International Correspondence Chess Federation

ICCF Rules

(Valid from 1.1.2022)

The following is a summary of new rules/procedures that reflect Congress 2021 decisions (the Congress proposal number indicated by "[2021-###]"). Further details can be found in the referenced section(s) in this document:

(1) **§§ 1.2.1.5. & 1.2.1.6**. were deleted in their entirety as no longer applicable, based on a Congress decision two years ago that has now been fulfilled. [2019-022]

(2) **§ 1.2.2.** A new subsection #7 was added saying the following: POSTAL: The previously listed WT/H and WT/M tournaments have been combined to a single tournament entitled WT/A for players rated 1900+. These tournaments have a 4-player double round robin format (6 games for each player). Unlike the server WS/M events, the WT/A tournaments can result in neither a qualification nor a half-qualification to WCCC Preliminaries. [2021-026]

(3) **§ 1.2.3(3).** Changed to read: Each group will consist of 7-13 players in the preliminary round; 9-15 in the semi-final round and 13-17 in the final round. Each player plays one game with every player of the player's group simultaneously. [2021-032]

(4) **§ 1.2.3(5).** Changed to read: Each group winner (ties to be decided by ICCF Rule §1.3.4.2.) will be promoted to the next round together with the best runners-up of the groups (as decided by the tournament organiser). The group winners of the preliminary round and of the semi-final round each wins a prize. Prizes will be awarded to half the participants in the final round. [2021-032]

(5) **§ 1.2.4.6.** The last sentence was deleted related to national CC championship places 1-3 qualifying for entry to one MN/B tournament. [2021-009]

(6) **§ 1.3.1.** The following was added: Any promotion to a higher section or (other-than-norm) prize or event-related title in an ICCF event requires a plus score from all non-cancelled games, no matter the final placement in the completed section (that is, no matter if first, second, third or fourth place). This requirement is to be applied to both individual and team events (with the team's overall score being of relevance, not scores of individual members). Clarification: This rule must be implemented for all events and sections of events using "all ICCF rules". However, earning a qualification to the same level section such as is earned by a third or fourth place finish in the WCCC Candidates, will continue **not** to require a plus score. Additionally, the usual tiebreak

rules will apply for these situations as described by current rules. The results needed to earn any title norm, as determined near the beginning of an event, are not affected by the requirement of a plus score to promote. [2021-011]

TEAM: For all international rated team events, players may only play on one board. The only exception is in friendly matches [as defined in ICCF Rules §1.3.2.(6).] This new rule includes substitute/replacement players. They cannot be players who already were registered on another board on the same team in the same level of the same event (again except in friendly matches). [2021-012]

TEAM: No player can become a substitute/replacement player if already serving or having served on a different board on the same team [except in a friendly match as defined in ICCF Rules §1.3.2.(6)]. [2021-013]

TEAM: A player who already played on a team that has since been eliminated from an international rated competition cannot then serve as a player on a different team in the same event. This rule applies: (a) if both teams are sponsored by the same member federation, and/or (b) if the two teams will never play against one another, and/or (c) if the two teams are in different sections of the event.

Put another way once a person has played in an event and the player's team has been eliminated, that player's participation in the event is over. This rule applies to teams within a season of the Champion's League but does not apply across seasons. The rule also applies to events like the Olympiad, preventing any player who is a member of two different member federations from playing on two teams by participating sequentially. In situations where new players are recruited for a team that was not eliminated in a promotional event, the new players cannot consist of anyone who already participated in the event on a team that was eliminated. [2021-014]

TEAM: A team may only have one designated team captain (TC) at any time. A backup TC can be designated but that backup person cannot serve in any way as a TC while the originally designated TC is actively listed as the TC. [2021-017]

TEAM: Any team in any event using "all ICCF rules" must have a minimum of four (4) different players at any and all times throughout the competition. That includes if substitutions and/or replacements are made during the event. [2021-024]

(7) **§ 1.3.2(6).** The following was added as a new paragraph:
The following definitions of a team are also allowed to constitute a friendly match team even if not meeting the portion of the definition above. The player numbers below reflect the number of people listed on the ICCF server playing under the MF's flag on "active" status:
(1) Any MFs with fewer than 17 players each can combine into a single team to participate in a friendly match,

(2) Any single MF with 17-37 players can combine with any number of MFs with fewer than 17 players into a single team to participate in a friendly match,

(3) Any two MFs with 17-37 players each can combine and still play as a single team in a friendly match. One exception within this paragraph: no team consisting of combined MFs will be allowed to play against a team involving one or more players from any of those same MFs and still be considered a friendly match. [2021-023]

Additionally, a match between an established member federation and a team of players from one non-member country where that country is already in the process of working with an ICCF official to apply to become a member federation also constitutes a friendly match. [2021-027]

Additionally, a team can be formed representing certain regional parts of the world. Approved regions for friendly match teams are the following: Africa, Asia, Balkan countries, Baltic countries, Benelux, Caribbean, Central America, Eastern Europe, Europe, Middle East, Nordic countries, North America, Oceania, Patagonia, South America, and Western Europe. There are two restrictions to forming a friendly match team based on a region: (1) Even if there is ambiguity as to which region a member federation (MF) falls (example: Mexico may be in Central America or North America), no MF can be represented on both teams of the same friendly match. Additionally, (2) no region can be further subdivided in defining the eligibility of players to participate if it means some players from that region are not being allowed to be eligible. A region is the whole area, not a parcel of it, in terms of players being eligible to participate. [2021-037]

Friendly match teams can include isolated players if without those players the remaining set of players constitutes a proper combination of players for a friendly match team as defined above. [2021-037]

(8) **§§ 1.3.3(1)(a). & 4.6.3.** The following was added at the end of the description of an "open" tournament in §1.3.3.(1)(a) and within the main paragraph of §4.6.3: The use of Direct Entry (DE) is required for all webserver open tournaments. [2021-034]

(9) **§ 1.3.4.** Four (4) sets of subsections and phrases were added to the existing rule:

(1) New title to existing subsection 2: "2.1. (Single or double) round robin"

(2) The following was added as subsection 2.2:

> 2.2. (Single or double round) Silli system
>
> If a tie persists after the standard tie-breaking procedures:
>
> (a) Buchholz cut 2 (Buchholz score reduced by the two lowest scores of the opponents)

(b) if after “a” the tie persists, then Buchholz cut 1 (Buchholz score reduced by the lowest score of the opponents),

(c) if after “b” the tie persists, then Buchholz (the sum of the scores of each of the opponents of a player),

(d) if after “c” the tie persists, then Buchholz 2nd stage (adding Buchholz of player’s opponents),

(e) if after “d” the tie persists, then number of wins by each tied player in the tournament (the Baumbach tie-breaking system)

(3) New title to existing subsection 3: “3.1. (Single or double) round robin”

(4) The following was added as subsection 3.2:

3.2. (Single or double round) Scheveningen system.

(a) By default, the team result (2 points for a won match, 1 point for a drawn match, 0 points for a lost match) decides first, and then the total result of all players in a team.

(b) if after “a” the tie persists, then the results of the tied teams against each other,

(c) if after “b” the tie persists, then the better individual result on board1 (following board 2, 3, etc.) [2021-035] [The following was added as a clarification as well: (Clarification: The “better individual result” is determined using the applicable individual tiebreak system listed above, if necessary.)]

(10) **§ 2.11.** The phrase “from at least one player” was added to the sentence “The result is officially recorded only after receipt of this record”. [2021-021]

(11) **§§ 2.12(1). & 3.17.** The following was added: (*Players will be able to initiate procedures for an accepted withdrawal once this procedure is implemented on the server. TDs are still responsible for reviewing the player’s stated reason for the accepted withdrawal during the investigation to ensure it is appropriate for an accepted withdrawal.) [2021-018]

(12) **§§ 2.15(2). & 3.15.2.2.** The following phrase was added: Players are to be informed when an opponent files a claim within 3.15.2.2. - concerning the alleged use of a "dead man's defense" (DMD) strategy, even when the tournament director (TD) has ruled against the claim. [2021-019]

(13) **§ 3.17.1.1.** The phrase “makes it impossible for the player to continue play for a period of at least 3 months” was replaced in 3 places with “which causes the player to discontinue playing all current games for more than just days” [2021-018]

(14) §§ **3.17.4., 5.6.2., 5.6.2.1., & 5.7.** The following was added: Once a player in an international rated team event has served as a playing participant* in any way (that is, through a team captain's request, or through any type of formal withdrawal) or simply through the completion or cancellation of all scheduled games, and that participation has been finalized (that is, such as by a new player being substituted, games being sent for adjudication, all the player's games being completed normally and/or through adjudication or default or cancellation, etc.) , that player cannot be placed back on that team through any means. [* A team captain (TC) who has not previously played on any board in the event can serve as a substitute or replacement player on that TC's team.] This rule does not apply to friendly matches as defined by ICCF Rules §1.3.2.(6). [2021-016]

Players in an international rated team event can never serve as a substitute or replacement for themselves. [2021-015]

(15) **§§ 4.7.5. & 4.12.1.** The following was added: ICCF friendly matches [defined in 1.3.2(6)] must use live viewing [= no move delay] with zero completed games for participants and team captains, with a delay of 10 moves or fewer (as agreed upon by the team captains) for public viewing. [2021-038]

(16) § **4.9.** The following was added: No matter the delay between when the information is sent out to players by the TO and the official start date, players will not be allowed to make any moves until the event's official start date. [2021-010]

(17) § **5.2.** The following was added: A team may only have one designated team captain (TC) at any time. A backup TC can be designated but that backup person cannot serve in any way as a TC while the originally designated TC is actively listed as the TC. [2021-017]

Errata and clarifying wording to the 1/1/2021 edition of ICCF Rules are listed at the end of this document.

KEY:

SERVER: the subsequent text applies only to server-based games
POSTAL: the subsequent text applies only to postal games (in blue font)
BOTH: the subsequent text applies to both server and postal games
STANDARD: the subsequent text applies only to standard time control events
TRIPLE BLOCK: the subsequent text applies only to triple block events
INDIVIDUAL: the subsequent text applies only to events consisting of individuals
TEAM: the subsequent text applies only to events consisting of teams

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SECTION 1: Overview of the ICCF

1.1. Introduction

The International Correspondence Chess Federation (ICCF) is the worldwide organization for correspondence chess.

1.2. ICCF tournaments

The correspondence chess tournaments of the ICCF are divided into:
- Championship Tournaments,
- Promotion Tournaments,
- Cup Tournaments,
- Norm Tournaments,
- Champions League,
- Special Tournaments.

1.2.1. Championship Tournaments

1. The ICCF Championship Tournaments comprise:
(a) World Correspondence Chess Championships (Individual)
(b) Ladies World Correspondence Chess Championships (Individual)
(c) Correspondence Chess Olympiads (World Championships for National Teams)
(d) Ladies Correspondence Chess Olympiads (World Championships for Ladies National Teams)

2. The World Championships organized by the ICCF comprise: Preliminaries, Semi-Finals, Candidates', and Final tournaments.

3. The Preliminaries, Semi-Finals, and Candidates' Tournaments comprise separate sections played normally by post and by webserver. The qualifications reached in postal tournaments can be used in webserver tournaments.

4. The scheduling of World Championship Finals is the responsibility of the ICCF Title Tournament Commissioner, in consultation with Executive Board / Congress. Announcements of the Finals will be published at the latest 4 months before they start.

5. The Preliminaries, Semi-Finals, and Candidates' Tournaments are each started annually on a fixed date. Entries must be sent to the ICCF Title Tournament Commissioner at the latest at the date shown in the announcement of the tournament. In cases of emergency, the ICCF Title Tournament Commissioner is entitled to extend the deadline for entries or to shift forward the start of the tournament. The division into groups in the Preliminaries, Semi-Finals, and Candidates' tournaments will be done by the ICCF Title Tournament Commissioner with the aim of producing groups of equal strength. All necessary information regarding title norms, and promotional provisions will be given prior to the start of the tournament.

6. For information purposes only, the ICCF Title Tournament Commissioner will publish on the ICCF website a regularly updated overview of all players who have achieved the various qualifications (Table of Qualifiers).

7. The qualifications for the Preliminaries, Semi-Finals, and Candidates' tournaments reached in accordance with this part of ICCF Rules can be used only once, except for the special qualification provisions based on the World Champion titles, ICCF titles, or rating points achieved: these can be used only once each calendar year and only at the appropriate level or stage. From one Preliminary, Semi-Final, or Candidates' Tournament, it is only possible to reach one qualification for a further World Championship stage. Qualifications based on results in tournaments are valid for 3 years from the end of the tournament in which the qualification was obtained. Each additional qualification achieved by a player at the same level will be valid for one additional year (for example, a second qualification will be valid for 4 years from the end of the tournament in which the qualification was obtained). A half qualification is valid for 3 years from the end of the tournament in which it was obtained. If a second half qualification is obtained in this period, the full qualification will be valid for 3 years from the end of the tournament in which the second half qualification was obtained. All “half qualifications” obtained in tournaments ended before 31/12/2020 are valid until 31/12/2023. The Ladies Grandmaster and Ladies International Master titles do not entitle their holders to participate in the World Championship Semi-Finals or Candidates' Tournament.

8. ELO ratings used in these Rules refer to any of those rating lists published in the preceding 12-months. (This period refers to all ELO ratings that were first published during the 12 months preceding the start of the tournament, and not simply to any ELO rating that was valid during those 12 months.)

9. Ties are broken when considering qualifications for the WCCC Preliminaries, Semi-Finals, Candidates' Tournaments, and Finals.

10. In each calendar year, each member federation will be allowed to nominate two players for the WCCC Preliminaries or Semi-Finals. Additionally, for Federations declaring 200+ members or associated players (according to the membership fee statistics) for the previous year, 1 extra member federation nomination (MFN) will be allowed, for Federations declaring 500+ members or associated players, 2 extra MFN will be allowed, for 1000+ members or associated players, 3 extra MFN, for 2000+ members or associated players, 4 extra MFN, and for 5000+ members or associated players. 5 extra MFN. MFNs shall be allocated to either Preliminaries or Semi-Finals according to their ratings – those with ratings (fixed or unfixed) less than 2400 shall be

allocated to Preliminaries whilst those with ratings of 2400 and above shall be allocated to Semi-Finals.

11. On special and exceptional occasions, the ICCF Executive Board is entitled to announce special tournaments which provide qualifications for the Preliminaries, Semi-Finals, Candidates' Tournaments, or Finals. The exact conditions of promotions must be fixed in the announcement of the specific tournament. Furthermore, the ICCF Executive Board will decide on any application not covered by this regulation.

1.2.1.1. Preliminaries of the World CC Championship

1. The following will reach a full qualification to enter a Preliminary section:

(a) the participants in one of the previous or running WCCC Candidates' Tournaments who have scored at least 40% of the possible points if they have not earned a higher qualification.

(b) the participants in one of the previous or running WCCC Semi-Finals who scored at least 50% of the possible points, if they have not earned a higher qualification.

(c) participants in one of the previous or running WCCC Preliminary sections who finished in place 3 or 4 or scored at least 60% of possible points but did not qualify for a WCCC Semi-Final.

(d) winners of ICCF World Tournaments – Master class.

(e) the participants in one of the previous or running ICCF World Cup Finals who scored at least 50% of the possible points. (This does not include the ICCF Veterans World Cup, Chess 960 World Cup, or World Team Cup Tournaments.)

(f) the participants in one of the previous or running acknowledged Zonal Championships of tournament average rating at 2451 or higher who scored at least 50% of the possible points.

(g) participants in acknowledged Zonal Championships of tournament average rating at 2450 or below who finished in place 3 or 4 or scored at least 60% of possible points.

(h) those players, who are entered through their own national organization and at the time of nomination have ratings less than 2400 (fixed or unfixed).

(i) the holders of the International Master Title with a rating above 2300.

(j) the holders of the Senior International Master Title with a rating above 2250.

(k) the holders of the Grandmaster Title.

(l) Any player with a rating of 2500 and above.

2. The following will reach a half qualification to enter a WCCC Preliminary section:

(a) those players who achieve 2nd place in a Master Class group.

3. Normally, a WCCC Preliminary section will consist of 13 participants. The Title Tournament Commissioner shall have the power to increase the number of players to 15 or 17. Normally a maximum of 30 Preliminary sections will be started each year.

4. Any player with a fixed rating of 2400 or above can ask to enter a WCCC Preliminary section. The highest rated players will be accepted only to fill a section if the number of the entries will not be a multiple of 13, 15 or 17.

1.2.1.2. Semi-Finals of the World CC Championship

1. The following will be entitled to enter a WCCC Semi-Final:

(a) the participants in one of the previous or running WCCC Finals if they have not earned a higher qualification.

(b) the participants in one of the previous or running WCCC Candidates' Tournaments who have scored at least 50% of the possible points if they have not earned a higher qualification.

(c) the participants in one of the previous or running WCCC Semi-Finals who finished in place 3 or 4 or scored at least 60% of the possible points but did not qualify for the Candidates' Tournament.

(d) the first and second placed players from a WCCC Preliminary section.

(e) the participants in a Final of the ICCF World Cup Tournament who finished in place 3 or 4 or scored at least 60% of the possible points. (This does not include the ICCF Veterans World Cup, Chess 960 World Cup or World Team Cup Tournaments.)

(f) the participants in one of the previous or running acknowledged Zonal Championships of tournament average rating at 2451 or higher who finished in place 3 or 4 or scored at least 60% of the possible points.

(g) the two top finishers from the acknowledged Zonal Championships of the tournament average rating at 2450 or below.

(h) those players, who, at the time of nomination have ratings of 2400 and higher, are entered through their own national organization.

(i) the holders of the Correspondence Chess International Master title with fixed ratings above 2500.

(j) the holders of the Correspondence Chess Senior International Master title with fixed ratings above 2450.

(k) the holders of the Grandmaster Title with ratings above 2400.

(l) those players who have a fixed rating above 2550.

2. Normally, a Semi-Final section will consist of 13 participants. The Title Tournament Commissioner shall have the power to increase the number of players to 15 or 17. Normally a maximum of 18 Semi-Final sections will be started each year.

3. Any player with a fixed rating of 2450 or above can ask to enter a WCCC Semi-Final section. The highest rated players will be accepted only to fill a section if the number of the entries will not be a multiple of 13, 15 or 17.

1.2.1.3. Candidates' Tournament

1. The following will be entitled to enter the WCCC Candidates' Tournament:

(a) the participants of one of the previous or running WCCC Finals who scored at least 50% of the possible points.

(b) the participants in one of the previous or running WCCC Candidates' Tournaments who finished in place 2 (in the exceptional event of only one qualifying place for the Final being available), 3 or 4 or scored at least 60% of the possible points but did not qualify for the Final.

(c) the first and second placed players in every WCCC Semi-Final group.

(d) the first and second placed players in a Final of the ICCF World Cup Tournament. (This does not include the ICCF Veterans World Cup, Chess 960 World Cup or World Team Cup Tournaments.)

(e) the first and second placed players from the acknowledged Zonal Championships of tournament average rating at 2451 or higher.

(f) all previous World Correspondence Chess Champions.

(g) the holders of the Grandmaster Title with at least 5 Grandmaster norms.

(h) those players who have a fixed rating of 2600 and above.

2. Normally, the Candidates' Tournament sections will consist of 13 participants. The Title Tournament Commissioner shall have the power to increase the number of players to 15 or 17. Normally a maximum of 4 Candidates' Tournament sections will be started each year.

3. Any player with a fixed rating of 2500 or above can ask to enter a WCCC Candidate's Tournament section. The highest rated players will be accepted only to fill a section if the number of the entries will not be a multiple of 13, 15 or 17.

1.2.1.4. Final of the World CC Championship

1. The following will be entitled to enter the WCCC Final:

(a) the first, second and third placed players from one of the previous or running WCCC Finals.

(b) the first and second placed players from the WCCC Candidates' Tournaments. The Title Tournament Commissioner shall have the power to vary this rule if, exceptionally, more than 4 Candidates Tournament sections are started in a year. Any such variation shall be included in the tournament announcement.

2. The Final normally consists of 17 participants.

3. The Final qualifications can be deferred only once, except for the former World Champions, who are entitled to enter once in any of the following Finals if they express their interest to participate and request their inclusion one month before the deadline at the latest.

4. Where vacancies exist for a Final, after all qualifiers wishing to play have been included, then the Executive Board may admit the next qualified players from the previous Final or Candidates, namely those who failed to qualify based on a tie-break. The Executive Board also has the right to grant up to two free places based on extraordinary international performance.

5. The title " World Correspondence Chess Champion" is awarded to the winner of the World Championship Final. Each World Champion is to be numbered according to the cycle being played. Each World Champion retains this title forever.

1.2.1.5. [Deleted]

[The deleted material can be seen in previous copies of ICCF Rules.]

1.2.1.6. [Deleted]

[The deleted material can be seen in previous copies of ICCF Rules.]

1.2.1.7. CC Olympiad (National Team World Championship)

1. The Correspondence Chess Olympiad will be played as team tournaments and may only be played by webserver.

Olympic cycles will start in each calendar year which is divisible by 4 (2020, 2024, ...). Following the example of the World Championship Finals for individuals, the start date could be in June. If at the beginning of the year when a new cycle is expected to start, some teams' participants of the next final are not known, all the decisive games will be adjudicated by a group of strong and highly skilled players who do not belong to countries that are directly or indirectly involved in determination of final participants.

2. The number of players in a team will be identified in the tournament announcement.

3. The tournament will consist of a preliminary round and a final round.

4. Normally, the final round will consist of no more than 13 teams.

5. Those ICCF member countries which have met their financial commitments are entitled to take part with one team each. At the discretion of the ICCF Executive Board, combined teams consisting of players from those countries with low levels of correspondence chess activity may be entered.

6. The first three teams of a final will qualify for the next final round.

7. The right to be promoted from the preliminaries as well as other details shall be determined by the ICCF Title Tournament Commissioner and approved by the Executive Board at the start of the tournament.

1.2.2. Promotion Tournaments

1. The promotion tournaments will be played in 3 classes:
(a) Open class, (b) Higher class, and (c) Master class.

2. Master class tournaments will consist of 11 player sections. Higher and Open class shall have 7 players per section. All correspondence chess players are eligible to participate unless they are under suspension from ICCF play. Correspondence chess players from non-ICCF member countries will have to enter via the Direct Entry programme and they are eligible to take part in the World Championship cycle.

3. Tie-breaking will be used to determine the winners of promotion tournaments.

4. The following players have the right to participate in Open class tournaments:

(a) a player new to ICCF or without an ICCF rating.
(b) a player rated below 1900 at the time of application.

