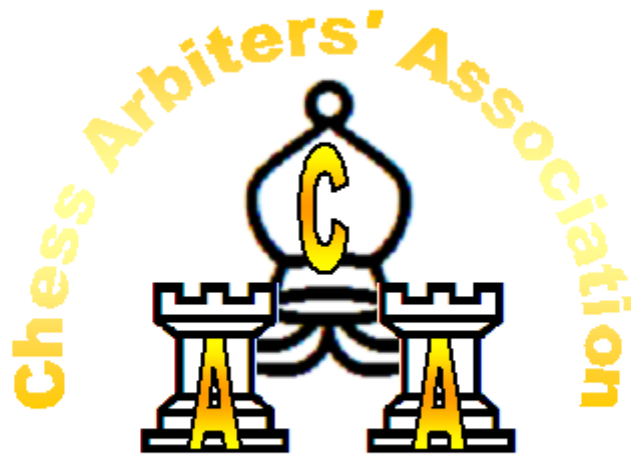


CAA Arbiters' Guide



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Introduction

The Laws of Chess identify the required characteristics of an arbiter as "*necessary competence, sound judgement and absolute objectivity*".

But the Preface also makes it clear that the Laws cannot cover every eventuality and that it is the arbiter's duty to apply the Laws in a fair manner. There can be no doubt that inter-personal skills are required to achieve this aim.

The role of an arbiter involves various skills which can be considered under the following headings:

People Skills – A good arbiter must be able to get on with people. On occasion skills will be required to defuse situations or certain actions taken to ensure that a situation does not escalate.

Administration Skills – There is a considerable amount of 'paperwork' involved with a successfully run event. It is imperative that administrative tasks are carried out with a high degree of efficiency. Increasingly a level of computer competence is needed to deal with grading, web page materials, etc.

Knowledge of Laws – A thorough knowledge of the Laws is required. It is also important that Arbiters keep up to date with revisions to the Laws (currently carried out every four years).

Knowledge of Pairing Rules – Computers have still not replaced arbiters in Britain. Indeed some arbiters claim they would give up if only computers calculated the opponents for players. However, even where computers are used it is important that an arbiter knows the procedure being used so that any queries can be answered.

Each of these topics is dealt with in more detail throughout this booklet. Comments from both experienced and trainee arbiters will be welcomed so that future revisions can be made.



People Skills

These cannot be taught in a booklet. However certain principles can be outlined. The following section attempts to offer some general guidelines and some more specific advice. However the arbiter's personality will often determine the approach adopted.

Competence: Players will only respect an arbiter if they have confidence in that person's ability. A bit of a cliché, but respect must be earned. This confidence is gained by performing all tasks accurately and effectively so that the players have confidence in the operation of the tournament. For this reason a good knowledge of the Laws and of Pairing Rules is required. The ability to get on with people is also a strong advantage.

Objectivity: The arbiter must be impartial in all actions towards the players and avoid being influenced by personalities. When making pairings experienced arbiters will often not be able to tell you the player's name because the only identification that is looked at is the PIN number. The Laws must be applied as they actually are, not as the arbiter may wish them to be. This can be genuinely annoying at times but it is the only way to achieve impartiality.

In general the Arbiter must always appear friendly and approachable. Any decision reached must be seen as being fair. Players will often attempt to argue. In the first instance the arbiter should explain the reasoning for the decision made. However, if the player continues to argue it is pointless for the arbiter to repeatedly explain. In these situations it may be necessary to get the support of another official. If the player still continues to argue it may be necessary to tell the player that he must accept your decision or withdraw. An Appeals Committee can often save the Arbiter a considerable amount of anguish by having the matter referred to them. Arbiters must always attempt to make the correct decision no matter how tempting it is to try to appease a troublesome player at the expense of a mild mannered opponent.

Similarly when making decisions your relationship with the players should not influence the outcome – in either direction. For example you should not favour a club mate over his opponent, but neither should you disadvantage him simply because he is known to you. You should also avoid being intimidated by a player's title. On one occasion a Grandmaster approached the arbiter demanding that the draw be changed because a rival had an easier pairing than he did. Eventually it was necessary to simply state that the draw followed the rules. It would not be altered and discussion on the matter was ended.

Decisiveness: Normally prompt and decisive action is needed from an arbiter. An obvious example would be time scrambles. Decisive action is needed in any situation where escalation into a complicated and hard to resolve situation is possible. However there are times when it may be better to stand back, monitoring the situation, but let the players resolve the situation themselves. Knowing what is the right approach comes with experience.

If you know a breach of the Laws has taken place but are not sure what action to take then the advice of a more experienced arbiter should be sought.

There are a limited number of occasions when making the wrong decision is better than making no decision. In these cases an apology should be offered to anyone who has suffered.

Sound Judgement: The Laws of Chess cannot cover every situation. It is therefore up to the Arbiter to employ ‘common sense’ when making a decision on a situation which is not defined in the Laws. The obvious first step is to look for any analogous situations which are covered by the Laws.

Where the Laws are not prescriptive there will be a balance to be found between consistency and fairness. A good arbiter will avoid a heavy handed approach but at the same time promote good behaviour. The nature of the tournament may determine the action taken. For example a GM recording in descriptive in the British Championship would be issued a warning and made to use algebraic whereas an 80 year-old in the Minor Tournament of a weekend congress would probably be allowed to continue. Allowing a player to withdraw from a Swiss event is unlikely to cause major hassle, but allowing withdrawal from a ten player FIDE rated all-play-all would create a major problem.

Different approaches: All Arbiters are individuals therefore there will always be different styles of approach to the task. Some may attempt to avoid all risks by employing extensive protective measures, others will allow some risk in the expectation that they can cope quickly if a situation arises. Some will adopt a much more strict interpretation of the Laws than others. Some will adopt a much higher profile than others. Each arbiter must find a style; but whatever it is, it must be effective and should not depart too far from the norm. It is common for recently qualified arbiters to prefer more prescriptive methods and to ‘loosen up’ with experience.

Arbiting with Adult Players

A major difference between chess and most other ‘sports’ is that the loser cannot usually deflect blame for the result elsewhere. A long game of chess has also probably left the player mentally tired. So it is no surprise that a player may react badly if penalised under these circumstances. A poor pitch, bad light, unlucky bounce or even a poor pass from a team-mate cannot be used as an excuse. Human nature being what it is, the natural reaction is to blame the arbiter if possible. Being aware of this possibility (probability!), the Arbiter should ensure that the player appreciates that the decision is not a reflection on the player’s honesty or sportsmanship.

