

ELEVATING | UNITE | CREATE

GREATER CLEVELAND CHESS CLUB & CENTER

OUR HANDBOOK



**GREATER
CLEVELAND
CHESS**

CLUB & CENTER



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OUR VISION AND MISSION

- Vision – To become our regions premier chess club by providing best in class equipment (all provided), leveraging chess technology, and a center with the ability to unite the region under one roof. We have one location, in Brecksville, Ohio; centrally located in our region. Satellite locations may be included. We envision building a model that is profitable and growing along with the growth in interest in Chess nationwide.
- Missions – To bring the region together under one club that provides the services listed in this document. We do not intend to be a center that provides services to students other than young players who have advanced beyond basic levels of instruction. We believe there are too many clubs and one club that provides a level of consistency with a center and various services will help the region's chess scene be strengthened and recognized nationally. Our mission is to do all these things with classic levels of profit. Ideally 15% net income and at least 40% gross margin.



OUR FACILITY

OUR FACILITY

- Location: 10060 Brecksville Road, Brecksville, Ohio. Conveniently located by the turnpike, 77, and 271. Across the street from the soon to be complete Valor Acres ® which will have hotels, restaurants, etc. Regardless there are plenty of restaurants and hotels near by.
- Due to the work from home transition, we are leveraging the space of 'USA Firmware, LLC,' owned by Bob Scaccia who also is President of the club.
- Within the facility is a kitchen, bathrooms, refrigerator, microwave, free coffee, espresso, filtered water, a skittles room, two visitor or player rest lounges, a company store, rooms for private games and private instruction.



OUR FACILITY

- The facility has Wi-Fi connectivity for guests via a Guest network. Look for USAF-Guest in the network list. Use the password that is on a plaque on a table in the main event space. .
- During events, members can still use the facility for other purposes. There are rooms dedicated to this. You can for example study, play against others, quietly review games with friends, etc.
- Please note any signs that state materials within are for USA Firmware employees only. If you wish to store something, please see a GCC representative.



OUR CLUB

OUR CLUB

- We have a main event room with a registration room that has a glass wall to observe from. We can easily seat 60.
- All equipment is provided! This is a major feature of our club. We continue to invest in luxury sets from Digital Game Technology ®! We are also an approved reseller of DGT products. We own 15 smart chess boards and sets of which about half are super GM wood sets used at the major tournaments including the candidate matches and the world championship.
- Games played on DGT smart boards allow us to retrieve the games in PGN. See section on Club & Center services for more information on purchasing your PGN game files. Broadcasting (under careful controls) is also possible and has been used in the past but cheating concerns need to be considered.
- Our club is primarily based on memberships, but anyone can come to the center and play in any and all tournaments, participate in all events, etc, and not just members. Pricing for non-members and what is provided for members is covered in the 'Members' section.



OUR COMMITMENT

OUR COMMITMENT

- Our commitment to advancing chess in the region and establishing an impeccably organized club remains unwavering. This is what has driven us to create this detailed handbook.
- We are dedicated to implementing meticulously designed processes and procedures for every aspect imaginable: from onboarding and offboarding members to seamlessly preparing for and dismantling tournaments.
- Our goal is to offer the region's most pristine, technologically advanced, tranquil, inviting, and aesthetically pleasing chess environment.
- We pledge to persistently enhance our offerings and actively engage with you to ensure continual improvement.

MEMBER EXPECTATIONS

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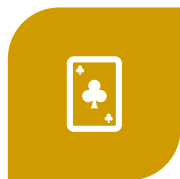
MEMBER EXPECTATIONS



PLEASE STRONGLY CONSIDER USING THE TOURNAMENT NOTIFICATION SYSTEMS FROM CAISSACHES THAT LET YOU KNOW YOUR PAIRING, STANDING, ROUND AND TABLE. THIS SIMPLIFIES THE WORK OF THE TD.



NOTIFY THE TD AS SOON AS YOUR ROUND IS COMPLETE AND NEW PAIRINGS CAN BE CREATED. THIS KEEPS THINGS MOVING.



ASK SPECTATORS THAT ARE NOT PLAYERS, TO LEAVE THE TOURNAMENT AREA. WE LIVE IN A TIME WHERE CHEATING HAS BECOME AN ISSUE, AND THIS IS AN UNFORTUNATE COMPROMISE.



NEVER RAISE YOUR VOICE IN ANGER. ALWAYS REFER TO THE TD BY PAUSING THE CLOCK AND RAISING YOUR HAND WHEN THERE IS A DISPUTE OR ISSUE. FINISH A HANDSHAKE AND A RESPECTFUL COMMENT SUCH AS 'WELL PLAYED,' OR 'GOOD GAME.'



NO TALKING DURING THE GAMES! THIS IS VERY DISTRACTING.



DO NOT LEAVE THE TOURNAMENT PREMATURELY WITHOUT NOTIFYING THE TD.



ASK YOUR OPPONENT AND THE TD IF IT'S OK TO WEAR A HEADSET AND VERIFY THE VOLUME SETTING IS NOT A PROBLEM FOR YOUR OPPONENT OR THOSE NEAR YOU.

MEMBER EXPECTATIONS

Using a DGT board? Then please be sure to use the Guide to use Club Provided equipment section:

Reset the clock so it's ready for the next player.

Throw out your used paper cups and place any glasses, bowls, etc., into the dishwasher.

If after using the bathroom, there is toilet paper, paper towel fragments, or unsanitary remains on or about the toilet please clean them up!

Wash your hands after using the bathroom.



MEMBERSHIP PROGRAM



GOLDEN MEMBERSHIP \$50/MONTH

You're in for a treat! 100% discount (aka Free) on all tournaments we offer, as well as 5+ free top-notch IM level lectures, 5+ Simuls / Lectures in the pipeline, about 200 cozy nights at our center, and a bunch of great services at no additional cost! Plus, score discounts on products (40% off!), services, private master led instruction, game reviews, and classes. Swing by our website for all the details along with regular non-member pricing!



SILVER MEMBERSHIP \$40/MONTH

Prepare to immerse yourself by becoming a SILVER member! Enjoy a generous 70% discount on tournament entries, complimentary access to over 5 Simuls/Lectures, and approximately 200 evenings at our center at no cost. But that's not all! Delve into a myriad of benefits including library privileges, a 25% discount on products, premium coaching, game analyses, and engaging classes. Visit our website for further enthralling particulars!



BRONZE MEMBERSHIP \$30/MONTH

As a valued BRONZE member, get ready for a delightful surprise! Enjoy a fantastic 35% discount on all tournament entries, discounted pricing on 5+ Simuls/Lectures, and a bonus of approximately 200 evenings at our center, absolutely free! And that's not all - you'll continue to reap the benefits with numerous discounts on products, services, coaching sessions with masters, game reviews, and classes. Visit the website for more information!

