne Lewis Trails (90/90) – Does not count for 90 /90 tournament activity.
4. Gauteng North Open (90/90)
5. Lubowski Open (90/90)
6. Chris Greyling (60/60)
7. Blou Bul Open (60/60)
8. Jacaranda RR (60/60)
9. Mid Gauteng Open (60/60)
10. Tshwane Chess Registration Tournament
11. Soshanguve Open (60/60)
12. Mamelodi Open (60/60)
13. Atteridgeville Open (60/60)

## **2. STRATEGIC TSHWANE CHESS TOURNAMENTS**

1. Capablanca Chess Festival (90/90)
2. All Schools Tournaments
3. All National Tournaments
4. All FIDE Tournaments (tournaments on the Official FIDE Calendar)
5. Etienne Lewis Trails (90/90)

## **3. TSHWANE CHESS DEVELOPMENT TOURNAMENTS**

1. D15 & Soshanguve Open (60/60)
2. Mamelodi Open (60/60)
3. D1 & Atteridgeville Open (60/60)
4. Gauteng Individual Primary Schools (60/60)
5. Gauteng Individual Secondary Schools (60/60)
6. District Schools League Final (60/60)
7. Gauteng Schools League Final (60/60)

## Annexure B ARBITER CATEGORIES

### **1. CHIEF ARBITER CATEGORY**

1. IA Hendrik du Toit
2. IA Jean du Rand
3. FA Ronel Piek
4. FA Ruan Steenkamp
5. FA Fransie Grobbelaar

### **2. DEPUTY ARBITERS**

1. FA Lynette Steyn
2. FA Marius Ferreira
3. PA Anneline Reyneke
4. PA Suzette Schoeman
5. PA Henru du Toit

### **3. ARBITERS**

1. FA Marisa van der Merwe
2. NA Lelani van der Westhuizen
3. NA Willem Slabbert
4. PA Engela du Toit
5. PA Jacqui Grobbelaar
6. PA Marita Van de Pypekamp
7. PA Nicholas van der Nat
8. PA Sune du Toit
9. PA Wiaan Pretorius
10. PA Hendrik Hoek
11. RA Armin Steenkamp
12. RA Carlia Venter
13. RA Murray Steenkamp
14. RA Rene de Beer
15. Gys du Toit
16. Daniel Marais
17. Rinus Piek
18. Cobus Piek
19. Jaco Walters
20. Dewan Cruywagen
21. Eben Collen
22. Alicia Steyn
23. Anne van den Berg
24. Wim Booyesen
25. Tinus Prinsloo

# **Annexure C CHIEF ARBITER EVALUATION FORM BY ORGANISER**

TBC



# Annexure D TSHWANE CHESS TOURNAMENT REGULATIONS

## **1. STANDARD TC TOURNAMENT RULES**

### **1.1 GENERAL**

- 1.1.1 The purpose of this document is to standardize rules for Tshwane Chess Union Tournaments, organized by the organizing committee of the region.
- 1.1.2 The latest FIDE rules will apply and the following standardized rules. If there is a difference between the standard and FIDE rules, the FIDE rules will take precedence
- 1.1.3 The rules in this document applies to all tournaments rated through Tshwane Chess at any of the rating agencies (Chess SA, Fide & URS). This specifically includes but are not limited to:
  - 1.1.3.1 Tshwane Chess Official Tournaments
  - 1.1.3.2 Tshwane Chess Affiliated Tournaments,
  - 1.1.3.3 Tshwane Chess Strategic Tournaments
  - 1.1.3.4 Tshwane Chess Development Tournaments
- 1.1.4 The LOC of a tournament can apply to change some of these rules. This must be done at least 7 days before the start of the tournament. It is solely up to the discretion of TC to grant such a request.
- 1.1.5 Due to the different nature of TC Strategic –and Development tournaments, TC specifically reserves the right to adapt these rules for these tournaments.
- 1.1.6 Every tournament hosted or under the hospices of Tshwane Chess must have a LOC appointed and approved by Tshwane Chess.
- 1.1.7 The roles and responsibilities of the LOC are as per Annexure G.
- 1.1.8 No tournament fees can be paid into a private account. The account must either belong to a school, trust, club or region.
- 1.1.9 Any player who smells of alcohol will be immediately expelled from the tournament.
- 1.1.10 No smoking is allowed on any school terrain.

### **1.2 PRIVACY OF PERSONAL INFORMATION:**

- 1.2.1 By entering any of the tournaments affiliated to Tshwane Chess, the player explicitly gives Tshwane Chess the following rights with regards to the name, surname, gender, race and date of birth of the player:
  - 1.2.1.1 Disclose it to the rating agencies for compiling rating lists.
  - 1.2.1.2 The rating agencies and Tshwane Chess can use this information to display it on their web site and in their published rating lists.
  - 1.2.1.3 The current rating agencies supported are:
    - 1.2.1.3.1 Chess SA: [www.chessa.co.za](http://www.chessa.co.za)
    - 1.2.1.3.2 Fide: [www.fide.com](http://www.fide.com)
    - 1.2.1.3.3 URS: [www.universalratingsystem.com](http://www.universalratingsystem.com)
  - 1.2.1.4 Tshwane Chess can also use this information for marketing of tournaments or important communication between Tshwane Chess, its members and subscribers.
  - 1.2.1.5 The information will never be sold to any 3<sup>rd</sup> party.

