# **FIDE** Events Commission

Organizers Manual

Regulations and Guidelines for International Organizers

### August 2012



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#### **FIDE Organizers Manual**

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#### A. FIDE EVENTS COMMISSION (EVE)

Chairman	: Boris Kutin (SLO)
Secretary	: Theodoros Tsorbatzoglou (GRE)
Councillor	: Morten Sand (NOR)
Councillor	: Olena Boytsun (UKR)
Councillor	: Ozgur Solakoglu (TUR)
Member	: Bai Min (CHN)
Member	: K.K. Chan (HKG)
Member	: V. Filipenko (RUS)
Member	: Finnbjorn Vang (FAI)
Member	: Hisham Al Taher (UAE)
Member	: Ruth Haring (USA)
Member	: Pierre Makem, (CMR)
Member	: Rajai Al-Susi (PLE)
FIDE Co-Ordinator	: George Mastrokoukos (GRE)

#### Main Tasks of the FIDE Events Commission:

- 1. Scheduling and monitoring of annual procedures for the FIDE events (other than WCO events).
- 2. Guidelines for the Organizers' Seminars and Titles.
- 3. Guidelines for the FIDE Calendar Administration
- 4. Recommend guidelines for rules for the registration, transfer & eligibility for players' participation.
- 5. Recommend guidelines for the FIDE events' financial regulations
- 6. Recommend the regulations for all the FIDE events (applicable also to respective Continental Champ.) except the WCO events.
- 7. To organize the FIDE Awards (for Men & Women, Trainers and Events of the Year etc) during the Olympiads in even-numbered years and a key event in odd-numbered years.

#### **B. CALENDAR ADMINISTRATION REGULATIONS**

Approved by 2009 Executive Board

- 1. The Calendar Administrator (CA) will plan and update a 4 year cycle for the FIDE Calendar. He will consult the Events Commission and the Commission for World Championships & Olympiads.
- 2. The CA shall provide a scheduled-template for all FIDE events with assigned month and dates. Bids to organize any FIDE event shall be based on the assigned month and dates with the possible deviation of not more than 5 days before (known as green days) and not more than 5 days after (known as green days) the stipulated period.
- 3. If an organizer of a FIDE event wishes to deviate from the stipulated period by more than 5 days (green days); the organizer shall have to pay a Calendar Deviation Fee (CDF) of 500 Euros per day (after the green days) to FIDE when submitting its bid offer. This shall be waived if there is no other bid.
- 4. The non-refundable bidding fee must be included when submitting bids. Upon a successful bid for a FIDE event, the organizer shall pay the required deposit fee within 2 months after the decision had been announced. If this is not done, FIDE reserves the right to annul the bid and to re-open the bidding. The World Championship Cycle and Chess Olympiad shall be exempted from this rule.
- 5. Once a FIDE event is awarded, the organizer may deviate from its original dates by not more than 2 days (known as orange days). Otherwise the organizer shall be penalized with a Calendar Change Fee (CCF) of 2,000 Euros per day after deducting the orange days. If CCF is not paid within 6 months before the original start date, FIDE reserves the right to re-open the bidding for the event.
- 6. An organizer who is required to pay a penalty (CDF/CCF) may appeal to the Events Commission. Following the recommendation of the Events Commission, the Presidential Board shall make the final decision.

- 7. The Calendar shall include all FIDE and Continental events. Major invitational tournaments and major international opens may also be included on the request of the relevant organizers.
- 8. All Continental Presidents shall plan their events on the basis that their events do not clash with major FIDE events. The Presidential Board reserves the right not to recognize events which clash with FIDE events.
- 9. All National Federations and major Organizers should plan their events on the basis that their events do not clash with major FIDE and/or Continental events. The Presidential Board reserves the right not to recognize events which clash with FIDE events.
- 10. An event shall be listed on the Calendar provided sufficient information (such as dates & venue) has been received by the CA at an appropriate time before the start of the event. In addition, official invitations and the announcements of relevant details must be distributed and made available at an appropriate time (normally at least 4 months) before the start of an event.
- These Regulations shall be in force with effect for events to be opened for bidding after the Krakow Presidential Board 2009.
   Subsequently, these Regulations may be changed by the Presidential Board and take effect 3 months after such decisions are taken.
- 12. Wherever necessary, the Presidential Board reserves the right to make exceptions to these Regulations. FIDE shall Endeavour that these and the Annual Calendar Planner be observed strictly and that the Calendar Administrator is authorized to recommend and/or implement changes whenever necessary.

FIC	DE ANNUAL CALENDAR PLANNE	R	Drafted: 2 April 2012	
MONTH	EVENT - FIDE & CONTINENTS	REMARKS	FIXED 2012-2013	PROPOSED 2014-17
January	World Team Championship	odd-year	2013 Dec 1 to 11	Jan 5 to 20
	Women's World Team Championship	odd-year	2013 Dec 1 to 11	Jan 5 to 20
February				
March	Candidates Tournament		2013 Mar 13 to 31	Mar 10 to 30
April	World Amateur Championship		2013 Apr 21 to 30	Apr 1 to 10
	World Schools Individual Championships		2013 Apr 21 to 30	Apr 21 to 30
May	Grand Prix		2013 May 22 to Jun 4	May 10 to 25
June	World Rapid & Blitz Championships		2012 Jun 26 to Jul 1	Jun 25 to 30
July	World Youth Championships		2013 Aug 13 to 25	Jul 5 to 20
	World Children's Championships		wef 2016	Jul 5 to 20
	Grand Prix		2013 Jul 5 to 17	Jul 5 to 20
August	Chess Olympiad	even-year	2012 Aug 27 to Sep 10	Aug - Sep - Nov
	FIDE Congress		2012 Aug 31 to Sep 10	Aug - Sep - Nov
	World Cup	odd-year	2013 Aug 10 to Sep 5	Aug - Nov
September	World Junior U20 Championships		2013 Jul 26 to Aug 10	Sep 11 to 26
	Grand Prix		2013 Sep 18 to Oct 2	Aug - Sep - Nov
October	World Youth U16 Olympiad		2012 Oct	Oct 6 to 16
November	World Senior Championships		2013 Oct 23 to Nov 4	Nov 5 to 15
	World Championship Match		2013 Nov 6 to 26	Aug - Sep - Nov
	Women's World Championship		2012 Nov 10 to Dec 3	Nov 5 to 25
December	Sport Accord Mind Games		2012 Dec 12 to 19	Dec 11 to 20
	World Cities Team Championship	even-year	2012 Dec 21 to 30	Dec 21 to 30

#### C. GENERAL REGULATIONS FOR FIDE COMPETITIONS

Approved by the 2011 Executive Board

#### **Governing Regulations**

- These Regulations are applicable to the following FIDE competitions:

   a. FIDE World Junior U20 Championships
   b. FIDE World Youth (U14, U16 & U18) Championships
   c. FIDE World Cadet (U8, U10 & U12) Championships
   d. FIDE World Schools (U7, U9, U11, U13, U15 & U17 Championships
   e. FIDE World Youth U16 Olympiad
   f. FIDE World Senior (>50 & >65) Championships
   g. FIDE World Amateur (under 2000) Championships
   h. FIDE World Cities Championship
- 2. These Regulations are applicable with effect from 2014 (World Youth & World Cadet are effective from 2016) unless otherwise stated in the regulations of a specific Competition.
- 3. All the Competitions listed in Rule 1 above shall be organized annually by a FIDE member federation.
- 4. Participants refer to players and accompanying persons (including officials, trainers, media, etc.). They must be registered through its national federation or FIDE Academy.

