

ELEVATING | UNITE | CREATE

# GREATER CLEVELAND CHESS CLUB & CENTER

TOURNAMENT GUIDE FOR ORGANIZERS

DRAFT 5/16/2024



GREATER  
CLEVELAND  
**CHESS**

CLUB & CENTER



# THE FACILITY

Kitchen/Bathrooms

Lounge #2 and Store  
Skittles, Private Play, Lessons...

Registration Room

The door is around the side...

GCC Office

Main Event Room

Lounge #1



TOURNAMENT  
HOW TO  
GUIDE FOR  
DIRECTORS  
AND  
ORGANIZERS





## EVENT PREP - ELECTRONICS

- Get out the following documents and put them on the registration table
  - All Clocks should be set with correct time controls and ready for game start.
  - Check of all wires should be completed.
    - Clock to chess board
    - Chess board to 2-1 splitter
    - Cable under table secured to table bottom.
    - Small orange cables all connected board to board.

# EVENT PREP - SOFTWARE

- Make sure the following software is up and running
  - The Caissa Pairing software.
  - DGT Live is up and running.
  - Boards have been tested (King to e4 Test)
  - You have submitted the LIVE link to chess.com
  - Chess.com will run our games live.





# EVENT PREP - FACILITY

- Tables should all be lined up neatly
- Chairs all out and ready to be used.
- Placards all setup on top of tables.
- Coffee/Esspresso/Tea Ready
- Paper cups Ready
- Snacks and Drinks in Fridge Ready



# TOURNAMENT START TO FINISH

# PRE-TOURNAMENT

**ORGANIZER** - Have them fill out the registration sheet in the **REGISTRATION ROOM** so we know they have arrived.

**DIRECTOR** - Paper Pairings – Post on glass wall. Announce “Pairings are up!”

The pairings will tell them which color they are, their opponent and which table number they are at. Table numbers are on placards.

Ask them to SIT and await announcements. Once quiet make pre-start announcements.



Electronic pairing

Board Number & Pairings

Round 1 pairings for U1400 Section (GCC - November Friday 4-Round Swiss)		
GCC - November Friday 4-Round Swiss (U1400 Section)		
Pairings for Round 1 (U1400 Section)		
#	White	Black
5	1235 (0) BOB SCACCIA	1217 (0) BARNEY POWERS
Registered Players (U1400 Section)		
#	Name	Rating
1	BOB SCACCIA	1235
2	BARNEY POWERS	1217



# PRE-START ANNOUNCEMENTS

## Tournament Organizer Announcements

- Facility information (Skittles room, store, bathroom, lounges, water, coffee, espresso, trash, etc.)
- Notable upcoming events
- Accomplishments of players.
- Respecting the facility cleanliness. This is a place of business during work hours.
- Hygiene (hand washing etc.). A lot of hands will be shaken.
- Any Onsite Master willing to review games.
- Membership handbook, membership agreements, brochures, signups, all in registration room.
  - PGN file requests form in registration room.
  - Private tournament requests, game review requests, new membership forms, etc.
- Any contests, auctions etc., that we want to make you aware of.

## Tournament Director Announcements

- Official USCF Tournament Rules
- How to Contact Director during play
- Cell phone, Withdrawal, Spectator and Bye policies.

# DURING THE GAME FOR TD



If a player has a concern or they/you see a rule violation, pause the clock, if player, they are to raise their hand, and concerns are expressed. As TD you may not take some form of action after which, the game is resumed.



# RECORDING OFFICIAL RESULT

- **Paper recording** – if the tournament is using paper pairing sheets, those sheets are usually posted in plain view. At our club, we will typically post the pairing sheets on the glass wall that separates the play area from the registration room. In this case, either player can record the result to the right of the pairing noted on the sheet.
- **Electronic pairing** – if the tournament is using CaissaChess software for pairings, a computer monitor will be made available. The TD will let you know where the monitor is. In this case, the monitor will display the pairings with box fields to the right of each player's name and a list of result choices will run horizontally above the pairings. Click your result from the list of choices and then click your box field next to your name. This informs the system as to the result and the next pairing can begin.
- The printer in the office is configured with the laptop so you can print our pairings etc., from within Caissa.