### **1.3 NO TOLERANCE RULE: FIDE RULE 6.7**

- 1.3.1 The standard default time for Tshwane Chess tournaments will be 15 minutes, except for the 1st round for which it will be 30 minutes.

- 1.3.2 The standard default time for Tshwane Chess tournaments with a time control of 90/90 and longer can be adjusted to 30 minutes depending on travel requirements of participants. The TD can use his/her discretion to adjust the time.
- 1.3.3 The player must be at the board to be deemed present.
- 1.3.4 Default time will be calculated from the official start time of the round.
- 1.3.5 The CA may decide to manual pair and repair opponents of players who did not pitch for the first round.
- 1.3.6 Players must draw the attention of the arbiter to claim according to rule 6.7. The score sheet must be signed-off by the arbiter with a +/- . The arbiter must ensure that those players who did not pitch were recorded on the result sheet.
- 1.3.7 Players who did not show up for any round without pre-arrangement, will lose the game (1 / 0) and excluded from the tournament for all remainder rounds.
- 1.3.8 If a player arrives for the start of a next round after having been removed from the pairing, the player will be manual paired, if possible, and added back into the pairing list for the following round. Repeat offenders will be expelled from the tournament.
- 1.3.9 If a player is unable to participate in a round, written notification must be given to the CA no later than the end of the previous round. Failure to do so will result in the player losing the game and being withdrawn from the tournament.

#### **1.4 PROMOTION OF THE PAWN: FIDE RULE 4.6:**

- 1.4.1 When promoting a pawn and the piece is not available, the player shall stop the clock and ask the arbiter for the promotion piece.
- 1.4.2 An upside-down Rook is not a Queen. When using an upside-down Rook, it will still be regarded as a Rook and any diagonal move will be an illegal move and the normal Fide rules will apply.

#### **1.5 RECORDING OF THE RESULT OF THE GAME: FIDE RULE 8.7:**

- 1.5.1 Both players shall make sure that the result of the game has been recorded on the result-sheet.
- 1.5.2 If no result is available at the recording of the score by the pairings officer, both players shall receive zero (0). The player who won the game can come and correct it after the next round, but he/she will be penalized with half point, in other words if the result was 1-0, the new result will be 0.5-0. If the result was 0.5-0.5, then the result will be 0-0. A score sheet, signed by both players, must be presented as proof.
- 1.5.3

#### **1.6 NOTATING OF THE GAME: FIDE RULE 8**

- 1.6.1 All rated normal games shall be notated. Players must provide own notation pads and writing material. If a player cannot notate he/she must at least make a mark at move on the notation sheet. The CA may make another arrangement for individual players by his/her discretion.
- 1.6.2 Under no circumstances can there be a "blanket" exemption for an entire event/section/tournament not to notate.
- 1.6.3 Players who cannot notate because of a disability will not have their clocks adjusted as per FIDE rules.

#### **1.7 GUIDELINES III: GAMES WITHOUT INCREMENT INCLUDING QUICK-PLAY FINISHES**

- 1.7.1 Guideline III.4 will apply at all TC events.
- 1.7.2 If the game, making the claim do not have a clock capable of increments, the clock will be replaced by the arbiter with a clock capable of increments. If one is not available, as a last resort, Guideline III.5 will apply.

## **1.8 TOURNAMENT ENTRY FEES:**

- 1.8.1 All players shall pay outstanding entry fees before the pairing of the 3<sup>rd</sup> round. Players with outstanding entry fees will be excluded from the remainder of the tournament until such payment is received.
- 1.8.2 If a special payment arrangement has been made with the organizers of the tournament, it is the responsibility of the player to bring this arrangement to the attention of the arbiter in writing.
- 1.8.3 **Any discount given to a player will be recovered from any prize monies won by the player for that tournament, unless agreed otherwise with Tshwane Chess in writing.**

## **1.9 APPEALS**

- 1.9.1• The Appeals Committee will consist of:
  - 1.9.1.1 Minimum Requirement (recommended for 60/60 non-FIDE rated tournaments)
    - 1.9.1.1.1 A chairperson appointed by the LOC who has a minimum qualification of FA;
    - 1.9.1.1.2 The Chairperson of the LOC or his/her representative who will be a member of the LOC;
    - 1.9.1.1.3 An arbiter with a minimum PA qualification.
    - 1.9.1.1.4 A player with a minimum rating of 1800.
  - 1.9.1.2 Extended Requirement in addition to Annexure D, 1.9.1.1 (recommended for FIDE rated tournaments)
    - 1.9.1.2.1 An arbiter with a minimum FA qualification;
    - 1.9.1.2.2 Player with minimum 1900 rating
  - 1.9.1.3 The Appeals Committee shall have the right to co-opt any other person to assist with the appeal.
  - 1.9.1.4 The Appeals Committee shall always have an uneven number of members.
  - 1.9.1.5 All persons serving on the Appeals Committee must be at least 21 years of age.
  - 1.9.1.6 None of the above persons, against whom the appeal was lodged, will be allowed to serve on the Appeals Committee for that appeal.
- 1.9.2• Any player wishing to lodge an appeal against a ruling made by an arbiter, must do so, in writing, no later than 15 minutes after the last game for that round has ended.
- 1.9.3 The appeal must be accompanied by a fee equal to the entrance fee for the section the players are in. If successful, the fee will be refunded.
- 1.9.4• The appeal must be handed to either the Chief Arbiter or the Chairperson of the LOC.
- 1.9.5 Only appeals by players will be entertained. In case of a minor a parent or team manager may assist the player.

