



# International Correspondence Chess Federation

## THE TOURNAMENT DIRECTOR'S MANUAL – POST (formerly known as the Arbiters Manual)

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## **1. The Tournament Director (TD)**

### **1.1. The responsibility of a TD**

The Tournament Director (TD) is responsible for the smooth running of tournaments, the progress of the games, and (along with delegates from the national federation) ensuring that tournaments follow all applicable ICCF rules to ensure the integrity of the ICCF rating system. Every ICCF tournament must have a TD. The definition of what constitutes an ICCF tournament can be found in Section 1.3 below.

Reference: Tournament Rule 9.2; Playing Rule - Postal 1b

### **1.2. The philosophy for the TD role**

All TDs will deal with any disputes, concerns, and complaints in an impartial and timely manner.

TDs are expected to follow a specific philosophy in enforcing rules of play:

- a. The “Amici Sumus” philosophy should permeate throughout ICCF and the activities of all players and officials.
- b. It is expected that players and Team Captains will resolve minor issues by themselves, without any need to involve the TD. TDs should respect the players’ and Team Captains’ ability to do this. All major disputes, however, should be referred to TDs immediately and handled by the TDs. The differentiation of major and minor issues is exemplified by the following list of major issues: an alleged Code of Conduct violation by anyone, a player’s silent withdrawal, a Team Captain’s failure to fulfill TC duties, a need for a player substitution or replacement, a rule interpretation inquiry, and any allegation of cheating. This list is not comprehensive, but illustrative.
- c. Although TDs are expected to exercise their initiative in resolving problems, they should observe all rules and guidelines carefully and seek experienced advice if they are unsure

about the best way to handle a problem. It is far easier to deal with consequent problems if a decision has been well thought through before action is taken, rather than trying to sort out a problem resulting from a hasty or ill-considered decision after it has been made and communicated to players, etc.

Procedures for directing tournaments: The TD must respond to the players promptly, especially on the following points, to prevent players from being frustrated or withdrawing.

General duties include:

- a) Promptly answering player questions (about rules, etc.) and queries within 4 days. If an answer is not known within that time frame, the TD should still send a note within 4 days stating the issue is being investigated.
- b) Promptly work on claims and solving problems (“opponent doesn’t react”, time exceeding, intentional delays, inappropriate comments by a player, etc.)

Any matter not covered in these rules shall be decided by the Tournament Director according to principles stated in ICCF Statutes and Rules, or the Code of Conduct Guidelines, as applicable.

Reference: Code of Conduct; (previous Arbiter Manual 2.4., 2.4.1.5., 2.4.2. & 2.4.3.2.)

### **1.3. Levels and specializations of TDs**

LEVELS: There are 3 distinct experience levels for Tournament Directors. All people new to tournament directing start at Level 1. Level 1 TDs can become Level 2 TDs simply through accumulating experience directing at least 200 games (that are all recorded on the ICCF server) under the guidance of a mentor. (The “mentor program” is explained below in section 2.3.) The change from Level 1 to Level 2 will happen automatically by the server when the 200th game directed is recorded. “Level 3” is properly called International Arbiter (IA) and requires more experience and a longer period of having a mentor, the mentor’s approval, the Arbiter

Committee recommendation to the Qualifications Commissioner who confirms that title requirements are met, and the approval of the Congress. (Specific details are found below in section 2.4.) The IA title is a life title, while Levels 1 and 2 are simply designations reflecting degrees of experience.

**SPECIALIZATIONS:** Once this manual goes into effect, every TD must enter into the server his/her area of specialization, with the options being “server-based”, “postal”, or “both”. This designation will be required prior to the TD being allowed to direct any new event. After entering this designation of a specialization, the TD will not be allowed by the server to direct any event not of the type included in his/her declared specialization(s) (unless the TD has a mentor of the proper specialization - see section 2.3). Likewise, no Level 1 or Level 2 TD will be allowed to have a mentor who does not have at least that same type of specialization. For example, a Level 1 TD who wishes to direct postal-based events must have a mentor who also specializes either in postal-based events or events of both types. All Levels can be achieved by specializing solely in postal-based directing or solely in server-based directing, if so desired.

Reference: (None)

#### **1.4. When a TD is required**

Following are three lists of ICCF events differentiated by the level of TD required. The first list can be directed by an ICCF of any level. The second list must have a Level 2 TD or International Arbiter (IA). The third list must have an IA in the TD role.

The following are considered ICCF tournaments that must be controlled by an ICCF TD [but of any level: Level 1 TD, Level 2 TD, or International Arbiter (IA)]:

- a. Promotion Classes (Open Class, Higher Class, Master Class), whether ICCF or Zonal in sponsorship;

- b. Thematic Tournaments;
- c. Preliminary rounds of Zonal events (Class events; Championship Preliminaries; Team events Preliminaries; etc);
- d. Preliminary rounds of Chess 960 Tournaments (excluding the Chess 960 World Cup);
- e. Aspirer Tournaments;
- f. ICCF rated national tournaments.

The following are ICCF tournaments that must be controlled by an ICCF Level 2 TD or IA (not Level 1 TDs):

- a. World Championship Preliminaries;
- b. World Cup Preliminaries and Semifinals (including Chess 960 World Cup events);
- c. Final sections of Chess 960 Tournaments (excluding the Chess 960 World Cup);
- d. Server Open Tournament Preliminaries and Semifinals;
- e. ICCF League Tournament (Promotional League);
- f. Invitational or other title norm tournaments in Category 1-6;
- g. Semifinal rounds of Zonal events (Championship Semifinals; Team events Semifinals; etc.).

The following are ICCF tournaments that must be controlled by a TD with the IA title (not Level 1 or Level 2 TDs):

- a. World Championship Semifinals;
- b. World Championship Candidates;
- c. World Championship Final;
- d. Olympiad Preliminaries;
- e. Olympiad Final;
- f. World Cup Final (including the Chess 960 World Cup Final);
- g. Grandmaster Norm tournaments;

- h. Master Norm tournaments;
- i. ICCF League Tournament (Champions or Challenger section);
- j. Server Open Tournament Final;
- k. Invitational or other title norm tournaments of Category 7 or higher;
- l. Zonal Championship Finals;
- m. Zonal team event Finals.

Every tournament run by an international correspondence chess organisation affiliated with the ICCF must also have a TD. TDs from those organisations report directly to the organisers from that organisation and not to the Arbiter Committee (ACO). If the organisation wishes to have its event rated by the ICCF, the TD must follow the rules and procedures found in this manual.

Reference: Playing Rule - Postal 1b & 13b

### **1.5. Proper conduct for TDs**

TDs and/or backup TDs (the person designated by the Tournament Organiser to serve as TD if the original TD can no longer serve either temporarily or permanently) shall not play in a tournament in which they are directing or potentially going to be directing with the exceptions that backup TDs can play in national events, friendly matches, and unrated events in which they may end up directing. This restriction will be put in place automatically by the server at the time the event is placed onto the server (or at the time of selection of a TD if that process is done automatically).

Reference: (previous Arbiter Manual 2)

## **1.6. Special considerations for national tournaments**

ABOUT THE TD: Any TD who directs a national tournament that is to be rated by the ICCF needs to have met the requirements of a Level 1 TD, Level 2 TD (including through being “grandfathered” into being a Level 2 TD at the time this manual goes into effect), or International Arbiter (IA). The purpose for this requirement is to ensure that play conforms to ICCF Playing Rules to maintain the integrity of the ICCF rating system. Although both TDs and backup TDs shall not play in any international tournament in which they are directing or potentially going to direct, backup TDs are allowed to play in any national event in which they might direct.

Reference: (None)

## **1.7. Special considerations for international tournaments**

All international tournaments must be conducted by a TD who will ensure that play conforms to ICCF Playing Rules. No TD or designated backup TD shall play in a tournament in which he/she is directing or potentially going to direct (except backup TDs are allowed to play in friendly matches and unrated events). Tournament Organizers for international tournaments can request that the TD for a specific event be an International Arbiter (IA) even if a Level 2 TD would have been technically sufficient for that event.

Reference: Tournament Rule 11.1 & Appendix II.1.

## **2. Becoming a TD and International Arbitrer (IA)**

### **2.1. Requirements to become an ICCF TD**

To become and maintain being an ICCF TD, the person must:

- a. Have the following knowledge:
  1. Sufficient knowledge to understand and communicate in English language (Exception: This knowledge does not apply to those TDs who exclusively run national tournaments, provided that there is a localized version of server and a valid version of the TD Manual translated into the mother tongue.);
  2. Good knowledge of the ICCF Playing Rules;
  3. Good knowledge of the Rules Guidelines;
  4. Good knowledge of the ICCF statutes;
  5. Good knowledge of this manual (the ICCF Tournament Director's Manual, what previously was called the Arbiters Manual). (This last requirement is measured by the prospective TD needing to pass an "TD Manual Review" test administered through the server\*.) (Exception: This "TD Manual Review" test requirement does not apply to those TDs who exclusively run national tournaments, unless they are allowed to take the test in their mother tongue.)
- b. Have the following abilities:
  1. Adequate computer skills;
  2. Good communication skills;
  3. Demonstrated ability to encourage the ICCF motto "Amici Sumus" in all communications
- c. Have the following computerized access:
  1. Access to a computer and to the internet;
  2. A working email address;
  3. A continuously updated and working virus scanner for the person's email;

4. Ability to read major types of file attachments including text, Word, Excel, PDF
- d. Have the following experience:
  1. Completed at least 100 ICCF rated games through the ICCF (to ensure the person has sufficient knowledge of how CC games and tournaments are played)

\*The TD Manual Review test mentioned above is something every prospective TD can take at his/her leisure through the ICCF server. The test is “open book”, meaning the person is expected to look up each answer to the test questions in the manual before responding on the test. There is no time limit in taking the test, as it is not designed to make people fail. It is specifically designed to ensure prospective TDs are familiar with the contents of this manual before being responsible for implementing its outlined procedures. However, once this manual goes into effect (and beyond a one-time grace period the length of which is to be determined), no one will be allowed to direct any new event without first passing the test, including IAs and Level 2 TDs. After any person passes the test once, he/she will not be required to take that same test again until if and when the manual goes through another substantial revision. Upon passing the current test, TDs will again be allowed to direct whatever tournaments their level dictates.

Reference: (previous Arbiter Manual 2.1)

## **2.2. Obtaining approval to become an ICCF TD**

Interested players should apply to the World Tournament Director (WTD), or ICCF Tournament Commissioners by email and state their preferences and abilities. The WTD (or designee) will register the person on the ICCF server as a TD. TDs are ultimately appointed to direct an event by the event’s tournament organizer (TO), but an automated selection process limits the TO’s options in that regard by enforcing the requirements stated in this manual. No TD shall work in tournaments organized directly by the ICCF without the confirmation of the WTD.

Reference: (Previous Arbitrator Manual 2.2)

### **2.3. The mentor program**

A mentor is a more experienced TD who serves as a consultant to a lesser experienced TD. The purpose of the mentor program is to ensure:

- a. that new TDs have an experienced guide to help ensure proper learning of the ICCF rules and procedures, and
- b. that TDs seeking the title of International Arbitrator (IA) have the best training possible while earning that title.

#### **2.3.1. When is a mentor required**

A mentor TD shall be assigned to every Level 1 TD by the WTD when the person is ready to begin TD work. This assignment may be done through an automated process (unless specifically requested otherwise of the WTD). The selected mentor TD will remain available to the TD on an ongoing basis throughout the time the TD is Level 1 and, if the TD anticipates pursuing the IA title, also the time the TD is Level 2. Mentor assignments can be changed upon request of either the TD or the mentor to the WTD.

Reference: (Previous Arbitrator Manual 3)

#### **2.3.2. The role of a mentor**

The mentor TD is a teacher or advisor rather than a supervisor. The mentor TD shall be a contact point for a TD when problems arise, to serve as consultant. When replying to any correspondence from players, a Level 1 TD must send a copy to his mentor. The mentor shall help with difficult claims from players, rule questions, and interaction with ICCF officials and national federation officials. The mentor TD should also provide an assessment of the TD's

capabilities if and when the TD applies for the IA title or at any time when requested by the Arbiter Committee (ACO).