Another situation which often causes unhappiness is a claim of ‘touch-move’ which is denied by the opponent. In this case the player making the claim is often upset if, lacking independent evidence, you do not uphold his claim. You must try to make it clear that you do not doubt his honesty but that from the case presented you can make no other decision. Before making a decision it may be necessary to hear both players’ versions of the incident. If this is likely to be protracted or noisy then remove the players from the tournament hall before continuing. In some cases the versions should be related separately though both players should have the option of refuting the others case.



Arbiting with Children

Working with young children in any area requires special skills. This is just as true in arbiting as it is in any other area. This part of the document is designed to help arbiters not used to dealing with the special problems of working with youngsters.

When running junior tournaments it is advisable that the organising team should consist of both male and female officials. Children tend to associate with women more readily than with men. All officials must hold a current 'Disclosure Check'/CRB Clearance. Any assistants not holding such clearance must not be allowed to end up in a position where they are working alone with a small number of children (less than 5). Even with clearance try to avoid working in a one-to-one situation with a junior.

- The arbiter should, when speaking to a child, whenever possible, come down to the same physical level by kneeling down or even sitting. Children find looking up to an adult intimidating. Avoid leaning over a child – this can be felt to be threatening.
- Try to give instructions in simple English, avoiding technical terms whenever possible. Children will usually have a shorter attention span than adults so do not make long announcements. Remember KISS – Keep It Short & Simple
- Look for signs that your comments have been understood by examining the face of the child. If asked, many children will say they understand even when they don't. A blank expression usually confirms a lack of understanding.
- Explanations of difficult concepts should be minimised, especially in any introductory remarks. For example an explanation of 10.2 (claiming a draw in the last two minutes) is very complex. It is simpler to announce "If you have less than 2 minutes left and are worried about losing on time stop your clock and get an arbiter." Very few games will reach this stage anyway. If a game does go this far then you can make sure that BOTH players understand the process.
- In junior games the arbiter may have to be more proactive than in adult tournaments. It is acceptable for an arbiter to halt a game to establish that a player is aware of the Laws. For example an arbiter may halt a game when a player has 2 or 3 minutes left to ask if the player knows that he may claim a draw in the last two minutes or to ensure that a player knows that he does not have to laboriously record moves right to the end of a game. The arbiter must be careful that the opponent understands it is an explanation of the Laws and not advice being given to claim a draw, stop recording, etc
- Beginners' tournaments will require more intervention than adult ones because of the high number of illegal moves likely to occur, confusion over the rules, etc. Youngsters can feel a greater sense of injustice than adults, so if turning down, for example a touch move claim, it can be important to reassure the

claimant that you are not doubting his word but that you need more evidence than is available before you can act.

- At the beginner level it is not uncommon to declare games drawn where the player with more time and material does not know how to get checkmate. Here the moves of the opponent are very important. In king and queen or king and rook v lone king, the lone king could be considered to be defending accurately if it is kept in the centre of the board but not if it goes to the edge, where it may stumble into a checkmate. The former may be declared drawn, the latter may require 50 moves to be counted before a draw is given. In either case the arbiter may wish to keep a count of the number of moves played.
- Youngsters often ask the arbiter to confirm checkmate. This should not be done. Instead the arbiter should state that he/she is not allowed to say and ask the opponent to look at the board and see if it is mate. Where it is not mate, saying this may give a considerable advantage to the opponent. It is up to the players to decide if the unprotected queen next to the king is in fact delivering 'mate'!
- Parents and/or coaches can be a problem in junior events. Some tournaments ban parents from the playing hall for that reason.
- Parents should be discouraged from standing in their child's direct line of sight. Some parents will pressurise their child by doing this (usually obvious by the child taking quick glances up at the parent or staring continuously), others will unwittingly or otherwise give advice through facial expressions, body language or worse. Parents should also be prevented from staring at their child's opponent. This is a form of intimidation and should be stamped on immediately. It may be necessary to remove the parent from the tournament hall if the behaviour continues.
- Parents are very protective of their offspring. Try to be patient even when what appears to be a ludicrous accusation is made. No matter how ludicrous, it may have some basis in fact.
- If parents are allowed in the hall it is worth emphasising that they should approach an arbiter if they spot a problem and not to get involved themselves.
- Conversations between schoolmates, etc should not be allowed near the board. Youthful enthusiasm often leads to audible discussion about a game in progress.
- The more an arbiter patrols during a round the less chance there is of a major problem arising – though there may be an increase in the number of minor problems discovered!
- A child may get very emotional over an adverse decision. When this is the case it is not unreasonable to give a few minutes break so that the youngster can compose him/herself before continuing the game.

- The arbiter must be careful to avoid putting himself or herself in an awkward position. Whilst it is very tempting to try to console a player reduced to tears by a bad loss, care must be taken that your actions cannot be misconstrued. Unfortunately, in today's society the arbiter has to be aware of actions being misinterpreted and of the potential for accusations to be made and may therefore have to curb natural protective instincts.
- With this in mind arbiters should avoid situations which would leave them alone with a single child. Ideally, when working with children there should always be at least two adults together.

Special Needs of Disabled Players

The arbiter should always be aware of the needs of players with a disability. These needs should obviously be met but not to the detriment of the tournament as a whole.

A player with a walking problem or in a wheelchair should not be situated in an inaccessible part of the hall. Ensuring that that person's board is at the end of a row nearest the passageway is often sufficient. A blind or visually impaired player requires additional space at the board. Here a fixed board position may be the best option. Because the moves are announced it is usually better to have this board at some distance from the others to minimise disturbance to adjacent boards. It is also advisable NOT to pair a visually impaired player with one who has a hearing problem unless there is someone available to act as a second.

Some disabled players resent special treatment preferring, for example, to sit at a board reflecting their score. Usually this will present no problems but on occasion special treatment must be enforced to ensure the best conditions possible for the other players.

If a disabled player has to play in a different room then the accommodation used should be of a similar standard.

Disabled players should not be penalised in any way other than permitted by the Laws (e.g. a player who is not recording due to a hand injury may have his time reduced by a few minutes).

It may be necessary to have someone willing to play the moves for a disabled player, particularly against an inexperienced or easily disturbed opponent.

Ideally the entry form should ask for players with special requirements to notify you of these with their entry so that appropriate arrangements can be made. It may be worth checking with the player as to their requirements.

