

THE TOURNAMENT DIRECTORS' MANUAL - SERVER

(formerly known as the Arbiters Manual)

TABLE OF CONTENTS

1. The Tournament Director (TD)
 - 1.1. The responsibility of a TD
 - 1.2. The philosophy for the TD role
 - 1.3. Levels and specializations of TDs
 - 1.4. When a TD is required
 - 1.5. Proper conduct for TDs
 - 1.6. Special considerations for national tournaments
 - 1.7. Special considerations for international tournaments
2. Becoming a TD and International Arbiter (IA)
 - 2.1. Requirements to become an ICCF TD
 - 2.2. Obtaining approval to become an ICCF TD
 - 2.3. The mentor program
 - 2.3.1. When is a mentor required
 - 2.3.2. The role of a mentor
 - 2.3.3. Who can be a mentor
 - 2.3.4. How to get a mentor
 - 2.3.5. When a TD can stop having a mentor
 - 2.3.6. Requirement for mentor when returning to TD role
 - 2.4. Becoming an International Arbiter (IA)
 - 2.5. The role of backup TD
 - 2.6. Disciplinary procedures: Suspending the role of TD and IA Title
 - 2.6.1. Suspending the role of TD
 - 2.6.2. Suspending the International Arbiter (IA) Title
3. General procedures in serving as a TD
 - 3.1. TD appointment and assignments
 - 3.2. Rules specific to running a tournament involving individual players
 - 3.2.1. Before the start of a tournament
 - 3.2.2. After the start of a tournament
 - 3.2.2.1. General duties and problem solving
 - 3.2.2.2. Organization of the tournament group
 - 3.2.2.3. Contact with the Tournament Organizer
 - 3.2.2.4. Reporting game results and game scores
 - 3.2.2.5. Ongoing reports to the ICCF
 - 3.2.3. The closing of a tournament
 - 3.3. Rules specific to running a tournament involving teams of players
 - 3.3.1. The roles of Team Captains as compared to TDs
 - 3.3.2. When to communicate with individual players directly versus with Team Captains
4. Handling players' claims
 - 4.1. Responding to claims
 - 4.2. Claims involving flag falls (the exceeding of time control limits)
 - 4.3. Claims involving 6-piece tablebase outcomes
 - 4.4. Claims involving 3-position repetition
 - 4.5. Claims involving 40 consecutive days without a move
 - 4.6. Claims involving 4 consecutive months without a move

- 4.7 Claims involving the 50-move rule
 - 4.8 What to do if a time default is never claimed
- 5. Adjusting players' clocks
 - 5.1 When to reset players' clocks
 - 5.2 How much time should be added when resetting clocks
 - 5.3 When to stop players' clocks
 - 5.4 Granting retroactive leave
- 6. When a player withdraws
 - 6.1 Withdrawals that are accepted
 - 6.1.1. Withdrawal related to serious illness or special circumstances
 - 6.1.2. Withdrawal due to death of player
 - 6.2 Withdrawals that are not accepted: the silent withdrawal
 - 6.3 Substituting players
 - 6.3.1. Procedure for postal substitutions on the ICCF Server
 - 6.4 Replacement players
- 7. When to cancel games
- 8. When and how to organize adjudications
- 9. What records a TD needs to keep
- 10. Enforcing rules about publication of games
- 11. Enforcing the ICCF code of conduct
 - 11.1. Code of Conduct specific to interactions with the TD
 - 11.2. Code of Conduct as applies to Team Captains
 - 11.3. Code of Conduct as applies to players
 - 11.3.1. Addressing improper communication: Setting silent mode
 - 11.3.2. Addressing extremely slow play in a clearly lost position (the "Dead Man's Defense")
 - 11.3.3. Addressing repetitive draw offers to point of harassment
- 12. Warnings and penalties: when and how to give them
 - 12.1. The progression from warning to penalty
 - 12.2. Penalties: what penalty, and when to give one
- 13. TD Role: Following a player's filing of an appeal
- 14. TD Role: When a tournament reaches its end
 - 14.1 Sending certificates of winning section
- 15. Taking leave as the TD
 - 15.1. The process of taking leave as TD
 - 15.2. Who to inform
 - 15.3. How to inform other people
 - 15.4. Backup TD coverage when taking leave as a TD
 - 15.5. What to do if extended/indefinite leave is needed/ Replacing a TD
- 16. The Arbiter Committee (ACO) and its work
 - 16.1. The Arbiter Committee (ACO) purpose
 - 16.2. The ACO membership
 - 16.3. The responsibility of the ACO

1. The Tournament Director (TD)

1.1. The responsibility of a TD

The Tournament Director (TD) is responsible for the smooth running of tournaments, the progress of the games, and (along with delegates from the national federation) ensuring that tournaments follow all applicable ICCF rules to ensure the integrity of the ICCF rating system. Every ICCF tournament must have a TD. The definition of what constitutes an ICCF tournament can be found in Section 1.3 below.

Reference: Tournament Rule 9.2; Playing Rule - Server 1b

1.2. The philosophy for the TD role

All TDs will deal with any disputes, concerns, and complaints in an impartial and timely manner. TDs are expected to follow a specific philosophy in enforcing rules of play:

- a. The “Amici Sumus” philosophy should permeate throughout ICCF and the activities of all players and officials.
- b. It is expected that players and Team Captains will resolve minor issues by themselves, without any need to involve the TD. TDs should respect the players’ and Team Captains’ ability to do this. All major disputes, however, should be referred to TDs immediately and handled by the TDs. The differentiation of major and minor issues is exemplified by the following list of major issues: an alleged Code of Conduct violation by anyone, a player’s silent withdrawal, a Team Captain’s failure to fulfill TC duties, a need for a player substitution or replacement, a rule interpretation inquiry, any allegation of cheating, any alleged problem with the server (including hacking of a player’s account), and any other alleged failure of hardware or software. This list is not comprehensive, but illustrative.
- c. Although TDs are expected to exercise their initiative in resolving problems, they should observe all rules and guidelines carefully and seek experienced advice if they are unsure about the best way to handle a problem. It is far easier to deal with consequent problems if a decision has been well thought through before action is taken, rather than trying to sort out a problem resulting from a hasty or ill-considered decision after it has been made and communicated to players, etc.

Procedures for directing tournaments: The TD must respond to the players promptly, especially on the following points, to prevent players from being frustrated or withdrawing. General duties include:

- a. Promptly answering player questions (about rules, etc.) and queries within 4 days. If an answer is not known within that time frame, the TD should still send a note within 4 days stating the issue is being investigated.
- b. Promptly work on claims and solving problems (“opponent doesn’t react”, time exceeding, intentional delays, inappropriate comments by a player, etc.)

Any matter not covered in these rules shall be decided by the Tournament Director according to principles stated in ICCF Statutes and Rules, or the Code of Conduct Guidelines, as applicable.

Reference: Code of Conduct; Playing Rule Guidelines - Server 5e; (previous Arbiter Manual 2.4., 2.4.1.5., 2.4.2. & 2.4.3.2.)

1.3 Levels and specializations of TDs

LEVELS: There are 3 distinct experience levels for Tournament Directors. All people new to tournament directing start at Level 1. Level 1 TDs can become Level 2 TDs simply through accumulating experience directing at least 200 games (that are all recorded on the ICCF server) under the guidance of a mentor. (The “mentor program” is explained below in section 2.3.) The change from Level 1 to Level 2 will happen automatically by the server. “Level 3” is properly called International Arbiter (IA) and requires more experience and a longer period of having a mentor, the mentor’s approval, the ACO recommendation to the Qualifications Commissioner who confirms that title requirements are met, and the approval of the Congress. (Specific details are found below in section 2.4.) The IA title is a life title, while Levels 1 and 2 are simply designations reflecting degrees of experience.

SPECIALIZATIONS: Once this manual goes into effect, every TD must enter into the server his/her area of specialization, with the options being “server-based”, “postal”, or “both”. This designation will be required prior to the TD being allowed to direct any new event. After entering this designation of a specialization, the TD will not be allowed by the server to direct any event not of the type included in his/her declared specialization(s) (unless the TD has a mentor of the proper specialization - see section 2.3). Likewise, no Level 1 or Level 2 TD will be allowed to have a mentor who does not have at least that same type of specialization. For example, a Level 1 TD who wishes to direct server-based events must have a mentor who also specializes either in server-based events or events of both types. All Levels can be achieved by specializing solely in server-based directing or solely in postal directing, if so desired.

Reference: (None)

1.4. When a TD is required

Following are three lists of ICCF events differentiated by the level of TD required. The first list can be directed by an ICCF of any level. The second list must have a Level 2 TD or International Arbiter (IA). The third list must have an IA in the TD role.

The following are considered ICCF tournaments that must be controlled by an ICCF TD [but of any level: Level 1 TD, Level 2 TD, or International Arbiter (IA)]:

- a. Promotion Classes (Open Class, Higher Class, Master Class), whether ICCF or Zonal in sponsorship;
- b. Thematic Tournaments;
- c. Preliminary rounds of Zonal events (Class events; Championship Preliminaries; Team events Preliminaries; etc);
- d. Preliminary rounds of Chess 960 Tournaments (excluding the Chess 960 World Cup);
- e. Aspirer Tournaments;
- f. ICCF rated national tournaments.

The following are ICCF tournaments that must be controlled by an ICCF Level 2 TD or IA (not Level 1 TDs):

- a. World Championship Preliminaries;
- b. World Cup Preliminaries and Semifinals (including Chess 960 World Cup events);
- c. Final sections of Chess 960 Tournaments (excluding the Chess 960 World Cup);
- d. Server Open Tournament Preliminaries and Semifinals;
- e. ICCF League Tournament (Promotional League);
- f. Invitational or other title norm tournaments in Category 1-6;

- g. Semifinal rounds of Zonal events (Championship Semifinals; Team events Semifinals; etc.).

The following are ICCF tournaments that must be controlled by a TD with the IA title (not Level 1 or Level 2 TDs):

- a. World Championship Semifinals;
- b. World Championship Candidates;
- c. World Championship Final;
- d. Olympiad Preliminaries;
- e. Olympiad Final;
- f. World Cup Final (including the Chess 960 World Cup Final);
- g. Grandmaster Norm tournaments;
- h. Master Norm tournaments;
- i. ICCF League Tournament (Champions or Challenger section);
- j. Server Open Tournament Final;
- k. Invitational or other title norm tournaments of Category 7 or higher;
- l. Zonal Championship Finals;
- m. Zonal team event Finals.

Every tournament run by an international correspondence chess organisation affiliated with the ICCF must also have a TD. TDs from those organisations report directly to the organisers from that organisation and not to the Arbiter Committee (ACO). If the organisation wishes to have its event rated by the ICCF, the TD must follow the rules and procedures found in this manual.