MEMBERSHIP LEVELS

Note: for **non-members**, please review the fee/prize chart for fees. **You will be able to attend everything that members can! The only difference is there will be fees for all products and services without any discounts.**

PRICING



GAME PRICING CALCULATION

Games are priced based on a time of play calculator (see spreadsheet to the right.) This way a consistent method is used which anyone can calculate. It's based off the time controls and an assumed number of moves. We are not including complex time controls, but a similar calculation could be made.

$$\text{Time of Play (minutes) per Player} = \{[(\text{seconds} \times 40 \text{ moves})/60] + \text{minutes}\}$$

$$\text{Time of Play per player} = (5 \times 40)/60 + 30 = 3.33 + 30 = 33.33 \text{ minutes per player}$$

$$\text{Total Time of Play} = 33.33 \times 2 \text{ players} = 66.67 \text{ minutes} = \mathbf{1.11 \text{ hours per game}}$$

$$\text{Cost per Game} = \mathbf{\$3.10}$$
 (present cost everything is based on)

$$\text{Therefore, cost for a Quad} = \$3.10 \times 1.1 \times 3 \text{ games} = \$10 \text{ (rounded to nearest number)}$$

Pricing Calculator					units
Minutes	3	15	30	75	minutes
Seconds	2	10	5	15	seconds
Moves per Player	40	40	40	40	moves
Time of Play / Player	4.3	21.7	33.3	85.0	minutes
Time of Play	0.14	0.72	1.11	2.83	hours
Cost per Game	\$ 0.4	\$ 2.2	\$ 3.4	\$ 8.8	dollars
Games Played	10	5	3	5	games
Total Cost	\$ 4	\$ 11	\$ 10	\$ 44	dollars
Game Format	Blitz	Rapid	Quad	Std	
Cost per Game Hour	\$3.10				
Moves per Game	40				

Let us know if you would like a copy of the calculator spreadsheet. These are prices before membership discounts are applied

FEE/PRIZE CHART

			Member Discount Percentage		
		Fee	Gold	Silver	Bronze
	% of Gate to Prize	NA	100%	70%	35%
RATED PER TOURNAMENT FEES					
Correspondence/round (7 players)	75%	\$ 5.00	\$ -	\$ 2.00	\$ 3.00
G75+15 5 Game Swiss	60%	\$ 44.00	\$ -	\$ 13.00	\$ 29.00
G30 d5 4 Game Swiss	45%* ¹	\$ 14.00	\$ -	\$ 4.00	\$ 14.00
G30 d5 3 Game Quads	60%	\$ 10.00	\$ -	\$ 3.00	\$ 9.00
G15+10 5 Game Swiss	60%	\$ 11.00	\$ -	\$ 3.00	\$ 7.00
Internal Club or Club vs. Club	60%	\$ 25.00	\$ -	\$ 3.00	\$ 9.00
NON-RATED PER TOURNAMENT FEES					
G3+2 10 Game Blitz Tournaments	75%	\$ 4.00	\$ -	\$ 1.00	\$ 3.00
Online Tournaments	0%	\$ 10.00	\$ -	\$ 3.00	\$ 10.00
Ladder Tournament	100%	\$ 5.00	\$ -	\$ 1.50	\$ 3.25
VARIOUS SERVICE FEES					
Play up section requests	NA	\$ 15.00	\$ -	\$ 5.00	\$ 10.00
Solve the Puzzle	100%	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
Game(s) Review by Master	NA	\$ 50.00	\$ -	\$ 15.00	\$ 33.00
PGN Files of Games		\$ 5.00	\$ -	\$ 1.50	\$ 3.25
CHESS INSTRUCTION FEES					
Master \$100 Tokens w/ Membership	NA	Unlimited	3	2	1
Master Private Lessons (in Tokens)/hr		1	1	1	1
Five Week Classes (in Tokens)		3	3	3	3
Simultaneous Chess Exhibits		\$ 15.00	\$ -	\$ 5.00	\$ 10.00
IM Blocker Lectures		\$ 10.00	\$ -	\$ 3.00	\$ 6.00
CHESS CENTER FEES					
Day Pass	NA	\$ 10.00	\$ -	\$ -	\$ -
Rated Games (Time will vary)		Variable	\$ -	Variable	Variable
Center Library		\$ 5.00	\$ -	\$ -	\$ -
Center Chess Store Pricing		0% Off	40% Off	20% Off	10% Off

*¹ The price fund is lowered due to this being an event that provides a primary source of income for the club as well as the cost of trophies.

GAME PLAY




STARTING YOUR CHESS TOURNAMENT


Check in with the TD to let them know you are present



Once the TD has completed the pairings, they will announce “Pairings are up!” Pairings may be done electronically in which case you will see a monitor displaying your pairing or done with paper in which the paper will be posted, at our club on the registration rooms glass wall.



The pairings will tell you which color you are, your opponent and which table number. Table numbers are on placards.



Please sit at your table and await announcements. Once your TD says, “Can I have your attention,” the room should be quiet.

ANNOUNCEMENTS BEFORE TOURNAMENT STARTS

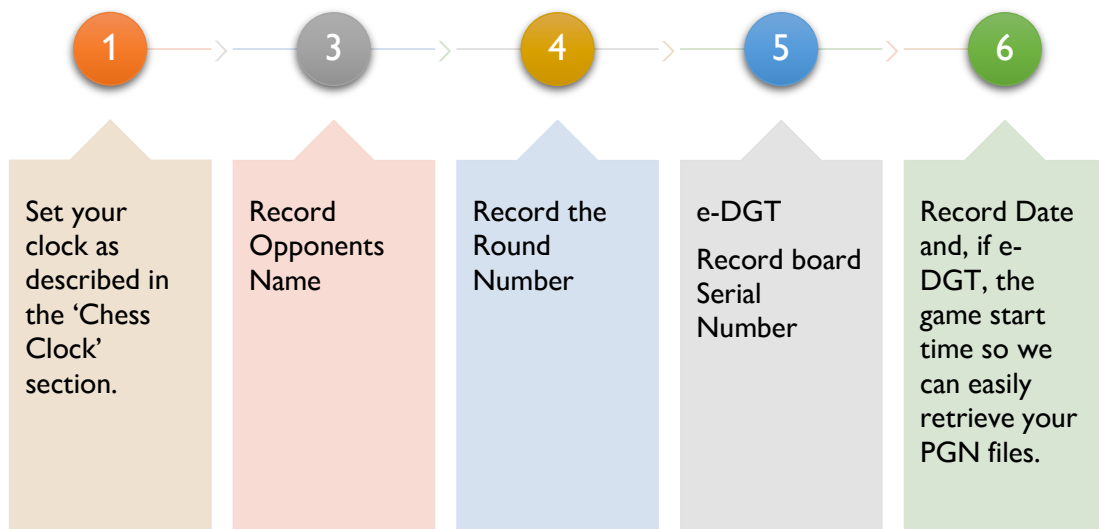
Tournament Organizer Announcements

- Facility information
- Notable upcoming events
- Accomplishments of players.
- Respecting the facility cleanliness. This is a place of business during work hours.
- Hygiene (hand washing etc.)
- Any Onsite Master willing to review games.
- Membership handbook, and membership agreements, brochures in registration room.
- PGN file requests form in registration room.
- 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.

PREPARING TO START YOUR GAME



DURING YOUR GAME



If you have a concern or see a rule violation, pause your clock, raise your hand, express your concern. The TD may or may not take some form of action after which, resume your game.



You must notate your game per USCF rules. Having the DGT smart boards, which will notate your games for you, is not per USCF rules sufficient for notation.