## **1.10 CHESS EQUIPMENT.**

- 1.10.1• Should the organiser not provide pieces and/or clocks, the player playing white shall provide the pieces and the player playing black shall provide the clock.
- 1.10.2• If the player who is responsible for providing a clock cannot do so, he/she will be allowed to use his/her own time to get one. If he/she cannot get one, the game will continue without clocks till the arbiter finds it necessary to provide a clock. The arbiter will divide the remaining time equally between the two players.
- 1.10.3• The game shall be played with tournament standard black and white pieces. If other pieces are used, the arbiter must authorize it in advance and the opponent must agree.

## **1.11 CHANGES TO RULES**

- 1.11.1 The Chief Arbiter will announce any changes to the tournament rules before the start of the first round. If a player is late for the announcements, the player shall be deemed to have heard the announcements. A copy of the standardized application of the rules will be published on the Tshwane Chess website.

## **1.12 DAMAGES**

- 1.12.1 The Organizers, Arbiters and all other Tournament Officials take no responsibility for lost or damaged items.
- 1.12.2 Should any item be placed in the care of the LOC, agents of the LOC, any arbiter or official, such LOC member, agent or official will be responsible for the loss of any such item.

## **1.13 PRIZE MONEY**

- 1.13.1 No prize money will be kept for a player not present at the prize-giving ceremony, nor will it be handed to another person, unless such arrangements were made with the tournament organizers beforehand. Such prize monies will be forfeited to the tournament organizers.
- 1.13.2 The prize-distribution list will be published at the venue, no later than the beginning of the 2nd last round.
- 1.13.3 Prize money will be distributed by tie-break system, unless declared before the start of the tournament by the organizers, and not pooled for the same score. Should the players want to change this arrangement, a request should be lodged to the LOC before the start of round 2.
- 1.13.4 A female prize per section is compulsory.
- 1.13.5 All prizes will be paid by EFT, unless TC decides otherwise.
- 1.13.6 All sections, excluding beginner sections, will have a cash prize and no prize money for any section can be less than the entry fee for that section. This applies to:
- 1.13.6.1 1st – 5th prize
  - 1.13.6.2 Female prize
  - 1.13.6.3 Cash prizes can be replaced by the organizers for non-cash prizes. The minimum value of non-cash prizes must be at least one and a half times the value of the entry fee for the particular section

## **1.14. SPECTATORS**

- 1.14.1• Spectators have no privileges. Players who've completed their games become spectators. If a player interferes in a game, one point will be taken away from his score.
- 1.14.2• Spectators are not allowed on the playing floor except with the permission of the CA.
- 1.14.3• Spectators who discuss a player's position or time management with the player, or point out that it is the player's move, or talk loud enough to be heard by a player with a game in progress, warrants removal from the spectator viewing area.
- 1.14.4• Spectators may not make claims. They may point out an irregularity to an arbiter in a manner not noticed by either of the players but may not make any claim on behalf of a player.

## **1.15 TIE-BREAKS**

- 1.15.1 The Tie-Break Rules are as listed below and are compulsory to use for all tournaments registered by Tshwane Chess:
- 1.15.1.1 Individual Swiss Tournament
    - 1.15.1.1.1 Direct Encounter
    - 1.15.1.1.2 The greater number of wins (excluding defaults)

- 1.15.1.1.3 The greater number of wins with black (unplayed games shall be counted as played with White)
- 1.15.1.1.4 Buchholz 5 or less rounds
  - or
  - Buchholz Median (Cut 1) for more than 5 rounds
- 1.15.1.1.5 Buchholz Median (Cut 1) for more than 5 rounds
  - or
  - Buchholz for 5 or less rounds
- 1.15.1.2 Round Robin Tournaments for Individuals
  - 1.15.1.2.1 Direct encounter
  - 1.15.1.2.2 The greater number of wins (excluding defaults)
  - 1.15.1.2.3 Sonneborn-Berger
  - 1.15.1.2.4 Koya system
- 1.15.1.3 Team Swiss Tournaments
  - 1.15.1.3.1 Match points (if first ranking is decided by game points) or Game points (if first ranking is decided by match points)
  - 1.15.1.3.2 Direct encounter
  - 1.15.1.3.3 Buchholz 5 or less rounds
    - or
    - Buchholz Median (Cut 1) for more than 5 rounds
  - 1.15.1.3.4 Buchholz Median (Cut 1) for more than 5 rounds
    - or
    - Buchholz for 5 or less rounds
  - 1.15.1.3.5 Sonneborn-Berger
  - 1.15.1.3.6 Highest ranked team
- 1.15.1.4 Team Round-Robin Tournaments
  - 1.15.1.4.1 Match points (if ranking is decided by game points), or Game points (if ranking is decided by match points)
  - 1.15.1.4.2 Direct encounter
  - 1.15.1.4.3 Sonneborn-Berger
  - 1.15.1.4.4 Highest ranked team
- 1.15.2 Rating Consistency
  - 1.15.2.1 A zero (0) rating is considered as no rating.
  - 1.15.2.2 For the purposes of determining rating consistency, Chess SA ratings cannot be replaced with FIDE ratings and vice-versa. The rating must be from the same rating agency.
  - 1.15.2.3 Ratings would be considered consistent where more than 60% of the players have a rating from the primary rating agency where the tournament will be rated i.e.:
    - 1.15.2.3.1 If in a FIDE rated tournament 60% or more of the players must have a FIDE rating. Players with a zero (0) FIDE rating even though they have Chess SA rating are excluded from the 60%.
    - 1.15.2.3.2 If in a Chess SA rated tournament 60% or more players must have a Chess SA rating. Players with a zero (0) Chess SA rating even though they have FIDE rating are excluded from the 60%.
    - 1.15.2.3.3 The same principle would apply for players with other rating agency ratings.
  - 1.15.2.4 Ratings would be considered inconsistent if less than 60% of the players do not have a rating from the primary rating agency where the tournament will be rated i.e.:

