



**International Correspondence Chess Federation**

## **TOURNAMENT ORGANIZER MANUAL**

Valid from 01/01/2017

The purpose of this manual is to guide the best organization of ICCF events possible

The statements in this document are to be interpreted as rules, not just as guidelines.

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## 1. Defining the Tournament Organizer (TO)

### 1.1. The responsibility of a TO

The Tournament Organizer (TO) is responsible for determining all organizational aspects of ICCF events and events that use the ICCF server. This includes the tournament structure of each event, the parameters of play (such as the time controls, the cost to participate, the prizes and awards), and the roster of players for all tournaments.

### 1.2. The philosophy for the TO role

All TOs will always demonstrate integrity in marketing, fairness to all potential participants, and interpersonal communications reflective of the spirit of “Amici Sumus”.

### 1.3. When a TO is required

A designated tournament organizer (TO) is required for all ICCF tournaments and events that use the ICCF server. That includes, but may not be limited to World Championships, Olympiads, World Cups, Norm Tournaments, Champions League, Promotion Tournaments, Jubilee Tournaments, Thematic Tournaments, Chess 960 Tournaments, Rapid Tournaments, Blitz Tournaments, Aspirer Tournaments, Zonal Tournaments, Regional Tournaments, Open Tournaments, and Friendly Matches. All national events using the ICCF server need a (TO) as well, even if the person is not referred to with that title.

## 2. Becoming a TO

### 2.1. Requirements to become an ICCF TO

Any player in good standing with the ICCF can request to become a TO through an application from and the support of a Member Federation (MF) National Delegate (ND). That MF does not need to be the player’s own (this rule reflecting the fact that some players live in places that are not MFs).

## 2.2. Obtaining approval to become an ICCF TO

The Member Federation National Delegate application mentioned in 2.1 needs to be submitted to the World Tournament Director (WTD). The WTD's approval is needed to be allowed access to the ICCF server. The WTD has the right to disapprove the application (in exceptional cases). A National Delegate can appeal such a disapproval to the relevant Appeals Committee.

### 2.2.1. Being responsible for reading this manual

All TOs must demonstrate their having become familiar with this manual before they will be allowed to (continue to) serve as a tournament organizer. The procedure for this demonstration will be for the TO to click on "Create event" on the left side of the ICCF home page. The first time a TO does this, there will be a statement of acknowledge that states "By clicking this button, I acknowledge complete responsibility for following the procedures and rules within the TO Manual. I also acknowledge being informed that gross violations against the specified procedures can result in a penalty to me including the suspension of my TO privileges." Each TO needs to hit this button once before the server will allow a TO to organize an event. This will only be required one time for each TO.

## 2.3. Proper conduct by the TO: Suspending the role of TO

Quoted from ICCF Code of Conduct: "All ICCF tournaments and ICCF approved tournaments should be organized according to ICCF principles, philosophy, and rules, including related guidelines. It should always be remembered that 'players are our customers' and it is the duty of ICCF officials and TDs to offer a good quality, fair and prompt service to players and to other officials who are also providing tournament services to players, e.g., ratings, qualifications, etc."

A TO is never to set the result of a game, call a game for adjudication, or in any other way assume the role of the TD (unless the TO is also the relevant TD or activated backup TD).

Any TO who is found to have violated the above standards of conduct in deliberate or substantial ways will be subject to a Code of Conduct penalty, ranging from a simple clarification of the proper procedure to a warning concerning future actions, but potentially up to the loss of TO privileges, all as determined by the World Tournament Director (WTD).

## 3. General rules concerning TO appointments

### 3.1. TO appointments

ICCF approved TOs can be appointed to organize events by any Member Federation National Delegate and by ICCF officials. A TO is not restricted to organize events solely for his/her Member Federation or solely for the ICCF.

### 3.2. Restrictions on when a person can serve as TO

A person is allowed to serve as the TO for an event if also scheduled to play in that same event. (That is, a TO can schedule himself/herself to be a player in an event for which the person is TO.) If a TO is going to schedule himself/herself to play in the TO's event, however, the TO should take all measures to ensure the TO gets no special treatment compared to other participants in the event. Illustrative examples of such improper special treatment include the following:

- a. Placing oneself in an invitational tournament in which all other players (or nearly all, with the exception being one countrymate) being rated substantially higher (such as 100 points or more) than the TO - presumably for the purpose of giving the TO an increased likelihood for achieving a title norm and/or gaining rating points;
- b. Placing oneself in a multi group tournament section in which the average rating of the other players is notably lower than the average rating found in most other sections - presumably for the purpose of giving the TO an increased likelihood of winning his/her section;
- c. Placing oneself in a multi group tournament section in which the average rating of the other players is notably higher than the average rating found in most other sections - presumably for the purpose of giving the TO an increased likelihood for achieving a title norm;
- d. Placing oneself on a team on a board that is significantly out of order based on the ratings of teammates.

A violation of this restriction will be considered a Code of Conduct violation, subject to penalty as determined by the World Tournament Director (WTD). The WTD is the person who will determine what constitutes any such a Code of Conduct violation (in keeping with his official job duties). If a TO is not sure about the appropriateness of a specific situation, the TO is encouraged to ask the WTD prior to the finalization of the organization of the event.

A person typically cannot serve as both the TO for an event and its Tournament Director (TD). Exceptions, where being both TO and TD is allowed include: (a) unrated events, (b) national events if allowed by that Member Federation, (c) when serving as the backup TD in an event, or (d) in a multi-group event and the person is TD only for section(s) in which the person is not also scheduled to play. This restriction, concerning a player not being his/her own TD, also pertains to a player not being his/her own backup TD (in case that backup TD becomes required to act as the TD). For that reason, a TO cannot be the backup TD in any section/tournament in which the TO is scheduled to play.

