

Bidding for a CalChess State Championship Event

(approved May 2011)

State Championship Events Overview

CalChess is the recognized state affiliate of the United State Chess Federation for Northern California. As the official USCF state affiliate, CalChess is responsible for bestowing State Championship Chess Titles for Northern California.

State Championship titles in Northern California are earned through the winning of designated championship chess tournaments. While CalChess retains the right to organize a championship tournament itself, it welcomes other organizers to submit bids for state titled events. The current list of State Title Events are:

- CalChess State Open Championship
- CalChess State Scholastic Championship
- CalChess State Grade Level Championship
- CalChess State Girls Championship

CalChess may add to this list if there is interest and appeal for other new events (Senior, Amateur, Team versus Team, Age Level, etc).

All events shall be played in accordance with the USCF Rulebook and any further rules supplements including the CalChess Scholastic Rules posted on the CalChess website.

Bid Procedure

Any event that is open for bids will be announced either through an email to organizers CalChess determines are capable of holding a successful event or by a specific announcement on the CalChess website. Bid deadlines will be provided with the call for bids for each event.

The CalChess Board of Directors is responsible for the solicitation and review of proposals and the award of the event based of a vote of the board. The board may request/offer an in-person presentation prior to a vote. If an event does not have more than one bidder, or no other organizer is interested in holding an event, the CalChess Board of Directors can (by default) award the event to the previous year's organizer, organize the tournament itself or to award a bid by whatever procedure it deems appropriate. CalChess can also award a bid for more than one year.

When a bid proposal is accepted, then the organizer will be held accountable for all the details that were outlined in their bid. If an organizer wishes to make changes later, the organizer will need the permission of the CalChess President or the CalChess Board of Directors to approve any/all changes.

Bid information given to CalChess shall be treated as strictly confidential and shall not be released until the bid has been awarded.

Information to be included in Bid Proposals

All bids should contain the following information at a minimum. Further details are listed below in the Guidelines.

- **Event Name**
- **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:** List the Chief TD and all known TD staff, including the certification level of each TD.
- **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.
- **Round Time:** List the round times
- **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 and whatever public transit is near the event location
- **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. It is acceptable if the organizer makes a profit from the tournament. CalChess is considerate of the Entry Fee level, the overall tournament experience for the players/parents, prizes and any revenue that the CalChess organization may receive.
- **Anticipated revenue to CalChess:** CalChess membership is required of all State Championship events. The organizer may include giving additional revenue to CalChess on a flat fee basis or a per entry basis.
- **Liability:** Proof of liability coverage and an agreement to waive any claim or liability against CalChess.

Guidelines for Tournament Organizer

CalChess recommends that organizers adhere to the following specific guidelines. Variances may be permitted, and specific events may carry their own requirements. The bid proposal should address each of the following areas:

Venue

Playing Space The main playing areas should contain enough room that the players can sit and move about the room comfortably, approximately 15-20 square feet per player is suggested. Additional room should be made available for the top boards. The proposal should list the square feet per player. Space layout with dimensions should be provided.

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

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.

Skittles/Parents 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. Scholastic tournaments generally require almost the same capacity as the playing hall as players are often accompanied by parents, siblings and coaches. This space should be delineated with the Site Description.

Team Rooms. For large scholastic events, many teams desire to have a special room to congregate before and between rounds. This enhances the tournament experience for these players. The organizer should set aside rooms which can be rented (at cost or for a profit) to teams.

Tournament Director 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

Food. Sites near restaurants or including food service on-site will be preferred. Please list on-site food availability and/or a map with near-by food.

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.

Equipment

Sets/Boards. For many local events chess sets and boards are provided by the organizer. The proposal should include if sets and boards are provided or not, and where the sets/boards are obtained from (organizer owns them, provided by on-site sales vendors, borrowing from other organizers, etc).

Notation Sheets and Pencils. These should be provided by the organizer.

Clocks. Enough on-site clocks should be available to the TD staff so that they can ensure all the rounds are completed on time. The proposal should include the number of clocks that will be on-site, either from the organizer or the TD staff.

On-Site Book and Equipment Vendor. Having a Chess Book and Equipment Vendor on-site improves the quality of the event for the players/parents, especially for larger events.

Staffing

The proposal should include lists of available volunteers, paid staff, and the tournament directors. The Chief TD should be either a currently USCF certified NTD or an ANTD, or a Senior TD who has directed the event before. For the State Open Scholastic Championship and the State Grade Level Championship, the Assistant Chief TD should also have the same qualifications. For large events, the individual organizer themselves should not be considered part of the TD staff as they will be busy with other non-TD duties. If any TD is coming from a distance of greater than 40-50 miles, the organizer should include overnight accommodations.

The CalChess Board of Directors reserves the right to review the final staffing list, accommodations and compensation.

Registration.

Advance electronic registration is preferred and may be required, especially for large tournaments. The organizer may allow for on-site registration. If on-site registration is allowed, the organizer should advertise this and clearly identify any associated fees and pairing restrictions (1/2 or 0 point bye, etc) and should have staff available to handle the entries.

Entry fees.

Prize money events will usually include higher entry fees and a significant prize fund. The quality of the event, the entry fee 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, making the entry fee affordable.

Prizes.

Prize fund tournaments should keep in mind that once a TLA is posted in Chess Life, the organizer is responsible for 50% of the prize fund, regardless of the number of entries.

For the State Open Championship, the top player in each division should receive a trophy.

For scholastic tournaments, the size and quality of trophies should be consistent with the importance of the particular event.

For the State Scholastic Championship, the top 20 players in each section should receive a trophy and all players in the Kindergarten section, with the top 10 teams in each section receiving a trophy. Duplicate trophies should be awarded to all players tied for 20th place.

For the State Grade Level Championship, the top 10 players in each grade in grade K-8 and top 3 in grade 9-12 should receive a trophy, with the top 5 teams in K-8 and top 3 teams in the 9-13 receiving a trophy. Duplicate trophies should be awarded to all players tied for 10th place.

Date conflicts.

Organizers should try to avoid scheduling tournaments that might conflict with other tournaments, especially USCF National Events. Consideration may also be made for National Testing such as SAT test.

Playoffs.

While all first place winners and ties are equally considered State Champions, only a single player can be selected to attend National events (ICC Tournament of State Champions, Denker Invitational, Barber Invitational and Girls Open, etc.) as the representative from Northern California. The organizer should be ready to organize or assist with a playoff event if one is necessary.

CalChess Membership.

CalChess Membership is required of all players at a State Championship event. The event organizer is responsible to ensure all players are currently a member of CalChess and/or for collecting the CalChess membership fee and passing the total fees along to CalChess.

A successful implementation to assist with the membership collection process is to add the CalChess membership fee (\$5.00) to the projected target entry fee and advertise that as the standard entry fee, along with offering the equivalent membership amount (\$5.00) as a discount. That way the organizer is sure to collect the CalChess membership fees from all previous non-members and entrants that are already CalChess members will receive the discount and pay the normal targeted entry fee.

Indemnification of State Association

The organizer, if not the CalChess, must agree to indemnify and hold CalChess harmless from any and all claims, lawsuits, debts, obligations, and liabilities, including without limitation attorneys fees and cost associated therewith, relating to or arising out of the tournament.