5. The following players have the right to participate in a Higher-class tournament:
(a) a player rated 1900 to 2099 at the time of application.
(b) a player who has won an Open class tournament is entitled to one start in the Higher class, regardless of rating.
(c) a player without an ICCF rating who is nominated by the National Federation and accompanied by a statement of qualification.

6. The following players have the right to participate in a Master class tournament:
(a) a player rated 2100 or above at the time of application.
(b) a player who has won a Higher-class tournament is entitled to one start in the Master class, regardless of rating.
(c) a player without an ICCF rating who is nominated by the National Federation and accompanied by a statement of qualification.
Note: A FIDE rating will be considered as an unfixed ICCF rating, where applicable.

7. POSTAL: The previously listed WT/H and WT/M tournaments have been combined to a single tournament entitled WT/A for players rated 1900+. These tournaments have a 4-player double round robin format (6 games for each player). Unlike the server WS/M events, the WT/A tournaments can result in neither a qualification nor a half-qualification to WCCC Preliminaries.

1.2.3. World Cup Tournaments

1. A World Cup tournament will normally be started every fourth year beginning in 2020. It is scheduled to be marketed in the second quarter of the relevant year and start in the third or fourth quarter.

2. Each round will be completed in two years.

3. Each group will consist of 7-11 players in the preliminary round; 9-15 in the semi-final round and 13-17 in the final round. Each player plays one game with every player of the player's group simultaneously.

4. All groups of the preliminary and of the intermediate rounds start on the same day.

5. Each group winner (ties to be decided by ICCF Rule §1.3.4.2.) will be promoted to the next round together with the best runners-up of the groups (as decided by the tournament organiser). The group winners of the preliminary round and of the semi-final round each wins a prize. Prizes will be awarded to half the participants in the final round.

6. The winner of the final round has the right to take part in the final round of the next correspondence chess World Cup tournament without paying any entry fee. Participants

in the final round have the right to take part in the intermediate round of the next correspondence chess World Cup tournament.

7. Additionally, participants in a World Cup Final can achieve qualifications to participate in World Correspondence Chess Championship Semifinals and/or Candidate sections.

1.2.3.1. World Team Cup Tournament

1. This is a knockout multi-year team tournament, played in a 20 board “friendly match” format, with 2 games per player.
2. The triple block time control with guaranteed time is used with each round.
3. First-round is scheduled to commence in June 2021 and subsequent rounds are scheduled for each following June.
4. Winning teams advance until a single champion team remains.
5. The tournament is managed by the Non-Title Tournament Commissioner or appointed officer.
6. Multi-federation teams (e.g., a team representing Luxembourg-Belgium) or zonal teams are allowed, including unattached players to maximise participation.
7. Other operating rules will be as per the Euro Team Cup (except the limited list of eligible federations) Clarification: At the beginning of the first round, all teams receive their start numbers according to an average rating of the entered team which represents its national federation using the relevant ICCF rating list.
8. Medals and certificates are to be presented to the final winning team.

1.2.4. Norm Tournaments

1. ICCF norm tournaments comprise CCE Norm tournaments, CCM Norm tournaments, Master Norm tournaments, SIM Norm tournaments, and Grandmaster Norm tournaments. Organization of these tournaments is the responsibility of the Title Tournament Commissioner. Tournaments may be played by webserver or by post.

2. All sections of this tournament type offer title norms, which are specifically stated in the start list of the respective tournament section.

3. The qualifying ratings described herein for all norm events are players' official current ratings, not forecast ratings.

4. There are two types of CCE Norm Tournaments: CCE/B and CCE/A. For both types each section consists of 15 players (14 games for each player, 7 white and 7 black). Only those players who meet one of the following qualifications have the right to participate in a CCE Norm tournament:
--- Rating of at least 2050 on the latest ICCF rating list (or FIDE list, for ICCF unrated players) for CCE/B.
--- Rating of at least 2125 on the latest ICCF rating list (or FIDE list, for ICCF unrated players) for CCE/A.

5. There are two types of CCM Norm Tournaments: CCM/B and CCM/A. Each section of CCM/B consists of 17 players (16 games for each player, 8 white and 8 black).
Each section of CCM/A consists of 15 players (14 games for each player, 7 white and 7 black).
Only those players who meet one of the following qualifications have the right to participate in a CCM Norm tournament:
--- Rating of at least 2200 on the latest ICCF rating list (or FIDE list, for ICCF unrated players) for CCM/B.
--- Rating of at least 2250 on the latest ICCF rating list (or FIDE list, for ICCF unrated players) for CCM/A.

6. There are two types of Master Norm Tournaments: MN/B and MN/A. For both types each section consists of 13 players (12 games for each player, 6 white and 6 black).
Only those players who meet one of the following qualifications have the right to participate in a Master Norm tournament:
--- Rating of at least 2300 on the latest ICCF rating list (or FIDE list, for ICCF unrated players) for MN/B.
--- Rating of at least 2350 on the latest ICCF rating list (or FIDE list, for ICCF unrated players) for MN/A.

7. There are two types of SIM Norm Tournaments: SIM/B and SIM/A. Each section of SIM/B consists of 13 players (12 games for each player, 6 white and 6 black).
Each section of SIM/A consists of 15 players (14 games for each player, 7 white and 7 black).
Only those players who meet one of the following qualifications have the right to participate in a SIM Norm tournament:
--- Rating of at least 2380 on the latest ICCF rating list (or FIDE list, for ICCF unrated players) for SIM/B.
--- Rating of at least 2420 on the latest ICCF rating list (or FIDE list, for ICCF unrated players) for SIM/A.

8. There are two types of Grandmaster Norm Tournaments: GMN/B and GMN/A. Each section of GMN/B consists of 13 players (12 games for each player, 6 white and 6 black).
Each section of GMN/A consists of 15 players (14 games for each player, 7 white and 7 black). Only those players who meet one of the following qualifications have the right to participate in a Grandmaster Norm tournament:
--- Rating of at least 2455 on the latest ICCF rating list (or FIDE list, for ICCF unrated players) for GMN/B.
--- Rating of at least 2485 on the latest ICCF rating list (or FIDE list, for ICCF unrated players) for GMN/A.

9. Holders of the ICCF or FIDE Grandmaster title or players with a fixed rating of 2600 or above on the latest ICCF rating list may participate in Grandmaster Norm Tournaments free of charge.

10. Players without the qualifications listed in subsections 4 through 8 above will not be allowed to participate in the listed norm tournaments.

11. The specific norm tournament in which a player will be seated will be determined by the following considerations:

a. The norm event for which the player qualifies (by rating) is initially determined at the time of registration. If there is no new official rating list prior to that event's going online, that initial qualification becomes the final one.

b. If a new official rating list becomes available after a player has registered, but prior to the event's going online, the player's qualification will be modified, up or down, based on the new official rating.

c. Once an event is online, there will be no changes to the norm event in which a player is entered.

12. A player may only start one webserver norm tournament in each 3-month cycle (January to March, April to June, July to September, and October to December). A player may only start one postal norm tournament in each calendar year.

1.2.5. Champions League

1. The Champions League is a tournament for teams of four players. Players within a team may be of any nationality or mixture of nationalities. Each team must have a designated team captain and a name, preferably related to correspondence chess or chess in general.

2. Organization of the Champions League is the responsibility of the Non-Title Tournament Commissioner. All sections of the Champions League are played by webserver. The playing rules in effect are those contained in these ICCF Rules.

3. The League is played in seasons lasting approximately 2 years, with promotion and relegation at the end of each season. There are three divisions: Division A, Division B, and Division C. Division A is comprised of one group, while divisions B and C have multiple groups (entitled Group 1, Group 2, etc.). All three tiers of the Champions League must start simultaneously and have a 2-year playing time. With time allowed for new entries to be taken and any adjudications to be finalized, new seasons are expected to start every 2 years 3 months to 2 years 6 months apart.

4. Groups will normally comprise 11 or 13 teams, but these numbers may be varied as necessary to accommodate all entered teams. The composition of each division and the numbers of teams to be promoted and relegated will be determined for each season based on the number of entered teams and will be announced as soon as possible after the closing date for entries.

5. No player may play for more than one team in a season. Players may transfer from one team to another only at the beginning of each new season.

6. New teams may enter the Champions League at the beginning of any new season. Changes of team name between seasons are allowed.

7. A team is permitted to replace players during and between the seasons. The number of replaced players is limited only to the following rule: If all the four players in a team are changed within two seasons, then the team will normally be relegated to a lower division. Exceptions to this rule are possible at the discretion of the Non-Title Tournament Commissioner.

1.2.6. Special Tournaments

1. The ICCF Memorial <2300 Team Tournament

The ICCF Memorial <2300 Team tournament is an ICCF tournament, open to all ICCF federations. This tournament follows the same outline as the Olympiad except with a maximum rating limit of 2300* and that the schedule for this tournament is flexible and will be determined by the Non-Title Tournament Commissioner (NTTC). Title norms, such as IM, CCM, and CCE, can be earned in this event. (* Rule clarification: This rating requirement applies only at the time of the official start date for the tournament, meaning a player with a current rating of 2300+ can serve as a substitute if that player's rating was <2300 at the time of the tournament's official start.)

2. Special tournaments e.g., invitational, or memorial tournaments, thematic tournaments, etc., will be announced separately by the ICCF Executive Board.

3. Organization of international correspondence chess tournaments by national correspondence chess organizations require the approval of the ICCF World tournament director before their announcement. Invitations to individual players for such authorised tournaments must be made with the permission of the national federation of which the player in question is a member or associated player (or permission of the relevant Zonal Director if the invitation is to go to an isolated player).

1.3. Tournament Organization Rules

1.3.1. Organizational rules applicable to all ICCF tournaments

Normally, the entry fee for each tournament will be decided by Congress. Entry to a tournament will be accepted only if it is accompanied by payment of the entry fee to the collection agency designated by the ICCF.

Unless explicitly stated otherwise, each player plays one game simultaneously against each of the other players in the tournament or section. The colour is to be decided by lot.

For multi-round and promotion tournaments (including the WCCC series of events), a positive score is required for a first-place finish to be awarded. If no player in these types of tournaments (for any specific place, whether first, second, etc.) achieves a positive score, then no player is awarded qualification (for that place) to the next round or to the next higher class.

Any event involving players from more than 1 member federation* (MF) must use all ICCF rules, in the same way that all ICCF rules are mandated for norm-eligible (title) events. The only exceptions are (1) the ICCF free 2-game matches where the withdrawal and adjudication rules are not to be applied even if the players are from different MFs, and (2) and the tiebreak rules for Hutton system events.

[* Each player's member federation is determined using either of two methods: (1) the flag under which the player is registered, and/or (2) the player's country of residence (if the player has personally allowed that information to be available on the server at the time an event is being organized). Isolated players, not being from an MF, are not to be counted as representing an MF.]

Any promotion to a higher section or (other-than-norm) prize or event-related title in an ICCF event requires a plus score from all non-cancelled games, no matter the final placement in the completed section (that is, no matter if first, second, third or fourth place). This requirement is to be applied to both individual and team events (with the team's overall score being of relevance, not scores of individual members). Clarification: This rule must be implemented for all events and sections of events using "all ICCF rules". However, earning a qualification to the same level section such as is earned by a third or fourth place finish in the WCCC Candidates, will continue **not** to require a plus score. Additionally, the usual tiebreak rules will apply for these situations as described by current rules. The results needed to earn any title norm, as determined near the beginning of an event, are not affected by the requirement of a plus score to promote.

TEAM: For all international rated team events, players may only play on one board. The only exception is in friendly matches [as defined in ICCF Rules 1.3.2.(6).] This new rule includes substitute/replacement players. They cannot be players who already were registered on another board on the same team in the same level of the same event (again except in friendly matches).

TEAM: No player can become a substitute/replacement player if already serving or having served on a different board on the same team [except in a friendly match as defined in ICCF Rules §1.3.2.(6)].

TEAM: A player who already played on a team that has since been eliminated from an international rated competition cannot then serve as a player on a different team in the same event. This rule applies: (a) if both teams are sponsored by the same member

federation, and/or (b) if the two teams will never play against one another, and/or (c) if the two teams are in different sections of the event.

Put another way once a person has played in an event and the player's team has been eliminated, that player's participation in the event is over. This rule applies to teams within a season of the Champion's League but does not apply across seasons. The rule also applies to events like the Olympiad, preventing any player who is a member of two different member federations from playing on two teams by participating sequentially. In situations where new players are recruited for a team that was not eliminated in a promotional event, the new players cannot consist of anyone who already participated in the event on a team that was eliminated.

TEAM: A team may only have one designated team captain (TC) at any time. A backup TC can be designated but that backup person cannot serve in any way as a TC while the originally designated TC is actively listed as the TC.

TEAM: Any team in any event using "all ICCF rules" must always have a minimum of four (4) different players throughout the competition. That includes if substitutions and/or replacements are made during the event.

1.3.2. Rules specific to international team tournaments & friendly matches

1. International team tournaments must be conducted by a tournament director.

2. Each team must have a team captain.

3. With the exception described in paragraph 6 below, the tournament notices are to contain:
(a) the name of the organisation which is promoting the tournament,
(b) the teams entitled to take part in the tournament and the condition of selection,
(c) the conditions for conducting the tournament: the maximum number of teams in the preliminary round groups, the semi-finals and finals, regulations for admission to the next higher round,
(d) the number of boards in each team,
(e) the number of games to be played at each board,
(f) the starting date and the intended concluding date of the tournament,
(g) the name of the tournament director (TD).

4. The TD will maintain contact with the team captains. Direct contact with each player in a postal event is not desirable except when it is unavoidably necessary. In server events, however, direct contact between the players and the TD is expected.

5. In the case of disputes, the team captains must make every effort to come to agreement with each other in addressing minor issues and only if this fails, or the issue is major, to refer the matter to the TD. [The difference between a minor and major issue

is described in §3.1.1(b).] However, the TD remains responsible for the conduct and progress of the tournament and may intervene directly if necessary.

6. A friendly match (defined as a team match involving only two teams where both of the teams are associated with either a member federation (MF) or a specific zone, and the two jurisdictions (MFs, zones) differ; or one of the teams is associated with a specific MF or zone and the other team is categorized as "rest of the world") are to follow rules standard to all other ICCF-approved events (defined in §3.17.1.1.), though the announcement requirements from paragraph #3 above can be relaxed due to the fact only two teams are involved.

The following definitions of a team are also allowed to constitute a friendly match team even if not meeting the portion of the definition above. The player numbers below reflect the number of people listed on the ICCF server playing under the MF's flag on "active" status:
(1) Any MFs with fewer than 17 players each can combine into a single team to participate in a friendly match,

(2) Any single MF with 17-37 players can combine with any number of MFs with fewer than 17 players into a single team to participate in a friendly match,

(3) Any two MFs with 17-37 players each can combine and still play as a single team in a friendly match. One exception within this paragraph: no team consisting of combined MFs will be allowed to play against a team involving one or more players from any of those same MFs and still be considered a friendly match.

Additionally, a match between an established member federation and a team of players from one non-member country where that country is already in the process of working with an ICCF official to apply to become a member federation also constitutes a friendly match.

Additionally, a team can be formed representing certain regional parts of the world. Approved regions for friendly match teams are the following: Africa, Asia, Balkan countries, Baltic countries, Benelux, Caribbean, Central America, Eastern Europe, Europe, Middle East, Nordic countries, North America, Oceania, Patagonia, South America, and Western Europe. There are two restrictions to forming a friendly match team based on a region: (1) Even if there is ambiguity as to which region a member federation (MF) falls (example: Mexico may be in Central America or North America), no MF can be represented on both teams of the same friendly match. Additionally, (2) no region can be further subdivided in defining the eligibility of players to participate if it means some players from that region are not being allowed to be eligible. A region is the whole area, not a parcel of it, in terms of players being eligible to participate.

Friendly match teams can include isolated players if without those players the remaining set of players constitutes a proper combination of players for a friendly match team as defined above.

1.3.3. Rules specific to different types of tournaments

1. Arrangements for all ICCF approved international invitation*, open*, and regional** tournaments organized by ICCF member federations (MFs) or ICCF zonal directors must be in accordance with the principles and aims defined in the ICCF Statutes.

*Differentiating Open from Invitational International Events:

(a) An open international event is one in which a wide range of players are invited to participate en masse at least in the initial level of the event. The "wide range of players" is described by no more than a single categorical description of those who are eligible (such as everyone in Europe, everyone from Great Britain, all CCE's & CCM's, everyone rated lower than 2000, anyone claiming to be a member of the clergy, etc.), though separate sections can be formed based on other considerations (such as players' ratings divided into subsets of the total range of players who register). Stated another way, players within the specified category of players all have a right to participate. Everyone who wishes to participate (who meets the eligibility requirement) can play; that is, they have a right to participate in the sense they can register themselves for the event without further restrictions (except if on the ICCF suspension list). A quite common feature of an open event is that at least the initial level of the event involves multiple sections, such as in "cup" events. The initial level of such an event almost never allows the earning of an IM norm or higher. Progressive events (that is, with preliminary and subsequent sections) quite commonly are open events.

Procedurally, invitations do not need to be made through National Delegates/Zonal Directors; but are typically made en masse.

(b) An invitational international event is one in which the potential list of participants is significantly limited (including using multiple simultaneously employed categorical limitations). These events typically have a single section for the whole event, or at most for each rating range/threshold; and the eligibility for norms for IM, SIM, and/or GM is common. Players do not have a right to participate (that is, to register) without a proper nomination/invitation.

Procedurally, the solicitation for participants must be conducted through requests for nominations of players to National Delegates/Zonal Directors. (A TO may express a preference to the ND/ZD about who is nominated, but the ND/ZD has the final decision about who is nominated.) A quite common feature of an invitational event is that there is only one section in which all participants play (that is, they are neither in multiple sections nor progressive in nature).

(c) If there seems to be a lack of clarity about whether an event is an open versus invitational event, the TO is to presume the rules for an invitational event apply.

Federations may run an unlimited number of invitational tournaments, provided:

- Approval is granted by the ICCF World Tournament Director
- No entry fee is charged
- Invitations are issued correctly

Federations may run up to two open tournaments per year for which an entry fee is charged, provided:

- Approval is granted by the ICCF World Tournament Director
- The ICCF Finance Director confirms that the federation is in good financial standing before player recruitment is started
- The use of Direct Entry (DE) is required for all webserver open tournaments.

** Defining the Regional Event

Regional tournaments are individual or team events involving from two to six member federations. The structure, entry fee, prizes, etc. are internal matters for the participating federations to agree upon but must be declared on the application to the WTD. Player recruitment arrangements are determined by the organisers. There is no limit to the number of regional tournaments which can be organised.

Regional tournaments have all the following properties:

- Regional tournaments are the responsibility of between two and six participating member federations.
- Applications for regional tournaments must be submitted to the ICCF WTD at least one month before it is due to start. It must not be advertised until ICCF approval has been formally confirmed. All participating member federations must be signatory to the application.
- Regional tournaments must use standard ICCF rules.
- Only players from the participating federations and isolated players may participate.
- The ICCF Finance Director will invoice the first applicant at the rate listed in the Financial Regulations.
- If the first applicant falls into arrears with ICCF, the other applicants will be become liable for any debt outstanding from the tournament.
- Regional tournaments may be rated and may carry title norms provided they meet the necessary criteria, and these characteristics are approved as part of the WTD application.
- Regional tournaments do not qualify for ICCF medals or certificates.
- As ICCF sanctioned international tournaments, the games count towards the IA title for the tournament director.

2. Applications for ICCF recognition of international tournaments must be submitted to the World Tournament Director (WTD) who has delegated authority to approve such tournaments or provide recommendations to Congress. The WTD must report to the next Congress on all approved applications for formal ratification and inclusion in the Minutes. Where, in the opinion of the WTD, there could be a potential problem (for

example, involving a breach of these guidelines or issues related to another ICCF MF) the WTD shall have the right to refer the application to the next Congress for debate and consideration. Approvals of applications for multiple tournaments/groups from any federation may be subject to a referral to the Congress if the WTD considers it appropriate.

3. Applications for invitational tournaments must be submitted at least 3 months before the intended start date of the tournament and all approvals granted will lapse if a tournament has not been started within 6 months of the approved start date. In such a situation, a renewed approval application is required, and invitations must not be issued until renewed approval has been granted.

4. Applications for open tournaments must be submitted to the ICCF WTD at least 3 months before it is due to start. It must not be advertised until ICCF approval has been formally confirmed. The WTD will consider the number of similar events which are planned concurrently and any ICCF open tournaments that are due to start, before giving formal ICCF approval.

5. Invitations to international invitation tournaments must be made via the member federations from whom players are being invited or in the case of isolated players, one or more zonal directors. No invitations are to be made until after formal approval of the tournament has been received. **No invitations shall be sent directly to the players.** (See §4.5.2. for more detail.)

6. All approved tournaments will be played under ICCF playing rules as described in §2 of this document, and the ICCF Appeals Commission will act as the appeal authority. The TD shall be selected according to the regulations in §4.8 of this document.

7. Bearing in mind that ICCF approved tournaments enjoy an official international status, with title norms (where eligible), ratings and other services provided, a scale of registration and rating fees will apply. These are payable to ICCF, for the year in which tournaments start. The fees are defined in the “ICCF Financial Regulations” document.

8. All approval requests must include details of the prizes offered, and the source of the prize fund. Where a federation has previously met problems paying prizes promptly, it will be a condition of approval that the entire prize fund be deposited with ICCF prior to the start date. In these circumstances, the deposited monies will be invested securely, any interest accrued will be credited to the national federation, and the ICCF Financial Director will be responsible for the prompt payment of all prizes. All other financial details (appearance fees…) must be included in the request sent to the WTD.

9. Title norms in international invitational and open tournaments need to be formally described and potentially ratified by the Qualifications Commissioner’s report to Congress.

1.3.4. Tie-breaking

1. Tie-breaking is used in all tournaments organized by ICCF unless the tournament announcement specifically states that ties will not be broken. The following will apply for two or more players, or two or more teams, with the same number of points:

2. Individual tournaments:

2.1. (Single or double) round robin

(a) number of wins by each tied player in the tournament (the Baumbach tie-breaking system),

(b) if after “a” the tie persists, then the points evaluation by the Sonneborn-Berger-System,

(c) if after “b” the tie persists, then the results of the tied players against each other.