Reference: Playing Rule - Server 1b & 11b

1.5. Proper conduct for TDs

TDs and/or backup TDs (the person designated by the Tournament Organiser to serve as TD if the original TD can no longer serve either temporarily or permanently) shall not play in a tournament in which they are directing or potentially going to be directing with the exceptions that backup TDs can play in national events, friendly matches, and unrated events in which they may end up directing. This restriction will be put in place automatically by the server at the time the event is placed onto the server (or at the time of selection of a TD if that process is done automatically).

Reference: (previous Arbiter Manual 2)

1.6. Special considerations for national tournaments

ABOUT THE TD: Any TD who directs a national tournament that is to be rated by the ICCF needs to have met the requirements of a Level 1 TD, Level 2 TD (including through being “grandfathered” into being a Level 2 TD at the time this manual goes into effect), or International Arbiter (IA). The purpose for this requirement is to ensure that play conforms to ICCF Playing Rules to maintain the integrity of the ICCF rating system. Although both TDs and backup TDs shall not play in any international tournament in which they are directing or potentially going to direct, backup TDs are allowed to play in any national event in which they might direct.

IN PROCEDURES: In international events, the determination of a game result through “flag fall” (that is, exceeding of a time limit) is now completely automated. In national tournaments, this

automated procedure can be chosen by the Tournament Organizer (TO), but is not required by the ICCF. The older procedure necessitating that players file claims to win by time default can be chosen instead by the TO. This means that TDs in national tournaments may be required to validate player claims of opponents' exceeding time limits. Responses to players' claims including of this type should receive a response from the TD within 4 days from the time the claim was filed.

Reference: (None)

1.7. Special considerations for international tournaments

All international tournaments must be conducted by a TD who will ensure that play conforms to ICCF Playing Rules. No TD or designated backup TD shall play in a tournament in which he/she is directing or potentially going to direct (except backup TDs are allowed to play in friendly matches and unrated events). Tournament Organizers for international tournaments can request that the TD for a specific event be an International Arbiter (IA) even if a Level 2 TD would have been technically sufficient for that event.

Reference: Tournament Rule 11.1 & Appendix II.1.

2. Becoming a TD and International Arbiter (IA)

2.1. Requirements to become an ICCF TD

To become and maintain being an ICCF TD, the person must:

- a. Have the following knowledge:
 1. Sufficient knowledge to understand and communicate in English language;
 2. Good knowledge of the ICCF Playing Rules;
 3. Good knowledge of the Rules Guidelines;
 4. Good knowledge of the ICCF statutes;
 5. Good knowledge of this manual (the ICCF Tournament Director's Manual, what previously was called the Arbiters Manual). (This last requirement is measured by the prospective TD needing to pass an "TD Manual Review" test administered through the server*.)
- b. Have the following abilities:
 1. Adequate computer skills;
 2. Good communication skills;
 3. Demonstrated ability to encourage the ICCF motto "Amici Sumus" in all communications
- c. Have the following computerized access:
 1. Access to a computer and to the internet;
 2. A working email address;
 3. A continuously updated and working virus scanner for the person's email;
 4. Ability to read major types of file attachments including text, Word, Excel, PDF
- d. Have the following experience:
 1. Completed at least 100 ICCF rated games through the ICCF (to ensure the person has sufficient knowledge of how correspondence chess games and tournaments are played)

*The TD Manual Review test mentioned above is something every prospective TD can take at his/her leisure through the ICCF server. The test is "open book", meaning the person is expected to look up each answer to the test questions in the manual before responding on the

test. There is no time limit in taking the test, as it is not designed to make people fail. It is specifically designed to ensure prospective TDs are familiar with the contents of this manual before being responsible for implementing its outlined procedures. However, once this manual goes into effect (and beyond a one-time grace period the length of which is to be determined), no one will be allowed to direct any new event without first passing the test, including IAs and Level 2 TDs. After any person passes the test once, he/she will not be required to take that same test again until if and when the manual goes through another substantial revision. Upon passing the current test, TDs will again be allowed to direct whatever tournaments their level dictates.

Reference: (previous Arbiter Manual 2.1)

2.2. Obtaining approval to become an ICCF TD

Interested players should apply to the World Tournament Director (WTD) by email and state their preferences and abilities. The WTD (or designee) will register the person on the ICCF server as a TD. TDs are ultimately appointed to direct an event by the event's tournament organizer (TO), but an automated selection process limits the TO's options in that regard by enforcing the requirements stated in this manual. No TD shall work in tournaments organized directly by the ICCF without the confirmation of the WTD.

Reference: (Previous Arbiter Manual 2.2)

2.3. The mentor program

A mentor is a more experienced TD who serves as a consultant to a lesser experienced TD.

The purpose of the mentor program is to ensure:

- a. that new TDs have an experienced guide to help ensure proper learning of the ICCF rules and procedures, and
- b. that TDs seeking the title of International Arbiter (IA) have the best training possible while earning that title.

2.3.1. When is a mentor required

A mentor TD shall be assigned to every Level 1 TD by the WTD when the person is ready to begin TD work. This assignment may be done through an automated process (unless specifically requested otherwise of the WTD). The selected mentor TD will remain available to the TD on an ongoing basis throughout the time the TD is Level 1 and, if the TD anticipates pursuing the IA title, also the time the TD is Level 2. Mentor assignments can be changed upon request of either the TD or the mentor to the WTD.

Reference: (Previous Arbiter Manual 3)

2.3.2. The role of a mentor

The mentor TD is a teacher or advisor rather than a supervisor. The mentor TD shall be a contact point for a TD when problems arise, to serve as consultant. When replying to any correspondence from players, a Level 1 TD must send a copy to his mentor. The mentor shall help with difficult claims from players, rule questions, and interaction with ICCF officials and national federation officials. The mentor TD should also provide an assessment of the TD's

capabilities if and when the TD applies for the IA title or at any time when requested by the Arbiter Committee (ACO).

Reference: (previous Arbiter Manual 3 & 3.1)

2.3.3. Who can be a mentor

Every mentor TD for a Level 1 TD needs to be at least a Level 2 TD. Every Level 2 TD wishing to pursue an IA title must have a mentor who is an IA.

Reference: (previous Arbiter Manual 3)

2.3.4. How to get a mentor

Level 1 TDs shall be assigned a mentor by the WTD. The WTD can use an automated process through the ICCF server to make this assignment. The advice of the ACO can be requested if desired. Every IA and Level 2 TD is a potential mentor TD. Requests will be made of all such people (through an automated email process) to serve as mentors for other TDs for who they are suitable. Serving as a mentor is not required of any TD, but it is hoped that at least IAs will consider this type of assignment as a responsibility of the life title. The ACO shall ensure there is an automated list of all IAs and Level 2 TDs indicating the number and names of TDs that each IA and Level 2 TD is mentoring. A mentor may be replaced by the WTD or the ACO as needed, for any reason.

Reference: (previous Arbiter Manual 3 and 3.2)

2.3.5. When a TD can stop having a mentor

A Level 1 TD cannot direct events independently, that is, without having a mentor, until he/she becomes a Level 2 TD. This status change from Level 1 to Level 2 occurs when the Level 1 TD has directed at least 200 server-recorded games (whether from ICCF events or not). Level 2 TDs who are pursuing the title of IA can stop having a mentor when that title is approved by Congress. If a Level 2 TD never desires to pursue the IA title, or stops desiring to pursue the IA title, he/she does not need a mentor except in one circumstance. A Level 2 TD or IA can be required by the ACO or WTD to have a mentor for any individualized purpose. In such a situation, the ACO or WTD will also determine for how long that requirement will be in effect.

Reference: (None)

2.3.6. Requirement for mentor when returning to TD role

Any TD whose last directed event officially ended within the past 2 years and has never had the TD role suspended, may become an active TD again without any application or special requirement for a mentor.

Any TD including an IA whose last directed event officially ended between 2 and 5 years ago, and never had his/her role of TD suspended by the ICCF or a National Federation is permitted to return to active status. The TD may be required by the WTD to have a mentor for the person's first 3 events when coming back into serving as a TD. This decision by the WTD should be based on two considerations:

- (a) all Level 1 TDs must have a mentor as long as they are at Level 1, and
- (b) for Level 2s and IAs, the consideration is the degree to which the rules and guidelines for TDs have changed since the person's previous directing experience.

Any TD including an IA who has not directed any event for over 5 years and never had a suspension of the TD role is permitted to return to active status, but **MUST** have a mentor appointed by the WTD before serving again as a TD. This mentor requirement is to be in place:

- a. for the first 3 events directed by a returning IA and
- b. for the first 5 events by a returning Level 2 TD.

These requirements are mandatory even if the person no longer required a mentor when he/she last served as a TD.

Reference: (None)

2.4. Becoming an International Arbiter (IA)

An IA is one who has proven his or her ability as an ICCF Tournament Director, has met the minimum requirements listed below, and has been awarded the title by the ICCF Congress.

This title is not limited in time once granted and can only be suspended through a decision by the ICCF Congress (see Section 2.6.2).

The minimum requirements to become an IA (also listed in Tournament Rule 10.9 once that rule is updated) are:

- a. Quantitative requirements as determined by the number of games supervised as TD and the amount of time served as TD - the TD must have directed over 2000 completed games all from ICCF qualifying tournaments* and involving a minimum actual period of time directing events of 2 years all while being mentored (for the number of game and time period requirement for postal game supervision, see Tournament Manual - Postal), and
- b. Qualitative requirements, as determined by the quality of the TD's work - pertaining to behaviors such as the TD's response to problems or queries from players, games' archiving, delivery of information for marketing purposes, and anything else related to performance as a TD. The TD applying for an IA title should expect that the Arbiter Committee will be asking for this assessment by the mentor TD, as well as from other ICCF officers if necessary.

* ICCF qualifying tournaments are Promotion tournaments including Zonal Promotional tournaments (as long as the event was open to an international set of players in this or earlier sections of the event), International title tournaments, Thematic tournaments, Aspirer tournaments, World Cups, Server Opens, ICCF League and Direct Entry Anniversary Open; all including Chess 960 events of these types. (National tournaments, friendly international matches and unrated events not listed above shall NOT count towards the IA Title.) All games from this list of ICCF qualifying tournaments will be counted towards the IA title experience requirement no matter when the games were played compared to when this definition went into effect.

An application for IA title based on quantitative criteria listed above must be sent by the national correspondence chess organization to the Arbiter Committee (ACO) together with details of all qualifying tournaments and the name and e-mail address of the TD mentor before the formal submission to the Qualifications Commissioner (QC). The ACO will check the time served, number of games and qualitative aspects of the work (timely reports of norms, games archiving, proper responses to players' inquiries and claims, delivery of information for marketing

purposes, etc.) asking comments of other ICCF officers and the mentor TD as necessary. ACO then will report recommendations to national correspondence chess organization and QC. IA titles become effective immediately upon acceptance by the QC, but are awarded at the ICCF Congress.

