



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 register their tournament with MySejahtera and display the QR code at the entrance of the tournament hall for players/attendees to scan/register.
3. 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 list of all players and their details such as name, contact number, email address and FIDE ID must be submitted to MCF prior to the start of the event
4. The closing date for the tournament must be at least seven (7) days before the event starts.
Walk-ins and late registrations are strictly not allowed
5. The following information will be required when registering the events with MCF
 - i. MCF event registration form
 - ii. A copy of the tournament working paper/costing
 - iii. A copy of the tournament brochure/prospectus
 - iv. A copy of the tournament schedule
 - v. A copy of the tournament Registration form
 - vi. A list of the Tournament Officials involved in the tournament including a copy of their vaccination certificates to confirm that they have received 2 doses of vaccines. **Incomplete or unvaccinated officials ARE NOT ALLOWED** to be physically involved at the tournament venue.
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.
7. In order to enforce social distancing and manage crowd control effectively, organizers are recommended to:
 - i. Avoid using pasted notifications on notice boards and walls
 - ii. Utilize www.chess-results.com or other similar websites, to advertise and share event schedules, pairings and results
 - iii. Set up blogsite or utilize their existing website for announcements/notices
 - iv. Use common communication platforms like Whatsapp, telegram or FB, to update players on event status
 - v. Use verbal announcement via PA system as and when necessary.
8. Organizer must ensure that everyone attending and participating in the tournament 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 and Malaysian Chess Federation without 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 all the times. **Spectators/parents are not allowed without clearance from the Chief Arbiter**
 - ii. Everyone inside the playing hall is required to wear face mask all the 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. It is recommended that 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 (as per KBS SOP with regards to percentage of occupancy)
 - 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 following must be observed:
 - i. Everyone wears 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. Ensure that those who are about to enter the premise has the "My Sejahtera" application installed on their mobile phones/smart devices
 - iv. Display their MySejahtera status to ensure that they are "low risk" and has been vaccinated.
 - v. Scan the MySejahtera QR code or, record and register names, contact number, email address and body temperature of those who plans to enter the premise
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 – at their own cost
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 involving the tournament will be reviewed by the Organizer, Premise Owner and under the advice of the authorities, may cease from continuing
2. Where necessary, everyone involved in the tournament must go for immediate COVID19 testing at the nearest hospital/medical center
3. Everyone involved in the tournament must self-quarantine themselves for seven (7) days – or ten (10) days if they have not been vaccinated, even if they do not have any symptoms or are classified as negative carrier
4. Organizer/Premise Owner must take all necessary follow up steps to sanitize the entire premise and if necessary, to close its operations until it receives clearance from the authorities to resume

The Roles and Responsibilities of each Player

1. Only Arbiters and Players who have completed 2 doses of vaccines are allowed to participate in the tournament.
 - i. For participants/players below the age of 18, consent from their respective parent/guardian is required even if they have completed their 2 doses of vaccines, and
 - ii. their respective parents/guardian must also have completed 2 doses of vaccine
2. 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. **Proof of vaccine must also be provided** when completing the Registration form
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 are requested to always have a carryon personal hand sanitizer while participating in the tournament
6. Players are required to use their mobile phones/smart devices to check for schedule, pairings, and results at www.chess-results.com and/or other popular communication platform like Whatsapp, Telegram and/or FB for announcements and updates. The Organizer/Arbiter are not allowed to paste announcement/notices on the wall or notice boards to avoid uncontrolled crowd, and to enforce social distancing.
7. Once a game has concluded, the player involved must leave the playing area
8. Any player who refuses 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.



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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 10 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 not complying or adhering with the tournament's SOP, Rules and Regulations, and Requirements
 - iii. is cheating or attempting to cheat
 - iv. is disrupting or distracting other players in the tournament hall
 - 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 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.

General Guidelines

1. The Malaysian Chess Federation reserves the right to change this documentation and guidelines as and when necessary, and without providing any advance notices
2. **The SOP provided MUST ALSO BE READ together with the LATEST SOP for organizing SPORTS and RECREATIONAL ACTIVITIES PROVIDED BY MINISTRY OF YOUTH AND SPORTS (as attached - *Pelan Pemulihan Negara SOP Fasa 4 Kemas Kini 22 Okt 2021 KKM.pdf*)**. In situation where there is discrepancy, the SOP provided by the Ministry of Youth and Sports shall take effect.



Pelan Pemulihan
Negara SOP Fasa 4 K

3. **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 everyone involved in chess activities and programs.

1st November 2021

Malaysian Chess Federation

Organizing Tournament post COVID19 (Version 2.00)