If you are going to resign, tip your king, or say, “I resign” and shake hands with your opponent.

ENDING YOUR GAME:

Notify DGT

- If on a DGT smart board, follow the procedure to notify DGT of the result.

Reset Clock

- Reset the clock for the next round.

Opening

- If e-DGT, specify the Opening System on your scoresheet if possible.

Set Pieces

- Set the pieces in their starting position.



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.

	0	
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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)

rings yet

CLUB TOURNAMENTS

Our current plan for a weeks worth of tournaments.



All held at 10060 Brecksville Road, Brecksville, Ohio 44141.

BLITZ

- **Blitz**: These are fast and fun. They are not rated and for those of our members who are big fans of this fast and furious format. Format will vary greatly depending upon attendance. These are not rated. Typical time control of G3+2. Tournaments planned to start at 8pm. Remember this are NOT rated but we will use most of the funds collected for the prize fund.



Monday

Day of week, subject to change

INTERNAL PRIVATE TOURNAMENTS

Internal Club: Members or guests with day passes can hold rated tournaments of their own creation at the club. For example. Say you have a friend, and you want to play a best of 7 with a time control of your own choosing. As long as a TD is on site, which is most of the time, the game will be rated and can be played.

Time Control: Up to the players.

Entry Fee: See Fee/Prize Chart.

Prize Fund: See Fee/Prize Chart.

FIDE Rated: No

Handicap

Accessible: Yes

Residency

Restriction: No

USCF Membership Required.

Tuesdays

Day of week, subject to change

RATED TOURNAMENTS

Rapid: These are held during the year without a frequency but held on Sundays. Some may include Pizza. Some may include a Blitz tournament afterwards.

Registration Closes at 7pm Games
Start at 7:15pm
Time Control: G15+10
FIDE Rated: No
Handicap Accessible: Yes
Residency Restriction: No
USCF Membership Required.

Wednesday

Day of week, subject to change

TOURNAMENTS

Thursdays

Standard Time Controls

These are one game per evening over 5 weeks. We plan to run these all year long.

- Time Entry: G75 d10 or longer
- Entry/Prize: 55% of Gate
- Byes: ½ Point by any round
- Game Time at 7pm
- Day of Week: Monday
- Sections: Varies depending on enrollment.
- No residency restrictions.
USCF Rated.

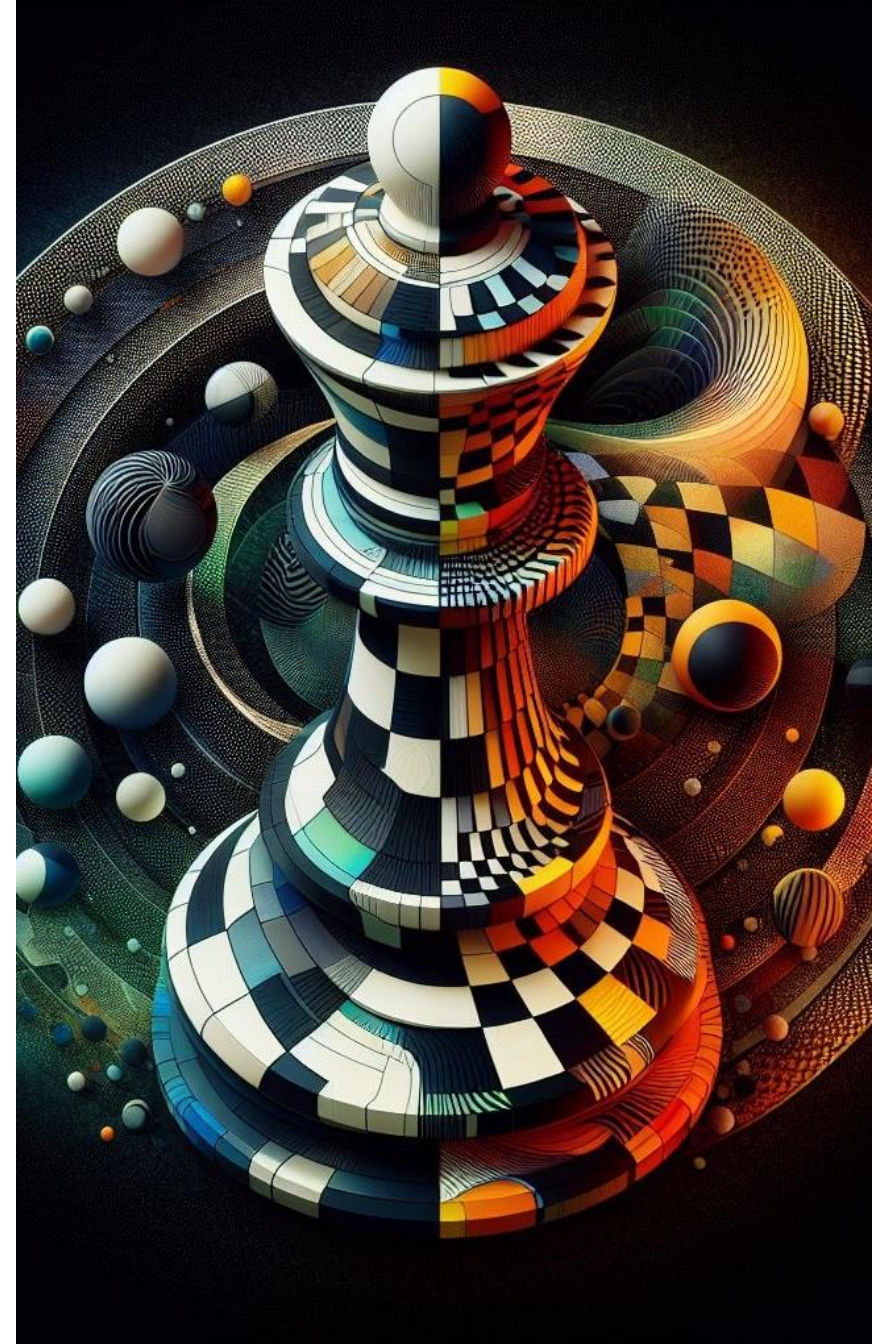


Day of week, subject to change

CHESS QUADS

These are held weekly. Plan is for Fridays. Registration closes at 6:45pm. Games are played the old fashion way using paper pairings. Games will be stored on DGT computer so they can still be retrieved.

Fridays



Day of week, subject to change



Friday + Saturday

TWO DAY STANDARD

These are 2-day tournaments. Hotels and Restaurant's in the region will be made available to players. We'll find a hotel we can recommend with a discount. This is a two-day schedule only.

Time Entry: Long time controls!

Entry/Prize: see Chart

Byes: Full point by available before round 3

Day 1: Starts at 5:30pm

Day 2: Starts at 10:30am (lunch break after round 3)

Sections: Varies depending on enrollment.

No residency restrictions. USCF Rated.

4-ROUND G30 D5 MONTHLY SWISS

Held monthly. 5 on Saturdays, 7 on Fridays. Trophies for 1st to 3rd per section. Smart board games stored and can be retrieved (See Fee/Prize Chart).

