METROWEST CHESS CLUB
MONTHLY TOURNAMENT PROGRAM
POLICIES & PROCEDURES

Table of contents

I.   Governance

These Program Policies and Procedures shall be subordinated to the Articles of Incorporation, Bylaws and General Policies & Procedures of the MetroWest Chess Club.

II.   Tournament Policies & Procedures

A.   Schedule

1. The Monthly tournaments shall regularly meet only once a week on **Tuesday** nights.
   a) The scheduling of events for the year shall attempt to start as many events as possible on the **1st Tuesday** of a month.
   b) The Club will attempt to meet on every **Tuesday** night on which an event is scheduled.

B.   Cancellations

1. If severe weather makes cancellation necessary, a message to that effect will be placed on the Club's answering machine message and on the MCC website.
2. If only one round of a tournament is officially canceled, the event shall be considered shortened by that one round. No attempt at making up the round or otherwise adjusting the parameters of the event shall be done.

C.   Format

1. Unless otherwise announced, event play starts at 7:30 PM.
2. Normal time controls are 40 moves in 90 minutes, followed by sudden death in 30 minutes, unless otherwise announced.

D.   Food and Beverages

1. No food or snacks may be consumed at the board or in the playing room while games are in progress. You may eat at any time outside of the playing room (e.g., in the skittles room or hallways). Access to food or snacks must be done in a way as to not disturb or annoy players in the room.
2. Repeated access to lozenges or candies which make noise while being opened or accessed is not permitted.
3. Beverages are permitted at the board and in the playing room while games are in progress.
4. No alcoholic beverages are permitted on the premises.

E.   Behavior

1. It is expected that you and your opponent are speaking and behaving in good faith when an issue is discussed with a TD.
2. It is expected that you attempt to resolve annoyances in a polite and courteous manner.
3. If someone is making a noise that is disturbing you, please ask them politely to stop.
4. If after a second reminder they persist and you believe it to be intentional or so severe as to affect your play and others nearby, at that time seek out a TD.
5. If you or your opponent disagree or are uncertain about the interpretation of a rule regarding the clock or the conduct of the game, please seek out a TD.
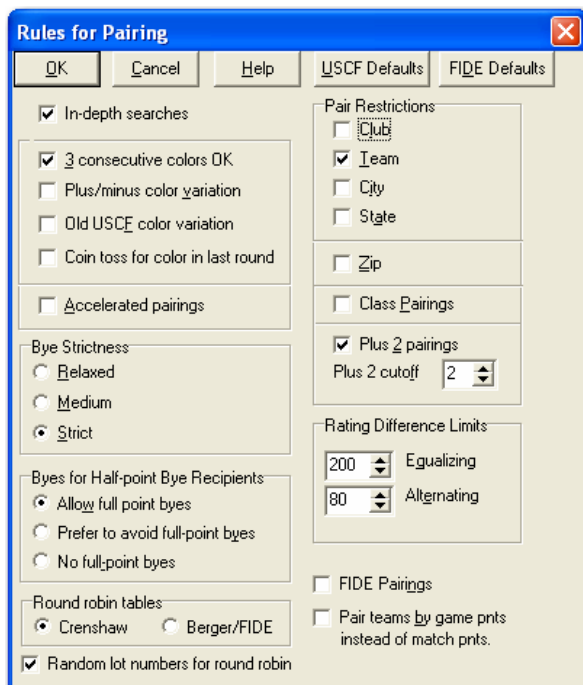
F. Pairing

1. Pairing of MCC events shall be done by computer whenever possible.

2. Where questions arise in the accuracy and/or propriety of a computer-generated pairing, it is the policy of the MetroWest Chess Club to accept the program's pairings in the absence of an obvious or clearly understood violation of USCF rules.

3. Accelerated-pairing shall not be used.

4. If a player is paired out, they will receive a credit of $5 if they do not end up playing a rated game.

5. The option to avoid pairing those designated as "team" players shall be allowed in any section other than the Open section of a multi-section tournament, and then only for family members. It is recommended that the TDs maintain a reference sheet to register known teams.