#### **Bid, Inspection Visit & Evaluation Report**

5. Organizers for all Competitions shall be designated at least two years before the Competition is to be held. With effect from 1 January 2012, the following timelines shall be observed:-

March – Deadline for Bids
 June – Completion of Inspection Visits
 July – Deadline for submission of Evaluation Reports
 General Assembly/Executive Board to Award successful bids

FIDE Presidential Board can decide any change in bid deadlines or reopen any bid.

All bids should be submitted by the due dates in sealed envelopes or scanned documents to the FIDE Secretariat, postal address: 9, Syggrou Avenue, 11743 Athens – Greece Fax: (+30) 2109212859 Email: office@fide.com by , 16:00 local time (UTC/GMT + 2 hours).

- 6. A Bid must be accompanied with a Bid Fee which is not refundable:
  - 2,000 Euros Youth and Cadet Championships
  - 1,000 Euros Junior Championships
  - 500 Euros Schools, Seniors, Amateur Championships and Youth U16 Olympiad

Bid Fees are not refundable. Bid fees should be paid the latest one week after the deadline to the FIDE bank account (free of charges) or to be enclosed in the bid envelope.

Deposit fees (ref. FIDE financial regulations) should be paid the latest two (2) months after the official notification that a FIDE event granted to a National Federation. Deposit fees can be paid to the FIDE Bank account or by a bank guarantee sent to FIDE without any terms. When the event has been successfully concluded the deposit fee shall be credited to the account of the organizing federation or refunded.

- 7. With effect from January 1st 2013, a bid for any FIDE Competition from 2015 onwards shall include the name of a FIDE licensed International Organizer.
- 8. Inspection Visits shall be made by an Event Inspector (EI) nominated by the Presidential Board (PB) and the Events Commission. The EI shall be a member of the PB or Events Commission. Ideally, the EI shall be chosen from the same continent of the bidder.

- 9. The cost of Inspection Visits travel and per diem shall be covered by FIDE. The bidder shall be responsible for hosting the EI with a double-room and meals for the duration of not more than two working days.
- 10. The El shall be responsible for submitting an Evaluation Report to the General Assembly/Executive Board.

#### Organization

- 11. At least 6 months before the beginning of the Competition, the Organizing Federation shall send the draft regulations to the FIDE Events Commission. After approval by the FIDE Events Commission and the appointment of the FIDE Technical Director and the Chief Arbiter, the regulations will be published and sent to all National Federations at least 5 months before the beginning of the Competition. Copies of the Invitation must be sent to the Continental Presidents.
- 12. The Organizing Committee shall endeavour to facilitate participants who may require visas. The participants are obliged to stay in the official hotels appointed by the Organizing Committee

#### **Registration of Participation**

- 13. At least 3 months before the beginning of the Competition, a federation shall register its intention to participate with the Organizing Committee. This is a Preliminary Registration and should indicate the number of players and other participants.
- 14. At least 2 months before the beginning of the Competition, the participating federation shall submit its Final Registration of participants. The birthdate of each player must be given and must correspond with the birthdate given in his passport or other travel document. All travel documents must also be submitted if visas are required. The Organizing Committee shall not be responsible for late submission and application for visas.
- 15. Entry Fees for late registration, withdrawal or no show shall be charged as follow:

- 15.1 Late registration after the closing date: two times of stipulated entry fee
- 15.2 Withdrawal after submission of registration: two times of stipulated entry fee and one night's hotel expenses.
- 15.3 No show after registration: two times of stipulated entry fee and two nights' hotel expenses
- 15.4 If a player/team registers late and withdraws or does not appear: the federation will be charged the higher penalty.
- 15.5 The Organizer must send to FIDE the list of participants one week after the registration deadline. The Organizer shall be fined 5,000 Euro for failing to do so.
- 15.6 The Organizer shall be responsible to publish the list of participants on the website.
- 15.7 Based on the penalty fees received, FIDE shall compensate the appropriate amounts to the Organizer.
- 15.8 The Invitation shall specify the policy on cancellation of Hotel Reservation otherwise the above rules in point 15 shall be valid.

#### Schedule, System and Rate of Play

- 16. There shall be no more than 2 days where two rounds may be played. There shall be at least one free day.
- 17. There shall be a minimum of 9 rounds Swiss with a minimum of 10 participants/teams.
- 18. The time limit shall be those approved by the General Assembly.

#### **Financial Regulations**

19. All players shall be required to pay Entry Fees to FIDE as stipulated by the FIDE Financial Regulations.

- 20. All players and accompanying persons may be required to pay a Registration Fee to the Organizing Committee and this shall be not more than 100 Euros per person. The Registration Fee is to include the costs for airport transfers, Accreditation Cards, Daily Bulletins, Certificates, etc.
- 21. The travelling costs of all participants must be paid by themselves or by their national federations.
- 22. For players who are hosted or have qualified with personal right, the Organizing Committee shall provide free board and lodging (rooming at the discretion of the Organizer) from the official day of arrival to the official day of departure. The category of hotel shall be similar to those of which non-hosted players would be paying for. After the registration deadline the Organizing Committee has the right to ask a maximum prepayment of 50% for the participants' accommodation and the balance upon arrival.
- 23. Other than players who are hosted, all other players and participants shall be responsible for their own board and lodging. The Organizing Committee shall offer reasonable and favourably priced accommodation and shall state the daily costs in the Invitation.

#### Medical

24. From the duration of arrival and until departure, the Organizing Committee shall insure the participants against accidents and the need for medical services including cost of medicines in case of acute illnesses, surgical operations, etc. The Organizing Committee shall not be responsible for medical services needed for treatment of chronic or other illnesses which already existed before the arrival at the Competition.