If Friday:

Time Control G30 d5
Start Time: 6:45pm
Sections: Open + TBD
Byes: Full point bye available

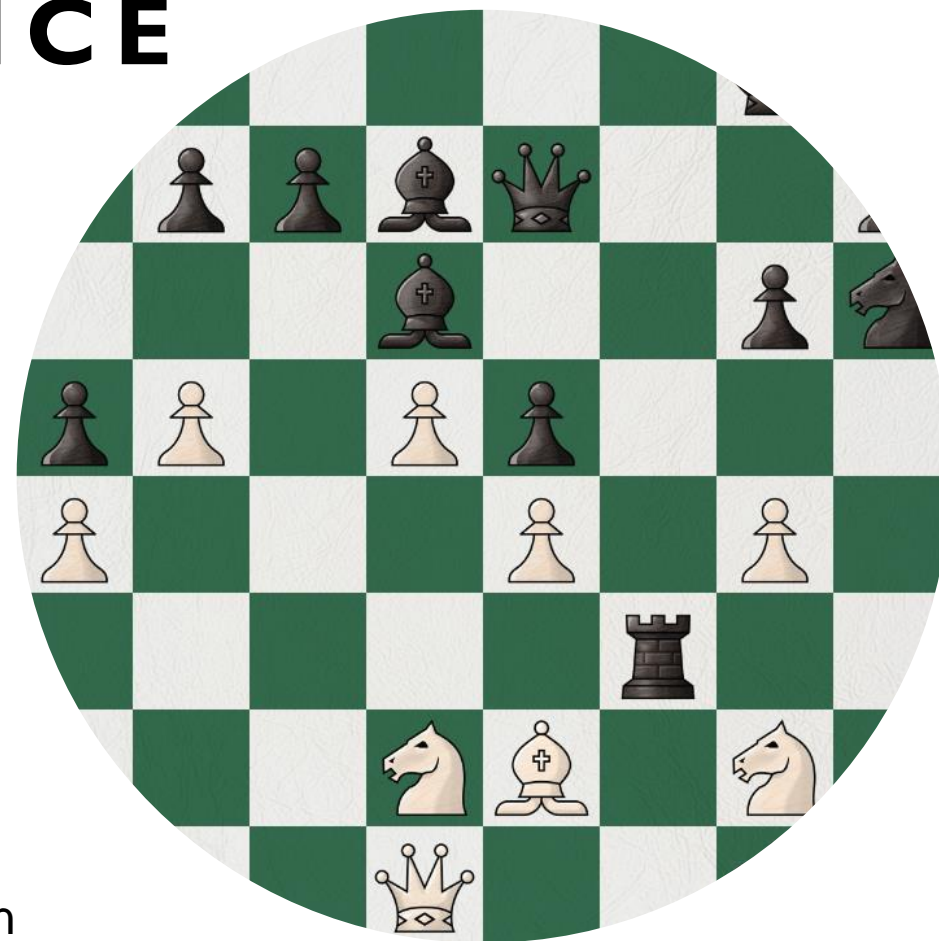
If Saturday:

Start Time: 10:30am
Lunch Break: After Round 2
Sections: Open + TBD
Residency Restriction: No

Monthly

E - CORRESPONDENCE

- E-Correspondence
- **Sections:** Open, U1800, U1400, U1100
- **Time Control:** 40 moves in 135 days
- **Arbitration:** After 40 moves.
- **Entry Fee:** See Fee/Prize Chart
- **Prize Fund:** see Fee/Prize Chart
- **Play Up:** See fee chart
- **Registration:** Any time
- **Games Start:** 7 Players registered.
- **Computers:** Allowed for game storage and variation study only. No engines



LADDER

A ladder goes on all year. The prize fund is held and grows through the year. **Structure:** Players are assigned a rung on the ladder. Initially they are placed at the bottom. If more than one at a time join, it's randomized. Lower rung number, the higher the position and rank. The goal is to reach the coveted #1 position. **How it Works:** Players move up by winning games. Challengers challenge players that are at a higher rank. If the challenger wins, the swap places on the ladder. If challenger loses, no change and challenger must play someone else at least once before re-challenging. A draw has no impact, and the challenger cannot re-challenge for one turn.

Time Control: G30 d5 (other if both players agree)

Entry Fee: See Fee/Prize Chart.

Frequency: Anytime that the club is open.

USCF Membership NOT Required.

End of Year Prizes: 1st in Section, Top Rank, Years biggest upset, and best won/lost ratio.

Note! If the players are within 100 rating points, they will play rated if both players have USCF memberships.



There is interest in club to club tournaments. For example vs. Pittsburgh Chess Club, or Dayton, or Columbus and so on. The details would need to be worked out between the clubs.



CLUB VS. CLUB

We have been collecting players usernames on chess.com. Games will be scheduled based on level of interest. Types of tournaments will vary from classic to rapid, arena, to king of the hill and so on.



ON CHESS.COM

CLUB & CENTER SERVICES





GCC CENTER DAY PASS

- MEMBERS do not need a day pass.
- NON-MEMBERS get one free day pass.
- NON-MEMBERS will need to buy a day pass after their first visit. EVERYONE has access to the various products and services. Refer to pricing sheet for more information.

BE PAIRED IN THE HIGHER SECTION.



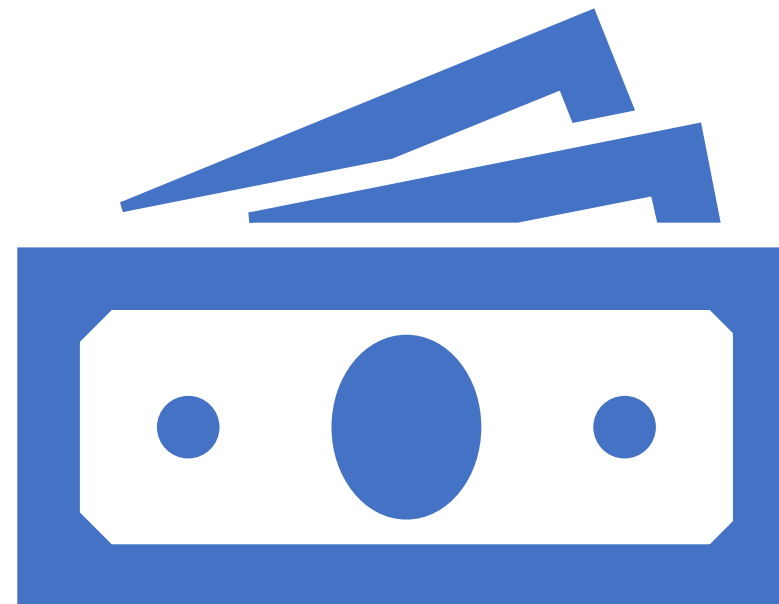
If you wish to play up, please notify us in advance (no later than 45 minutes before registration closes). You can email us your request at bob.scaccia@greaterclevelandchess.com. You can text your request by including your name to 4405701809.



If we approve, please make payment using one of our payment methods. See pricing sheet for fee amount. If you don't pay for the request before the tournament starts, you will not be able to play up.