G. Pairing Options

It is the intention to have a consistent set of rules selected and used across both computer and manual pairing.   As the club almost never manually pairs, the pairing options are described in terms of the pairing software with the intent that should pairings be done manually the same options shall be applied.

1. When SwissSys software is used for pairings, the following settings and options shall be used.

    a) The Rules for pairing shall be selected as shown in the following image, explanation of key settings follow below:

    b) In-depth searches -- Version 6.0 now allows you to search deeper than ever for the best possible pairings. Leaving this option on is highly recommended, although note that you cannot combine in-depth searches with the accelerated pairings option.

    c)   3 Consecutive colors OK -- If turned off, assigning a third white or black in a row will be considered illegal.

    d) Bye strictness -- Determines how to handle unrated players when it comes to byes, "Strict" means give an unrated a bye only as a last resort, "Relaxed" means treat unrated like anybody else, "Medium", which is the USCF recommendation, means give an unrated player a bye only after four rounds or if nobody in the bottom score group has a rating.

    e) Byes for half-point bye recipients -- This tells SwissSys whether or not to give full-point byes to players who have already been given, or who will later be receiving, a half-point bye, The default, "Prefer to avoid" means that players with half-point byes will only be given a full point bye if the only alternative is leaving the score group.

    NOTE: It should be noted that the effect of selecting Allow full point byes is that a player entering after the first round is subject to the same rules of being paired out as any other player. Much discussion over this policy has occurred and its selection was carefully made.

H. Byes, Re-Entries, and Late Entries

1. In a Swiss-system event of any number of rounds, a maximum of two half-point byes for the event is allowed.

2. Players entering an event after the first round will have their half-point byes applied starting with round 1 until all of the allowed half point byes are used.

3. Once a player's half point byes are used, any other requested byes shall be zero point byes.

4. A bye requested for the last round must be committed to before the start of the 2nd round and is irrevocable after the start of the 2nd round.

5. A player entered in a tournament is always obligated to notify the club if they will miss any round for which they have not previously requested a bye. Failure to notify the club properly will result in the player being assessed a forfeit penalty.

6. There are only two valid ways to request a bye.
   a) By filling out the bye sheet at the club.
   b) By leaving a message on the Club answering machine before 7:00 PM of the night of play.

7. Email is NOT a valid means to request a bye.

8. Re-entry into an event is not allowed.

9. A player will be permitted to enter the last round of an event only if this does not result in an already-entered player being paired out.

10. A player entering an event after the first round has been played is subject to the following rules:
   a) The player must pay the entire member or non-member (as applicable) entry fee for the event and will remain in the section he enters for all subsequent rounds of the event.
   b) The player will have the right to take byes on the same basis as every other player entered in the event, including the right to half-point byes for earlier rounds not played in accordance with the rules for the particular event.
   c) The player shall be subject to the same risk of being paired out as every other player entered in the event.

I. Withdrawals

   a) Players may withdraw from a tournament at any time by the same method used for requesting byes.
   b) If a player's score at the time of withdrawal is sufficient to qualify for a prize, the player retains eligibility for that prize.
   c) Players who forfeit out or who are expelled from an event lose eligibility for prizes.

J. Forfeits and Penalties

1. Players forfeit a game if the following two conditions occur:
   a) They have no valid bye request on record.
   b) They do not begin to play their game within the time that is specified by the rules.
   c) Unless otherwise stated, the time to forfeit for events with a time control of 40/90, SD/30 shall be 1 hour.

2. Any player who forfeits a game will be fined for each incident according to the following schedule:
   a) First incident: $10.00
   b) Second incident: $20.00
   c) Third incident: $40.00
   d) Etc. The formula for this penalty is $10 * 2^{(\text{incident number} - 1)}$

3. The amount of the fine doubles with each additional incident in the player's forfeit history. The forfeit history is wiped clean when the following two conditions are fulfilled:
   a) A twelve-month period passes (counting from the most recent incident) with no forfeits.
      Until a period of twelve months free of forfeits elapses, all prior forfeits remain on the player's history. If a forfeit occurs before the forfeit history is expunged, the count of forfeits is incremented by one, and a new twelve-month period starts from the date of the most recent forfeit.
   b) All assessed fines are paid.