Reference: (previous Arbiter Manual 3 & 3.1)

### **2.3.3. Who can be a mentor**

Every mentor TD for a Level 1 TD needs to be at least a Level 2 TD. Every Level 2 TD wishing to pursue an IA title must have a mentor who is an IA.

Reference: (previous Arbiter Manual 3)

### **2.3.4. How to get a mentor**

Level 1 TDs shall be assigned a mentor by the WTD. The WTD can use an automated process through the ICCF server to make this assignment. The advice of the ACO can be requested if desired. Every IA and Level 2 TD is a potential mentor TD. Requests will be made of all such people (most regularly through an automated email process, though the request can be through postal communication) to serve as mentors for other TDs for who they are suitable. Serving as a mentor is not required of any TD, but it is hoped that at least IAs will consider this type of assignment as a responsibility of the life title. The ACO shall ensure there is an automated list of all IAs and Level 2 TDs indicating the number and names of TDs that each IA and Level 2 TD is mentoring. A mentor may be replaced by the WTD or the ACO as needed, for any reason.

Reference: (previous Arbiter Manual 3 and 3.2)

### **2.3.5. When a TD can stop having a mentor**

A Level 1 TD cannot direct events independently, that is, without having a mentor, until he/she becomes a Level 2 TD. This status change from Level 1 to Level 2 occurs when the Level 1 TD has directed at least 200 games recorded on the ICCF server (whether from ICCF events or not). Level 2 TDs who are pursuing the title of IA can stop having a mentor when that title is approved by Congress. If a Level 2 TD never desires to pursue the IA title, or stops desiring to pursue the IA title, he/she does not need a mentor except in one circumstance. A Level 2 TD or IA can be required by the ACO or WTD to have a mentor for any individualized purpose. In such a situation, the ACO or WTD will also determine for how long that requirement will be in effect.

Reference: (None)

### **2.3.6. Requirement for mentor when returning to TD role**

Any TD whose last directed event officially ended within the past 2 years and has never had the TD role suspended, may become an active TD again without any application or special requirement for a mentor.

Any TD including an IA whose last directed event officially ended between 2 and 5 years ago, and never had his/her role of TD suspended by the ICCF or a National Federation is permitted to return to active status. The TD may be required by the WTD to have a mentor for the person's first 3 events when coming back into serving as a TD. This decision by the WTD should be based on two considerations:

- (a) all Level 1 TDs must have a mentor as long as they are at Level 1, and
- (b) for Level 2s and IAs, the consideration is the degree to which the rules and guidelines for TDs have changed since the person's previous directing experience.

Any TD including an IA who has not directed any event for over 5 years and never had a suspension of the TD role is permitted to return to active status, but MUST have a mentor appointed by the WTD before serving again as a TD. This mentor requirement is to be in place:

- a. for the first 3 events directed by a returning IA and
- b. for the first 5 events by a returning Level 2 TD.

These requirements are mandatory even if the person no longer required a mentor when he/she last served as a TD.

Reference: (None)

## **2.4. Becoming an International Arbiter (IA)**

An IA is one who has proven his or her ability as an ICCF Tournament Director, has met the minimum requirements listed below, and has been awarded the title by the ICCF Congress. This title is not limited in time once granted and can only be suspended through a decision by the ICCF Congress (see Section 2.6.2).

The minimum requirements to become an IA (also listed in Tournament Rule 10.9 once that rule is updated) are:

- a. Quantitative requirements as determined by the number of games supervised as TD and the amount of time served as TD - the TD must have directed over 1000 postal completed games (completed games are games officially placed to be started on the server that later come to an end in any way) all from ICCF qualifying tournaments\* and involving a minimum actual period of time directing events of 4 years all while being mentored (for the comparable numbers and time period for server-based games, see Tournament Director's Manual - Server), and
- b. Qualitative requirements, as determined by the quality of the TD's work - pertaining to behaviors such as the TD's response to problems or queries from players, games'

archiving, delivery of information for marketing purposes, and anything else related to performance as a TD. The TD applying for an IA title should expect that the Arbiter Committee will be asking for this assessment by the mentor TD, as well as from other ICCF officers if necessary.

\* ICCF qualifying tournaments include all Zonal Promotional, Championship, and Invitational tournaments (as long as the event was open to an international set of players in this or earlier sections of the event), ICCF International title tournaments, Thematic tournaments, Aspirer tournaments, World Cups, Server Opens, ICCF League and Direct Entry Anniversary Open; all including Chess 960 events of these types. (National tournaments, friendly international matches and unrated events not listed above shall NOT count towards the IA Title.) All games from this list of ICCF qualifying tournaments will be counted towards the IA title experience requirement no matter when the games were played compared to when this definition went into effect.

An application for IA title based on quantitative criteria listed above must be sent by the national CC organization to the Arbiter Committee (ACO) together with details of all qualifying tournaments and the name and e-mail address of the TD mentor before the formal submission to the Qualifications Commissioner (QC). The ACO will check the time served, number of games and qualitative aspects of the work (timely reports of norms, games archiving, proper responses to players' inquiries and claims, delivery of information for marketing purposes, etc.) asking comments of other ICCF officers and the mentor TD as necessary. ACO then will report recommendations to national CC organization and QC. IA titles become effective immediately upon acceptance by the QC, but are awarded at the ICCF Congress.

Reference: (previous Arbiter Manual 5.2.4;) Tournament Rule 10.9

## **2.5. The role of backup TD**

Backup TDs are TDs designated by a Tournament Organizer during the organization of any tournament event to serve as the acting TD during any period when the original TD cannot serve or take leave. The backup TD needs to have the same required credentials as the original TD (such as an IA for an IA, if an IA is required). This means that Tournament Organizers (TOs) cannot serve as backup TDs unless the TO also meets the TD requirements for that event. A designated backup TD shall not play in any international tournament in which he/she could end up directing with the possible exception of friendly matches and unrated events. Backup TDs are also allowed to play in national events in which he/she could end up directing if desired by the TO.

Reference: (None)

## **2.6. Disciplinary procedures: Suspending the role of TD and IA Title**

### **2.6.1. Suspending the role of TD**

The ACO Chair, the WTD, or the General Secretary can, at any time, suspend a TD's ability to serve as an ICCF TD if that person is no longer complying with the TD requirements set out in this manual. If this same person is also an International Arbiter (IA), the person will be treated as a retired/inactive IA. The person making this determination (ACO Chair, WTD, or General Secretary) will communicate the reason for taking this action to the other two people, as well as to the TD involved. A replacement TD will be found essentially at the same time by the ACO Chair, WTD, or General Secretary for any events under the suspended TD's direction at the time of suspension. The suspension decision is appealable by the relevant TD within 14 days of his/her receiving the notification, per usual ICCF appeal procedures.

Reference: (None)

## **2.6.2. Suspending the International Arbiter (IA) Title**

The ACO Chair (through a majority of ACO members who vote on the issue), in conjunction with either the WTD and/or the General Secretary, maintain the right, at any time, to recommend to ICCF Congress that the IA title be suspended for any person who is seriously acting in ways out of compliance with the TD requirements set out in this manual (such as being repetitively verbally abusive to players, being a part of an attempt at cheating, deliberately misrecording results to ensure certain players win prizes, etc.). The IA may ask his National Delegate to present his point of view in front of the Congress before a final decision is made. If Congress supports this suspension (by simple majority), the person will no longer be listed or treated as an IA. Documentation of this suspension will be made in the Congress minutes. This decision is not appealable. If the person is later allowed (specifically with the approval of Congress) to serve as a TD again, that will only occur with the requirement of a mentor for a specified number of directed games, that number to be determined by the WTD.

Reference: (previous Arbiter Manual 5.2.6)

### **3. General procedures in serving as a TD**

#### **3.1. TD appointment and assignments**

The determination of who will be appointed to direct an event 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 any one of the following sets of data:

- a. the list of players' ICCF ID numbers, or
- b. the anticipated countries from which the players come, plus (if a title event) the anticipated category of the event, or
- c. the type of event and countries involved (such as a national tournament, or a friendly match or an unrated event).

If a TO so desires, the TO can instead request a specific TD to direct a specific event. In that case the server will appoint the requested TD if there is no rule against that appointment. Such rules are (a) the TD is not and will not be a player in 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. 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.

Reference: Tournament Rule 12.6; (previous Arbiter Manual 5.2.2)

## **3.2. Rules specific to running a tournament involving individual players**

### **3.2.1. Before the start of a tournament**

At least one week before the official tournament start, the start list plus the current Playing Rules - Postal and the Playing Rule Guidelines - Postal are to be sent out to the players by the tournament organizer. The TD receives a copy of these (or is referred to them on the ICCF website), a copy of the Tournament Rules (or again referred to where to find these on the ICCF website), and additional information if necessary.

a) The TD must confirm the receipt of these documents to the organizer. The TD should prepare himself/herself and his/her computer files for the tasks that are described below concerning the running of tournaments and the reporting of games when they are completed.

b) The TD shall inform the players that no results will be official unless they are accompanied by the respective scoresheet in PGN.

Reference: (previous Arbiter Manual 2.3)

### **3.2.2. After the start of a tournament**

TDs are responsible for all tournament data. In general, TDs must make sure that the tournament runs smoothly. TDs must deal with any disputes and complaints in an impartial manner and timely fashion, requesting advice as required. The TD must respond to the players promptly, especially on the following points (3.2.2.1, 3.2.2.2, and 3.2.2.3.), to prevent players from being frustrated or withdrawing.

#### **3.2.2.1. General duties and problem solving**

a) Promptly answer player questions (rules, etc.) and queries within 4 days.

b) Promptly work on claims (“opponent doesn’t react”, time exceeding, intentional delays, etc.)

- c) Promptly confirm receipt of results to the players
- d) Input game results and game scores to the ICCF server

If a game is significantly delaying a tournament, the TD is entitled to require that the game be continued by means of electronic transmission (normally by eMail; only by fax or telegram if both players agree). In the case a player has no email he is to be requested to find a resident in the same country to act as a link. Refusal to fulfill such a request will cause the refusing player to be defaulted.

Reference: Playing Rules Guidelines - Postal 1b; (Previous Arbiter Manual 2.4)

### **3.2.2.2. Organization of the tournament group**

- a) Verify that every player starts his games (players are asked to confirm this to you)
- b) Make sure that players stick to the rules
- c) Collect results and game scores (see 3.2.2.4 and 3.2.3.)
- d) Input game results and game scores to the ICCF server.
- e) Lead the group to its finish (see 3.2.3.)

Reference: (Previous Arbiter Manual 2.4)

### **3.2.2.3. Contact with the tournament organizer**

- a) Respond to requests from the tournament organizer
- b) Inform the TO when taking leave for more than 4 days.

Reference: (Previous Arbiter Manual 2.4)

#### **3.2.2.4. Reporting game results and game scores**

No game result is final until the game is reported to the TD. Players are asked to send games scores and results as a PGN file. Please acknowledge receipt of the result promptly. If in a game only one player reports the result and his opponent fails to do this, the TD shall record such a result!

If you receive a result without a game score, or if the game score is not in the mentioned pgn format, or if the game score is in any way incorrect (wrong moves, illegal moves, etc.), then you must reject the result and request that the player send you the game score in a proper format. Do not accept results that you cannot turn into a PGN file.

The TD should enter each game result onto the ICCF server (for the appropriate tournament) as soon as possible following the receipt of the game report from the player(s). If results are not input immediately after the TD was informed by the players, the TD must input all results from each rating period by the first relevant date among the following: 28 February, 31 May, 31 August, or 30 November.

For the TD to record a game result (besides double default or game cancellation) to the server, the TD needs to insert the complete game score. All game scores are to be recorded in this manner.