### 3.3. Organizing an invitational tournament

### 3.3.1. Obtaining ICCF approval for an invitational tournament

All international invitational events (except a Friendly Match - defined as a team match involving only two teams where both of the teams are associated with either a Member Federation or a specific zone, and the two jurisdictions (Member Federations, zones) differ; or one of the teams is associated with a specific Member Federation or zone and the other team is categorized as "rest of the world" - and unrated events) must receive prior approval from the World Tournament Director (WTD) before any other organizational process is started. This approval must be obtained at least 3 months prior to the proposed official start date of the event.

The procedure is for the relevant National Delegate or Zonal Director to submit the following type of information to the WTD along with the request for approval:

1. name of event
2. member federation/zonal sponsor of the event (including name of person submitting the request)
3. proposed official start date
4. description of the parameters of the event (such as what defines who can play in terms of countries and/or ratings; sections to be run; how many players per section; anticipated norm categories per section; special rules to be used if any; anticipated promotional process if applicable; prizes/awards that are planned)
5. name of Tournament Organizer

Invitations/advertisements for players should only be circulated after approval has been obtained for the event from the WTD, not before.

### 3.3.2. Making proper versus improper invitations

TOs need to make all solicitations for participants in invitational events by contacting National Delegates (NDs), or in situations where TOs wish to extend invitations to isolated players (players who are not represented by any Member Federation (MF)) by contacting Zonal Directors (ZDs). (If it is not clear in which Zone the player resides, it is recommended that the invitation be sent to both ZDs of relevance.) Direct solicitations to individual players are not allowed (except with ZD approval for players residing outside all MFs), though requests to NDs (and/or ZDs) for certain players to be nominated by the ND (or ZD) is allowed.

TOs are not to disclose the identities of players to other potential or already listed players prior to the start of any ICCF-approved event (that is, prior to when the event is put onto the ICCF server and unofficially started). This is true even if the purpose of such a disclosure is something other than to try to convince a potential player to participate. The reasons for this rule are (a) to prevent one player from getting an advantage in preparation time compared to other players, and (b) to avoid having a player already on a tournament list to withdraw because of who is, or who is not on the list of opponents.

#### 4. Determining players' ratings while organizing an event

Applicable ratings are those at the official start date of an event, no matter when the event was organized or placed onto the server ahead of the official start date. This can mean players' ratings will change between the initial organization of an event and its official start date, with such a change also affecting the proper (unvarying based on decreasing ratings) rank order of players and even the norm Categories involved. Although the organization of an event can take place much before those final players ratings are known, TOs must update all such rating or rank ordering information prior to the start of the event and inform players, Team Captains, and Tournament Directors of any changes based on changes in ratings.

It is highly recommended that tournaments are organized, placed onto the server (unofficially started), and have their official start date all within the same rating period. The reason for this is to avoid different ratings being applicable during the player registration stage, the unofficial tournament start stage, and the official tournament start stage. Crossing into different rating periods can result in changes in player ratings, and hence in their proper board order (that is, unvarying based on decreasing ratings in team events) or proper balance (as unvarying in decreasing order as possible across different sections or boards) in norm categories (in individual or team events). Rating periods are from 1 January - 31 March, 1 April - 30 June, 1 July - 30 September, and 1 October - 31 December.

FIDE ratings (current to the unofficial start of the ICCF event) can be used for provisionally rated or unrated ICCF players, but never for a player with a fixed ICCF rating. See 5.2.1. below concerning determining a player's estimates rating when the player has no ICCF rating.

#### 5. Organizing a tournament involving individual players

##### 5.1. Promoting your tournament and creating registration links in the "New events" menu

5.1.1. Promotion of approved events may be facilitated by the TO  
For ICCF (international, not national) tournaments that are not specifically of an ongoing nature (such as Direct Entry tournaments, World Cup tournaments, some Zonal events), the TO can expect the General Secretary to distribute invitations to Member Federation delegates. The most efficient way for a TO to promote events is to publish the invitation on the ICCF website. Recommended in that announcement is the inclusion of a request to Member Federation delegates to give the tournament wide publicity to their players by publishing the invitation in their websites and/or



distributing the invitation among their membership. Contact the ICCF webmaster to coordinate this task. ICCF events that are of an ongoing nature (such as Promotion Tournaments such as the WS/M, WS/H, and WS/O) do not require the TO to advertise the event.

#### 5.1.2. Creating a registration link in the “New events” area

TO’s may consider creating registration links to facilitate entries. The process of creating these registration links involves the creation of an event solely with the intent to accept entries. Setting up a special registration link specifically with the intent to accept entries, however, means the TO will also need a way to convert the list of entries so created to the actual tournament itself for allocation to Groups after seeding for rating and geographical distribution. (See section 5.6 below for the method to accomplish this.) The Finance Director will need to be informed about such a registration list in the course of time to conduct his work. The method of setting up an event on the webserver is described in section 5.2. When setting up registration links more attention is required to tab “Registration”.

#### 5.1.3. Options within the “Registration” tab

For most ICCF events, entry is usually via the respective National Federation for the player or through the Direct Entry Program. (See section 5.5 below.) For some international events (such as some Zonal tournaments and the LIPEAD), the collection of entry fees must be done by the TO. When setting up registration links to address this latter type of situation, the TO should click the option “Registration only”. In these special cases, the option “Webserver” should be checked. This will make the webserver send registration emails to the TO who in turn may offer available registration methods to the player.

##### 5.1.3.1. *Special registration methods to players*

When a tournament organizer has a webpage outside the ICCF website where entry fees can be collected from the players directly via Paypal or credit card (to advertise international events that are not ongoing such as some Zonal tournaments and the LIPEAD), such webpage may be presented in the Tournament Announcement. Usually the Tournament Announcement automatically includes the options selected during the event creation. However, the TO may include more information by editing the tournament announcement “Long text box”.

