



Illinois Chess Association Bid and Tournament Guidelines

Revised May, 2013



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I. GENERAL PROVISIONS

Authorization to confer titles: The Illinois Chess Association (“ICA”) is the recognized state affiliate of the United States Chess Federation (“USCF”) for the State of Illinois. ICA is an Illinois corporation with not-for-profit status under Internal Revenue Code (“IRC”) §501(c)3. As the USCF state affiliate, ICA is responsible for conferring chess titles for the state of Illinois under USCF auspices.

Titles which may be conferred are listed in Article VIII of the ICA bylaws, but that list is not exclusive. Titles are not required to be conferred in separate events. For example, if an organizer chooses to run a high school tournament which also awarded team prizes based on the top four scores, ICA could recognize the base event as the individual championship, and the team with the highest score could be recognized as the team champion.

Although the ICA is responsible for conferring championship titles in Illinois and retains the right to organize a championship tournament itself, it may request and encourage other organizers to submit bids for state titled events. See ICA Bylaws, Article VIII. ICA may also confer a title based on an event run by another entity. For example, ICA has in the past recognized the title awarded by IHSA for the high school team title.

Bid Committee; guidelines to be observed. The ICA Bid Committee, in consultation with the Executive Board, has initial responsibility for the solicitation and review of bids, and will then make a recommendation to the ICA Executive Board. The Board retains final authority over all bid decisions. These guidelines will be observed by the Committee and the Executive Board.

Multiple years. ICA may award a bid for more than one year.

Surety authorized. ICA may require an organizer to post an amount, bond, insurance, etc. not to exceed \$1000 per event, such sum to be remitted to ICA if the organizer for any reason proves unable to produce the event. The amount posted if required is intended to cover costs associated with re-bidding the event.

Geographic diversity. It has been customary for some ICA events to rotate among geographic regions of the state, and this practice is to be encouraged. The Executive Board, on its own or upon recommendation of the Bid Committee, may specify a preference for one or more such events to be held in specified locations.

Not a partner; insurance. ICA is not a legal partner of the organizers, who are responsible for all legal relationships with the site provider, the players, and any other vendor or service used by the organizer. The organizer also agrees to waive any claim or liability against the ICA. The organizer is responsible for any insurance necessary for the event, and must provide ICA with proof of \$1,000,000 liability coverage, naming ICA as an additional insured.

New events. ICA is happy to consider new events an organizer may propose. If accepted, ICA reserves the right to award up to two years to the organizer without a full formal bidding process.

Rules. Except where specified below or announced in advance for specific tournaments, all tournaments are governed by the USCF Official Rules.

II. WHO MAY SUBMIT A BID ON ICA TOURNAMENTS

The ICA will accept bids from any person or group who is a current ICA member or affiliate.

III. CONFLICT OF INTEREST

Prohibited conduct. No member of the ICA Board of Directors, or any of its committees, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the ICA, except as explicitly disclosed by the individual and accepted by a majority vote of the (relevant) Executive Board, Board of Directors, or committee voting.

In addition, no one involved in preparing, reviewing or awarding a particular bid (a “reviewer”) may be a likely or actual bidder, a member of such person’s family, or have any significant financial interest in the outcome of the bid. A “significant financial interest” includes (but is not limited to) situations in which the reviewer (1) has a business, employment, or contractor relationship with the bidder, or had such a relationship within five years; or (2) thinks it likely he or she will be or will seek a position, at the particular tournament, as a book, equipment, clothing or food vendor, or as chief TD.

Recusal. Both actual and apparent conflicts of interest (as defined above) are to be avoided, generally by recusal of the reviewer for that particular bid. “Recusal” means the reviewer may not participate in any discussions of the bid, either in meetings (open or closed) or in private communications with other reviewers. If a meeting is held concerning only the particular bid, a recused reviewer should not attend. If a meeting is held involving both the particular bid and other matters, the reviewer shall remove himself or herself from the meeting room during discussion of the bid.