PLACE AN ORDER FOR A PRODUCT FROM OUR STORE

- If you are already at the store, you can buy a product via a cash application and just note the product you purchased. Please remember sales tax of 8%. Also please remember that members get discounts so see the fee chart for more information.
- If you found a product on DGT's website and we don't list it on our website, send us a price you found online and if it is a well know site, like Amazon, US Chess, 'The Chess House' or 'House of Staunton,' we will match their cost plus tax and shipping. Please support our club by buying it from us and of course note we are going to provide you with a discount. Only acceptance is if the price is below our cost, or it's for a couple of specific products we are not able to sell below a certain minimum. As of this writing there is only one product like this.
- You can also buy at the club via credit card if Bob Scaccia is on site.



SOLVE THE CHESS PUZZLE!

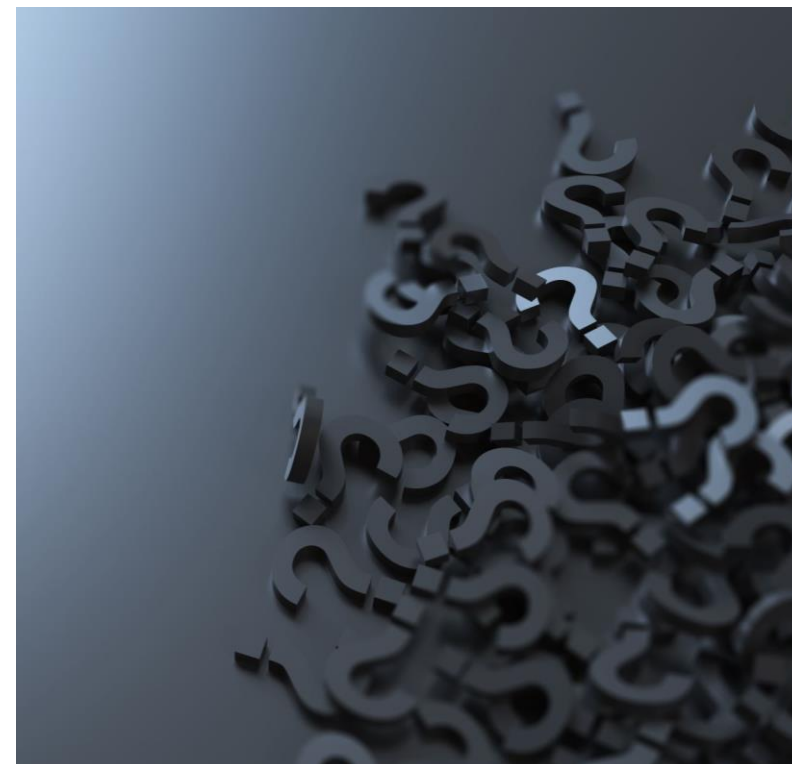
A chess puzzle will be setup on one of the boards before the tournament starts.

Present to the TD or Puzzle organizer your answer to the puzzle.

If you get it right, you win the pot!

If you are wrong, you donate to the pot \$1. Don't worry, we have change!

You can make multiple guesses throughout the tournament until someone get's it right.



CHESS MASTER GAME REVIEW



Name	Phone Number	Now or After Round #	Payment Method

REVIEW MY GAME REQUEST FORM

- Masters willing to review your games will be announced and introduced at the tournament.
- If you wish your game to be analyzed in the skittles room between or after the games, write your name on the 'REVIEW MY GAME REQUEST FORM' sheet found in the skittles room and include your name.
- First come first serve.
- **Payment will be expected before the game review starts.** See fee chart for more information.

REQUEST PRIVATE TOURNAMENT PAIRING

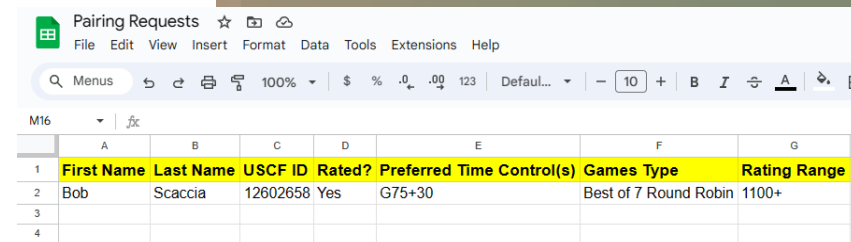
Email us at bob.scaccia@greaterclevelandchess.com the following information.

Include in there your name, USCF ID, rated or not,, desired time control(s), no. of games, opponent rating range, type (double, single round robin..) in the email.

We will confirm and then place you on our list of interested players, post it on the website and notify you when we receive other players who have close or identical requests.

If you see another request on the website that is of interest to you, please notify us and we will contact the person to see if they are interested.

Once you have a match confirmed, please pay via the various payment methods. Preferably please pay the full amount but you can also play game by game.



	A	B	C	D	E	F	G
1	First Name	Last Name	USCF ID	Rated?	Preferred Time Control(s)	Games Type	Rating Range
2	Bob	Scaccia	12602658	Yes	G75+30	Best of 7 Round Robin	1100+
3							
4							

CREATE YOUR OWN CHESS TOURNAMENT

- You can play a rated game spontaneously at the center as long as the TD is on site.
- You can also look at the sheet that shows players interested in creating a game or playing for example a best of seven round robin with long time controls over a period of several weeks.
- Have enough for a Quad? Go ahead and set one up and arrive at the club to play it.
- Be sure to review the pricing and pay for your game(s) before you leave.





OUR CHESS LIBRARY

- There are between 50 and 100 chess books and growing at the center.
- You can use one at the center or check one out.
- There is a sign-out sheet in the library. You can check out a book for 30 days after which a fee will apply.
- If a book you want is checked out, put your name on the waiting list. Otherwise, the person who has checked the book out can check it out for another month.

CHES INSTRUCTION SERVICES



CHESS INSTRUCTION SERVICES

Tokens Based – to utilize our chess instructors, you will need to purchase tokens. Each token gives you one hour of instruction. Regular price for one hour token is \$100. Members will receive a set of free tokens as part of their membership which will be on their membership card. After those are consumed, they need to purchase tokens. Tokens given to a member are not allowed to be exchanged with other members.

Private Lessons – these are lessons provided at the center during center hours. So if you wish to hold an hour lesson with one of our masters, please just provide the token to the master you wish to work with and you can either start at that time, or schedule another time.

Five Week Classes – Al-Shami School of Chess will be putting on 5-week consecutive courses on a variety of topics and these will be held at least one evening per week. These courses cost all players 3 tokens. Obviously you can use your tokens you receive upon becoming a member.

NON-TOKEN-BASED INSTRUCTION



Simultaneous Chess Exhibitions: Depending on the number of players, we will or will not allow you to 'pass' when it's your turn to make your move. When the exhibitor reaches your table, make your move; no sooner. Be sure to record all your moves.



A prize to be determined will be provided to the first to beat the master, or first to draw if no winners. If no wins/draws, master will select best game played.



Lectures: These are typically held by IM Calvin Blocker who is the best lecturer in the region bar none.