The Arbiter and the Congress Directors

The preparations for any tournament are primarily the responsibility of the Tournament Director or Organiser rather than of an Arbiter. However, any Arbiter will need to be familiar in advance with the general nature of the tournament and will need to be prepared. In the case of the Chief Arbiter, contact in advance with the Tournament Director will be necessary to confirm the tournament regulations (tie break procedures, etc) and to be sure that materials and playing conditions will be in order. Of course, in many cases an Arbiter may well be a member of the organising committee.

Arbiters should be made aware of:

Nature of event(s): Swiss, all-play-all, etc. Team or individual.

Pairing system: All events require some system - not just "Swiss pairings are used".

Time controls: Is it a classical time control or is a Fischer timing being used. How should the clocks be set?

Prizes: A list of prize winners is normally drawn up by the Arbiter. It is therefore necessary to know the prizes on offer, particularly grading bands and special prizes on offer. Many tournaments advertise that a player may win only one prize. This can cause extreme difficulties when prizes are shared e.g. Players A and B are third equal with players C and D (3rd prize £50). Players A and B could also win a grading prize (£25). If A and B are given the grading prize they will get £12.50 but C and D will get £25. It is up to the Tournament Director to make a decision on how the prizes should be shared. Usually it will be done by either combining the prizes and dividing by 4 or, probably fairer, A and B get a half of the Grading Prize each plus a quarter of third place. C and D get a quarter of third place each.

Tie breaks: Decide where these are necessary and the system(s) to be used. Usually tie breaks are used only for trophies and titles, prize money is usually shared (unless there is a play-off).

FIDE events: Further regulations apply to events aimed at FIDE ratings or title norms. Be aware of these. In particular where title norms are intended there is a limited number of acceptable time controls available.

Other: The particular nature of the event may require other regulations.

Most congress directors are very pleasant people trying to do their best for the event. Unfortunately sometimes, just occasionally, what the organiser would like to do puts an unnecessary burden on the arbiters. Here diplomacy of a high order is required, especially if you want to be invited back. An arbiter once had an organiser who wanted to put the arbiters control desk on a narrow stage and would not listen to any arguments. Having failed to dissuade him with verbal logic the arbiter, a person of considerable stature, sat him at the middle of the control desk and asked him to go to an imaginary dispute in the hall. As another rather large arbiter had previously been positioned at one end and the arbiter himself sat at the other end the organiser found it impossible to comply and finally agreed that another positioning of the control desk was necessary. Hopefully the Director will listen to suggestions from arbiters without the arbiter having to resort to such tactics.

A major problem can be the transference of data from the organiser to the control team. Sometimes players have not been entered who should have been or are put in the wrong event. The most common problem is not being notified of byes. It is always worthwhile for the arbiter prior to doing the round 1 draw to check the entry forms. A good Director will always have these available. Telephone entries do however complicate this matter, as do telephoned alterations to bye requests etc.

When problems of this nature occur there is no point in storming into a rage. This does not help anyone. Explain to the players that there has been some confusion in the information given to you and try to sort it out as best you can. Wait until things have settled down before trying to make sure that these problems will not occur in the future.

An arbiter can also have a conflict of interests towards the end of the final round. Whilst everyone wants prize lists prepared as quickly as possible so that cheques can be written, etc., the arbiter's first priority is to the games in play. The time scramble, even if on the bottom board, still requires the presence of an arbiter. This is a time when another arbiter may help you out, but failing this you should watch the game rather than preparing the prize list.

Relationship with other arbiters

At most major events there will be a team of arbiters who must work together. It is normal to assign a tournament to a particular arbiter whose duty it will be to ensure the smooth running of that particular tournament.

All arbiters have been inexperienced once and are therefore usually willing to be of assistance. Do not be afraid to seek help. In particular 10.2 decisions (claims of a draw in the last two minutes) may require advice from a more experienced person. Similarly, if you are unsure whilst doing a particular pairing then ask for help. It is better to appear uncertain than to be proved stupid!

When asking for assistance however, you must time your request favourably. If another arbiter is in the middle of a complicated pairing then it is advisable to wait before asking for help.



Checking the Venue

This is primarily the responsibility of the Tournament Director, but the Arbiter should take an interest in ensuring that the playing conditions are satisfactory in the following respects:

Space - There should be space to allow players to reach their boards without disturbing others. Arrangements for control of spectators may be necessary.

Lighting - Check the intensity in daylight and under artificial light making sure that there are no reflections. If sunlight is a problem the windows should be fitted with blinds or curtains. The arbiter should monitor this during play to maximise natural light but minimise disturbance due to sun or shadows.

Heating and Ventilation – The Arbiter should be aware if it is possible to regulate the temperature to give comfortable conditions at all times. Either the arbiter can alter settings or must inform the Caretaker.

Ancillary Accommodation – Ideally the analysis room, tearoom, bookstall, etc should not be accommodated in the playing area and if possible direct access from the playing area should be avoided.

Tables and Chairs - Tables should be smooth-topped, steady and large enough to take scoresheet, cup and saucer in addition to the board and clock. Chairs should be comfortable.

Noise Level - Ideally the passageways in the playing area should be carpeted and squeaky doors should be repaired. Noise should not carry to the playing area from the analysis room, tearoom or from other activities inside or outside the building. A common requirement of the arbiter is to dampen the noise from banging doors. Erasers and rubber corks held in position with ‘blu-tack’ can be a useful addition to the equipment carried.

Toilet Facilities – These should be adequate for the needs of the numbers involved. Ideally they should be checked regularly throughout the event. Chess players use greater numbers of towels and toilet rolls than the general public.

Whilst the facilities are the responsibility of the tournament director it will often be the arbiter who receives the complaints when something is not right. It is therefore important that the arbiter has a say in the venue whenever possible.



Administration Skills

There is a considerable amount of administration involved in running a tournament. The use of computers, designed to help with this, can indeed often increase the amount of work involved as round by round leader boards, player performances, title norm chances, etc can be produced after every round.

In many countries almost all the administration is done by computer. Entries are computerised, pairings are done on the computer, round sheets are printed and charts are printed out at the end of each round from the data on the computer. In Britain this varies from event to event. The top events tend to have a mixture of computerisation and manual input.

In either case it is important that the initial information is correct.

Entries

Entry forms should be checked carefully. If time permits it is useful to check that the entry form agrees with the data on the pairing card and/or computer.