4. All assessed fines must be paid before players are allowed to play either in the event in progress or in any future event.

5. In order to play again, players should arrive before the end of registration on the day they want to play, in order to pay the assessed fines. Players can also leave a message before 7:00 P.M. of the day they want to play. In the message they must do the following:
   (1) Acknowledge that they will pay all assessed fines.
   (2) Explicitly state that they will arrive to play that evening.
   If they do this, they will be allowed to play once they have paid all assessed fines.
   If they forfeit under these circumstances, their forfeit count will be incremented, and an additional fine will be assessed according to the previously stated rules. In this case, the option to leave a message shall no longer be permitted until they have paid all fines in person.

6. Any player to whom another player forfeits a game will be awarded by the club a $10.00 credit toward the entry fee for any subsequent MCC tournament.

7. The Board reserves the right to take additional or alternative measures as may be deemed appropriate on a case-by-case basis.

K. Entry Fees and Prizes for a specific tournament

1. USCF Unrated players may win no more than $50 in a non-Open section in any tournament.

2. Other Rated Games
   a) Any game between current USCF members can be rated.
   b) The decision to play a rated game must be agreed between players before play starts.
   c) If two players not in a current event wish to play a rated game, there will be a $1 rating fee collected from each player.
   d) The Club, pursuant to USCF rules, can oversee multi-game matches between players.

L. Entry Fees and Prize structuring in general

1. Monthly Tournament events shall charge an entry fee and pay prizes.

2. Entry fees for MCC members shall in general be set lower than those of non-members.

3. Entry fees will not be pro-rated for any tournament event.

4. Tournament Directors will be given free entry for an MCC event for each event they work as a TD.

5. The prize fund shall be a minimum of 50% of the projected entry fees. Prize funds may be modified based on the actual number of entries unless the event is advertised as having "guaranteed" prizes.

6. The prize fund may meet its return goal over an extended range of events to allow for flexibility in meeting promotional and other goals.

7. Class prizes may be offered.

8. Any Monthly Tournament event with a prize fund equal to or greater than $1,000 shall be advertised in Chess Life.

III. Member Benefits

A. Special Introductory Offer for those new to rated play

If a person joins the Club and has played 5 or fewer rated games, the Club will give them free entry in the current tournament as well as the next scheduled tournament.

B. Club Championships

1. The Club Championship events are governed by their own Policy and Procedures.

IV. Marketing

This section outlines ongoing marketing requirements of this program. This does not cover special promotions or overall marketing. The Program Director is responsible for compliance.

A. Relationship to other Programs

1. The Monthly Tournament is considered to be the primary program of the MCC, and will be granted a dominant footprint on the homepage of the MCC website.
2. The Program Director will work with the Marketing Director to best use the homepage to connect with the player community.

B. Requirements

1. The Monthly Tournament program is required to post results to the MCC website in a timely fashion.

V. Budget & Planning

The Budget and planning section of this document is not yet available

VI. Revision History

A. 2002-10-24

Initial Adoption of this document

B. 2003-02-27

Incorporation of Motion_2003-02-08 regarding USCF Unrated players winnings

C. 2008-02-18

Roll-up to include policies adopted since last revision noted above

1. Accelerated pairings shall not be used
2. Re-entry into an event is not allowed
3. Forfeit rule clarification and expansion for specific situations
4. Club Championship events now governed by their own Policy and Procedures
5. Section on Behavior added.
6. Specific rules about food and beverages added.
7. Update Family pairing rule to allow in all but the Open section.
8. Cancellation policy added
9. Clarification of late versus last round entry restrictions
10. Pairing rules for Computer pairing added