#### **Technical Officials**

25. Technical Officials are recommended by the Events Commission in consultation with the FIDE Steering Committee. The Technical Officials shall be the FIDE Technical Delegate, the Chief Arbiter and 3 members of the Appeals Committee.

- 26. The Organizing Committee shall be responsible for the travel expenses of the FIDE-appointed Technical Officials. They shall be provided free board and lodging. They shall be paid a stipend in accordance with the Financial Guidelines for Technical Officials.
- 27. The FIDE Technical Delegate shall be responsible to ensure that the Organizing Committee adhere strictly to both the general conditions and the regulations which are specific to the Competition.
- 28. The Chief Arbiter shall be appointed after consultation with the Organizing Federation. The Organizing Federation shall appoint as many Deputy and Assistant Arbiters as it considers necessary.
- 29. The Appeals Committee shall comprise 3 persons one of whom may be the FIDE Technical Delegate. In the event that the Appeals Committee is appointed by the Technical Meeting, there should be an additional 2 reserve members and in this case, no member shall take part in a decision affecting a player of his own federation.

#### Appeals

- 30. A protest against the decision of an Arbiter must be submitted in writing to the Chief Arbiter, within two hours after the end of the playing session.
- 31. A protest fee of 200 Euro shall be payable to FIDE which is refundable if the protest is upheld. The Appeals Committee may also decide to refund the fee if it considers the appeal was not frivolous.
- 32. The decision of the Appeals Committee is final, binding and takes effect immediately.
- 33. The Appeals Committee shall keep a record of all proceedings and submit a final report to FIDE.

#### **Designation of the Winners**

34. The final ranking order of the players is determined by the number of points scored. If at the end of the tournament two or more players are tied for the first place or for any prize, the tie shall be broken as in accordance to the FIDE Tie-Break Regulations.

35. Defending Champions shall have personal rights to participate in the same Competition and Event and shall be accorded free board and lodging.

#### Prizes

- 36. Before the beginning of the first round, a list of the prizes to be awarded to at least the 10 highest placed participants, including special prizes shall be published together with the rules for their award. The Organizing Committee shall also award Gold, Silver and Bronze medals to the players taking the first three places in each event.
- 37. The prize fund, if any, shall be stipulated in the Invitation. Taxes, if any, must be stipulated in the bid and in the official Invitation.

#### Certificates

- 38. Certificates shall be awarded to players who finish in the top 3 positions.
- 39. Certificates of Participation shall be given to players, FIDE accredited trainers, managers, and the FIDE appointed Technical Officials.
- 40. The above Certificates shall bear the signature of a FIDE Official, the Organizing Federation and not more than two other signatories.

#### PR, Competition Website & Daily Bulletins

- 41. At the Opening and Closing Ceremonies, the FIDE Flag must be displayed prominently and the FIDE Anthem played.
- 42. The Organizing Committee shall be responsible for the official website which must be in English and preferably and in other languages.
- 43. The Organizing Committee shall provide Daily Bulletins (in print or e-format) which shall contain at least the top 10 games from each event.

#### Reports

- 44. On completion of the Competition, the Chief Arbiter and the Chairman of the Appeals Committee shall deliver their reports to FIDE. The reports shall deal with the course of the Competition and include supporting documents, if appropriate. Copies of these reports are to be extended to the Organizing Federation.
- 45. The FIDE Technical Delegate shall submit his report on the overall organisation of the event including any incidents which may have happened. Subject to this report, FIDE shall decide how much of the deposit/performance bond to be reimbursed to the Organizing Federation.
- 46. Within 2 weeks after the Closing Ceremony, the Organizing Federation shall submit a written report and all the Score-Sheets to FIDE.

#### D. SPECIFIC TOURNAMENT REGULATIONS

#### FIDE WORLD JUNIOR UNDER-20 CHAMPIONSHIPS

Approved by the 2011 Executive Board.

#### **General Regulations & Rules**

1. The Championships shall be governed by the General Regulations for FIDE Competitions and these Rules.

#### Participation

- 2. There shall be a separate event for girls.
- 3. All chess players who shall not have reached the age of 20 on January 1st of the year in which the Championships are held are eligible to participate.
- 4. The following have a personal right and are entitled to participate provided they fulfil the condition of Rule 3 above:
  - a. The top 3 players of the previous edition.
  - b. The Continental Junior Champions preceding this edition.
  - c. The top 6 (4 for Girls) Junior U20 players from the FIDE Rating List as of January 1st of the current year.
  - d. World Youth U18 and U16 champions of the year preceding this edition.
- 5. In addition to the players mentioned in Rule 4 above, each FIDE member federation shall have the right to send one participant for each event.
- 6. FIDE member federations shall have the right to send as many additional players as they wish.

#### **Schedule and System**

7. There shall be a minimum of 11 rounds.

#### **Financial Regulations**

8. The Organizing Committee shall provide free board and lodging (in twin share rooms) for players mentioned in Rules 4 & 5 above.

# FIDE WORLD YOUTH U14, U16 & U18 CHAMPIONSHIPS (valid from 2016) Approved by the 2011 Executive Board.

#### **General Regulations & Rules**

1. The Championships shall be governed by the General Regulations for FIDE Competitions and these Rules.

#### Participation

- 2. There shall be 3 categories; namely Under-14, Under-16 & Under-18, with separate events for Open and Girls.
- 3. All chess players who shall not have reached the age of 14, 16 or 18 on January 1st of the year in which the Championships are held are eligible to participate.
- 4. The following have a personal right and are entitled to participate provided they fulfil the condition of Rule 3 above:
  - a. The top 3 players of the previous edition.
  - b. The champions of the previous edition may elect to play in the same age-category or a higher age-category for example, the U14 champion may play in the U14 Championship if he is still eligible by age or to play in the U16 or U18 Championship.
  - c. The Continental Youth Champions preceding this edition.
- 5. In addition to the players mentioned in Rule 4 above, each FIDE member federation shall have the right to send one participant per event.
- 6. FIDE member federations shall have the right to send as many additional players as they wish.
- 7. FIDE-endorsed Chess Academies may register not more than one player per event.

#### **Schedule and System**

8. There shall be a minimum of 11 rounds.

#### **Financial Regulations**

9. The Organizing Committee shall provide free board and lodging (in twin share rooms with bath and/or shower) for players mentioned in Rules 4 & 5 above as well as for one accompanying person per federation provided he holds a valid licence as FIDE trainer.