GUIDE TO USING CLUB PROVIDED EQUIPMENT

CHESS BOARDS

Smart DGT Boards. Place the white pieces on the side of the board that has the USB and Smart Clock connector. Make sure pieces are in the correct positions before starting your game. When you finish your game, let the DGT software know your game result. To do this, perform the following steps:

1. Immediately pause the clock when the game is done.
2. If White won, place the white king on the e4 square and the black king on the d5 square.
3. If Black one, place the black king on the e5 square and the white king on the d4 square.
4. If it was a draw, place the white king on the e4 square and the black king on the e5 square.
5. Wait 5 seconds and then you can do what you would like to with the pieces but once you are done with some review of the game with your opponent, please set the pieces up in the ready position, and reset the clock (see Clock section on how to do this).



CHESS CLOCKS

DGT3000: clocks are used with DGT Smart Boards. Make sure the cable coming out the side of the clock is connected to the board. The settings should be already set for a tournament. To turn on the clock, toggle the white button found on the bottom of the clock. The clock should come up and flash the correct time and increment for the tournament you are attending. Be sure to have the white bar up on the side of the white pieces. To get the clock ready to play the game, toggle the right triangle and then toggle the pause/start button. Once you are ready to play, have black toggle the pause start button after shaking hands. At this point the clock should be running. When you finish your game, pause the clock and set the pieces up to inform the DGT system of the game result. To reset the clock so that the next player has a clock ready to go, toggle the on/off button on the bottom of the clock and follow the above procedure again.



See TD if
you need
assistant

CHESS CLOCKS

- **DGT Easy Clocks:** These are simple clocks but they have all the features we need for all forms of play. The clocks should be present upon your arrival to a tournament. We don't recommend using these for play that is unguided by a TD. There is an on button on the front of the clock. When you toggle this button, the time control should already be set and ready for play. Toggle the black bar with white side in the UP position. To start your game, shake hands and have black start the clock by toggling the center circle button with both a right triangle and a pause symbol. This starts the clock running. When you are done with the game, toggle the on button off and on again to return to the starting position of the clock and return the black bar to its correct position.



See TD if
you need
assistant

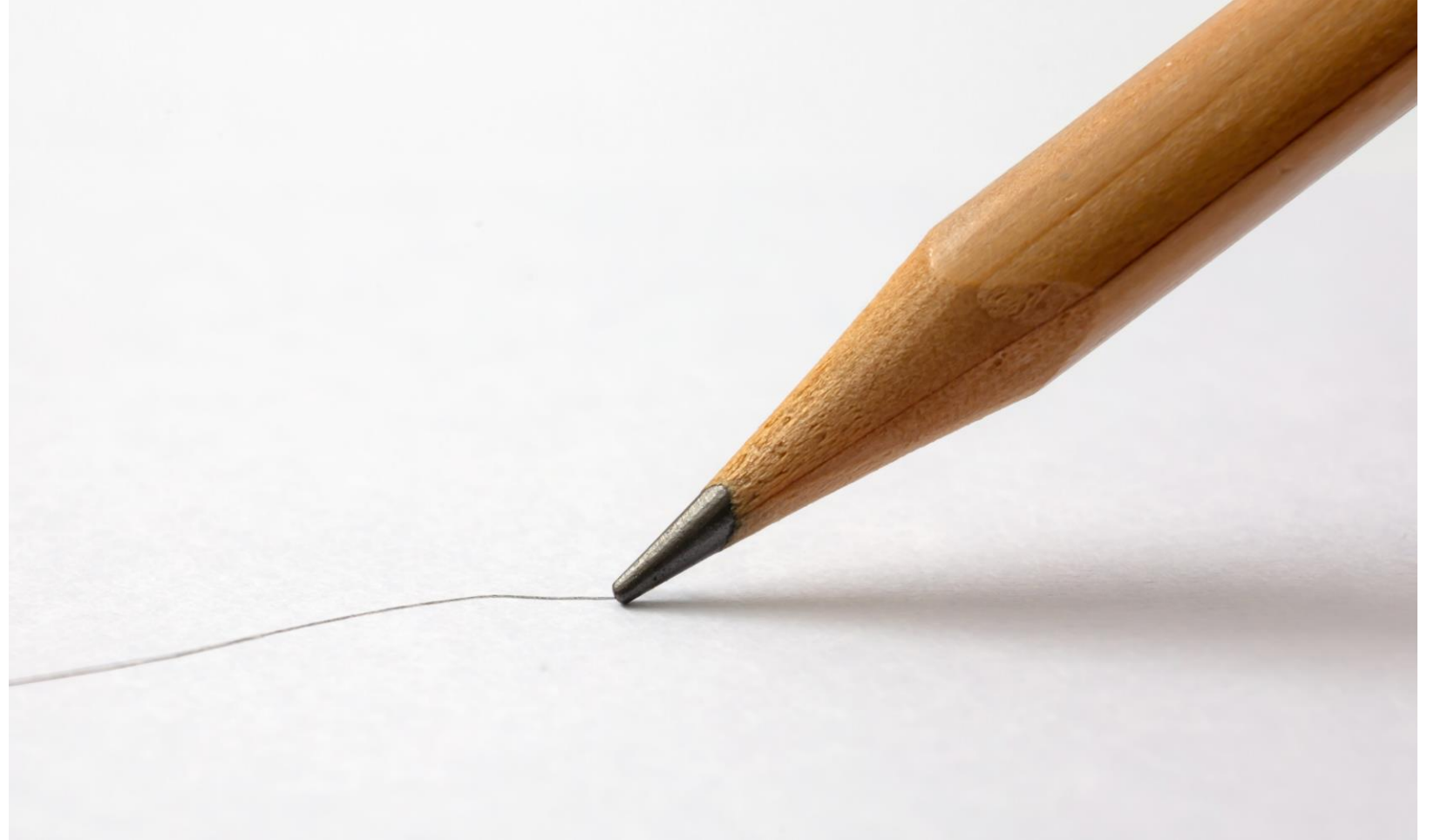
SCORESHEET

- Scoresheets can be found in the club store. GCC is working on its very own score**book**. Those will also be available in the store for purchase once completed.

EVENT				DATE	
ROUND	BOARD	SECTION	TIME CONTROL		OPENING
WHITE			BLACK		
RATING		PAIRING #	RATING		PAIRING #

WHITE	BLACK	WHITE	BLACK
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16		32	

- Pencils can be found in the club store. Please return your pencil once you are finished with it. Thank you!.



PENCILS

NEW MEMBER ON/OFF- BOARDING





OLD MEMBERSHIP SYSTEM

- **NOTE TO CUSTOMERS WHO PURCHASED MEMBERSHIPS FROM THE OLD SYSTEM.**
- If you do not want to switch to the new membership system, we will reimburse you (prorated). This includes both the center and club memberships.

ON BOARDING NEW MEMBERS

ON-BOARDING SIGN UP

1. Sign the agreement. Paper or e-Signature (send note to Bob for e-sign).
2. Fill out the Member Log Sheet with their help.
3. Once signed, Use either the QR code or weblink below to setup the subscription.