2.2. (Single or double round) Silli system

If a tie persists after the standard tie-breaking procedures:

(a) Buchholz cut 2 (Buchholz score reduced by the two lowest scores of the opponents),

(b) if after “a” the tie persists, then Buchholz cut 1 (Buchholz score reduced by the lowest score of the opponents),

(c) if after “b” the tie persists, then Buchholz (the sum of the scores of each of the opponents of a player),

(d) if after “c” the tie persists, then Buchholz 2nd stage (adding Buchholz of player’s opponents),

(e) if after “d” the tie persists, then number of wins by each tied player in the tournament (the Baumbach tie-breaking system)

3. Team Tournaments:

3.1 (Single or double) round robin:

(a) tie-breaking based on team results (2 additional points for a won match, 1 additional point for a drawn match),

(b) if after “a” the tie persists, then the results of the tied teams against each other,

(c) if after “b” the tie persists, then the better individual result on board1 (following board 2, 3, etc.) (Clarification: The “better individual result” is determined using the applicable individual tiebreak system listed above, if necessary.)

3.2. (Single or double round) Scheveningen system:

(a) By default, the team result (2 points for a won match, 1 point for a drawn match, 0 points for a lost match) decides first, and then the total result of all players in a team.

(b) if after “a” the tie persists, then the results of the tied teams against each other,

(c) if after “b” the tie persists, then the better individual result on board1 (following board 2, 3, etc.) (Clarification: The “better individual result” is determined using the applicable individual tiebreak system listed above, if necessary.)

4. The organizer of the tournament (TO) is entitled to set up further tie-breaking procedures but only a procedure to be implemented following those enumerated in “2” and “3” above. These additional procedures must be indicated no later than the TO’s posting of the start list of the tournament.

5. If players or teams are still tied after all relevant tie-breaking procedures have been used, the players or teams will be considered equal.

1.4. The ICCF rating system (also see Appendix 1)

1. It is the sincere wish of the ICCF to award equivalent titles for equivalent achievement. Under the ICCF rating system, each player obtains a rating based upon a statistical algorithm, calculated from tournament results over a period of many years.

2. The tournaments which are taken into the rating system are:
(a) All ICCF tournaments except thematic tournaments,
(b) principal zonal tournaments, team championships, master class, higher class and open class promotion tournaments,
(c) national tournaments, subject to an agreement with the Qualifications and Ratings Commissioner. At least the final of a national championship, team championship, or cup final,
(d) other individual and team tournaments including “Scheveningen” type events and Chess 960* events, authorized by the ICCF-Congress or Executive Board,
(e) friendly matches between countries.

* Chess 960 events are rated in their own rating system and are not combined for rating purposes into the “normal” chess rating system.

Rated tournaments must have a minimum reflection time of 20 days for 10 moves in postal and 150 days for 50 moves in electronic transmission. Tournaments with postal transmission will be evaluated only if they are administered on the ICCF Webserver. Responsible for this task are the TDs and the delegates of the national federations, respectively.

3. Each player who has completed games in the tournaments referred to in paragraph #2 above receives a rating. This rating will be published only if the player has completed at least 12 games. A rating based on at least 30 completed games is a “fixed” rating.

4. At the beginning of a tournament, start ratings are assigned for those players with a published rating in the applicable ratings list. For newer players, FIDE ratings may be used if available, failing which a player would be regarded as having a rating equal to the tournament level. For start ratings, ICCF considers only those FIDE lists which are valid starting at the same time as ICCF rating lists do, which means 1.1, 1.4, 1.7 and 1.10 of every year. In case of an incorrect or obviously inappropriate value, the Qualifications and Ratings Commissioner may adjust such a start rating to a more realistic value, even if the tournament is already ongoing. When a game is finished, the rating calculation procedure will use a player’s rating from the newest rating list for those players with a published rating; otherwise, the start rating is used. However, if a player’s current rating is lower than that player’s start rating; the new ratings for that player’s opponents are calculated using the player’s start rating.

5. A new rating list will be released four times each year. The ratings are valid from January - March, April - June, July - September and October - December, respectively and are based on the results which were reported at least one month before. The lists will be available on the ICCF webserver two weeks before their validity date.

6. The rating list shall contain:
(a) the effective date
(b) the name and federation of each player with at least 12 rated games,
(c) the ICCF title held by each player listed,
(d) the current rating and the number of rated games for each player listed,

7. Players who do not qualify for a new rating because they have not finished a game during the evaluation period, remain on the active list because
(a) they have finished a ratable game during the recent two calendar years, or
(b) they are participating in at least one running tournament (rated or unrated). Other players retain their most recent published rating but are no longer shown in the published list. However, the webserver shows all players with their valid rating.

8. See Appendix 1 for details of how ratings are computed.

1.5. ICCF Titles: What they are and how they are earned (Also see Appendix 2)

1.5.1. Basic elements: title norms and games played

1. In all ICCF title tournaments, title norms are established by determining whether a player's total score in a tournament is equal to or better than would be expected by a player with a minimum rating for that title. This involves calculating the winning expectancy against each opponent first, summing these winning expectancies (see Appendix 2, item 2.2), and then comparing the player's total score to this sum. Title norms may also be available in "Scheveningen" type events. Title norms gained in normal tournaments and Chess 960 tournaments are not equivalent. Therefore, titles cannot be awarded upon fulfillment of mixture of norms. Previous event categories (minor and major) can be still used for marketing purposes (see Appendix 2, item 2.11.).

2. In all ICCF title tournaments, each player plays one game simultaneously against each of the other players in the tournament or section (except in tournaments using the Silli pairing system). Subject to approval by the ICCF Congress or the WTD, players may be allowed to play two games simultaneously against each of the other players in special promotional events.

3. The principle of "overscore" (used in the following §1.5.2.) represents the fact that the player has achieved a higher score than the minimum required for that particular title norm and the number of players, in that particular tournament. If a player's total score in a tournament exceeded the score required to earn the norm by 0.5 points or more, the extra points or "overscore" would then apply to the total game count for being awarded the title. The rationale is that the player could have played extra games, lost them, and would still qualify for a title based on a higher number of players. For details see Appendix 2, International Correspondence Chess Title Regulations, item 2.2.c).

4. See Appendix 2 for further details of how title qualifications are determined.

1.5.2. Titles and their requirements

1. The ICCF awards the following titles:

(a) Correspondence Chess Grandmaster (GM),
(b) Correspondence Chess Senior International Master (SIM),
(c) Correspondence Chess International Master (IM),
(d) Correspondence Chess Master (CCM),
(e) Correspondence Chess Expert (CCE),
(f) International Arbiter of the ICCF (IA).

2. The title "Correspondence Chess Grandmaster" is not limited in time and is awarded to:
(a) those players who gain places 1-3 in the WC final,
(b) the player who has the best result on board 1 in the final of the CC Olympiad,
(c) those players who gain at least two grandmaster norms in international title tournaments with a total of at least 24 games. This number of games may be reduced if the player overscores sufficiently to achieve the standard norm requirements over 24 games. [The requirement for at least 5 GM opponents while earning GM norms to earn the GM title was discontinued as of the end of Congress 2020 but not retroactively.]
(d) those players for whom the national federation makes an appropriately qualified application. For this, a two-third's majority vote of Congress must be obtained.

Titles earned under 2(a), (b), or (c), will be granted and awarded without any prior application from the player's member federation.

3. The title "Correspondence Chess Senior International Master" is not limited in time and is awarded to:
(a) those players who take first place in the ICCF World Cup Tournament Final.
(b) those players who achieve at least two senior master norms in international title tournaments with a total of at least 24 games. This number of games may be reduced if the player overscores sufficiently to achieve the standard norm requirements over 24 games. However, one or more international master result over a total maximum of 14 games in an event or events which started or were approved prior to the Daytona 2000 Congress, will count towards a Senior International Master title.
(c) those players for whom the national federation makes an appropriately qualified application. For this, a two-third's majority vote of Congress must be obtained.

Titles earned under 3(a) or (b) will be granted and awarded without any prior application from the player's member federation.

4. The title "Correspondence Chess International Master" is not limited in time and is awarded to:
(a) those players who qualify for the World Championship Final or gain a master norm in a Candidates' tournament,
(b) the player who takes first place in the World Correspondence Chess Ladies' Championship,
(c) those players who gain two or more master results in international title tournaments with a total of at least 24 games. This number of games may be reduced if the player overscores sufficiently to achieve the standard norm requirements over 24 games.
(d) those players for whom their national federation makes an appropriately qualified application. For this, a two-thirds majority vote of Congress must be obtained.

Titles earned under 4(a), (b), or (c) will be granted and awarded without any prior application from the player's member federation.

5. The title of "Correspondence Chess Master" is not limited in time and is awarded to:

(a) those players who gain places 1-3 in the World Ladies' Championship final,
(b) (deleted)
(c) those players who achieve two or more correspondence chess master results in international title tournaments with a total of at least 24 games. This number of games may be reduced if the player overscores sufficiently to achieve the standard norm requirements over 24 games.
(d) those players for whom their national federation makes an appropriately qualified application. For this, a two-thirds majority vote of Congress must be obtained.

Any Ladies Grandmaster (LGM) norms earned in events starting before 1 January 2016 will count towards the CCM title. Anyone holding the LGM title can have that title changed to CCM simply by request at any time.

Titles earned under 5(a) or (c) will be granted and awarded without any prior application from the player's member federation.

6. The title "Correspondence Chess Expert" is not limited in time and is awarded to:
(a) those players in the World Correspondence Chess Ladies' Championship Final who score at least 60% of the possible points,
(b) (deleted)
(c) those players who achieve two or more correspondence chess expert results in international title tournaments with a total of at least 24 games. This number of games may be reduced if the player overscores sufficiently to achieve the standard norm requirements over 24 games.
(d) those players for whom their national federation makes an appropriately qualified application. For this, a two-thirds' majority vote of Congress must be obtained.

Any Ladies International Master (LIM) norms earned in events starting before 1 January 2016 will count towards the CCE title. Anyone holding the LIM title can have that title changed to CCE simply by request at any time.

Titles earned under 6(a) or (c) will be granted and awarded without any prior application from the player's member federation.

7. The title "International Arbiter of the ICCF" is not limited in time and will be awarded based on a combination of quantitative and qualitative criteria. Those criteria are listed in §1.5.3(1).

1.5.3. Application procedures

1. The title of International Arbiter (IA) is the only title requiring the filing of an application (beyond those under special, atypical circumstances - see paragraph 2). The IA title is awarded by the Qualifications Commissioner (QC) if the candidate meets the requirements. (If the QC is not clear that the IA requirements are met, the QC must refer the decision to the Congress.) The application must be sent to the Tournament Director Committee (TDC) Chair (who will forward it with a

recommendation to the QC) by the player's member federation (MF). If the player's MF refuses to apply, the player can appeal to the Appeals Committee and if approved by the Appeals Committee, apply for the title on the person's own. Likewise, if the player resides in a location with no MF, the player is permitted to file the application on the person's own.

All applications must be submitted by the member federation to the TDC together with details of all qualifying tournaments and the name and email address of the TD mentor before the formal submission to the QC. The TDC will check:

a) Fulfillment of the quantitative requirements:

- in server tournaments (or a combination of server and postal events), the TD must have directed over 2000 completed games all from ICCF qualifying tournaments* and involving a minimum period directing events of 2 years all while being mentored, or

- in postal tournaments, the TD must have directed over 1000 completed postal games all from ICCF qualifying tournaments* and involving a minimum period directing events of 4 years all while being mentored, and

b) Fulfillment of the qualitative requirements, as determined by the quality of the TD's work pertaining to behaviours 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 TDC will be asking for this assessment by the mentor TD, as well as from other ICCF officers if necessary.

The TDC then will report recommendations to the member federation and the QC. IA titles become effective immediately upon acceptance by the QC but are awarded at the ICCF Congress.

*ICCF qualifying tournaments include all Zonal Promotional, Championship, and Invitational tournaments (as long as the event was open to an international set of players in this or earlier sections of the event), ICCF Promotion tournaments, Championship & Norm tournaments, international title tournaments, thematic tournaments, Aspirer tournaments, World Cups, World Team Cups, ICCF Memorial 2300 Team Tournament, webserver opens, friendly matches**, ICCF free matches, Champions League and Direct Entry Anniversary Open; all including Chess 960 events of these types. (National tournaments 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 specification went into effect.

** A friendly match is defined in §1.3.2.(6).

2. MFs are permitted to submit applications for player titles under special, atypical circumstances, such as for a player posthumously. These applications are to be filed to

the QC. The QC will award such titles in clear cases, but if in doubt can instead forward the application for Congress to decide, with or without a recommendation to the Congress. The QC is allowed some discretion from the exact requirements in awarding titles posthumously.

3. Submissions for the posthumous award of ICCF Titles may only be made within 2 years following a nominee's death.

1.5.4. Awarding of titles

1. Every titleholder receives a certificate, which is awarded by Congress or in the case of CCE/CCM available as a downloadable document. Every titleholder is also entitled to a medal.

ICCF will produce medals for the CCE and CCM titles. Sufficient medals to award to a federation's title holders not able to attend Congress will be distributed to the member federation delegate (or appointed designee) at Congress.

Medals will only be provided if the member federation delegate is attending Congress or has nominated a person to receive and distribute the medals at least six weeks in advance of Congress.

Players attending Congress will be presented with a medal and certificate during the award ceremony. Medals for players not attending Congress will be handed to the member federation delegate (or appointed designee) and not be formally awarded during the ceremony. The member federation delegate (or appointed designee) is responsible for ensuring the awards are distributed to their players.

2. Direct titles may be awarded for specific results in specific championship events as identified in these regulations (see §1.5.2. paragraphs 2(a) & (b); 3(a); 4(a) & (b); 5(a) & (b); and 6(a) & (b)). Such titles are confirmed by the QC. The MFs concerned are informed by the QC.

3. All international titles confirmed and registered by the QC shall appear in the QC report so that Congress is informed of these titles.

1.5.5. Use of titles

1. An international title is officially valid from the date of confirmation and registration by the QC.

2. The title can be used for results of opponents only in tournaments starting after the confirmation.

3. Use of an ICCF title or rating to subvert the title or rating system may subject a person to revocation of his title upon recommendation by the QC, the Disciplinary Committee, and final approval by Congress.

1.6. Player eligibility

Player eligibility for different events is determined in the following way:

1. First, for the sake of clarity, there is a distinction made between "national team events" and what might be called "internationally-represented" team events. A national team event (such as the Olympiads or zonal team championships) is a team event specifically requiring each team to represent a single member federation (MF), while other ("internationally-represented") team events (such as the Baltic Sea Cup or in Chessfriends Rochade 5171) have no such mandate. The issue of player eligibility only pertains to national team events (as anyone an organizer wishes to allow can play in team events of the other type).

2. For national team events, eligible players are those that are (a) defined by the MF as a member, or (b) if the MF does not define individual players as members, play under its flag. Players living outside the MF country boundaries are not eligible to play in these events unless they are (c) officially defined as a member of the relevant MF despite living elsewhere, or (d) if the MF does not define individual players as members, play~~s~~ under its flag despite living elsewhere.

3. A player is eligible to play in zonal tournaments if (a) the player is defined by an MF of the zone as a member of that MF, or (b) if the MF does not define individual players as members, the player plays under the flag of an MF of that zone. Additionally, if a player is an isolated player living in a country reasonably considered part of that zone (no matter what flag the player plays under), that player is also eligible to participate.

4. Any time a player changes the country to which the player is affiliated, the player must also change the flag under which the player plays to that of the chosen country. This will be done by the Qualifications and Ratings Commissioner.

1.6.1. Rights of isolated players

1. Isolated players have the right to use the facilities and services of ICCF and receive support from all relevant ICCF officials.

2. Isolated players have the right to enter any ICCF event for which they are qualified, through the Direct Entry system; where there are problems using the Direct Entry system (for example PayPal issues), the Finance Director will make mutually convenient arrangements with the affected players.

3. Isolated players have the right to an ICCF rating.

4. Isolated players have the right to earn ICCF norms and titles and will be awarded medals and certificates where applicable.

5. For Appendix 2 (1d and 1e) the flag of an isolated player is to be considered equal to that of a member federation (though in a limited way as described in Appx 2).

6. Isolated players may act as ICCF tournament directors, tournament organizers and other officials, including membership of the ICCF Management Committee but excluding the ICCF Executive Board (EB).

7. Isolated players may be nominated as candidates in the ICCF Executive Board elections.

8. Isolated players are not represented by a voting member at ICCF Congress, though the interests of isolated players may (and are to) be voiced by members of the EB.

9. Countries not represented by a member federation may not enter a representative team in ICCF Olympiads. However isolated players may represent member countries providing they are a member of that country's national federation. (This membership by an isolated player only applies for federations that have an individual membership programme.) Additionally, combined "isolated players" teams may enter Olympiads and other international team tournaments at the discretion of the ICCF EB.

1.7. Code of conduct

1.7.1. General principles

ICCF, as the world authority for all forms of correspondence chess, has clearly defined principles and aims, which are described in its statutes. These include the important concept that "ICCF …supports and promotes close international co-operation between chess players, enthusiasts, and FIDE, thereby aiming to enhance contact and friendly harmony amongst the peoples on the world". In 1984, ICCF adopted the motto "Amici Sumus" (we are friends) and this is the underlying philosophy in setting behavioural standards for players, for officials and for member federations (MFs). This must prevail in all communications between players in a game of CC, between players and tournament directors, officials of ICCF and international contacts of member federations. Sending an abusive, obscene, or objectionable communication is not acceptable, under any circumstances. These guidelines are to clarify the kind of behaviour that is expected and include disciplinary and appeals procedures for dealing with instances where the principles and philosophy may not be evident in practice.

All international tournaments organized or approved by ICCF are subject to these guidelines, including the disciplinary and appeals procedures. Applications from ICCF

zonal TOs and MFs for approval of tournaments will imply their acceptance that these guidelines and procedures will apply to such tournaments without exception.

ICCF is composed of MFs and therefore, any criticism of ICCF is criticism of MFs and their delegates. We all have a collective responsibility for ensuring the high reputation and authority of ICCF and its constituent MFs are not undermined. Of course, there are occasions, especially with more difficult or controversial issues where a decision is reached by the ICCF Congress (the voting members) which does not match the view of an individual or that individual's national federation. In such an event, the correct approach is for that delegate/member federation to request that the matter be discussed again by Congress.

ICCF is a democratic organization and major issues are decided by Congress by the proper voting of members (ICCF officials do not have any voting rights) and, therefore, decisions of Congress are to be accepted and respected by all of its member federations acting in a responsible manner. However, it is important to recognise that these arrangements are intended for "international" CC matters and are not either "in place of" or related to any sanctions applied by member federations for disciplinary issues concerning domestic tournaments, national membership, or their other rules.

The code of conduct guidelines are provided to give a clear framework for the behaviour of players, officials, MFs, and ICCF generally. The "Amici Sumus" philosophy must permeate throughout ICCF and the activities of all players and officials. It is the duty of ICCF officials and TDs to offer a good quality, fair and prompt service to players and to other officials who are also providing tournament services to players, e.g., ratings, qualifications, etc.

Code of conduct behavioural expectations specific to players, tournament directors, tournament organizers, and team captains are described below in Sections 2, 3, 4, and 5, respectively.

1.7.1.1. Compliance with European Union General Data Protection Regulation (GDPR)

As of 25 May 2018, the European Union General Data Protection Regulation (GDPR) went into effect. Starting that date, all TDs, team captains, national delegates, zonal directors, and other ICCF officials and agents are not to disseminate any player personal information (such as email addresses, ages, birthdays, etc.) without the expressed permission of each person involved. Failure to comply with this may have legal ramifications.

The ICCF privacy policy is reviewed at regular intervals and updated with Executive Board approval when necessary to maintain compliance with GDPR and any other applicable data protection legislation. A copy of the current privacy notice is available on iccf.com, linked from the main menu. Translations of the privacy notice may be

available in alternative languages for player's convenience. However, the English version is authoritative.

1.7.2. Disciplinary procedures and penalties

Every effort is to be made to avoid disputes and the initiation of these procedures, but, where unavoidable, they are to be carefully followed by all ICCF officials, zonal offices, and member federations when dealing with international CC matters.

Types of disciplinary action available are as follows:

(i) Formal written warning – for breaches in behaviour incompatible with ICCF statutes, principles, or rules. Continuing or repeated misbehaviour will result in (ii) being implemented. (All phrases within §1.7.2., §3.23.1, and §3.23.2. describing further misbehaviours following an initial one disciplined are to be interpreted as including any or all types of disciplinary level misbehaviours; not pertaining only to the repetition of the same behaviour previously resulting in discipline.)

Extremely slow play in a clearly lost position is not proper behaviour in CC 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.

(ii) Disciplinary action with penalty/sanctions – for serious or recurring breaches in behaviour incompatible with ICCF statutes, principles, and/or rules. Immediate penalties/sanctions are to be imposed, the degree of which is to be related to the severity of the misdemeanour. The following scale of penalties/sanctions is to be used:
(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 officials, assault, etc. – ban from all international CC tournaments and activities for life duration. Appeal for remission of sentence is available after 10 years.

When dealing with disciplinary matters and considering penalties/sanctions, care must be taken to ensure consistency and those penalties are commensurate with the "crime" committed. In all cases of disciplinary action, an individual has a basic right to express that individual's case, with reasoning, before a decision is taken by an official/tournament director or tournament office, etc.

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 if the recipient be unwilling to accept the decision.

ICCF will maintain a database of all cases that have been the subject of disciplinary action or application of sanctions, and all appeals thereon. An ICCF officer will be given this responsibility.

SECTION 2: For Players

Everything in this section pertains to both SERVER and POSTAL games unless specifically labeled otherwise, material specific to POSTAL events being in blue font. Anything specific to TEAM events is marked accordingly. Any SERVER rule that is applicable just to the STANDARD time control (that is, of the form “10 moves within 50 days”) or just the TRIPLE BLOCK time control (that is, of the form “350-day duration”) is delineated with those capitalized words. If neither is specified, then the subsequent text applies no matter the type of time control being used in the event.

2.1. Player's member federation

1. A player’s member federation (MF) is normally the federation of that player’s country of citizenship or residence.

2. When players move their country of permanent residence and wish to change MFs, they may do so with the mutual consent of the respective MFs.

3. When the transfer is approved, the new MF shall notify the ICCF Qualifications and Ratings Commissioner. The player’s ICCF Identification Number and ratings history stay with the player regardless of the change in MF.

4. A player may appeal to the Arbitration Commission (whose decision would be final) if there is an objection to the transfer.

2.2. General rules and procedures

1. Games shall be played in accordance with the ICCF Laws of Correspondence Chess and the rules within this document. The ICCF Laws of Correspondence Chess can be found by going to the ICCF home page, clicking on "ICCF Rules", and clicking on "ICCF Laws of Correspondence Chess".

