	International Correspondence Chess Federation
	ICCF Arbiter Manual
	Valid from 01/01/2011

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1. Structure of the ICCF Arbiter sector

The ICCF Arbiter sector is divided into
a) Tournament Direction matters, supervised by the World Tournament Director and Tournament Offices.
b) International Arbiter Title matters, responsibilities of the Qualifications Commissioner
c) Arbiter Committee matters, role and responsibilities of the Arbiter Committee

2. Tournament Director

Every ICCF tournament group must have a Tournament Director (TD). The TD is responsible for the smooth running of the tournament group. Clear details of a TDs obligations and work are given in this section.

The following tournaments may be controlled by a TD without an Arbiter title:

World Championship Preliminaries, World Cup Preliminaries and Semifinals, Webserver Open Tournament Preliminaries and Semifinals, Champions League (B, C and D), Promotion Classes (Open Class, Higher Class, Master Class), Invitational tournaments (Category I-VI), Thematic Tournaments, Zonal events (Class events; Championship Preliminaries and Semifinals; Team events Preliminaries; etc).

The following tournaments must be controlled by a TD with the IA title:

World Championship Semifinals, World Championship Candidates, World Championship Final, Olympiad Preliminaries, Olympiad Final, World Cup Final, Grandmaster Norm & Master Norm tournaments , Champions League A, Webserver Open Tournament Final, Invitational tournaments of Category VII and higher, Zonal Championship Finals, Zonal team event Finals.

2.0.1 International correspondence chess organisations affiliated to ICCF

Every tournament group run by International correspondence chess organisation affiliated to ICCF must also have a TD. TDs from those organisations report directly to them and not to the ACO. They need to be trained in usage of the Webserver. Other parts of this manual may apply to them or not, as applicable.

2.1. Requirements for an ICCF TD

ICCF TDs must be/have:

a) Knowledge of how CC games and tournaments are played
b) access to a computer and to the internet
c) a working email address
d) a continuously updated and working virus scanner for their email program

e) adequate computer skills
f) ability to read the major types of file attachments (text, Word documents, Excel, and PDF)
g) ability to work with the Chess Base software; CB Light can be downloaded for free from the CB homepage (please see 2.4.3.1.)
h) *sufficient knowledge to understand and communicate in English language*
i) good communication skills
j) good knowledge of the ICCF Playing Rules
k) good knowledge of the Rules Guidelines
l) good knowledge of the ICCF statutes
m) *practically encourage the ICCF motto "Amici Sumus" in all communications*
n) *good knowledge of the ICCF Arbiter Manual*

2.2. Start of a TD career

Interested players should apply to the *World Tournaments Director, Zonal Tornaments Director or ICCF Tournaments Commisioners* by email and state their preferences and abilities. *They will match* the interested player to the tournament organizer or tournament office that needs a new TD. TDs are then appointed by a tournament organizer. No TD shall work in tournaments organized directly by the ICCF without the confirmation of the *WTD (TTC/NTTC).*

2.3. Start of a tournament

At least one week before the official tournament start, the start list, (plus the the valid Playing Rules and the Rules Guidelines if the tournament is non-webserver) is to be sent out to the players by the tournament organizer. The TD receives a copy of these, a copy of the Tournament Rules, and further additional information if necessary.

a) The TD must confirm the receipt of these documents to the organizer (does not apply to webserver). He should prepare himself and his computer files for the tasks that are described in detail in paragraph 2.4. / see especially 2.4.3.1.).
b) The TD shall inform the players that no results will be official unless they are accompanied by the respective scoresheet in PGN (ICCF numeric or other notation form may be used in postal games). This is not applicable to Webserver events.

2.4. Tasks during the progress of the Tournament section

TDs are responsible for all tournament data. In general, TDs must make sure that the tournament runs smoothly. He 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 these points, to prevent players from being frustrated or withdrawing:

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 This is not applicable to Webserver events
d) Provide players with updates as necessary ("new email address for Mr…")

Organization of the tournament group:

a) verify that every player starts his games (players are asked to confirm this to you) This is not applicable to Webserver events
b) make sure that players stick to the rules
c) collect results and game scores (see 2.4.3.1.) This is not applicable to Webserver events
d) produce monthly reports for every section (see 2.4.1.2.) This is not applicable to Webserver events
e) lead the group to its finish (see 2.4.6.)