For rating purposes, a game can only have one result, for example, a game cannot have a win for one player and a cancellation for the other. Pursuant to the Playing Rules - Postal, it is possible to record a loss for both players, 0:0, for example, if both withdraw silently or if no game result is sent to you. In other situations, games may be cancelled, C-C. Normally, it is not possible to change the result of a completed game. Only the TD can report or change a result.

Reference: Playing Rules Guidelines - Postal 12b; (previous Arbiter Manual 2.4.3.1.)

### **3.2.2.5. Ongoing reports to the ICCF**

It used to be that TDs were required to submit reports to the ICCF, to TOs, and to players on a regular basis. This is no longer required, as the game recording process described in 3.2.2.4. allows the server to generate any report or update needed.

Reference: (Previous Arbiter Manual 2.4.1.2.)

### **3.2.3. The closing of a tournament**

As soon as possible after ending a game, the result and a clear record of the moves played shall be sent to the Tournament Director by both players.

*TEAM: As soon as possible after ending a game, the result and a clear record of the moves played shall be sent to the Tournament Director through the Team Captains by both players.*

The result is officially recorded only after receipt of this record. Should no record be received from either player, the result should be scored as lost by both. [*TEAM: Should no record be received from either Team Captain, the result should be scored as lost by both players.*] No game result except a double default or the cancellation of a game can be recorded on the ICCF server without the input of the game score.

A nearly completed tournament group should not be left unattended for more than 2 months. A TD should ask for a report status of the remaining games after two months (from the completion of virtually all other games) without news.

a) if both players answer your request, then the game shall continue.

b) If only one player replies, and his opponent has been silent for the time specified below as representing an unaccepted withdrawal (see section 6.2), then the TD should award the game to the active player.

c) if neither player answers your repeated requests, then after a warning the game should be scored as lost for both players per the Playing Rules - Postal.

As a courtesy, the TD can choose to send a friendly final note to the players with the final crosstable:

Dear participants of ...(tournament code),

I am pleased to announce the successful conclusion of your section. I want to thank you all for a well played and amicable section and I hope you will join me in congratulating Mr/Mrs “X” for winning this tournament and congratulations too to Mr/Miss X, Y and Z for achieving International Titles/Norms. Please find attached the final standings of your section:

Best regards, Amici Sumus –

TD XY

A TDs work for a tournament group is finished when the TD has:

- a) reported the last game result and game score to the ICCF server, and
- b) sent out all certificates (see Section 14.1. concerning certificates for players).

Reference: Playing Rules - Postal 12; (previous Arbiter Manual 2.4.1.4., 2.4.6., and 2.5)

### **3.3. Rules specific to running a tournament involving teams of players**

In team events, minor disputes should be handled by the players themselves without getting either Team Captain involved. If a single exchange of correspondence does not solve the problem, the players are to notify the Team Captain. If the referred problem is not major, the two Team Captains should attempt to resolve the problem themselves. Major disputes should

be referred by players to their Team Captain immediately, with the Team Captain immediately forwarding the issue to the Tournament Director. The differentiation of major and minor issues is exemplified by the following list of major issues:

- a. an alleged Code of Conduct violation by anyone,
- b. a player's silent withdrawal,
- c. a Team Captain's failure to fulfill TC duties (in which case a player may send the issue directly to the TD to ensure the problematic TC does not prevent the TD's learning of the problem),
- d. a need for a player substitution or replacement,
- e. a rule interpretation inquiry, and
- f. any allegation of cheating.

This list is not comprehensive, but illustrative.

Reference: Playing Rule Guidelines - Postal 5d.

### **3.3.1. The roles of Team Captains as compared to TDs**

Just as each event must have a Tournament Director, each team in a team event must have a Team Captain (TC). The main role of a TC is to serve the team by addressing whatever issues arise within his/her team. The TC does this through communications directly with the other players on the team, directly with the TCs from other teams within any event, and directly with the TD when necessary.

Issues common for TCs to address include:

- a. finding replacement or substitute players for his/her team when needed,
- b. answering inquiries from players about rules, the process of making of claims, etc., and
- c. addressing general (minor) disputes with other TCs in the event.

In postal events, the TCs are also responsible for communicating with the TD about matters that are otherwise automatically recorded in server events. TCs can be thought of as the first line of intervention in addressing players' issues. TDs serve as the second line of intervention in addressing player's minor issues, but should be involved immediately for anything considered major. The differentiation between major and minor issues is described in section 3.3 above. Reference: Tournament Rule 11.4 & 11.5; Playing Rules - Postal

### **3.3.2. When to communicate with individual players directly versus with Team Captains**

In INDIVIDUAL events, TDs should communicate directly with players any time the need arises. Likewise, players are expected to communicate directly with TDs any time the players feel it desired (through the email option on the server).

In TEAM events, players are expected to communicate claims and other issues directly to their TC and not directly to the TD unless the issue raised by the player involves a lack of proper services by the TC. The TC in turn may or may not communicate the issue to the TD depending on whether or not the TC can resolve the problem without involving the TD (such as by communicating with the other Team Captain). TDs in team events should communicate directly with TCs concerning claims and all other issues unless the issue raised by a player involves a lack of proper services by the TC. Information needed by the TD should be gathered and relayed to the TD by the relevant TC.

Reference: Code of Conduct; Tournament Rule 11.4; Playing Rules - Postal 5; Playing Rule Guidelines - Postal 5c, 5d

## **4. Handling players' claims**

### **4.1. Responding to claims**

For any type of claim, the TD must respond to the players promptly, meaning within 4 days from receipt of the claim.

When a player makes a formal claim, the TD must confirm the receipt of this claim, then collect all necessary information from all players involved, and make a decision according to the "ICCF Playing Rules", the "ICCF Playing Rules Guidelines", and this manual. If a TD is unsure how to decide a case, he/she should contact his/her mentor TD (if the TD has a mentor) or another TD. It is much better to ask for help than to sort out problems resulting from hasty or ill-considered decisions. This will help avoid further problems and appeals. The decision must be sent to every player involved with clear statement of the reasons for the decision with reference to the ICCF Rules or Guidelines, if possible. If all of this cannot be accomplished within 4 days, TDs should still respond within 4 days to inform the player(s) involved that the issue is still being investigated. It is the responsibility of the TD to bring each claim to resolution as promptly as possible.

If a TD becomes aware of a problem, he/she may act on it without waiting for a player to first make a claim. This is true even if the server (essentially acting as the TD's assistant) is the source of the information instead of any of the players or Team Captains involved.

Any request for an appeal for any TD decision must be sent to the TD within 14 days of the player's receipt of the decision. The TD should then forward all relevant information about the appeal to the appropriate ICCF Appeals Commission or the relevant National Delegate for national tournaments. (See section 13 concerning the appeal process.)

Reference: (previous Arbiter Manual 2.4. & 2.4.1.1); Playing Rule Guidelines 5a; Tournament Rule 12.6

#### **4.2. Claims involving flag falls (the exceeding of time control limits)**

Claims that the time limit has been exceeded shall be sent to the Tournament Director with full details at the latest when replying to the 10th, 20th, etc. move.

*TEAM: Claims that the time limit has been exceeded shall be sent to the Tournament Director through the Team Captain with full details at the latest when replying to the 10th, 20th, etc. move.*

The game should be continued while the Tournament Director is reviewing any such claim and making a decision.

The Tournament Director shall inform both players of the decision concerning the claim.

*TEAM: The Tournament Director shall inform both Team Captains players of the decision, and it is the responsibility of the captains to notify their players without delay.*

If the Tournament Director upholds a first claim, a new count of the opponent's time shall begin on the date the information about the claim was received.

A competitor who has exceeded the time allowed for the second time shall forfeit the game.

If the Tournament Director dismisses a claim as being unfounded, he/she may rule that no further claim by that player during the current time control period shall be accepted.

A player who disagrees with the TD's determination of his/her loss (including if the player believes the proper determination should have been a draw) based on the player's flag falling can appeal this decision to the TD within 14 days of receipt of the notification of the decision.

The TD will then institute the proper process for an appeal. (See section 13 concerning the appeal process.)

Reference: Playing Rules - Postal 7; Playing Rule Guidelines - Postal 7d.

### **4.3. Claims involving 6-piece tablebase outcomes**

ICCF acknowledges some table databases as valid for claiming win/draw/loss in position solvable with the following database: Convekta Ltd, which solves almost all positions with a maximum 6 pieces (that is, all positions except when there are 5 pieces against a lone King).

Each certified table database is available on the ICCF Webserver system.

In case the table database shows a win that supersedes the 50-move rule, the win will be awarded.

Reference to support the claim shall be sent to the Tournament Director.

*TEAM: Reference to support the claim shall be sent to the Team Captain. The Team Captain, in turn, shall inform the Tournament Director.*

Claims of wins or draws based on the ICCF approved 6-piece tablebase are handled by the player making a claim to the TD (*or to the TC in a TEAM event*).

A player who disagrees with the TD's determination of his/her draw or loss based on the ICCF approved 6-piece tablebase can appeal this decision to the TD within 14 days of receipt of the notification of the decision. The TD will then institute the proper process for an appeal. (See section 13 concerning the appeal process.)

Reference: Playing Rules - Postal 11c

#### **4.4. Claims involving 3-position repetition**

If the same position occurs 3 (or more) times in a game with the same player to move, a player may file a claim of a draw. This claim must be sent by the player to the TD (*except in a TEAM event in which the player must submit his/her claim to the TC who will then forward the claim to the TD*). Details showing the repetition should accompany any such claim.

A player who disagrees with the TD's determination of his/her draw based on the repetition of positions can appeal this decision to the TD within 14 days of receipt of the notification of that decision. The TD will then institute the proper process for an appeal. (See section 13 concerning the appeal process.)

Reference: (None.)

#### **4.5. Claims involving 40 consecutive days without a move**

This section is not applicable to postal games. See Tournament Director's Manual - Server for further details.

#### **4.6. Claims involving 4 consecutive months without a move**

Once a claim of this type is made and considered valid, games in which no move has been sent for four months may be scored as lost to a player who has not advised the Tournament Director about the delay.

*TEAM: Games in which no move has been sent for four months may be scored as lost to a player whose Team Captain has not advised the Tournament Director and the opposing team captain about the delay.*

Games MAY be scored as lost if 4 months pass without a move being played unless the Tournament Director has been informed of the delay. This does not mean that games are

automatically forfeited after 4 months without a move. It is up to the Tournament Director to determine the reason for the delay and rule accordingly. Note that it is possible for the game to be forfeited by a player who is silent for more than 4 months even if the player has enough accumulated time not to have exceeded the time control.

The TD will normally record a loss against a player who has been silent for over 4 month (discounting leave periods) and who has not notified the TD and the opponent about the delay.

*TEAM: The TD will normally record a loss against a player who has been silent for over 4 month (discounting leave periods) and whose Team Captain has not notified the TD and the opposing Team Captain about the delay.*

A player who disagrees with the TD's determination of his/her loss based on this type of exceeding of the time limit can appeal this decision to the TD within 14 days of the receipt of the notification of this decision. The TD will then institute the proper process for an appeal. (See section 13 concerning the appeal process.)

Reference: Playing Rules - Postal 3b; Playing Rules Guidelines - Postal 3b.

#### **4.7. Claims involving the 50-move rule**

If 50 (or more) consecutive moves by both sides are about to occur in a game in which no piece has been taken and no pawn moved, a player may file a claim of a draw. This claim must be sent by the player to the TD (*except in a TEAM event in which the player must submit his/her claim to the TC who will then forward the claim to the TD*). Details demonstrating the occurrence of these 50 or more moves should accompany any such claim. A claim of draw by the 50-move rule should not be considered valid if there is a prior and still current claim of a win (by the opponent) based on a 6-piece tablebase outcome. However, if the opponent never

filed such a claim for a win based on the 6-piece tablebase outcome, then a claim for a draw under the 50-move rule should be considered valid if the evidence supports such a claim.

A player who disagrees with the TD's determination of his/her draw based on the 50-move rule can appeal this decision to the TD within 14 days of being notified of the TD's determination. The TD will then institute the proper process for an appeal. (See section 13 concerning the appeal process.)