2. The rules contained in this document will normally apply for all tournaments played using the ICCF webserver, unless varied by tournament invitations (necessary), tournament announcements (necessary) and which will then be confirmed in the starting notices.

3. A tournament director (TD) shall be appointed who shall be responsible for the conduct of the tournament and progress of the games.

4. TEAM: Each team has a team captain who shall maintain contact on behalf of the players with the TD.

5. If a player does not answer enquiries from either the TD and/or the team captain within (SERVER) 7 days or (POSTAL) 14 days plus the average time in the post both ways, without counting leave that had already been scheduled, that player may be deemed to have withdrawn from the tournament. A player who loses a game by exceeding a time limit can expect to receive such an enquiry. See also §2.12.

6. In ICCF event games, players must decide their own moves. Players are permitted to consult prior to those decisions with any publicly available source of information including chess engines (computer programs), books, DVDs, game archive databases, endgame tablebases, etc. TEAM: In addition, acceptable behavior includes consultation between/among players of a team including a team captain about positions in active games in their team event. No other consultation with another person concerning analysis of an active position is allowed in either a team or individual event.

2.3. Transmissions

1. SERVER: All moves shall be made by committing them through the ICCF Webserver. The reflection time starts counting when your opponent's move has been committed on the webserver and ends when you commit your reply. (STANDARD: Leave of play not included.)

2. POSTAL: Intercontinental games shall be played by first class / airmail, but a tournament announcement can make this mandatory also for other games. If both players agree, moves may be transmitted by email or fax but these rules shall apply. If a game is significantly delaying a tournament, the TD is entitled to require that the game must be continued by means of electronic transmission (normally by email; only by fax or telegram if both players agree.)

> 2.1. POSTAL: There is no obligation to finish the game by email or fax if you decide to switch. If there is good reason to switch back to normal mail it is permissible to do so with the tournament director's permission. Repeated switching between email, fax, and normal mail is discouraged. Specifically, the time control will remain at 10/30 and not switch to 10/60 or another UNLESS both players and the tournament director agree. Whatever time control is agreed by all parties, one ETL is permitted.

2.2. POSTAL: Moves shall be (a) numbered and sent (b) in the numeric or a mutually agreed notation (c) using postcards (or letters) (d) bearing the name and address and signature of the sender and (e) a correct repetition of the opponent's latest move and confirmation of the postmark date. (A correct repetition of the latest move is necessary for the sender's reply move to be valid.) (f) The sender shall record on the reply the date on which the opponent's latest move was delivered and (g) the expected postmark date of the reply. (h) It is required to include the time used and total accumulated time for both players.

2.3. POSTAL: If in a game the dates, the time used and the total time from a player are confirmed on a card (letter or email), they cannot be changed afterwards either by the player or by the TD unless a player is proven to have deceived the opponent.

2.4. POSTAL: If the sender failed to provide the required dates, reasonable dates shall be assumed by the recipient and notified with the reply move. When the expected postmark date does not agree with the postmark, this shall be corrected by the recipient and the sender informed with the reply move. If the postmark is illegible or there is no postmark, the expected postmark date is to be accepted.

2.5. POSTAL: Players may use two (or more) different notations (e.g., ICCF numeric and algebraic) if they explicitly agree to it at the start of the game If different moves are sent when two notations are explicitly agreed upon, the move must be treated as ambiguous and referred back to the sender for clarification.

2.6. POSTAL: Illegible or illegal moves shall be referred back to the sender for immediate correction but without any obligation to move the piece in question. A blank card or a card posted without a reply move shall be treated as an illegible move. The omission or addition of chess indications (such as "check", "captures", "en passant") is without significance. As an example, there is no need to indicate check, nor can a move be considered invalid if check is not indicated.

2.7. POSTAL: No legal move shall be retracted after posting - clerical errors are binding if they are legal moves.

3. SERVER: The ICCF webserver system will generate an immediate email message informing the opponent of the move played and providing other relevant information.

4. POSTAL: The time starts counting when your opponent’s move is made available to you and ends when you send your reply. In the case of regular mail this is when the card is placed in a mailbox accessible to you.

5. SERVER: Players are responsible for monitoring the progress and time utilisation for all their games on the ICCF webserver.

6. POSTAL: If there be no reply to any move within 16 days plus the average time in the post both ways, the full details shall be repeated with an information copy to the tournament director (TEAM: through the team captain). When replying to such a repeat an information copy to the tournament director (TEAM: through the team captain) must also be sent. Failure to do so may incur a penalty. Before sending a repeat move, it is necessary to wait 16 days plus the average length of time it takes in the mail to get a move to your opponent and back. Days when the opponent is on vacation shall not be counted to calculate the time to send a reminder. A too early repeat is to be avoided.

If you know you are going to take more than 16 days over a move, please let your opponent know so that unnecessary repeats can be eliminated.

2.4. Time Allowed and Penalties

1. SERVER [STANDARD]: Each player is allowed 50 days for every 10 moves unless the tournament announcement explicitly specifies otherwise. This means that no more than 50 days reflection time can be used for the first 10 moves, 100 for the first 20 moves etc. without overstepping the time control.

[TRIPLE BLOCK]: Each player is initially allocated

(a) 50 days on the player's clock,
(b) a specific number of additional days allotted after each move made (through move 50) called the increment or per-move increment, and
(c) an initial bank of either 50 or 75 days to be used as the player sees fit (that is, as reflection time, for holiday time, for study, to cover short-term illness, etc.).

After each move made, the per-move increment and player's banked time automatically refill the player's clock up to 50 days presuming that time is available from the per-move increment and bank.

If a player's clock ever goes down to 0, the player has overstepped the time control and will lose the game no matter how much time remains in the player's bank and future per-move increments.

If an event was originally organized to include "guaranteed time" (GT), players are guaranteed to have a minimum of 3 full days available for every move after move 50 if the game has not already ended in any way. If an event was not organized to include GT, the per-move increment will always stop after move 50 and the time the players still have combining their clocks and banks immediately after move 50 will equal the amount of time the players have to complete their game.

POSTAL: Each competitor is allowed 40 days for every 10 moves unless the tournament announcement explicitly specifies otherwise. This means that no more than 40 days reflection time can be used for the first 10 moves, 80 for the first 20 moves etc. without overstepping the time control. Time saved shall be carried forward. Time in the post is not counted. If, under §2.3.2., electronic transmission is used, then a mutually agreed different time control may be used, subject to the consent of the tournament director (TEAM: being obtained through the team captains).

2. SERVER [STANDARD]: Time is counted in days, not in hours, minutes, or seconds. If the first 24 hours has not yet been fully consumed, the reflection time used is counted as zero days. For the next days, a similar method of accounting time consumed will apply. Playing time is accounted for in whole days (24-hour periods). A player will have 24 hours of reflection time to respond to a move before one day of time is charged against the player's clock by the ICCF webserver. However, after 20 days the extra days thereafter will count double. In other words, time charged against a player in responding to a move will be the whole number of days reflection time used by the player, up to 20 days, plus twice the whole number of days of reflection time used beyond 20 days, for any single move. For instance, a player who used at least 23 days of reflection time, but not 24 days, will be charged 26 days against the player's clock. Time remaining on a player's clock, when reaching a time control, is carried forward. Both response time and reflection time are stopped during a valid leave.

[TRIPLE BLOCK]: Time is counted in days, hours, and minutes. All time while "on-move" used counts and is never given back by rounding to the last full day.

BOTH TIME CONTROLS: ICCF "guarantees" there will be no more than three periods of server unavailability of an hour or more in a seven-day period, and there will be no periods of server unavailability of eight hours or more. ICCF also guarantees that no more than one hour of data will be lost in the event of catastrophic server failure. Players should plan their games accordingly as claims or appeals will only be considered if server unavailability *exceeds* the guarantee.

POSTAL: The time used for each move is the difference in days between the date on which the opponent's latest move was delivered and the postmark date of the reply. If, under §2.3.2., electronic transmission is used, then a mutual agreement on the interpretation of 'delivery date' is permitted, subject to the consent of the tournament director (TEAM: being obtained through the team captains).

POSTAL: If a player uses more than 12 days of reflection for one move, the count of reflection days after 12 reflection days will be doubled. This means that a player who used 15 calendar days will be counted as having used 18 reflection days. This will not affect the basis for reminders or other rules like §2.6(2)., which handles calendar days (leaves not included). Of course, it will affect exceeding the time limit.

POSTAL: A penalty of five days shall be added to the time of a player who sends an illegible, illegal or ambiguous move, incorrectly repeats the opponent's latest move or fails to send a move by air mail when this is mandatory.

3. SERVER: The basis for ICCF webserver date/time is defined by the location of the server. Currently, this location is in the United Kingdom.

4. SERVER: A player who has exceeded the time allowed shall forfeit the game.

Any time a player has 10 or more occasions of exceeding the time limit (ETLs, across all events on the server) within any 90 consecutive days, the player will be restricted from registering for any new event until a 90 consecutive day period has occurred without any ETLs.

POSTAL: The time limit may be exceeded once. For example, if a player uses 41 days for the first 9 moves, the game is not forfeited, but a new count is started with 40 days to reach the next time control which would be at 19 moves, 80 to make the second time control at 29 moves etc.

5. Any player who loses 50% or more of games in any one event through exceeding the time allowed is at high risk of being recorded as an unaccepted withdrawal, a penalty that results in the default loss of all ongoing ICCF games (across all events) and a 1-year suspension from all ICCF play.

2.5. Leave

1. SERVER [STANDARD] & POSTAL: Each player may claim up to a total of 45 days leave during each calendar year unless stated otherwise in the tournament announcement and rules. Regular leave may be taken for any reason and in any increments not to exceed 45 days in any calendar year.

Dates given for a leave are inclusive. That is if a player's leave is from 7/7 to 13/7 the player has taken 7 days leave. A move then received on 6/7 and replied to on 14/7 has a reflection time of 1 day. A move received on 6/7 and replied to on 13/7 is also 1 day, whereas a move received on 7/7 and replied to on 14/7 is 0 days. The player was not on leave on 6/7, so a move not responded to on 6/7 carries at least a 1-day reflection time, however a response on 14/7 is like sending your first move on the date the tournament starts, and thus no time used.

[TRIPLE BLOCK]: There is no such thing as “leave time” in this system. Players are expected to take holiday time as they desire, though they cannot stop their clocks during such periods. The defining duration for each triple block event is meant to include the amount of leave time normally taken for such an event when compared to a standard time control event.

2. SERVER [STANDARD]: Players intending to take such leave must send the information in advance to the ICCF webserver system, using the facilities provided. It is not possible for players to make moves via the webserver system during their notified periods of leave.

[TRIPLE BLOCK]: Players cannot register leave time nor stop their clocks for such in triple block events. This also means it is always possible for players to make moves on the server when it is their turn.

POSTAL: Players taking leave must inform in advance their opponents and the [TEAM: team captain who, in turn shall inform the] tournament director.

3. Reflection time does not stop during an opponent's leave. [This rule is not applicable to TRIPLE BLOCK events.]

4. [STANDARD:] In case of incredibly special circumstances the tournament director may allow retroactive leave. However, granting retroactive leave only is possible in tournaments with the special leave option enabled.

5. [STANDARD:] When necessary, such as due to sudden hospitalization, players (or their surrogate) may request the tournament director to record leave for the player, presuming the player has leave time available. The tournament director will respond by scheduling all remaining leave time for that player in all games in that one event. If a player returns to play before all leave time has been used, the player can cancel the remaining scheduled leave and begin play immediately.

2.6. Failure to reply

1. SERVER: The ICCF Webserver system will automatically generate an email reminder when a player has not made a move for 14 days and another, after 28 days. A final email reminder will also be automatically generated after 35 days of silence by a player.

2. SERVER [STANDARD]: When a player is sent a final reminder after 35 days of response time, the player must either move or report to the tournament director and to the opponent the intention to continue the game within 5 days of that reminder. If a player does not move or otherwise indicate the player's intention to continue during 40 full calendar days (plus 24 hours' buffer time, not including any leave time) for the same move, the game will be scored as an ETL (exceed time limit) loss. (A player can indicate the intention to use more than 40 days for a move at any time prior to the expiration of that period. Once so indicated, the amount of reflection time available for that move is the total amount the player has available.) Note that the game will be forfeited by a player who is silent for more than 40 calendar days (plus 24 hours' buffer time, not including any leave time), even if the player has enough accumulated time not to have exceeded the time control.

POSTAL: Games MAY be scored as lost if 4 months pass without a move being played unless the tournament director has been informed of the delay. This does not mean that games are automatically forfeited after 4 months without a move. It is up to the tournament director to determine the reason for the delay and rule accordingly. Note that it is possible for the game to be forfeited by a player who is silent for more than 4 months, even if the player has enough accumulated time not to have exceeded the time control. The TD will normally record a loss against a player who has been silent for over 4 months (excluding leave periods) and who has not notified the TD and the opponent (or for TEAM: whose team captain has not notified the TD and the opposing team captain) about the delay.

2.7. Conditional Moves

1. Whether to allow conditional moves is at the discretion of the tournament organizer (TO) only in international events started prior to 1/1/2020, or any national event. Conditional moves are always allowed in any international event that started on or after 1/1/2020.

2. Proposals of conditional continuations are binding until the recipient makes a different move from that proposed.

3. POSTAL: Accepted continuation moves are included in the time taken for the reply move.

In a series of conditional moves, the time (for the recipient of conditionals) is in its entirety considered as belonging to the player REPLYING to the last ACCEPTED move. As an example, assume that after 9 moves both players have used 28 days of reflection time. White now offers a conditional with his 10th move. Assume White uses 3 days for this, and Black accepts the conditional and uses 5 days for his reply to White's 11th move. Then the cumulative times for the moves involved in the conditional shall be recorded like in this example:

Rec.	Sent	Total	Move	White	Black	Rec.	Sent	Total
22/09	23/09	01/28	09	4152	6857	23/09	23/09	00/28
24/09	27/09	03/31	10	6141	5878	00000000000000000000		
00000000000000000			11	3234	4534	28/09	03/10	05/33

Hence, White did exceed the time limit, since all his time for moves 10-11 is added to move 10, whereas Black did NOT exceed the time limit, since all HIS time for moves 10-11 is added to move 11!

4. POSTAL: Any accepted continuation move shall be correctly repeated with the reply.

5. POSTAL: When no reply is made to an accepted conditional continuation it shall be treated as an illegible move.

2.8. Resolving conflicts

1. It is reasonable to try to sort out minor disputes without getting the (TEAM: team captain or) tournament director involved. As a general guideline, if a single exchange of correspondence does not solve the problem, it is time to notify the (TEAM: team captain, who will notify the) tournament director.

2. Major disputes must be referred to the (TEAM: team captain who will inform the) tournament director immediately.

3. Players are responsible for communicating with the tournament director for the resolution of problems or disputes.

TEAM: To address problems or disputes, players shall contact their team captain instead of the tournament director, unless the team captain is unavailable in a time dependent situation.

2.9. Draw Offers

1. A draw offer is valid if it is still the receiving player's immediate move. If that receiving player eventually runs out of time on that move [SERVER, STANDARD: including by exceeding 40-day rule 2.6.(2).; SERVER, BOTH: if the player's clock goes to 0; POSTAL: by a second exceeding of the time limit - rule 2.6.(2).], the player loses on time (by "ETL"). The draw offer becomes void as soon as the player goes ETL as that player is no longer "on move".

2. SERVER: 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 draw offer until at least 10 more moves have been made, with one exception. If the opponent offers a draw during a player's 10-move count (that is, within 10 moves after the player's having made a draw offer), then the player's 10-move count is terminated at that time such that the player can again offer a draw with any move. This "10-move" rule does not include claims of a draw related to 3-position repetition, 7-piece tablebase claims, 50-move rule claims, or adjudication-related claims.

POSTAL: There is no specific limit on the number of times or frequency for making draw offers except that harassment through frequent offers is considered a code of conduct violation. See rule 2.15.(3).

2.10. Making a Claim

1. All potentially game ending claims (including 3-position repetition, 7-piece tablebase claims, 50-move rule claim, etc.) need to be made prior to making a move, not after registering a move. Claims of violations of the code of conduct can be made at any time. (See §2.15. for more details about such violations.)

2. As concerns a 7-piece tablebase claim, if the tablebase indicates a win, this supersedes the 50-move rule. (All ICCF events allow 7-piece tablebase win/draw claims.) In a position that is not solvable by the certified ICCF tablebase, the 50-move rule as described by ICCF Laws of Correspondence Chess is valid even in case such a solvable position will arise immediately after the 50th move. In case the solvable won position arises and is claimed before a draw according to the 50-move rule, the win will be awarded.

3. SERVER: Results of games which progress to their normal conclusion will be automatically recorded and the tournament director (TD) will be informed through the system. Automated claims will be made by the player directly to the server and will be evaluated either automatically by the server (acting as proxy for the TD) or be passed by the server to the TD for human evaluation. These include 7-piece tablebase results, draws by 3-position repetition and the 50-move rule. Likewise, players do not need to file any claim if the opponent exceeds a time limit (ETL), as the server will record that ETL automatically (though there may be as much as a 14-day delay before the ETL win/loss is shown on the tournament crosstable due to an automated investigation to see if the losing player has silently withdrawn from play).

A player can make any claim involving a 3-position repetition, the 7-piece tablebase, or the 50-move rule by clicking the "Game" heading over the game board, and then clicking either "claim win" or "claim draw" option as appropriate. Any game result stemming from a listed claim or a player's ETL is valid only if it is confirmed by the ICCF Server.

4. POSTAL: Claims that the time limit has been exceeded shall be sent to the TD (TEAM: through the team captain) with full details at the latest when replying to the 10th, 20th, etc. move. At the same time, the opponent shall be informed of the claim.

It is recommended to claim an ETL as soon as it occurs. The claim must include a complete copy of the game with all received and sent dates for both players. Even if a player acknowledges having overstepped the time control in correspondence it is still necessary to notify the tournament director (TEAM: through the team captain) so that it may be recorded.

The game is to be continued while the TD is reviewing the claim and making the decision. Exceeding the time limit is valid only if it is confirmed by the tournament director. (If a player agrees that the player has exceeded the first time limit, this takes effect only after confirmation by the TD).

The TD shall inform both players (TEAM: inform both team captains) of the decision (TEAM: and it is the responsibility of the captains to notify their players without delay). Any protest shall be sent to the TD (TEAM: through the team captain) within 14 days of receiving the information. Otherwise, the claim shall be deemed to be conceded unless the claim is clearly unfounded.

If the TD upholds a first claim, a new count of the opponent's time shall begin on the date the information about the claim was received. This means that players cannot take a large amount of time over a move when they know they have already exceeded the time control. The second time control starts as soon as the player is informed about the claim being made (see §2.3 concerning the counting of reflection time).

A competitor who has exceeded the time allowed for the second time shall forfeit the game.

If the TD dismisses a claim as being unfounded, the TD may rule that no further claim by that player during the current time control period shall be accepted.

5. POSTAL: Concerning 7-piece tablebase claims: ICCF acknowledges a tablebase as valid for claiming win/draw/loss in positions with a maximum 7 men. The certified tablebase is available on the ICCF webserver system.

6. POSTAL: Concerning all claims: Reference to support the claim shall be sent to the TD (TEAM: to the team captain who in turn shall inform the TD).

2.11. Records and Reports

1. SERVER: All transmissions concerning the game and a record of the moves and dates are kept by the ICCF webserver system. These are available to the TD as required.

POSTAL: All transmissions from the opponent concerning the game and a record of the moves and dates shall be kept until 2 weeks plus transmission time after the end of the tournament and sent (TEAM: to the team captain and/or through the TC) to the TD upon request. Unless the TD specifically states that original documents must be sent, it is recommended that copies are made and sent.

2. SERVER: Changes of email address shall be made by the player under the player's personal settings maintained in the system. It is not necessary to notify the tournament director separately of a change in email address. It is sufficient to make the necessary changes on the webserver under one's personal settings. For any contact with the TD, the email option of the webserver is to be used. TEAM: These addresses only shall be available for use by the tournament office, team captain and TD.

POSTAL: Changes of permanent postal and/or email address shall be notified to the opponents and the (TEAM: team captain, who shall inform the) TD. It is not necessary to notify the (TEAM: team captain or) TD of a change in email address if no games are being played by email and you do not wish to communicate with the (TEAM: team captain or) TD by email. It is, however, highly recommended.

3. POSTAL: Reporting Results As soon as possible after ending a game, the result and a clear record of the moves played shall be sent to the TD (TEAM: through the team captain) by both players. It is not necessary to include the dates in this report. The game score is to be sent in PGN (portable game notation format). It is required to send the game score in PGN and through email if available. (A player can use the output from any chess database software to generate a clean PGN game score.)

The result is officially recorded only after receipt of this record from at least one player. Please note that BOTH players are required to report the result to the TD. If no record be received from either player (TEAM: from either team captain), the result may be scored as lost by both. If in a game only one player reports the result and his opponent fails to do this, the TD shall record such a result!

2.12. Withdrawing from play

1. Players who need to withdraw must forward an application to the TD giving adequate reasons for the withdrawal. All opponents must be informed of the withdrawal and that the TD has been notified. (Players will be able to initiate procedures for an accepted withdrawal once this procedure is implemented on the server. TDs are still responsible for reviewing the player's stated reason for the accepted withdrawal during the investigation to ensure it is appropriate for an accepted withdrawal.)

2. Withdrawing from any ICCF-approved event results in a withdrawal from all ICCF-approved events in which the player is simultaneously participating. There is also a suspension period following the withdrawal (ranging from 6 months for an accepted withdrawal to 2 years for a silent withdrawal) during which the player is not allowed to register for any new ICCF-approved event.

3. Abandoning games can lead to a suspension. If a player wishes to stop playing ongoing games and does not wish to ask the TD for or is not granted an accepted withdrawal, the recommendation is simply to resign the games instead of abandoning them. This will avoid the suspension mentioned in 2.12(2).

4. A player who withdraws after receiving the start list and before the start date will: (a) forfeit any entry fee paid, and (b) forfeit qualification rights, if applicable.

5. Detailed rules and procedures concerning withdrawals are found in §3.17.

2.13. Adjudications

1. If no result has been determined by the date set for close of play, or in the event of accepted withdrawal the TD will start the adjudication procedure.

2. Once a game has been called for adjudication by the TD, players (except those with an accepted withdrawal) are required to file a claim (for a win or draw) and any supportive analysis* within 14 days (not including leave time already scheduled in the same tournament). (An extension of another 14 days can be obtained by requesting such from the TD during those initial 14 days.) Failure to file a claim (or obtain an extension) during those initial 14 days (or during the extension period) will result in an automatic draw claim without supportive analysis and no right to appeal the adjudication decision. Failure to file supportive analysis* (by a non-withdrawn player) (a) will cause a win claim to become only a draw claim, and (b) will forfeit the right to appeal no matter if the original claim was for a win or draw.