Contact with the tournament organizer:

a) provide the tournament organizer with the regular result reports This is not applicable to Webserver events
b) respond to requests from the tournament organizer
c) provide updates on the tournament status regularly This is not applicable to Webserver events

Every TD must know and have permanent access to the following ICCF documents:

a) Tournament Rules
b) Playing Rules
c) Playing Guidelines
d) ICCF Arbiter Manual

It is recommended that every TD download and learn how to use Eloquery.

Please notice that some of these activities are unnecessary when dealing with Webserver sections (e.g. informing changes of address).

2.4.1. Contact with the players

During the tournament, you may receive various questions and queries from players. If a TD is not able to answer a player's email within 3 days, he must acknowledge the receipt of the email and give an estimate when he will work on the matter. Every case should be processed as soon as possible. In any email, plain text is preferred.

If the TD must take a leave of more than 4 days he must inform his players and the tournament organizer or, if a webserver tournament, he must take leave using the TD Leave functionality on the webserver. See Section 2.4.4

The motto of the ICCF is "Amici Sumus" meaning "We are friends." Regardless of circumstances, the TD should always be polite to the players. 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 Postal Rule 13 and Webserver Playing Rule 10, 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 not to do so by the TD); 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.

2.4.1.1.   Player's claims

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" and the "ICCF Playing Rules Guidelines." If a TD is unsure how to decide a case, he should contact his mentor 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 a TD becomes aware of a problem, he may act on it without waiting for a player to first make a claim.

2.4.1.2.   Reports to the players

This point is not applicable to Webserver events.

When a tournament has progressed to the point where results begin to be reported then the TD should inform the players of the new results once a month. Every ICCF tournament appears online as a webtable. The report will keep the players informed in case of delays in updating these webtables. The result report should be of a simple style including the tournament

identification code, the result number, the player's names, and the result itself as described in the following:

EM/H/150:
11. Noname 1 Anonymous, 12. Nobody 0 Kasparov, 13. Leko = Anand

The report should include any other information that the players need, for example, player and TD leaves:
"Leave Kasparov: 10.02. – 20.02.

2.4.1.3. Confirmation of player's title qualifications

Title norms are only available in events that comply with certain requirements. The title norms of an event will be stated in the start list that is sent out at the beginning of a tournament group. These title norms may change only when a player is replaced or when one player withdraws from the tournament. See "Ratings and Titles" at the ICCF website or ask for information from the ICCF tournament office.

A). The point is not applicable to Webserver events.

Before the tournament begins, the Tournament Office or Organiser sends a request to the ICCF Qualifications Commissioner to verify and confirm Title Norms. The request should include:

1) Name of the tournament & starting date
2) Number of Participants
3) Number of Games
4) ICCF ID of the players
5) Players' names
6) Players' Titles (if any)
7) Players' Country code
8) Players' Ratings
9) Rating type (fixed, unfixed, FIDE rating, other club)

The ICCF QC will then confirm all details of the event, the category, and the score needed for each norm. The QC includes this information in his Report to Congress, which is annexed to the Minutes.

B) Applies to ALL tournaments including webserver!

When a player achieves a norm, you must notify the ICCF QC with copies to the player, appropriate National Delegate, Tournament Office or Tournament Organiser, and Zonal Director. This report must include:

1) Name of the tournament:
2) Start date of the tournament:
3) Category of the tournament:
4) Name of the player:

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5) ICCF ID of the player:
6) Nationality:
7) Norm achieved:
8) Number of GMs and SIMs:
9) Number of points required for the norm:
10) Score of the player so far:

That is all the TD has to do. The player's national federation must then make the necessary application to the ICCF Qualification Commissioner.

C) Whenever a player needs to be substituted or replaced, the TD will advice 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.

2.4.1.4. <u>The closing of a tournament</u>

This point is not applicable to Webserver events.