# FIDE WORLD CADETS U8, U10 & U12 CHAMPIONSHIPS (valid from 2016) Approved by 2011 Executive Board.

#### **General Regulations & Rules**

1. The Championships shall be governed by the General Regulations for FIDE Competitions and these Rules.

#### Participation

- 2. There shall be 3 categories; namely Under-8, Under-10 & Under-12, with separate events for Open and Girls.
- 3. All chess players who shall not have reached the age of 8, 10 or 12 on January 1st of the year in which the Championships are held are eligible to participate.
- 4. The following have a personal right and are entitled to participate provided they fulfil the condition of Rule 3 above:
  - a. The top 3 players of the previous edition.
  - b. The champions of the previous edition may elect to play in the same age-category or a higher age-category for example, the U10 champion may play in the U10 Championship if he is still eligible by age or to play in the U12 or U14 Championship.
  - c. The Continental Youth Champions preceding this edition.
- 5. In addition to the players mentioned in Rule 4 above, each FIDE member federation shall have the right to send one participant per event.
- 6. FIDE member federations shall have the right to send as many additional players as they wish.
- 7. FIDE-endorsed Chess Academies may register not more than one player per event.

#### **Schedule and System**

8. There shall be a minimum of 11 rounds.

#### **Financial Regulations**

9. The Organizing Committee shall provide free board and lodging (in twin share rooms with bath and/or shower) for players mentioned in Rules 4 & 5 above as well as for one accompanying person per federation provided he holds a valid licence as FIDE trainer.

#### FIDE WORLD SCHOOLS CHAMPIONSHIPS Approved by the 2011 Executive Board.

#### **General Regulations & Rules**

1. The Championships shall be governed by the General Regulations for FIDE Competitions and these Rules.

#### Participation

- 2. There shall be 6 categories; namely Under-07, Under-09 Under-11, Under-13, Under-15 and Under-17 with separate events for Open and Girls.
- 3. All chess players who shall not have reached the age of 7, 9, 11, 13, 15, 17 on January 1st of the year in which the Championships are held are eligible to participate.
- 4. The following have a personal right and are entitled to participate provided they fulfil the condition of Rule 3 above:
  - a. The Champions of the previous World Schools Championships
  - b. The Continental Schools Champions preceding this edition.
- 5. FIDE member federations & FIDE-endorsed Chess Academies shall have the right to send as many players as they wish.

#### **Schedule and System**

6. There shall be a minimum of 9 rounds.

#### **Financial Regulations**

7. The Organizing Committee shall provide free board and lodging (in twin share rooms with bath and/or shower) for players mentioned in Rules 4 above as well as for one accompanying person per federation (with minimum participation of 6 players) and provided he holds a valid licence as FIDE trainer.

#### FIDE WORLD YOUTH UNDER-16 OLYMPIAD Approved by the 2011 Executive Board.

#### **General Regulations & Rules**

1. The Competition shall be governed by the General Regulations for FIDE Competitions and these Rules.

#### Participation

- 2. All chess players who shall not have reached the age of 16 on January 1st of the year in which the Competition is held are eligible to participate.
- 3. Each FIDE member federation shall have the right to send one team.
- 4. FIDE member federations shall have the right to send as many additional teams as they wish.
- 5. Each team shall comprise 4 players and 1 reserve (one of whom must be a girl) and 1 captain (or Manager, Trainer).

#### **Schedule and System**

- 6. There shall be no more than 2 days where 2 rounds may be played. There shall be at least one free day.
- 7. There shall be a minimum of 10 rounds.
- 8. Each match shall be played over 4 boards.
- 9. The pairings, scoring and tiebreak regulations are in accordance with the Pairing Rules for the Chess Olympiad.

#### **Financial Regulations**

10. The Organizing Committee shall provide free board and lodging (in twin share rooms with bath and/or shower) for teams mentioned in Rule 3 above.

#### Prizes

- 11. Before the beginning of the first round, a list of the prizes to be awarded to at least the 5 highest placed teams, including special prizes shall be published together with the rules for their award. The Organizing Committee shall also award Gold, Silver and Bronze medals to the 6 members of the teams taking the first three places.
- 12. Individual Board Prizes Players assigned to the same board number in their respective team lists shall be in competition with each other for an individual board prize. For the purpose of this award, the player's performance rating from their games shall be compared. Only the following shall be eligible for board prizes: Board Numbers 1 to 4 who take part in at least 60% of the rounds; Board Number 5 who take part in at least 50%.

#### FIDE WORLD VETERAN & SENIOR CHAMPIONSHIPS Amended by 2011 Executive Board.

#### **General Regulations & Rules**

1. The Championships shall be governed by the General Regulations for FIDE Competitions and these Rules.

#### Participation

- 2. There shall be two categories; age 50 (veterans) and age 65 (seniors) with separate events for women if there are at least 10 players.
- 3. The player must have reached the required age during the year of Competition.
- 4. The Championships are open tournaments for players registered by their federation. FIDE member federations shall have the right to send as many players as they wish.
- 5. The top 3 players from the previous Competition shall have personal rights to participate.
- 6. The top 3 players from each Continental Senior Championship preceding this edition are qualified with personal rights and their places cannot be substituted.

#### **Financial Regulations**

 The Organizing Committee shall provide free board and lodging (single rooms with bath and/or shower) for players mentioned in Rule 5 & 6 and the four (4) defending champions.

#### **Schedule and System**

8. There shall be a minimum of 11 rounds. In case of less than 12 players, round-robin will be used.

#### Prizes

9. The total prize fund shall be at least 15,000 Euros.

#### FIDE WORLD AMATEUR CHAMPIONSHIPS Amended by 2011 Executive Board.

#### **General Regulations & Rules**

1. The Championships shall be governed by the General Regulations for FIDE Competitions and these Rules.

#### Participation

- 2. There shall be one category for FIDE Rating Under 2000 with a separate event for women if there are at least ten players from at least two continents.
- 3. The player must not have a published FIDE Rating for at least 2 years prior to January 1st of the year in which the Championships are held. They must not hold any title above CM (WCM).
- 4. The Championships are open tournaments for players registered by their federation. FIDE member federations shall have the right to send as many players as they wish.
- 5. In addition, the top 3 players from each Continental Amateur Championship preceding this edition are qualified with personal rights and their places cannot be substituted.

#### **Financial Regulations**

6. The Organizing Committee shall provide free board and lodging (twin rooms with bath and/or shower) for players mentioned in Rule 5 and the two (2) defending champions .

#### Prizes

7. The prize fund shall be at least 5,000 Euros.

#### Honours

8. The World (Women) Amateur Champion shall be awarded the title of FIDE (Woman) Master and a rating of 2200 (2050).

In the Open Championship, the Silver Medallist shall be awarded a rating of 2100 and the Bronze Medallist shall be awarded a rating of 2050.