Reference: (None.)

#### **4.8. What to do if a time default is never claimed**

In postal events, players are required to file claims to win or draw based on any type of exceeding of time limits. The requirement is for players to file their claim within 40 days from the day the claim was first valid. If no claim is filed within those 40 days and no moves have been made during that time by either player, the game shall be scored by the TD as a double default.

Reference: (None)

## **5. Adjusting players' clocks**

The adjustment of a player's clock by the TD should be a rare event, occurring only under very specific circumstances and never to circumvent the determination of a player's exceeding of any time limit. See other details in the subsections of section 5 below.

Reference: (None)

### **5.1. When to reset players' clocks**

There is only one postal occasion where resetting of a player's clock by the TD is considered appropriate. This one occasion is when a player has been replaced or substituted due to the withdrawal of the original player (including the death of the original player). The purpose of resetting the player's clock under this circumstance is to take the replacement/substitute player back to the time when the withdrawal of the original player can be considered to have been effective (such as the time a player first needed to stop playing due to serious illness), so as not to penalize the replacement/substitute player due to administrative delays and delays in relevant information getting to the TD in determining the reason for withdrawal was acceptable. A similar circumstance is when the substitution or replacement player would take over a game that has very little reflection time remaining (such as 1-2 days for numerous moves).

The resetting of players' clocks under this circumstance can be appealed by the opponent within the usual 14 days after the decision is implemented, either for the fact that a resetting of the clocks occurred, and/or for the amount of time put back onto the clocks. (See section 13 concerning the appeal process.)

If there is ever a circumstance beyond the listed one where a TD believes it appropriate to reset players' clocks, it is advised that the TD first consult with a mentor, the WTD, and/or the ACO to obtain agreement.

Reference: (None)

## **5.2. How much time should be added when resetting clocks**

Given the very limited circumstances for an appropriate resetting of players' clocks, there is a very specific guideline for how much time the clocks should be reset. Players' clocks should maximally be reset to the best guess about what the clocks showed at the time the issue came up (that is, to the time the reason for accepted withdrawal came to exist). The amount of time put back on players' clocks should be less than this maximum if the player who withdrew still played beyond the time his reason for withdrawing came to exist. For example, if a player withdraws due to very serious illness, he/she may have played a month or so after the diagnosis before he needed to stop playing. In such a case, the proper resetting of the clocks would be only to the time he/she stopped playing, not the time of the diagnosis of the serious illness.

In the situation where a substitution or replacement player would start a game with very little remaining reflection time, such as 1-2 days for many moves, the TD is allowed to reset that player's clock up to 5 days in each such game.

If there is ever a circumstance beyond the one described above where a TD believes it appropriate to reset players' clocks, it is advised that the TD first consult with a mentor, the WTD, and/or the ACO to obtain agreement about the amount of time to be reset.

Reference: (None)

## **5.3. When to stop players' clocks**

Players' clocks are not to be stopped except by the Tournament Director and only under the following circumstances:

- a. After the determination of an accepted withdrawal, during the time that a substitute or replacement player is being found;
- b. After a Team Captain's request for a substitute/replacement player in a team event;
- c. After a player's withdrawal has been accepted, to begin the adjudication process;
- d. When an appeal has been filed to the appeals committee

If there is ever a circumstance beyond these four where a TD believes it appropriate to stop players' clocks, it is advised that the TD first consult with a mentor, the WTD, and/or the ACO to obtain agreement about the appropriateness of stopping the players' clocks.

Reference: (None)

#### **5.4. Granting retroactive leave**

Granting retroactive leave is possible only in tournaments with the special leave option enabled.

The underlying philosophy concerning the granting of retroactive leave is that players are responsible for handling their leave time as they see fit without intervention from others. There is therefore only one circumstance where retroactive leave is considered warranted: where the player was deemed not able to handle his/her own leave despite acting responsibly, but "has recovered" enough afterward to file a request to the TD for retroactive leave. Even then, the granting of retroactive leave can never occur if the game has already ended for any reason including the exceeding of a time limit.

Any TD granting retroactive leave must immediately report doing so to the Arbiter Committee along with:

- a. the reasons for granting the leave,

- b. how much retroactive leave was allowed and
- c. why the TD believes this circumstance warranted this rare procedure.

Retroactive leave is never to be granted simply because (1) a player failed to use all of his/her available leave during any given calendar year such that some leave time was forfeited, or (2) the TD has reason to believe that the player had early enough knowledge of his/her upcoming need to take leave and simply failed to schedule it.

Reference: Playing Rule Guidelines - Postal 8a.

## 6. When a player withdraws

A TD must be familiar with Tournament Rule 8 regarding withdrawals, including the definition of “accepted withdrawals” and “non-accepted withdrawals (which includes “silent” withdrawals)”.

A TD is responsible for:

- a) Initiating withdrawal procedures in accordance with Tournament Rule 8
- b) Establishing the reason for withdrawal and the type of withdrawal (using the definitions in Tournament Rule 8); and
- c) Contacting all other TDs/TOs in which the player has other tournaments in progress.

Withdrawal from one tournament cannot be treated as “accepted” if the player regularly keeps on playing other events. Likewise, an accepted withdrawal in any one event should coincide in time with the player’s withdrawal from all of his/her ongoing events. All of this can all be accomplished by completing the ICCF Document of Withdrawal\* on the server, as this form will automatically be distributed to all of the relevant TDs and TOs.

[\* or whatever the latest automated system gets used instead of this form]

General procedures related to player withdrawals:

- d) All correspondence with the player should be copied to the appropriate National Federation Delegate.
- e) As soon as a player defaults on any one game (through the 4-month rule, not just any exceeding of time limit - “et!”), the TD must regard this as a potential withdrawal and act as follows:
  - Write to the player, ideally through email, asking for his/her reasons for default. The National Federation delegate should be copied in.

- If no answer is received within 14 days (plus time of postal transmission) and the player is not known to be making any moves, and is not on leave, e-mail the player again to give him/her a final warning that he/she risks being defaulted in all outstanding games if he/she does not answer.

- If no response within a further 14 days (plus time of postal transmission) and the player is not known to be making any moves and is not on leave, then the player should be classed as committing a “silent” withdrawal and his/her remaining games should be marked as losses.

f) An ICCF Document of Withdrawal Form\* must be completed by the TD as soon as an accepted withdrawal is determined, or as soon as a non-accepted withdrawal is apparent. The completed Withdrawal Form will be automatically sent to the WTD, the Tournament Organiser, the ICCF Rating Commissioner and the National Delegate of the player concerned. The completion of this form by the TD is required in ALL withdrawal cases, whether the withdrawal is accepted or “silent”.

g) Any player who defaults 50% or more of his/her games in any one tournament without a satisfactory explanation must also be reported in this way.

h) If the withdrawal is considered silent or otherwise non-accepted, all open games of the withdrawing player shall be scored as losses (unless the player never played any moves in any game of the tournament in which case all games should be cancelled).

i) If the withdrawal is accepted (for any reason other than death of the player), his/her remaining games shall be cancelled if both of the following conditions are true: none of the player’s games has yet completed in the relevant tournament, and the average number of moves across all of his/her games is less than 25. If one or both of those conditions is not met, all of his/her remaining games in this tournament shall be adjudicated.

j) In a Team event where a player is substituted, the replacement player may request to be granted "Replacement" status (in keeping with Tournament Rule 8), if

(i) none of the games were completed by the withdrawn player, and

(ii) if the average number of moves played in all the games is less than 10.

This change in status from substitution player to replacement player may be granted only with the agreement of the Tournament Director and the consent of the Qualifications Commissioner and will entitle the replacement player to have all his/her results rated and also to become eligible to achieve title norms.

[\* or whatever the latest automated system gets used instead of this form]

Reference: (previous Arbiter Manual 2.4.3.4); Tournament Rules 8; Playing Rule Guidelines - Postal 9

## **6.1. Withdrawals that are accepted**

### **6.1.1. Withdrawal related to serious illness or special circumstances**

Tournament Rule 8.2 lists the following reasons for an accepted withdrawal:

- a. Death
- b. Serious and debilitating illness which make it impossible for the player to continue play for a period of at least 3 months
- c. Circumstances outside the control of the player which make it impossible for him/her to continue play for a period of at least 3 months (Wars, civil unrest, natural disasters and other similar circumstances)
- d. Personal circumstances of the player which make it impossible for him to continue play for a period of at least 3 months. These circumstances may be varied but must be detailed in full at the time of application.

This section (6.1.1.) pertains to the last 3 reasons on that list. The next section (6.1.2.) addresses how to address the death of a player.

In the event of an accepted withdrawal due to serious illness or another acceptable reason besides death:

- a. In INDIVIDUAL events: If a player is granted an accepted withdrawal (besides by death),  
and
  1. none of the player's games already finished, and
  2. the player's games in that one tournament do not average 25 or more completed moves,  
then all of the withdrawing player's games in this tournament shall be cancelled. If at least one game was already finished, and/or the player's games average more than 25 completed moves, the TD should start the adjudication procedure for every remaining game involving the withdrawn player. (See section 8 concerning adjudication procedures.)
- a. In TEAM events: The TD should call upon the Team Captain (within 4 days) to find a substitute for this player within 2 months from this communication. The new player should start on a date set by the Tournament Director, with the reflection time and leave time that were in place when the original player needed to stop playing. (See sections 5.1 and 5.2 above concerning "When to reset players' clocks" and "How much time should be added when resetting clocks".) If no substitute player is made available (for any reason) within those 2 months, the games on that player's board will be recorded by the TD as losses by default.

Reference: Playing Rules - Postal 8 & 9; Tournament Rules 8.2 & 8.7

### **6.1.2. Withdrawal due to death of player**

Information can come to a TD about a player's death in a variety of ways, often without any proof independent of the original source of the information. TDs are not expected to go to great lengths to verify information of a player's death beyond having reason to believe the information is correct.

In an INDIVIDUAL event: Once a TD determines that a player in an event has died, the procedure is:

- a. The TD should stop all of the clocks in that player's games.
- b. Notification of this death (ideally with an appropriate condolence message) and the clock stoppage should be sent to all opponents of the player involved as well as to the backup TD and relevant National Delegate.
- c. Determine if any of the deceased player's games had yet ended. If none of the deceased player's games had yet ended, cancel all of the player's games. File the Document of Withdrawal\* form (found on the server) to inform the Ratings Commissioner about why these games were cancelled.
- d. If any of the deceased player's games had already ended: For each game that is still ongoing for the deceased player, ask the deceased player's opponents if the player wishes to claim a win. In your inquiry to the player be sure to inform the person that any claim filed for a win must be accompanied by supportive analysis that is due to be received by the Tournament Director within 14 days (plus postal transmission time) after informing the TD of the intention to claim a win.
- e. Wait up to 7 days (not counting postal transmission time or any days a player is on leave) for response about the player's desire to claim a win.
- f. If there is no response within that time, or the player says no, then post the result of each such game as a draw.
- g. If a player wishes to claim a win, send the player a copy of the adjudication rules
- h. Then wait for the above described 14-day period for the player to send analysis directly to TD. (If the player sends a request within those 14 days for an extension of another 14 days, approve this extension.)
- i. If analysis reportedly in support of claim of win is received within those 14 days, find an adjudicator in keeping with the playing strength of the event and follow adjudication procedures. (See Section 8 concerning adjudication procedures.) If no analysis is

received within the required time, or the analysis received only claims a draw, just post draw results.

- j. Post the adjudication result for each game as the result becomes known.
- k. It is the responsibility of the TD to inform players about their right to appeal adjudication decisions. If a player files an appeal of the adjudicator's decision within 14 days of being notified of that decision, then the TD must send the information to a different adjudicator, preferably one of higher playing strength, though know that the Tournament Organizer or the National Federation Delegate may instead request that an ICCF Commissioner choose the appeal adjudicator.