Reviewer’s ability to bid. None of the above should be read as prohibiting a potential reviewer from presenting a bid or otherwise benefiting from, or participating in, a particular event. As soon as any such event is likely, however, the potential reviewer shall be recused from the bid in question.

Required disclosures. Bidders and reviewers (on the Bid Committee and the Executive Board) shall disclose any potential conflicts of interest on a form appearing on the ICA website. Such disclosures may be of another person’s potential conflicts. Failure to disclose a conflict is a violation of the contract with ICA and ICA may immediately assume or re-award the bid.

Close cases will be resolved in favor of recusal, and shall be decided by the chairperson of the Bid Committee. In the event the chairperson is unavailable or has a conflict, the decision will be made by the President of ICA or his or her designee.

IV. BIDDING PROCEDURE AND TIMETABLE; COMPLIANCE

Announcement. Any event that is open for bids will be announced either through an ongoing list maintained on the ICA website or by a specific announcement on that website. All bids must be submitted in electronic format. See section V below.

Deadlines. Bid deadlines will be provided with the call for bids for each event. To the degree possible:

Bidders will be given a minimum of one month to submit bids.

The Bid Committee will review the bids and make a recommendation to the Executive Board within ten days of the bid due date. All bids will be transmitted to the Executive Board when the Bid Committee makes its recommendation.

The Executive Board will review the recommendation of the Bid Committee and award the bid within the next ten days. The Board may either accept the recommendation or choose a bidder on its own.

Changes in bids; conditional approval. Once a bid has been presented to the Bid Committee and the deadline for submissions has passed, it may not be changed unless the Committee or the Executive Board makes a request for modification, clarification, or additional details. The Committee or Board may approve a bid on the condition that the bid be amended or supplemented. Prior to approval of a bid, except where necessary to answer requests from the Committee or Executive Board, bidders may not communicate with members of the Committee or Executive Board concerning their bids.

In-person presentations to the Bid Committee or Executive Board, including by video, will not be permitted.

Majority vote needed. A bid can be recommended to the ICA Executive Board by the Bid Committee only if it receives a majority vote of the non-abstaining eligible voters on the Bid Committee. For example, if there are three bids and eight eligible non-abstaining voters, the winning bid must receive a minimum of five votes. It is recommended that the Bid Committee either reach consensus or use runoff voting to determine a majority winner.

Minimum number of voters. Whenever the number of eligible decision-makers on the Bid Committee is fewer than three, the Committee shall ask the Executive Board to designate, on an ad hoc basis, two or more additional members.

Confidentiality of bid information and votes. Bid information shall be treated as strictly confidential and shall not be released until the bid has been awarded. Votes concerning bids in the Bid Committee and the Executive Board shall not be disclosed.

Effect of no bids. If no bid is presented by the deadline for submission, the ICA has the right to organize a tournament itself or to award a bid by whatever procedure it deems appropriate.

Bid liaison. Once a bid is awarded, ICA will assign a bid liaison to work with the organizer to ensure that bid conditions are met and to deal with any issues that may arise. If the bid has been approved conditionally, the liaison will work with the organizer to address any deficiencies in the bid. Liaisons are encouraged to work from a checklist based on these guidelines. Liaisons need not be members of the Board or Bid Committee.

Communication with losing bidders. Where specific deficiencies cause the disapproval of losing bids, the Committee may communicate those deficiencies to the bidder(s) involved.

Confirmation of compliance. Nine months prior to the event, the liaison may require a copy of the site contract. At least 60 days before the event, the organizer will provide to the bid liaison documentation that all conditions of the bid and these guidelines have been or will be met. If such documentation is not provided, ICA reserves the right to take any actions necessary to ensure that the bid conditions are met, and to pass any expenses related to these actions back to the organizer.

Noncompliance or material change. In the event of substantial noncompliance with these procedures or where the organizer makes a material change in the tournament such as changing the date or location, the ICA, by majority vote of its Board, may either seek another organizer or assume the running of that tournament. If the first organizer has performed substantial work, ICA may in its discretion allow that organizer to share financially in the event.

Post-tournament report. Within 30 days after an event, the Bid Committee shall prepare for its own files a short evaluation of the event.