#### 5.1.4. How to edit the Tournament Announcement

After the event has been created and the option “Webserver” is chosen in the “Registration” tab, the Tournament Announcement can be found by browsing “New Events/respective header/Event name”. The TO will be able to see the link “Edit Announcement”. After clicking on this link the TO should open the “Edit Announcement” page. The following fields will be displayed here: Event (name), Featured checkbox, Short text, Qualification requirements and Long text. The event



name, short text and qualification requirements are not editable and will be automatically populated given the options selected during event creation. The TO may check “Featured” if he wants the event to be favorably sorted at the top of the event list in the “New events” menu. The Long text textbox is fully editable using the CKEditor. TO’s should be versed in html basics before attempting to edit this field. Any additional information entered here will be seen by interested players when clicking the “More Information” box.

## 5.2. Setting up a tournament involving individuals on the ICCF server

Once proper authorization is granted, a TO can set up a new tournament involving individual players by following these procedures:

- (1) Go to the home page of [www.iccf.com](http://www.iccf.com) and find a heading of “Administration” on the very left portion of the page. If you have appropriate access, you will find this heading. If you do not find it, contact your National Delegate about being granted appropriate access.
- (2) Under the heading “Administration” you will find the menu item “Create event”. Click on that link.
- (3) You will then find two options: “Create new event with default settings” and “Create new event as a copy of existing event”. The former can be used when creating an event from scratch without using an existing tournament as the format. This method of creating an event should be used if you truly need a new type of event (or at least where you do not know of a prior example of the same kind of tournament). The second option takes advantage of the formatting decisions already used in previously created events and involves fewer steps to create an event. Click one of these two options.
- (4) If you choose the first option, to “create a new event with default settings”, simply click on your choices as you go from one menu to the next.
- (5) If you choose the second option, to “create new event as a copy of existing event”, you need to know a 5-digit number (called the “Source event ID”) that designates the earlier formed event. You can find such a number in the following way:
  - (a) go to the [www.iccf.com](http://www.iccf.com) home page, click on “Tables and Results” on the left and find the earlier event (or any other earlier event that uses the same format even if the number of boards differs from what you ultimately want to have in your tournament).
  - (b) Open a display of the crosstable of the earlier event.
  - (c) Then highlight (click once) the address bar (top left corner of the screen). At the end of the address will be a 5-digit number. That is the “Event ID” for the selected earlier event, also to be used as the “Source Event ID” when creating your new tournament. Now you are ready to continue creating your new event.
- (6) Enter the relevant 5-digit number at the menu item “Source Event ID” as well as the event names you wish to use.

(7) Enter whatever you wish to be the new event's "Start date", this being the date when the players' reflection time will start to count. (Play can start as soon as you complete setting up the new tournament, but the official start date can be as many days or weeks afterwards as you wish; for instance to allow for players already on vacation to become available to play or to allow for the payment of fees prior to the official start date or even to allow for the adding of players to the event before its official start date.)

(8) Click "Ok".

(9) On the next screen, your "Event list" will display. Find your new event in your list and click on the right on "allocate players" or words to that effect describing your ability to enter players' names (the words depend on the type of event).

(10) On the next screen you will see a few different options. One of those will be "Edit event". Click that link.

(11) The next screen offers you various tabs where you can enter the specific details that describe your event, such as number of players/boards, the end date if there is to be one, the ID number of the Tournament Director, certain rules (of viewing of games by others, etc.). Enter what you wish for your event, eventually finalising your event's details by clicking on "Ok" in the bottom left of the menu screen. (You can also cancel your input by clicking on "Cancel", or even delete the whole event by clicking on the "Delete" link located in the same place on the screen.) (See 5.3 below for explanations of all of your options in detail.)

(12) After clicking "Ok" within the "edit event" option, you will be taken back to the "Player allocation" screen. Type in ICCF ID number for a player. If you do not know a player's number, type in the player's last name and click "lookup", and the server will help you find and enter the proper number. After the number is entered into the box, click where it says "Add player". The one restriction is that no event be organized where a player is registered to play against himself/herself. (For the procedure to add a provisional or FIDE rating for a player not yet rated by the ICCF, see 5.2.1. below.)

(13) You will need to continue doing this for each player to be added to the tournament, clicking "Add player" after entering each ICCF ID number.

(14) After you have entered all of the players, you will then determine how the ordering of the players will be determined for the tournament. You have three options: (a) order the players manually (which is how you entered them), (b) have the server determine a random order, or (c) order players according to rating. You already entered an order manually, but you can click on either of the other two options if you prefer.

(15) When you have completed each entry, it is recommended that you check (through where it says "Edit event") each specified detail for the tournament, and (if you were not checking as you entered players) each set of players to ensure you made no clerical mistakes. You can easily make any desired changes at this point, but not at all easily once you go to the next step.

(16) The next step is to click at the bottom of the screen where it says "Start". You will then be asked if you are sure. At that point, once you click that you are ready to start, the tournament will start. It is typical that the ICCF server sends out emails automatically once an event has started to all registered players and the tournament director in an ICCF tournament. Likewise, the server automatically lists the new event on each player's list of games.

#### 5.2.1. Adding a provisional or FIDE rating for an ICCF unrated player

As stated in Appendix I of the Tournament Rules, there are two ways for determining the start rating for a player who has yet to obtain an ICCF rating. The first is to use the player's current FIDE rating if the player has one. (See Tournament Rule 9.4 for more details.) You will find a button to look up a player's FIDE rating using the ICCF server after you added the player into an event (by hitting "Add player"). A player's FIDE rating can only be used if the player has no ICCF rating. If the player has neither an ICCF nor FIDE rating, then an estimate is used based on the type of event. The list from Appendix I of the Tournament Rules follows:

"Assumed rating for a player without a published rating at the beginning of a tournament:

1800 Open class, cup preliminary rounds, international open preliminary rounds

1900 Ladies' WC semifinals, ladies' olympiads

2000 Higher class, cup semifinals, international open semifinals

2100 Ladies' WC finals

2200 Master class, cup finals, zonal championship preliminary rounds, Invitation (team) tournaments, international open finals

2300 Master norm tournaments

2400 WC semifinals, zonal championship semifinals, Olympiad preliminaries

2450 Grandmaster norm tournaments

2500 WC candidates, zonal championship finals, Olympiad finals

For national tournaments the average of the already rated participants is assumed, max. 2400.