[\* or whatever the latest automated system gets used instead of this form]

In a TEAM event: In the event of death of a player, the proper procedure is completely different from the procedure for individual events. In team events, the Tournament Director shall call upon the Team Captain to find a substitute this player within two months. The new player starts on a date set by the Tournament Director. (See sections 6.3 and 6.3.1 concerning substitution and replacement players, and sections 5.1 and 5.2 above concerning "When to reset players' clocks" and "How much time should be added when resetting clocks".)

Whenever a player needs to be substituted or replaced (the latter with the approval of the Qualifications Commissioner), the TD will advise the concerned players and teams, and will inform of the replacement or substitution to the Qualifications Commissioner, Ratings Commissioner and Title Tournaments Commissioner / Non-Title Tournaments Commissioner. If the Team Captain fails to produce a substitute/replacement player within that time, the Tournament Director shall rule that all of the deceased player's games will be recorded as lost by default.

Reference: Playing Rules - Postal 8 and 9; Tournament Rules 8; (previous Arbiter Manual 2.4.1.3.C)

## **6.2. Withdrawals that are not accepted: the silent withdrawal**

A silent withdrawal is when all of the following conditions are found to be true:

- a. a player has stopped play in a game without taking leave time and without notifying any of the following people: the TD, the player's Team Captain (in a team event), the player's opponent;
- b. an inquiry is sent by the TD to the player (potentially through a Team Captain) but the player fails to respond within 7 days (without counting postal transmission time or leave time) of having presumably received that inquiry, and
- c. there is no known reason to presume the player has died or otherwise become seriously incapacitated and not able to respond.

A silent withdrawal can occur even if a player has informed other relevant people of an intention to discontinue playing, but instead of asking for an accepted withdrawal or resigning his/her game(s), the person then "disappears" and does not respond to the TD's inquiry. If such a person responds to the TD's inquiry, however, even by saying his/her intention is let his/her clock run out, then this is not a silent withdrawal.

Silent withdrawals are considered to be a serious infraction that leads to a ban from all international CC tournaments and activities for a period of at least 2 years, from the date of decision. (See section below concerning penalties.)

If a TD has reason to suspect that a player has silently withdrawn, the TD should send an inquiry to the player (directly, in an individual event; or through the relevant Team Captain in a team event) specifically requiring the player to respond within 7 days of receipt of the inquiry (not including postal transmission time or scheduled leave time) or be considered to be a silent withdrawal and suffer the penalty.

If a player is ruled to have silently withdrawn, notice of this finding will be sent to the player, the team captain (if a team event), the WTD, the Ratings Commissioner, and either the Title Tournament Commissioner or Non-Title Tournament Commissioner as is appropriate. The WTD is the person who has the final determination of the suspension that follows the finding of a silent withdrawal. The TD should also set all other ongoing games by the withdrawn player in the same event as losses by the player, with the explanatory note being that the player silently withdrew in a game in that event.

[\* or whatever the latest automated system gets used instead of this form]

Reference: Code of Conduct

### **6.3. Substituting players**

Substituting a player can occur only in a team event and either following the determination of an accepted withdrawal of a player or at any time requested by the Team Captain (up to one substitution per board and 50% substitutions per team not counting the deaths of players). If a player in a team event has an accepted withdrawal (such as death), the Team Captain is to be instructed by the TD to find a substitute player within 2 months.

At the time the Team Captain is so instructed, the TD should also inform the Team Captain whether or not the substitute player can become a replacement player. (Replacement players must still continue the games of their predecessors, but they play the games for both their own ratings and their own potential for title norms.) It will be allowed for the substitute player to become a replacement player if the following is true: the withdrawn player (a) had completed no games in the event and (b) the average number of moves played across all of the withdrawn player's games is less than 10. (See section 6.3.1 for further details.)

If a substitute player is found within the 2 months, the substitute player must continue the games of his/her predecessor (although the games finished by the substitute are rated according to Rule 18 of the rating rules). The substitute player may be required to start with a first time limit exceeding. The new count starts on a date set by the Tournament Director. In the case of a substitution, the leave is normally inherited from the previous player. However, if this will lead to extraordinary injustice to the substituting player, the Tournament Director may grant extra leave for reasons normally not accepted.

If the original player died during play, the substitute player will take over all of his/her games as they existed at the time of the player's death with a possible adjustment (by the TD) of the players' clocks to account for the time it took to determine the appropriateness of the predecessor's withdrawal. (See Sections 5.1 and 5.2 in regards to resetting clocks.)

If no substitute player is made available by the Team Captain, the Tournament Director shall consider all of the withdrawn player's remaining games to be lost by default unless the withdrawn player never played any move in any game. In that circumstance, all of that player's games should be cancelled.

Reference: Player Rules - Postal 9; Player Rule Guidelines - Postal 9b

### **6.3.1. Procedure for Postal Substitutions on the ICCF Server**

For historic reasons, the procedure for substituting a player in a postal event, where the crosstable is maintained on the ICCF server, is slightly different from that of a server event. The following procedure is recommended:-

1. Substitute the player on the crosstable in exactly the same way as a server event.
2. Go to "TD – Edit Results". The substitute player is listed, but the original player is also still listed. So, if there are 11 players playing on this particular board, you will now see 12 names.

3. Mark the result as “Cancelled” of all the games that the original player had not yet finished.
4. Mark the result as “Cancelled” of all the games that the substitute player will not be playing (because they were finished by the original player before the substitution took place).

An example follows to illustrate. Assume a Team Tournament of four teams with 4 boards per team. For example:

[PST2 Board 2, Postal Substitutions Test 2 Board 2](#)

Rated

							1	2	3	4	Score
1	ENG	211062	SIM	Asquith, Dr. Jerry E. C.	2439	Team A	-	-	-	1	1
2	ENG	210172		Woodford, Colin	2199	Team C	-	-	-	-	0
3	IND	280176		Dhanish, P. B.	2530	Team D	-	-	-	-	0
4	ENG	210823		Brotherton, Trevor S.	1727	Team B	0	-	-	-	0

Not finished: 5, Adjudication pending: 0, Finished: 1

You will see that there are 6 games on this board; 5 not finished; 1 finished.

Let us assume we now wish to substitute TS Brotherton of Team B, with a new player R Wakefield. Follow procedure #1 above & the crosstable will now show this:

[PST2 Board 2, Postal Substitutions Test 2 Board 2](#)

Rated

							1	2	3	4	Score
1	ENG	211062	SIM	Asquith, Dr. Jerry E. C.	2439	Team A	-	-	1	-	1
2	ENG	210172		Woodford, Colin	2199	Team C	-	-	-	-	0
3	ENG	211498		Wakefield, Robert J.	2274	Team B	0 <sup>o</sup>	-	-	-	0
4	IND	280176		Dhanish, P. B.	2530	Team D	-	-	-	-	0

X<sup>0</sup> = game finished by original player

Substitutions:

Brotherton, Trevor S. (Team B) was substituted by Wakefield, Robert J..

Latest results are displayed in red.

Not finished: 8, Adjudication pending: 0, Finished: 1

The substitution has taken place correctly but the number of games is now showing as 9 games (8 Not finished, 1 finished), an increase of 3 games from the original number.

Now follow procedure #2 and #3 marking the result as “Cancelled” of the games Brotherton - Woodford and Brotherton – Dhanish (the unfinished games of the original player).

Now follow procedure #2 and #4 marking the result as “Cancelled” of the game Wakefield – Asquith (which never took place as the game versus Asquith was finished by the original player).

The crosstable will now look like this:

#### PST2 Board 2, Postal Substitutions Test 2 Board 2

Rated

							1	2	3	4	Score
1	ENG	211062	SIM	Asquith, Dr. Jerry E. C.	2439	Team A	-	-	-	1	1
2	ENG	210172		Woodford, Colin	2199	Team C	-	-	-	-	0
3	IND	280176		Dhanish, P. B.	2530	Team D	-	-	-	-	0
4	ENG	211498		Wakefield, Robert J.	2274	Team B	0 <sup>0</sup>	-	-	-	0

X<sup>0</sup> = game finished by original player

Substitutions:

Brotherton, Trevor S. (Team B) was substituted by Wakefield, Robert J..

Not finished: 5, Adjudication pending: 0, Finished: 4

The only change is that the number of games “Not Finished” is now showing correctly as 5. The number of finished games now shows as 4.

Only by following this procedure will the number of unfinished games be accurately displayed for that board.

HOWEVER, it should be noted that the number of finished games “FG” and the number of remaining games “RG” on the Team Crosstable will always add up to the original number of games that each team will play. So, when a substitution has taken place in a postal team event, the FG & RG figures will not be correct until the event is finished.

Reference: (previous Arbiter Manual 2.4.1.3.C); Tournament Rules 8.7.e; (Great thanks goes to IA Neil Limbert for writing the above detailed description for how to do a postal substitution on the ICCF server!)

#### **6.4. Replacement players**

There are two different types of player “replacement”. One occurs only in individual events. The other type only occurs in team events.

In an individual event, replacement of a player can occur in case of withdrawal (accepted or not) of a player instead of other options like the player being defaulted or games being adjudicated or cancelled. Such a replacement can occur after the initiation of an event but prior to the official start date, or during the early stage of the event (typically no more than 4 months after the start). In this type of replacement in an individual event, the new player starts his/her games from the beginning including with full reflection time and available leave time. This type of replacement is most common in rated and title events.

In a team event, the replacement of a player is handled completely differently. The basic situation involves the same as for the substitution of a player (see Section 6.3). However, replacing a player is different from substituting a player in that the games being played by the replaced player are for his/her own gain and loss in rating and his/her own potential gain in title norms. A substituted player plays at no risk to his/her own rating (though can gain in rating through draws or wins), and plays without eligibility to qualify for a title norm. Both replacement players and substitute players are mandated to continue the games of their predecessor as those games stood at the time of the predecessor's withdrawal, with a possible adjustment (by the TD) of the players' clocks to account for the time it took to determine the appropriateness of the predecessor's withdrawal. (See sections 5.1 and 5.2 about resetting player clocks.)

This second type of replacement of a player can only occur in a team event and only following the determination of an accepted withdrawal of a player or by the request of the Team Captain. If a player in a team event has an accepted withdrawal (such as death), the Team Captain is to be instructed by the TD to find a substitute player within 2 months. At the time the Team Captain is so instructed, the TD should also inform the Team Captain whether or not the substitute player can become a replacement player. It will be allowed for the substitute player to become a replacement player if the following is true: the withdrawn player (a) had completed no games in the event and (b) the average number of moves played across all of the withdrawn player's games is less than 10. In such a situation, if a substitute player is found within the 2 months, that substitute player can request through the Team Captain to be considered a replacement player, though this change in status is not mandatory. (A substitute player can remain as such, by his/her own choice, even if the situation would allow the player to become a replacement player.) Upon receipt of such a request, the TD will approve the request (but only after obtaining the consent of the Qualifications Commissioner) by informing

all Team Captains and player involved, as well as the Title Tournament Commissioner, the Ratings Commissioner and the backup TD.

Reference: (previous Arbiter Manual 2.4.1.3.C); Tournament Rules 8.7.e

## 7. When to cancel games

Games should be canceled by the TD only under the following circumstances:

a. In INDIVIDUAL events:

1. If a player dies and had not yet finished any game in the event, then all of the player's games shall be canceled.
2. If a player is ruled to have silently withdrawn but actually never made a move in any of the player's games in that event, all of the player's games should be cancelled.
3. If a player is granted an accepted withdrawal (besides by death), and
  - a. none of the player's games already finished, and
  - b. the player's games in that one tournament do not average 25 or more completed moves,

then all of the withdrawing player's games in this tournament shall be cancelled.

If one or both of these conditions is not true, then all of the player's games in this tournament shall be adjudicated.

b. In TEAM events: There are three situations in which cancellation of games is appropriate:

1. If a player withdraws in any accepted way, and the player's Team Captain fails to find a substitute player, and the withdrawn player never played any move in any of his/her games in the event, all of the player's games should be cancelled. If the withdrawn player made at least one move in any of the games, the team will instead default all of the withdrawn player's games.
2. If a player withdraws in any accepted way in a 2-team event (such as a friendly match), and the withdrawn player never made a move in any scheduled game, the player's Team Captain may request cancellation of all of the player's games instead of trying to

find a substitute/replacement player. That cancellation request will be granted by the TD under this circumstance.