V. INFORMATION TO BE INCLUDED IN BID PROPOSALS

All bids must contain the following information. A fill-in-the-blanks table in Microsoft Word is available on the ICA website, but other forms are acceptable as long as they contain the same information. In addition, certain events have additional requirements detailed in the sections below on those events.

- **Event Name**
- **Organizers:** Please name all organizers and financial backers of the event. Please also list the last three USCF-rated tournaments (by tournament name and date) organized by the organizer (include the MSA tournament ID.)
- **Organizer Vita and Tournament History:** An organizer should include a Vita and a summary of other successful events that he/she has organized and run.
- **Tournament Directors:** The Chief TD and his or her certification level shall be specified. If other TD staff are known at the time of the bid, they should also be listed along with their certification levels. If the additional TDs are not known at the time of the bid, the intended number and certification levels of the additional TDs shall be specified. Chief TDs for all championships events must be at least a Senior TD and preferably an NTD or ANTD. For events expected to draw more than 150 players, it is strongly urged that that the Chief TD be above a Senior TD, or that at least one staff TD be at a level above Senior.
- **Event date(s)**
- **Sections:** Identify the sections with whatever explanation is necessary.
- **Number of days**
- **Number of rounds.**
- **Time control(s):** List the time control(s) for each section.
- **Location:** Provide the site name, address, city, state, and zip code
- **Site description:** List the rooms to be used, their size, the number of boards per room, and the square footage per player for each room.

- **Parking and proximity to public transportation:** Describe the availability, location and cost of parking (including space available for buses), whatever public transit is near the event location, and any shuttle service that may be available. **Note:** Especially in the Chicago metropolitan area, many families are unable to drive their children to competitions. The absence of public transportation can therefore be a barrier to entry. Bids should contain details of public bus and rail options (eg Metra, Amtrak, CTA, Pace, and intercity bus services) as well as distances from public transit sites to the tournament location. Bidders are also encouraged to investigate and present information about bus and train routes and schedules. See e.g. goroo.com, transitchicago.com, pacebus.com, metrarail.com, amtrak.com, greyhound.com, trailways.com and coachusa.com.
- **Anticipated number of entries**
- **Entry fee:** Include any early, late, and special entry fees and their deadlines.
- **Budget.** Be realistic and detailed. List anticipated expenses and revenue (both gross and net). Include side events.
- **Anticipated ICA revenue:** For some events, ICA membership will be required. For others, a flat amount of each entry fee should be remitted to ICA. (Suggested flat fees for both the All Grade and the K-8 are \$1 for ICA (to be spent on non-Warren youth programs) and \$1 for the Warren Program.) This will be specified in the “Guidelines for Specific Events.” In either event, sums due ICA shall be remitted by the organizer within 30 days of the tournament. Where events require ICA membership, the names, street addresses and email addresses of any new members shall also be remitted within 30 days. Remissions may be waived for ICA members. Non-payment may result in monetary penalties or preclusion from future bids.
- **Anticipated disbursement to any other group.** Specify any portion of the proceeds intended for another group (eg the Warren Program, ICCA, Chicago Blaze).
- **Champion qualifications/residency:** Describe how the champions’ residency requirements will be verified, and any other qualifications that must be met.
- **Confirmation of insurance:** Include a certificate of insurance as required by Section I of these guidelines.

In addition to the information above, each bid may include an overview or summary.

VI. GUIDELINES FOR ICA TOURNAMENTS

ICA recommends that organizers adhere to the following guidelines. Variances may be permitted, and specific events may carry their own requirements.

A. Selecting a Venue

Space Requirements.

Playing space. The main playing areas should contain approximately 20 square feet per player for open events, and 15 square feet per player for K-8 events. The usefulness of the space for a particular tournament, taking into account the number of sections and their likely sizes, will be an important consideration.

Skittles space should be located near the main playing area. For adult tournaments, the space should be approximately one-quarter the capacity of the main playing hall. In scholastic tournaments, where players are often accompanied by parents, siblings and coaches, the space should be at least half the capacity of the main playing hall, and a one-to-one ratio is preferred. In calculating skittles space, hallways should not be included.