Things to check for are:

- The player has been identified correctly. Particularly where this is carried out by selecting from a computerised list, e.g. when selecting from grading lists in Swiss Master or Tournament Director, a person with the same or similar name can be chosen.
- The grade is correct. Some players give wrong info or you may wish to enter a preliminary grade for ungraded players.
- Requested byes have been correctly entered. This is a vital check as it is probably the most common error.
- The player has been put into the correct tournament. A player may wish to play up in a higher event for example and this has not been noticed or a player has entered a section but his grade is too high (e.g. a 1700 player has entered an Under 1700 tournament).

It is normal to assign PIN numbers to players according to their grade/rating. The highest rated player will be number 1 the next highest number 2 and so on. When players are of equal grade the normal criterion is to number by title (GM, WGM, IM, WIM, FM, WFM) and then alphabetically.

This PIN number should be used on the pairing card and the chart if these are produced manually. Most players tend to prefer manually updated charts to those produced by computers even though the computerised ones can be produced after each round in performance order. In FIDE rated events it is useful to produce FIDE performance tables at the end of each of the later rounds.

For details on how to fill in a pairing card see the section on doing pairings.

There is a responsibility on the Arbiter to ensure that reported results are recorded correctly. (It is the responsibility of the player to make sure that this result is correct!) Prompt posting of results can mean that mistakes are realised before any serious damage is done.

There are various ways to minimise the likelihood of errors. The thoroughness with which they can be applied will depend on the time available. In a one round a day event every precaution should be taken to ensure that the information recorded is as accurate as possible. In a rapidplay with 10 minutes between rounds it is unreasonable to expect that mistakes will not happen. However every attempt should be made to minimise the chance of an error and to correct any as soon as possible.

Collecting Results

Results are normally handed to the control point in one of three ways:

- Both scoresheets are handed in (common in top events)
- A result slip is handed in (perhaps the most common way)
- The results are reported orally (common in junior events and some rapidplays)

When results are given orally it is important that the person receiving the result records it in front of the players and confirms with them that the correct result has been registered. It is normal to have both players report a result in this situation.

When result slips are handed in these should be checked as soon as possible. There are a number of common mistakes made by players when filling in result slips.

Arbiters' Open		
Round	Board Number	Result
White:
Black:

It is surprising how often a result slip is handed in without the result being filled on it. This requires you to try to find the players and establish what the result actually was. Board numbers are often filled in wrongly. This usually just means that you have to check the players' names before entering the result on the pairing sheet. Sometimes the result slip will be put in the box for another tournament.

A very common mistake is for the names of the players to be put opposite the wrong colour. Here you must check the result. Did the players play with the wrong colours? Who actually won? Was it the player who had white or the player who is down as having white?

Occasionally players forget to hand in the result slip. A journey to the board will often find it, sometimes even filled in.

When duplicate scoresheets are used the top copy (usually more likely to be legible to the Arbiter) should be handed in by both players. These should be compared before the result is entered. The results on both scoresheets should be compared before entry. It is not unheard of for both players to claim a win. Normally this is a genuine mistake on the part of one of the players. Many top players will leave the scoresheets on the board for the arbiter to collect as this is a common practice abroad.

A useful exercise is to mark the results on the charts and/or a displayed pairing sheet as soon as possible. This allows players (and spectators) the maximum opportunity to check the accuracy of results.

Charts

If computerised pairings are being used then the programs are usually able to produce charts as well. It is important that at least one member of the control team understands the program well enough to produce such charts. These charts are particularly useful as they often display the players in score order and can give various tie-break methods if these are needed. They can also give a rating performance for some events.

It is important that the meaning of any displayed information can be explained to anyone who asks.

‘Manual Chart’ is perhaps a bit of a misnomer as the information about the players is often printed by computer and only the details of each round (colour, opponent, cumulative score) are entered manually. When indicating pairings on such a chart it is usual to wait until all the games have started and any necessary re-pairing has been carried out before entering the current round pairings.

Pin	Name	Grade	Club	Rd 1	Rd 2	Rd 3	Rd 4	Rd 5
1	ADAMS, Allan	1453	Aberdeen	⁶ 1	⁴ 2	¹		
2	BROWN, Brian	1345	Bristol	⁷ 1	³ 2	²		
3	COWAN, Carol	1327	Coventry	⁸ 1/2	² 1/2	¹⁰		
4	DUFFY, David	1316	Dundee	⁹ 1	¹ 1	⁵		
5	EVANS, Eric	1297	Edinburgh	¹⁰ 1/2	⁸ 1	⁴		
6	FREUD, Fiona	1279	Felixstowe	¹ 0	⁹ 1 1/2	⁷		
7	GREEN, George	1278	Glasgow	² 0	¹⁰ 1	⁶		
8	HUGHES, Harry	1263	Halifax	³ 1/2	⁵ 1/2	⁹		
9	INGRAM, Ian	1255	Ilford	⁴ 0	⁶ 0	⁸		
10	JONES, James	1243	Johnstone	⁵ 1/2	⁷ 1/2	³		
Total				5	10			

As said previously these should be kept as up-to-date as possible when results start to come in. An exception to this would be near to a time control when as many people as necessary should be watching for time scrambles. In this situation the charts

should be brought up to date immediately after the time scrambles have been dealt with.

It is a good idea to mark future byes in the appropriate place in the chart. This allows players to acknowledge that their bye has been recorded.

Checking results

It is obviously important that the correct result is entered onto the pairing card and/or into the computer before the next round pairing is started. There are various ways of checking this

If using a computer the results can be entered from the pairing sheet and then checked from the result slips or scoresheets.

Similarly, pairing cards can be filled in from one and checked against the other.

Pairing cards can also be checked against the chart (though this is time consuming even with two people doing it).

If a computer is shadowing a human both can do pairings and any anomalies compared. The first check should be to see if the score-groups contain the same players. If not where was the wrong result entered.

Another check is to do a 'points count' with the pairing cards. Here the cards are sorted into score-groups and further divided into colour wanted. The following arithmetic is then done. For example in a 16 player tournament after round 3 the total number of points should be 24 (8 per round). This number may vary as a result of byes.

The sorted cards are distributed as follows

Score	White seekers	Black seekers
3	2	0
2 ½	1	2
2	1	1
1 ½	1	3
1	1	0
½	1	2
0	1	0
Total	8	8

Notice that the total of white seekers and black seekers will normally be the same. However byes may affect that equilibrium.