#### FIDE WORLD CITIES CHAMPIONSHIP

#### General

- 1. The FIDE World Cities Championship shall be held at two yearly intervals among teams representing cities with a maximum of one city per country. National federations are eligible to play with their national team members representing a city.
- 2. The FIDE World Cities Championship is a sequel to the Chess Olympiad and Continental Cities Championships.

#### Organizer

3. The Al Ain Chess Club of the UAE Chess Federation commits to organize the World Cities Championship for the Sheikh Zayed Cup for five times until 2020. After 2020, the Organizer will be appointed by the bid procedure

#### Participants

- 4. There shall be 32 teams representing 32 countries in the FIDE World Cities Championship according to the following criteria:
  - a. 1 World Cities Champion (for 2012 this is Olympiad Champion)
  - b. 1 World Team Champion
  - c. 4 Continental Cities Champions. The qualifiers will be the winners of theimmediately previous, respective Continental Cities Championships.
  - d. 25 cities champion teams per FIDE Zone. (Zones are encouraged to hold cities team championships.) In the event that no cities team championship is held for that zone, then the place shall go to the country of the highest-placed team per FIDE Zone in the FIDE Olympiad prior to the event. If the country of the highest

placed team per zone has already qualified as Continental team cities champion or other criteria, this place will be given to the next highest ranked country per zone in the Olympiad preceding the World Cities Championship or, for single federation zones, next ranked in that Olympiad.

e. 1 team from the host federation/city.

#### **Composition of teams**

- 5. The teams are made up of 4 players plus 1 reserve and 1 captain. Eligibility: The players must be entitled by birth, citizenship or naturalization to represent their Federation. Detailed eligibility rules are in FIDE Regulations
- 6. Each team shall have a captain, who may also be one of the players (or reserve). The federations take full responsibility for the conduct of their players. Each federation may be represented by a Chief of delegation; it may either appoint a person exclusively to this office, or entrust the team captain, or one of the players or reserves, with this function.

#### Schedule of the FIDE World Cities Championship

- 7. Day 1 arrival, team captains' meeting and opening ceremony Day 2 RR1
  Day 3 RR2
  Day 4 RR3
  Day 5 Round of 16
  Day 6 Quarterfinals
  Day 7 Semifinals
  Day 8 Finals and closing ceremony
  - Day 9 departure

#### **Provision for teams**

8. Travelling expenses shall be met by the individual Federations. All teams shall be provided for their hotel and meals for the duration of their competition, from day of arrival until one day after their round.

#### **E. FIDE ANNUAL CHESS AWARDS**

- 1. FIDE Chess Awards include contests in the following categories:
- 1.1 Awards for Players
  - a. Caissa Award for Men nominations by World Championships & Olympiads Commission
  - b. Caissa Award for Women to be administered by Women's Commission
  - c. Caissa Award for Boys U16 nominations by Events Commission
  - d. Caissa Award for Girls U16 to be administered by Women's Commission
- 1.2 Long Service Meritorious Award for Arbiters nominations by Arbiters Commission - Nominees must hold the title of International Arbiter and who must have worked in at least 10 major FIDE (Continental events not counted) competitions. They shall be aged above 60 as on 1st January 2012.
- 1.3 Long Service Meritorious Awards for Organizers nominations by Events Commission - Nominees must hold the title of International Organizer and who must have organized at least 3 major FIDE (Continental events not counted) competitions. They shall be aged above 60 as on 1st January 2012.
- 1.4 Trainers Awards to be administered by Trainers Commission
- 1.5 Awards for Publications nominations from the world chess community
  - a. Book of the Year
  - b. Article of the Year
  - c. Journalist of the Year
  - d. Photograph of the Year
  - e. Video of the Year
- 2. The Procedure for nominations and selection of winners apply to 1.1; 1.4 and 1.5 only.

**Stage 1:** Nominations for the candidates from 1 February to 30 April of each year. Each nomination accompanied by a short description shall be sent via email to the FIDE Events Commission by National Federations & FIDE Presidential Board Members.

**Stage 2:** Selection of 5 candidates for each category between 11 to 20 May of each year. FIDE Events Commission shall short-list 5 candidates for each award. The list of candidates will be announced in the Commission website.

**Stage 3:** Open on-line Voting from 1 June to 30 June of each year. Voting is open to any person through the Commission website. The procedure will be controlled and monitored by the FIDE website administrators and an authorized-legal adviser. The progress of the voting may be visible.

**Stage 4:** Designation of the Finalists from 11 to 20 July each year: After the end of the on-line voting, the Events Commission will announce the results and the standings of the 3 Finalists. Points scored will be counted as Candidate Points.

**Stage 5:** The Final Vote will be taken during the first 5 days of each Olympiad: Every person with Olympiad & Congress Accreditation may have one vote. The points scored in this stage will be added to the Candidate Points for the Final Score.

**Stage 6:** Awarding Ceremony FIDE Annual Chess Awards shall be hosted during the Olympiads in a gala event. The Ceremony includes presentation of Awards to all the Finalists. The awards will be specially designed for the annual ceremony. The winners and their achievements will be announced on the FIDE website.

#### F.REGULATIONS ON SEMINARS AND TITLES FOR ORGANIZERS

#### Seminars

- 1. With effect from January 15th 2012, there will be no more direct application for the title of International Organizer. All candidates shall be required to attend and pass an examination in the Seminar for Organizers. The awarding of the title through exams should be combined with some minimum experience.
- 2. The duration of a Seminar shall be 3 days and the minimum number of hours is 15 and another 3 hours for examination and debrief.
- 3. The lecture and examination shall include the following topics:
  - a. All regulations of the Events Commission.
  - b. Regulations pertaining to Rating & Titles.
  - c. Events' Management
- 4. Panel of FIDE Lecturers: The initial list shall be nominated by Events Commission taking into consideration the geographical needs of each Continent.
- 5. Fees Travel Costs Seminar Fee: up to 250 Euros (decided by organizer)

The costs for travel, board & lodging will be covered by the federation registering the participants, club or participant.

#### FIDE International organizer (FIO)

- 6. Scope / Mission: To get the FIDE licence for the organisation of FIDE, Continental and International tournaments.
- 7. Qualification / Professional Skills Requirements:
  - a. EVE seminar norm.
  - b. Proof of Experience (3 titled tournaments with participants from at least 3 federations).
  - c. At least 2 languages.

The tournaments must be organized before or after the seminar. The title awarded after the completion of the necessary tournaments.