Temporary structures including tents shall not be acceptable for the playing or skittles areas.

TD space. Organizers should provide a quiet work space with electric outlets for back-room TDs and their computers. The room should be isolated from players and coaches. Internet access for the TD's is strongly preferred.

Chess Control. Organizers should also provide a central well-marked location where general tournament information will be available. Chess Control should also be the location for bye requests, withdrawals, spelling corrections, lost and found, and similar matters.

Additional space should be provided for any equipment, book or other vendors expected to attend.

Lighting should be sufficient to make it easy to see the pieces and record moves.

Internet access. Organizers should look for sites that offer wireless internet access, preferably at no cost, for the participants and their families. In large events, online posting of pairings and standings is strongly encouraged.

Food. Organizers should look for sites either near restaurants or that would allow outside food vendors to be brought into the venue. Where a food vendor is brought on-site, organizers should request healthy food choices such as fruit, yogurt, salads and juices.

Lodging. For events lasting more than one day the site should be located near adequate lodging. Bidders should attempt to arrange special rates for the players at one or more hotels. Often hotels will offer organizers free meeting space in return for players renting rooms at the hotel. This type of arrangement can offset tournament costs and help organizers to reduce entry fees.

Geographic preference. In some years events will be expected to be held in a specific geographic region. In such years, bids for events in those regions will of course be preferred.

Date. Organizers should try to avoid scheduling major tournaments on the same date. This is less important for smaller local events in different geographic locations, which are less likely to conflict. The vast majority of scheduled open events are listed on the Events Page of the ICA website, which should be checked by organizers before they set their dates.

B. Set Up

Tables. The main playing area should have tables that are of an appropriate height and width for playing chess, including an area for taking notation or otherwise recording moves and a space for chess clocks. For adults and youth in grades 6 and up, organizers should strive to set up two games per every six feet of table space. In no event, should there be more than three matches

at an 8 foot table. For players in grades K-5 a slightly more crowded space may be used, but is not preferred.

Boards. Chess boards should be labeled with algebraic notation to facilitate taking notation. Chess pieces should be set up with the white pieces and pawns placed on the ranks labeled 1 and 2, while black pieces and pawns should be placed on the ranks labeled 7 and 8.

Signage. Signs should be clearly posted showing the Master Entry List, pairings, individual and team standings, round times, tournament-specific rules, and directions to skittles rooms, bathrooms, and team rooms (which should be clearly identified on-site). Participants should be encouraged to bring any errors in the Master Entry List to the attention of a tournament director as early as possible. Pairings and standings should be updated after each round and should be posted in an area close to, but not within, the playing room.

Food Vendors. Onsite food vendors should plan to be operational 45 minutes prior to the start of the first round and to stay open through the dinner hour if play continues into the evening. Organizers should inform food vendors of round times so they can anticipate the likely rush hours.

C. Staffing: A minimum of a Senior TD is required for all Illinois Championships. An NTD or ANTD is preferred, especially for the larger or more prestigious events. Events must have sufficient TD coverage. For events expected to draw at least 150 players at least one TD on staff should be at a level above Senior. In general, there should be at least one TD per 75 players plus at least one back-room TD per every three sections to handle pairings. Additional staff should be available to handle late entries, answer questions, and assist with awards. A larger number of floor TDs and volunteers is especially important in scholastic events, where participants are more likely to have questions. All staff, paid or volunteer, should be clearly identifiable by means such as distinctly colored T-shirts, vests or badges.

Especially in large events, organizers are encouraged to meet with their floor TD's before the tournament begins to ensure consistency in application of rules. This is especially important in scholastic events on issues such as starting clocks when an opponent is absent (and how long players will be required to stay at their boards before declaration of a forfeit), when clocks will be placed on late games, the sanction for players who do not keep notation, and so on.