* The following is to help players know what will be considered “supportive analysis” versus what will not.

<u>Insufficient "analysis"</u>

(a) Offering an unexplained "I am winning" or the like (such as "the chess engine says I am winning").

(b) Simply quoting one or more lines from a chess engine Quoting one or more clearly winning lines can be quite helpful, but just quoting the lines, even with a final numerical evaluation, may not be sufficient. Further verbal description is typically required.

(c) The numerical assessment from a chess engine will typically not be sufficient.

(d) Verbal statements about material inequality will typically not be sufficient. The positional context must be described as well. (For example, being a queen up in material can still occur in a lost position. The player must explain how the extra material matters in the position.)

<u>Sufficient analysis</u>

(e) Mixtures of chess notation and verbal descriptions of intent/purpose/plans have the greatest potential for "presenting a player’s case" for a win.

(f) Completely verbal descriptions may be sufficient, but this will not always be the case. The description needs to be detailed enough to show how the win would be accomplished.

3. Players are requested to send any analysis in PGN (portable game notation) format. A player can use the output from any chess database software to generate a clean PGN

game score. When submitting analysis in PGN format, players are not to anonymize the PGN header themselves. The server will automatically anonymize the PGN header.

4. Detailed rules, guidelines, and procedures for adjudication are found in §3.20 and all §6.

2.14. Live Display 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 that player under the conditions that:
- all the player's games in the tournament are already different from each other,
- the game (position) is demonstrated with a delay of at least 3 moves,
- the URL of the subject website is given,
- the date of the last update is mentioned,
- the player's opponents involved officially agree with the live-publishing of their game and declare this to the TD.

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

When a player violates this guideline for the first time, then the TD shall not apply any sanctions, but simply order the change of the status of the published game according to this rule.

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 the player's time of reflection in all games of the respective tournament.

When a player violates this rule for a third time in the same tournament, the player shall be disqualified from this tournament and all that player's remaining unfinished games shall be scored as losses.

When a player violates this rule repeatedly in various tournaments, the World Tournament Director is authorised to ban this player from ICCF play for 2 years.

2.15. Code of Conduct

Besides as described above, there are 5 behavioural issues addressed below.

1. Improper communications: Any time a player finds an opponent has sent one or more offensive comments, the player can file a report to the TD (TEAM: to the team

captain) of “inappropriate comments”. That report needs to be specific about what was said by the opponent and, if not obvious, explain why it is offensive. If the claim is found to be valid, the TD must proceed with sending a warning or giving a penalty to the violating opponent. SERVER: The TD can also put the game on "silent mode", meaning no messages can be sent by either player to the other.

2. Extremely slow play in a clearly lost position (the “Dead Man’s Defense”): 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). The defining characteristics are (a) being in a position that appears clearly lost presuming reasonable play AND (b) dramatically slowing play in that specific game.

Players will be informed when an opponent files a claim concerning the alleged use of a "dead man's defense" (DMD) strategy even when the tournament director (TD) has ruled against the claim.

As with any other TD decision, a player has a right to appeal a TD’s decision regarding a DMD claim to the ICCF Appeals Committee within 14 days of the TD’s sending the decision to the player.

3. Repetitive draw offers to the point of harassment: Players have the right to offer draws in their games 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. The TD may penalise a player who violates this code of conduct.

4. Collusion between players: Players are not allowed to conspire to determine any game outcome for purposes of benefit to one of the players, such as to facilitate the earning of a title norm, promotion into the next section of a promotional tournament, win a prize, or any such thing. Collusion is considered a serious violation of the code of conduct and may result both in default losses and a lengthy suspension from ICCF play.

5. Obtaining advice from another person about an active game: It is expected that players will decide the moves for themselves. It is unacceptable behaviour to have someone else play your games (for instance playing “mirror games” is not acceptable). TEAM: Consultation between/among currently listed players of a team including the team captain about positions in active games in their team event is acceptable behavior.

Players can find details about warnings and penalties related to the code of conduct in §1.7 above.

2.16. Appeals

1. SERVER: A player may appeal within 14 days of receiving a decision from the TD or the server (TEAM: through the team captain) to the Chair of the respective ICCF Appeals Committee (using the ICCF webserver facilities provided), whose ruling shall be final. Filing such a claim is typically accomplished by clicking "Game" in the relevant game board screen and clicking on "appeal".

POSTAL: Any competitor (TEAM: through the team captain) may appeal within 14 days of receiving a decision of the TD to the chairman of the ICCF Appeals Commission, whose ruling shall be final.

2. A player can appeal an adjudication decision pertaining to that player's game (within 14 days of the adjudicator's decision), but only if the player submitted analysis (words and/or chess notation) along with the player's original adjudication claim.

SECTION 3: Directing Events: Instructions for TDs

3.1. 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 §1.5.3(1).

3.1.1. 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 must 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 are to respect the players’ and team captains’ ability to do this. All major disputes, however, must 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, and any allegation of cheating. This list is not comprehensive, but illustrative.

c. Although TDs are expected to exercise their initiative in resolving problems, they must 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.

d. All TD rulings are subject to being overruled by either the World Tournament Director (WTD) or the Qualifications and Ratings Commissioner, though it is expected that TDs will be asked to correct their own errors first if possible. (The rulings by the WTD or Qualifications and Ratings Commissioner are still subject to appeal to the ICCF Appeals Committee.) The WTD, Rules Commissioner, and Chair of the TD Committee also have the right to file an appeal to an ICCF Appeals Committee if an error that is significant enough to effect any game's recorded outcome is pointed out to a TD who then declines to correct that error or fails to respond to that request within 4 days.

3.1.2. Expected behaviors from TDs

1. Promptly answer player questions (about rules, etc.) and queries within 4 days. If an answer is not known within that time frame, the TD must still send a note within 4 days stating the issue is being investigated. The TD must respond to the players promptly, especially on the following points, to prevent players from being frustrated or withdrawing.

2. Promptly work on claims and solving problems ("opponent doesn't react", time exceeding, intentional delays, inappropriate comments by a player, etc.)

3. Although TDs are expected to exercise their initiative in resolving problems, they are to 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.

4. TDs and/or backup TDs (the person designated by the tournament organizer 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 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).

5. It is the responsibility of the TD, within the TD's 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. Specific conduct expectations for all participants are found in relevant sections below.

6. Any matter not covered in these rules shall be decided by the TD according to principles stated in ICCF Statutes.

3.2. Levels and specializations of TDs

There are 3 distinct experience levels for TDs. 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 201 games (that are all recorded on the ICCF server) under the guidance of a mentor. (The “mentor program” is explained below in §§3.5.3 - 3.5.9.) The change from Level 1 to Level 2 will happen automatically by the server when the 201st game directed is recorded. “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 Tournament Director Committee recommendation to the Qualifications Commissioner who confirms that title requirements are met, and the approval of the Congress. (Specific details are found below in §3.6.) The IA title is a life title, while Levels 1 and 2 are simply designations reflecting degrees of experience.

SPECIALIZATIONS: Every TD must record on the server the TD’s area of specialization, with the options being “server-based”, “postal”, or “both”. This designation is 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 the TD’s declared specialization(s) (unless the TD has a mentor of the same specialization). 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 postal-based events must have a mentor who also specializes either in postal-based events or events of both types. All Levels can be achieved by specializing solely in postal-based directing or solely in server-based directing, if so desired.

To register one or both specializations:
(1) Go to the ICCF homepage
(2) Find "Personal Settings", a box that is all the way in the bottom left corner of the screen.
(3) Click on "Personal Settings" and find the box that initially says "Contact".
(4) After clicking on the menu for that box, find "TD Details", and click that.
(5) Click "server", "postal", or both boxes as you desire.

3.3. 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 TD 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 and other ICCF unrated 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 and unrated national tournaments,
g. Preliminary rounds of the ICCF Memorial <2300 Team Tournament

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. Champions League tournaments (Division C),
f. Invitational or other title norm tournaments in which at least one player is eligible for a CCE, CCM, IM and/or SIM title norm,
g. Semifinal rounds of zonal events (Championship Semifinals; Team events Semifinals; etc.),
h. Final section of the ICCF Memorial <2300 Team tournament

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. Champions League tournaments (Divisions A and B)'
j. Server Open Tournament Final,
k. Invitational or other title norm tournaments in which any player is eligible for a GM norm (This requirement applies even if the overall tournament is less than a Category 7).
l. Zonal Championship Finals,
m. Zonal team event Finals.

Every tournament run by an international correspondence chess organization affiliated with the ICCF must also have a TD. TDs from those organizations report directly to the organizers from that organization and not to the Tournament Director Committee (TDC). If the organization wishes to have its event rated by the ICCF, the TD must follow the rules and procedures found in this manual.

3.4. Special considerations

3.4.1. 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 during early 2016), or International Arbiter (IA). The purpose for this requirement is to ensure that play conforms to ICCF 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 permitted 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 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 from the TD to players’ claims including of this type must be made within 4 days from the time the claim was filed.

3.4.2. Special considerations for international tournaments

All international tournaments must be conducted by a TD who will ensure that play conforms to ICCF rules. No TD or designated backup TD shall play in a tournament in which the person is directing or potentially going to direct (except backup TDs are permitted 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.

3.5. Becoming an ICCF TD

3.5.1. 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 (Exception: This knowledge does not apply to those TDs who exclusively run national tournaments, if there is a localized version of server and a valid version of this section of this document translated into the mother tongue.),
2. Good knowledge of the ICCF statutes,
3. Good knowledge of this document, especially §§2, 3, and 5 (This last requirement is measured by the prospective TD needing to pass a “TD Review” test administered through the server*.) (Exception: This “TD Review” test requirement does not apply to those TDs who exclusively run national tournaments, unless they are permitted to take the test in their mother tongue if they make such a request.)

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 CC games and tournaments are played)

*The TD Review test mentioned above is something every prospective TD can take at the person’s 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 this document 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 document before being responsible for implementing its outlined procedures. However, 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, the person will not be required to take that <u>same</u> test again until if and when this document goes through another substantial revision. Upon passing the current test, TDs will again be allowed to direct whatever tournaments their level dictates. To take either TD Review test, you must first register a specialization (see §3.2 above), and then:
(1) Go to the ICCF homepage

(2) Find "Personal Settings", a box that is all the way in the bottom left corner of the screen.
(3) Click on "Personal Settings" and find the box that initially says "Contact".
(4) After clicking on the menu for that box, find "TD Details", and click that.
(5) Click the box for the Server Test or the Postal Test, as desired.

3.5.2. Obtaining approval to become an ICCF TD

The national delegate must submit the name of the interested person along with the name of that person's desired mentor to the WTD for his approval. 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 document. No TD shall work in tournaments organized directly by the ICCF without the confirmation of the WTD.

3.5.3. The mentor programme

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.

3.5.4. 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.

3.5.5. 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 is also to provide an

assessment of the TD's capabilities if/when the TD applies for the IA title or at any time when requested by the Tournament Director Committee (TDC).

3.5.6. 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.

3.5.7. How to get a mentor

Level 1 TDs shall be assigned a mentor by the WTD as part of the process of applying to become a TD. That TD-role application to the WTD from the TD's national delegate must include the name of the person who has agreed to serve as the person's mentor. The advice of the TD Committee (TDC) Chair can be requested if desired to help determine a mentor. Every IA and Level 2 TD is a potential mentor TD. 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. A mentor may be replaced by the WTD or the TDC as needed, for any reason. Any Level 2 TD who wishes a mentor (to pursue the IA title) also needs to make such application and obtain approval for the assignment from the WTD.

3.5.8. When a TD can stop having a mentor

A Level 1 TD cannot direct events independently, that is, without having a mentor, until the person becomes a Level 2 TD. This status change from Level 1 to Level 2 occurs when the Level 1 TD has directed at least 201 games recorded on the ICCF server (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, the TD does not need a mentor except in one circumstance. A Level 2 TD or IA can be required by the TDC or WTD to have a mentor for any individualized purpose. In such a situation, the TDC or WTD will also determine for how long that requirement will be in effect.

3.5.9. 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 the person's role of TD suspended by the ICCF or a national federation is permitted to return to active status. The TD <u>may</u> 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 is to be based on two considerations:
(a) all Level 1 TDs must have a mentor if 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 the person last served as a TD.

3.6. Becoming an International Arbiter (IA)

An IA is one who has proven the 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 §3.8.2.).
The minimum requirements to become an IA (also listed in §1.5.3.) are both of the following:

a. Quantitative requirements as determined by the number of games supervised as TD and the amount of time served as TD:
SERVER: the TD must have directed over 2000 completed games.
POSTAL: the TD must have directed over 1000 postal completed games.
Completed games are games officially placed to be started on the server that later come to an end (in any way including through cancellation) all from ICCF qualifying tournaments [as defined in §1.5.3.(1)] and involving a minimum actual period of time directing events of 2 years all while being mentored.

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 Tournament Director Committee will be asking for this assessment by the mentor TD, as well as from other ICCF officers if necessary.

An application for IA title based on quantitative criteria listed above must be sent by the national CC organization to the Tournament Director Committee (TDC) 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 TDC 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. TDC then will report recommendations to national CC organization and QC. IA titles become effective immediately upon acceptance by the QC but are awarded at the ICCF Congress.

3.7. The 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 needs to have the same required credentials as the original TD (such as an IA for an IA, if an IA is required). This means that tournament organizers (TOs) cannot serve as backup TDs unless the TO also meets the TD requirements for that event. A designated backup TD shall not play in any international tournament in which the person could end up directing with the exception of unrated events. Backup TDs are also allowed to play in national events in which the TD could end up directing if desired by the TO.

3.8. Disciplinary procedures: Suspending the role of TD and IA Title

3.8.1. Suspending the role of TD

The TDC 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 document. 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 (TDC 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 TDC 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 (specifically to the Appeal Committee) within 14 days of the person's receiving the notification, per usual ICCF appeal procedures. (However, a warning given by the TDC Chair, WTD, or General Secretary to a TD prior to an eventual possible decision to suspend a TD is not appealable.)

3.8.2. Suspending the International Arbiter (IA) Title

The TDC Chair (through a majority of TDC 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 these rules (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 simply 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.

3.9. 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. Such rules are (a) the TD is not and will not be a player in the event, (b) the TD is of the proper TD level for the event, (c) the TD is of the proper specialization for the event, (d) the TD has passed the relevant TD Review Test for that specialization, and (e) if a national event, priority is to be given to a TD from the host country unless the TO specifically requests otherwise. 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.

3.10. Actions needed before the start of a tournament

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

POSTAL: At least one week before the official tournament start, the start list plus the rules in §2 of this document are to be sent out to the players by the TO. The TD receives a copy of these (or is referred to them on the ICCF website), a copy of the tournament rules (or again referred to where to find these on the ICCF website), and additional information if necessary.

a. The TD must confirm the receipt of these documents to the organizer. The TD is to become prepared including in using computer files for the tasks that are described below concerning the running of tournaments and the reporting of games when they are completed.
b. The TD shall inform the players that no results will be official unless they are accompanied by the respective score sheet in PGN.

3.11. Actions needed after the start of a tournament

While not absolutely required, it is recommended that TDs 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.

SERVER: 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 that player's 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 email address without informing the server and hence does 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 were to have been cancelled (because the player never played any move).

3.11.1. Actions needed specific to postal events

3.11.1.1. General duties and problem solving

a. Promptly answer player questions (rules, etc.) and queries within 4 days.
b. Promptly work on claims ("opponent doesn't react", time exceeding, intentional delays, etc.)
c. Promptly confirm receipt of results to the players
d. Input game results and game scores to the ICCF server

If a game is significantly delaying a tournament, the TD is entitled to require that the game be continued by means of electronic transmission (normally by email; only by fax or telegram if both players agree). In the case a player has no email he is to be requested to find a resident in the same country to act as a link. Refusal to fulfill such a request will cause the refusing player to be defaulted.

3.11.1.2. Organization of the tournament group

a. Verify that every player starts his games (players are asked to confirm this to you)
b. Make sure that players stick to the rules
c. Collect results and game scores
d. Input game results and game scores to the ICCF server.
e. Lead the group to its finish

3.11.1.3. Contact with the tournament organizer

a. Respond to requests from the tournament organizer
b. Inform the TO when taking leave for more than 4 days.

3.11.1.4. Reporting game results and game scores

No game result is final until the game is reported to the TD. Players are asked to send games scores and results as a PGN (portable game notation) file. Please acknowledge receipt of the result promptly. If in a game only one player reports the result and his opponent fails to do this, the TD shall record such a result!

If you receive a result without a game score, or if the game score is not in the mentioned PGN format, or if the game score is in any way incorrect (wrong moves, illegal moves, etc.), then you must reject the result and request that the player send you the game score in a proper format. Do not accept results that you cannot turn into a PGN file. (You can use the output from any chess database software to generate a clean PGN game score.)

The TD must enter each game result onto the ICCF server (for the appropriate tournament) as soon as possible following the receipt of the game report from the player(s). If results are not input immediately after the TD was informed by the players, the TD must input all results from each rating period by the first relevant date among the following: 28 February, 31 May, 31 August, or 30 November.

For the TD to record a game result (besides double default or game cancellation) to the server, the TD needs to insert the complete game score. (The recording of a cancelled game or a double default does not require that you input a game score.) All game scores are to be recorded in this manner. The procedure follows:
(1) Be sure the game score submitted by the player(s) is correct!
This is of high importance. Check for typographical errors and that the progression of moves is accurate. You will have a lot of trouble later if you do not do this step. Be aware that the most common typographical error is writing castling with capital letter O - capital letter O, and not be recorded as zero-zero
(2) On the server, go to the game (to post the result).
Be sure you have the correct game. Mistakes can be made, especially in picking the correct game in 2-game matches.
(3) Go to "Set result".

(4) Choose "Result".
(5) Click on the moves box.
(6) Copy/paste the game score into the white box. (You can copy and paste a game score that is in text or in pgn, or you can enter moves manually).
(7) Click "Show".
(8) Scroll down and answer the server question "yes" (to confirm you want to record the game result).

For rating purposes, a game can only have one result, for example, a game cannot have a win for one player and a cancellation for the other. It is possible to record a loss for both players, 0:0, for example, if both withdraw silently or if no game result is sent to you. In other situations, games may be cancelled, C-C. Normally, it is not possible to change the result of a completed game. Only the TD can report or change a result.

3.11.1.5. Ongoing reports to the ICCF

As soon as possible after ending a game, the result and a clear record of the moves played shall be sent to the tournament director by both players.
TEAM: As soon as possible after ending a game, the result and a clear record of the moves played shall be sent to the tournament director through the team captains by both players.

The result is officially recorded only after receipt of this record. If no record be received from either player, the result must be scored as lost by both. [*TEAM: If no record be received from either team captain, the result must be scored as lost by both players.*] No game result except a double default or the cancellation of a game can be recorded on the ICCF server without the input of the game score.

A nearly completed tournament group is not to be left unattended for more than 2 months. A TD must ask for a report status of the remaining games after two months (from the completion of virtually all other games) without news.
a) if both players answer your request, then the game shall continue.
b) If only one player replies, and his opponent has been silent for the time specified below as representing an unaccepted withdrawal (see §3.17.1.), then the TD must award the game to the active player.
c) if neither player answers your repeated requests, then after a warning the game must be scored as lost for both players.

As a courtesy, the TD can choose to send a friendly final note to the players with the final crosstable:

Dear participants of …(tournament code),
I am pleased to announce the successful conclusion of your section. I want to thank you all for a well-played and amicable section and I hope you will join me in congratulating Mr./Mrs. “X” for winning this tournament and congratulations too to Mr./Miss X, Y and Z

for achieving international titles/norms. Please find attached the final standings of your section:
Best regards, Amici Sumus – TD XY

A TDs work for a tournament group is finished when the TD has:
a) reported the last game result and game score to the ICCF server, and
b) sent out all certificates (see §3.25. concerning certificates for players).

3.12. Rules specific to running a team tournament

In team events, minor disputes are to 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 are to attempt to resolve the problem themselves. Major disputes must be referred by players to their team captain immediately, with the team captain immediately forwarding the issue to the TD. 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.

3.13. When to communicate with individual players directly versus with team captains

In INDIVIDUAL events, TDs are to 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).

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 the TC can resolve the problem without involving the TD (such as by communicating with the other team captain). TDs in team events are to 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) is to be gathered and relayed to the TD by the relevant TC.

POSTAL: In TEAM events, players are expected to communicate claims and other issues directly to their TC and not directly to the TD unless the issue raised by the player involves a lack of proper services by the TC. The TC in turn may or may not communicate the issue to the TD depending on whether the TC can resolve the problem without involving the TD (such as by communicating with the other team captain). TDs in team events are to communicate directly with TCs concerning claims and all other issues unless the issue raised by a player involves a lack of proper services by the TC. Information needed by the TD is to be gathered and relayed to the TD by the relevant TC.

3.14. 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"), 7-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. (A win claim based on the 7-piece tablebase supersedes the 50-move rule.) 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 must then forward all relevant information about the appeal to the ICCF Appeals Commission.

In server-based games in national events: the TO designates when organising 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" (included in the "all ICCF rules") 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).

3.14.1. Responding to claims

If a TD becomes aware of a problem, the TD 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.

For all claims, if a player disagrees with the server's or TD's determination of the player's draw based on the relevant rule, the player can appeal the decision within 14 days of being notified of the determination. POSTAL: Following any request for an appeal the TD must then forward all relevant information about the appeal to the appropriate ICCF Appeals Commission or the relevant national delegate for national tournaments.

SERVER: Standard claims are now addressed directly and automatically by the server in ICCF games, so TDs no longer receive players' claims concerning those issues. For any type of claim remaining (including 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 decide according to this document. If a TD is unsure how to decide a case, the TD is expected to contact the TD's 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, if possible. If all of this cannot be accomplished within 4 days, TDs are expected still to 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.

POSTAL: For any type of claim, 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 decide according to the playing rules in this document.

3.14.2. Claims involving flag falls (exceeding time control limits)

SERVER: In international events: If a player's reflection time runs to "below" zero, the server will automatically record a win for that player's 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 a loss (including if the player believes the proper determination by the server was to have been a draw) based on the player's flag falling can appeal this decision within 14 days of the server's determination (excluding leave time scheduled before the recorded loss).

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.

POSTAL: Claims that the time limit has been exceeded shall be sent to the TD with full details at the latest when replying to the 10th, 20th, etc. move.