3. If a team has the very unfortunate circumstance of more than 50% of its players requiring accepted withdrawals (excluding for the reason of death of the players), substitutions can be made up to, but not exceeding 50% of the original number of players. If the number of accepted withdrawals goes beyond 50% of the original number of players on the team, all accepted withdrawals involving that same team will require either adjudication of all remaining games by the most recently withdrawn player(s) (if any moves have been made in a game) or cancellation of games (in games where no moves have been made by the withdrawn player). For example, in a team with 4 members, if one or two die, those players should be substituted if possible. If a third player dies (even if one of the substituted players), however, that player's games should be canceled if no moves have been made by the player, or adjudicated if the player had made any move.

Reference: Playing Rule Guidelines - Server 8; Playing Rules - Server 8; (Previous to this revision, there was no written Postal rule about the cancellation of games when no moves had been made by a withdrawn player. This procedure was considered proper, however, for rating system purposes, so this rule for postal transmission was adopted from the server rules.)

## 8. When and how to organize adjudications

PHILOSOPHY about adjudications: Adjudications should be avoided unless necessary. Games that are not relevant for player or team promotion may continue as long as neither player is complaining about intentional delays or poor sportsmanship. Let the players enjoy the game.

WHEN to call for adjudication: The following are the appropriate circumstances in which TDs should rule that adjudication is necessary:

- a. When an event has an end date, that date has been reached, and there is an ongoing game in which neither player has filed a current claim for a win or draw. (The TD will receive notice from the server of an impending end date one month ahead of that date.) The TD can choose to allow games to go beyond the end date (instead of calling for adjudication) if and only if no one else and nothing else is affected by that game continuing.
- b. If a player is granted an accepted withdrawal (besides by death), and either
  - (1) one or more of the player's games has already finished, and/or
  - (2) the player's games in that one tournament average more than 25 completed moves,then all of the player's remaining games in this tournament shall be adjudicated. If neither of the two listed conditions is true, then all of the player's games should be cancelled and not be adjudicated.
- c. When an event does not have a scheduled end date, but the next round of a tournament is being delayed by an unfinished game, that game should be allowed to continue unless the game determines a promotion, a title norm, or the placement of a team (such as in the Champions League).

If any of those 3 conditions apply, the game can be continued or be adjudicated. In the third situation listed, the event TD should make this determination in consultation with the TO, based specifically on the needs for the integrity and timing of the event. The TD should give notice to the players as much ahead of time as possible (at least 15 days) that a specific amount of time remains before the TD/TO requires adjudication, especially in situations in which the TD is aware that the players may not finish in time for the next round. The TD can use the 30-days-to-go notification from the server of an impending end date as a reminder of needing to send notice to the players of the upcoming end to play.

#### GENERAL PROCEDURES for adjudication:

- a. The TD should send a description of the relevant adjudication procedures to all concerned players when adjudications are needed. Specifically, the players need to be informed that any meaningful claim for a win must be accompanied by supportive analysis.
- b. It is the responsibility of the TD to obtain an adjudicator. The choice of adjudicator is made by the TD using the automated selection process available through the ICCF server. The TO may select someone other than a member of the ICCF adjudicator group for exceptional circumstances (such as unique language issues, or in the case where the rating of one of the usual adjudicator's may not be high enough for the situation). In that rare situation, the adjudicator's playing strength should still be in line with the tournament category or higher, or of the strength of the players in an Open or Cup tournament. An adjudicator should not be given more games than he/she can decide within approximately 30 days.
- c. Players should send their claim and supportive analysis (if any) to the TD directly in an individual event or through their Team Captain in team tournaments.
- d. The TD must then forward only the following information to the adjudicator:
  - the game report in PGN

- the analysis from the players
  - the players' claiming of either a win or a draw
  - in the case where a player died, this information is to be forwarded as well
- f. The adjudicator should inform the TD of the adjudication decision as each game result is decided.
- g. The TD in turn shall promptly notify the relevant players of the adjudicator's decision, and record the result officially. At the same time, the TD should inform the players of their right to file an appeal within 14 days and the procedure for doing so (by informing the TD, with or without new analysis being filed).
- h. If a player appeals the adjudication decision: the information of the game position, the analyses, and the players' claims must be sent to a different adjudicator, preferably one of a higher level of playing strength. The TO or the National Federation Delegate may request that an ICCF commissioner choose the appeal adjudicator.

SPECIFIC PROCEDURES for adjudications in individual and team events:

a. In an INDIVIDUAL event: If no result has been determined by the date set by the announcement (or by the TD) for close of play, or in the event of an accepted withdrawal in an individual event, the TD shall:

1. notify the relevant players of the need for adjudication,
2. send them a description of adjudication procedures (specifically including the need for them to file supportive analysis with any claim of a win), and
3. tell them of the requirement for each player to inform the TD within 7 days of receipt of the TD's initial notice (not including postal transmission time) of the player's intention to file a claim for a win or draw.

Failure to submit a claim shall result in a loss except as noted below in (c).

*In a TEAM event: If no result has been agreed by the date set for close of play, or after 3 years of play where no date was set for close of play, or in the event of an accepted withdrawal, the TD shall:*

- 1. instruct the relevant Team Captains to inform the players of the need for adjudication,*
- 2. send a description of adjudication procedures (specifically including the need for the players to file supportive analysis with any claim of a win) to the Team Captains to be forwarded to the relevant players, and*
- 3. tell the Team Captains to inform the players of the requirement for each player to inform the TD within 7 days of receipt of the TD's notice (not including postal transmission time) of an intention to file a claim for a win or draw.*

*Failure to submit a claim shall result in a loss except as noted below in (c) and (l).*

b. Players should submit analysis to support their claim of a win or draw. Both players shall submit to the TD (in an INDIVIDUAL event) or the TC (in a TEAM event) within 14 days (starting from the date of sending notification to the TD of an intent to claim a win or draw, not including leave time already scheduled in the same tournament or postal transmission time). [In a TEAM event, the TC, upon receipt of the player's analysis, then has 3 days to submit the player's analysis and final claim to the TD.] (If a player wishes more time, the player can submit a request specifically within those 14 days for an extension of another 14 days. The TD shall approve that extension if the request is received within the initial 14 day period.) That submission must also include the final position with a record of the moves played, and a statement claiming either a win or a draw. Claims of a win shall not be accepted for consideration without supporting analysis. Such claims shall be treated as claims of a draw instead. Analysis does not necessarily mean possible variations. Analysis also includes general plans where appropriate. Players who do not submit analysis forfeit their right to appeal the adjudicator's decision.

c. In the event of withdrawal due to death, or an accepted withdrawal on the basis of extreme illness preventing the player from submitting a claim and analysis, the TD shall handle the game as if that player claimed a draw and submitted no analysis, with any of the following to be an exceptions (addressed in “f” below):

- All known theoretic positions when the player has clear win by tablebase
- All Title Tournaments
- All Tournaments with norms available, unless the result will have no effect on norms awarded
- All Tournaments with prize money, unless the result will have no effect on prize award.
- Any other tournament as determined by the WTD or as announced by the TD prior to the start of play.

d. In the event that both players claim a draw, the TD shall declare the game a draw.

e. The adjudicator should begin with objective estimate of the position and both players’ possibilities and then determine if the analysis of the player(s) claiming a win has presented his case and has relied on general chess principles to claim a win (e.g. extra material; exchange, typical endgame patterns, etc). In those cases where both players have submitted analysis that does not diverge for several moves, the adjudicator shall accept these moves as if played and start the adjudication at the new position reached. The adjudicator shall not use his/her own analysis to find a win that was not presented in the analysis. The adjudicator may assume that both players have access to available tablebases for endgame positions.

f. For games submitted under “c”, the adjudicator shall first determine if the analysis of the other player is complete, correct, and irrefutable, and then the adjudicator may use his/her own analysis. The adjudicator shall be mindful of the deceased player’s skill level, based upon the strength of play in the game to reach the adjudicated position. Any time a deceased player in an individual event is adjudicated with a loss, there will be an automatic review process by a panel of 3 high-rated adjudicators selected specifically for this purpose. They will determine if

the adjudicator's decision was "reasonable". They will not conduct a completely new adjudication process. The panelists will each work independently of one another in reaching his/her conclusion. If at least 2 of the 3 panelists find the adjudicator's decision was "unreasonable", then the game outcome decision will be overturned in favor of a draw. If none, or only one of the panelists finds the decision to be "unreasonable", the decision will stand. The WTD will oversee this review process.

g. No player may be awarded a win when he/she has submitted a claim of a draw, or when he/she has submitted a claim of a win without supporting analysis. The only exception shall be for those players covered under "c", who may be awarded a win either when the opponent fails to submit a claim or based on the adjudicator's analysis under "f", even in the event that the TD has submitted the position with a claim of a draw for that player.

h. In an INDIVIDUAL event: The TD shall notify the adjudicator's decision to both players including the offered reasons for his/her verdict. The adjudicator's name shall not be disclosed to the players. The notification of appeal decision shall indicate whether or not the verdict is subject to appeal. (A first adjudication determination is open to appeal. A second adjudicator's determination on the same position is not appealable.) Adjudicators' conclusions should be posted as soon as they are known despite the fact they may yet be appealed.

*h. In a TEAM event: The Tournament Director shall notify the adjudicator's decision to both Team Captains, etc. An adjudicator's conclusions should be posted as soon as they are known despite the fact they may be appealed.*

i. Any appeal against the adjudicator's decision must be sent to the TD within 14 days of receiving the notification of the decision.

*i. TEAM: Any appeal against the adjudicator's decision must be sent to the*

*TD, through the Team Captain, within 14 days of receiving the notification of the decision.*

j. The TD shall then obtain a ruling from another adjudicator and notify the result to both players. The ruling is final and no further appeal shall be accepted from either player. The name of the appeal adjudicator shall not be released without prior consent from the appeal adjudicator.

*j. TEAM: The TD shall then obtain a ruling from another adjudicator and notify the result to both Team Captains. The ruling is final and no further appeal shall be accepted. The name of the appeal adjudicator shall not be released without prior consent from the appeal adjudicator.*

k. Additional analysis may be submitted by either player for an appeal.

l. One clarification where a conflict in the rules would otherwise exist: if two live players are informed of the need for adjudication and the requirement for their submitting claims of a win or draw, but only one player responds, and that one player only claims a draw, the TD shall set the result of the game as a draw. This is the only circumstance in which a live player who does not respond to the call for adjudication can score something other than a loss.

Reference: (previous Arbiter Manual 2.4.2.3.); Playing Rules - Postal 10; Playing Rule Guidelines - Postal 10

## **8.1. Requirements to be an adjudicator**

Any ICCF member qualifies to become an adjudicator by having the title of GM or SIM, and/or an official rating of 2500+.

## **8.2. How to become an adjudicator**

To become an ICCF adjudicator, any player can apply by sending an email to the World Tournament Director (WTD) that includes the following information: a stated desire to become an adjudicator, the player's full name and ICCF ID number, and a list of languages with which the player has understanding.

## **9. What records a TD needs to keep**

All TDs should maintain their own folders to keep relevant communications during ongoing events including through 2 weeks after the events are over (in case of any appeal of any decision).

Reference: (None.)

## 10. Enforcing rules about publication of games

Provided that it is not stated otherwise in the tournament announcement and/or in the start documents, any player is allowed to publish or submit for publishing on the internet or elsewhere any unfinished games or positions played by him/her under the conditions that:

- a. all his/her games in the tournament are already different from each other,
- b. the game (position) is demonstrated with a delay of at least 3 moves,
- c. the URL of the subject website is given to the TD and opponent,
- d. the date of the last update is mentioned,
- e. his/her opponents involved officially agree with the live-publishing of their game and declare this to the TD.