D. Prizes and entry fees. Prize money events will usually include higher entry fees and a significant prize fund. The quality of the event and the size of the prize fund will often determine the number of entries. At scholastic events, greater consideration should be given to managing costs, and the awards are normally trophies. The size and quality of trophies should be consistent with the importance of the particular event. Guidelines for prizes at scholastic events appear in the next section. ICA will pay entry fees for players with the FIDE titles of GM, WGM, IM, WIM, FM or WFM and who list Illinois as their state of residence with the USCF.

E. Online posting of early registrations shall be required no later than 10 days before the tournament date and shall be updated at regular intervals. Exceptions may be granted by the Bid Liaison.

F. Score sheets. Organizers submitting tournament bids shall specify whether score sheets will be collected from players and submitted to ICA for analysis in post-event publicity and for archival purposes.

G. Budget. When planning a budget, organizers should factor in costs for staff, space, supplies, and awards. Awards are typically given to 10 to 20 percent of entrants. Where class prizes are offered, prizes for placing overall should be significantly larger than for class prizes.

VII. ADDITIONAL GUIDELINES FOR SCHOLASTIC TOURNAMENTS

Scholastic tournaments generally. Most ICA tournaments are “combined,” which means that players are paired as individuals and team prizes are then determined based on the cumulative scores of a stated number of top finishing players from each team. Team members are not paired against each other except when necessary, most commonly in the later rounds. (See “Pairing Teammates” below.) Team sizes are not limited. Tournaments in this format have the advantage of simultaneously recognizing individual and team performance without limiting the number of participants from a specific team.

Grade divisions and “playing up.” In the K-8, the preferred grade divisions are K-1, 2-3, 4-5, and 6-8. Players are allowed to “play up” (in higher grade-based sections), but not down. When playing up, players qualify for overall prizes but not grade level prizes.

In the All Grade, the K and 1 sections shall not be combined. In addition, playing up is not permitted except as specified below.

In both the K-8 and the All Grade, pre-kindergarten players shall compete in the designated section for kindergarteners.

Additional sections. Where a large number of signups are expected or occur, organizers are encouraged to consider additional sections to increase the likelihood of having “clear winners” within each section.

Starting time. The first round of tournaments should start no earlier than 9 a.m. A 10 a.m. start is recommended for the first day of two-day events such as the K-8 championship to allow for travel. Announcements should be planned so that clocks start as close as possible to the start time.

Registration and prompt starts. Advance electronic registration is preferred and may be required, especially for large tournaments. Registration data shall include address and date of birth to facilitate confirmation of USCF membership. A registration is incomplete until the payment of any required entry fees. Tournament starts should not be delayed for incomplete or last minute registrations or section changes. Coaches should ensure their players are properly registered, both individually and for their team. Improperly registered players will not be paired for the first round and will receive a zero or a half point bye at the discretion of the organizer or

tournament director. Advance registration lists should be conspicuously posted. Organizers should encourage participants to phone, fax, or e-mail last minute withdrawals prior to the day of the tournament. Organizers are also encouraged to have a phone number available for same-day changes, such as in the event of illness.

Free or reduced fees for those enrolled in free and reduced-fee lunch programs are encouraged.

Sign-in procedure. A same-day sign in procedure is strongly recommended for large tournaments in which it is reasonable to expect a significant number of “no-shows” (such as where free entries are offered to some participants). Although the sign-in procedure requires additional staffing and the prompt transmittal of the no-show list from the sign-in area to the back room, advance sign-in allows organizers to remove no-shows from first-round pairings and thus avoid delays otherwise necessitated by re-pairing players without first-round opponents.

Whether same-day sign-in is required (and the time for doing so if it is required) should be clear in pre-tournament publicity and in signage prominently displayed at the site. If it is required, the time designated shall be at least 30 minutes before the first round.

Number of rounds and ending time. For one day tournaments, at least four rounds are preferred, and tournaments should generally end by late afternoon. The anticipated completion time should be stated in tournament flyers and publicity.

Time controls. For scholastic tournaments, time controls shall be at least G/30. In general, older players require longer time controls than younger players. The ICA recommends that the time control for grades 4-5 be at least G/35 and for grades 6-8, at least G/45. Where chess clocks support time delay, the USCF standard five-second delay is recommended for all time controls without any reduction in primary time.