- 1.15.2.4.1 If in a FIDE rated tournament less than 60% of the players do not have a FIDE rating or a 0 FIDE rating. This include players with a zero (0) FIDE rating even though they have a non-zero Chess SA rating.
  - 1.15.2.4.2 If in a Chess SA rated tournament less than 60% of the players do not have a Chess SA rating or a 0 Chess SA rating. This include players with a zero (0) Chess SA rating even though they have a non-zero FIDE rating.
  - 1.15.2.4.3 The same principle would apply for players with other rating agency ratings.
- 1.15.3 These tie breaks in Annexure D article 1.15.1 are aligned with the FIDE recommendations and should be reviewed every calendar year. For consistency in the Merit System, it is strongly recommended to use the same set of tie break rules up to the Etienne Lewis Trials. The Merit Committee can after carefully considering the impact on the Merit System, change the tie tournament breaks.

## **2. TOURNAMENT TERMS & CONDITIONS**

1. For Chess SA and FIDE rated tournaments, only online entries will be accepted:

[www.tshwanechess.co.za](http://www.tshwanechess.co.za)

2. Entries close: 48 hours before the start of the scheduled first round or as per the entry form.
3. Payments must be made into the account as per the entry form. No exceptions
4. eMail proof of payment to: [finance@tshwanechess.co.za](mailto:finance@tshwanechess.co.za) or fax to: 086 508 9343
5. Only players with confirmed payments will be published on the players list on

[www.chess-results.com](http://www.chess-results.com)

6. Players whose names has been published don't need to register at the start of the tournament.
7. If your name does not appear on the list, you must report at the registration desk 1 hour before the start of the tournament to ensure your inclusion in the pairing.
8. Pairings will be displayed 30 minutes before the scheduled first round.
9. If your name has not been published and did not report to the registration desk and are therefore not in the pairing, you will be manually paired after the start of the 1st round.
10. Any player who withdraw after the list has been published will not be refunded.
11. All players must bring own clocks.
12. Latest FIDE rules will apply.
13. Chess SA rating rules will apply.
14. The organisers reserve the right to combine or split sections.
15. Players not registered with Tshwane Chess must provide a valid ID or Birth Certificate to claim a prize.
16. No player can receive more than one prize.
17. To determine the one prize a player may receive, on monitory grounds the main prizes in a section carry favour over the age group prizes, which in turn carry favour over the best female prize. Should a player be eligible for more than one prize in each section, the prize with the highest monitory value will be presented. The excluded prize(s) will be carried over to the next player(s) in line that qualify according to the type, in accordance to the final ranking for that section and provided that the recipient does not also qualify for a prize of higher value, in which case the subsequent qualifying player in line will be considered, etc.
18. Players List published on <http://chess-results.com/fed.aspx?lan=1&fed=RSA>
19. The organizers of the tournament are not responsible for the safety or property of players or spectators.
20. No items may be sold, traded or displayed without the prior written consent of the organizers.
21. It is the responsibility of the player to enter the correct section. The organisers reserve the right to move players to the correct section or to remove players incorrectly entered. The player will pay the difference if there is a difference between the section entry fees. The organisers take no responsibility for the consequences of players entering the incorrect sections.

22. Right of admission reserved.
23. The player and/or parent/guardian of the player gives consent that photographs of the player in connection with all Tshwane Chess Events and Tournaments may be taken. Tshwane Chess, its assigns and transferees to copyright, are authorised to use and publish the same in print and/or electronically. Such photographs might be used with or without her/his name for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content. I understand that Tshwane Chess cannot control unauthorized use of the images by persons not associated with any of the above associations or institutions once it has been published.

### **3. GENERAL EVENT ORGANISATION**

#### **3.1 NAMING CONVENTIONS**

- 3.1.1 This section pertains particularly to the completion of the pairing software but should be extended to any other documentation to be completed.
- 3.1.2 All detail must be completed in regular writing and not in ALL CAPS.
- 3.1.2.1 Incorrect: 2017 CAPABLANCA OPEN
- 3.1.2.2 Incorrect: 2017 capablanca open
- 3.1.2.3 Correct: 2017 Capablanca Open
- 3.1.3 The "Capitalisation" writing method is preferred and should be used for event and tournament names. In this method, the first letter of each word is capitalized except for conjunctions.
- 3.1.3.1 Correct: Beginners and Zero Rated
- 3.1.4 Event Name:
- 3.1.4.1 The name of the event must always be in the format of:  
YYYY Tournament Name  
where YYYY is the current year
- 3.1.4.2 The section/tournament name should never be combined with the event name
- 3.1.4.3 Correct: 2017 Capablanca Open
- 3.1.4.4 Incorrect: Capablanca 2017
- 3.1.4.5 Incorrect: 2017 Capablanca A Section
- 3.1.5 Section/Tournament Names
- 3.1.5.1 The section name will only contain the name of the section. No range specifications or criteria in the section name. Range specification or criteria can be inserted in the "Remarks" field.
- 3.1.5.2 The section number/sequence will always precede the description.
- 3.1.5.3 Correct: A Section
- 3.1.5.4 Correct: u/10 Boys
- 3.1.5.5 Incorrect: Section A
- 3.1.5.6 Incorrect: Boys u/10
- 3.1.5.7 Incorrect: Section F - Chessa Rating 100 - 500 & first-time players