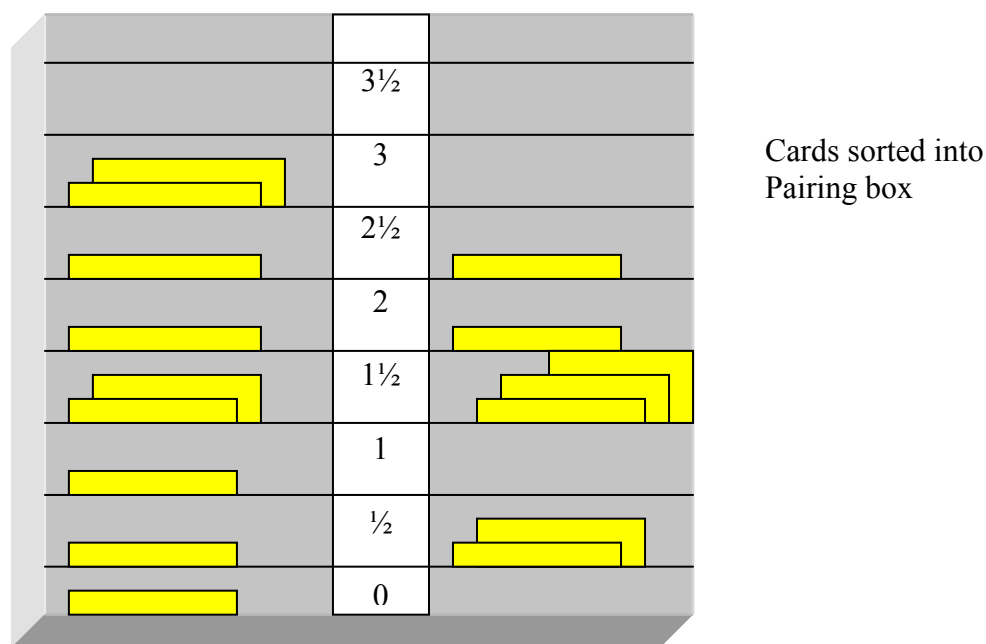
Score	White seekers	Black seekers	Sum
3	2	0	6
2 ½	1	1	5
2	1	1	4
1 ½	2	3	7 ½
1	1	0	1
½	1	2	1 ½
0	1	0	0
Total	8	8	25

There is one point too many. This usually means that a total has been entered wrongly. Check through the last round results and see where the error occurred.

Since we have a point too many it is likely that a point has been added for a loss so check these results first.

When the mistake is found the table is corrected.

Where a pairing box is used to sort the cards as results come in a calculation such as this will only take a few moments. It also has the advantage of letting you know easily the scoregroups where floats will be required and interlocking scoregroups occur (see section on doing pairings for the significance of this).



A simplified points count can be done on the chart where the cumulative scores after each round are totalled.

The Arbiter's duties seldom finish with the completion of the last game. Often prizelists and grading reports have to be completed.

If a prizelist is required it is common to prepare this from the cards or computer program and check it against the charts.

Often the arbiter will also be responsible for entering results into a computer for grading purposes. Where the event is rated by FIDE the arbiter has the additional duty of recording any incidents which may have occurred during the event. The arbiter should also check to see if title norms have been achieved and that the correct documentation is created (norm certificates and appropriate tournament crosstables).

On occasion the arbiter may even be expected to write a report for the media. The arbiter should be informed in advance if this is the case.

Setting Clocks

It is important that, if digital clocks are being used, that the arbiter is aware of the setting of these clocks. Whilst the arbiter may not need to know how to program the clock he/she must know how to check that they are at the right setting and how to alter the display should it be necessary to do so following an illegal move or incorrect claim of a draw by repetition, etc. The arbiter should also be familiar enough with the clock to answer any relevant queries from the players. It is unreasonable to expect an arbiter to be familiar with every type of digital clock as no two seem to function in exactly the same way but a general understanding is essential.

An arbiter unfamiliar with a particular make and model of clock will find it beneficial preferably before the start of play but certainly no later than the early stages of the first round to experiment with setting and altering a spare of those in use.

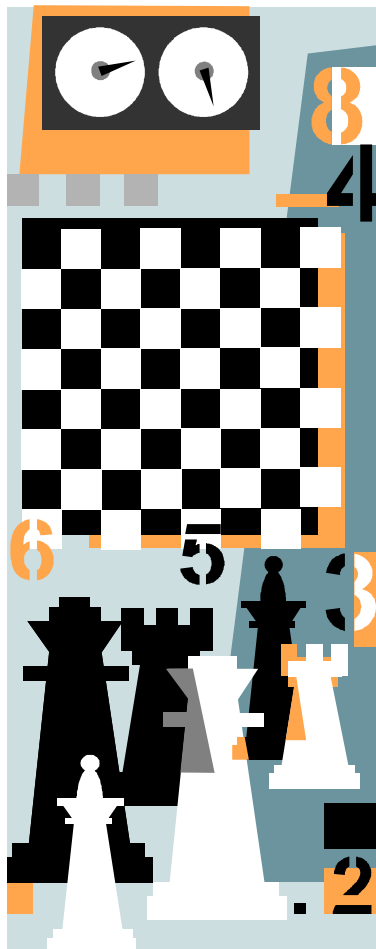
If the digital clock exhibits a battery warning signal this is not usually a cause for immediate concern though it will certainly reassure players if the batteries are replaced before the next round.

Many digital clocks will take a considerable amount of time to alter the setting following an illegal move, though some have a button which when pressed will add on a minute automatically.

Remember to work out which settings will have to be changed before starting or you may have to go through the whole procedure again. E.g. Player A's clock shows 59 minutes when 2 minutes have to be added – this means he will have 1hr 01mins after the reset so you must add 1 to the hours before setting the minutes otherwise you may have to cycle through the whole process again.

Because of the time taken it may also be preferable not to alter a clock immediately.

For example player A has 4 minutes and player B 18 seconds to play the last 5 moves of a time scramble. Player B makes an illegal move. It could disadvantage A if the time was added on immediately (giving B additional thinking time) so consider waiting until after the time scramble before giving the time penalty.



TIE BREAK

There are various tie-break methods available. The best method is a play-off but this is not always possible. There is no totally satisfactory mathematical method of tie-breaking – each has advantages and disadvantages. Team events and individual events may also require different types of tie break.

In some systems an unplayed game is counted as a draw by the player against himself. This would obviously not apply in Sum of Progressives but could in Sonneborn Berger.

These are listed in no particular order.