For friendly matches, normally a value of 1800 applies. In special cases Team Captains are allowed to propose other values than 1800 where appropriate. These values must be confirmed and may be changed by the Ratings Commissioner before a tournament starts.

For new types of tournaments (such as the Thor Volholt Team Tournament), a value shall be fixed with the announcement of the tournament."

Find the proper rating estimate for your event, and enter it under the “Name” tab, at the bottom where it says “Provisional rating”. (See 5.3.1. Below for details.)

### 5.2.2. Organizing an International Title Tournament

Details specific for organizing an international title tournament are found in 5.3.1.b. below.

## 5.3. Understanding the options offered by the server in setting up a new event

After step 10 is completed above, that is, after clicking “edit event”, you will have numerous options to consider. These are explained below, in order by tab on that “Edit event” page.

### 5.3.1. Under the “Name” tab

There are only two significant options under the “Name” tab: (a) the Rating rule, and (b) the Provisional rating.

a. For most events, the Rating rule options are only “rated” or “unrated”. There can also be “International Title Tournament” for some events. You only select one of these 2 or 3 options, with “International Title Tournament” taking precedent over “rated”, as all title tournaments are rated, but not all rated events are title tournaments.

b. Instructions when organizing an "International Title Tournament":

(1) When you start a new event, you will see an option “National Event” above the Header section; this option should be selected if the event is organised by a national federation (including for memorial or other international title tournaments approved by ICCF). This may seem odd, in that you are organizing an international event, but the header reflects the fact a single Member Federation is organizing the event. That is what the Header "National Tournaments" means.

(2) Select the appropriate Header, which may be "National Tournament"(The available options will vary depending on what you have selected for the previous option.) If organizing a memorial or invitational tournament, then select the federation responsible for the event.

(3) Select the Rating rule "International Title Tournament"

(4) Now on the Edit Event page, under the "Rules" tab, you currently are given options for certain rules for the event. However, to run a proper International Title Tournament, you need to follow only ICCF rules. (The options are there solely for events that are not international.) For **all**

International Title Tournaments, the options you must select are the following:

- a. Flag rule: Auto-flag
- b. Leave rule: No special leave
- c. Tablebase rule: Six Pieces

d. Draw rule: Code of Conduct

(These "options" will become mandatory on the server for any event where the Rating Rule chosen is "International Title Tournament", but that automatic limitation may not yet be implemented.)

The rest of the organization of an International Title Tournament is however you want it to be, within the existing parameters offered by the server.

- c. You have the option of specifying one, and only one rating that will automatically be used by the server for anyone who is otherwise unrated. The proper figures to use can be found above in 5.2.1 , as copied from the Tournament Rules, Appendix 1, #11.

#### 5.3.2. Under the "Size" tab

For team events, there are only two items to complete under this tab: the number of teams, and the number of boards per team.

For individual events, there is only one piece of information to be entered: the number of players in the section/tournament being entered.

#### 5.3.3. Under the "Dates" tab

There are two dates to be entered here: (a) Start date, and (b) End date.

a. The first one, labeled the "Start date", must be entered for every event. The start date is the official date for the beginning of the event; that is, the date when players' reflection times will start to count. (Events can be started on the server prior to the official start date, but reflection time will not be counted during that earlier period until the official start date is reached.)

b. The second one, end date, refers to the date by which a tournament is pre-scheduled to end. If an end date is specified by the TO, all ongoing games (relevant to the reason for an end date, such as for promotional sections) at the end date will be called for adjudication rather than be allowed to complete more normally. End dates are typically set by TOs in tournaments that involve a successive set of sections (such as preliminary, semi-final, and final). Where there is no issue with how long a tournament takes, it is recommended that no end date be set, to allow players to complete their games without adjudication.

#### 5.3.4. Under the "TD" tab

See Sections 5.7 and 6.3 below concerning the rules and procedures for selecting TDs.

### 5.3.5. Under the “Rules” tab

The issues to be determined under this tab include: (a) the time control, (b) automated flag fall, (c) rules for when games can be viewed by others, (d) whether conditional moves are allowed or not, (e) tiebreak rules, (f) the leave rule, (g) the 6-piece tablebase rule, (h) Sofia rule, and (i) the Code of Conduct draw rule. Each of these is described below:

a. The time control is the limiting factor for players’ use of reflection time. Typical is 10 moves within 50 days, with doubling of reflection time used for any days after 20 consecutive days without a move. TOs can, however, use other figures, with the quickest time control allowed for games to be rated is 10 moves in 30 days.

b. The term “flag fall” refers to any occasion in which a player exceeds a time limit related to the use of his/her reflection time. This is also designated as an “etl” (exceeded time limit), and can occur under either of two circumstances: having the move but no remaining reflection time, or having the move and exceeding 40 days of consecutive calendar days since the opponent’s last move.

In international tournaments, the ICCF requires all server-based games to use an automated (server-controlled) process for determining when a player loses a game based on flag fall, what is called “auto-flag”.

In national events, TOs have the choice of using the auto-flag feature of the ICCF server, or requiring players to file claims of opponents’ etls and TDs to respond to such claims.