#### **3.2 EVENT SECTIONS**

- 3.2.1 All events registered with Tshwane Chess shall be played in the following sections and adhere to article 3.2.1.1:
- 3.2.1.1 General Conditions
- 3.2.1.1.1 Minimum of 5 x rounds
- 3.2.1.1.2 Swiss Tournament or Round Robin if less than 7 players

- 3.2.1.1.3 60/60-time control
  - 3.2.1.1.4 15 Minute Rate of Play
  - 3.2.1.1.5 0 rating qualify as unrated and vice versa
  - 3.2.1.1.6 If the tournament/section is Fide rated, "rating" refers to Fide rating as well.
  - 3.2.1.1.7 The Organizer will distribute unrated players born before 2010 between sections A – D at its own discretion.
  - 3.2.1.1.8 The current rating of a player as published by Chess SA for download by Swiss Manager will be used to determine the section a player will be playing in.
- 3.2.1.2 Long format tournaments (90/90 and more)
- 3.2.1.2.1 A Section
    - 3.2.1.2.1.1 Players with a rating of 1490 and higher
    - 3.2.1.2.1.2 Minimum Fee R300.00
    - 3.2.1.2.1.3 Players above 2000 (chess SA rating) have a free entry. Optional to affiliated tournaments.
  - 3.2.1.2.2 B Section
    - 3.2.1.2.2.1 Players with a rating  $\geq 1190$  and  $\leq 1510$
    - 3.2.1.2.2.2 Minimum Fee R300.00
  - 3.2.1.2.3 C Section
    - 3.2.1.2.3.1 Players with a rating  $\geq 840 - 1210$  or  
Players u/16 and older with a 0 rating
    - 3.2.1.2.3.2 Minimum Fee R300.00
  - 3.2.1.2.4 D Section
    - 3.2.1.2.4.1 Players with a rating  $\geq 500 - 860$
    - 3.2.1.2.4.2 Minimum Fee R300.00
  - 3.2.1.2.5 E Section - Beginners
    - 3.2.1.2.5.1 Born 2010 and after  
and  
(rating less than 860 or less than 5 tournaments)
    - 3.2.1.2.5.2 Minimum Fee R200.00
  - 3.2.1.2.6 F Section - Beginners
    - 3.2.1.2.6.1 Born 2012 and after  
and  
(rating less than 750 or less than 5 tournaments)
    - 3.2.1.2.6.2 Minimum Fee R200.00

- 3.2.1.3 Short format tournaments (less than 90/90)
  - 3.2.1.3.1 A Section
    - 3.2.1.3.1.1 Players with a rating of 1490 and higher
    - 3.2.1.3.1.2 Minimum Fee R250.00
    - 3.2.1.3.1.3 Players above 2000 (chess SA rating) have a free entry. Optional to affiliated tournaments.
  - 3.2.1.3.2 B Section
    - 3.2.1.3.2.1 Players with a rating  $\geq 1190$  and  $\leq 1510$
    - 3.2.1.3.2.2 Minimum Fee R250.00
  - 3.2.1.3.3 C Section
    - 3.2.1.3.3.1 Players with a rating  $\geq 790$  and  $\leq 1210$  or  
Players u/16 and older with a 0 rating
    - 3.2.1.3.3.2 Minimum Fee R250.00
  - 3.2.1.3.4 D Section
    - 3.2.1.3.4.1 Players with a rating  $\geq 500$  and  $\leq 860$
    - 3.2.1.3.4.2 Minimum Fee R250.00
  - 3.2.1.3.5 E Section - Beginners
    - 3.2.1.3.5.1 Born 2010 and after  
and  
(rating less than 860 or less than 5 tournaments)
    - 3.2.1.3.5.2 Minimum Fee R180.00
  - 3.2.1.3.6 F Section - Beginners
    - 3.2.1.3.6.1 Born 2012 and after  
and  
(rating less than 750 or less than 5 tournaments)  
Minimum Fee R180.00
- 3.2.1.4 "Playing up"
- 3.2.1.5 Players selected to play in the SAJCCC and who has paid their respective participation deposits can play one category "up" in the period from January to the SAJCCC for which they were selected.
- 3.2.1.6 Players selected to represent South Africa internationally (national –and Chess SA colours) and who has paid their participation deposits can play one category "up" in the period between the SAJCCC and the tournament they were selected to represent South Africa.
- 3.2.2 Should the LOC want to use different sections a motivation must be submitted to TC.
- 3.2.3 The following events will be allowed by default to be played in different sections:
  - 3.2.3.1 School Trails & Leagues
  - 3.2.3.2 Regional Trials
  - 3.2.3.3 TC Strategic Tournaments
  - 3.2.3.4 Development Tournaments
- 3.2.4 Sections categorised by age group will explicitly not be allowed unless defined in Annexure D, article 3.2.3.