Tie Break rules using the player's own results

- Sum of progressive scores
- Koya System (all-play-all only)
- Number of Games Won
- Number of Black Pieces
- Individual Result

Tie Break rules using a team's own results

- Match points in competitions decided by Game points
- Game points in competitions decided by match points
- Individual Result
- Board Count
- Board Elimination

Tie Break rules using the results of opponents

- Sum of opponents' scores (Buchholz)
- Sonneborn-Berger

Tie Break rules using Grading (Rating)

- Sum of opponents' rating
- Average of opponents' rating
- Tournament Performance

Description of Tie Break Methods

Armageddon: See Play-Off

Average of Opponents' Rating: This is a refinement on the total of opponents' rating as byes and defaults can be ignored. The total of opponents' ratings are added and divided by the number of games played. The highest average wins.

Board Count (Hooper System): This is normally the first method used in knockout team events where a play-off is not possible. The boards on which wins are scored are added for each team and the lowest total wins. This method gives more credit for wins on higher boards.

	Team A	result	Team B	
1	Armitage	1 - 0	Brown	
	Armstrong	½ - ½	Black	
	Arthur	0 - 1	Barnes	3
	Adams	½ - ½	Boyle	
	Allan	0 - 1	Boyce	5
6	Anderson	1 - 0	Bryson	
7	Total	3 - 3	Total	8

Here team A wins with a board count of 7 against 8.

Board Elimination: Here the score on the bottom board is eliminated until a result is achieved. In the above example Team B would win 3-2 after board 6 was eliminated. This system penalises wins on lower boards.

Elimination of Scores (Wallace System): Here the scores of the bottom players are eliminated. This can be difficult to apply in a Swiss and is therefore more commonly used in all-play-alls.

Name	A	B	C	D	E	F	G	H	Total
Player A	**	1	½	1	1	1	½	1	6
Player B	0	**	1	1	1	1	1	1	6
Player C	½	0	**	1	0	1	1	½	4
Player D	0	0	0	**	1	1	½	1	3 ½
Player E	0	0	1	0	**	1	1	0	3
Player F	0	0	0	0	0	**	1	1	2
Player G	½	0	0	½	0	0	**	1	2
Player H	0	0	½	0	1	0	0	**	1 ½

Here player H is eliminated first – A and B are now credited with a score of 5 as both beat H.

F and G are next to be eliminated Player A has now scored 3½, Player B has 3, so Player A is the winner.

This type of system supposes that it is more meritorious to perform well against stronger opposition and less well against weak opposition than vice versa.

The **Koya System** is a refinement of this. Initially all players who scored less than 50% are eliminated from a player's score. This system may be extended step by step to include score groups with less than 50%, or reduced step by step to exclude players who scored 50% then higher.

Game Points: In team events teams are usually arranged in order by one of two methods – Game points or Match points. In Game points the team gets the number of points indicated by the match score, in Match points no matter how large the margin of victory the team will score the same number of points (normally 2 for a won match and 1 for a drawn one though other variations are possible). Whichever of these is used as the main method the other is commonly used as a method of tie break, either before or after the match result between the teams concerned is considered.

Individual Result: Here if the tying players or teams met then a league table is drawn up amongst those concerned with the winner being the team/individual with the most points. If A and B tied and A beat B in the individual match then A is the winner.

KOYA System: See Elimination of Scores

Match Points: See Game Points

Number of Black Pieces: The winner is the person who played with Black the greatest number of times. This is designed to compensate for the greater number of White wins over Black. The player has no influence on this, it may be considered to be down to the luck of the draw in the pairing system.

Number of Games Won: The player who has won the most number of games is the winner. This method favours the player who draws least often, win/loss being preferable to two draws. This is similar to giving 3 points for a win and 1 point for a draw.

Play-off: This is probably the fairest way of deciding a tie. However there are many disadvantages to this. If the play-off has to be played at the same time control as the event then this may incur additional costs for accommodation and increased prize fund (though it is possible to retain a percentage of the original prize fund and redistribute this). It may also be difficult to get the players together again for a play-off.

If a faster time control is to be employed then we have the chess equivalent of a penalty shoot-out in football, exciting for the spectators but it may be unfair to some players e.g. player A has a quick win due to an opponent blunder, Player B grinds out a win at the end of a 5 hour session. Is it fair to Player B to have to play Player A almost immediately?

Armageddon Play-off: This is often used as the final game in a play-off. Normally two or more rapidplay games have been used and have failed to find a winner. The Armageddon is normally a blitz game where one player has slightly more time than the other (e.g. White 6 minutes, Black 5 minutes). The player with the extra time must win otherwise the opponent wins the match.

Sonneborn-Berger: In individual tournaments this is the sum of the defeated opponents' scores plus half the sum of the opponents' who scored draws. No credit is given for losing. In team events it is the sum of the scores of opponents multiplied by the score against them. This method has the advantage of recognising the results of your opponents and your performance against them. It has the disadvantage that less important games between non prizewinners, especially in the last round, may play a decisive role in the tie-break. Another criticism is that the strength of players you lose to is ignored.

Sum of Opponents' Grades: This breaks the tie in favour of the player with the higher grading performance in the event. It has the merit that it reflects performance against players of proven strength. There are problems where players have had byes or have met ungraded opponents. Modified versions of this remove the highest and/or lowest rated player.

Sum of Opponents' scores: Here the totals of the final scores of each opponent met are calculated. The winner is the person whose opponents recorded the highest total score. This method has the benefit of reflecting the strength of the opposition on that occasion. It has the disadvantage that a player could be seriously disadvantaged by the withdrawal of an opponent. Byes can also affect the outcome.

The median Buchholz (eliminating highest and lowest opponent's scores) can be used to counter some of these problems.

Other variations of this involve cutting off the results of the lowest scoring opponents one by one.

A further variation is to use the sum of Buchholz scores of the opponents.

Sum of Progressive Scores: Here the player's cumulative score at the end of each round is added.

Name	Rd 1	Rd 2	Rd 3	Rd 4	Rd 5	Total
Player A	1	2	2	3	4	12
Player B	½	1 ½	2 ½	3	4	11 ½

Player A wins.