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tion (Rnd 4)

U180

	Black	
	2205 (2) BEN AL-SHAMI	<input type="text" value="0"/>
	1764 (2) SCOTT ROBINSON	<input type="text" value="0"/>
	1856 (1) SRI SRIKANTIA	<input type="text" value="0"/>

#		White
5	<input type="text" value="1"/>	945 (2.5) AL SLABAUGH
6	<input type="text" value="0"/>	1411 (2) BR WENTZEL
7	<input type="text" value="1"/>	1372 (1.5) RAJ
8	<input type="text" value="0"/>	1298 (1) GE CLOUGH
9	<input type="text" value="1"/>	1061 (1) RA FRANKE

res (Rnd 0)

irings yet

# RECEIPT OF YOUR RESULTS AND THEN PAIRING NOTICES

## Inbox

12,914 messages, 11,225 unread

CaissaChess.net

10:18 AM

Round 1 results for U1400 Section (GCC - November Friday ...  
GCC - November Friday 4-Round Swiss (U1400 Section)  
Results for Round 1 (U1400 Section) # White Black 5 ½ 1235

CaissaChess.net

10:18 AM

Round 1 pairings for U1400 Section (GCC - November Friday...  
GCC - November Friday 4-Round Swiss (U1400 Section)  
Pairings for Round 1 (U1400 Section) # White Black 5 1235 (0)

Result Notice

Pairing Notice

Round 1 results for U1400 Section (GCC - November Friday 4-Round Swiss)

GCC - November Friday 4-Round Swiss (U1400 Section)

Results for Round 1 (U1400 Section)

#		White	Black	
5	½	1235 (0) BOB SCACCIA	1217 (0) BARNEY POWERS	½

Standings after Round 1 (U1400 Section)

#	Name	Rating	Round 1	Total
1	BOB SCACCIA	1235	D2 (w)	0.5
2	BARNEY POWERS	1217	D1 (b)	0.5

If you can not see this email, the same information can be viewed [here](#)  
You may opt out of this tournament's emails [here](#)

Round 1 pairings for U1400 Section (GCC - November Friday 4-Round Swiss)

GCC - November Friday 4-Round Swiss (U1400 Section)

Pairings for Round 1 (U1400 Section)

Table Number

#		White	Black
5		1235 (0) BOB SCACCIA	1217 (0) BARNEY POWERS

Registered Players (U1400 Section)

#	Name	Rating
1	BOB SCACCIA	1235
2	BARNEY POWERS	1217

What shows up in your email when you sign up for notifications!

# START NEXT ROUND

## Electronic:

- If they signed up for notices, they would already have this information (see prior slide).
- Otherwise, they will need go and look at the new pairings from the monitor where you recorded your results.
  - Once they're other section players are done, the new pairings should automatically present. You may want to refresh the screen.

**Paper:** They will need to wait for the paper pairings to be posted as described elsewhere.

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U180

	Black	
	2205 (2) BEN AL-SHAMI	<input type="text" value="0"/>
	1764 (2) SCOTT ROBINSON	<input type="text" value="0"/>
	1856 (1) SRI SRIKANTIA	<input type="text" value="0"/>

#		White
5	<input type="text" value="1"/>	945 (2.5) AL SLABAUGH
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ies (Rnd 0)

irings yet

# TO CLOSE OUT EVENT

- Fill the dishwasher and run it if necessary.
- All trash in the kitchen, and skittles room should be bagged and discarded in the dumpster.
- All boards should be in their starting positions.
- The skittles room should have all chess related materials put away into the side drawers of the side table.
- Skittle table, if food was eaten is to be cleaned and tidy.
- Go into all lounge areas and make sure they are clean and tidy.
- Make sure the registration room is completely clean. Not sure where to put something? Put it in GCC office.
- Check the bathrooms. Make sure toilet, floor and sinks are free of toilet paper, feces, and water spills.
- Vacuum. Do a final sweep, lock the front door, and side door on your way out.
- Put extra not used forms back in the GCC office.