### **3.3 ARBITERS & OFFICIALS**

- 3.3.1 The articles in this article (3.3) are applicable to all tournaments in Annexure A. Other tournaments are not subject to these articles but should be used as a guideline.
- 3.3.2 One arbiter will be paid per tournament (including all sections) per 50 players or part of it. This excludes the CA but include the DCA.
- 3.3.3 Pairings officers must be qualified arbiters.
- 3.3.4 There cannot be a pairings officer appointed only for a u/8 section. Either the pairings officer of the tournament must be used, or the arbiter appointed for the u/8 section must do the pairings.
- 3.3.5 Arbiters working for a norm will not be compensated.
- 3.3.6 Tshwane Chess reserves the right to reduce remuneration for tournaments at their sole discretion should the tournament be unable to sustain the recommended remuneration structures. Fees must always be reduced pro-rata across all officials. Such reduction will be communicated as soon as possible to all officials.
- 3.3.7 To qualify for any kind of remuneration, the individual must be involved and present for all rounds of the tournament. This excludes the Tournament Organiser and the Treasurer because they have upfront -and post tournament responsibilities.
- 3.3.8 Only Swiss Manager is acceptable as pairings software.

## Annexure E FIDE LAWS OF CHESS



# **Annexure F ROLES AND RESPONSIBILITIES OF EXECUTIVE MEMBERS**

## **1. PRESIDENT**

1. The President shall chair the management committee of the Executive Board as per the constitution.
2. The President shall liaise with Local Authorities (e.g. Tshwane Metro), the Government Departments of Education and Sport & Recreation and any other national sport bodies appointed by Government to develop sport, as required.
3. Submit a written report of Tshwane Chess's actions to the AGM.
4. Liaise between Tshwane Chess and Chess SA.
5. Liaise between Tshwane Chess and Gauteng Chess Council
6. Present an annual report to the AGM. Such report to be submitted to the General Secretary twenty-one days prior to the AGM for inclusion in the notices for the AGM.

## **2. VICE PRESIDENT ADULT**

1. Oversee all matters related to Adult Chess
2. Support to the Presidential function;
3. Support to the Secretarial function;
4. Chairperson of Adult Commission
5. Report on adult activities at management meetings
6. Present an annual report to the AGM.
7. Present an annual report to the AGM. Such report to be submitted to the General Secretary twenty-one days prior to the AGM for inclusion in the notices for the AGM.

## **3. VICE PRESIDENT YOUTH**

1. Oversee all matters related to Youth Chess
2. Support to the Presidential function;
3. Support to the Secretarial function;
4. Chairperson of Youth Commission
5. Report on youth activities at management meetings
6. Present an annual report to the AGM.
7. Present an annual report to the AGM. Such report to be submitted to the General Secretary twenty-one days prior to the AGM for inclusion in the notices for the AGM.

## **4. TREASURER**

1. Maintain suitable financial records
2. Banking of monies
3. Bookkeeping of expenses
4. Maintenance of payment registers
5. Electronic Funds Transfer
6. Issue of receipts
7. Preparation of financial statements for the AGM.
8. Present an annual report to the AGM. Such report to be submitted to the General Secretary twenty-one days prior to the AGM for inclusion in the notices for the AGM.

## **5. SECRETARY**

1. In consultation with the management committee, make proper arrangements for meetings. This shall include the securing of suitable venues and the distribution, in good time, of notices, agendas and other documents relevant to the meetings concerned.
2. Archiving and record keeping
3. Correspondence
4. Maintain accurate minutes of all meetings of the Executive Committee and Council Meetings and to arrange for their distribution to the members of those bodies.
5. Updating of contact details:
6. Of other region executive members
7. Of Chess SA executive members
8. Of TC Club executive members
9. TC contact details at Chess SA
10. TC contact details at TC Clubs
11. TC contact details at Tshwane Sports Council
12. Schools

## **6. DIRECTOR OF DEVELOPMENT**

1. Chairperson of Development commission
2. Responsible for the Development of Chess in the Gauteng North Area
3. Report on activities at Management meetings
4. Present an annual report to the AGM. Such report to be submitted to the General Secretary twenty-one days prior to the AGM for inclusion in the notices for the AGM.

## **7. DIRECTOR OF PR & MEDIA**

1. Coordinate Tshwane colours with service providers
2. Marketing
3. Press liaison
4. Sponsorships
5. Present an annual report to the AGM. Such report to be submitted to the General Secretary twenty-one days prior to the AGM for inclusion in the notices for the AGM.

## **8. DIRECTOR OF ARBITERS MANAGERS AND ORGANISERS**

1. Chairperson of Arbiters, Managers and Organisers Commission
2. Manage awarding of titles.
3. Maintain a database of registered arbiters, trainers, managers and organisers in the region.
4. Training of arbiters, trainers and managers
5. Report on activities at management meetings
6. Present an annual report to the AGM. Such report to be submitted to the General Secretary twenty-one days prior to the AGM for inclusion in the notices for the AGM.