Reference: (previous Arbiter Manual 5.2.4;) Tournament Rule 10.9

2.5. The role of backup TD

Backup TDs are TDs designated by a Tournament Organizer during the organization of any tournament event to serve as the acting TD during any period when the original TD cannot serve or take leave. The backup TD should have the same required credentials as the original TD (such as an IA for an IA, if an IA is required). A designated backup TD shall not play in any international tournament in which he/she could end up directing with the possible exception of friendly matches and unrated events. Backup TDs are also allowed to play in national events in which he/she could end up directing if desired by the TO.

Reference: (None)

2.6 Disciplinary procedures: Suspending the role of TD and IA Title

2.6.1. Suspending the role of TD

The ACO Chair, the WTD, or the General Secretary can, at any time, suspend a TD's ability to serve as an ICCF TD if that person is no longer complying with the TD requirements set out in this manual. If this same person is also an International Arbiter (IA), the person will be treated as a retired/inactive IA. The person making this determination (ACO Chair, WTD, or General Secretary) will communicate the reason for taking this action to the other two people, as well as to the TD involved. A replacement TD will be found essentially at the same time by the ACO Chair, WTD, or General Secretary for any events under the suspended TD's direction at the time of the suspension. The suspension decision is appealable by the relevant TD within 14 days of his/her receiving the notification, per usual ICCF appeal procedures.

Reference: (None)

2.6.2. Suspending the International Arbiter (IA) Title

The ACO Chair (through a majority of ACO members who vote on the issue), in conjunction with either the WTD and/or the General Secretary, maintain the right, at any time, to recommend to ICCF Congress that the IA title be suspended for any person who is seriously acting in ways out of compliance with the TD requirements set out in this manual (such as being repetitively verbally abusive to players, being a part of an attempt at cheating, deliberately misrecording results to ensure certain players win prizes, etc.). The IA may ask his National Delegate to present his point of view in front of the Congress before a final decision is made. If Congress supports this suspension (by simple majority), the person will no longer be listed or treated as an IA. Documentation of this suspension will be made in the Congress minutes. This decision is not appealable. If the person is later allowed (specifically with the approval of Congress) to serve as a TD again, that will only occur with the requirement of a mentor for a specified number of directed games, that number to be determined by the WTD.

Reference: (previous Arbiter Manual 5.2.6)

3. General procedures in serving as a TD

3.1 TD appointment and assignments

The determination of who will be appointed to direct an event will be accomplished through the ICCF server, at least under most circumstances. The Tournament Organizer (TO) makes this happen for each event by inputting the needed information to the server so a proper TD can be selected. Such information includes any one of the following sets of data:

- a. the list of players' ICCF ID numbers, or
- b. the anticipated countries from which the players come, plus (if a title event) the anticipated category of the event, or
- c. the type of event and countries involved (for events such as a national tournament, or a friendly match or an unrated event).

If a TO so desires, the TO can instead request a specific TD to direct a specific event. In that case the server will appoint the requested TD if there is no rule against that appointment. TDs maintain the right to decline any appointment without explanation being needed, whether the TD is selected by the server or the TO by request.

Reference: Tournament Rule 12.6; (previous Arbiter Manual 5.2.2)

3.2 Rules specific to running a tournament involving individual players

Once a server-based event is organized by a Tournament Organizer, and the TD has agreed to the assignment, there is nothing the TD needs to do before an individual tournament begins.

Details for how to serve as TD during an individual event are found later in this manual.

References: (None)

3.2.1. Before the start of a tournament

This section is not applicable to this manual. See the Tournament Manual - Postal for further details.

3.2.2. After the start of a tournament

While not absolutely required, it is recommended that TD's ensure that all players have begun play after a reasonable amount of time following the official start date of an event. A suggested amount of time in that regard is after 21 or even 28 days. TDs can find out such information in two different ways: (a) by checking the "Time Report" on the ICCF home page to see if anyone in the tournament has not moved for the 21 or 28 days (this being the more efficient procedure of these two), and/or (b) by going to the cross table for the event and clicking on individual games to see if any move has been played by each player.

If a player is found not to have started any of his/her games, attempted contact is recommended to find out what the problem is. There are two reasons for doing this: (a) because a player may have changed his/her email address without informing the server and hence do not even know of the beginning of the tournament, and (b) because doing nothing can lead to a player losing all games through exceeding 40 consecutive days without a move. The second issue is a problem

for the server in that all games will get recorded as losses for that player when instead all games should have been cancelled (because the player never played any move).

3.2.2.1. General duties and problem solving

This section is not applicable to this manual. See the Tournament Manual - Postal for further details.

3.2.2.2. Organization of the tournament group

This section is not applicable to this manual. See the Tournament Manual - Postal for further details.

3.2.2.3. Contact with the Tournament Organizer

This section is not applicable to this manual. See the Tournament Manual - Postal for further details.

3.2.2.4. Reporting game results and game scores

This section is not applicable to this manual. See the Tournament Manual - Postal for further details.

3.2.2.5. Ongoing reports to the ICCF

This section is not applicable to this manual. See the Tournament Manual - Postal for further details.

3.3 Rules specific to running a tournament involving teams of players

In team events, minor disputes should be handled by the players themselves without getting either Team Captain involved. If a single exchange of correspondence does not solve the problem, the players are to notify the Team Captain. If the referred problem is not major, the two Team Captains should attempt to resolve the problem themselves. Major disputes should be referred by players to their Team Captain immediately, with the Team Captain immediately forwarding the issue to the Tournament Director. The differentiation of major and minor issues is exemplified by the following list of major issues:

- a. an alleged Code of Conduct violation by anyone,
- b. a player's silent withdrawal,
- c. a Team Captain's failure to fulfill TC duties (in which case a player may send the issue directly to the TD to ensure the problematic TC does not prevent the TD's learning of the problem),
- d. a need for a player substitution or replacement,
- e. a rule interpretation inquiry,
- f. any allegation of cheating,
- g. any alleged problem with the server (including hacking of a player's account), and
- h. any other alleged failure of hardware or software.

This list is not comprehensive, but illustrative.

Reference: Playing Rule Guidelines - Server 5e.

3.3.1. The roles of Team Captains as compared to TDs

Just as each event must have a Tournament Director, each team in a team event must have a Team Captain (TC). The main role of a TC is to serve the team by addressing whatever issues arise within his/her team. The TC does this through communications directly with the other players on the team, directly with the TCs from other teams within any event, and directly with the TD when necessary.

Issues common for TCs to address include:

- a. finding replacement or substitute players for his/her team when needed,
- b. answering inquiries from players about rules, the process of making of claims, etc., and
- c. addressing general (minor) disputes with other TCs in the event.

In postal events, the TCs are also responsible for communicating with the TD about matters that are otherwise automatically recorded in server events. TCs can be thought of as the first line of intervention in addressing players' issues. TDs serve as the second line of intervention in addressing player's minor issues, but should be involved immediately for anything considered major. The differentiation between major and minor issues is described in section 3.3 above.

Reference: Tournament Rule 11.4 & 11.5; Playing Rules - Server

3.3.2. When to communicate with individual players directly versus with Team Captains

In INDIVIDUAL events, TDs should communicate directly with players any time the need arises. Likewise, players are expected to communicate directly with TDs any time the players feel it desired (through the email option on the server).

In TEAM events, players are expected to communicate claims directly to the TD without going through the Team Captain (TC) (as claims are now essentially handled directly by the server), but for other issues players are to communicate directly to their TC. In the latter situations, the TC in turn may or may not communicate the issue to the TD depending on whether or not the TC can resolve the problem without involving the TD (such as by communicating with the other Team Captain). TDs in team events should communicate directly with players concerning claims, and with TCs regarding all other issues unless the issue raised by a player involves a lack of proper services by the TC. Information needed by the TD (to address a non-claim issue) should be gathered and relayed to the TD by the relevant TC.

Reference: Code of Conduct; Tournament Rule 11.4; Playing Rule Guidelines - Server 5a, 5e, & 5f

4. Handling players' claims

In server-based games (begun after 1.1.2015) in international events: all claims involving an exceeding of the time limit ("etl"), 6-piece tablebase outcomes, 3-position repetition, taking more than 40 days to make a move without prior notification of the delay, and the 50-move rule and are being addressed automatically and no longer need any intervention by the TD. Any protest or request for an appeal for any automated decision must be sent to the TD within 14 days of the player's receipt of the automated outcome. The TD should then forward all relevant information about the appeal to the ICCF Appeals Commission. (See section 13 concerning the appeal process.)

In server-based games in national events: the TO designates when organizing the event if the automated determination of game outcome from an “etl” is to be used, or if players will instead be required to file claims of opponents’ etls and TDs required to respond to such claims. It is highly recommended that the automated process be used in national events, but this is not required by the ICCF for the games still to be rated. If the “auto-flag” option is not chosen by the TO, however, then the game is paused by the server when a player exceeds a time limit, but the opponent must file a claim to the TD and the TD must rule on that claim before the win can be finalized (or without a claim being filed within 40 days of the pausing of the game by the server, the TD rules a double forfeit).

Reference: Playing Rule Guidelines 5a; Tournament Rule 12.6

4.1 Responding to claims

Standard claims are now addressed directly and automatically by the server in ICCF games, so TDs no longer receive players’ claims in regards to those issues (for games begun after 1.1.2015). For any type of claim remaining (in non-ICCF games), the TD must respond to the players promptly, meaning within 4 days from receipt of the claim.

When a player makes a formal claim, the TD must confirm the receipt of this claim, then collect all necessary information from all players involved, and make a decision according to the “ICCF Playing Rules”, the “ICCF Playing Rules Guidelines”, and this manual. If a TD is unsure how to decide a case, he should contact his/her mentor TD (if the TD has a mentor) or another TD. It is much better to ask for help than to sort out problems resulting from hasty or ill-considered decisions. This will help avoid further problems and appeals. The decision must be sent to every player involved with clear statement of the reasons for the decision with reference to the ICCF Rules or Guidelines, if possible. If all of this cannot be accomplished within 4 days, TDs should still respond within 4 days to inform the player(s) involved that the issue is still being investigated. It is the responsibility of the TD to bring each claim to resolution as promptly as possible.

If a TD becomes aware of a problem, he/she may act on it without waiting for a player to first make a claim. This is true even if the server (essentially acting as the TD’s assistant) is the source of the information instead of any of the players or Team Captains involved.

Reference: (previous Arbiter Manual 2.4. & 2.4.1.1)

4.2 Claims involving flag falls (the exceeding of time control limits)

In international events: If a player’s reflection time runs to “below” zero (in any game started since 1.1.2015), the server will automatically record a win for his opponent. The TD need not do anything to make any of this happen or to confirm the appropriateness of the server’s determination. A player who disagrees with the server’s determination of his/her loss (including if the player believes the proper determination by the server should have been a draw) based on the player’s flag falling can appeal this decision to the TD within 14 days of the server’s determination. The TD will then institute the proper process for an appeal. (See section 13 concerning the appeal process.)

In national events: the TO determines if this same automated process is to be used, or if players will still need to file claims of opponents' exceeding the time limit. In the latter case, TDs will then need to verify and accept the claims before the game results are registered by the server.