TEAM: Claims that the time limit has been exceeded shall be sent to the TD through the team captain with full details at the latest when replying to the 10th, 20th, etc. move.

The game is to be continued while the TD is reviewing any such claim and deciding. The TD shall inform both players of the decision concerning the claim.
TEAM: The TD shall inform both team captains players of the decision, and it is the responsibility of the captains to notify their players without delay.

If the TD upholds a first claim, a new count of the opponent's time shall begin on the date the information about the claim was received. A competitor who has exceeded the time allowed for the second time shall forfeit the game. If the TD dismisses a claim as being unfounded, the TD may rule that no further claim by that player during the current time control period shall be accepted.

3.14.3. Claims involving 7-piece tablebase outcomes

ICCF acknowledges some table databases as valid for claiming win/draw/loss in position with a maximum 7 pieces. Each certified table database is available on the ICCF webserver system. In case the table database shows a win that supersedes the 50-move rule, the win will be awarded. (All ICCF events allow 7-piece tablebase win/draw claims with the rule that such a win claim supersedes the 50-move rule.)

SERVER: Claims of wins or draws based on the ICCF approved 7-piece tablebase are handled automatically by the server. The TD need not do anything to respond or confirm claims of applications of the ICCF approved 7-piece tablebase. A player who disagrees with the server's determination of the player's draw or loss based on the server's implementation of the ICCF approved 7-piece tablebase can appeal this decision within 14 days of the server's determination.

POSTAL: Claims of wins or draws based on the ICCF approved 7-piece tablebase are handled by the player making a claim to the TD (or to the TC in a TEAM event).
TEAM: Reference to support the claim shall be sent to the team captain. The team captain, in turn, shall inform the TD.

3.14.4. Claims involving 3-position repetition

SERVER: In all events played through the server (including both international and national), if the same position occurs 3 (or more) times in a game with the same player to move, 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.

POSTAL: If the same position occurs 3 (or more) times in a game with the same player to move, a player may file a claim of a draw. This claim must be sent by the player to the TD (except in a *TEAM event in which the player must submit the claim to the TC*

who will then forward the claim to the TD). Details showing the repetition must accompany any such claim.

3.14.5. Claims involving 40 consecutive days without a move

[This rule is not applicable to non-server games or to games using TRIPLE BLOCK.]

SERVER [STANDARD]: In international events: If a player uses a full 40 consecutive calendar days (plus 24 hours of buffer time) to play a move without having notified the server (through clicking the available button) of the player's 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 the player's loss based on this type of exceeding of the time limit can appeal this decision within 14 days of the server's determination (excluding leave time scheduled previous to the loss).

In national events: the TO determines if this same automated process if 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.

3.14.6. Claims involving 4 consecutive months without a move

[This rule is not applicable to server games.]

POSTAL: Once a claim of this type is made and considered valid, games in which no move has been sent for four months may be scored as lost to a player who has not advised the TD about the delay. *TEAM: Games in which no move has been sent for four months may be scored as lost to a player whose team captain has not advised the TD and the opposing team captain about the delay*.

Games MAY be scored as lost if 4 months pass without a move being played unless the tournament director has been informed of the delay. This does not mean that games are automatically forfeited after 4 months without a move. It is up to the TD to determine the reason for the delay and rule accordingly. Note that it is possible for the game to be forfeited by a player who is silent for more than 4 months even if the player has enough accumulated time not to have exceeded the time control.

The TD will normally record a loss against a player who has been silent for over 4 month (discounting leave periods) and who has not notified the TD and the opponent about the delay.
TEAM: The TD will normally record a loss against a player who has been silent for over 4 month (discounting leave periods) and whose team captain has not notified the TD and the opposing team captain about the delay.

3.14.7. Claims involving the 50-move rule

SERVER: 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 claim of draw by the 50-move rule will not be considered valid if there is a prior and still current claim of a win (by the opponent) based on a 7-piece tablebase outcome. However, if the opponent never filed such a claim for a win based on the 7-piece tablebase outcome, then a claim for a draw under the 50-move rule will be considered valid if the evidence supports such a claim.

POSTAL: If 50 (or more) consecutive moves by both sides are about to occur in a game in which no piece has been taken and no pawn moved, a player may file a claim of a draw. This claim must be sent by the player to the TD (*except in a TEAM event in which the player must submit the claim to the TC who will then forward the claim to the TD*). Details demonstrating the occurrence of these 50 or more moves must accompany any such claim. A claim of draw by the 50-move rule must not be considered valid if there is a prior and still current claim of a win (by the opponent) based on a 7-piece tablebase outcome. However, if the opponent never filed such a claim for a win based on the 7-piece tablebase outcome, then a claim for a draw under the 50-move rule must be considered valid if the evidence supports such a claim.

3.14.8. What to do if a time default is never claimed

SERVER: For international events: 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 are not to 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.

POSTAL: In postal events, players are required to file claims to win, or draw based on any type of exceeding of time limits. The requirement is for players to file their claim within 40 days from the day the claim was first valid. If no claim is filed within those 40 days and no moves have been made during that time by either player, the game shall be scored by the TD as a double default.

3.15. Handling code of conduct violations

3.15.1. Team captain behaviors

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 team captain 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 Champions League), the TD is to 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.

A team captain is responsible for notifying the TC's team players, opponent team captains, and the TD when the TC goes on leave or is otherwise unable to represent the TC's team players.

A player or an entire team can lose its games if a team captain is unable to meet TC responsibilities, especially in the reporting of time complaints.

3.15.2. Player behaviors

The player can appeal any TD decision related to the following subsections within 14 days of receiving notice of the TD's action (excluding previously scheduled leave time).

3.15.2.1. Improper communication

PHILOSOPHY: Any time a player is found to be sending messages to an opponent that are determined to be mildly inappropriate and/or harassing, the TD is to 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), the player 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 a 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 select either “silent mode” or “normal mode” for those players for the rest of their game.

POSTAL: PROCEDURE: Any time a player finds an opponent has sent one or more offensive comments, the player can file a report to the TD (or to the team captain in a TEAM event) of “inappropriate comments”. That report needs to be specific about what was said by the opponent and, if not obvious, explain why it is offensive. The TD needs to review the information and decide on one of three options: (a) dismiss the claim as not sufficient to constitute a valid claim of a code of conduct violation, (b) ask for more information from the player and/or the opponent before deciding on the claim, or (c) rule the claim to be valid. If the claim is found to be valid, the TD must proceed with sending a warning or giving a penalty to the violating opponent depending on (a) the perceived seriousness of the infraction, and (b) whether any prior warning was given to that player. See Section 3.23. for details of the suggested disciplinary progression. Any time a TD is not sure how to assess the seriousness of this type of infraction, it is recommended that the TD consult with a mentor or other TD for input before ruling on the claim.

3.15.2.2. 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 determine when a DMD has been demonstrated by a player.

Players are to be informed when an opponent files a claim within 3.15.2.2. - concerning the alleged use of a "dead man's defense" (DMD) strategy - even when the tournament director (TD) has ruled against the claim.

As with any other TD decision, a player has a right to appeal a TD's decision regarding a DMD claim to the ICCF Appeals Committee within 14 days of the TD's sending the decision to the 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 (event) and but not in others (such as weeks of leave in the one game (event) 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 10-move cycle occurs (in the STANDARD time control).

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" must 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 is to 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 the TD's mentor, the WTD, the Tournament Director Committee (TDC), or another TD.

TDs are to be aware that:

a. The impatience of a player claiming an 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 an opponent has played all game.

b. Likewise, if a player has essentially not changed the player's rate of play during the relevant portion of the game (example: in the middlegame, or from the middlegame to the endgame), then the player must 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, the player's doing this same rate later when in a poor position does not constitute a DMD even if an opponent is finding the continued play frustrating in that the opponent thinks the player ought to 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 is not to conclude the presence of a DMD infraction.

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

a. Send a warning to the player that the player is in violation of the ICCF code of conduct in regard 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 several 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 the player from continuing such behaviour. See §3.23. 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 time.

3.15.2.3. 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 §3.23. 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 for the next 10 moves. To be clear, claims for a draw either automatically handled by the server and/or made by a player to a TD (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 "10-move draw offer" procedure is that where one player offers a draw directly to the other.

It is understood that a player may use the player's ability to message an opponent during those 10-move segments to convey the idea that they expect to 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 is to 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 §3.15.2.1. above) for the purpose of incapacitating the harassing player from any more such communications. The rest of the game is then to be played in silent mode. There is no need to use any penalty to the offending player beyond the incapacitating procedures stated herein.

3.15.2.4. Suspected collusion between players

Collusion between players is defined as an occurrence where two (or more) players conspire to determine a game outcome for the specific benefit of one of the players (or a player's team). That benefit can be to facilitate earning a title norm, a promotion in a promotional tournament, a prize, or other such things. Although a TD may suspect that collusion has occurred, TDs are not expected to make the final determination in this

regard. There is a procedure (involving an anonymous and independent 3-person panel overseen by the WTD) to investigate if collusion between players has occurred. If a TD has sufficient reason to suspect collusion has occurred, the TD is to send a confidential email to the WTD stating the players' names, the event name, and all details thought related to the suspicion of collusion. The WTD will do all further follow-up to investigate and potentially penalize the possible collusion.

3.16. Adjusting players' clocks

The adjustment of a player's clock by the TD is expected to 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.

3.16.1. When to reset players' clocks

SERVER: There are only two occasions where resetting of a player's clock by the TD is regularly considered appropriate (that is, already approved within these rules):

a. [STANDARD & TRIPLE BLOCK with guaranteed time]: 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 extraordinarily little reflection time remaining (such as 1-2 days for numerous moves).

b. [STANDARD & TRIPLE BLOCK]: The rarer 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.

ICCF "guarantees" there will be (a) no more than three periods of server unavailability of an hour or more in a seven-day period, and there will be (b) no periods of server unavailability of eight hours or more. ICCF also guarantees that no more than one hour of data will be lost in the event of catastrophic server failure. The resetting of clocks due to the server being down only is to occur if the server is down beyond one of those

time periods (“a” or “b”). Players should plan their games accordingly [as told to them in §2.4(2)] as claims or appeals are only to be considered if server unavailability *exceeds* the guarantee.

POSTAL: There is only one postal occasion where resetting of a player’s clock by the TD is considered regularly appropriate (that is, already approved within these rules). This one occasion 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).

The resetting of players’ clocks under this circumstance can be appealed by the opponent within the usual 14 days after the decision is implemented, either for the fact that a resetting of the clocks occurred, and/or for the amount of time put back onto the clocks.

BOTH: If there is ever a circumstance beyond those listed 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 TDC to obtain agreement.

3.16.2. How much time is to be added when resetting clocks?

Given the quite limited circumstances for an appropriate resetting of players’ clocks, there are extremely specific guidelines for how much time the clocks are to be reset.

[STANDARD & TRIPLE BLOCK with guaranteed time]: Concerning following a withdrawal (as described in §3.16.1), players’ clocks are maximally to be reset to the best estimate about what the clocks showed at the time the issue came up (that is, the later of when a player became unable to play or actually stopped playing). The amount of time put back on players’ clocks must 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 serious illness, the player may have played a month or so after the diagnosis before needing to stop playing. In such a case, the proper resetting of the clocks would be only to the time the player 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.

[STANDARD & TRIPLE BLOCK:] After the unavailability of the server, the following will apply:

(1) The resetting of clocks under this type of circumstance will only be appropriate for players who were on move during the time the server was unavailable, and the game went to ETL during the time the server was unavailable,

(2) To obtain a resetting of a clock under this circumstance, a player must make a request for such to the relevant TD. The TD will then need to forward the request to the World Tournament Director (WTD) for the game to be reset to ongoing (because TDs cannot reset "finished" games on their own),

(3) The amount of time to be reset will only be the number of full days the server was unavailable, rounded to the nearest full day (as determined by the Services Director or the Deputy Services Director and communicated to the WTD and published on the ICCF home page),

(4) The person responsible for ensuring games (that went to ETL specifically during the time the server was unavailable) are reset to ongoing with reset clocks is the WTD, but only for those games where the request is made by the "defaulting" player or that player's team captain.

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 TDC to obtain agreement about the amount of time to be reset.

3.16.3. When to stop players' clocks

Players' clocks are not to be stopped except by the TD and only under the following circumstances:
a. [STANDARD & TRIPLE BLOCK with guaranteed time:] After the determination of an accepted withdrawal, during the time that a substitute or replacement player is being found,
b. [STANDARD & TRIPLE BLOCK with guaranteed time:] After a team captain's request for a substitute/replacement player in a team event,
c. [STANDARD & TRIPLE BLOCK:] After a player's withdrawal has been accepted, to begin the adjudication process,
d. [STANDARD & TRIPLE BLOCK:] When an appeal has been filed to the appeals committee
e. [STANDARD:] When recording leave for a player in keeping with §3.16.5.

If there is ever a circumstance beyond these five 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 TDC to obtain agreement about the appropriateness of stopping the players' clocks.

3.16.4. Granting retroactive leave

Granting retroactive leave is possible only in tournaments with the special leave option enabled.

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: [STANDARD:] where the player was deemed not able to handle the player's 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 Tournament Director 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 the player's 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 the player's upcoming need to take leave and simply failed to schedule it.

3.16.5. Recording leave time for a player

[STANDARD:] When the TD has reason, such as a request directly from a player's friend or family member or from any ICCF official, the TD is allowed to record leave time for a player, to be applied to all games in the one event the TD is directing. This is most likely to occur when a player is suddenly not able to continue playing (such as through sudden hospitalization), when the expected period for such incapacity does not require an accepted withdrawal.

In recording this leave, the TD can register leave time only to the extent the player has remaining leave time and must record all the player's remaining leave time as scheduled to be used from the first day possible forward. It is understood that a player returning to play can cancel any leave time the player did not need to use, such that the player can begin to play again when the player becomes able.

In recording leave time for a player, the TD must inform the player's national delegate ND) (or zonal director, ZD, if an isolated player), and if a TEAM event, the player's TC, at the same time as recording the leave, unless that person was the source of the request.

Leave time can never be recorded retroactively even if the player lost time and even one or more games prior to the TD finding out the need for registering leave for the player.

This option for a TD to register a player's leave can never serve to overturn an ETL no matter when that ETL occurred relative to any of the procedure just described.

3.17. When a player withdraws

A TD must be familiar with the definition of “accepted withdrawals” and “non-accepted withdrawals" (which includes “silent” withdrawals). These definitions are given in §3.17.1. below.

A TD is responsible for:
a. Establishing the reason for withdrawal and the type of withdrawal (using the definitions below), as well as informing the WTD,
b. Initiating withdrawal procedures*, 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 must reasonably coincide in time with the player’s withdrawal from all the player’s ongoing ICCF events (that is, within 14 days). All of this can all be accomplished by using the automated withdrawal system on the server, as the needed information will automatically be distributed to all the relevant TDs. If the automated withdrawal system is not used, the communication of player withdrawals to other relevant TDs must be done manually (by email or post).

(* Players will be able to initiate procedures for an accepted withdrawal once this procedure is implemented on the server. TDs are still responsible for reviewing the player’s stated reason for the accepted withdrawal during the investigation to ensure it is appropriate for an accepted withdrawal.)

3.17.1. Determining the type of withdrawal

There are three types of player withdrawals: the accepted withdrawal, the non-accepted withdrawal (other than silent), and the non-accepted withdrawal (silent withdrawal). This section describes the criteria and outcome for each.

POSTAL: All correspondence with the player is to be copied to the appropriate national federation delegate.

3.17.1.1. The accepted withdrawal

Players who need to withdraw must forward an application to the TD giving adequate reasons for the withdrawal. All opponents must be informed of the withdrawal and that the TD has been notified. A player who withdraws after receiving the start list and before the start date will:

(a) forfeit any entry fee paid, and
(b) forfeit qualification rights, if applicable.

However, in team events, such changes do count against the number of changes per team which are allowed.

The TD will accept the following reasons for the withdrawal as adequate:

(a) Death of the player*
(b) Serious and debilitating illness which causes the player to discontinue playing all current games for more than just days
(c) Circumstances outside the control of the player which causes the player to discontinue playing all current games for more than just days (wars, civil unrest, natural disasters, and other similar circumstances)
(d) Personal circumstances of the player which causes the player to discontinue playing all current games for more than just days. These circumstances may be varied but must be detailed in full at the time of application.

*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.

Approved applications result in the withdrawal of that player from all ICCF-approved events** in which they are participating (both the event in which the application was approved and all other ICCF-approved events). TD's/TO's will advise the ICCF World tournament director, who will maintain a record of all such applications and notify the player's federation; the Qualifications and Ratings Commissioner must also be informed. Players who are subsequently found to have abused the privileges afforded by this rule will automatically receive a suspension from all ICCF events for a period of 5 years. Players who are granted an "accepted withdrawal" may not enter any ICCF event for at least 6 months afterwards.

POSTAL: When submitting applications under paragraph "d" above (Personal circumstances...), players must provide full details of their games to that point. Whenever possible, such details must also be provided for applications under paragraphs b) & c).

** An "ICCF-approved event" is any event that (a) is offered on the ICCF home page (such as Aspirer Tournaments, Thematic Tournaments) except the free unrated 2-game matches and/or (b) is described in an Executive Board approved ICCF document (including team tournaments such as the Champions League and the Olympiads) and/or (c) obtains approval from the WTD to be placed on the ICCF schedule of events,

and/or (d) is a friendly match, as defined in §1.3.2.(6). This definition of “ICCF-approved event” applies anywhere that phrase is found in an ICCF document.

In the event of an accepted withdrawal:
a. In INDIVIDUAL events: If a player is granted an accepted withdrawal, that player’s remaining games shall be cancelled if both of the following conditions are true: none of the player’s games has yet completed (excluding by ETL by either player or cancellation) in the relevant tournament, and the average number of moves across all the player’s games is less than 25. [In a Silli tournament format event, the crosstable will show default losses instead of cancelled games and will count as such, but those losses will not be counted within the rating system for any player involved. This is to avoid some players (those who would have a cancelled game) having a different number of games counting in the event compared to what other players have (who were not paired with the withdrawn player).] If one or both of those conditions is not met, all the player’s remaining games in this tournament shall be adjudicated.

b. In TEAM events: The TD is to 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 is to start on a date set by the tournament director, with [STANDARD:] the leave time and [TRIPLE BLOCK with guaranteed time:] reflection time that were in place when the original player needed to stop playing [or for TRIPLE BLOCK without guaranteed time]: the reflection time of the clocks and banks at the time the substitution/replacement is implemented.] (See §§3.16.1. & 3.16.2. concerning “When to reset players’ clocks” and “How much time is to 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.

3.17.1.2. The non-accepted withdrawal (other than silent withdrawal)

If the reason for the withdrawal is considered inadequate and not accepted by the TD, or a second withdrawal according to §3.17.1.1. occurs within a short time, the case will be forwarded to the respective tournament office (Title Tournament Commissioner or Non-Title Tournament Commissioner) for review, and consultation with the appropriate national federation. If the withdrawal application is confirmed to be inadequate and not accepted, the player will be given the option to continue the games. A player who nevertheless withdraws is considered as a "not accepted withdrawal" in all ICCF-approved events in which the player is participating (both the event in which the application was originally made and all other ICCF-approved events).

If the withdrawal is considered non-accepted, all open games of the withdrawing player shall be scored as losses (unless the player never played any moves in any game of the tournament in which case all games must be cancelled). The player may not enter any ICCF events for at least 12 months.

3.17.1.3. Withdrawals that are not accepted: the silent withdrawal

A silent withdrawal is when all the following conditions are found to be true:
a. A player has stopped play in a game [STANDARD: 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 [STANDARD: without counting leave time] of having presumably received that inquiry, and
c. There is no known 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 the player's 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 the player's intention is let the player's clock run out, then this is not a silent withdrawal.

If a TD has reason to suspect that a player has silently withdrawn, the TD must 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 recorded as a silent withdrawal and suffer the penalty.

If a player is ruled to have silently withdrawn, the TD must record this conclusion as soon as possible using the automated withdrawal system on the server. All open games of the withdrawing player (in all ICCF-approved events) shall be scored as losses (unless the player never played any moves in any game of the tournament in which case all games in that tournament are to be cancelled). The player will not earn any title norm or qualification. Silent withdrawals are considered 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. (Exceptions to this suspension can only be made by the World Tournament Director. See §3.24 for more details.)

3.17.2. Recording the withdrawal

SERVER: In an INDIVIDUAL event: Once a TD determines that a player in an event has an accepted withdrawal for any of the 4 reasons listed in §3.17.1.1., a silent withdrawal, or a non-accepted withdrawal (other than silent) , the TD is to go to the event cross table, find the player's name, and withdraw the player using the "Withdraw" button provided. The specific reason for that withdrawal is to be checked when requested by the server. The server will then automatically proceed in registering that withdrawal, and depending on the circumstances, will cancel the player's games, call all of the player's remaining games in the event for adjudication, or record default losses for all of the player's remaining games. Opponents of the withdrawn player will be

automatically informed of the withdrawal of the player and, if required, the need to file adjudication claims and supportive analysis. If required, the server will also automatically arrange for an adjudicator to assess the games. Any adjudication result will be recorded directly by the adjudicator.

In a TEAM event: the proper procedure is different from the procedure for individual events. In team events, the TD will still need to record the withdrawal using the button provided at the event cross table. If the withdrawal was of a non-accepted type, the default losses will be recorded. However, if the withdrawal was accepted (for any of the 4 proper reasons), the TD shall then need to 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 TD. (See §§3.17.4. & 3.17.5. concerning substitution and replacement players, and §§3.16.1 & 3.16.2 concerning “When to reset players’ clocks” and “How much time is to be added when resetting clocks”.) If the team captain fails to produce a substitute/replacement player within that time, the TD shall rule that all the withdrawn player’s games will be recorded as lost by default.

In a TEAM event, an ETL ends the game as a loss without recourse. The recording of an accepted withdrawal in a team event for a player with an ETL never changes that ETL to an accepted withdrawal even if the reason for the withdrawal started prior to the ETL.

Once a withdrawal of any type is recorded, the server will open a screen entitled an "investigation". The TD must oversee this investigation. See §3.17.3. for details.

POSTAL: In an INDIVIDUAL event: Once a TD determines that a player in an event has withdrawn, the TD is to go to the event cross table, find the player’s name, and withdraw the player using the "Withdraw" button provided. The specific reason for that withdrawal is to be checked when requested by the server. The server will then automatically proceed in registering that withdrawal.

Once a withdrawal of any type is recorded, the server will open a screen entitled an "investigation". The TD must oversee this investigation. See §3.17.3. for details.