#### **Title Awarding**

- 8. After successful graduation from the seminar course, each participant will receive a participation certificate signed by the Lecturers / Seminar Leaders.
- 9. After the detailed report submission by the Lecturers / Seminar Leaders to EVE, the National Federations will submit the title applications/proposals to FIDE for approval by an official body (PB, EB or GA).
- 10. Following approval, the International Organizer will receive the official diploma and badge (the badge shall include the photograph of the organizer and the licence validity) from FIDE, if the conditions in article 8 are fulfilled and payments of FIDE fees:

Title Award Fee (one time) : 100 euros Licence Fee (valid for 4 years) : 100 euros

- 11. It is allowed for a participant to pay his Title Fee in advance to the affiliated federation/body co-organizer or to FIDE directly. In this case he/she must inform FIDE in writing of this action.
- 12. A titled Organizer will be charged a 'Licence Fee' after two calendar years have passed since the title was awarded. Each licence will be valid for four (4) years. Failing to fulfil the licence's obligations will lead to a suspension from the organizer's titles lists.
- 13. English is the official language for communication and applications between EVE and Organizers.

#### **G**. GUIDELINES FOR FIDE TECHNICAL DIRECTOR

- 1. FIDE Technical Director (FTD) is the overall observer of a FIDE World Event
- 2. The FIDE Technical Director FTD is appointed by FIDE and must be a licensed International Organizer
- 3. Main duties of the FIDE Technical Director"
  - a. To be responsible for the communication with the Organizer after the approval and circulation of the tournament regulations.
  - b. To check before the start of the competition if the organization adheres to FIDE standards.
  - c. To check if the Organizer provides to the participants the conditions offered in the bid and described in the event invitation.
  - d. To be contacted by the National Federations as the FIDE Representative
  - e. To ensure the contact of the competitions according to FIDE rules and regulations
  - f. By the end of the competition to send his report to FIDE including and comparing the final evaluation with the bid-evaluation.
- 4. Organizer provides the following conditions to the FIDE Technical Director:
  - a. Single room (FB- 3 meals) 2 days before the start of the competition till departure
  - b. Air-travel expenses & transportation to the venue
- 5. FIDE pay to the FIDE Technical Director the stipend in accordance with the Financial Guidelines for the Technical Officials.

#### H. BIDS EVALUATION BY INSPECTORS Catalogue of criteria

#### **Category 1: Organisation**

1.1 Tournament Hall	Points
Excellent	30
Good	15
Normal	0
Fair	-10
Not sufficient	-50

#### Items to be checked for the tournament hall:

- Space (2 s-m at least for adult events. 1.5 s-m at least for youth events)
- Equipment
- Access
- Lighting
- Surroundings
- Ventilation
- Toilets
- Offices Internet Access

# **1.2 Distance Tournament hall to HotelsPoints**Accommodation and playing hall in the same complex15Walking distance (not more than 15 minutes)12More than 15 minutes, but free bus transportation6More than 15 minutes, but paid bus transportation0More than 15 minutes and no transportation-10

# 1.3 Covered languages (English, Russian, French, German, Spanish etc.)

For each language covering the Competition web site 2 points

(max. 5 languages, max. 10 points). The competition web site should operate in all languages 5 months before the start of the competition.

#### 1.4 Parallel chess activities (seminars, tournaments, exhibitions etc)

For each chess activity

(max. 5 activities, max. 10 points. Final results will be checked by the FIDE Technical Director

#### **Category 2: Hotels**

2.1 Quality of hotels	Points
5 stars and better	25
4 stars	20
3 stars	10
2 stars	5

2.2 Free internet access in the hotels	Point
Free internet access in Rooms	10
Free internet access in Reception Hall	5
Paid Internet access	0
No Internet Access	-15

#### 2.3 Other free offers (drinks. excursion, cultural program)

For each free offer	2 points
---------------------	----------

(max. 3 offers, max. 6 points). Final results will be checked by the FIDE Technical Director

## Category 3: Room rates and transportation rates in comparison with other bids

3.1 Room rates and transportation rates:	Points
Excellent (low)	20
Good	15
Normal	10
Fair	0
High	-10
Higher than for normal clients	- 20

2 points

**Category 4: Travel connection** 

**Points** 

International* airport in a distance of not more than one hour by car/train	20
International* airport in a distance max. two hours by car/train	15
Local airport in a distance of not more than one hour by car/train	10
Local airport in a distance max. two hours by car/train	5
No airport	-10

\*An airport is international if there are daily regular flights from at least ten different foreign countries in Europe

Category 5: Press-Promotion	Points
<ul> <li>5.1 Organized Press Center</li> <li>5.2 Invitation with free accommodation for some journalist</li> <li>5.3 Live games in internet, (number of boards)</li> <li>5.4 Other special arrangements for publicity</li> </ul>	3 3 0 - 5 - 10 0 - 5 - 10
Category 6: Circulation of the events	Points
<b>Category 6: Circulation of the events</b> 6.1 The bidder (Nat. Federation) organized the same event the prior-year	<b>Points</b> -10

# **Total Points:**

Category 1: Organisation	Points	Remarks
1.1 Tournament hall		
1.2 Distance Tournament hall to Hotels		
1.3 Covered languages		
1.4 Parallel chess activities		

Category 2: Hotels	
2.1 Quality of hotels	
2.2 Free internet access in the hotels	
2.3 Other free offers	

#### Category 3: Room rates and transportation rates

Catagory A. Traval connection	
Latedory 4: Iravel connection	

Category 5: Press-Promotion	
5.1 Organized Press Center	
5.2 Invitation with free accommodation for some journalists	
5.3 Live games in internet, depending on the number of boards	
5.4 Other special arrangements for publicity	

Category 6: Circulation of the events	
6.1 The bidder (Nat. Federation) organized the same event the prior year	
6.2 The bidder (Nat. Federation) organized the same event the before 2 years	

# Total Points:

DATE	
INSPECTOR NAME	
SIGNATURE	

## I. FIDE BID FORM (To be filled in by a national federation affiliated to FIDE). Amended by 1996 Gen. Assembly.

Event:		
Federation:		
Organiser:		
(Probable) City:		
Proposed dates of Arrival:	Departure:	
Financial guarantee: Declaration and/or Government: Guarantee if applicable: Provisional budget to be added:		
Declaration generally assuring visas: To representatives of all federations:		
Exceptions, if any, and reasons:		
Name of Meeting/Tournament hall: And its distance from accommodation	ו:	
Travel connections and reductions for Participants officials and accompanyir		
Accommodation and meals of particip And for accompanying persons: (give classification of hotels and meals Indicate number of persons per room)	5:	
Are there:		
Press facilities: Telephones:	Telefax:	E-mail:
Secretariat Staff (Indicate languages):		
Simultaneous Translation (in case of m Will it be guaranteed in FIDED languag (Indicate languages)	-	

FIDE standard chess equipment (in case of a competition):

Additional arrangement/Prize Fund is applicable

(GA`96) Deposit: We confirm that we shall pay the deposit fee below before conclusion of the General Assembly granting the option. We are aware that we forfeit this sum if for any reason we do not organize the event. If we do organize the event this sum will be put to the credit of our account with FIDE. We have recognized the specific FIDE stipulation for the above-mentioned event and will observe them.