## **9. DIRECTOR OF MERITS & REGISTRATIONS**

1. All title applications.
2. Managing of tournament results.
3. Member register maintenance.
4. Subscription maintenance.
5. Maintenance of rankings.
6. Registration of tournaments at Chess SA.
7. Present an annual report to the AGM. Such report to be submitted to the General Secretary twenty-one days prior to the AGM for inclusion in the notices for the AGM.

## **10. COORDINATOR OF TOURNAMENTS**

TBA

## **11. COORDINATOR OF TRAINERS**

1. Coordinator of trainers.
2. Chairperson of Trainers Commission.
3. Maintain a database of registered trainers in the region.
4. Training of trainers.
5. Report on activities at Management meetings.
6. Deliver support to other trainers
7. Training co-ordinator (floating person during team event to fill in whenever there is a problem.
8. Present an annual report to the AGM. Such report to be submitted to the General Secretary twenty-one days prior to the AGM for inclusion in the notices for the AGM.

## **12. COORDINATOR OF WOMEN'S CHESS**

1. Chairperson of Women's Chess commission
2. Report on activities at Management meetings
3. Present an annual report to the AGM. Such report to be submitted to the General Secretary twenty-one days prior to the AGM for inclusion in the notices for the AGM.

## **13. COORDINATOR OF PHYSICALLY CHALLENGED CHESS**

1. Chairperson of Physically Challenged Adult Chess commission
2. Report on activities at Management meetings
3. Present an annual report to the AGM. Such report must be submitted to the General Secretary twenty-one days prior to the AGM for inclusion in the notices for the AGM.

## **14. COORDINATOR OF WEBSITE DEVELOPMENT AND MAINTENANCE**

1. Managing development of website
2. Managing webpage content

## **15. TEAM MANAGER COORDINATOR**

TBA





# Annexure G LOCAL ORGANIZING COMMITTEE (LOC)

## 1. OBJECTIVES OF THE LOC

TBA

## 2. MEMBERS, ROLES AND RESPONSIBILITIES OF THE LOC

### 2.1 TOURNAMENT ORGANIZER

- 2.1.1 The Tournament Organiser and the Technical Director are the same person for all Official Tshwane Chess Tournaments unless otherwise appointed by Tshwane Chess
- 2.1.2 Co-ordination of the event.
- 2.1.3 Create and maintain task lists
- 2.1.4 Appointment of officials.
- 2.1.5 Arrange and secure the venue.
- 2.1.6 Appointment and management of sub functions
  - 2.1.6.1 Tuck shop
  - 2.1.6.2 Chess Shop
  - 2.1.6.3 etc.
- 2.1.7 Create WhatsApp Group for tournament including
  - 2.1.7.1 CA, DCA & Arbiters
  - 2.1.7.2 Organiser
  - 2.1.7.3 Treasurer
  - 2.1.7.4 Logistics Co-ordinator
- 2.1.8 In case of affiliated tournaments, the tournament must be registered online with Tshwane Chess  
<http://www.tshwanechess.com/register-a-tournament/>

### 2.2 CHIEF ARBITER

- 2.2.1 Complete FIDE tournament registration form and send to regional registrations officer.
- 2.2.2 Complete Chess SA tournament registration form and send to regional registrations officer.
- 2.2.3 Ensure registration of tournament with Chess SA and/or FIDE.
- 2.2.4 Register players with FIDE. Copy region registrations officer.
- 2.2.5 Ensure only arbiters registered with Tshwane Chess are employed at Official Tshwane Chess Tournaments.
- 2.2.6 Ensure arbiter ratios are correct according to the rules of the TC AGPX.
- 2.2.7 Set-up Swiss Manager tournaments.
- 2.2.8 Link Swiss Manager tournaments on internet
- 2.2.9 Post pairings.
- 2.2.10 Update internet.
- 2.2.11 Pairings if no deputy arbiters.
- 2.2.12 Delegate tasks to DCA and arbiters.
- 2.2.13 Manage DCA and arbiters.
- 2.2.14 Assist with packing up of tables, chairs and equipment.
- 2.2.15 Keep an online updated copy of all tournament files (Swiss Manager) in the dedicated DropBox. This DropBox is currently called ..\Dropbox\Swiss Manager Shared. Access can be requested from [registrations@tshwanechess.co.za](mailto:registrations@tshwanechess.co.za)

2.2.16 Present till the end of the tournament.

### **2.3 DEPUTY ARBITER**

- 2.3.1 Assist the CA
- 2.3.2 Pairings
- 2.3.3 Manage designated arbiters and sections.
- 2.3.4 Assist with packing up of tables, chairs and equipment.
- 2.3.5 Present till the end of the tournament.

### **2.4 ARBITER**

- 2.4.1 Apply rules on the floor.
- 2.4.2 Setting of clocks.
- 2.4.3 General tidiness of the playing venue.
- 2.4.4 Assist with packing up of tables, chairs and equipment.
- 2.4.5 Present till the end of the tournament.

### **2.5 TREASURER**

- 2.5.1 Responsible for tournament finances
- 2.5.2 Responsible for prize money

### **2.6 LOGISTICAL COORDINATOR**

- 2.6.1 Arrange and secure tables and chairs
- 2.6.2 Book out and return equipment from and to the store room.
- 2.6.3 Arrange to pack the tables, chairs, pieces boards and table numbers.
- 2.6.4 Arrange return of all equipment.
- 2.6.5 Arrange clean-up of venue.