The TD is not expected to check players' private websites regularly. However, if the TD's attention is drawn to a violation of this rule by another person, the TD shall investigate.

Dealing with violations of this rule:

- a. When a player violates this rule for the first time, the TD shall not apply any sanctions, but simply order the change of the status of the published game according to this rule.
- b. When a player violates this rule for a second time in the same tournament, the player shall be penalised by 10 extra days added to his time of reflection in all games of the respective tournament.
- c. When a player violates this rule for a third time in the same tournament, the player shall be disqualified from this tournament and all his/her remaining unfinished games shall be scored as losses.
- d. When a player violates this rule repeatedly in various tournaments, the World Tournament Director is authorised to ban this player from ICCF play for 2 years.

Reference: Tournament Rule 14; (previous Arbiter Manual 2.4.1.6.)

## **11.Enforcing the ICCF code of conduct**

It is the responsibility of the TD, within his/her role of ensuring the smooth running of a tournament, to enforce the ICCF Code of Conduct. This Code of Conduct pertains to every participant of ICCF play; including the TD, the TO, the Team Captains, and all players.

### **11.1. Code of Conduct specific to interactions with the TD**

All transmissions from the opponent concerning the game and a record of the moves and dates shall be kept until the end of the tournament and sent to the Tournament Director upon request.

*TEAM: All transmissions from the opponent concerning the game and a record of he moves and dates shall be kept until the end of the tournament and sent to the Team Captain and/or through him to the Tournament Director upon request.*

If a player does not answer enquiries from the Tournament Director within 14 days plus the average time in the post both ways and without counting leaves, that player may be deemed to have withdrawn from the tournament. This withdrawal will be considered unaccepted unless the TD receives information to the contrary (such as the player's death or serious illness precluding his/her ability to respond).

*TEAM: If a player does not answer enquiries from the Team Captain (or through him from the Tournament Director) within 14 days plus the average time in the post both ways and without counting leaves, that player may be deemed to have withdrawn from the tournament. This withdrawal will be considered unaccepted unless the TD receives information to the contrary (such as the player's death or serious illness precluding his/her ability to respond).*

Changes of permanent postal and/or email address shall be notified to the Tournament Director and opponents.

*TEAM: Changes of permanent postal and/or email address shall be notified to the opponents and the Team Captain, who shall inform the Tournament Director.*

The Tournament Director must be notified immediately of any disagreement between competitors about the game

*TEAM: Through the Team Captain the Tournament Director must be notified immediately of any disagreement between competitors about the game.*

Reference: Playing Rules - Postal 5a, 5b, 5c, & 5d.

### **11.2. Code of Conduct as applies to Team Captains**

Team Captains are required to facilitate the resolution of conflicts, issues, and claims by the team's players; and to do so in a spirit of Amici Sumus. A TD may require that a federation replace its Team Captain due to inappropriate behaviour or inability (including unwillingness) to perform his/her responsibilities. The federation is required to make that replacement within 14 days of receiving the request. In situations where there is no federation (such as the ICCF Champions League), the TD should request that one of the other players on the team take over the duties of the TC, requiring that one do so or play will not be allowed to continue.

Reference: Code of Conduct

### **11.3. Code of Conduct as applies to players**

There are three main behavioral issues addressed herein concerning the Code of Conduct as applies to players. The first concerns the communications players may send to each other through "messages" along with their moves. The second concerns the issue of extremely slow play in a clearly lost position (what has been nicknamed the "Dead Man's Defense"). The third concerns the process of repetitively offering draws in a game to the point that the recipient of those offers finds it harassing.

### **11.3.1. Addressing improper communications**

PHILOSOPHY: The overall philosophy of the ICCF is Amici Sumus: we are friends. Harassing or obnoxious verbalizations by one player to another are contrary to this philosophy, and are not to be tolerated. In server-based games, the TD can address such behavior by setting a player's messaging ability to "silent mode", but obviously that option does not exist in postal play. So, TDs must address this type of misbehaviour through the use of warnings and penalties.

PROCEDURE: Any time a player finds an opponent has sent one or more offensive comments, the player can file a report to the TD (or to the Team Captain in a TEAM event) of "inappropriate comments". That report needs to be specific about what was said by the opponent and, if not obvious, explain why it is offensive. The TD needs to review the information, and decide on one of three options: (a) dismiss the claim as not sufficient to constitute a valid claim of a Code of Conduct violation, (b) ask for more information from the player and/or the opponent before deciding on the claim, or (c) rule the claim to be valid. If the claim is found to be valid, the TD should proceed with sending a warning or giving a penalty to the violating opponent depending on (a) the perceived seriousness of the infraction, and (b) whether or not any prior warning was given to that player. See Section 12 for details of the suggested disciplinary progression. Any time a TD is not sure how to assess the seriousness of this type of infraction, it is recommended that the TD consult with a mentor or other TD for input before ruling on the claim.

The player can appeal any penalty of this type within 14 days of receiving notice of the TD's action. (See section 13 concerning the appeal process.)

Reference: (None)

### **11.3.2. Addressing extremely slow play in a clearly lost position (the “Dead Man’s Defense”)**

The Code of Conduct as applies to players includes the following:

“Extremely slow play in a clearly lost position is not proper behaviour in correspondence chess play, and is subject to a warning from the TD, and will result in disciplinary action if it continues or is repeated in other games.”

This type of extremely slow play has been nicknamed the Dead Man’s Defense (DMD).

To enforce this Code of Conduct, TDs need to use as uniform an interpretation and application of this rule as possible. The following list shall be used as a guide to defining when a DMD has been demonstrated by a player.

Determining the occurrence of a DMD:

Prerequisite - A player being in a position that appears clearly lost presuming reasonable play

AND one or more of the following:

- a. rather suddenly and dramatically slowing down play in that one game but not others (such as taking about 20 days per move for each of 6 consecutive moves), (this dramatic slowing of play is often especially true during the middle section of a rating period while “waiting” for 1 March, 1 June, 1 September, or 1 December as those are the end dates for game results to be included in the next rating computation), AND/OR
- b. taking a large amount of leave in the one game and but not in others (such as weeks of leave in the one game but not in others despite having the leave time available in the others), AND/OR
- c. allowing a large portion (such as 25 days) of newly added 30 reflection days to expire before making more than a couple moves each occasion the new time period occurs.

The conclusion that there is a DMD Code of Conduct violation can be made when “a” or “b”, or “c” is true. Any combination of “a”, “b”, and/or “c” should be considered as certain evidence of a DMD Code of Conduct violation.

Delineating the parameters of every possible DMD situation is not feasible, such that the above list should be considered illustrative but not comprehensive of all DMD circumstances.

However, before a TD concludes that a situation different from the above is a DMD Code of Conduct violation, it is highly recommended that the TD consult with his/her mentor, the WTD, the Arbiter Committee (ACO), or another TD.

TDs should be aware that

- a. The impatience of a player claiming his opponent is using a DMD is not what constitutes proof of a DMD by the opponent. Impatience can occur because a player finds the game to be a clear win and the player simply wants the rating points or the title norm that is about to be earned, etc. Impatience can also occur simply because a player does not like the slow (but legal) rate of moves his/her opponent has played all game.
- b. Likewise, if a player has essentially not changed his/her rate of play during the relevant portion of the game (example: in the middlegame, or from the middlegame to the endgame), then he/she should not be seen as using a DMD, no matter how slow that rate of play has been. For example, if a player accumulated reflection days during the opening and then regularly moves at a pace of 1 move per week, his/her doing this same rate later when in a poor position does not constitute a DMD even if his/her opponent is finding the continued play frustrating in that the player thinks his/her opponent should resign.
- c. The fact a player has started using a dramatically greater use of reflection time does not prove the use of a DMD, as the proper determination of a DMD requires the finding that the player is also in a clearly lost position.

In summary, the proof of a DMD will always be found solely in the combination of a lost position coupled with a dramatically different pattern of use of reflection time and leave by the person employing the DMD. Without finding evidence of both, the TD should not conclude the presence of a DMD infraction.

Once a DMD infraction has been determined, the TD should:

- a. Send a warning to the player that he/she is in violation of the ICCF Code of Conduct in regards to taking an excessive amount of time between moves in the specific game, with that warning indicating that continuation of that practice will result in a penalty being imposed.
- b. Send a copy of that warning to the opponent who made the claim, and to the National Delegate from the offending player's country.

Early experience with this rule has shown that most players receiving such a warning simply resign the game.

If a player instead continues to play and:

- a. continues to move excessively slowly (over a number of moves) such that the opponent again files a complaint, and
- b. the TD determines that the player has continued to demonstrate "DMD" behavior, the TD shall implement a penalty in keeping with this (rather low) level of Code of Conduct infraction. (There is no specific penalty in the current ICCF rules for a DMD violation beyond the initial warning.)

Options for penalties in this regard include the following, listed in sequential order of seriousness (the sequential nature to be used for repetitive violators):

1. Penalizing the player a small number of days reflection time (such as 2). (This penalty reflects the philosophy for a penalty simply to get the player's attention concerning

misbehaviour and to dissuade him from continuing such behaviour. See section 12 concerning the philosophy behind warnings and penalties.);

2. Penalizing the player an amount of reflection time based on the amount the player still has remaining to use for his DMD play - the greater the reflection time still available to the player, the greater the amount penalized. (This penalty reflects the philosophy of incapacitating a player from misbehaviour.)
3. Sending a recommendation (along with the details of the repetitive Code of Conduct violations) to the player's National Delegate that the player be given lower priority for selection in future events,
4. Sending a recommendation (along with the details of the repetitive Code of Conduct violations) to the ICCF WTD that the player be suspended from ICCF play for some period of time.

No matter what penalty is used, the TD must also inform the player that he/she has a right to appeal the decision if filed within 14 days from the time of receiving the notice. (See section 13 concerning the appeal process.)

Reference: Code of Conduct

### **11.3.3. Repetitive draw offers to the point of harassment**

PHILOSOPHY: Players typically have the right to offer draws in their games at any time where a game is not already under a claim. However, players do not have the right to harass their opponents with draw offers that are too frequent.

PROCEDURE:

Under Playing Rules - Postal 13, the TD may penalise or disqualify players who ignore the Playing Rules and Guidelines.

a) The TD must give a written warning to the player after the first instance and only give sanctions after later instances of ignoring rules or rudeness.

b) A time penalty of 2 days shall be given for minor rules infractions or the first incident of rudeness.

c) If the player continues to repeat the same minor infraction (for example, if a player continually offers a draw, and he has been asked by the TD to cease the repetitive behavior), then a time penalty of 2 days shall be given by the TD for each occurrence. (See section 12 concerning the philosophy behind warnings and penalties.)

Reference: (previous Arbiter Manual 2.4.1.c)

## **12. Warnings and penalties: when and how to give them**

The TD may find it necessary to reprimand players who are persistently rude or who refuse to obey the rules or the TDs directions. Under Playing Rules - Postal 13, the TD may penalise or disqualify players who ignore the Playing Rules and Guidelines.

### **12.1. The progression from warning to penalty**

PHILOSOPHY: In general, the purpose of warnings is to get someone's attention about improper behavior and to get them to stop of their own volition. Penalties tend to follow warnings if the person continues mildly improper behavior despite a warning. Penalties should also be used without prior warnings for behavior considered sufficiently serious.

Besides warnings and penalties described in specific sections above, the types of disciplinary action available and their applications are as follows:

- a) The TD must give a written warning to the player after the first instance and only give sanctions after later instances of ignoring rules or rudeness.
- b) A time penalty of 2 days shall be given for minor rules infractions or the first incident of rudeness.
- c) If the player continues to repeat the same minor infraction (for example, if a player continually offers a draw, and he has been asked by the TD to cease this repetitive behavior); then a time penalty of 2 days shall be given by the TD for each occurrence.
- d) A time penalty of 10 days shall be given for more serious infractions.
- e) In especially serious cases, (for example, continued insults to one or more opponents or to the TD), the TD may record a loss for the game involved or expel the player from the tournament and record losses of all unfinished games. In Team Tournaments, the TD may request that the player be replaced.