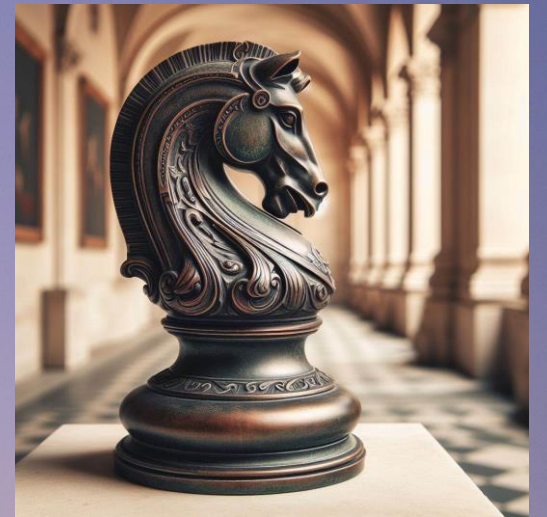
Gold
Membership



Silver
Membership



Bronze
Membership



ON-BOARDING MEMBERSHIP CARD

- Fill out the information on the membership card:
 - Select Type of Membership (G, S, B)
- Cross out Tokens (T) based on type of membership.
 - Record End Date of Membership
 - Print Members Name
 - Print Members USCF Number
 - Have GCC Sign the card.
 - Have the new Member sign the card.
 - Take a photo of the card for company records
 - Hand the card to the new member.
- Ask and then add them to the e-Correspondence Tournament



OFF-BOARDING MEMBERSHIP CARD

- Hold their card so that they have the option of returning.
 - Mark them as past member in our member log
 - Reimburse them for months not used.
 - If they want to continue playing in a multi-week, have them pay for the remainder of the tournament.

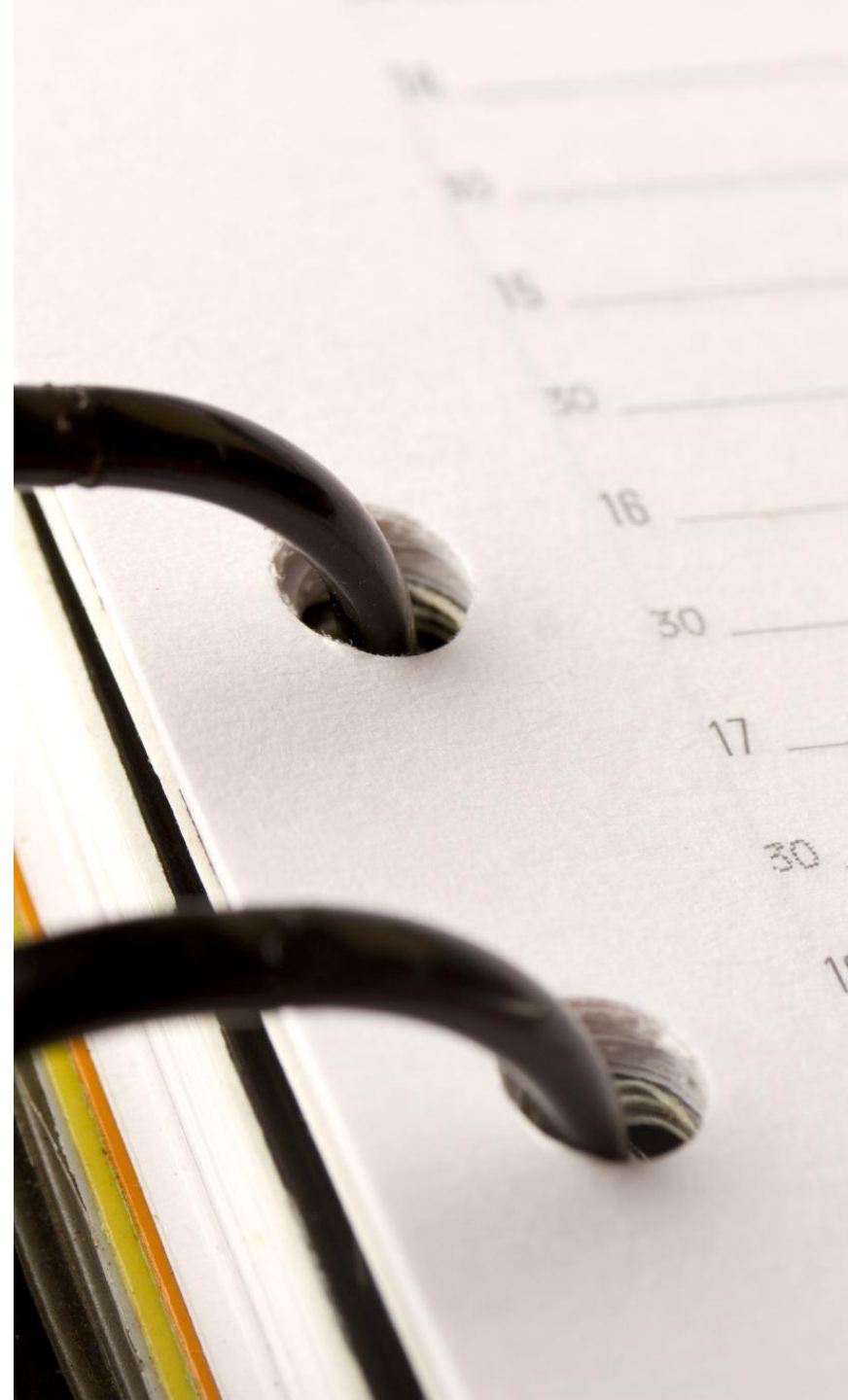


CHES
TOURNAMENT/EVENT
READY-SET-GO-STOP



EVENT PREP - DOCS

- Get out the following documents and put them on the registration table
 - Brochure
 - Handbook
 - PGN Request Form
 - Membership Agreements
 - Game Review Requests
 - Paper Based Pairing Sheets
 - Copies of the TLA
 - I'm interested in a 1 on 1
 - Library Checkout Sheet



