



REQUIREMENTS FOR HOSTING AN SCI EVENT

Thank you for your interest in hosting a Scholastic Chess of Indiana tournament. We strive to make our chess tournaments a positive and memorable experience for the players, their parents, and coaches. A big part of creating a great experience is having nice venues and great hosts, and we look forward to partnering with you to make this happen. Below is some information to help you.

SCI Tournaments:

SCI holds three state championship events each year:

- **Individual State Championships:** K-12 players compete individually in divisions based on grade and skill level. Winners of the Championship sections earn a scholarship and become Indiana's representative in a national tournament of state champions held at the US Open. This is a popular event. Regionals are held in early January with Finals in late January.
- **Team State Championships:** Schools form teams of 4-6 players and compete in one of four grade level divisions. This is another popular event. The finals are usually the largest chess tournament held in Indiana each year. Regionals are held in February, and Finals are in March.
- **Girls State Championships:** Girls in grades K-12 compete in one of three sections. The winner of the championship section earns a scholarship and becomes Indiana's representative at the Ruth Haring National Tournament of Girls State Champions at the US Open. This event is held in April and typically attracts 50 players. It is growing each year as more and more girls play chess.

Space Requirements for Hosting:

SCI prefers to hold our events at K-12 schools in Indiana. However, we will consider host locations that are education focused, or that are able to provide quality space for players, parents, and coaches.

- **Basic Requirements:** A hosting site should have a "match play" space large enough for all entrants to play chess, and a separate "skittles" space where parents and coaches can wait while matches are played. The match play area is typically a gymnasium and the skittles area is often a cafeteria. Each site should have plenty of restrooms, onsite concessions, sufficient parking, and ample custodial support. Match Play and Skittles areas should have working microphones so that tournament and site directors can communicate with attendees. Tournament directors and attendees must have free access to the site's wi-fi network.
 - **Match Play Room(s):** It is vital that match play happens in an open space where tournament directors can observe all matches being played in a given section. Further, it is important that the room can be kept quiet at all times, so players can concentrate. Some sites are able to allow parents/coaches to watch matches while they are being played if the space is large enough that parents can be kept at a distance from players where they cannot interfere. In most cases, however, parents and coaches are not allowed to be in the match play room while matches are being played. The chief tournament director will decide whether spectators will be allowed during match play.
 - **Skittles Room(s):** While it is better to have a single, large room for Skittles, it is not absolutely necessary. The important thing is for parents and coaches to have enough chairs and table space to coach players, relax, and eat. Remember that parents and coaches often experience as much, if not more, stress than their players. A nice, relaxing skittles area can make the event much more enjoyable. While not an absolute requirement, it is helpful for tournament directors to have all parents and coaches in the same space, in case they need to make announcements or find a player or coach. Sites should plan for trophies to be displayed and presented in the skittles area.



- **Regional Requirements:** We currently plan to have 5 regional sites for the Individual Championships in January and 4 regional sites for the Team Championships in February. Our goal is to have a regional within a 2 hour drive of any scholastic player in Indiana. Sites should be able to accommodate a minimum of 100 chess players and 200 parents/coaches. Sites should plan for the skittles area to accommodate all 300 attendees during the morning when entrants arrive and the tournament director explains tournament rules.
- **Individual Finals Requirements:** For the Individual Championships, sites should plan for 400 players and 800 coaches/parents. The skittles area or match play area should be large enough so all 1200 people can fit comfortably in the morning for announcements.
- **Team Finals Requirements:** For the Team Championships, sites should plan for 600 players and 1200 coaches/parents. The skittles area or match play area should be large enough so all 1800 people can fit comfortably in the morning for announcements.
- **Girls Championship Requirements:** Currently, the Girls Championship is similar in size to one of our regional events. Sites should plan for up to 100 players and 300 coaches/parents. However, our plan is for this event to continue to grow!

Equipment Requirements:

A successful chess tournament requires the right type of equipment for players, parents, and coaches. Often these requirements might seem simple, but in reality they require significant planning.