Federation Official: Place / Date: Name in Print: Signature / Federation seal

All conditions offered are subject to the approval of the FIDE President or his representative.

# J. REGISTRATION, TRANSFER AND RULES OF ELIGIBILITY FOR PLAYER PARTICIPATION IN FIDE COMPETITIONS Approved by 2011 Executive Board

- 1. Registration under a Federation.
- 1.1 A player may be registered under a Federation if he or she has citizenship, naturalization or residency in the country of that Federation.
- 1.2 A player may only be registered with and only represent one Federation at any particular time.
- 1.3 A player who has dual citizenship must be registered with and only represent one Federation at any particular time.
- 2. Transfers between the Federations.
- 2.1 A player who wishes to change his Federation and register under a new Federation must apply to FIDE for a transfer through the new Federation. A notification fee of €250 is payable for all transfers.
- 2.2 All transfers shall be the responsibility of the new Federation and must be submitted to the FIDE Secretariat on the prescribed form in Annex A ("Notification of Change of Federation") together with the supporting documentary evidence of date and place of birth, citizenship and residence.
- 2.3 Upon receipt of a "Notification of Change of Federation" form, FIDE shall inform the old federation. If no objection is received by FIDE in writing within three months from the date of receipt of the application, the notification of change of Federation shall be deemed approved and published on the FIDE web-site. No transfer can take place until either the old federation has written a letter of nonobjection or three months have passed since the old federation was informed.
- 2.4 Where a player has participated in a FIDE event within the period of 5 years prior to the date of transfer, he will be able to represent his new

federation in a FIDE event without payment of the transfer fee after two years from the date of transfer.

- 2.5 Where a player has not participated in a FIDE event within the period of 5 years prior to the date of transfer, he will be able to represent his new federation in a FIDE event without payment of the transfer fee after one year from the date of transfer.
- 3. Transfers with Payment of Transfer fee
- 3.1 A player who qualifies to be registered under a new Federation may transfer immediately from one Federation to another Federation with the consent of the new Federation to which he wishes to transfer, providing a letter of non-objection has been received from the old federation. The new federation may apply to FIDE to permit a player to represent the new federation immediately after the date of transfer if that player provides the supporting evidence, including length of residency, together with payment of a transfer fee ("Transfer Fee") according to the following scale:

Residence in new Federation f	or a period between
0 to 12 months 13 to 24 month	
€ 5,000	€ 3,500
€ 2,000	€ 1,500
€ 1,000	€750
€ 2,000	€ 1,500
€ 1,000	€750
€ 500	€ 300
	<pre>€ 5,000 € 2,000 € 1,000 € 1,000 € 1,000</pre>

#### 3.2

3.3 The rating of the player shall be that as published on the last FIDE Rating List before the date of receipt by the FIDE Secretariat of "Notification of Change of Federation". If definite proof of residency is not available then it shall start from the date of the transfer application.

- 4. Consent and Compensation Fee from New Federation
- 4.1 Where the player does not have a continuous period of residence of two years in the new federation and the new federation wishes to transfer the player immediately, such application shall be accompanied with a payment from the new Federation to the old Federation of a compensation fee ("Compensation Fee) according to the following scale:

#### 4.2

FIDE Title/Rating	Amount of Compensation Fee Payable
GM rated 2700 and above	€ 50,000
GM rated 2600 to 2699	€ 30,000
GM rated below 2600	€ 10,000
IM rated above 2400	€ 6,000
IM rated 2400 or below	€ 4,000
FM or rated above 2300	€ 2,000
Women players rated above 2600	€ 50,000
Women players rated above 2500	€ 20,000
Women players rated above 2400	€ 10,000
Women player rated above 2300	€ 5,000
Women players rated above 2200	€ 2,000
WFM or rated above 2100	€ 1,000

- 4.3 The rating of the player shall be that as published on the last FIDE Rating List before the date of receipt by the FIDE Secretariat of notification of change of Federation.
- 4.4 For the purposes of calculating the residency, the player must not have represented the old federation in a FIDE event in the previous two years prior to the application; otherwise the date of residency starts from the last date of representation for the old federation.

- 4.5 The old Federation may inform FIDE and the new Federation in writing that it waives all or part of any "Compensation Fee" due from the new Federation.
- 5. Protests
- 5.1 Any objection or protest regarding transfers that is submitted to the FIDE Secretariat must be accompanied with a fee of €500, which shall be refundable if the protest is upheld. The Presidential Board shall decide upon all protests.
- 6. Penalties
- 6.1 The penalties in this section shall be imposed if it is found that a player has played for a Federation in an official FIDE competition in breach of the rules 1 above.
- 6.2 Penalties shall be imposed as follow:
  - a. Individual competitions: The results of the offending player shall be annulled and his opponents shall be awarded the maximum score. The offending player also loses his right to any qualification as well as to claim any prize(s).
  - b. Team competitions: The results of the matches in which the offending player has played shall be annulled and the opposing teams shall be awarded the maximum score. The offending team also loses the right to any qualification as well as to claim any prize(s).
- 6.3 In 6.2(a) and (b) above, the results shall be annulled, but the games played shall continue to be rated. In addition, the results of the games played are valid for title applications only for the opponents of the offending player.
- 6.4 The Federation which registered the offending player shall be fined a penalty fee of €5,000 for each competition that the player was in breach of the rules 1 above.

# FORM FOR NOTIFICATION OF CHANGE OF FEDERATION

(This application form is to be submitted by the proposed new Federation to the FIDE Secretariat, together with the relevant notification and compensation fees, and any transfer fee (if applicable).

Name of Player	
Current Address/Place of Residence	
Date & Place of Birth	
Current Citizenship	
Player's FIDE Rating ID number	
Last Published Rating	
FIDE Title (if any)	
Current Federation(s)	
List all Previous Federation(s)	
Name of Proposed New Federation	
Duration of Residence in New Country	
Compensation Fee*	
Transfer Fee	

\*- Compensation Fee shall be paid at the old federation's discretion.

# To: FIDE Certification and Consent of Proposed New Federation

We, \_\_\_\_\_Chess Federation, certify that the information provided in this form is true and accurate, and consent to the transfer of the above-named player from the \_\_\_\_\_\_Chess Federation to our Federation, and enclose a Compensation Fee of \_\_\_\_\_\_as payment to the \_\_\_\_\_\_Chess Federation.