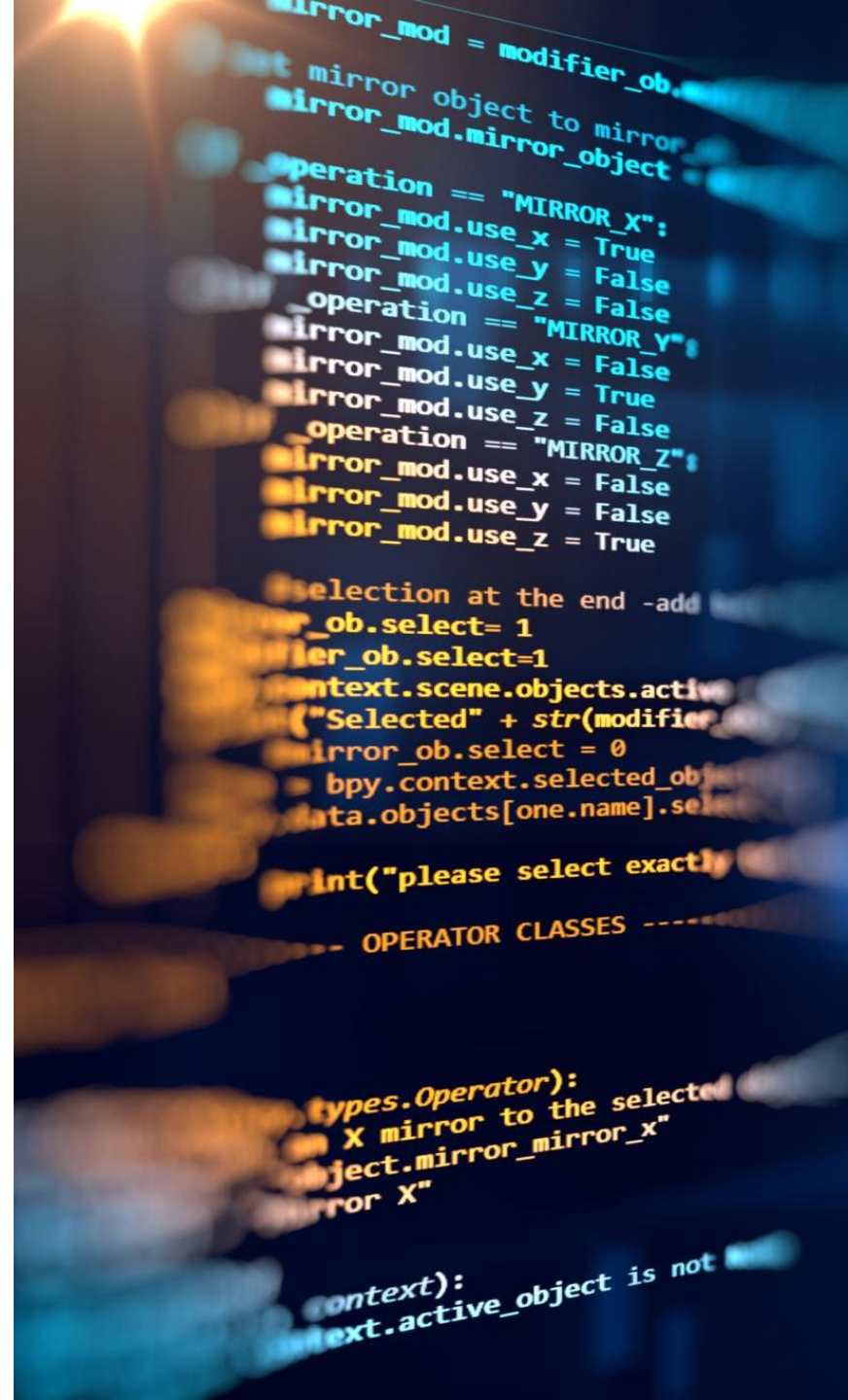
EVENT PREP - ELECTRONICS

- 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
 - If ePairings, the Caissa Pairing site.
 - DGT Live is up and running.
 - Boards have been tested (King to e4 Test)
 - Plus, the boards match the serial no's on the Placards



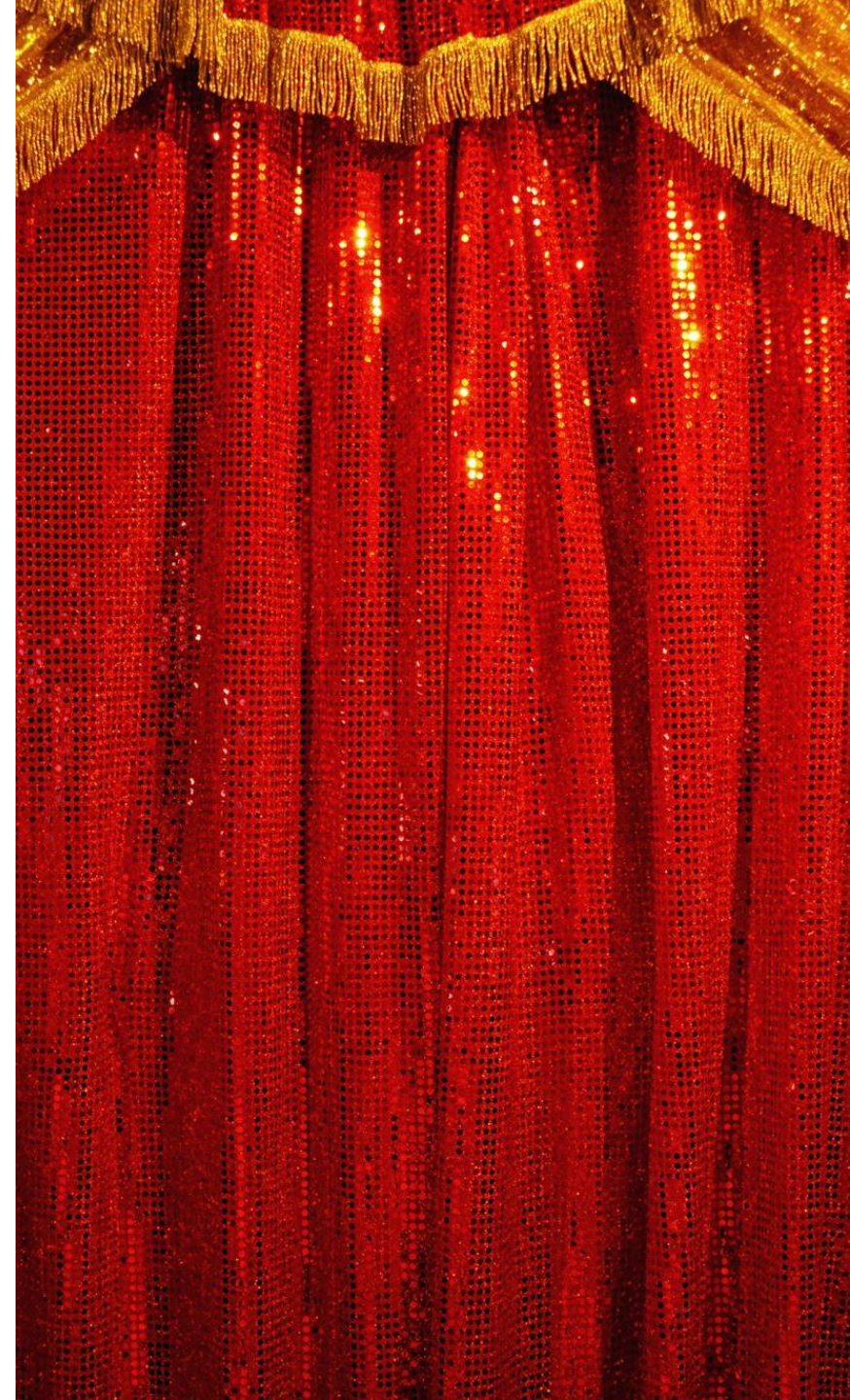
EVENT PREP – FACILITY

- 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



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.



METHODS OF PAYMENT

Please remember that taxes of 8% apply to the purchase of all physical goods.

- **Cash** – we can take cash at the center as a means of payment.
- **Credit Card** – we can take a credit card (Visa/Mastercard) as payment. As of this writing only Bob Scaccia has this capability.
- **Venmo** – indicate the purchase on your transaction and use @gcchess
- **Zelle** – indicate the purchase on your transaction and use 4405701809.
- **CashApp** – we presently do not support 'CashApp.' Stay tuned.
- **CaissaChess** – Caissa uses the Square system on the backend to take your credit card payments.
- **Website** – Purchase links are provided to make payments.
- **Subscriptions** – Memberships are by subscription only. The website provides links to our payment site. You can cancel your membership on a month-to-month basis, but we are pricing as if you are purchasing a full or half year.