Organizers should include in their tournament notices whatever time delay rules they intend to utilize.

Recording of games (notation). All players in sections for grades four and above are expected to notate their games. Either or both players may stop notating when the remaining time for one of the players falls below five minutes. Sanctions for non-compliance are left to the discretion of the tournament director, but may include one or more of the following: a warning, a reduction in time for the offending player (including to as little as five minutes for that player’s remaining moves), an addition of time to the opposing player, a denial of any claim by the offending player which could have been verified by that player’s notation sheet, and forfeiture of the round. Sanctions should be more severe where the offending player knows how to notate but refuses or fails to make a good faith effort to do so. These guidelines shall be relaxed or not enforced when a player is unable to notate for a religious reason or because of physical incapacity.

Organizers should include in their tournament notices whatever notation rules they intend to enforce.

This guideline is intended to be consistent with the USCF scholastic rules, which apply only to specified national tournaments. We also address in more detail the available sanctions for non-compliance.

Withdrawals. A registered player wishing to withdraw from a tournament must inform the organizer or tournament director at least 30 minutes before the scheduled start time of the tournament or relevant round.

Entry fee refunds. A player who withdraws before the final entry deadline shall be entitled to a refund of his/her entry fee. Refunds for withdrawals after that date are at the discretion of the organizer.

Half-point byes. A player may request one 1/2 point bye. The request must be conveyed to the tournament director before the conclusion of the previous round. 1/2 point byes will not be allowed for the final round of the tournament.

K-1 sections. A designated TD for sections involving players in grades K and 1 is suggested.

Tie-breaks. If tie-breaks are used to award prizes, they shall be, in order, Solkoff, Modified Median, Cumulative. (Solkoff and Cumulative for team awards). Additional tie-breaks of the organizer's discretion may be used after these three. If blitz games are contemplated to break ties, this, and the conditions under which they will be used, must be announced prior to the start of the tournament, preferably in pre-tournament advertisements and publicity. Blitz playoffs will be conducted under USCF Blitz Rules. In particular, standard touch-move rules will apply and illegal moves are punished with a time penalty, not with forfeiture of the game.

Spectators. Spectators are discouraged inside playing rooms, especially in sections for the youngest grades. If spectators are allowed, they should be at a sufficient distance to minimize distraction of players. They should be reminded that even the appearance of a signal to a player, however innocent, will be grounds for removal. Players may request the removal of a spectator who may be distracting, and the decision will be left to the discretion of directors. Directors also have discretion to clear the playing area whenever necessary and to move spectators to restricted areas such as the edges of rooms and roped-in areas. Coaches may be given preference if space is at a premium, and may be provided additional access after the majority of games are completed and more space is therefore available.

PA Systems should be used whenever possible at large scholastic events, where noise levels are often high, especially for the announcement of rules and procedures particular to the tournament and the start times of rounds and award ceremonies. Participants should be reminded to notify a TD if they need to leave the tournament before it is over.

Teams. ICA uses a school-based definition of teams which begins with the USCF definition but expands that definition (as explained below) to allow combined teams from “feeder” and “receiver” schools.

USCF definition. USCF defines a school as an institution which has one name, is located in one building or connected adjacent buildings, and is under one administrator and which provides core curricular instruction in English, math, science, and social studies. A student will be considered to attend a school if and only if he or she physically attends classes at that school building and receives more than 50% of his or her core curricular instruction during those classes.

Feeder schools. If a school which has grades through 6th grade wishes to participate in a tournament with a section for grades 6-8, it may field a team and include players in grades 7 and 8 attending another school (public or private) if those students formerly attended the grade school in 6th grade.

Receiver schools. A school with grades 7 and 8 may include on its 6-8 team players who attend any feeder grade school.

Other grade divisions. The “Feeder” and “Receiver” rules above apply with equal force to any schools with grades which do not fit neatly into a tournament’s grade group sections.

Home-schooled players. Children who are home-schooled may play on a team in which all members live in the same public school attendance area. Documentation from a local school official that the player’s address falls within a school’s attendance area may be required. A home schooled student is defined as a student who receives at least 50% of his or her core curricular instruction at home. There may be more than one home school team per attendance area.