- **Match Play Tables and Chairs:** Chess matches must be played on rectangular tables that are wide enough to accommodate a standard tournament chess mat, but not too wide that younger players would struggle to reach across the table to move a piece. Folding tables (8ft or 6ft) work very well for chess tournaments, but they must be in good condition so the surface is clean and level, and there is no risk of the table collapsing. Every player should have a chair that is good condition. Please note that some schools require tarps to be laid over basketball/volleyball courts to prevent damage from tables and chairs. Typically, 2 matches involving 4 players can be played on a 6 foot table, and 3 matches involving 6 players can be played on an 8 foot table. While it is possible to squeeze more boards on a 6ft or 8ft table, the experience is better if players have room for chess clocks and notation.
- **Skittles Tables and Chairs:** The table sizes and shapes are not important for the skittles area. We simply ask that there are enough tables and chairs so that players, parents, and coaches have sufficient room to work with their children and pass the time. Remember this is a stressful day for kids and parents. A good skittles area can help people relax and handle the stress. However, when people feel crowded, the stress levels will rise, and people will enjoy the day less.
- **Chess Sets:** The hosting site should ensure that there are enough tournament quality chess sets (mats and pieces) to accommodate all matches. If the hosting site is not sure whether they have enough tournament chess sets (or if they are not sure what a tournament set is) they should work with SCI to borrow enough sets to host the event. Sites should assume that all matches will be played simultaneously. SCI can arrange for appropriate chess sets to be borrowed for the event, but those details need to be established well in advance of the tournament.

Roles and Responsibilities:

SCI will partner with the host site, and host site coordinator, to put on successful tournaments. This partnership is critical for players, parents, and coaches to have a good experience.

- **What SCI Leads:** SCI will lead everything related to managing, directing, officiating, and reporting the tournament itself. Our organization will handle player registration, identify tournament directors to run and officiate the tournament, announce tournament results and trophy winners, and report final results to the US Chess Federation, if applicable. SCI will purchase trophies for the event and ensure they are delivered to the site the day before. SCI will provide necessary signage and chess board labels so players can locate their matches for each round. SCI and tournament directors will handle all questions



related to the tournament itself, including match play and officiating the tournament. After the tournament, SCI will collect all signage, unclaimed trophies, and borrowed chess sets it provided.

- **What the Site Coordinator Leads:** The Site Coordinator leads everything related to hosting the event and helping guests have a good experience. This means ensuring that the host building is open and accessible for setting up, running, and cleaning up the tournament. Typically, the site coordinator has a small team of volunteers to help run the event.
 - **Set Up the Night Before:** The site coordinator ensures that the match play and skittles areas are ready for the tournament the night before the tournament starts. This includes setting up all tables, chairs, and chess sets, ensuring microphones and wi-fi are working, and signage is hung. The tournament director and/or a representative from SCI will be there to ensure the tournament set up is ready for the following morning.
 - **Day of Tournament:** The site coordinator will ensure that the building is open by 7:30am so tournament directors can arrive and players/guests can arrive beginning at 8am. The site coordinator will ensure that concessions and custodial support is provided. The site coordinator will handle all questions related to hospitality, locating places within the building, and helping guests find local places for food, lodging, etc. The efforts of the site coordinator and the local volunteer team make a big difference helping people to feel welcome, reduce stress, and provide memorable experiences.
 - **After the Tournament:** The site coordinator will ensure that the building is returned to state that it was before the tournament was set up. This includes returning all tables and chairs to where they belong, and clearing all spaces that were used by the event. These specifications should be agreed upon between the school and the site coordinator before the event. SCI will assist in clean up and ensure that we remove all our belongings.

Costs for the Event:

SCI and the local site share costs for the event.

- **What SCI is Responsible for:** SCI will pay to rent the facility and pay for custodial and security fees associated with the event. SCI will also hire tournament directors to manage the competition. The site coordinator should work with the host site and SCI to determine and agree upon rental, custodial, and security fees. While cost is not the primary factor in deciding a tournament location, SCI is a non-profit with a limited budget that must be managed. SCI will manage all registration fees and pay for trophies to be provided to top finishing players. SCI retains all funds from registration fees.
- **What the Site Coordinator is Responsible for:** The Site Coordinator is responsible for any costs associated with renting tables and chairs for the event, providing concessions, and providing chess sets if they cannot be borrowed. The Site Coordinator can leverage existing equipment and volunteers to reduce costs. The Site Coordinator retains all funds raised through concessions and other on-site vendors.

Thank you for your interest in Scholastic Chess of Indiana and possibly hosting one of our chess tournaments! Please do not hesitate to contact us with any questions you may have, or if you want to discuss next steps.

Sincerely

Bill Pilat
SCI President
scichessin@gmail.com