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 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 given in the Playing Rules, then the TD can award the game to the active player.
c) if neither player answers your repeated requests, then after a warning the game may be scored as lost for both players per the Rules.

2.4.1.5. <u>Problems in certain games - TD copies</u>

<u>The point is not applicable to Webserver events.</u>

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 a copy of every move so that he 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 copy of it.

2.4.1.6. <u>Publishing of games</u>

Games may be disclosed to the public according to certain criteria. See Tournament Rule 11, Live display of games. The organiser has the final word on when and how games will be disclosed. In any tournament in which the organiser has not approved live display, it is important that the organiser be the first person to have access to the gamescores! Thereafter, they are to be distributed to the players and then to ICCF Games Archive & ICCF Telechess.

In distributing games to the participating players, it is important that they are not prematurely disclosed (a player might have prepared a certain variation for all his games, and publishing one too early might indicate his line of play to the opponents he is still playing). If the organiser has not provided other guidelines, no game should be distributed until 80 games have already finished (in events with 13-or fewer players, the games may only be distributed once the last game has ended; in bigger events, games may be distributed before the last game has ended).

2.4.2. <u>Monthly reports to ICCF</u>

<u>This point is not applicable to Webserver events</u>

The ICCF Webtables team needs the new results of every section once a month to update the online crosstables. The tournament organizer shall provide you with a crosstable file that should make the update for the website crosstables easier. Please follow the instructions given for this crosstable, update your file accordingly and send the updated file to the ICCF webtables team on the 30th of each month. If you are not provided with a crosstable, you should prepare a report similar to the one you sent to the players. The same report may be used for both the Webtables team and the players. Your report should be sent in plain text (best is as a simple text file) to Webtables team. The Tournament Organizer will inform you of the exact date and the correct email address. The report should have the following simple format:

EM/M/078: 35. Longlife = Anonymous, 36. Karpov 1 Topalov, 37. Nobody = Leko, 38. Ivanchuk = Anand
EM/M/079: No results to report
EM/M/080: 14. Armstrong 1 Ullrich, 15. Lakers = Mavericks
EM/M/081: 55. Munich 1 Manchester (group finished)

   a) You must list every group for which you are TD even if it's only to state "no results to report."
   b) Please do not repeat old results from previous months in new reports.

Please send in your report on time or early if are planning a vacation. This will keep both the players and the Tournament Organiser from filling your mailbox with requests.

2.4.3. <u>Games</u>

<u>This point is not applicable to Webserver events</u>

As TD you must collect all games being played in the tournament group and provide the tournament organizer, the players, and the ICCF with the games at the end of the tournament. Send a game report regardless of number of moves or quality of the game.

2.4.3.1. How to report and save games

This point is not applicable to Webserver events

For rating purposes a game can only have one result, for example, it cannot have a win for one player and a cancellation for the other. Pursuant to the Playing Rules, 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.

Twice a year, the TD will be required to submit an updated report of all finished games to the Ratings Commissioner. The RC will contact you; make sure you comply with this!

Players are asked to send games results either as PGN file or in the following format (see sample report below). Please acknowledge receipt of the result promptly.

If you receive a result without a game report, or if the game report is not in one of the two mentioned formats, or if the game report 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 report in a proper format. Do not accept results that you cannot turn into a PGN file.

At least every 6 months, send the collected games in a PGN file to the ICCF Online Archive: gamesarchive@iccf.com.

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[Event "EM/M/100"]                     = your tournament number
[White "Anonymous, Andy (ENG)"]  = last and first name
[Black "Noname, Ned (HUN)"]         = last and first name
[Result "1-0"]                          = 1-0 , 0-1 , 1/2-1/2