It is highly recommended that the automated process be used in national events, but this is not required by the ICCF for the games still to be rated. If the “auto-flag” option is not chosen by the TO, then the game is paused by the server when a player exceeds a time limit, but the opponent must file a claim to the TD and the TD must rule on that claim before the win can be finalized (or without a claim being filed within 40 days of the pausing of the game by the server, the TD rules a double forfeit). (See the TD Manual Section 4.)

c. The rules for when other people can view ongoing games are determined by the TO. Common rules range from no delays to delays requiring at least 10 games to be completed (in individual events) with a 5 move delay in each game.

d. Allowing conditional moves is optional for the TO. It is neither required nor forbidden in ICCF events.

e. ICCF rules indicate that the Baumbach system (where wins are counted) is to be the first tiebreak system used in ICCF events. TOs in national tournaments have the option of specifying another listed option.

f. Special leave (that is, leave upon special request that is beyond leave time scheduled at the beginning of a tournament) is not allowed in ICCF events. TOs in national tournaments have the option of allowing the special leave option, but TOs should be aware that the ICCF no longer supplies a board to consider such requests. It is therefore highly recommended that special leave not be allowed even in national tournaments.

g. The 6-piece tablebase rule allows players to claim wins or draws when there are no more than 6 pieces remaining on the board (including the kings) and the ICCF sanctioned 6-piece tablebase supports the claim. In ICCF events, this rule is not optional, but must be used. In national events, TOs have the option of using this rule or not.

h. The Sofia rule allows TOs to specify the minimum number of moves that must be made in a game before players can agree to a draw. Use of this rule is optional for all TOs. If chosen, the TO needs to specify the move threshold until which players will not have the option of offering a draw. The purpose of this optional rule is to ensure there are no “quick draws” in a tournament; such that there will be more “fighting” chess. In general, TOs should consider using this rule for norm tournaments, tournaments involving money prizes, and/or in promotional events. In events where the main purpose of play is simply for the enjoyment, such as Friendly Matches, it is recommended that the Sofia rule not be employed.

i. The Code of Conduct draw rule allows a player to make a draw offer to his/her opponent only once during a game, unless the opponent subsequently offers a draw to the player who initially made the draw offer. (After such a subsequent offer from the opponent, the initial player can decline that offer, but later make a new draw offer if so desired.) In other words, more than one draw offer can be made by a player during a game only if there is an intervening draw offer from the opponent, and never without such.

This rule is optional only for national tournaments. It is mandatory for all international events.

The concept behind this restriction is to reflect the idea that such a draw offer communicates that the player is no longer playing for a win, and the opponent's declining the offer indicates that the opponent is still playing for a win. There is no need to establish these things again (that is, for another draw offer from the same player to the same opponent), unless the opponent decides there is no longer any reason to play for a win. The title of “Code of Conduct” draw rule was chosen to reflect the impetus for this rule - to prevent harassment of an opponent through very repetitive (and therefore potentially harassing) draw offers.



### 5.3.6. Under the “Registration” tab

For invitational tournaments, friendly matches, and other events for which the TO takes registrations directly, there is nothing to be completed under this tab. For events involving “Direct Entry” (where players register themselves, potentially including by making payment of participation fees), see section 5.5 below.

### 5.3.7. Under the “Certificates” tab

TOs can arrange for the players coming in the top position(s) in an event to receive a certificate commemorating the accomplishment. All the TO needs to do is specify under this tab that certificates are desired, and the number of places among the top finishers who should receive such a certificate. See section 10 below for other details.

### 5.3.8. Special procedures for national events

The ICCF advises that all ICCF rules and procedures are followed in national events, but acknowledges this is not completely required for games still to be rated by the ICCF. All allowed exceptions are described in the relevant sections above except one. For any event designated as a “national event” by the TO in setting up an event, the TO can opt out from using the ICCF automated adjudication system. The opting out process is then accomplished manually, not automatically. When the TD (in a national event) is about to grant an accepted withdrawal, the TD needs to stop the clock(s) of the relevant game(s), and then proceed conducting the adjudication process manually (by contacting/informing the players involved, finding an adjudicator, sending the required information to the adjudicator, and receiving and recording the adjudication results.)

## 5.4. When to start an event

At least one week before the official tournament start, the start list, (plus the valid Playing Rules and the Rules Guidelines if the tournament is non-webserver) is to be sent out to the players by the tournament organizer. In server events, this is done by starting the event after registering the official start date of at least 1 week beyond the start date.

## 5.5. How to organize registrations and direct entry

To organize registrations and Direct Entry (should entry through the Direct Entry Program be required):

(a) Follow the steps in Section 5.2 “Setting up a tournament involving individuals on the ICCF server”.

(b) Under the “Registration” tab referred to in Section 5.3.6, click the check box for “Apply for DE fees”. An email is automatically sent to the Direct Entry Commissioner.

- (c) Under the “Registration” tab click the check box for “Web Server”. This will ensure that once you have exited the tournament set-up wizard that your tournament will appear in the “New events” list.
- (d) If you wish to receive entries through the National Delegates, then click the check box for “National Delegate” under the “Registration” tab.
- (e) Exit the tournament set-up wizard by clicking “OK” until you have exited the wizard.

After The Direct Entry Commissioner receives the Tournament Organizer’s request for DE fees, he will apply the appropriate fees to the tournament typically within one day, and inform the Tournament Organizer that DE fees have been set.

If the Tournament Organizer is not accepting entries by Direct Entry, then step (b) is not required.

#### 5.5.1. Ensuring all registrations are appropriate

All players must have an ICCF ID number. Each player entry must be verified using the player’s provided ICCF ID number and/ or name in the format "Family name, First name" using the online Rating list located here:  
<https://www.iccf.com/RatingList.aspx>.

Players new to ICCF and without an ICCF ID should be assigned one based on their country of residence and their information added to the online ICCF database. Each country has a designated person in charge for registering new players. In the majority of cases that person is the national delegate. Contact the respective national delegates to accomplish this task.

While not mandatory, it is highly recommended that TOs check to see if a player is suspended before accepting that person's entry. It is preferable to notify the suspended player that he/she cannot take part at the time of entry rather than at the start of a tournament. Also, waiting until the TO is formulating groups to find out about any suspended player can lead to significant "last-minute" problems in having the exact multiples required for each group to be of equal number. Checking for suspensions prior to organizing the sections of multi group events is also recommended, so the evenness of such groups can be assured. (See section 5.6 below.)

