

# Tournament Helpers Guide

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## Coach Helper

Coach helpers are helpers that make themselves available to players for help, enforces noise standards, resolves disputes and watches for cheating.

General Rules to enforce:

- Touch Move
- No Noise – whispers only
- No Cell Phones in the playing area
- No observers closer than 5 feet from the players.
- No Kibitzing
- Clock placement and setup
- Note clock timeouts
- Proper set care – setup pieces after each game for the next round or put the sets away after the last round.
- Ensure sets are set up correctly before each round.
- Answer player chess questions or questions on proper etiquette or procedures.

Coach Helpers should not:

- Offer help if the players have not asked for help or raised their hand.
- Interfere with any game or issue the players agree upon.
- Remind a player to hit their clock.

If you are even unsure of a call, ask the TD.

## Photographers

During the tournament we collect photos of players at registration time, and games during play.

Our system only supports one photo per player and up to 3 game photos per board and round.

Photos should be taken with a cell phone and emailed to the photo entry helper who will give out the proper email address at registration time.

Photographers should be mindful not to distract players during play.

Posed game photos after a game are allowed.

## **Photo Entry Helper**

This helpers each have a computer that has loaded the latest tournament full data and roster and pairings state at the beginning of each round.

They receive emails from the photographers and edit them to size and proper cropping and add them to the tournament roster (for player photos) or to the pairings table for game photos.

At the end of each round, the photo entry helper exports the roster and pairings tables and delivers them to the TD for merging into the main tournament system.

After pairing of the next round, the TD delivers the latest tournament state to each photo entry helper via email.

## **Registration Helper**

Each registration helper has a computer and gathers from the TD the initial tournament full data to import into the Chess Tournament Tool.

Before the tournament starts the Registration helpers gather registration cards printed by the TD and filled out by players and enters them into the roster table.

The roster tables are exported and delivered to the TD via email for merging into the main Chess Tournament Tool.

The Registration helpers also takes the pre-registered player data and adds info to it as needed for merging into the main TD machine.

Late comers are also registered by the registration helpers.

Registration helpers can also add player photos from the photographer if there is not photo entry helper.

Registration helpers must ensure that each player or their guardian sign a model release form before photos can be taken.

Registration helpers also collect entry fees, enter that data into the roster table and keep the money safe during the tournament.