1. e4 d6 2. d4 g6 3. Nf3 Bg7 4. Be2 Nf6 5. Nc3 Nbd7 6. e5 Ng4
7. e6 Ndf6 8.exf7+ Kf8 9. Bf4 Nh6 10. Qd2 Nxf7 11. O-O-O c6
12. h4 Qa5 13. Ng5 b5 14. a3 Bd7 15. h5 Nxg5 16. Bxg5 h6
17. Bxf6 Bxf6 18. hxg6 Kg7 19. Rh5 Kxg6 20. Bd3+ Kf7 21. Qf4 Rag8
22. Rdh1 Ke8 23. Kb1 Bg5 24. Qe4 Qc7 25. d5 Rf8 26. dxc6 Bf5
27.Nxb5 1-0
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This format can easily be transferred by you to a PGN file. When you receive a result please check and correct the PGN report if needed. If you have received a poorly formatted result, then send it back to the player and require a clean report before you record the result. It is the TD's decision to accept a result report or not. In general, it is faster to correct the game report yourself than ask for a clean report from the player. The header of the PGN file is not as important; you should always use the method of transferring the PGN moves only in a tournament template (see below) of Chess Base, which ensures uniform game headers / player's names / tournament data.

A TD should save games in an electronic format (preferably Chess Base (CB) or Chess Base Light, downloadable at "http://www.chessbase.com/download/index.asp").

Once the TD has received the final pairings, he should create a "Tournament Template" in CB, where all the games from that same event will be saved.

Chess Base can automatically transfer a list of results to a tournament crosstable. You should check that the number of games in the tournament crosstable is the same that the one in the PGN file. If you have inserted games as described above (with uniform headers) these numbers will always be identical. When the number of games matches in both files, you can check for bad PGN reports by searching for games listed with a 'c' or 'C' to the right. Open the individual games, each time Chess Base finds a wrong move; it will show the string as a comment. You must locate the first wrong move with Chess Base, correct the PGN file with a text editor, and then reload the database under Chess Base. This process can be repeated until no game is displayed with a C to the right (except for regular comments on the games).

2.4.3.2.   Crosstables

This point is not applicable to Webserver events

A TD should work with the crosstables that he receives from the tournament organizer for the result report. A TD should always have an overview of the standings. If he does not receive a file, it is recommended that the TD create one. Crosstables that include useful features such as automatic arrangement of players according to total points, or SB tiebreak, etc. can be ordered as Excel files from any ICCF tournament office or from the WTD. The players may download Eloquery to obtain similar information.

2.4.3.3.   Adjudications

Adjudications should be avoided unless necessary. Few tournaments have a set date for close of play. Unless the start of the next round of a tournament is being delayed by an unfinished game, it is recommended that the game be allowed to continue. Otherwise, games that determine a promotion, title norm, or team placing must be adjudicated. If there is a date set for close of play, then any unfinished games at that date can either be continued or called in for adjudication. The Tournament Organizer should make these decisions. The TD may give notice that he will give the players a specific amount of time before requiring adjudication, especially in situations in which he is aware that the players may not finish in time for the next round.

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.

The TD should send the relevant Adjudication Guidelines to all concerned players when Adjudications are needed. Make certain that you apply the current Adjudication Guidelines.

The Tournament Organiser should choose the Adjudicator. The Adjudicator's playing strength should be in line with the tournament category or higher, or of the strength of the players in an Open or Cup tournament.

The TD must collect the game score and the analysis, if any, from the players according to the Playing Rules. 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

An adjudicator should not be given more games than he can decide within approximately 30 days. The Tournament Director shall promptly notify the players of the adjudicator's decision. The TD shall inform them whether an Appeal will be allowed, and if so, the date for filing an Appeal.

If the players appeal, the information must be sent to a different adjudicator, preferably one of a higher level of playing strength. The Tournament Organizer, the ICCF TO, or the National Federation may request that an ICCF commissioner choose the appeal adjudicator.

Some principles for adjudications in individual and team events:

> a. If no result has been agreed by the date set by the announcement (or TD) for close of play, or in the event of an accepted withdrawal, both players shall submit to the Tournament Director within 30 days the final position with a record of the moves played, and a statement claiming either a win or a draw. Failure to submit a claim shall result in a loss except as noted below in (c).