For and on behalf of proposed new Federation

Name of Signatory & Designation:

Date:

# **Consent of Player**

I,...., the above-named player, confirm that the information provided in this form is true and accurate, and that I am currently registered under the...... Chess Federation, and that I wish to transfer from this Federation to the .....Chess Federation.

I further confirm that I have been resident in.....months/consecutive years.

.....

Signatory of Player

Date:

# K. GUIDELINES FOR TOURNAMENT MANAGEMENT

# CHECKLIST FOR CHESS TOURNAMENTS

Item	Description	Qty	Checked	Remark
1	Chess pieces			
2	Extra bag for chess pieces			
3	Chess board			
4	Chess clock			
5	Score sheet			
6	Lap top			
7	Printer			
8	Photostat machine			
9	PA set			
10	Printer cartridge - black (spare)			
11	Carbon paper			
12	Snap knife / scissors			
13	Pen / pencil / ruler / marker pen			
13	Correction fluid / eraser			
14	A4 paper (ream) (6 colours?)			
15	Paper tray			
16	Blue tack / scotch tape			
17	Masking tape			
18	Spare batteries for digital chess clock			
19	Staplers / staples			
20	Big head pins			
21	Two hole punch			
22	Highlighters (yellow/orange/blue)			
23	Rubber band			
24	Paper clips			
25	Plastic stand (A4 & A5)			
26	Signage			
27	Broshures for next tournament			

28	Receipt book		
29	Extension cord		
30	Electrical adaptor		
31	First Aid Kit		
32	Loud Hailer		
33	Trolley		
34	Mineral Water for Official		
35	Test Pen (screw driver)		
36	Spare 13 amp fuses		
37	Truck (by Supplier)		
38	Labour Supply (by Supplier)		
39	Banner (by Supplier)		
40	Trophies (by Supplier)		
40	Tables (by Supplier)		
41	Chairs (by Supplier)		
42	Table cloth (by Supplier)		

#### Key points for Tournament Management

#### 1. Set Up - Installation

Playing Hall - Tables,- Chairs - Lighting - Ventilation Flags - Tournament Offices - Press office - Internet connectivity

- The ideal size for the players' tables is 120 cm long by 80 cm wide and 75 cm high
- If the table is to remain uncovered it must be in a good, presentable state without scratches and in elite events it is recommended that the table is covered with a dark green or dark blue felt cloth;
- Name boards should be prepared around A4 size displaying the name of the player, Federation, rating and title; these can be affixed with double sided tape. The name board should have the player name in readable characters, Federation, rating. The event logo and branding should also be portrayed. In some events having dark and light name cards, depending on the colour of pieces that the player is playing with, is also a nice feature.
- Miniature Flags of the players should be placed on the table behind the clock. In the absence of flag holders, tent cards may be used.
- The chairs should be cushioned, comfortable and ideally in line with the colour scheme of the room. They should also have armrests for the players to support their arms when leaning back or resting. Preferably chairs are without wheels and players should be able to move in and out of the chair without causing any noise or disturbance to other players.

# 2. Chess Equipment

Chess Set & Boards - Digital Clocks - Score sheets.

• The King's height should be about 9.5 cm. The diameter of the King's base should measure 40 to 50% of its height.

- The size of the other pieces should be proportionate to their height and form; other elements such as stability, aesthetic considerations etc., may also be taken into account.
- The weight of the pieces should be suitable for comfortable moving and stability.
- The size of a square should be twice the diameter of a pawn's base. It is recommended that a side of the square should measure 5 to 6.5 cm. A comfortable table of suitable height may be fitted in with a chessboard. If the table and the board are separate from one another, the latter must be fastened and thus prevented from moving during play.
- Clocks must function in full accordance with the FIDE laws of chess.

More details included in FIDE Handbook

#### 3. Tournament Staff

- Arbiters should be licensed Arbiters from FIDE or a National Federation.
- Bulletin team experienced chess players
- Live Broadcasting IT experts
- Secretariat Registration Daily communication
- Press officer Journalists linked with chess. sports and national media
- Volunteers Bus Coaches, translators, guides

#### 4. Opening & Closing Ceremony

- Venue
- Program (printing of invitations)
- Protocol (National and FIDE protocol)
- Trophies (according to the tournament regulations, chapter C.)
- Dressing Code (re: FIDE Handbook)

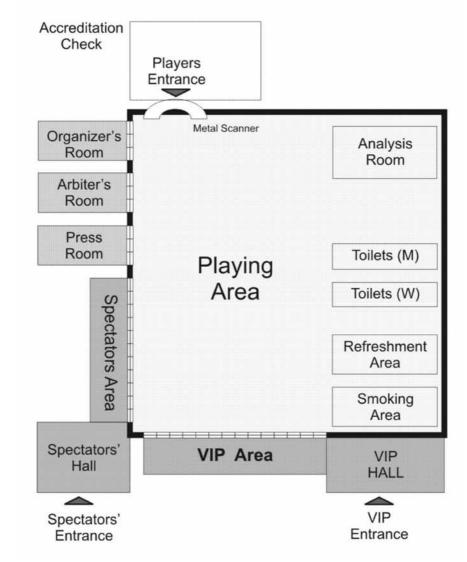
### 5. Medical Services - Insurance

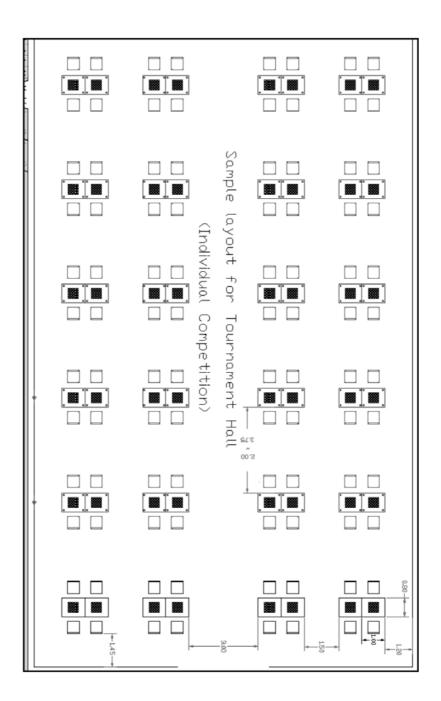
- Primary help Tournament Doctor
- Hospitals (list with necessary contacts)
- Participants Group Insurance
- Security Hotels and Playing venue
- Security of VIPs & foreigner delegations (national authorities)

#### 6. Airport & Hotels' Reception

- Arrivals' Scheduling (max. waiting 1 hour)
- Hotels' Reception (rooms distribution, meals program)
- Departures' Scheduling (min. arrival in airports 2h before departure)
- Liaison Support (daily participants support)







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