National event TOs are encouraged but not mandated to use the "auto-flag" feature of the server.

Reference: Congress 2014 decision; Playing Rule Guidelines - Server: 6d.

4.3 Claims involving 6-piece tablebase outcomes

Claims of wins or draws based on the ICCF approved 6-piece tablebase are handled automatically by the server (in games started since 1.1.14). The TD need not do anything to respond or confirm claims of applications of the ICCF approved 6-piece tablebase. A player who disagrees with the server's determination of his/her draw or loss based on the server's implementation of the ICCF approved 6-piece tablebase can appeal this decision to the TD within 14 days of the server's determination. The TD will then institute the proper process for an appeal. (See section 13 concerning the appeal process.)

Reference: (None.)

4.4 Claims involving 3-position repetition

In all events played through the server (including both international and national), if a position occurs 3 (or more) times, the server will automatically allow the players to make a claim of a draw. The server will then automatically record the draw. The TD need not do anything to make this happen or to confirm the appropriateness of the server's determination. A player who disagrees with the server's determination of his/her draw based on the repetition of positions can appeal this decision to the TD within 14 days of the server's determination. The TD will then institute the proper process for an appeal. (See section 13 concerning the appeal process.)

Reference: (None.)

4.5 Claims involving 40 consecutive days without a move

In international events: If a player uses a full 40 consecutive calendar days to play a move without having notified the server (through clicking the available button) of his/her intention to continue play after the 40 days, the server will automatically record a win for the other player.

The TD need not do anything to make this happen or to confirm the appropriateness of the server's determination. A player who disagrees with the server's determination of his/her loss based on this type of exceeding of the time limit can appeal this decision to the TD within 14 days of the server's determination. The TD will then institute the proper process for an appeal.

(See section 13 concerning the appeal process.)

In national events: the TO determines if this same automated process is to be used, or if players still need to file claims of opponents' exceeding this time limit. In the latter situation, when the 40 day limit is reached, the server will pause the game awaiting a claim by the opponent. Once a claim is made, the TD will need to verify and accept/reject that claim. The game will not be allowed to continue until such a claim is accepted or rejected by the TD who can then allow the

game to continue if the claim is rejected. National event TOs are encouraged but not mandated to use the “auto-flag” feature of the server.

Reference: Playing Rule Guidelines - Server: 3b

4.6 Claims involving 4 consecutive months without a move

This section is not applicable to server-based games. See the Tournament Director Manual - Postal for further details about this topic.[T](#)

4.7 Claims involving the 50-move rule

In all events played through the server (including both international and national), if a position occurs where 50 moves have been made without the movement of a pawn and without the taking of a piece, the server will automatically allow the players to make a claim of a draw. The server will then automatically record the draw. The TD need not do anything to make this happen or to confirm the appropriateness of the server’s determination. A player who disagrees with the server’s determination of his/her draw based on the 50-move rule can appeal this decision to the TD within 14 days of the server’s determination. The TD will then institute the proper process for an appeal. (See section 13 concerning the appeal process.)

Reference: (None.)

4.8 What to do if a time default is never claimed

For international events that began prior to 1.1.2015: In events where players are still required to file a claim to win by time default, players are required to file their claim within 40 days from the day the claim was first valid. If no claim is filed within those 40 days, the game shall be scored by the TD as double default.

For international events that began since 1.1.2015: The automatic process for these games does not require a player to file a claim. The server scores the game immediately at the end of any time limit (technically: within one hour following that time) without the player filing a claim to the TD. Hence, double defaults should not occur in these events based solely on a player’s exceeding time limit or a player failing to file a claim concerning such.

For national tournaments, the Tournament Organizers (TOs) have the option to allow for automatic processing of claims or still to require players to file such claims. The TOs are encouraged to use the automated option, but the TOs are not required to do so. In any case, the procedures listed above for international events apply to national events, for the automated or non-automated options.

Reference: (None)

5. Adjusting players’ clocks

The adjustment of a player’s clock by the TD should be a rare event, occurring only under very specific circumstances and never to circumvent the server’s determination of a player’s exceeding of any time limit. See other details in the subsections of section 5 below.

Reference: (None)

5.1. When to reset players' clocks

There are only two occasions where resetting of a player's clock by the TD is considered appropriate:

a. The more common is when a player has been replaced or substituted due to the withdrawal of the original player (including the death of the original player). The purpose of resetting the player's clock under this circumstance is to take the replacement/substitute player back to the time when the withdrawal of the original player can be considered to have been effective (such as the time a player first needed to stop playing due to serious illness), so as not to penalize the replacement/substitute player due to administrative delays and delays in relevant information getting to the TD in determining the reason for withdrawal was acceptable. A similar circumstance is when the substitution or replacement player would take over a game that has very little reflection time remaining (such as 1-2 days for numerous moves).

b. The more rare circumstance for resetting clocks can occur if the ICCF server is down while a game is in a time critical phase - in other words, where a player's time expires during a time when the player had no opportunity to make a move.

The resetting of players' clocks under either of these circumstances can be appealed by the opponent within the usual 14 days after the decision is implemented, both for the fact that resetting of the clocks occurred, and for the amount of time put back onto the clocks. (See section 13 concerning the appeal process.)

If there is ever a circumstance beyond these two where a TD believes it appropriate to reset players' clocks, it is advised that the TD first consult with a mentor, the WTD, and/or the ACO to obtain agreement.

Reference: (None)

5.2. How much time should be added when resetting clocks

Given the very limited circumstances for an appropriate resetting of players' clocks, there are very specific guidelines for how much time the clocks should be reset. In both circumstances for appropriate resetting of clocks described in 5.1 (after an accepted withdrawal, and after the ICCF server was down in a time-critical situation), players' clocks should maximally be reset to the best guess about what the clocks showed at the time the issue came up (that is either at the time the reason for accepted withdrawal came to exist, or the time the server went down). The amount of time put back on players' clocks should be less than this maximum if the player who withdrew still played beyond the time his reason for withdrawing came to exist. For example, if a player withdraws due to very serious illness, he may have played a month or so after the diagnosis before he/she needed to stop playing. In such a case, the proper resetting of the clocks would be only to the time he/she stopped playing, not the time of the diagnosis of the serious illness.

In the situation where a substitution or replacement player would start a game with very little remaining reflection time, such as 1-2 days for many moves, the TD is allowed to reset that player's clock up to 5 days in each such game.

If there is ever a circumstance beyond the ones described above where a TD believes it appropriate to reset players' clocks, it is advised that the TD first consult with a mentor, the WTD, and/or the ACO to obtain agreement about the amount of time to be reset.

Reference: (None)

5.3. When to stop players' clocks

Players' clocks are not to be stopped except by the Tournament Director and only under the following circumstances:

- a. After the determination of an accepted withdrawal, during the time that a substitute or replacement player is being found;
- b. After a Team Captain's request for a substitute/replacement player in a team event;
- c. After a player's withdrawal has been accepted, to begin the adjudication process;
- d. When an appeal has been filed to the appeals committee

If there is ever a circumstance beyond these four where a TD believes it appropriate to stop players' clocks, it is advised that the TD first consult with a mentor, the WTD, and/or the ACO to obtain agreement about the appropriateness of stopping the players' clocks.

Reference: (None)

5.4. Granting retroactive leave

The underlying philosophy concerning the granting of retroactive leave is that players are responsible for handling their leave time as they see fit without intervention from others. There is therefore only one circumstance where retroactive leave is considered warranted: where the player was deemed not able to handle his/her own leave despite acting responsibly, but "has recovered" enough afterward to file a request to the TD for retroactive leave. Even then, the granting of retroactive leave can never occur if the game has already ended for any reason including the exceeding of a time limit.

Any TD granting retroactive leave must immediately report doing so to the Arbiter Committee along with:

- a. the reasons for granting the leave,
- b. how much retroactive leave was allowed and
- c. why the TD believes this circumstance warranted this rare procedure.

Retroactive leave is never to be granted simply because (1) a player failed to use all of his/her available leave during any given calendar year such that some leave time was forfeited, or (2) the TD has reason to believe that the player had early enough knowledge of his/her upcoming need to take leave and simply failed to schedule it.

Reference: Playing Rule Guidelines - Server: 7a.

6. When a player withdraws

A TD must be familiar with Tournament Rule 8 regarding withdrawals, including the definition of "accepted withdrawals" and "non-accepted withdrawals (which includes "silent" withdrawals)".

A TD is responsible for:

- a) Initiating withdrawal procedures in accordance with Tournament Rule 8
 - b) Establishing the reason for withdrawal and the type of withdrawal (using the definitions in Tournament Rule 8); and
 - c) Contacting all other TDs/TOs in which the player has other tournaments in progress.
- Withdrawal from one tournament cannot be treated as “accepted” if the player regularly keeps on playing other events. Likewise, an accepted withdrawal in any one event should coincide in time with the player’s withdrawal from all of his/her ongoing events. All of this can all be accomplished by completing the ICCF Document of Withdrawal* on the server, as this form will automatically be distributed to all of the relevant TDs and TOs.

[* or whatever the latest automated system gets used instead of this form]

General procedures related to player withdrawals:

- d) All correspondence with the player should be copied to the appropriate National Federation Delegate.
- e) As soon as a player defaults on any one game (through the 40-day rule, not just any “flag-fall”), the TD must regard this as a potential withdrawal and act as follows:-
 - Write an email to the player asking for his/her reasons for default. The National Federation delegate should be copied in.
 - If no answer is received within 7 days and the player is not making any moves, and is not on leave, e-mail the player again to give him/her a final warning that he/she risks being defaulted in all outstanding games if he/she does not answer.
 - If no response within a further 7 days and the player is not making any moves and is not on leave, then the player should be classed as committing a “silent” withdrawal and his/her remaining games should be marked as losses.
- f) An ICCF Document of Withdrawal Form* must be completed by the TD as soon as an accepted withdrawal is determined, or as soon as a non-accepted withdrawal is apparent. The completed Withdrawal Form will be automatically sent to the WTD, the Tournament Organiser, the ICCF Rating Commissioner and the National Delegate of the player concerned. The completion of this form by the TD is required in ALL withdrawal cases, whether the withdrawal is accepted or “silent”.
- g) Any player who defaults 50% or more of his/her games in any one tournament without a satisfactory explanation must also be reported in this way.
- h) If the withdrawal is considered silent or otherwise non-accepted, all open games of the withdrawing player shall be scored as losses.
- i) If the withdrawal is accepted, his/her remaining games shall be canceled if both of the following conditions are true: none of the player’s games in the relevant tournament has yet completed and the average number of moves across all of his/her games is less than 25. If one or both of these conditions is not met, all of his/her remaining games in this tournament shall be adjudicated.
- j) In a Team event where a player is substituted, the replacement player may request to be granted "Replacement" status (in keeping with Tournament Rule 8), if
 - (i) none of the games were completed by the withdrawn player, and
 - (ii) if the average number of moves played in all the games is less than 10.This change in status from substitution player to replacement player may be granted only with the agreement of the Tournament Director and the consent of the Qualifications Commissioner and will entitle the replacement player to have all his/her results rated and also to become eligible to achieve title norms.

