

IA Cristina Pernici Rigo sent us a text regarding the organization of international tournaments and the conduct of the Arbiters in the playing room.

IA Cristina Pernici Rigo (ITA) is a well known International Arbiter (1998) and International Organizer (2001). She has been Chief or Deputy Chief Arbiter in World and European chess events. She has organized with great success many international tournaments in Italy and among them the World Senior Championships 2010.

We thank her very much for her contribution.

Vademecum for organizing an international tournament and conduct of arbiters in playing room by Cristina Rigo

Introduction:

With these notes I want to contribute to the planning and management of a chess tournament without the pretense of wanting to teach, but just to be a reminder and an indication of how to move the organization of an international event.

It starts from the preparation with the request to make by Federation or FIDE, and the logistic things, the various things to prepare, the prospect, the material, press and plug, the work of the technical team, the equipment list and check to be done in playroom, the invitation for welcome evening and closing ceremony, the bulletin,

There is also a file for the arbiters an help in several languages, an symbols and names of chess, and the conduct of the arbiters in play room.

Organization of the tournament

- Translation the prospect in several languages (English, German, Spanish, French, Russian)
 - Banner design, posters and flyers
 - Schedule time for invitation of GM IM
 - Other events, organize trips, simultan, etc...
 - Organization of technical staff
 - Set-up playing room
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Requests

- Request to the National Federation and FIDE of the date of the tournament.
- Send a copy of the prospect for approval the rules.
- Request the team of arbiters for the event.
- Written permission for use the playing room.
- Written permission for posters and banners.
- Posters to be exhibited 15 days before the tournament .
- Banner to hang 1 month before.

Preparation

- Prepare the cards of players with name – rating – and flag
- Scoreshit cards and pens
- Chancellery for arbiters: pens, markers, scissors, stapler, points, tape, glue, rubber bands, paper, clips, envelopes, folders, etc...
- Paper A4
- Cups, trophy, medals.
- Organize the welcome evening with a party: chips, cheese, pizza, cakes, biscuits, fruit, cocktails, soft drink, wines, champagne.
- Think of the speaker and the translator.
- For prestigious tournament set up a press room for journalist and TV

Prospect of the tournament

- Insert the logo of the City, the Province , the Region
- The logo FSI, FIDE, CONI.
- Type of the tournament (open, blitz, festival, junior, etc)
- Playroom and address.
- Telephone number and mail for info
- Date of the tournament.
- Other events.
- Cadence, number of rounds, system
- Schedule .
- Prizes
- Entry form and entry fee
- Accommodation logistic, map of hotels and restaurant with address and website
- It should specify if the playing room is accessible for disabled players.
- Map and info how to reach the playing venue.
- If exist list of honour of the tournament.
- Honour Committee.
- Sponsor.

The prospect of the tournament must to be send to chess club and players in time (at least 4 or 5 month before the event)

Material

- Tables 80x80 or long tables for players, a table for arbiters team, and for analysis room
- The tables will be covered by a uniform tablecloth or multiple colours if is a youth tournament so could split the category
- Chess boards, pieces, digital clocks
- Material for analysis room
- Spare batteries
- Notice board for list of players, rounds, result, standing
- Entry form.

Press and plug

- Few weeks before a press release to all newspaper and magazines .
- Before the tournament send to they a list of players, if possible with special news
- Give the opportunity to press, radio and TV to meet the players
- Provide complete and accurate information to the press team.
- Daily news of the tournament

Its important to have a team dynamic to inform quickly the press and journalist during the tournament.

Work of technical staff

- Updating billboards and internet round to round
 - Control clocks
 - Communication to the players to expose at least in 2 languages
 - Schedule of the event also for the hotels
 - Invitation for authorities for the opening and closing ceremony.
 - The welcome to the players will be done on evening so the authorities have more time for speak (and the first round doesn't start late)
 - Expose the flags of all Countries present on tournament not only the flags of the GM invited
 - Press conference
 - Introduce the arbiters team to the players and the Appeal Committee
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Equipment list and check to be done in playroom

- The playing room must to be large enough for players and spectators to watch the game without sacrificing the movement of players
 - The playing room must be sufficiently lighted and ventilated
 - Tables, and special area for electronic boards.
 - Ability to move for the players (including the disabled)
 - Keep the spectator at distance for the GM ring
 - Special room for arbiters team with pc printer, copier, toner, paper materials, Internet
 - Cloth hanging
 - Trash basket
 - Lighting
 - Ventilation for the summer and heating for the winter
 - Noises
 - Toilettes also for disabled
 - Food service
 - Decoration of playing room, flowers etc.
 - Board information
 - Expose the regulation of the tournament.
 - No smoking and no Mobil phone
 - No noisy places.
 - Take care of the daily cleaning of the playing room.
 - Provide analysis room.
 - Expo chess books
 - Any first aid kit in the arbiters room
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Invitation for welcome evening and closing ceremony

Make a list of scoring who accepted the invitation and set up chairs on the name or the word "AUTHORITIES"

- Authorities
- Honour guests
- Sponsor
- Organizing Committee
- players
- Assistant
- Arbiters
- Journalist
- TV operator

Arrange the positions for, designate the persons who will award prizes, call the journalists, the photographer, etc

Bulletin of the tournament

Important that it be printed quickly, assigned the preparation of the bulletin to person who are qualified for this work.