Once all registered players have been verified and entered in the online ICCF database, the organizer can start preparing the groups. This should be done considering the following guidelines:

- (a) In multi stages tournaments (example of a 3-stage tournament: preliminary, semifinal, final) each player can enter/ qualify for (see also 5.6):

- preliminary: limited or unlimited number of groups
- semifinal: no more than 2 groups
- final: no more than 1 place
- additionally, in the Champions League, a player cannot play in two same-level sections within the same “season”, even by becoming a substitute player on a temporary basis (see Tournament Rules section 5 for more details).

(b) Allocation of players in groups (including preliminary and semifinal) should be done randomly with attention for:

- geographical distribution representation
- new players to ICCF should be assigned an appropriate temporary rating as agreed by the ICCF Ratings Commissioner (see Tournament Rules Appendix 1 for the list of appropriate temporary ratings)
- the number of players per group should be equal or not more than within 1 for all groups
- equality of the average rating between groups (as close as possible). This is particularly true for title norm events, where the norm categories should be as even as possible across sections of the same tournament.

(c) Assigning TDs per each group should be done considering the following guidelines (see also 5.7):

- the selected TDs are from the official ICCF TD list located here:  
<https://www.iccf.com/TDList.aspx>
- the TDs have the appropriate TD Level (1, 2 or IA) for the category of those groups
- ensure as much as possible the assigned TDs are not from the same country as any of the players (except for national events where the TD is often from the same country)

(d) The time frame for the tournament (or each stage) should be clearly specified:

- start date
- time control
- fixed end date for all games or chosen date when all games affecting any qualification (preliminary and semifinal stages) must be stopped and adjudicated to enable the upper stages (semifinal and final) to start
- in the case of a tournament in stages all games not affecting any qualification should be allowed to continue until finished

## 5.6. Rules for multi group tournaments

Different sections in the same multi group tournament (such as preliminary or semi-final sections of promotional tournaments) must be as even as possible in terms of:

- (a) the number of players in each section and
- (b) the average ratings across sections (that is, their norm categories).

If this sorting of players needs to be accomplished manually, a recommended procedure is to (1) determine the number of sections/groups in the tournament (referred to here as “N”; based on the number of entries and the advertised number of players per group), (2) list all the players in order by rating, (3) divide the list into N “segments”, and (4) from Group 1 by selecting the top player in segment 1, the bottom player in segment 2, the top player in segment 3, the bottom player in segment 4, the top player in segment 5, etc., until you have taken one player from each segment. To determine Group 2, remove all players from Group 1 from your segments. Then start again, selecting the top player from segment 1, the bottom player from segment 2, top player from segment 3, etc. After forming Group 2 in this way, again remove these players from your segments, and repeat the same procedure for all remaining groups. The only precaution here is that you need to ensure that no player is assigned to a group more than once even if the player registers for the event multiple times - be sure you remove all players from the segments before forming the next Group.

Additionally, the distribution of players from the same country must be approximately even across sections; that is, there should not be a significant bunching of players from one country in one section while another section has few players from that same country. To accomplish this manually, take your Groups (determined through the above procedure), and make sufficient switches of players with approximately the same ratings across the multiple groups, these switches being chosen specifically to decrease the number of players from the same country in any one section.

No player who is allowed to registered multiple times in the same tournament can be paired against himself/herself.

#### 5.7. Selecting the TD and backup TD

The determination of who will be appointed as TD (and backup TD) for an event (or as TDs in multi group events) will be accomplished through the ICCF server, at least under most circumstances. The Tournament Organizer (TO) makes this happen for each event by inputting the needed information to the server so a proper TD can be selected. Such information includes the following sets of data:

- a. the list of players’ ICCF ID numbers,
- b. the type of event (including if a norm category event), and
- c. the countries involved (for events such as a national tournament, or a friendly match or an unrated event).

The easiest way to ensure you input the proper data is to avoid requesting the assignment of a TD until after you load the complete roster of players into the server in setting up the event.

To use the automated TD selection procedure:

(1) Start the registration of your event on the server in the usual way, by clicking on "Create event" in the left hand column of the ICCF home page.

(2) On the "Create Event" page, choose either method (using default settings or by copying an existing event).

(3) Any time after inputting that selection, you will find the usual link to "Edit event". Click on that link.

(4) Under the TD tab, you will find a new button entitled "Automatic TD Selection". Click on that button to get the name and ICCF ID for the automatically selected TD.

Do not bother to hit this button until after you have input the rest of the details for your event - both the type of event and the players involved. The reason for this is that the server is designed to ensure that organizational rules are followed (such as no player in an event can be the TD in that same section of the event; that an IA is required to direct a Category 7+ event, etc.) If you use the automated TD selection button prior to inputting the rest of the details of your event, you will get a selected TD, but you may just need to do the process again later because your subsequent input caused the originally selected TD to become inappropriate. Put simply, make the selection of the TD the last thing you do in setting up your event on the server.

**ALWAYS write an email to the selected TD**, whether selected automatically or by your own input. Your email should say something like:

"You have been selected to serve as the TD for the event [event name] with a scheduled start date of [date]. Please let me know if you are available to direct this event."

TD's will have been instructed to respond to such notes very quickly, so as not to impede the start of your event. If you have not heard back within 4 days, just select a different TD. Even though all TDs have volunteered to serve as TDs, it does not mean that they are always available any time their name comes up.

If a TO so desires, the TO can request a specific TD to direct a specific event. [TOs can also request the selection of an IA even if a Level 2 TD (but not a Level 1 TD) would be sufficient for the event.] If the TO makes a specific request for TD, the server will appoint the requested TD if there is no rule against that appointment (and the TD agrees to the appointment). Such rules are (a) the TD is not and will not be a player in (that section of) the event, (b) the TD is of the proper TD level for the event, (c) the TD is of the proper specialization for the event, (d) the TD has passed the relevant TD Manual Review Test for that specialization, and (e) if a national event, priority is to be given to a TD from the host country unless the TO specifically requests otherwise. In multi-section tournaments, it is recommended that the TD and backup TD be people who are not playing in the event at all, though it is allowed for either to be playing in sections for which they are not directing. All TDs maintain the right to decline any appointment without explanation being needed, whether the TD is selected by the server or the TO by request.