In addition, because postal games of the withdrawn player are not recorded on the server, the following procedure needs to be followed to address the withdrawal:

a. The TD is to stop all the clocks in that player’s games.

b. Notification of this (ideally with an appropriate condolence message if the player died) and the clock stoppage is to 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 withdrawn player’s games had yet ended. If none of the withdrawn player’s games had yet ended, cancel all the player’s games. Use the

automated withdrawal system on the server to inform the Qualifications and Ratings Commissioner about why these games were cancelled.

d. If any of the withdrawn player's games had already ended:

(i) For each game that is still ongoing for the withdrawn player, ask each of the withdrawn player's opponents if the player wishes to claim a win.
(ii) If the game involved 25 or fewer moves, inform the opponent that the withdrawn player's automatic claim will be for a draw.
(iii) If the game involved more than 25 moves by White, inform the opponent that the withdrawn player's automatic claim will be for a win.
(iv) 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 TD within 14 days (plus postal transmission time) after informing the TD of the intention to claim a win.

e. Wait up to 7 days (not counting postal transmission time or any days a player is on leave) for response about the player's desire to claim a win.

f. If the player says no, and the game involved 25 or fewer moves, then post the result of each such game as a draw. If a game involved at least 26 moves by White, send the game for adjudication.

g. If a player wishes to claim a draw (against the withdrawn player's automatic claim of a win) or 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 §6. concerning adjudication procedures.) If no analysis is received within the required time, or the analysis received only claims a draw, and the game had not reached White's 26th move, 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.

In a TEAM event: In the event of an accepted withdrawal of a player, the proper procedure is different from the procedure for individual events. In team events, once the

accepted withdrawal is recorded, the TD shall call upon the team captain to find a substitute this player within two months. (Once a withdrawal of any type is recorded, the server will open a screen entitled an "investigation". The TD must oversee this investigation. See §3.17.3. for details.) The new player starts on a date set by the TD. (See §§3.17.4. & 3.17.5. concerning substitution and replacement players, and §§3.16.1. & 3.16.2. concerning “When to reset players’ clocks” and “How much time is to 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, and Qualifications and Ratings Commissioner. If the team captain fails to produce a substitute/replacement player within that time, the tournament director shall rule that all the deceased player’s games will be recorded as lost by default.

BOTH: The automated withdrawal system must be used by the TD to record all withdrawals as soon as an accepted withdrawal is determined, or as soon as a non-accepted withdrawal is apparent. The needed information will be automatically sent to the player, the WTD, the tournament organizer, the ICCF Rating Commissioner, all other relevant TDs, and the national delegate of the player concerned. The use of the automated withdrawal system by the TD is required in ALL withdrawal cases, whether the withdrawal is accepted or “silent”.

3.17.3. Overseeing the investigation after recording any withdrawal

Once the TD records any type of withdrawal for a player, the automated withdrawal system will start an "investigation" (though only if the player still has at least one other ongoing game on the server). The investigation screen that opens will state the player's name who has been withdrawn, the TD's stated reason for the withdrawal, and a time limit of 7 days from the moment the withdrawal was recorded. There will also be a list of other officials who are potential participants of the investigation, including TDs from all ongoing events in which the withdrawn player is listed as a participant, the player's national delegate (ND) (or zonal delegate if from a non-member nation), and the WTD.

Purposes for the investigation

There are multiple purposes for this investigation:

a. to give the player the opportunity to appeal the recorded withdrawal,
b. to inform TDs of other events why one of their players is being withdrawn,
c. to give other TDs and NDs the opportunity to offer information about the player's behavior in events other than the one in which the withdrawal was recorded,
d. to give the WTD all needed information to confirm the appropriateness of the recorded withdrawal before that withdrawal is recorded in other ICCF-approved events, and
e. to give the recording TD feedback about the recorded withdrawal in case of an error.

How it works

The process works as follows. You can also see Figure 1 below that pictorially describes the same thing.
a. Each listed participant is notified of the investigation when the withdrawal is recorded,
b. All the player's ongoing games in other ICCF-approved events are stopped (though not until the withdrawn player is "on move") and marked "pending investigation",
c. If any participant listed in the investigation has information of relevance to share about the withdrawal (its type, or even whether the withdrawal is appropriate), the participant can do so in a way that all participants can see,
d. The investigation will remain active for a maximum of 7 days,
e. The recording TD (and the WTD) are given ongoing options concerning the recorded withdrawal during those 7 days. The TD's options available are the following:

(1) register an accepted withdrawal for this player in all remaining games,
(2) register a silent withdrawal for this player in all remaining games,
(3) register an unaccepted withdrawal other than silent for this player in all remaining games, and
(4) do not register any withdrawal for this player.

All these buttons do as they say (register the specified withdrawal or no withdrawal), as well as terminate the investigation, and terminate the "pending investigation" status of all the player's games related to this investigation. If button 4 is selected, the player's clocks for what had been ongoing games are restarted exactly from where they had been, and all the player’s remaining games continue where they left off. (If the recording TD determines that the TD made an error in recording the original withdrawal, that TD will need to work manually with the WTD to correct any recorded outcome in the original event. There is no automated process for correcting errors in the originally recorded withdrawal.) The TD is responsible for overseeing the investigation, either to end the investigation prior to its 7-day limit or to respond to inquiries or input received from other people during the investigation.

The recording TD typically needs to wait to learn what information may be shared by the other TDs and ND. If neither the TD nor the WTD actively chooses an option earlier, the investigation will automatically end after 7 days at which time the originally recorded type of withdrawal is automatically applied to that player's ongoing games in all ICCF-approved events. Although the recording TD can terminate the investigation in less than the 7 days, this is to occur only when the recording TD is certain of the accuracy and comprehensiveness of the information available to make that decision.

Figure 1 below describes this same overall process in pictorially form, to facilitate users' understanding. The textual description above is always to be given precedence if there is any perceived discrepancy between the text and the diagram. Many thanks to Hermann Rösch for his assistance in formulating this diagram.

FIGURE 1: Automated Withdrawal System

Examples illustrating the purpose of the investigation

Although the original withdrawal is applied immediately within the event in which it was recorded, the investigation serves as a safeguard against any error being transferred to other events in which the player is involved. For example:

a. While a TD may record an accepted withdrawal in that TD's event, it can be that the player was about to be recorded with a silent withdrawal in another event. Only one or the other type of withdrawal can be transferred across a player's many events. The investigation facilitates the needed communication between TDs to determine which type of withdrawal is more accurate and shall be recorded for that player across all ICCF-approved events.

b. Likewise, although a player may be recorded with a silent withdrawal in an event, it can be that during the investigation period, the player will have the ability to point out that he was in the hospital and unable even to ask for an accepted withdrawal. Again, the investigation offers the opportunity to re-consider a situation before the wrong type of withdrawal is recorded through all the player's ICCF events.

c. Although a TD may have been given a valid sounding reason by a player to grant an accepted withdrawal, the ND may be aware that this same player has made that same claim multiple times previously and found invalid. The investigation gives the opportunity for the TD to correct the inaccurate granting of an accepted withdrawal.

3.17.4. 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 second player withdraws on the same board, and that player was granted an accepted withdrawal, that player's games need to be cancelled (if no moves were ever played on that board) or be adjudicated. If the second player's withdrawal was non-accepted, that player's games need to be scored as default losses. In any case, a second substitution on the same board is not allowed. Rule clarification: A substitution that was in error and is being or was corrected does not count as a first or second substitution.] 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 the substitute's predecessor (although the games finished by the substitute are rated according to Rule 18 of the rating rules in Appendix 1).

The substitute player will take over all the withdrawn player's games as they existed at the time the reason occurred for the accepted withdrawal (for example, 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. (The

phrase "all of the withdrawn player's games" means only those games that were ongoing at the time the withdrawal was registered by the TD, and not to any games that ended either by ETL or for other reasons prior to the recording of the withdrawal.) (See §3.16. regarding resetting clocks.) [STANDARD:] In the case of a substitution, the leave is normally inherited from the previous player. However, if this will lead to extraordinary injustice to the substituting player, the TD may grant extra leave for reasons normally not accepted.

When the team captain is so instructed, the TD is also to inform the team captain whether the substitute player can become a replacement player. See §3.17.5. for more details about replacement players.

POSTAL: The substitute player may be required to start with an initial time limit exceeding. The new count starts on a date set by the tournament director.

BOTH: If no substitute player is made available by the team captain, the TD shall consider all the withdrawn player's remaining games to be lost by default unless the withdrawn player never played any move in any game. In that circumstance, all that player's games must be cancelled.

Once a player in an international rated team event has served as a playing participant* in any way (that is, through a team captain's request, or through any type of formal withdrawal) or simply through the completion or cancellation of all scheduled games, and that participation has been finalized (that is, such as by a new player being substituted, games being sent for adjudication, all the player's games being completed normally and/or through adjudication or default or cancellation, etc.) , that player cannot be placed back on that team through any means. [* A team captain (TC) who has not previously played on any board in the event can serve as a substitute or replacement player on that TC's team.] This rule does not apply to friendly matches as defined by ICCF Rules §1.3.2.(6).

Players in an international rated team event can never serve as a substitute or replacement for themselves.

3.17.4.1. Procedure for postal substitutions on the server

For historic reasons, the procedure for substituting a player in a postal event, where the crosstable is maintained on the ICCF server, is slightly different from that of a server event. The following procedure is recommended:

1. Substitute the player on the crosstable in the same way as a server event.
2. Go to "TD – Edit Results". The substitute player is listed, but the original player is also still listed. So, if there are 11 players playing on this board, you will now see 12 names.
3. Mark the result as "Cancelled" of all the games that the original player had not yet finished.

4. Mark the result as “Cancelled” of all the games that the substitute player will not be playing (because they were finished by the original player before the substitution took place).

An example follows to illustrate. Assume a Team Tournament of four teams with 4 boards per team. For example:

PST2 Board 2, Postal Substitutions Test 2 Board 2

Rated							1	2	3	4	Score
1	ENG	211062	SIM	Asquith, Dr. Jerry E. C.	2439	Team A		-	1	-	1
2	ENG	210172		Woodford, Colin	2199	Team C	-		-	-	0
3	ENG	211498		Brotherton, Trevor S.	1727	Team B	0	-		-	0
4	IND	280176		Dhanish, P. B.	2530	Team D	-	-	-		0

Not finished: 5, Adjudication pending: 0, Finished: 1

You will see that there are 6 games on this board; 5 not finished; 1 finished.

Let us assume we now wish to substitute TS Brotherton of Team B, with a new player R Wakefield. Follow procedure #1 above & the crosstable will now show this:

PST2 Board 2, Postal Substitutions Test 2 Board 2

Rated							1	2	3	4	Score
1	ENG	211062	SIM	Asquith, Dr. Jerry E. C.	2439	Team A		-	1	-	1
2	ENG	210172		Woodford, Colin	2199	Team C	-		-	-	0
3	ENG	211498		Wakefield, Robert J.	2274	Team B	0°	-		-	0
4	IND	280176		Dhanish, P. B.	2530	Team D	-	-	-		0

X^{O} = game finished by original player

Substitutions:

Brotherton, Trevor S. (Team B) was substituted by Wakefield, Robert J..

Latest results are displayed in red.

Not finished: 8, Adjudication pending: 0, Finished: 1

The substitution has taken place correctly, but the number of games is now showing as 9 games (8 Not finished, 1 finished), an increase of 3 games from the original number.

Now follow procedure #2 and #3 marking the result as “Cancelled” of the games Brotherton - Woodford and Brotherton – Dhanish (the unfinished games of the original player).

Now follow procedure #2 and #4 marking the result as “Cancelled” of the game Wakefield – Asquith (which never took place as the game versus Asquith was finished by the original player).

The crosstable will now look like this:

PST2 Board 2, Postal Substitutions Test 2 Board 2

Rated							1	2	3	4	Score
1	ENG	211062	SIM	Asquith, Dr. Jerry E. C.	2439	Team A		-	-	1	1
2	ENG	210172		Woodford, Colin	2199	Team C	-		-	-	0
3	IND	280176		Dhanish, P. B.	2530	Team D	-	-		-	0
4	ENG	211498		Wakefield, Robert J.	2274	Team B	0°	-	-		0

X^{O} = game finished by original player

Substitutions:

Brotherton, Trevor S. (Team B) was substituted by Wakefield, Robert J..

Not finished: 5, Adjudication pending: 0, Finished: 4

The only change is that the number of games “Not Finished” is now showing correctly as 5. The number of finished games now shows as 4.

Only by following this procedure will the number of unfinished games be accurately displayed for that board.

3.17.5. 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 [for an event using any time control] after the initiation of an event but prior to the official start date, and also [only for STANDARD or TRIPLE BLOCK with guaranteed time:] during the early stage of the event (typically no more than 4 months after the start). A replacement is then allowed if the following is true: the withdrawn player (a) had completed no games in the event (and has no pending claims) and the (b) average number of moves played across all the withdrawn player’s games is <10. In this type of replacement in an individual event, the new player starts all games from the beginning including with full reflection time and [STANDARD:] 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 §3.17.4.). However, replacing a player is different from substituting a player in that the games being played by the replaced player are for the replacement player’s own gain and loss in rating and the replacement player’s own potential gain in title norms. A substitute player plays at no risk to the substitute player’s 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, [STANDARD & TRIPLE BLOCK with guaranteed time:] 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 §3.16. 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 is also to inform the team captain whether 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 the
(b) average number of moves played across all the withdrawn player’s games is <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 the player’s 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 Qualifications and Ratings Commissioner, and the backup TD. This approval will entitle the replacement player to have all results rated and to become eligible to achieve title norms.

In instances where "replacement" status is implemented (in either an individual or a team event), title norms shall be revised if necessary. If any revised title norm is higher than what it was at the start of the event, then the title norm shall remain unchanged.

In instances where a player is substituted and the substitute player chooses not to seek "replacement" status (or where it is no longer possible for the substitute player to achieve "replacement" status), the title norms shall remain unchanged, and it shall not be possible for the substitute player to achieve any title norms. The substitute player shall be rated only in those games which end in results favourable to the substitute player's rating. Those results which are unfavourable to the substitute player's rating shall be credited to the original player who was replaced.

3.18. Addressing a player's exceeding time limit (ETL)/stopping play

a. SERVER: Exceeding the time limit (ETL) is valid only if it is confirmed (automatically) by the ICCF Server. Once confirmed by the server, an ETL can never be overturned to become an ongoing game.

In a TEAM event, an ETL ends the game as a loss without recourse. The recording of an accepted withdrawal in a team event for a player with an ETL never changes that ETL to an accepted withdrawal even if the reason for the withdrawal started prior to the ETL.

Postal: Exceeding the time limit is valid only if it is confirmed by the TD (if a player agrees that he has exceeded the initial time limit, this takes effect only after confirmation by the TD)

b. BOTH: In TEAM tournaments if a player stops play, or if the TD has awarded the first exceeding of time in postal events and considers that an orderly continuation of play is threatened (e.g., sickness, special leave beyond the prescribed norm, etc.) the TD can call upon the team captain to substitute for this player within a prescribed time (at most two months)

c. SERVER: Once a player defaults in any game through the 40-day rule, the automated withdrawal system will start an "investigation". The TD is responsible for overseeing that investigation, either to end the investigation prior to its 14-day limit or to respond to inquiries or input received from other people during the investigation. See §3.18.1.

POSTAL: As soon as a player defaults on any one game (through the 4-month rule, not just any exceeding of time limit - “ETL”), the TD must regard this as a potential withdrawal and act as follows:
• Write to the player, ideally through email, asking for the player’s reasons for default. The National Federation delegate is to be copied in.
• If no answer is received within 14 days (plus time of postal transmission) and the player is not known to be making any moves, and is not on leave, e-mail the player again to give the player a final warning that the player risks being defaulted in all outstanding games if the player does not answer.
• If no response within a further 14 days (plus time of postal transmission) and the player is not known to be making any moves and is not on leave, then the player must be classified as committing a “silent” withdrawal and the player’s remaining games must be marked as losses.

BOTH: Any player who defaults 50% or more games in any one tournament without a satisfactory explanation must also be reported in this way. (The minimum scheduled number of games for the application of this rule is six (6), meaning the rule would not be applied to any event with 5 or fewer games per player). Procedurally, once a default occurs that represents 50% (or more) defaulted games within any one tournament (with 6 or more scheduled games per player), the TD is obliged to write to the player to find out why. If the player fails to respond, the player must be considered silently withdrawn. If the player responds but offers no good reason (or a very weak reason), the player must receive a non-accepted withdrawal other than silent. If the player offers a reason that seems to the TD as substantial, the TD has the option of allowing play to continue as is. [That is, the TD’s choice then becomes to allow play to continue with no withdrawal or to give the player a non-accepted withdrawal anyway due to the (current or anticipated future) disruptiveness of the ETL frequency to the event. The TD is not to give an accepted withdrawal unless the TD determines there is sufficient reason specifically qualifying the player for that type of withdrawal as listed in §3.17.1.1.] Given the potential enormity of the effect of the TD's decision on this and other tournaments, it is recommended that TDs consult with mentors or an ICCF official (WTD, TDC Chair) to determine if a reason is substantial enough or not.

3.18.1. Overseeing the investigation following an ETL

SERVER: Any time a player exceeds the time limit ("ETL") in a game (and still has at least one ongoing game in the any ICCF event), an investigation is started. The purpose of the investigation is to provide a process to determine if the player has completely stopped playing or still wishes to continue playing the person’s remaining games.

This investigation works similarly to the investigation following a registered withdrawal in that the player, all relevant TDs from the player's other games, the national delegate, and the WTD are participants along with the TD of the event in which the ETL has occurred.

For investigations based on an ETL, the deadline for input is 14 days after the ETL, not counting any days where the player had already taken leave at the time of the ETL. (This is different from the investigation following a withdrawal where the time limit is 7 days.)

The player will receive an inquiry from the server asking if the player wishes to continue playing in any ICCF game already in progress. If the player responds yes or makes any kind of move in any of the player's ongoing games (including accepting a draw offer, filing a claim, registers new leave time or other such signs of active involvement), the investigation will automatically terminate (with the ETL game recorded as a loss).

During the 14 days of the investigation, the TD (where the ETL occurred) has the option to terminate the investigation by selecting one of 3 options: (a) to grant an accepted withdrawal, (b) to record a non-accepted withdrawal (other than silent), or (c) to record no withdrawal at all. However, TDs are not to record any of these options unless there is sufficient reason given by one of the participants for intervening. Instead, TDs are to allow the 14-day time period to pass unless reason presents itself to intervene.

If the player fails to respond to the server's inquiry and does not make any sign of active involvement in any ongoing game during those 14 days (excluding leave time scheduled prior to the ETL), and the TD had no reason to intervene such that the 14-day period ends, the player will be recorded as a silent withdrawal. That silent withdrawal will be recorded immediately in all the player's ICCF events.

Figure 2 below describes this same overall process in pictorially form, to facilitate users' understanding. The textual description above is always to be given precedence if there is any perceived discrepancy between the text and the diagram. Many thanks to Hermann Rösch for his assistance in formulating this diagram.

FIGURE 2: Investigation Following An ETL

3.19. When to cancel games

Games are to be cancelled by the TD only under the following circumstances:

a. In INDIVIDUAL events:

1. If a player is granted an accepted withdrawal for any reason, 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 the withdrawing player's games in this tournament shall be cancelled.

[In a Silli tournament format event, the crosstable will show default losses instead of cancelled games and will count as such, but those losses will not be counted within the rating system for any player involved. This is to avoid some players (those who would have a cancelled game) having a different number of games counting in the event compared to what other players have (who were not paired with the withdrawn player).]

[* As used in this section, the word "finished" means completed by any means except: (a) an ETL by either player where the game has not yet been processed ["flagged"] by the server for rating purposes, and (b) any cancelled game. This means that someone who gets an accepted withdrawal and who has only completed ETL games (a) will have all games cancelled including those ETL games if the ETL games were not yet flagged by the server, but (b) will have all open games adjudicated, with the ETL games remaining as were already recorded (as win or loss) if they were already flagged by the alltime the accepted withdrawal was recorded.]

If either or both these conditions are not true, then all the player's ongoing games in this tournament shall be adjudicated.

2. If a player is ruled to have silently withdrawn but never made a move in any of the player's games in that event, all the player's games must be cancelled.

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 <u>the player's team captain fails to supply a substitute player</u>, and the withdrawn player never played any move in any games in the event, all the player's games must be cancelled. If the withdrawn player made at least one move in any of the games, the team instead defaults all 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 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 (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 are to be substituted if possible. If a third player dies (even if one of the substituted players), however, that player's games must be cancelled if no moves have been made by the player or adjudicated if the player had made any move.

3.20. When and how to organize adjudications

PHILOSOPHY about adjudications: Adjudications are to 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.

3.20.1. When to call for adjudication

The following are the appropriate circumstances in which TDs are to 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 for any reason, 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 the player's remaining games in this tournament shall be adjudicated. If neither of the two listed conditions is true, then all the player's games must 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 is to 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. In the third situation listed, the event TD is expected to make this determination in consultation with the TO, based specifically on the needs for the integrity and timing of the event. The TD is expected to 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.

3.20.2. Automated procedures to accomplish initial adjudications

All ICCF international events must use the automated adjudication system available through the server, whether a server game or otherwise. The TD implements the automated adjudication system by indicating the option of "adjudication" for each relevant game either after an accepted withdrawal has been granted or when an end date has been reached. The TD need not do anything else to accomplish adjudications of all games indicated. Players are informed by the server of the call for adjudication, of time limits (14 days maximum for the submission of their claim and analysis, with an option to obtain 14 more days), and of the final adjudication decision. The selection of an adjudicator, the forwarding all relevant information to the adjudicator, and the recording of the adjudication result on the appropriate crosstable are all handled through the automated system. The system automatically records the game result of a draw if both players' claims were for a draw, rather than send the game to an adjudicator for assessment.

3.20.3 Manual procedures to accomplish initial adjudications

For any event designated as a “national event” by the TO in setting up an event, the TO can opt out from using the ICCF automated adjudication system. The opting out process means that all adjudication procedures will be accomplished manually, not automatically. When the TD (in such a national event) is about to grant an accepted withdrawal, the TD needs to stop the clock(s) of the relevant game(s), and then proceed conducting the adjudication process manually (by contacting/informing the players involved, finding an adjudicator, sending the required information to the adjudicator, and receiving and recording the adjudication results.) The TD may select someone other than a member of the ICCF adjudicator group, but the adjudicator’s playing strength must still be in line with the tournament category or higher, or of the strength of the players in an Open or Cup tournament. An adjudicator is not to be given more games than the adjudicator can decide within approximately 30 days.