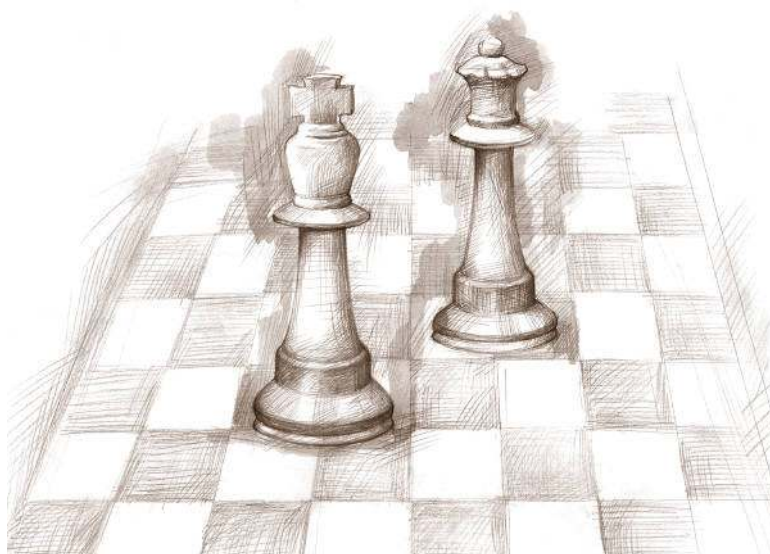
This recognises that a player who scores more points earlier in a Swiss will tend to meet stronger opposition. However, it gives less emphasis to the crucial final rounds.

This is often used at weekend events because it is the simplest to administer.

Should players still be tied then the total can be recalculated eliminating rounds 1, 2, 3 etc in order.

Tournament Performance: For FIDE rated events the average of the opponents' ratings is calculated as is the percentage score. FIDE tables (B.02.10.1) is used to look up the tournament performance. If national grades are used then other calculations must be carried out.

In FIDE events this method may be modified to ensure that all players lie within a 400 point band of the player.



Types of Tournament

All-play-All/League/American: These are different names for the same type of event though the term league is usually used for team tournaments. In these events a team or individual plays all of the opposition.

Tables giving rounds are available. Players should be assigned a pin number by lot. If there is an odd number of players then 'bye' should be given the highest pin number available.

In most systems for a double round tournament it is advisable to reverse the order of the final two rounds in the first rota to avoid played having three of the same colour in a row.

All-play-alls are most familiar as local and national leagues. At many such events there will be no arbiter present.

It is important to have dates and times of all matches clearly established in advance, commonly by a fixtures meeting. Thereafter, the Arbiter will have to deal with problems reported by the teams with various degrees and qualities of supporting and conflicting evidence. The main categories of problem are (a) late or non arrival of visiting team or late attempt to rearrange match; (b) irregularities during play; (c) decisions on positions reached at end of a Quickplay finish. The Arbiter may also need to take action to ensure prompt reporting of results. Charts showing sequence of round by round pairings are also required.

Knock Out: Provided the first round is calculated accurately this is a straightforward event to run. However, it must be decided in advance what happens in the case of a drawn game.

This type of event is suitable for entries of 2^n , i.e. 4, 8, 16, 32, 64, 128, etc. Entries of other numbers can be accepted but must be made up to these numbers with byes. An entry of 23 would require 9 byes, so 14 players would be paired off into 7 matches and 9 would receive first round byes, leaving 16 players for the second round.

A refinement is to have the first round losers playing in a consolation event. This ensures that everyone who enters has at least two games. Requirements for the Arbiter are similar to All-play-all events. Rapid reporting of results is more crucial so that the next pairings can be issued promptly.

Jamboree: This is a tournament which can cater for a large number of teams in a short (usually one round or one day) event. In each round the opponents met by individual members of a team will all belong to different teams so that each team will encounter each other team on at least one board in the course of the event. Board order must reflect playing strength and the system works better for larger team sizes. In an event with an even number every board 1 will play another board 1, every board 2 will play another board 2, etc. In events with an odd number of teams it will be necessary for one Board 1 player to meet a board 2 from a rival team. For this reason Jamborees always have an even number of boards in each team.

Again, the main extra organisational task for the Arbiter is to prepare charts showing clearly the order of play and results. Tables for pairings (Hutton system) are available.

Scheveningen: In this multiple round system, usually for two teams, each player in one team plays in turn against each of the players in the other team. This clearly involves a number of rounds but has the advantage that board order is irrelevant.

It is currently used in some FIDE rating/title norm events where two 'teams' can be carefully selected to maximise opportunities of obtaining a new rating for some of one team and title norms for some of the other.

The main extra organisational task for the Arbiter is to prepare charts showing clearly the order of play and results.

Swiss: Swiss events are very popular and well known in chess but not so elsewhere. A Swiss has the advantage that players compete in every round and large numbers can be accommodated. The ability to award a half point bye in any round adds flexibility and permits participation by players who are not available for all rounds.

A 5 round Swiss allows 32 players to compete without the possibility of having two people on 5/5 at the finish. The number of players which can be accommodated is 2^r , where r is the number of rounds.

The basic principles of a Swiss is that you do not play the same opponent more than once and you play people on or near the same score as yourself. Ideally colour played with alternates between black and white but this is not always possible.

The main administrative task for the Arbiter is making Swiss pairings. These will usually be grading based when most or all players are graded; or otherwise unseeded/random (now seldom used outside junior events). Detailed pairing rules are given in the booklet on doing Swiss pairings.

Accelerated Swiss: This is a variation on the Swiss which is used for one of two reasons – either to greatly reduce the chances of having two players on 100% scores at the end of a large tournament (up to 64 players for a 5 round event i.e. it allows double the number of entries) or to avoid clashes of people of widely different playing abilities. Acceleration works best with a large number of players and a wide spread of grades/ratings.



ARBITING EQUIPMENT

A checklist of equipment needed by the arbiter is given.

The essential requirement of every arbiter is a current copy of the Laws of Chess. Not only is this useful for reassuring the arbiter of the course of action to be taken but also for letting the players see the relevant rule if required. Inexperienced arbiters are more likely to be asked by a player to prove why they made their decision. The Laws of Chess are updated every 4 years. The most recent version is effective from 1st July 2009.

The equipment needed by the arbiter will vary depending on whether manual or computer pairings are being done and also what is being supplied by the Tournament Director. A well prepared arbiter when packing equipment is advised to work on the assumption that the Tournament Director (TD) will provide nothing.

Having said that, if the pairings are to be computer generated then the arbiter should establish in advance which pairing program is being used and whose computer is being used. When using computers it is also worth establishing what security measures are in place.

Where manual pairings are being done it is worth knowing who is supplying the pairing cards and whether or not these will require to be written up immediately prior to the event.