[* or whatever the latest automated system gets used instead of this form]

Reference: (previous Arbiter Manual 2.4.3.4); Tournament Rules 8; Playing Rule Guidelines - Server - Section 8

6.1. Withdrawals that are accepted

6.1.1. Withdrawal related to serious illness or special circumstances

Tournament Rule 8.2 lists the following reasons for an accepted withdrawal:

- a. Death
- b. Serious and debilitating illness which make it impossible for the player to continue play for a period of at least 3 months
- c. Circumstances outside the control of the player which make it impossible for him to continue play for a period of at least 3 months (Wars, civil unrest, natural disasters and other similar circumstances)
- d. Personal circumstances of the player which make it impossible for him/her to continue play for a period of at least 3 months. These circumstances may be varied but must be detailed in full at the time of application.

This section (6.1.1.) pertains to the last 3 reasons on that list. The next section (6.1.2.) addresses how to address the death of a player.

In the event of an accepted withdrawal due to serious illness or another acceptable reason besides death:

- a. In INDIVIDUAL events: If a player is granted an accepted withdrawal (besides by death), and
 1. none of the player's games already finished, and
 2. the player's games in that one tournament do not average 25 or more completed moves,

then all of the withdrawing player's games in this tournament shall be cancelled. If at least one game was already finished, and/or the player's games average more than 25 completed moves, the TD should start the adjudication procedure for every remaining game involving the withdrawn player. (See section 8 concerning adjudication procedures.)

- b. In TEAM events: The TD should call upon the Team Captain (within 4 days) to find a substitute (or replacement) for this player within 2 months from this communication. The new player should start on a date set by the Tournament Director, with the reflection time and leave time that were in place when the original player needed to stop playing. (See sections 5.1 and 5.2 above concerning "When to reset players' clocks" and "How much time should be added when resetting clocks".) If no substitute(or replacement) player is made available (for any reason) within those 2 months, the games on that player's board will be recorded by the TD as losses by default.

Reference: Playing Rules - Server 8a, 8b, & 9; Tournament Rules 8.2 & 8.7

6.1.2. Withdrawal due to death of player

Information can come to a TD about a player's death in a variety of ways, often without any proof independent of the original source of the information. TDs are not expected to go to great lengths to verify information of a player's death beyond having reason to believe the information is correct.

In an INDIVIDUAL event: Once a TD determines that a player in an event has died, the procedure is:

- a. The TD should stop all of the clocks in that player's games.
- b. Notification of this death (ideally with an appropriate condolence message) and the clock stoppage should be sent to all opponents of the player involved as well as to the backup TD and relevant National Delegate.
- c. Determine if any of the deceased player's games had yet ended. If none of the deceased player's games had yet ended, cancel all of the player's games. File the Document of Withdrawal* form (found on the server) to inform the Ratings Commissioner about why these games were cancelled.
- d. If any of the deceased player's games had already ended: For each game that is still ongoing for the deceased player, ask the deceased player's opponents if the player wishes to claim a win. In your inquiry to the player be sure to inform the person that any claim filed for a win must be accompanied by supportive analysis that is due to be received by the Tournament Director within 14 days after informing the TD of the intention to claim a win.
- e. Wait up to 7 days (not counting any days a player is on leave) for response about the player's desire to claim a win.
- f. If there is no response within that time, or the player says no, then post the result of each such game as a draw (if the criteria listed in Section 8, Specific Procedures "c" are met).
- g. If a player wishes to claim a win, send the player a copy of the adjudication rules.
- h. Then wait for the above described 14-day period for the player to send analysis directly to TD. (If the player sends a request within those 14 days for an extension of another 14 days, approve this extension.)
- i. If analysis reportedly in support of claim of win is received within those 14 days, find an adjudicator in keeping with the playing strength of the event and follow adjudication procedures. (See Section 8 concerning adjudication procedures.) If no analysis is received within the required time, or the analysis received only claims a draw, just post draw results.
- j. Post the adjudication result for each game as the result becomes known.
- k. It is the responsibility of the TD to inform players about their right to appeal adjudication decisions. If a player files an appeal of the adjudicator's decision within 14 days of being notified of that decision, then the TD must send the information to a different adjudicator, preferably one of higher playing strength, though know that the Tournament Organizer or the National Federation Delegate may instead request that an ICCF Commissioner choose the appeal adjudicator.

[* or whatever the latest automated system gets used instead of this form]

In a TEAM event: In the event of death of a player, the proper procedure is completely different from the procedure for individual events. In team events, the Tournament Director shall call upon the Team Captain to find a substitute for this player within two months. The new player starts on a date set by the Tournament Director. (See sections 6.3 and 6.3.1 concerning substitution and replacement players, and sections 5.1 and 5.2 above concerning "When to reset players' clocks" and "How much time should be added when resetting clocks".) Whenever a player needs to be substituted or replaced (the latter with the approval of the Qualifications Commissioner), the TD will advise the concerned players and teams, and will inform of the

replacement or substitution to the Qualifications Commissioner, Ratings Commissioner and Title Tournaments Commissioner / Non-Title Tournaments Commissioner. If the Team Captain fails to produce a substitute/replacement player within that time, the Tournament Director shall rule that all of the deceased player's games will be recorded as lost by default.

Reference: Playing Rules - Server 8a, 8b, 8c, & 9; Tournament Rules 8; (previous Arbiter Manual 2.4.1.3.C)

6.2. Withdrawals that are not accepted: the silent withdrawal

A silent withdrawal is when all of the following conditions are found to be true:

- a. a player has stopped play in a game without taking leave time and without notifying any of the following people: the TD, the player's Team Captain (in a team event), the player's opponent;
- b. an inquiry is sent by the TD to the player (potentially through a Team Captain) but the player fails to respond within 7 days (without counting leave time) of having presumably received that inquiry, and
- c. there is no reason to presume the player has died or otherwise become seriously incapacitated and not able to respond.

A silent withdrawal can occur even if a player has informed other relevant people of an intention to discontinue playing, but instead of asking for an accepted withdrawal or resigning his/her game(s), the person then "disappears" and does not respond to the TD's inquiry. If such a person responds to the TD's inquiry, however, even by saying his/her intention is let his/her clock run out, then this is not a silent withdrawal.

Silent withdrawals are considered to be a serious infraction that leads to a ban from all international correspondence chess tournaments and activities for a period of at least 2 years, from the date of decision. (See section below concerning penalties.)

If a TD has reason to suspect that a player has silently withdrawn, the TD should send an inquiry to the player (directly, in an individual event; or through the relevant Team Captain in a team event) specifically requiring the player to respond within 7 days of receipt of the inquiry (not including scheduled leave time) or be considered to be a silent withdrawal and suffer the penalty.

If a player is ruled to have silently withdrawn, notice of this finding will be sent to the player, the team captain (if a team event), the WTD, the Ratings Commissioner, and either the Title Tournament Commissioner or Non-Title Tournament Commissioner as is appropriate. The WTD is the person who has the final determination of the suspension that follows the finding of a silent withdrawal. The TD should also set all other ongoing games by the withdrawn player in the same event as losses by the player, with the explanatory note being that the player silently withdrew in a game in that event.

[* or whatever the latest automated system gets used instead of this form]

Reference: Code of Conduct

6.3. Substituting players

Substituting a player can occur only in a team event and either following the determination of an accepted withdrawal of a player or at any time requested by the Team Captain (up to one substitution per board and 50% substitutions per team not counting the deaths of players) except after an unaccepted withdrawal. If a player in a team event has an accepted withdrawal (such as death), the Team Captain is to be instructed by the TD to find a substitute (or replacement) player within 2 months. The substitute (or replacement) player must continue the games of his/her predecessor (although the games finished by the substitute are rated according to Rule 18 of the rating rules).

At the time the Team Captain is so instructed, the TD should also inform the Team Captain whether or not the substitute player can become a replacement player. (Replacement players must continue the games of their predecessors, but play the games both for their own ratings and their own potential for title norms.) It will be allowed for the substitute player to become a replacement player if the following is true: the withdrawn player (a) had completed no games in the event (and has no pending claims) and (b) the average number of moves played across all of the withdrawn player's games is less than 10. (See sections 6.3.1 and 6.4 for further details.)

If a substitute player is found within the 2 months, that player will substitute for the withdrawn player by taking over all of his/her games as they existed at the time of the player's death with a possible adjustment (by the TD) of the players' clocks to account for the time it took to determine the appropriateness of the predecessor's withdrawal. (See Sections 5.1 and 5.2 in regards to resetting clocks.)

Reference: (previous Arbiter Manual 2.4.1.3.C); Tournament Rules 8.7.e

6.3.1. Procedure for postal substitutions on the ICCF Server

This section is not applicable to server-based games. For further details, see the Tournament Directors' Manual - Postal.

6.4 Replacement players

There are two different types of player "replacement". One occurs only in individual events. The other type only occurs in team events.

In an individual event, replacement of a player can occur in case of withdrawal (accepted or not) of a player instead of other options like the player being defaulted or games being adjudicated or cancelled. Such a replacement can occur after the initiation of an event but prior to the official start date, or during the early stage of the event (typically no more than 4 months after the start). In this type of replacement in an individual event, the new player starts his/her games from the beginning including with full reflection time and available leave time. This type of replacement is most common in rated and title events.

In a team event, the replacement of a player is handled completely differently. The basic situation involves the same as for the substitution of a player (see Section 6.3). However, replacing a player is different from substituting a player in that the games being played by the replaced player are for his/her own gain and loss in rating and his/her own potential gain in title norms. A substituted player plays at no risk to his/her own rating (though can gain in rating through draws or wins), and plays without the ability to qualify for a title norm. Both replacement players and substitute players are mandated to continue the games of their predecessor as those games stood at the time of the predecessor's withdrawal, with a possible adjustment (by

the TD) of the players' clocks to account for the time it took to determine the appropriateness of the predecessor's withdrawal. (See sections 5.1 and 5.2 about resetting player clocks.)

This second type of replacement of a player can only occur in a team event and only following the determination of an accepted withdrawal of a player or by the request of the Team Captain (except following an unaccepted withdrawal). If a player in a team event has an accepted withdrawal (such as death), the Team Captain is to be instructed by the TD to find a substitute player within 2 months. At the time the Team Captain is so instructed, the TD should also inform the Team Captain whether or not the substitute player can become a replacement player.

It will be allowed for the substitute player to become a replacement player if the following is true: the withdrawn player (a) had completed no games in the event (and has no pending claims) and (b) the average number of moves played across all of the withdrawn player's games is less than 10. In such a situation, if a substitute player is found within the 2 months, that substitute player can request through the Team Captain to be considered a replacement player, though this change in status is not mandatory. (A substitute player can remain as such, by his/her own choice, even if the situation would allow the player to become a replacement player.) Upon receipt of such a request, the TD will approve the request (but only after obtaining the consent of the Qualifications Commissioner) by informing all Team Captains and player involved, as well as the Title Tournament Commissioner, the Ratings Commissioner and the backup TD.

