



# MALAYSIAN CHESS FEDERATION (MCF)

## PERSEKUTUAN CATUR MALAYSIA

### MALAYSIAN CHESS FEDERATION STANDARD OPERATING PROCEDURES (SOP) FOR ORGANIZING CHESS TOURNAMENTS

#### The Roles and Responsibilities of the Organizer

1. All organizers must register their tournament activities with the Malaysian Chess Federation (MCF) at least four (4) weeks before the start of their event.
2. All organizers must prepare a tournament Registration form that will be filled by all participants playing in the tournament.
  - i. All registration forms must be filed and kept by the organizers
  - ii. A summary listing of all players and their details i.e. name, contact number, email address and correspondences address must be submitted to MCF prior to the start of the event
3. The closing date for the tournament must be at least three (3) days before the event starts. **Walk-ins and late registrations are strictly not allowed**
4. The following information will be required when registering the events with MCF
  - i. MCF event registration form
  - ii. A copy of the tournament brochure/prospectus
  - iii. A copy of the tournament schedule
  - iv. A copy of the tournament Registration form
5. Organizer must submit the event Swiss Manager file – that contains the name of all players, to MCF at least one (1) day before the event is scheduled to start.
6. Organizer/Chief Arbiter must continuously upload and update the tournament's progression (round by round) and including the final results on [www.chess-results.com](http://www.chess-results.com).
7. In order to enforce crowd control and social distancing, all forms of notices and announcements including playing schedule, round by round pairings, player's listing, etc. are NOT TO BE PASTED on the walls/notice boards.
  - i. Organizers should utilize [www.chess-results.com](http://www.chess-results.com) for schedules, pairings and results
  - ii. Organizers are advised to set up temporary blogsite or utilize their existing website for other announcements or notices
  - iii. Organizers are also advised to use common communication platforms like whatsapp, telegram or FB, to update players on the status of the event.
  - iv. In extreme cases requiring immediate attention, verbal announcement via PA system is recommended
8. Organizer must ensure that everyone involved in the tournament – including the premise management team, spectators, audiences, parents, officials and players, adhere and follow all the SOPs, Rules and Regulations, and Requirements set by the authorities and the Malaysian Chess Federation without fail.
9. In the event of a crisis, the Organizers must take the responsibility to manage the situation including making the necessary reports to the relevant authorities such as PDRM, BOMBA, KKM, and sports entities such as MSN, State Chess Affiliate and Malaysian Chess Federation without any delay.
10. The Organizer and/or Chief Arbiter must submit a report to MCF at the conclusion of each tournament highlighting any concerns, issues or incidences that may have occurred during the tournament. The Organizer and/or Chief Arbiter are welcome to provide feedback, recommendations, and suggestions for future improvement



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### Premise Management

1. All organizers and premise operators/owners must adhere and meet the following requirements to be allowed to host a tournament
  - i. Only players, officials and premise management team are allowed in the premise at all time. **Spectators/parents are not allowed without clearance from the Chief Arbiter**
  - ii. Everyone inside the playing hall including players, officials and premise management team are required to wear face mask at all time
  - iii. Only a single pair of players can be placed per each rectangular table measuring no smaller than 2' x 4'
  - iv. All chairs/tables/players must be **at least 1 meter apart** from one another
  - v. Regardless of the table size/dimension, all tables must stand alone and not joined with another table.
  - vi. All tables should have a bottle of hand sanitizer available for the players to use at all time
2. All premises must be able to provide the following:
  - i. An attached rest room/toilet
  - ii. A pantry/common rest area for the players/officials to rest but with the following condition
    - i. To limit the number of persons to occupy the area at any one time
    - ii. To have access to an open window to allow for outside air to circulate
  - iii. A dedicated praying area
  - iv. Ample A/C unit(s) and/or stand fans to allow for air to circulate
  - v. A single point of entry and exit at all time
3. Every premise management team must agree to perform the following health and safety measures without fail:
  - i. Sanitize the center especially the tables/chair, and the chess sets/clocks used for the tournament:
    - i. before the start of each tournament day
    - ii. during long lunch break
    - iii. once all the rounds have concluded for the day
  - ii. Provide hand sanitizers at the main entrance – prior to entering the premise, and at various critical points within the premise
  - iii. Provide spare face masks for the players to use
4. Prior to entering the premise, the premise management must perform the following tasks:
  - i. Ensure that everyone is wearing a face mask and have a small bottle of hand sanitizer handy
  - ii. Conduct temperature scan of everyone entering the premise and disallowing those with temperature/coughing/showing signs of illness from entering
  - iii. Signed a declaration form to confirm they are not at risk, or have travelled in/exposed from an infected area/country
  - iv. Record and register names, contact number, email address and body temperature of those who plans to enter the premise
  - v. Ensure that those who are about to enter the premise has the "My Sejahtera" application installed on their mobile phones/smart devices
5. The premise management must prepare a list of nearby clinics or hospitals (and their contact numbers) that is visible within the playing area for quick and easy references
6. Those within the premise who shows or develop signs of being ill are required to have an immediate medical checkup at the nearest clinic
7. In general, each premise management must follow the guiding principle of providing a safe, secure, and acceptable environment to be able to host, manage or execute any chess activities, tournaments, or programs of any levels.
8. The premise management may impose additional requirement in the interest of providing a better playing condition provided the requirements do not contradict the above mentioned.