- Cover
 - Greetings of authorities
 - List of players in rating order
 - Schedule of the tournament
 - Other event
 - Results and rounds
 - Games
 - Standings
 - Final standings
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One multilingual help for the arbiters

Short glossary of chess terms in 5 languages



italian	english	german	spanish	serbian
abbandonare	leave (liiv) resign (resain)	aufgeben	abandonar	predati
abbastanza	enough (enaf)	genug	bastante	dosta
accettare	agree (agrii)	akzeptieren	aceptar	složiti
accordo	agreement (agriiment)	einverständnis	acuerdo	sporazum
adesso	now (nau)	jetzt	aora	sada
aiuto	help (help)	hilfe	ayuda	pomoć
arbitro	arbiter (arbiteer)	schiedsrichter	árbitro	sudija
arroccare	castling (castliin)	rochade	enroque	rokada
avversario	opponent (opponent)	gegner	adversario	protivnik
bandiera	flag (flèg)	blättchen	bandera	zastavica
bianco	white (uait)	weiss	blanco	beli
cadenza di gioco	cadence (cadens) rate of play	spielzeit	cadencia de juego	sistem igre
calendario	schedule (scedule)	zeitplan	calendario de juego	raspored
cambiare	change (cèndg)	wechseln	cambiar	promena
capitano	captain (kaptein)	kapitän	capitàn	kapiten
casella	square (squeer)	feld	casilla	polje
cattura	capture (captciur)	schlagen	captura	uzimanje
chiamare	call (kol)	rufen	llamar	pozvati
chiedere	ask (ask)	fragen	pedir	pitati
chiuso	closed (klóuzd)	geschlossen	cerrado	zatvoren
colore	colour (kolor)	farbe	color	boja
conferma	confirm (confirm)	bestätigung	confirmar	potvrđiti
consegnare	deliver (diliver)	liefern	entregar	dostaviti
contro	against (eghénst)	gegen	contra	protiv
controllo del tempo	time control (tàim control) time limit	zeitkontrolle	controllo del tiempo	vremenska kontrola
a corto di tempo	time trouble (tàim troobl)	zeitnot	falta de tiempo	vremenska oskudica
copiare	copy (kopi)	kopieren	copiar	kopirati
dare	give (ghiv)	geben	dar	dati
decidere	decide (disaid)	entscheiden	decidir	odlučiti
dietro	behind (bihàind)	hinter	detrás	iza
difficile	difficult (difficolt)	schwer	díficil	teško
errore	mistake (misteik)	fehler	error	greška
fermare	stop (stop)	halten	parar	stop
finire	finish (finisch)	beenden	terminar	završiti
firma	signature (sinature)	unterschrift	firma	potpis
firmare	sign (sain)	unterschreiben	firmar	potpisati
formulario	score sheet (scor sciit)	partienformular	formulario/planilla	formular
gara	competition (kompetiscen)	wettbewerb	competicion	takmičenje
giocatori	players (pleiers)	spieler	jugadores	igrači
gioco partita	play game (plei geim)	schachpartie	juego/partida	igrati partiju
importante	important (important)	wichtige	importante	važno
incontro	match (metch)	wettkampf	march	meč
mossa	move (muve)	zùg	jugada	potez
nazione	nation (nèiscen)	nation	nación	nacionalnost
nero	black (blék)	schwarz	negro	crni
orologio	chessclock (cessclok)	schachuhr	reloj	šahovski sat
patta	draw (drou)	remis	pata / tablas	remi
proporre la patta	propose a draw (propos a drou)	remis anbieten	proponer tablas	predložiti remi
pezzo	piece (piis)	figur	pieza	figura