The TD should be requested to bring the entry forms to the event so that they can be checked for byes and also to prove to players that they did not request a bye, and even occasionally that they had in fact asked for a bye.

If manual pairings are being done then the arbiter will need a pen (usually several pens of different colours [red, green and black are the norms] to aid marking of the cards and chart).

Also useful will be a pairing board and pairing box.

A pairing box consists of a grid of 'cells' into which the pairing cards can be sorted as the results come in. The cards are sorted by points scored and by colour due in the next round. A further sort can be carried out to arrange each cell in descending grade order. Doing this can greatly reduce the time taken to do the next draw as the cards are already sorted in an appropriate way.

Pairing boards are also a great aid to speeding up the time taken to do draws. Alternatives are large amounts of table or even floor space in order to lay out the cards. The use of pairing boards is explained in the section on making a draw.

Pairing boards have the additional advantage that they can be displayed immediately and the need to write out a pairing sheet is removed. It can be advisable to write up the pairing cards before putting the draw board on general display. This can act as a further check that the two players have not already met. It can also discourage certain players from changing two cards to provide a more attractive opponent. The players should certainly be discouraged from removing the cards from the draw boards.

Other supplies which are useful to have include:

- Sticky tape, blu-tak, drawing pins for putting up notices

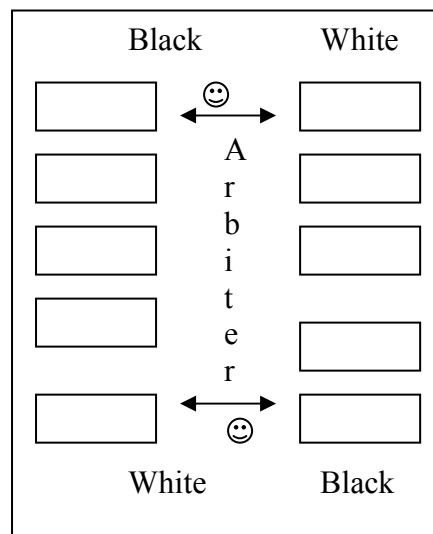
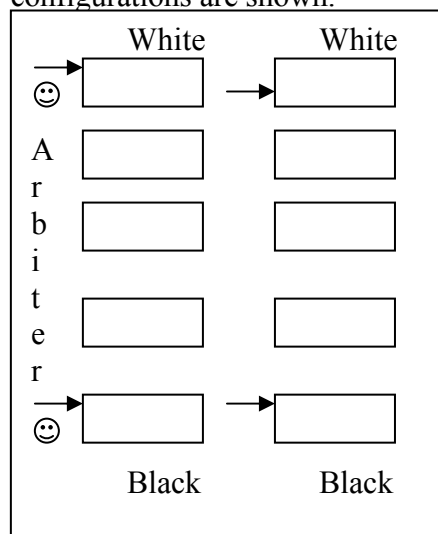
- Correction fluid or stickers to cover mistakes
- Clipboard to hold scoresheet whilst recording a time scramble
- Spare Swiss pairing cards for late or lost entries, round sheets to record opponents name, results slips.
- Board numbers or place cards (this is a thing many TDs overlook)
- Highlighters for drawing attention to important notices and leaders on the chart etc.
- Spare batteries for the digital clocks

Setting Up the Playing Room

Another administrative task which falls on the arbiter is the setting up of the tournament hall, and more particularly the tournament that the arbiter will be in charge of. Again much of this should be done by the TD but even with an extremely competent TD some fine tuning usually has to be done by the arbiter.

a) Where possible arrange tables in straight rows with sufficient space for players to leave the board without disturbing others.

b) Observe the convention (where practicable) that the clock is placed at Black's right hand (but note that Black has no right to insist on this position – the Laws state that the arbiter decides). This means that the hall should be laid out so that the sets are positioned to allow arbiters easy access to and sight of all clocks. Two possible configurations are shown.



Note that where digital clocks are used shorter rows of tables are preferable as some digital clocks can be difficult to view from a distance.

c) All mechanical clocks should show the same time at the start of play. It is best to arrange for the first time control to be at 6 o'clock. Always avoid 12 o'clock as a time control – it is best not to have the hour hand near the top of the clock where it may obscure the view of the minute hand. Where digital clocks are used it should be ensured that these have been set correctly.

d) When quickplay finishes are used it is preferable to adjust mechanical clocks forward rather than back. This gives a different 'flagfall' time and is helpful to players and arbiters.

e) Mechanical clocks should be set with the flag *about* to fall if the time limit permits.

f) Two score sheets should be placed at each board. Note that these remain the property of the Tournament Organiser until after the game.

- g) If the complete score of the game is required by the organisers (e.g. for bulletin or publicity purposes) it is usual to supply each player with NCC scoresheets. After the game the arbiter retains the top copy.
- h) If the complete score of the game is not required, a result slip can be left at each board. This should be completed and handed to the arbiter by the winner or, if the game is drawn, by White. It is helpful if the slips are a different colour for each tournament. Some scoresheets have a tear-off portion which acts as a result slip.
- i) Players should be requested to reset the board, but not the clock, after the game.

Arbiter's Checklist

Before the event.

Checklist of things to take or establish are being supplied by Tournament Director

Necessary		Optional	
Copy of Laws of Chess		Blutack/cellotape/drawing pins	
Pairing Rules/APA/Jamboree pairings (as appropriate)		Pairing Cards	
Pens (Red, Black, Green)		Roundsheets	
Marker Pens		Result slips	
Correction fluid/tape		Scoresheets	
Clipboard (time scrambles)		Wallcharts	
		Table numbers	
		Draw boards	
		Draw/sorting Tray	
		Computer with appropriate software	
		Printer (spare toner/ink)	
		Extension Cable/leads	
		Paper/Card	
		Rubber bands	

Things to do at the event

Initially		During round	
Check for byes from entry form		Check clocks	
Confirm time controls		Update results	
Familiarise yourself with clock being used		Update charts	
		Patrol playing area	
Before each round		Check noise levels	
Do pairing		Check temperature	
Produce pairing sheet		Check lighting/sun (switch on lights/ close curtains, etc)	
Put out scoresheets		Watch for and observe time scrambles	
Put out result slips		Update grading data	
Set/check clocks			
Ensure sets facing in correct direction		After last game	
Arrange name cards/flags if used		Produce prizelist	
		Complete grading info	
At start of round		Finalise charts	
Ensure all clocks are started			
Check for missing players			