## Annexure H TOURNAMENT CHECK LIST

TBA



# Annexure I – COACHING SESSIONS CHECK LIST

## **1. PREPARATIONS**

### **1.1 IDENTIFY COACHES**

- 1.1.1 Coach Manager
- 1.1.2 Head coaches
- 1.1.3 Assistant Coaches

### **1.2 IDENTIFY COACHING LOCATION**

- 1.2.1 Ensure enough class rooms
- 1.2.2 Venue for parents' information session
- 1.2.3 Microphone

### **1.3 SET SCHEDULE**

- 1.3.1 Coaching dates
- 1.3.2 Programme for sessions

### **1.4 SESSIONS**

- 1.4.1 Programme per session

### **1.5 COMMUNICATION**

- 1.5.1 All
- 1.5.2 Dates
- 1.5.3 Teams members
- 1.5.4 Team coach names
- 1.5.5 Parents
- 1.5.6 Programme for coaching sessions
- 1.5.7 Coaches

## **2. PROGRAMME EXAMPLE**

TBA

## Annexure J – AGM / OGM / SGM CHECK LIST

1. Confirm member contact details.
2. Arrange venue
3. Send out notice of AGM including the following documentation:
  - a. Agenda with time and venue
  - b. Annual Financial Statements for approval
  - c. Representative authorisation forms
  - d. Nomination forms for positions to be elected
  - e. Election procedures
  - f. General AGM policies and procedures
4. General reminder 7 days before the meeting
  - a. Nominations
  - b. Representative authorisation forms
5. Arrange refreshments
6. Compile list of authorised representatives
7. Venue
  - a. Check if projector available
  - b. Check if enough chairs
  - c. Check if enough tables

# Annexure K TSHWANE CHESS DGT BOARD POLICY

## **1. TSHWANE CHESS WILL SUPPLY THE FOLLOWING:**

### **1.1 EQUIPMENT:**

- 1.1.1 Up to 27 x DGT Boards.
- 1.1.2 DGT XL Clock per board + spare clocks in case of clock failure.
- 1.1.3 Configured laptop with all required software.
- 1.1.4 Wireless Caiisa System per board.
- 1.1.5 Cabling to operate all boards including extensions and multi-plugs for chargers, computers, receivers etc.
- 1.1.6 3G Wi-Fi router for internet connection. Data and air time must be purchased by the LOC.

### **1.2 SERVICES**

- 1.2.1 Setup and breakdown of the system
- 1.2.2 Operation of boards for all rounds
- 1.2.3 Only Tshwane Chess Approved personnel are authorised to transport, set-up, operate and break down the installation. The operator will be a qualified arbiter.
- 1.2.4 Live games on eboards will be displayed online on the Tshwane Chess website.
- 1.2.5 Display on projector screens. Projector screens, laptop with Wi-Fi and projectors to be supplied by LOC.

## **2. REQUIREMENTS**

- 2.1.1 Header files in PGN format for each round must be supplied to the ebaord operator 1 hour before the start of the round
- 2.1.2 At least 1 x table with a wooden top per two (preferably one) DGT boards
- 2.1.3 Assistance to carry the equipment during set-up and break-up.
- 2.1.4 Access to the venue with tables available one day before the tournament start
- 2.1.5 The boards will only be operated by an operator designated by Tshwane Chess

### **2.2 COSTING AND CONDITIONS**

- 2.2.1 R500.00 per DGT board (including clock, Caiisa and cables) with a minimum of 10 boards and maximum of 27 DGT boards
- 2.2.2 Accommodation and meals for operator. Minimum of 3 Star hotel or guest house.
- 2.2.3 Flight tickets for the Operator if the tournament is outside of Gauteng
- 2.2.4 Transport costs to and from the airport
- 2.2.5 Transport to and from the venue for each round.
- 2.2.6 Payment equal to deputy arbiter of the tournament.
- 2.2.7 50% deposit payable on acceptance of the agreement and the rest payable before the start of the 2nd round.
- 2.2.8 Appointment as arbiter for the tournament and activity with Chess SA and FIDE if FIDE tournament and Arbiter Grand Prix points for operator. This must be approved by the AOC.
- 2.2.9 Confirmation 30 days before the start of the tournament.

### **3. EVENT DETAILS**

1. Name of event: .....
2. Start date of the event: .....
3. End date of the event: .....
4. Date of availability for set-up: .....
5. Event type: Chess SA  FIDE
6. Organiser name & surname: .....
7. Organiser email: .....
8. Organiser mobile nor: .....

I hereby accept the conditions as set out in this agreement:

.....  
Signature                      Name & Surname                      Designation                      Date

## **Annexure L REQUIREMENTS FOR ORGANISERS**

1. Organiser must include the following clauses on their entry forms:
  1. By entering the tournament, you agree unconditionally to abide by all the rules and regulations in the Tshwane Chess Handbook
  2. The player gives consent for its name, surname, gender, race, date of birth to be submitted to the rating agencies for the purposes of rating the tournament and the rating agencies displaying it on their websites.
  3. The Tshwane Chess Handbook can be accessed at [www.tshwanechess.co.za](http://www.tshwanechess.co.za)
  4. Latest FIDE rules of 1 July 2017 will apply.
  5. It is the responsibility of the player to ensure that he/she is entered the correct section.
  6. The organiser reserves the right to move a player to the appropriate section in accordance with the latest national rating.

# Annexure A EQUIPMENT RENTAL PRICES