Reference: (previous Arbiter Manual 2.4.1.3.C); Tournament Rules 8.7.e

7. When to cancel games

Games should be cancelled by the TD only under the following circumstances:

- a. In INDIVIDUAL events:
 1. If a player dies and had not yet finished any game in the event, then all of the player's games shall be cancelled.
 2. If a player is ruled to have silently withdrawn but actually never made a move in any of the player's games in that event, all of the player's games should be cancelled.
 3. If a player is granted an accepted withdrawal (besides by death), and
 - a. none of the player's games already finished, and
 - b. the player's games in that one tournament do not average 25 or more completed moves, then all of the withdrawing player's games in this tournament shall be cancelled.
If one or both of these conditions is not true, then all of the player's games in this tournament shall be adjudicated.
- b. In TEAM events: There are three situations in which cancellation of games is appropriate:
 1. If a player withdraws in any accepted way, and the player's Team Captain fails to find a substitute player, and the withdrawn player never played any move in any of his/her games in the event, all of the player's games should be cancelled. If the withdrawn player made at least one move in any of the games, the team will instead default all of the withdrawn player's games.
 2. If a player withdraws in any accepted way in a 2-team event (such as a friendly match), and the withdrawn player never made a move in any scheduled game, the player's Team Captain may request cancellation of all of the player's games instead of trying to find a substitute/replacement player. That cancellation request will be granted by the TD under this circumstance.

3. If a team has the very unfortunate circumstance of more than 50% of its players requiring accepted withdrawals (excluding for the reason of death of the players), substitutions can be made up to, but not exceeding 50% of the original number of players. If the number of accepted withdrawals goes beyond 50% of the original number of players on the team, all accepted withdrawals involving that same team will require either adjudication of all remaining games by the most recently withdrawn player(s) (if any moves have been made in a game) or cancellation of games (in games where no moves have been made by the withdrawn player). For example, in a team with 4 members, if one or two die, those players should be substituted if possible. If a third player dies (even if one of the substituted players), however, that player's games should be cancelled if no moves have been made by the player, or adjudicated if the player had made any move.

Reference: Playing Rule Guidelines - Section 8; Playing Rules - Server 8

8. When and how to organize adjudications

PHILOSOPHY about adjudications: Adjudications should be avoided unless necessary. Games that are not relevant for player or team promotion may continue as long as neither player is complaining about intentional delays or poor sportsmanship. Let the players enjoy the game.

WHEN to call for adjudication: The following are the appropriate circumstances in which TDs should rule that adjudication is necessary:

- a. When an event has an end date, that date has been reached, and there is an ongoing game in which neither player has filed a current claim for a win or draw. (The TD will receive notice from the server of an impending end date one month ahead of that date.) The TD can choose to allow games to go beyond the end date (instead of calling for adjudication) if and only if no one else and nothing else is affected by that game continuing.
- b. If a player is granted an accepted withdrawal (besides by death), and either
 - (1) one or more of the player's games has already finished, and/or
 - (2) the player's games in that one tournament average more than 25 completed moves,then all of the player's remaining games in this tournament shall be adjudicated. If neither of the two listed conditions is true, then all of the player's games should be cancelled and not be adjudicated.
- c. When an event does not have a scheduled end date, but the next round of a tournament is being delayed by an unfinished game, that game should be allowed to continue unless the game determines a promotion, a title norm, or the placement of a team (such as in the Champions League).

If any of those 3 conditions apply, the game can be continued or be adjudicated. The event TO should make this determination in consultation with the TD, based specifically on the needs for the integrity and timing of the event. The TD should give notice to the players as much ahead of time as possible (at least 15 days) that a specific amount of time remains before the TD/TO requires adjudication, especially in situations in which the TD is aware that the players may not finish in time for the next round. The TD can use the 30-days-to-go notification from the server of an impending end date as a reminder of needing to send notice to the players of the upcoming end to play.

GENERAL PROCEDURES for adjudication:

- a. The TD should send a description of the relevant adjudication procedures to all concerned players when adjudications are needed. Specifically, the players need to be informed that any meaningful claim for a win must be accompanied by supportive analysis.
- b. The TD also needs to inform the TO of the expected need for an adjudicator, along with the information of the ratings of the players involved and the norm category of the event if applicable.
- c. It is the responsibility of the event TO, after the TD notification, to obtain an adjudicator. The choice of adjudicator is made by the TO on his/her own, though the TO can consult with the WTD in regards to this choice. The adjudicator's playing strength should be in line with the tournament category or higher, or of the strength of the players in an Open or Cup tournament. An adjudicator should not be given more games than he/she can decide within approximately 30 days.
- d. Players should send their claim and supportive analysis (if any) directly to the TD no matter if this pertains to an individual event or a team tournament.
- e. The TD must then forward only the following information to the adjudicator:
 - the game report in PGN
 - the analysis from the players
 - the players' claiming of either a win or a draw
 - in the case where a player died, this information is to be forwarded as well
- f. The adjudicator should inform the TD of the adjudication decision as each game result is decided.
- g. The TD in turn shall promptly notify the relevant players of the adjudicator's decision, and record the result officially. At the same time, the TD should inform the players of their right to file an appeal within 14 days and the procedure for doing so (by informing the TD, with or without new analysis being filed).
- h. If a player appeals the adjudication decision: the information of the game position, the analyses, and the players' claims must be sent to a different adjudicator, preferably one of a higher level of playing strength. The TO or the National Federation Delegate may request that an ICCF commissioner choose the appeal adjudicator.

SPECIFIC PROCEDURES for adjudications in individual and team events:

- a. In both INDIVIDUAL and TEAM events: If no result has been determined by the date set by the announcement (or by the TD) for close of play, or in the event of an applicable accepted withdrawal in an individual event, the TD shall communicate directly with players to:
 1. notify the relevant players of the need for adjudication,
 2. send them a description of adjudication procedures (specifically including the need for them to file supportive analysis with any claim of a win), and
 3. tell them of the requirement for each player to inform the TD within 7 days of receipt of the TD's initial notice of the player's intention to file a claim for a win or draw.

Failure to submit a claim shall result in a loss except as noted below in (c).

- b. Players should submit analysis to support their claim of a win or draw directly to the TD even in team tournaments. Both players shall submit their analysis directly to the TD within 14 days (starting from the date of sending notification to the TD of an intent to claim a win or draw, not including leave time already scheduled in the same tournament). (If a player wishes more time, the player can submit a request specifically within those 14 days for an extension of another 14 days. The TD shall approve that extension if the request is received within the initial 14 day period.) That submission must also include the final position with a record of the moves played, and a statement claiming either a win or a draw. Claims of a win shall not be accepted for consideration without supporting analysis. Such claims shall be treated as claims of a draw instead. Analysis does not necessarily mean possible variations. Analysis also includes general

plans where appropriate. Players who do not submit analysis forfeit their right to appeal the adjudicator's decision.

c. In the event of withdrawal due to death, or an accepted withdrawal on the basis of extreme illness preventing the player from submitting a claim and analysis, the TD shall handle the game as if that player claimed a draw and submitted no analysis, with the following exceptions (which are addressed in "f" below):

- All known theoretical positions when the player has a clear win by tablebase
- All Title Tournaments
- All Tournaments with norms available, unless the result will have no effect on norms awarded
- All Tournaments with prize money, unless the result will have no effect on prize award.
- Any other tournament as determined by the WTD or as announced by the TD prior to the start of play.

d. In the event that both players claim a draw, the TD shall declare the game a draw.

e. The adjudicator should begin with objective estimate of the position and both players' possibilities and then determine if the analysis of the player(s) claiming a win has presented his case and has relied on general chess principles to claim a win (e.g. extra material; exchange, typical endgame patterns, etc). In those cases where both players have submitted analysis that does not diverge for several moves, the adjudicator shall accept these moves as if played and start the adjudication at the new position reached. The adjudicator shall not use his/her own analysis to find a win that was not presented in the analysis. The adjudicator may assume that both players have access to available tablebases for endgame positions.

f. For games submitted under "c", the adjudicator shall first determine if the analysis of the other player is complete, correct, and irrefutable, and then the adjudicator may use his/her own analysis. The adjudicator shall be mindful of the deceased player's skill level, based upon the strength of play in the game to reach the adjudicated position.

g. No player may be awarded a win when he/she has submitted a claim of a draw, or when he/she has submitted a claim of a win without supporting analysis. The only exception shall be for those players covered under "c", who may be awarded a win based on the adjudicator's analysis under "f", even in the event that the TD has submitted the position with a claim of a draw for that player.

h. The TD shall notify the adjudicator's decision to both players and Team Captains (if a team event) including the offered reasons for the adjudicator's verdict. The adjudicator's name shall not be disclosed to the players or TCs without the adjudicator's prior consent. The notification of appeal decision shall indicate whether or not the verdict is subject to appeal. (A first adjudication determination is open to appeal. A second adjudicator's determination on the same position is not appealable.) Adjudicators' conclusions should be posted as soon as they are known despite the fact they may yet be appealed.

i. Any appeal against the adjudicator's decision must be sent to the TD (by the player or the relevant TC) within 14 days of receiving the notification of the decision.

j. The TD shall then obtain a ruling from another adjudicator and notify the result to both players. The ruling is final and no further appeal shall be accepted from either player. The name

of the appeal adjudicator shall not be released without prior consent from the appeal adjudicator.

k. Additional analysis may be submitted by either player for an appeal.

Reference: (previous Arbiter Manual 2.4.3.3.); Playing Rule Guidelines - Server 9

9. What records a TD needs to keep

A record of the moves and dates for all games are kept by the server. This information is available to the TD as required. However, email communications between the TD and other people (Team Captains and players) are not stored. Therefore, all TDs should maintain their own folders to keep relevant communications during ongoing events including through at least 2 weeks after the events are over (in case of any appeal of any decision).

Reference: Playing Rules - Server: 5a.

10. Enforcing rules about publication of games

Provided that it is not stated otherwise in the tournament announcement and/or in the start documents, any player is allowed to publish or submit for publishing on the internet or elsewhere any unfinished games or positions played by him/her under the conditions that:

- a. all his/her games in the tournament are already different from each other,
- b. the game (position) is demonstrated with a delay of at least 3 moves,
- c. the URL of the subject website is given to the TD and opponent,
- d. the date of the last update is mentioned,
- e. his/her opponents involved officially agree with the live-publishing of their game and declare this to the TD.

The TD is not expected to check players' private websites regularly. However, if the TD's attention is drawn to a violation of this rule by another person, the TD shall investigate.

Dealing with violations of this rule:

- a. When a player violates this rule for the first time, the TD shall not apply any sanctions, but simply order the change of the status of the published game according to this rule.
- b. When a player violates this rule for a second time in the same tournament, the player shall be penalised by 10 extra days added to his time of reflection in all games of the respective tournament.
- c. When a player violates this rule for a third time in the same tournament, the player shall be disqualified from this tournament and all his/her remaining unfinished games shall be scored as losses.