Pre-kindergarteners may play for the school (public or private) they will attend in Kindergarten.

Challenges to team designations. If a question is raised about an individual’s qualification to play for a team, an organizer, tournament director or the ICA may ask a player or coach to submit proof by a specified time of the player’s qualifications to play for the team or club. If such proof is not submitted within the specified time, the player will not be permitted to play for the team or club involved. If the event has already occurred, any award which may have been received by the player’s team may be modified or rescinded.

Scores counting toward team awards. For the State Scholastic Championship (K-8), team scores should be based upon the four highest scoring players from a team. For the State All-Grades Championship, team scores should be based upon the three highest scoring players from a team.

Pairing Teammates. In a tournament with team prizes, teammates will generally not be paired. However, if a section is so small that the alternative is to repeat earlier pairings or to pair players with substantial score differentials, then teammates may be paired.

Prizes. At scholastic events, prizes are usually trophies. Prizes may also take the form of plaques, medals, ribbons, patches, pins, books, chess sets, clocks or other equipment. Prizes may also be USCF, ICA or club memberships and gift certificates for chess merchandise, chess camps, or tutoring services. Scholarships may also be awarded. Prize money is generally viewed as inappropriate for scholastic events, but has been used under special circumstances, such as to attract highly-rated scholastic players to compete in the top-rated bracket of a scholastic tournament.

Individual trophies and medals. At least 10% of participants, based on pre-registration, should win individual trophies or medals. Where both overall and grade trophies are offered, the smallest overall trophy must be at least as large as the first place grade trophies. Any awards for best performance in a rating group (including best unrated) shall be smaller than those given for overall and grade winners. Where tie breaks are needed to determine overall or grade winners and only one player wins a trophy or medal, the other player should receive at least a ribbon. Players playing up are eligible for overall trophies but not grade trophies. Trophies and other awards may also be considered for the biggest upsets (to be determined by ratings, with unrated players ineligible) or for outstanding sportsmanship.

Team trophies. At least 25% of teams should win team trophies.

Posting and submission of results. Both team and individual results, in tie break order, should be posted on the organizer's website, along with a link to the official USCF event report. The results should also be promptly submitted to ICA for posting on the ICA site.

Submission of email addresses: Within 30 days of the event, organizers of ICA championship youth events shall submit a list of email addresses of those who have participated (usually parents). Emails sent to these addresses will have an "opt-out" feature

VIII. FORMS appear on the following pages. These forms are also available in Microsoft Word, suitable for electronic submission.

ICA Tournament Bid Information Table

(This is intended only as a summary of key specifics about the bid, and is not intended as a substitute for a completed bid submitted under these guidelines. Please see “Information to be Included in Bid Proposals”)

▪ Event name	
▪ Organizer(s)	
▪ Organizer(s)'s vita(es)	Please attach
▪ Tournament directors	
▪ Event date(s)	
▪ Sections	
▪ Number of days	
▪ Number of rounds	
▪ Time control	
▪ Location	
▪ Site description	
▪ Parking/Public Transportation	
▪ Anticipated number of entries	
▪ Entry fee (& early/late/special)	
▪ Budget	Please attach
▪ Anticipated ICA revenue	
▪ Anticipated revenue to others	
▪ How verify residency/qualifications	
▪ Side-events	
▪ Vendors (if known)	
▪ Prizes/trophy sizes	
▪ Insurance obtained?	

ICA Conflict of Interest Disclosure Statement (for Bidders and Reviewers)

I have reviewed ICA’s Bid Guidelines, including the section on conflicts of interest, as well as the lists of members of the ICA Bid Committee and Executive Board. I wish to make the following disclosures about potential conflicts of interest with potential reviewers or bidders.

(Please be detailed and attach extra sheets if necessary. If you are a bidder, include this statement with your bid. If you are a reviewer, send this statement to the chair of the ICA Bid Committee or the ICA President.)

Printed name: _____

Signature: _____

Date: _____