

Host Chess Tournament

Announcement

- Organizer
- Purpose
- Date and place of the tournament
- Pairing system and rate of play
- Participation and applications
- Prizes
- Laws of chess, scoring and any additional information

Venue

- Arranging tables and chairs
- Chess equipment (chessboards, pieces, clocks)
- Table numbers
- Arbiter's table
- Information board (announcement, list of participants, pairings, standings)

Arbiter's Essentials

- Office supplies (paper, pen, marker, price tags)
- A4 writing pad
- First aid kit
- Printer
- Backup Internet access (eg. hotspot from smartphone)
- Splitter, USB flash drive
- Score sheets



Technical Meeting

Laws of Chess and Tournament Regulations

- Introduction of the arbiters
- Pairing system
- Rate of play
- Schedule (everyone play all rounds, timetable)
- Electronic devices (turned off / silenced)
- One-hand moves
- Pressing the clock with the same hand
- Castling should start with a king's move
- Illegal move (can be retracted before pressing the clock, later penalty of 1 minute for the first illegal move; second one loses)
- Touch-move rule (move a piece if it is legal or capture if it can be captured with a legal move)
- How to operate a chess clock (turn on/off, stop)
- How to call the arbiter (stopping the clock, reporting)
- Setting up the chess pieces after a game
- How and where to report a game result (winner, white on draw)
- Keep quiet
- Playing venue (playing arena, toilets, corridor)
- Where is the information board and how to read it (who is playing against whom and with what color)