Reference: Tournament Rule 14; (previous Arbiter Manual 2.4.1.6.)

11. Enforcing the ICCF code of conduct

It is the responsibility of the TD, within his/her role of ensuring the smooth running of a tournament, to enforce the ICCF Code of Conduct. This Code of Conduct pertains to every participant of ICCF play; including the TD, the TO, the Team Captains, and all players.

11.1. Code of Conduct specific to interactions with the TD

If a player does not respond to enquiries from the Tournament Director within 7 days (counted by excluding any days on leave), that player will be deemed to have withdrawn from the tournament. This withdrawal will be considered unaccepted unless the TD receives information to the contrary (such as the player's death or serious illness precluding his/her ability to respond).

Reference: Playing Rules - Server 5c.

11.2. Code of Conduct as applies to Team Captains

Team Captains are required to facilitate the resolution of conflicts, issues, and claims by the team's players; and to do so in a spirit of Amici Sumus. A TD may require that a federation replace its Team Captain due to inappropriate behaviour or inability (including unwillingness) to perform his/her responsibilities. The federation is required to make that replacement within 14 days of receiving the request. In situations where there is no federation (such as the ICCF Champions League), the TD should request that one of the other players on the team take over the duties of the TC, requiring that one do so or play will not be allowed to continue.

Reference: Code of Conduct

11.3. Code of Conduct as applies to players

There are three main behavioral issues addressed herein concerning the Code of Conduct as applies to players. The first concerns the communications players may send to each other through "messages" along with their moves. The second concerns the issue of extremely slow play in a clearly lost position (what has been nicknamed the "Dead Man's Defense"). The third concerns the process of repetitively offering draws in a game to the point that the recipient of those offers finds it harassing.

11.3.1. Addressing improper communications: Setting silent mode

PHILOSOPHY: Any time a player is found to be sending messages to his/her opponent that are determined to be mildly inappropriate and/or harassing, the TD should set that player's ability to use the message option to silent. The purpose of this intervention is to prevent verbal harassment or otherwise obnoxious verbal exchanges while still allowing the players to play the game.

PROCEDURE: any time a player finds reason (except if the game is already in silent mode or while a complaint of any kind is still being processed), he/she can choose a menu item on the game screen entitled "report inappropriate comments", to be used if an opponent has sent one or more offensive comments. When the player completes his/her complaint, the screens of both players go to "complaint mode", and the TD and the WTD receive the information from the server both of the complaint and all the messages that the players exchanged during the game. After reviewing the information, the TD can go to the "Set silent game" screen (from the TD's drop down menu) to turn off the players' "complaint mode" and also select either "silent mode" or "normal mode" for those players for the rest of their game.

The player can appeal the decision to be in silent mode within 14 days of receiving notice of the TD's action. (See section 13 concerning the appeal process.)

Reference: (None)

11.3.2. Addressing extremely slow play in a clearly lost position (the "Dead Man's Defense")

The Code of Conduct as applies to players includes the following:

"Extremely slow play in a clearly lost position is not proper behaviour in correspondence chess play, and is subject to a warning from the TD, and will result in disciplinary action if it continues or is repeated in other games."

This type of extremely slow play has been nicknamed the Dead Man's Defense (DMD).

To enforce this Code of Conduct, TDs need to use as uniform an interpretation and application of this rule as possible. The following list shall be used as a guide to defining when a DMD has been demonstrated by a player.

Determining the occurrence of a DMD:

Prerequisite - A player being in a position that appears clearly lost presuming reasonable play
AND one or more of the following:

- a. rather suddenly and dramatically slowing down play in that one game but not others (such as taking about 20 days per move for each of 6 consecutive moves), (this dramatic slowing of play is often especially true during the middle section of a rating period while "waiting" for 1 March, 1 June, 1 September, or 1 December as those are the end dates for game results to be included in the next rating computation), AND/OR
 - b. taking a large amount of leave in the one game and but not in others (such as weeks of leave in the one game but not in others despite having the leave time available in the others), AND/OR
 - c. allowing a large portion (such as 40 days) of newly added 50 reflection days to expire before making more than a couple moves each occasion the new time period occurs.
- The conclusion that there is a DMD Code of Conduct violation can be made when "a" or "b", or "c" is true. Any combination of "a", "b", and/or "c" should be considered as certain evidence of a DMD Code of Conduct violation.

Delineating the parameters of every possible DMD situation is not feasible, such that the above list should be considered illustrative but not comprehensive of all DMD circumstances.

However, before a TD concludes that a situation different from the above is a DMD Code of Conduct violation, it is highly recommended that the TD consult with his/her mentor, the WTD, the Arbiter Committee (ACO), or another TD.

TDs should be aware that

- a. The impatience of a player claiming his opponent is using a DMD is not what constitutes proof of a DMD by the opponent. Impatience can occur because a player finds the game to be a clear win and the player simply wants the rating points or the title norm that is about to be earned, etc. Impatience can also occur simply because a player does not like the slow (but legal) rate of moves his/her opponent has played all game.

- b. Likewise, if a player has essentially not changed his/her rate of play during the relevant portion of the game (example: in the middlegame, or from the middlegame to the endgame), then he/she should not be seen as using a DMD, no matter how slow that rate of play has been. For example, if a player accumulated reflection days during the opening and then regularly moves at a pace of 1 move per week, his/her doing this same rate later when in a poor position does not constitute a DMD even if his/her opponent is finding the continued play frustrating in that the player thinks his/her opponent should resign.
- c. The fact a player has started using a dramatically greater use of reflection time does not prove the use of a DMD, as the proper determination of a DMD requires the finding that the player is also in a clearly lost position.

In summary, the proof of a DMD will always be found solely in the combination of a lost position coupled with a dramatically different pattern of use of reflection time and leave by the person employing the DMD. Without finding evidence of both, the TD should not conclude the presence of a DMD infraction.

Once a DMD infraction has been determined, the TD should:

- a. Send a warning to the player that he/she is in violation of the ICCF Code of Conduct in regards to taking an excessive amount of time between moves in the specific game, with that warning indicating that continuation of that practice will result in a penalty being imposed.
- b. Send a copy of that warning to the opponent who made the claim, and to the National Delegate from the offending player's country.
- Early experience with this rule has shown that most players receiving such a warning simply resign the game.

If a player instead continues to play and:

- a. continues to move excessively slowly (over a number of moves) such that the opponent again files a complaint, and
- b. the TD determines that the player has continued to demonstrate "DMD" behavior, the TD shall implement a penalty in keeping with this (rather low) level of Code of Conduct infraction. (There is no specific penalty in the current ICCF rules for a DMD violation beyond the initial warning.)

Options for penalties in this regard include the following, listed in sequential order of seriousness (the sequential nature to be used for repetitive violators):

1. Penalizing the player a small number of days reflection time (such as 2). (This penalty reflects the philosophy for a penalty simply to get the player's attention concerning misbehaviour and to dissuade him from continuing such behaviour. See section 12 concerning the philosophy behind warnings and penalties.);
2. Penalizing the player an amount of reflection time based on the amount the player still has remaining to use for his DMD play - the greater the reflection time still available to the player, the greater the amount penalized. (This penalty reflects the philosophy of incapacitating a player from misbehaviour.)
3. Sending a recommendation (along with the details of the repetitive Code of Conduct violations) to the player's National Delegate that the player be given lower priority for selection in future events,
4. Sending a recommendation (along with the details of the repetitive Code of Conduct violations) to the ICCF WTD that the player be suspended from ICCF play for some period of time.

No matter what penalty is used, the TD must also inform the player that he/she has a right to appeal the decision if filed within 14 days from the time of receiving the notice. (See section 13 concerning the appeal process.)

Reference: Code of Conduct

11.3.3. Repetitive draw offers to the point of harassment

PHILOSOPHY: In the past players have had the right to offer draws in their games at any time where a game is not already under a claim. However, players do not have the right to harass their opponents with draw offers that are too frequent. There used to be a time penalty enforced by TDs when such harassment occurred. With our increased ability to automate procedures, however, the preferred philosophy is simply to incapacitate a player's ability to harass another player. (See section 12 concerning the philosophy behind warnings and penalties.)

PROCEDURE: If a player offers a draw in a single game, and that draw offer is declined by the opponent, the server will incapacitate the player's ability to make a second consecutive draw offer in that game. That situation will remain the same until if and when the player's opponent makes a draw offer that the initial player also declines. In that situation, the initial player will then again be allowed again by the server to offer a draw in that same game. This back and forth process, where neither player can make two consecutive draw offers to the other player, will exist for the complete game. To be clear, claims for a draw either automatically handled by the server and/or made by a player to a Tournament Director (for any reason, for example in following adjudication procedures) are not at all relevant to, and are exempt from the above described procedure. The only type of draw offer included in this "no two consecutive draw offer" procedure is that where one player offers a draw directly to the other.

It is understood that a player may use his/her ability to message his/her opponent to convey the idea that they should agree to a draw, even after an initial draw offer was declined. If this occurs one or more times and the opponent finds this offensive, the opponent can file a claim to the TD for harassing communication from the player. The TD should respond to such a claim either by warning the "harassing player" (but no more than one time) or by putting the game in "silent mode" (see section 11.3.1. above) so as to incapacitate the harassing player from any more such communications. The rest of the game should then be played in silent mode. There is no need to use any penalty to the offending player beyond the incapacitating procedures stated herein.

Reference: (previous Arbiter Manual 2.4.1.c)

12. Warnings and penalties: when and how to give them

12.1. The progression from warning to penalty

PHILOSOPHY: In general, the purpose of warnings is to get someone's attention about improper behavior and to get them to stop of their own volition. Penalties tend to follow warnings if the person continues mildly improper behavior despite a warning. Penalties should also be used without prior warnings for behavior considered sufficiently serious.

Besides warnings and penalties described in specific sections above, the types of disciplinary action available and their applications are as follows:

- a. Formal Written Warning – for breaches in behaviour incompatible with ICCF statutes, principles, or rules. Continuing or repeated misbehaviour will result in “b” being implemented.
- b. Disciplinary Action with Penalty/Sanctions – for serious or recurring breaches in behaviour incompatible with ICCF statutes, principles, and/or rules. Immediate penalties/sanctions should be imposed, the degree of which should be related to the severity of the misdemeanour.

When disciplinary action is taken, the reason must be given in writing (with a copy to the member federation), by the official responsible and any sanction or penalty imposed must be clearly stated, along with the appropriate appeals procedure, which is available, should the recipient be unwilling to accept the decision.