posizione	position (posiscion)	stellung	posicìon	pozicija
ripetere	repeat (ripit)	wiederholen	repetir	ponoviti
ripetizione	repetition (ripetiscion)	wiederholung	repeticìon	ponavljanje
ricostruzione della partita	reconstruct the moves (reconstruct dthe muve)	rekonstruieren der partie	restablecer la partida	rekonstucija poteza
risultato	result (resalt)	ergebnis	resultado	rezultat
sala gioco	play room (plaiin roum)	turniersaal	sala de juego	sala za igranje
scacchiera	chessboard (cessbord)	schachbrett	tablero de ajedrez	šahovska tabla
scacco	check (cek)	schach	jaque	šah
scacco matto	checkmate (cekmeit)	schachmatt	jaque mate	mat
scrivere	write (ràit)	schreiben	escribir	pisati
scusa	sorry (sóri)	entschuldigung	perdone	žao mi je
spingere	push (pusch)	schieben	empujar	pritisnuti
squadra	team (tiim)	mannschaft	equipo	tim
stallo	stalemate (steilmeit)	patt	ahogar	pat
stesso	same (sèim)	selbe / gleich	mismo	isto
torneo	tournament (tornament)	turnier	torneo	turnir
tutto	all (ol)	alles	todo	svi
venire	come (keim)	kommen	venir	doći
vicino	near (niar)	neben	al lado	blizu
vincere	win (uin)	gewinnen	ganar	pobeda
vuoto	empty (èempti)	leer	vacio	prazno
chi?	who? (hu)	wer?	quièn?	ko
dove?	where? (uèar)	wo?	donde?	gde
quale?	which? (uitch) what? (uat)	welche?	cual? / que?	koji/šta
quando?	when? (uèn)	wann?	cuàndo?	kada
quanti?	how many? (hàu mèni)	wieviele?	cuànto?	koliko
quanto?	how much? (hàu match)	wieviel?	cuànto?	koliko
questo	this (dhis) that (dhat)	dieser / diese	esta	ovaj/onaj
perche?	why? (uài)	warum?	por qué?	zašto
perche	because (bikoz)	weil	porque	zato
io mio	I (ài) my (mai)	ich mein	yo mi	ja/moj
tu tuo	you (iu) your (iòr)	du dein	tù tu	ti/tvoj
egli / lui suo	he (hi) his (hiz)	er sein	el su	on/njegov
ella / lei suo	she (sci) her (her)	sie seine	ella su	ona/njen
esso /a suo	it (it) its (its)	ihr ihr	su su	ono/njegovo






noi nostro	we (ui) our (òuar)	wir unser	nostros nuestro	mi/naši
voi vostro	you (iu) your (iòr)	Ihr eure	ustedes vuestro	vi/vaši
essi / loro loro	they (dhèi) their (dhèar)	Sie Ihre	ellas /su sus	oni/njihovo
buon giorno	good morning (gud moorning)	guten morgen	buenas días	dobro jutro
buon pomeriggio	good afternoon (gud afternuun)	guten tag	hola	dobar dan
buona sera	good evening (gud ivening)	guten abend	buenas tardes	dobro večè
buona notte	good night (gud nait)	guten nacht	buenas noches	laku noć
mangiare	eat (iit)	essen	comer	jesti
colazione	breakfast (brekfast)	frühstück	desayuno	doručak
pranzo	lunch (launtch)	mittagessen		ručak
cena	dinner (diner)	abendessen	cena	večera
malato	ill (il)	krank	enfermo	bolestan
medico	doctor (dòktar)	arzt	médico	doktor

Symbols and Names

Symbols and Names

						
BUL	Tzar	Dama	Top	Ofizer	Kon	Pionka
CZE	Kral	Dama	Vez	Strelec	Jezdec	Pesec
DEN	Konge	Dronnig	Taarn	Lober	Springer	Bonde
ENG	King	Queen	Rock	Bishop	Knight	Pawn
ESP	Rey	Dama	Torre	Alfil	Caballo	Peon
FRA	Roi	Dame	Tour	Fou	Cavalier	Pion
GEO	Mepe	Lazieri	Etli	Ku	Mkhedari	Paiki
	მეფე	ლაზიერი	ეტლი	კუ	მხედარი	პაიკი
GER	Koenig	Dame	Turm	Laufer	Springer	Bauer
HUN	Király	Vezer	Bastya	Futar	Huzar	Gyalog
ITA	Re	Donna	Torre	Alfiere	Cavallo	Pedone
NED	Konig	Dame	Toren	Loper	Paard	Pion
NOR	Konge	Dronning	Taarn	Bisp	Springer	Bonde
POL	Król	Hetman	Wieza	Goniex	Skoczek	Pionek
POR	Rey	Dama	Torre	Bispo	Cavalo	Peao
ROU	Rege	Dama	Turn	Nebun	Cal	Pion
RUS	Korol	Fjerz	Lad'ja	Slon	Kon'	Pjéska
SRB	Kralj	Dama	Top	Lovac	Skaka	Pjesak
SVE	Kung	Drottning	Torn	Loepare	Springare	Bonde