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### **Crisis Management**

In situation where someone involved in the tournament has been identified or infected with COVID19, the following steps need to be taken

1. All activities including the tournament must cease immediately
2. All persons involved in the tournament will need to go for immediate COVID19 testing at the nearest hospital/medical center
3. All persons involved in the tournament must self-quarantine themselves for fourteen (14) days even if they have been identified as negative carrier
4. The organizer and the premise management team must take all necessary steps to sanitize the entire premise and close its operations until they are cleared to resume by the authorities

### **The Roles and Responsibilities of each Player**

1. All players must have filled up their details in the Registration form provided by the organizer and submitted the completed form before the stipulated closing date.
2. All players must sign a declaration form to confirm that they have not been travelling from high risk countries/areas and have not been exposed to COVID19.
3. All players must agree to abide by all the SOPs, Rules and Regulations, and Requirements set by the authorities and by the Malaysian Chess Federation when participating in the tournament
4. All players must adhere and follow all the tournament rules and regulations set by FIDE and MCF while participating in the tournament
5. All players must agree to wear a face mask and have a carryon personal hand sanitizer at all time while participating in the tournament
6. Players are required to use their mobile phones/smart devices/laptops to check for playing schedule, pairings and results at [www.chess-results.com](http://www.chess-results.com) and other popular communication platform like whatsapp, telegram and/or FB for tournament announcements and updates. The Organizer/Arbiter are no longer allowed to paste any announcement or notices on the wall/notice boards to avoid uncontrolled crowd and to enforce social distancing.
7. Once a game has concluded, the players involved are now considered as spectators and must leave the playing area
8. Any player who defy or refuse to comply with the SOPs, Rules and Regulations, and Requirements set by the authorities, the premise owner, the organizer and the Malaysian Chess Federation, can and will be immediately expelled from the tournament. The player may also face further disciplinary action and maybe ban from participating in any chess tournaments in the future.
9. In the event of a crisis, each player must take the necessary safety measures and comply with the requirements and instructions given by the authorities without fail.
10. Players are encouraged to provide feedback, recommendations, and suggestions for future improvement by writing to [mcfsecretariat@malaysiachess.org](mailto:mcfsecretariat@malaysiachess.org), and with copies to [inquiries@malaysiachess.org](mailto:inquiries@malaysiachess.org)



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### The Roles and Responsibilities of the Chief Arbiter

1. The Chief Arbiter must ensure that:
  - i. all person(s) involved in the tournament adhere to all the SOPs, Rules and Regulations, and Requirements set by the authorities, the premise owner, and by the Malaysian Chess Federation.
  - ii. all person(s) involved in the tournament adhere to all the rules and regulations set by FIDE
  - iii. all players do not have any other devices on them during play. All bags and other unnecessary items are to be placed at a common area away from the playing area. Players requiring for bottled water, snacks, etc., must obtain prior permission from the Arbiter.
  - iv. all players are seated 5 minutes prior to the start of a round
  - v. all players report their score to the score taker, and where required, along with their signed scoresheet
  - vi. all players who have completed their game to leave the playing hall immediately
2. The Chief Arbiter/Arbiters must conduct regular rounds around the playing floor to ensure that none of the players are making any attempt to cheat during their game
3. The Chief Arbiter/Arbiters have the rights to expel, eject, and/or request a player to immediately leave the playing area and the tournament if he/she:
  - i. is showing signs of being ill i.e. coughing, feverish, sneezing, runny nose, etc.
  - ii. is cheating or attempting to cheat
  - iii. is disrupting or distracting other players in the tournament hall
  - iv. is not complying with the tournament's SOP, Rules and Regulations, and Requirements
  - v. is displaying any behavior deemed unsuitable that may affect or impact the wellbeing of any of the participants, official or audiences at the tournament
4. The Chief Arbiter/Pairing Arbiter must upload/update the tournament 'round by round' pairing and results in [www.chess-results.com](http://www.chess-results.com) including its final results in a timely manner
5. The Chief Arbiter and/or Organizer must submit a report to MCF at the conclusion of each tournament highlighting any concerns, issues or incidences that may have occurred during the tournament. The Chief Arbiter and/or Organizer are welcome to provide feedback, recommendations, and suggestions for future improvement

### General Guidelines

1. All the guidelines, rules and regulations including requirements mentioned above may change from time to time for further improvement. **The Malaysian Chess Federation welcomes all feedbacks, suggestions, recommendations and inputs including concerns and issues from everyone** to allow for a better playing experience and environment for players, officials, organizers, and everyone else involved in chess activities and programs that are being managed from time to time.
2. Please be reminded that the Malaysian Chess Federation reserves the right to change this documentation and guidelines as and when it deems fit from time to time, and without providing any advance notices.
3. All these documentations will be provided and share at the Malaysian Chess Federation official website [www.chessmalaysia.org](http://www.chessmalaysia.org) for viewing and downloading.

**15<sup>th</sup> July 2020**

**Malaysian Chess Federation**

Organizing Tournament post COVID19 (Version 1.01)