> *a. TEAM: 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, both players shall submit to the Tournament Director, through their Team Captain, within 30 days the final position with a record of the moves played, and a statement claiming either a win or a draw. Failure to submit a claim shall result in a loss except as noted below in (c).*

> b. Players should submit analysis to support their claim of a win or 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; it 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 Tournament Director shall handle the game as if that player claimed a draw and submitted no analysis, with the following exceptions:

- 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 Tournament Director prior to the start of play.
-

d. In the event that both players claim a draw, the Tournament Director 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 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 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.

g. No player may be awarded a win when he has submitted a claim of a draw, or when he 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 based on the adjudicator's analysis under (f), even in the event that the Tournament Director has submitted the position with a claim of a draw for that player.

h. The Tournament Director shall notify the adjudicator's decision to both players, including the adjudicator's name and reasons for his verdict. It shall also be indicating whether or not it is subject to appeal.

h. *TEAM: The Tournament Director shall notify the adjudicator's decision to both Team Captains, etc*

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

i. TEAM: Any appeal against the adjudicator's decision must be sent to the Tournament Director, through the Team Captain, within 14 days of receiving the notification of the decision.

j. The Tournament Director 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 with prior consent from the appeal adjudicator.

j. TEAM: The Tournament Director 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 with prior consent from the appeal adjudicator.

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

2.4.3.4.   Withdrawals

A TD must be familiar with Tournament Rule 6 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 6
  b) Establish the reason for Withdrawal and the type of Withdrawal (using the definitions in Tournament Rule 6) The contact among TDs/TOs is strongly recommended if the player has other tournaments in progress. Withdrawal from one tournament can't be treated as "Accepted" if player regularly keeps on playing other events.
  c) All correspondence with the player should be copied to the appropriate National Federation delegate.
  d) As soon as a player defaults on any one game, the TD must regard this as a potential Withdrawal and act as follows:-
    • E-mail (or write if a Postal tourney) to the player concerned asking for his reasons for default. The National Federation delegate should be copied in.
    • If no answer is received within 14 days and the player is not making any moves, and is not on leave, e-mail the player again to give him a final warning that he risks being defaulted in all outstanding games if he does not answer.

- iii) If no response within a further 14 days and the player is not making any moves and is not on leave, then the player should be classed as a "silent" withdrawer and his remaining games should be marked as losses.

e) An ICCF Withdrawal Form must be completed by the TD as soon as an Accepted Withdrawal is agreed, or as soon as a Non-Accepted Withdrawal is apparent. The Withdrawal Form must be sent to the WTD, the Tournament Organiser, the ICCF Rating Commissioner and the National delegate of the player concerned. This applies in ALL withdrawal cases, even when the withdrawal is accepted or "silent".

f) 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.

g) If a Team tournament, the TD should follow the Rules for possible Substitution as laid down in Tournament Rule 6.

2.4.4. <u>Leave for the TD</u>

A TD shall notify all players in his sections and the Tournament Office or Organiser of his planned dates for leave. The Tournament Office or Organiser may appoint a temporary TD if the TD has to take a leave of more than 3 weeks unless the TD expects to have internet access while he is away.

For webserver events, the TD shall take leave by following the webserver event instructions for TD Leave.

2.4.5. <u>Replacement of a TD</u>

A TD may be replaced if he is overwhelmed by the work or otherwise unable to continue or to take on new sections. The TD shall contact the Tournament Office or Organiser with details in these situations.

a) The TD cannot take on any new tournaments, and whether this is temporary or permanent.

b) The TD is unable to perform any work and needs an immediate replacement. If possible, the TD should provide the replacement TD with the information on his sections.

The silent withdrawal of a TD creates enormous problems for the Tournament Office or Organiser and for the players. Please ask for help before you become too far behind with the work. Be sure to let the Tournament Office or Organizer know when you are ready to volunteer as TD again.

2.4.6. End of a tournament group

When the last result comes in, you must produce a normal result report with the additional note saying "group finished". Please send a friendly final note to the players with the final crosstable and the collected games to the players (in a PGN file or as a text file in the form of 2.4.3.1.) (preferably as an Excel file), for example:

> 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
>
> …"

When a webserver event finishes, the TD should send a friendly final note to all players (as above) but it is not necessary to include the crosstable or collected games.