A TO cannot serve as a TD or backup TD unless the TO also meets the TD requirements for that event.

## 6. Organizing a tournament involving teams of players

At no time can an event be organized where a player is registered to play against himself/herself.

### 6.1. Setting up a tournament involving teams on the ICCF server

Once proper authorization is granted, a TO can set up a new team tournament by following these procedures:

1. The initial stages in creating a team match are the same as described in 5.2 related to creating a tournament involving individuals. Once you get to step #9 in 5.2, you will see your newly created team match or tournament on your Event list.
2. Click where it says "Allocate teams" following the name of your new event in your list.
3. Although not required of you, it is most efficient for you to work from a list of players for each team coupled with their ICCF numbers, along with the ICCF numbers for each Team Captain and the Tournament Director. You will need those numbers to register players, the Team Captains, and the Tournament Director, such that having a list of those in front of you when needed saves time later, and often prevents errors.
4. On the next screen, click where it says "Edit event". On the screen you then go to, you will have all available options to edit your new event to fit the details you wish to have. Just click on the different tabs to see your different options, and complete all the boxes according to your desires. When you are completely through doing this across all of the tabs, click underneath where it says "Ok". Until the actual start of the event, you can always go back and change any of the details you just specified. If at any time (again until the start of the event) you wish to cancel the event, click the phrase "delete event". If you simply wish to go back a screen, wiping out what you specified while editing the event but not the event itself, click "cancel".
5. After clicking "Ok" within the "edit event" option, you will be taken back to the "Team allocation" screen. This time, click where it says "Add team".
6. Complete the boxes for the next screen. The "name" is the name of the team about to be entered. Use the menu for specifying the country. Use the person's ICCF number for specifying the Team Captain for the first team you are going to enter. If you do not already have the number, you can put in the person's last name and click on "lookup". The server will help you find and enter the proper number. Click "Ok" when done with this screen for the first team.

7. On the next screen, before doing anything else you should again click where it says “Add team”. Add the next team in the same way as you entered the first one. Continue to add teams in this way until you have entered them all.
8. Next, you will need to click where it says “Allocate players” for each board, to enter the player for that team who will be playing that board. You are going to enter one board at a time, entering all of the players on that board across all of the teams in the tournament before you start entering players on successive boards. After clicking “Allocate players”, you will be taken to another screen. Add the player’s ICCF number for your first team in the proper box, making sure the proper team name is in the box under the player’s name. Click “Add player” after you entered the ID number (and proper team name). This will register the player and take you back to the player allocation screen. You can then continue this same process to add players from the other teams who will also be playing that same board (making sure that each time you enter a player number you also change the name of the team listed for that player). When you have added all “board 1” players, for instance, then instead of clicking “Add player” after coming back to the Player Allocation screen, click where it says “Go to team allocation”.
9. This will take you back to where you can click on “Allocate players” for a board different from the one you just completed. Repeat the same process as above to complete this next board’s set of players, as well as every other board for the tournament.
10. When you have completed each entry, it is recommended that you check (using the “Edit event” button) each specified detail for the tournament, and (if you were not checking as you entered players to each board) each set of players to ensure you made no clerical mistakes. You can easily make any desired changes at this point, but not at all easily once you go to the next step.
11. The next step is to click at the bottom of the screen where it says “Start”. You will then be asked if you are sure. At that point, once you click that you are ready to start, the tournament will start.
12. It is typical that the ICCF server sends out emails automatically once an event has started to all registered players, the team captains, and the tournament director in a team event. Likewise, the server automatically lists the new event on each player’s list of games.

#### 6.1.1. Setting up a Champions League season on the server

The Champions League is a team event, under the jurisdiction of the Non-Title Tournament Commissioner. It is described in detail in the Tournament Rules section 5.

This competition is of a unique nature among ICCF events in that it involves simultaneous play among many teams that do not necessarily represent specific countries or member federations. The Champions League team tournament is



played in 2 year cycles called seasons. Play occurs in three different divisions: A, B, and C (A being the highest, C the lowest). At the end of each season, the top teams can promote to/stay in the higher sections.

The formation of 4-person teams is the responsibility of the players themselves. The TO has no responsibility in that regard. Each team must have a name and a Team Captain. New teams can enter the Champions League, division C, at the beginning of any new season. A "new team" is by definition a team:

- which has not previously competed in this League, or
- where at least 2 players have not previously played in this League, or
- where at least 2 players have not played together with the other 2 players in a previous League team.

No player can be on more than one team within one division during the same season.

All Champions League team entries must be made through the ICCF Direct Entry system. The registration process for each season is open to (a) teams active during the previous season, (b) teams that previously played in the ICCF or Champions League but were inactive during the previous season, and (c) teams new to the League. The latter two categories of teams necessarily can register only for division C.

Further information about this League can be found in the Tournament Rules section 5 or obtained by contacting the ICCF Non-Title Tournament Commissioner.

#### 6.1.2. Template for team registrations

There is no formal requirement for how submissions of teams for registration into the Champions League need to be made. For the sake of ensuring a TO gets all required information, however, it is recommended that the following be used, and used specifically in this text format (to avoid different software accessing problems):

#### TEAM INFORMATION FOR CHAMPIONS LEAGUE REGISTRATION

Current Team Name:

Old Team Name (if different):

Team ID #: (enter "new" if a new team)

Team Division: (A, B, or C)

For this season: (either "yes", or specify for which season)

Player Board 1:

First name:

Family name:

Country:

ICCF #:

Email address:  
Player Board 2:  
First name:  
Family name:  
Country:  
ICCF #:  
Email address:  
Player Board 3:  
First name:  
Family name:  
Country:  
ICCF #:  
Email address:  
Player Board 4:  
First name:  
Family name:  
Country:  
ICCF #:  
Email address:  
Team Captain:  
First name:  
Family name:  
Country:  
ICCF #:  
Email address:

## 6.2. Selecting the TD and backup TD

The process of selecting the TD and backup TD for a team event is exactly the same as for individual events. The procedures and rules are described in 5.7 above.