Symbols and Names

					
BUL	ЦТz	ДД	T	O	K
CZE	K	D	V	S	J
DEN	K	D	T	L	S
ENG	K	Q	R	B	Kt / N
ESP	R	D	T	A	C
FRA	K	D	T	F	C
GEO	მფ	ღ	ქ	პ	ბ
GER	K	D	T	L	S
HUN	K	V	B	F	H
ITA	R	D	T	A	C
NED	K	D	T	L	P
NOR	K	D	T	B	S
POL	K	H	W	G	S
POR	R	D	T	B	C
ROU	R	D	T	N	C
RUS	Kp (Kr)	Ф (F)	Л (L)	C (S)	K
SRB	K	D	T	L	S
SVE	K	D	T	L	S

A help for playing with blind players

spelling of letters

Buchstabieralphabet

italian	german				
Re	König				
Donna	Damen				
Alfiere	Leufer				
Cavallo	Spring				
Torre	Turm				
Pedone	Bauer				
		cardinal		ordinal	
a	Anton	number		numbers	
b	Berta		Grundzahlen		Ordnungszahlen
c	Cesar	0	null		
d	Dora	1	ein	1°	erste
e	Emil	2	zwei	2°	zweite
f	Friedrich	3	drei	3°	dritte
g	Gustav	4	vier	4°	vierte
h	Heinrich	5	funf	5°	funfte
		6	sechs	6°	sechste
i	Ida	7	sieben	7°	siebte
j	Julius	8	acht	8°	achte
k	Klaus				
l	Ludwig	9	neun	9°	neunte
m	Martha	10	zehn	10°	zehnte
n	Norman	11	elf	11°	elfte
o	Otto	12	zwolf	12°	zwölfte
p	Paul	13	dreizehn	13°	dreizehnte
q	Quelle	14	vierzehn	14°	vierzehnte
r	Richard				
s	Siegfried				
sch	Schule				
t	Theodor				
u	Ulrich				
v	Victor				
w	Wilhelm				
x	Xanthia				
y	Ypsilon				
z	Zacharias				

List of a material to prepare for a tournament

Chess boards + Pieces n. xxx Digital clock n. xxx Electronic chess board n. xxx	Photocopy of the rules of the tournament Photocopy of the press article - useful numbers (police, ambulance, medical.....) Photocopy map with hotel location
Giant chess prospect N°table open A - B	Banner Flags
Chess boards x analysis room	Podium (platform)
Computer - Printer - Scanner Photocopier - Toner	Material for welcome cocktail
Invitation for AUTORITY for Closing Ceremony	paintings show Banner of sponsor
Paper A4 n. xxxx	Restaurant Ticket of meal
Pens	Flowers
Scoreshit A + B Cards Placeholder Card Player open A Placeholder Card Player open B Card referees - staff Registration cards mod. self certification mod. new registration mod. Federation minutes of tournament	POSTERS: List of players – standing - classify – round result –Elo - arbiters room - analysis room – notice - press - play room – paintings show – rounds in internet LOGOS : municipality – fsi – fide – coni – province – region
MATERIAL referees office: markers – ruler – scissors – stapler – pins – glue – scotch normal and double side – highlighters – cutter – robber bands – folders – envelopes -	Ring for the x gm Big board for hang round standing etc
List of flags + FIDE flag List of Nation and City	Brochures for tourist
Poster big and small 1page of prospect in A3 and A4	Gadget : Calendar -
Big poster Hall of honour Cups, plates and medals	Special prices x blitz tournament x referee
Trophy Envelopes with prices	Box for money
Microphone for arbiters in play room	

Conduct of arbiter team in tournament hall

As well as the knowledge of the FIDE rules, during a tournament it's need to have an appropriate clothing and conduct, because the arbiters represent his Federation and FIDE, so:

- No to shorts and flip-flops or beach and shabby clothing, but an appropriate dress for the event;
- Don't shout to get out people from playing room, you could use kindness;
- You don't need to use brutality to not welcome spectators, but you need the most care for create a synergy between referee and player in order to prevent even the smallest problem;
- If it's forbidden for players to bring the phone in playing room, I don't understand why the referee is authorized to answer calls during matches disturbing the players;
- When is time of zeitnot normally the arbiter doesn't sit down near this board, but he write on Scoreshit the moves, professionalism and competence is necessary to work for the success of the event;
- If suddenly you have an attack of hunger don't go through the chess boards with full mouth (maybe crumbling cookies on player's head), there is the arbiters room for have a break ;
- If you are bored don't sit near a chess board reading a newspaper or tapping the finger just because you want the result in a hurry;
- Presence in playing room;
- A good referee is always present but invisible... this give security to the players;
- More or less absurd question asking from players try to answer politely and explain why a decision is made according to which article of FIDE rules ;
- Respect for players;

And even more important ... needs a good working relationship between arbiters.

Thanks for your attention

Cristina Pernici Rigo