Reference: Code of Conduct

12.2. Penalties: what penalty, and when to give one

PHILOSOPHY: Penalties are to be used by TDs with the following philosophy:

- a. There are two purposes for a penalty:
 1. to help draw attention to a player to his/her inappropriate but serious behavior so he/she will know the behavior is to be stopped, and
 2. to stop a player from continuing behavior that is unacceptable.
Penalties are not for the purpose of causing harm or retribution. This stance is in keeping with our motto of Amici Sumus.
- b. If possible, it is far better to incapacitate a player from continuing the inappropriate behavior than to administer a penalty to the player (such as reflection time lost).
Penalties should be used only when an appropriate level of incapacitation of the unwanted behavior is not possible. For example, if a player has been found to be sending harassing messages to an opponent or in a serious way the messages are not wanted by the opponent, and the player refuses to stop after being asked to stop (after a warning), the TD should just set the player’s messaging ability to silent. The TD has made sure the player cannot continue the offensive behavior, this being the meaning of incapacitation.
- c. When dealing with disciplinary matters and considering penalties/sanctions, care should be taken to ensure:
 1. consistency across TDs, and
 2. that those penalties are commensurate with the “crime” committed.

The following scale of penalties/sanctions should be used in situations of serious infractions. It is not required that a warning be given before a penalty is enforced, depending on the seriousness of the infraction.

- (a) A serious behavioural issue, e.g. silent/unacceptable withdrawal from a tournament, unacceptable, or abusive behaviour to players/officials/ICCF as a first offence – ban from all international CC tournaments and activities for a period of 2 years, from the date of decision.
- (b) A repeated serious behavioural issue, e.g., repeated silent/unacceptable withdrawal from a tournament, repeated abusive behaviour to players/officials/ICCF – ban from all international CC tournaments and activities for a period of 5 years, from the date of the latest decision.

(c) Outrageous behaviour or further repeated behavioural issue, e.g., theft, belligerent action towards ICCF or any of its officers, assault, etc. – ban from all international CC tournaments and activities for life duration. Appeal for remission of sentence is available after 10 years.

In INDIVIDUAL events: A player may appeal within 14 days of receiving a decision from the TD to the Chairman of the respective ICCF Appeals Commission (using the ICCF server facilities provided), whose ruling shall be final.

In TEAM events: A player may appeal within 14 days of receiving a decision of the TD, through the Team Captain, to the Chairman of the respective ICCF Appeals Commission (using the ICCF server facilities provided), whose ruling shall be final.

See section 13 concerning the appeal process.

Reference: Code of Conduct; Playing Rule - Server 11, 11c

13. TD Role: Following a player's filing of an appeal

Players have the right to appeal all TD decisions (unless otherwise stated above) by stating they wish to appeal within 14 days of the date they are informed of the relevant TD decision. Except for the appeal of an adjudication result (the procedure for which is explained above at section 8), all appeals of TD decisions in international events are handled by the relevant ICCF Appeals Commission:

- a. the Appeals Committee - Playing Rules: jurisdiction only in cases involving ICCF playing rules
- b. the Appeals Committee - Other ICCF Rules: jurisdiction only in cases involving the ICCF tournament regulations and any other regulations relating to correspondence chess with the ICCF
- c. the Arbitration Commission: jurisdiction only over disputes of a broader nature, such as disputes related to the behavior of leaders and officials, tournament officials, member federations or individual players.

When a TD receives notification from a player (in an international event) of a desire to appeal a TD decision, the TD's responsibility is to forward that appeal request to the Chair of the appropriate Committee. The names of current Chairs can be found on the ICCF homepage after clicking on "ICCF Officials" in the lefthand column of options. The TD should also forward with the appeal notification all information the TD has that is pertinent to the decision under appeal. This should all occur within 4 days of receiving the request for appeal from the player unless the gathering of all relevant information cannot be accomplished in that amount of time.

In that case, the TD should simply send the appeal request notice within 4 days of receiving it to the relevant Chair along with a note stating that pertinent information will follow as soon as possible. Either way, the TD should also send a response email to the claimant within the same 4 days of the notice of appeal informing the player that the appeal process has been initiated.

Appeals filed in national events are handled differently from the procedure described above. All appeals from national events should be sent to the Member Federation (National) Delegate.

That Delegate can forward the appeal to whomever the Delegate deems appropriate within that Member Federation.

Reference: Tournament Rule 12.6; ICCF Statutes - Section 6

14. TD Role: When a tournament reaches its end

14.1 Sending certificates of winning section

When setting up an event, Tournament Organizers have a box they can check to enable for certificates to be made available at the end of the event. When an event has finished, a TD can look at the final cross table to see if the server will offer to allow TD to send any pdf certificates. Any certificates earned by players will need to be sent to them by the TD (or the TO).

When a player achieves a norm, the server automatically informs the player, the TD, the National Delegate of the player concerned, and the Qualifications Commissioner. It is also posted by the server as information for the general membership. It is not necessary for the TD to confirm the norm unless specifically requested to, for a particular tournament, by the Qualifications Commissioner.

Besides for sending out certificates, there is no regular circumstance in which TDs need to do anything at the end of a tournament.

Reference: (previous Arbiter Manual 2.4.1.3.B)

15. Taking leave as the TD

It is imperative that all TDs register any leave time (during which they will be unable to respond to emails) the TD wishes to take, as this registration process ensures the backup TD will receive all notices requiring immediate attention while the TD is away. (The server forwards the notices to the backup TD automatically any time the TD is on registered leave. The Tournament Organizer, TO, is the default backup TD if the backup TD was not specified otherwise.)

15.1. The process of taking leave as TD

TDs can take leave by using the TD drop down menu on the server within any event for which the TD is currently serving. Taking leave by a TD will necessarily and automatically be applied to all events for which the person is currently a TD.

Reference: (None)

15.2. Who to inform

TDs who take leave need not notify anyone else if:

- a. that leave is registered on the server, and
- b. the leave is no longer than 3 weeks.

The reason for this is because the server will automatically send any claims to the backup TD if the regular TD is on leave. This will continue longer than the 3 weeks listed, but that limit is included here so TDs will, out of courtesy, actively inform backup TDs ahead of time concerning their need to act as TD for periods going beyond the typical leave time period. The reason for this courtesy is that there is currently nothing in place that prevents both the TD and backup TD from taking leave during overlapping periods of time.

Reference: (Previous Arbiter Manual 2.4.4.)

15.3. How to inform other people

The process of informing all of the relevant people should be accomplished through the use of the server. There is a "Take Leave" option in the TD menu above each cross table for this purpose. The TD should use this option from the drop down menu within any being directed, and the required notifications will automatically be sent by the server to all relevant people for all the events currently being directed by that TD.

Reference: (None)

15.4. Backup TD coverage when taking leave as a TD

The World Tournament Director (WTD) or TO may appoint a temporary TD (if no backup TD has already been appointed) if the TD will be taking leave of more than 3 weeks unless the TD expects to have and use internet access while he/she is away.

Reference: (Previous Arbiter Manual 2.4.4).

15.5. What to do if extended/indefinite leave is needed/ Replacing a TD

The silent withdrawal of a TD creates enormous problems for the World Tournament Director (WTD), the TO, and for the players. Please ask for help before you become too far behind with the work.

A TD may be replaced at his/her request if he/she is overwhelmed by the work or otherwise unable to continue or to take on new sections. The TD shall contact the WTD or relevant TO with details in these situations. The TD should inform those people about the following:

- a) If the TD cannot take on any new tournaments, and whether this is temporary or permanent.
- b) If the TD is unable to perform any work and needs an immediate replacement.

In either case, if possible, the TD should provide the replacement TD with the information on his/her sections. If preferred, the TD can provide all relevant information to the WTD or TO at the same time as when making the request to be relieved of duties, so that those people can forward the information to the replacement/backup TD.

Be sure to let the WTD or TO know when you are ready to volunteer as TD again, as there is no automatic process for getting back into TD duties once replaced.

Reference: (Previous Arbiter Manual 2.4.5)

16. The Arbiter Committee (ACO) and its work

16.1. The Arbiter Committee (ACO) purpose

The Arbiter Committee (ACO) is the highest level in the ICCF arbiter sector. The ACO oversees all aspects of TD and arbiter work, training, development, and maintains a record of TDs' experience.

The ACO provides information about the quality of arbiters' work to the national federations and Qualifications Commissioner for submitted International Arbitrator (IA) title applications.

Reference: (previous Arbitrator Manual 5)

16.2. The ACO membership

The number of individual members of the ACO is not specified. Necessary members of the ACO are:

- World Tournament Director
- Chairman of the Appeals Commission (Playing Rules)
- two International Arbitrators
- one Tournament Director without an arbitrator title

The ACO must have a Chairperson who is appointed by Congress. The ICCF Executive Board supervises the ACO between Congresses. Additional members of the ACO can be a member of the ICCF Executive Board, an ICCF Commissioner, and/or other arbitrators.

Reference: (previous Arbitrator Manual 5.1)

16.3. The responsibility of the ACO

Conceptually, the WTD is responsible for all matters specifically related to the direction of tournaments. Overseeing the title qualification process for the International Arbitrator title is the responsibility of the Qualifications Commissioner. The following are the responsibilities of the ACO:

- a. Maintaining current Tournament Director Manuals (TDMs) that are congruent with all other ICCF rules and procedures. The ACO submits changes, additions, and deletions to these manuals to the Congress for approval.
- b. Developing and maintaining training for TDs including the "Tournament Director Manual review test" to ensure that all TDs have become familiar with the latest manual pertaining to TD rules and procedures.
- c. Making proposals to Congress for changes in rules and procedures related to how TDs conduct ICCF tournaments, both to keep up with technological advances and simply to reflect solutions to newly discovered issues.
- d. Maintaining updated databases concerning TDs including:
 - 1) An online list at the ICCF website with new TDs containing:
 - name
 - country
 - email address
 - language skills
 - 2) An online list at the ICCF website showing current TDs containing:
 - TDs – identification code
 - name
 - country
 - email address

- arbiter title, if any
 - name of mentor TD
- 3) A progress list of each TDs experience containing:
- TD – identification code
 - all the TDs tournaments described with the tournament code
 - the number of participants of each tournament
 - the dates each tournament started and ended

It is presumed that all of these data will be compiled and stored automatically by the server.

The ACO is responsible for ensuring these databases are maintained and accessible when any of the stored data are needed, including for generating summary or aggregate reports if requested by any ICCF Official.

- e. Addressing applications for the International Arbiter (IA) title: Any application for the IA title has to be sent by the national CC organization to the ACO before formal submission to the Qualifications Commissioner (QC). The ACO will check the time served, number of games directed, and qualitative aspects of the work (responses to problems or queries from players, games archiving, delivery of information for marketing purposes) asking comments of other ICCF officers and the mentor TD if necessary. ACO will then forward (i) the application along with the ACO recommendation to the QC, and (ii) a copy of the ACO recommendation to the national CC organization.
- f. Although it used to be that processing applications to become a TD was a responsibility of the ACO, that is no longer true. Such applications now should be submitted to the WTD. (See Section 2.2 above.)

Reference: (Previous Arbiter Manual 1, 5; 5.1; 5.2.1.; 5.2.3.; 5.2.4.; & 5.2.5.)