## 6.3. Determining the Team Captains

The determination of Team Captains(TCs) is conducted by the National Delegate, Zonal Director, or whoever is the person who organized the team itself. TOs do not have the responsibility of designating the TCs except (a) in Friendly Matches when serving as the main organizer for one Member Federation (MF) or (b) when a team exists for which there is no MF. In those exceptional situations, there are no restrictions on who may serve as the Team Captain for either team except that the person needs to be a fully registered player on the ICCF server. Typically in those situations, a member of the team is nominated to be its TC.

## 6.4. When to start an event

At least one week before the official tournament start, the start list, (plus the the valid Playing Rules and the Rules Guidelines if the tournament is non-webserver) is to be

sent out to the players by the tournament organizer. In server events, this is done by starting the event after registering the official start date of at least 1 week beyond the start date.

## 7. Why your newly created event will not start and how to fix it

If the server will not start a newly entered event, there are a few things you can do to attempt to fix that situation:

1. Check to see that all players registered for the event are actually registered online with the server. You can see whether or not each player is registered by looking at his/her individual listing on the screen where you entered his/her ID number/name for entry into the event. A player can have an active ICCF ID number, but either not yet registered with a password or be lacking a registered email address. The server will not start an event inclusive of a player who is not fully registered. The solution is to get that player fully registered. The event will start normally after that problem is addressed, if that is the sole issue.
2. Check that you completed each required box among the many "Edit event" screens. Failure to complete required information will prevent the start of the event. The fix for this problem is simply to complete entering all required information about the event.
3. If you get no response at all when you try to press the "Start" button, check that you still have an internet connection. If you do, and still nothing happens, do not be afraid to reboot the system. You should not lose anything you typed in previously to define the event and player list as long as the system was working at that earlier time. (And if it was not, then there is essentially no way to save your work anyway.)

## 8. When a player withdraws

When a player withdraws from an event prior to its being started on the server, the TO should simply find a replacement player (through the relevant National Delegate, Zonal Director, Team Captain, or directly in the case of friendly and unrated matches).

When a player withdraws from an event after it has been started on the server (including before the official start date), the Tournament Director (TD) will determine what should happen. The TD may ask the TO to arrange for a substitute or replacement player. (See the TD Manuals, sections 6.3 and 6.4 for the definitions of these terms.) If this happens, the TO should facilitate finding the substitute or replacement player by contacting the relevant National Delegate, Zonal Director, Team Captain, or do so directly in the case of friendly and unrated matches.

## 9. Offering prizes, medals, and trophies

TOs are allowed to offer monetary prizes, medals, and trophies for events only to the degree approved by the relevant National Delegate and within any relevant ICCF limitations. Before offering monetary prizes, however, TOs need to ensure that the anticipated payment process has been clearly established and approved, as described in the section below.

TOs are responsible for specifying at the beginning of each event how monetary prizes will be divided in cases of ties. As guidance, monetary prizes are typically split among all players tied for that prize, even if only a smaller number of tied players are allowed to go on to a next level in a promotional tournament. In other words, a player can be designated the single winner of an event based on tie breaks but still evenly split the prize money with other players who only came in lower places solely due to tiebreaking.

### 9.1. Distributing monetary prizes internationally

TOs need to be aware that there are often problems in distributing monetary prizes internationally. The only real options are Paypal and Western Union. (Presuming that payments can be made through intermediaries at Congress is a faulty plan.) Even with these two options, there are some places in the world where Paypal is not accepted/allowed, and Western Union can be bypassed.

It is recommended that a tournament announcement involving a monetary prize also specify that specific manner by which the money will be distributed. An example of that would be using the phrase, "All monetary prizes will be paid by Paypal. If the winner of a monetary prize cannot make arrangements for receiving the money through Paypal, that person will forfeit the prize; and the money will go to the player next in line."

TOs must have prior authorization to offer a free entry for a future tournament.. This authorization can be requested by the TO from the ICCF Finance Director (FD) and/or the ICCF Direct Entry Commissioner (DEC), but must be obtained prior to any announcement of the prize. Once approved, the DEC will supply the TO with a code for a "token" to be used by the player.

TOs cannot offer the prize of a general credit with the ICCF, to be used at the player's discretion. Any request for a free entry prize must pertain to a specific tournament.

## 10. Automatic certificates for section winners

When setting up an event, Tournament Organizers have a box they can check to enable for certificates to be made available at the end of the event. (See section 5.3.7 above for details.) When an event has finished, a TD can look at the final cross table to see if the server will offer to allow TD to send any pdf certificates. Any certificates earned by players will be sent to them by the server.

## 11. Addressing adjudications

TOs used to have the responsibility for finding adjudicators when needed. This is no longer true, as the adjudicator selection process is all automated once initiated by the TD. TOs no longer have any responsibility concerning adjudications except potentially for giving input to TDs about when sections need to be ended due to time constraints for successive tournaments. (If the TO set up the tournament with a scheduled end date, then the TO need do nothing more. The TD will receive automated notices and instructions concerning the scheduled end date.) If no end date was scheduled, TOs should initiate such communications to TDs when an event needs to come to completion.

## 12. Where to find further help

If you need further help, contact one of the following people:

- a. With questions about how to set up an event, contact the Arbiter Committee Chair
- b. With questions about how to interpret a rule, contact the Rules Commissioner
- c. With questions about the approval process for a tournament, contact the World Tournament Director
- d. With a need for help with the ICCF server, contact the Arbiter Committee Chair (for “how-to” questions) or the Services Director (for “I made an error and need someone to fix this for me” requests).
- e. With a need for help to set up Direct Entry, contact the Direct Entry Commissioner.

You can find contact information for all of the listed people from the ICCF homepage, under “ICCF Officials” and clicking on the relevant person’s name.

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