2.5. After the end of a tournament

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

a) the last result report of the section is sent to the players and the tournament organizer
b) the full tournament file of all games of the tournament is given to the tournament organizer, the players and the ICCF

All TDs, whether for Open Class sections or for the World Championship Final, are equally important to ICCF. It is hoped that you will find the TD work fulfilling and continue either in the same level section or let the ACO know that you are hoping to take on different types of sections.

3. Mentor TD

A mentor TD shall be assigned to every TD by WTD (TTC/NTTC). The advice of the ACO shall be asked if necessary. This mentor TD will remain available to the TD on an ongoing basis and not just for a TDs first tournament. When replying to any correspondence from players, a trainee TD must send a copy to his mentor. A mentor TD may be replaced by WTD (TTC/NTTC) or the ACO as needed. Every Mentor TD should have the IA title.

3.1. Work of a mentor TD

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. He shall help with difficult claims from players, rule questions, and interaction with ICCF officials and national federation officials. The mentor TD should be able to provide an assessment of the TDs capabilities at the point when the TD has met the minimum requirements for the IA title or when requested by the ACO.

3.2. Nomination of mentor TDs

Every IA is a potential mentor TD. It is hoped that IAs will offer to help on their own. The ACO shall maintain list of all IAs indicating the number and names of TDs that each IA mentor is mentoring.

4. International Arbiters

See Tournament Rule 8.9 and ICCF Arbiter Manual 5.2.4. for procedure of title applications.

An IA is one who has proven his or her ability as ICCF Tournament Director and has met the minimum requirements of the Rule. Titles are awarded at the ICCF Congress.

5. Arbiter Committee

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 the TDs experience.

The ACO provides information about the quality of arbiters work to the national federations and QC for submitted title applications.

5.1. Members of the ACO

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 Chairman that is appointed by Congress. The ICCF Executive Board supervises the ACO between Congresses. Additional members of the ACO could be a member of the ICCF Executive Board, an ICCF Commissioners, or another arbiter.

5.2. Work of the ACO

5.2.1. New TDs

The ACO may check player applications. Points h) and i) of the TD requirements (see 2.1.) are especially important. The ACO may return as incomplete any application that does not cover all points.

Tournament organizers should contact the ACO when they need a TD to direct new tournament groups. The ACO also can directly offer the TD candidates to suitable tournament organizers.

5.2.2. TD title requirements

Normally the tournament organizer chooses TDs. The tournament organizer must be certain that the TD meets the experience level required or has the IA title per paragraph 2. A tournament organizer must contact the ACO to make an exception if the TO picks a TD who does not fulfil the title requirement.

5.2.3. TD databases

The ACO must keep these records:

a) An on-line list at the ICCF website with new TDs containing:
  - name
  - country

- email address
- language skills

b) An on-line list at the ICCF website showing current TDs containing:
  - TDs – identification code
  - name
  - country
  - email address
  - arbiter title, if any
  - name of mentor TD

c) 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 year each tournament started

Every tournament organizer must inform the ACO of new assignments to each TD stating the tournament code, the number of participants, and the start date. Tournament Office Controllers who start new tournaments regularly may send the ACO the TDs assignments every 6 months.

5.2.4. International Arbiter title applications

Any application for IA title based on quantitative criteria of Tournament Rule 8.9 has to be sent by national CC organization to ACO before formal submission to QC. The ACO will check the time served, number of games and qualitative aspects of the work (timely reports of norms, games archiving, delivery of information for Marketing purposes) asking comments of other ICCF officers and Mentor TD if necessary. ACO then will report recommendations to national CC organization and QC.

5.2.5. ICCF Arbiter Manual for Tournament Directors

The ACO is responsible for the ICCF Arbiter Manual for Tournament Directors. The ACO submits changes and additions to this manual to the Congress for approval. The ICCF Rules Commission is responsible for the ICCF Playing Rules and the Playing Rules Guidelines.

5.2.6. <u>Suspending the International Arbiter (IA) Title</u>

The ACO, together with the WTD, maintains the right to, at any time, recommend to ICCF Congress that the IA Title be suspended for any person who is no longer complying with the TD requirements set out in this Manual. The same persons will be treated as inactive IAs.