Stated in more general terms:

- a. Formal Written Warning – for breaches in behaviour incompatible with ICCF statutes, principles, or rules. Continuing or repeated misbehaviour will result in “b” being implemented.
- b. Disciplinary Action with Penalty/Sanctions – for serious or recurring breaches in behaviour incompatible with ICCF statutes, principles, and/or rules. Immediate penalties/sanctions should be imposed, the degree of which should be related to the severity of the misdemeanour.

If any game is not running smoothly and regardless of the type(s) of problem(s), a TD has the authority to request that both players send him/her a copy of every move so that he/she can closely follow the game. In this case the TD must inform the players that no move can be regarded as legal if the TD did not receive his/her copy of it.

When disciplinary action is taken, the reason must be given in writing (with a copy to the member federation), by the official responsible and any sanction or penalty imposed must be clearly stated, along with the appropriate appeals procedure, which is available, should the recipient be unwilling to accept the decision.

Reference: Code of Conduct, (previous Arbiter Manual 2.4.1, 2.4.1.5.)

## **12.2. Penalties: what penalty, and when to give one**

PHILOSOPHY: Penalties are to be used by TDs with the following philosophy:

- a. There are two purposes for a penalty:
  - 1. to help draw attention to a player to his/her inappropriate but serious behavior so he/she will know the behavior is to be stopped, and
  - 2. to stop a player from continuing behavior that is unacceptable.

Penalties are not for the purpose of causing harm or retribution. This stance is in keeping with our motto of Amici Sumus.

- b. If possible, it is far better to incapacitate a player from continuing the inappropriate behavior than to administer a penalty to the player (such as reflection time lost). Penalties should be used only when an appropriate level of incapacitation of the unwanted behavior is not possible. It is understood, however, that there are almost no effective incapacitation measures for TDs to take in postal events, with far more such options in server-based events.
- c. When dealing with disciplinary matters and considering penalties/sanctions, care should be taken to ensure:
  - 1. consistency across TDs, and
  - 2. that those penalties are commensurate with the “crime” committed.

The following scale of penalties/sanctions should be used in situations of serious infractions. It is not required that a warning be given before a penalty is enforced, depending on the seriousness of the infraction.

(a) A serious behavioural issue, e.g. silent/unacceptable withdrawal from a tournament, unacceptable, or abusive behaviour to players/officials/ICCF as a first offence – ban from all international correspondence chess tournaments and activities for a period of 2 years, from the date of decision.

(b) A repeated serious behavioural issue, e.g., repeated silent/unacceptable withdrawal from a tournament, repeated abusive behaviour to players/officials/ICCF – ban from all international correspondence chess tournaments and activities for a period of 5 years, from the date of the latest decision.

(c) Outrageous behaviour or further repeated behavioural issue, e.g., theft, belligerent action towards ICCF or any of its officers, assault, etc. – ban from all international correspondence chess tournaments and activities for life duration. Appeal for remission of sentence is available after 10 years.

In INDIVIDUAL events: A player may appeal within 14 days of receiving a decision from the TD (not including postal transmission time) to the Chairman of the respective ICCF Appeals Commission (using the ICCF server facilities provided), whose ruling shall be final.

In TEAM events: A player may appeal within 14 days of receiving a decision of the TD (not including postal transmission time), through the Team Captain, to the Chairman of the respective ICCF Appeals Commission (using the ICCF server facilities provided), whose ruling shall be final.

See section 13 concerning the appeal process.

Reference: Code of Conduct; Playing Rule - Postal 13

### **13.TD Role: Following a player’s filing of an appeal**

Players have the right to appeal all TD decisions (unless otherwise stated above) by stating they wish to appeal within 14 days of the date they are informed of the relevant TD decision (not including postal transmission time). Except for the appeal of an adjudication result (the procedure for which is explained above at section 8), all appeals of TD decisions in international events are handled by the relevant ICCF Appeals Commission:

- a. the Appeals Committee - Playing Rules: jurisdiction only in cases involving ICCF playing rules
- b. the Appeals Committee - Other ICCF Rules: jurisdiction only in cases involving the ICCF tournament regulations and any other regulations relating to correspondence chess with the ICCF
- c. the Arbitration Commission: jurisdiction only over disputes of a broader nature, such as disputes related to the behavior of leaders and officials, tournament officials, member federations or individual players.

When a TD receives notification from a player (in an international event) of a desire to appeal a TD decision, the TD’s responsibility is to forward that appeal request to the Chair of the appropriate Committee. The names of current Chairs can be found on the ICCF homepage after clicking on “ICCF Officials” in the lefthand column of options. The TD should also forward with the appeal notification all information the TD has that is pertinent to the decision under appeal. This should all occur within 4 days of receiving the request for appeal from the player unless the gathering of all relevant information cannot be accomplished in that amount of time. In that case, the TD should simply send the appeal request notice within 4 days of receiving it to the relevant Chair along with a note stating that pertinent information will follow as soon as possible. Either way, the TD should also send a response to the claimant within the same 4 days of the notice of appeal informing the player that the appeal process has been initiated. All

decisions by any of the above listed Appeals committees are final and cannot be further appealed.

Appeals filed in national events are handled differently from the procedure described above. All appeals from national events should be sent to the Member Federation (National) Delegate. That Delegate can forward the appeal to whomever the Delegate deems appropriate within that Member Federation.

Reference: Tournament Rule 12.6; ICCF Statutes - Section 6

## **14.TD Role: When a tournament reaches its end**

### **14.1. Sending Certificates of Winning Section**

When setting up an event on the ICCF server, Tournament Organizers have a box they can check to enable for certificates to be made available at the end of the event. When an event has finished, a TD can look at the final crosstable to see if the server will offer to allow the TD to send any pdf certificates. Any certificates earned by players will need to be sent to them by the TD (or the TO).

When a player achieves a norm (and the relevant game results have been entered to the server), the server automatically informs the player, the TD, the National Delegate of the player concerned, and the Qualifications Commissioner. It is also posted by the server as information for the general membership. It is not necessary for the TD to confirm the norm unless specifically requested to, for a particular tournament, by the Qualifications Commissioner.

Besides for sending out certificates, and what is listed in Section 3.2.3. above, there is nothing more that TDs need to do to close out a tournament.

Reference: (previous Arbiter Manual 2.4.1.3.B)

## **15. Taking leave as the TD**

A TD shall notify all players in his sections and the Tournament Organiser (TO) of any planned dates for leave longer than 4 days. The TO may appoint a temporary TD if the TD has to take a leave of more than 3 weeks.

Reference: (Previous Arbiter Manual 2.4.1. & 2.4.4.)

### **15.1. The process of taking leave as TD**

It is recommended that TDs use email to notify the TO of any planned dates for leave longer than 4 days. Players should be informed as much ahead of time as possible, either through email or through post.

Reference: (None)

### **15.2. Who to inform**

The TO, both Team Captains in a TEAM event, and (potentially through the TCs) all players within ongoing games need to be informed of a TD's leave time greater than 4 days.

Reference: (Previous Arbiter Manual 2.4.1. & 2.4.4.)

### **15.3. How to inform other people**

It is recommended that TDs use email to notify the TO of any planned dates for leave longer than 4 days. Players should be informed as much ahead of time as possible, either through email or through post.

Reference: (None)

#### **15.4. Backup TD coverage when taking leave as a TD**

The World Tournament Director (WTD) or TO may appoint a temporary TD (if no backup TD has already been appointed) if the TD will be taking leave of more than 3 weeks.

Reference: (Previous Arbiter Manual 2.4.4).

#### **15.5. What to do if extended/indefinite leave is needed/ Replacing a TD**

The silent withdrawal of a TD creates enormous problems for the World Tournament Director (WTD), the TO, and for the players. Please ask for help before you become too far behind with the work.

A TD may be replaced at his/her request if he/she is overwhelmed by the work or otherwise unable to continue or to take on new sections. The TD shall contact the WTD or relevant TO with details in these situations. The TD should inform those people about the following:

- a) If the TD cannot take on any new tournaments, and whether this is temporary or permanent.
- b) If the TD is unable to perform any work and needs an immediate replacement.

In either case, if possible, the TD should provide the replacement TD with the information on his/her sections. If preferred, the TD can provide all relevant information to the WTD or TO at the same time as when making the request to be relieved of duties, so that those people can forward the information to the replacement/backup TD.

Be sure to let the WTD or TO know when you are ready to volunteer as TD again, as there is no automatic process for getting back into TD duties once replaced.

Reference: (Previous Arbiter Manual 2.4.5)

## **16.The Arbiter Committee (ACO) and its work**

### **16.1. The Arbiter Committee (ACO) purpose**

The Arbiter Committee (ACO) is the highest level in the ICCF arbiter sector. The ACO oversees all aspects of TD and arbiter work, training, development, and maintains a record of TDs' experience.

The ACO provides information about the quality of arbiters' work to the national federations and Qualifications Commissioner for submitted International Arbiter (IA) title applications.

Reference: (previous Arbiter Manual 5)

### **16.2. The ACO membership**

The number of individual members of the ACO is not specified. Necessary members of the ACO are:

- World Tournament Director
- Chairman of the Appeals Commission (Playing Rules)
- two International Arbiters
- one Tournament Director without an arbiter title

The ACO must have a Chairperson who is appointed by Congress. The ICCF Executive Board supervises the ACO between Congresses. Additional members of the ACO can be a member of the ICCF Executive Board, an ICCF Commissioner, and/or other arbiters.

Reference: (previous Arbiter Manual 5.1)

### **16.3. The responsibility of the ACO**

Conceptually, the WTD is responsible for all matters specifically related to the direction of tournaments. Overseeing the title qualification process for the International Arbiter title is the responsibility of the Qualifications Commissioner. The following are the responsibilities of the ACO:

- a. Maintaining current Tournament Directors' Manuals (TDMs) that are congruent with all other ICCF rules and procedures. The ACO submits changes, additions, and deletions to these manuals to the Congress for approval.
- b. Developing and maintaining training for TDs including the "Tournament Director Manual review test" to ensure that all TDs have become familiar with the latest manual pertaining to TD rules and procedures.
- c. Making proposals to Congress for changes in rules and procedures related to how TDs conduct ICCF tournaments, both to keep up with technological advances and simply to reflect solutions to newly discovered issues.
- d. Maintaining updated databases concerning TDs including:
  - 1) An online list at the ICCF website with new TDs containing:
    - name
    - country
    - email address
    - language skills
  - 2) An online list at the ICCF website showing current TDs containing:
    - TDs – identification code
    - name
    - country
    - email address

- arbiter title, if any
- name of mentor TD

3) A progress list of each TDs experience containing:

- TD – identification code
- all the TDs tournaments described with the tournament code
- the number of participants of each tournament
- the dates each tournament started and ended

It is presumed that all of these data will be compiled and stored automatically by the server.

The ACO is responsible for ensuring these databases are maintained and accessible when any of the stored data are needed, including for generating summary or aggregate reports if requested by any ICCF Official.

- e. Addressing applications for the International Arbiter (IA) title: Any application for the IA title has to be sent by the national correspondence chess organization to the ACO before formal submission to the Qualifications Commissioner (QC). The ACO will check the time served, number of games directed, and qualitative aspects of the work (responses to problems or queries from players, games archiving, delivery of information for marketing purposes) asking comments of other ICCF officers and the mentor TD if necessary. ACO will then forward (i) the application along with the ACO recommendation to the QC, and (ii) a copy of the ACO recommendation to the national correspondence chess organization.
- f. Although it used to be that processing applications to become a TD was a responsibility of the ACO, that is no longer true. Such applications now should be submitted to the WTD or one of the Tournament Commissioners. (See Section 2.2 above.)

Reference: (Previous Arbiter Manual 1, 5; 5.1; 5.2.1.; 5.2.3.; 5.2.4.; & 5.2.5.)