If an adjudication is being conducted manually, the following general procedures are to be implemented:
a. Players must 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.
b. 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 has an accepted withdrawal, this information is to be forwarded as well. (The TD or the player can use the output from any chess database software to generate a clean PGN game score.)
c. The adjudicator is to inform the TD of the adjudication decision as each game result is decided.
d. 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 must 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).

Specific procedures for manually conducted 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 14 days of receipt of the TD's initial notice (not including leave that had already been scheduled in that event) of the player's intention to file a claim for a win or draw.

Failure to submit a claim within those 14 days shall result in a automatic draw claim without any analysis allowed and with no right to appeal.

b. Players must submit their claims of a win or draw and any analysis to support their claim directly to the TD even in team tournaments. Both players shall submit their claim and analysis directly to the TD within 14 days (again 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 (except as provided in "c" below). Such claims shall be treated as claims of a draw instead. Adjudication claims, like draw offers, cannot be withdrawn or altered once submitted. 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 an accepted withdrawal for any reason, the TD shall handle the game as if that player claimed a draw and submitted no analysis, with any one or more of the following to be an exception (addressed in “f” below):
- Any game where White has played at least 26 moves, in which the withdrawn player will have an automatic adjudication claim of a win (without supportive analysis being required)
- All known 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.

In each of the situations listed above, the withdrawn player will have an automatic adjudication claim of a win (without the otherwise required supportive analysis)

d. If both players claim a draw, the TD or server shall declare the game a draw.

e. No player may be awarded a win when the player submitted a claim of a draw, or when the player submitted a claim of a win without required supporting analysis. The only exception shall be for those players with an accepted withdrawal covered under “c”, and/or who may be awarded a win based on the adjudicator’s analysis even in the event that the TD has submitted the position with a claim of a draw for that player.

f. 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 the verdict is subject to appeal. TDs can expect that adjudicators’ conclusions will be posted as soon as they are known despite the fact they may yet be appealed, with one exception. If a player with an accepted withdrawal was adjudicated with a loss, the adjudicator’s decision will not be posted until the 3-person panel review is completed (See the next paragraph.)

g. Any time a player with any type of accepted withdrawal in an individual event is adjudicated with a loss, there needs to be an automatic review process by a panel of 3 high-rated adjudicators selected specifically for this purpose. (This will be done without need for TD input if the original adjudication was conducted through the automated system. If the original adjudication was conducted manually, then the TD needs to report this outcome to the WTD, or the Rules Commissioner in his stead, for this 3-person panel review to be conducted.)

Procedurally, the non-withdrawn player (the player with the adjudicated win from the first adjudicator) is allowed up to 14 days to submit additional analysis before the 3-person panel review. The panelists are permitted to consider that additional analysis during the review.

The non-withdrawn player will be informed of the initial adjudicator's decision when it is known, and simultaneously will be informed of the option to submit additional analysis for the 3-person panel review. The player is not obliged to submit any additional analysis. Players will be provided both with a manner to submit additional analysis and a button to press to indicate the intention not to submit the additional analysis to end the potential 14-day period earlier. If no response is made by the player within the 14 days, the player forfeits the option of submitting any additional analysis, and the case will just be forwarded to the panelists with only the original information.

The adjudicated result for the game will still not be posted on the crosstable as long as the 3-person panel review process is ongoing, including during the 14 days the player has for submitting additional analysis. The final adjudication decision will only be posted once the 3-person panel review has concluded.

The panelists will determine if the adjudicator's decision was "reasonable". They will not conduct a completely new adjudication process. The panelists will each work independently of one another in reaching their conclusions. If all 3 panelists find the adjudicator's decision was "unreasonable", then the game outcome decision will be overturned in favor of a draw. If any of the panelists finds the decision to be "reasonable", the decision will stand. When a player with an accepted withdrawal is adjudicated with a loss, that adjudication decision will not be posted on the cross table. Instead, the game result will remain pending the outcome of the panel review. The final adjudication decision, as determined by the panel review, will be posted on the cross table when it becomes known. The WTD will oversee this review process.

3.20.4. Handling player appeals of the adjudication decision

A first adjudication determination is open to appeal. A second adjudicator’s determination on the same position is not appealable. That ruling is final, meaning no further appeal shall be accepted from either player. Any appeal against the first 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 original decision. Additional analysis may be submitted by either player for an appeal. The name of the appeal adjudicator shall not be released without prior consent from the appeal adjudicator.

All appeals of adjudication decisions are handled manually, as there is no automated process yet in place.

If the initial adjudication was done through the automated system, then the appeal will also be organized for, and not by the TD. Once notified by a player of the desire to appeal (within 14 days of the original decision), the TD only needs to inform the WTD (or the Rules Commissioner, acting in the WTD's stead) through email of the request for appeal. The following information needs to be included in that notification email: the event, the game, the player who appealed, whether the appealing player had filed any analysis with the player’s claim for the initial adjudication, and whether the player

wishes to add any new analysis for the appeal. The WTD (or his surrogate) will then arrange for the second adjudication to be conducted from beginning to end.

If the initial adjudication was done manually (due to the TO's opting out of the automated system), then the TD will also need to organize the complete appeal process. The same complete set of material as was used in the initial adjudication, along with any old and/or new analysis must be sent to a different adjudicator from the first (and not the TD), preferably one of a higher level of playing strength from the first. The TD shall then obtain a ruling from another adjudicator and notify the result to both players.

The TO or the national federation delegate may request that an ICCF commissioner choose the appeal adjudicator.

3.21. What records a TD needs to keep

SERVER: 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 are to 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).

POSTAL: All TDs are to maintain their own folders to keep relevant communications during ongoing events including through 2 weeks after the events are over (in case of any appeal of any decision).

3.22. 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 that person under the conditions that:
a. all the player's 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. the player's 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 the player's remaining unfinished games shall be scored as losses.
d. When a player violates this rule repeatedly in various tournaments, the World Tournament Director is authorised to ban this player from ICCF play for 2 years.

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

The TD may find it necessary to reprimand players who are persistently rude or who refuse to obey the rules or the TD's directions. The TD may penalise or disqualify players who ignore the rules and guidelines specified for players in §2.

3.23.1. The progression from warning to penalty

PHILOSOPHY: In general, the purpose of warnings is to get players' 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 are also to 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.

POSTAL:
a. The TD must give a written warning to the player after the first instance and only give sanctions after later instances of ignoring rules or rudeness.
b. A time penalty of 2 days shall be given for minor rules infractions or the first incident of rudeness.
c. If the player continues to repeat the same minor infraction (for example, if a player continually offers a draw, and he has been asked by the TD to cease this repetitive behavior); then a time penalty of 2 days shall be given by the TD for each occurrence.
d. A time penalty of 10 days shall be given for more serious infractions.
e. In especially serious cases, (for example, continued insults to one or more opponents or to the TD), the TD may record a loss for the game involved or expel the player from the tournament and record losses of all unfinished games. TEAM: In team tournaments, the TD may request that the player be replaced.

If any game is not running smoothly and regardless of the type(s) of problem(s), a TD has the authority to request that both players send the TD a copy of every move so that the TD can closely follow the game. In this case the TD must inform the players that no move can be regarded as legal if the TD did not receive a copy of it.

BOTH:
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. (All phrases within §1.7.2. §3.23.1, and §3.23.2. describing further misbehaviours following an initial one disciplined are to be interpreted as including any or all types of disciplinary level misbehaviours; not pertaining only to the repetition of the same behaviour previously resulting in discipline.)

b. Disciplinary action with penalty/sanctions – for serious or recurring breaches in behaviour incompatible with ICCF statutes, principles, and/or rules. Immediate penalties/sanctions must be imposed, the degree of which must 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 if the recipient is unwilling to accept the decision.

3.23.2. 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 the player’s inappropriate but serious behavior so the player 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 are to 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 is just to 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 must 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 must 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. (All phrases within §1.7.2., §3.23.1., and §3.23.2. describing further misbehaviours following an initial one disciplined are to be interpreted as including any or all types of disciplinary level misbehaviours; not pertaining only to the repetition of the same behaviour previously resulting in discipline.)

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 Chair of the respective ICCF Appeals Committee (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 Chair of the respective ICCF Appeals Committee (using the ICCF server facilities provided), whose ruling shall be final.

3.24. When an appeal against a TD decision is filed

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 (or automated server determination). The World Tournament Director, Rules Commissioner, and Chair of the TD Committee also have the right to file an appeal to an ICCF Appeals Committee if an error that is significant enough to affect any game's recorded outcome is pointed out to a TD who then declines to correct that error or fails to respond to that request within 4 days. Except for the appeal of an adjudication result (the procedure for which is explained above at §3.20.4.), all appeals of TD decisions in international events are handled by the relevant ICCF Appeals Committee:

a. the Appeals Committee: jurisdiction only in cases involving ICCF playing rules, tournament regulations and any other regulations relating to correspondence chess with the ICCF

b. the Arbitration Committee: 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 player wishes to appeal a TD decision (including determinations made automatically by the server) in an international event, the player is to click the “Game” dropdown menu above the relevant game board, select “appeal”, and follow directions. All decisions by any of the above listed Appeals committees are final and cannot be further appealed.

There is a time limit for how long after a game result is posted in the cross table during which it can be overturned (including the time involved in the adjudication process after being listed as completed). The circumstance to which this time limit applies is the recording of any type of accepted or unaccepted (including silent) withdrawal when it is later learned that no withdrawal or an accepted withdrawal would have been more appropriate. (This time limit only applies when there is a recorded withdrawal and does not apply to game results involving games that end through normal procedures or ETLs, as the rules for those things involve their own time limits.) In other words, once the time limit expires, all recorded game results are unalterable by any ICCF official and/or appeal process.

The time limit for overturning such a game result is the end of the investigation that necessarily follows a TD's recording of the withdrawal.

There are approved options available to the World Tournament Director (WTD) and/or Appeals Committee (AC) for dealing with situations in which the inaccuracy in a recorded withdrawal is only being addressed after the expiration of the time limit. Those options include:

(a) altering the recorded suspension duration (such as from 2 years for a silent withdrawal to the usual 6 months for an accepted withdrawal, or no suspension at all if it is later found the withdrawal was not to have been recorded), and/or

(b) granting the affected player partial or full financial compensation (credit) for money spent to play in the affected events, and/or

(c) a request to the Qualifications and Ratings Commissioner to have the affected player's rating fixed so as not to be affected by games scored with a silent withdrawal default loss. It is expected that the decision-maker (the WTD or AC) and Qualifications and Ratings Commissioner will consult to determine how practical it is to accomplish this protection of the player's rating. It is understood that there can be circumstances when correcting a rating can be too problematic.

Appeals filed in national events (not registered as involving “all ICCF Rules”) are handled differently from the procedure described above. All appeals from national events are to be sent to the member federation (national) delegate. That delegate can

forward the appeal to whomever the delegate deems appropriate within that member federation.

3.25. At the end of a tournament: Sending certificates

When setting up an event, tournament organizers (TOs) 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 specific tournament, by the Qualifications Commissioner.

Besides for sending out certificates and what is listed in §3.25., there is no regular circumstance in which TDs need to do anything at the end of a tournament.

3.26. Taking leave as the TD

SERVER: It is imperative that all TDs register any leave time of more than 4 consecutive days (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.)

POSTAL: A TD shall notify all players in his sections and the tournament organizer (TO) of any planned dates for leave longer than 4 days. The TO may appoint a temporary TD if the TD needs to take a leave of more than 3 weeks.

3.26.1. The process of taking leave as TD

SERVER: 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.

POSTAL: It is recommended that TDs use email to notify the TO of any planned dates for leave longer than 4 days. Players are expected to be informed as much ahead of time as possible, either through email or through post.

3.26.2. Who to inform?

SERVER: 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 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.

POSTAL: The TO, both team captains in a TEAM event, and (potentially through the TCs) all players within ongoing games need to be informed of a TD's leave time greater than 4 days.

3.26.3. How to inform other people

SERVER: The process of informing all the relevant people is to be accomplished using the server. There is a "Take Leave" option in the TD menu above each cross table for this purpose. The TD is to use this option from the dropdown menu for any event 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.

POSTAL: It is recommended that TDs use email to notify the TO of any planned dates for leave longer than 4 days. Players are expected to be informed as much ahead of time as possible, either through email or through post.

3.26.4. 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 [SERVER: unless the TD expects to have and use internet access while the TD is away].

3.26.5. 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 the TD's request if the TD 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 must 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 must provide the replacement TD with the information on the TD's 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.

SECTION 4: Organising ICCF events: Instructions for TOs

4.1. The responsibility of a TO

The tournament organizer (TO) is responsible for determining all organizational aspects of ICCF events and events that use the ICCF server. This includes the tournament structure of each event, the parameters of play (such as the time controls, the cost to participate, the prizes and awards), and the roster of players for all tournaments.

4.2. When a TO is required

A designated tournament organizer (TO) is required for all ICCF tournaments and events that use the ICCF server. That includes, but may not be limited to World Championships, Olympiads, World Cups, norm tournaments, Champions League, promotion tournaments, jubilee tournaments, Thematic Tournaments, chess 960 tournaments, rapid tournaments, blitz tournaments, Aspirer tournaments, zonal tournaments, regional tournaments, open tournaments, and friendly matches. All national events using the ICCF server need a (TO) as well, even if the person is not referred to with that title.

4.3. Requirements to become an ICCF TO

Any player in good standing with the ICCF can request to become a TO through an application from and the support of a member federation (MF) national delegate (ND). That MF does not need to be the player's own (this rule reflecting the fact that some players live in places that are not MFs).

All ICCF tournaments and ICCF approved tournaments are to be organized according to ICCF principles, philosophy, and rules, including related guidelines. It is always to be remembered that “players are our customers”

4.3.1. Obtaining approval to become an ICCF TO

The member federation national delegate application just mentioned above needs to be submitted to the World Tournament Director (WTD). The WTD’s approval is needed to be allowed access to the ICCF server. The WTD has the right to disapprove the application (in exceptional cases). A national delegate can appeal such a disapproval to the relevant Appeals Committee.

4.3.2. Being responsible for reading the complete Section 4

All TOs must demonstrate their having become familiar with the complete Section 4 before they will be allowed to (continue to) serve as a tournament organizer. The current procedure for this demonstration is for the TO to click on "Create event" on the left side of the ICCF home page. The initial time a TO does this, a statement of acknowledge will appear that states “By clicking this button, I acknowledge complete responsibility for following the procedures and rules within Section 4 of the ICCF rules document. I also acknowledge being informed that gross violations against the specified procedures can result in a penalty to me including the suspension of my TO privileges.” Each TO needs to hit this button once before the server will allow a TO to organize an event. This will only be required one time for each TO.

4.3.3. Proper conduct by the TO: Suspending the role of TO

All ICCF tournaments and ICCF approved tournaments are to be organized according to ICCF principles, philosophy, and rules, including related guidelines. It is always to be remembered that ‘players are our customers’, and it is the duty of ICCF officials and TDs to offer a good quality, fair and prompt service to players and to other officials who are also providing tournament services to players, e.g., ratings, qualifications, etc.

A TO is never to set the result of a game, call a game for adjudication, or in any other way assume the role of the TD (unless the TO is also the relevant TD or activated backup TD).

All TOs will always demonstrate integrity in marketing, fairness to all potential participants, and interpersonal communications reflective of the spirit of “Amici Sumus”.

Any TO who is found to have violated the above standards of conduct in deliberate or substantial ways will be subject to a code of conduct penalty, ranging from a simple clarification of the proper procedure to a warning concerning future actions, but

potentially up to the loss of TO privileges, all as determined by the World Tournament Director (WTD).

4.4. TO appointments

ICCF approved TOs can be appointed to organize events by any member federation national delegate and by ICCF officials. A TO is not restricted to organize events solely for the TO's member federation or solely for the ICCF.

4.4.1. Restrictions on when a person can serve as TO

A person is permitted to serve as the TO for an event if also scheduled to play in that same event. (That is, a TO can be scheduled as a player in an event for which the person is TO.) If a TO is going to be scheduled to play in the TO's event, however, the TO must take all measures to ensure the TO gets no special treatment compared to other participants in the event. Illustrative examples of such improper special treatment include the following:

1. Placing oneself in an invitational tournament in which all other players (or nearly all, with the exception being one countrymate) being rated substantially higher (such as 100 points or more) than the TO - presumably for the purpose of giving the TO an increased likelihood for achieving a title norm and/or gaining rating points.

2. Placing oneself in a multi group tournament section in which the average rating of the other players is notably lower than the average rating found in most other sections - presumably for the purpose of giving the TO an increased likelihood of winning the section.

3. Placing oneself in a multi group tournament section in which the average rating of the other players is notably higher than the average rating found in most other sections - presumably for the purpose of giving the TO an increased likelihood for achieving a title norm.

4. Placing oneself on a team on a board that is significantly out of order based on the ratings of teammates.

A violation of this restriction will be considered a Code of Conduct violation, subject to penalty as determined by the World Tournament Director (WTD). The WTD is the person who will determine what constitutes any such a Code of Conduct violation (in keeping with his official job duties). If a TO is not sure about the appropriateness of a specific situation, the TO is encouraged to ask the WTD prior to the finalization of the organization of the event.

A person typically cannot serve as both the TO for an event and its tournament director (TD). Exceptions, where being both TO and TD is allowed include: (a) unrated events,

(b) national events if allowed by that member federation, (c) when serving as the backup TD in an event, or (d) in a multi-group event and the person is TD only for section(s) in which the person is not also scheduled to play. This restriction, concerning a player not also being the TD in the same section, also pertains to a player not being the backup TD in the same section in which the TO is scheduled to play (in case that backup TD becomes required to act as the TD). For that reason, a TO cannot be the backup TD in any section/tournament in which the TO is scheduled to play.

4.5. Organising an invitational tournament

4.5.1. Obtaining ICCF approval for an invitational tournament

All international invitational events [except a "friendly match" as defined in §1.3.2.(6). and unrated events] must receive prior approval from the World Tournament Director (WTD) before any other organizational process is started. This approval must be obtained at least 3 months prior to the proposed official start date of the event. (A detailed differentiation among an "invitational event", an "open event", and a regional event can be found in §1.3.3.)

The procedure is for the relevant national delegate or zonal director to submit the following type of information to the WTD along with the request for approval:
(a) name of event; (b) member federation/zonal sponsor of the event (including name of person submitting the request); (c) proposed official start date; (d) description of the parameters of the event (such as what defines who can play in terms of countries and/or ratings; sections to be run; how many players per section; anticipated norm categories per section; special rules to be used if any; anticipated promotional process if applicable; prizes/awards that are planned); and (e) name of tournament organizer.

4.5.2. Proper versus improper invitations

Invitations/advertisements for players are only to be circulated after approval has been obtained for the event from the WTD, not before.

TOs must make all solicitations for participants in international invitational events by contacting national delegates (NDs), or in situations where TOs wish to extend invitations to isolated players [players who are not represented by any member federation (MF)] by contacting zonal directors (ZDs). (If it is not clear in which zone the player resides, it is recommended that the invitation be sent to both ZDs of relevance.)

Direct solicitations to individual players are not allowed (except with ZD prior approval for isolated players), though requests to NDs (and/or ZDs) for certain players to be nominated by the ND (or ZD) are allowed.

TOs are not to disclose the identities of players in any individual section to other potential or already listed players prior to the start of an ICCF-approved event (that is, prior to when the event is put onto the ICCF server and unofficially started). This is true even if the purpose of such a disclosure is something other than to try to convince a potential player to participate. The reasons for this rule are (a) to prevent one player from getting an advantage in preparation time compared to other players, and (b) to avoid having a player already on a tournament list to withdraw because of who is, or who is not on the list of opponents.

4.5.3. Determining players' ratings while organising an event

Applicable ratings are those at the official start date of an event, no matter when the event was organized or placed onto the server ahead of the official start date. This can mean players' ratings will change between the initial organization of an event and its official start date, with such a change also affecting the proper (unvarying based on decreasing ratings) rank order of players and even the norm categories involved. Although the organization of an event can take place much before those final players ratings are known, TOs must update all such rating or rank ordering information prior to the start of the event and inform players, team captains, and TDs of any changes based on changes in ratings.

It is highly recommended that tournaments are organized, placed onto the server (unofficially started), and have their official start date all within the same rating period. The reason for this is to avoid different ratings being applicable during the player registration stage, the unofficial tournament start stage, and the official tournament start stage. Crossing into different rating periods can result in changes in player ratings, and hence in their proper board order (that is, unvarying based on decreasing ratings in team events) or proper balance (as unvarying in decreasing order as possible across different sections or boards) in norm categories (in individual or team events). Rating periods are from 1 January - 31 March, 1 April - 30 June, 1 July - 30 September, and 1 October - 31 December.

FIDE ratings (current to the unofficial start of the ICCF event) can be used with the player's prior knowledge for provisionally rated or unrated ICCF players, but never for a player with a fixed ICCF rating. See §4.6.5.1. and Appendix 1 Rule 11 concerning determining a player's estimates rating when the player has no ICCF rating.

4.6. Organising a tournament involving individual players

4.6.1. Promoting your tournament in the "New events" menu

For ICCF (international, not national) tournaments that are not specifically of an ongoing nature (such as direct entry tournaments, World Cup tournaments, some zonal events), the TO can expect the General Secretary to distribute invitations to member federation

delegates. The most efficient way for a TO to promote events is to publish the invitation on the ICCF website. Recommended in that announcement is the inclusion of a request to member federation delegates to give the tournament wide publicity to their players by publishing the invitation in their websites and/or distributing the invitation among their membership. Contact the ICCF webmaster to coordinate this task. ICCF events that are of an ongoing nature (such as promotion tournaments such as the WS/M, WS/H, and WS/O) do not require the TO to advertise the event.

4.6.2. Creating a registration link in the "New events" area

TO's may consider creating registration links to facilitate entries. The process of creating these registration links involves the creation of an event solely with the intent to accept entries. Setting up a special registration link specifically with the intent to accept entries, however, means the TO will also need a way to convert the list of entries so created to the actual tournament itself for allocation to groups after seeding for rating and geographical distribution. (See §4.11. below for the method to accomplish this.) The Finance Director will need to be informed about such a registration list in the course of time to conduct his work. The method of setting up an event on the webserver is described in §4.10. When setting up registration links more attention is required to tab "Registration".

4.6.3. Options within the "Registration" tab

The use of the Direct Entry (DE) Programme is required for all webserver open tournaments even if run by a national federation. For other ICCF events, entry is usually via the respective national federation for the player or through the DE Programme. (See §4.10. below.) For some international events (such as some zonal tournaments and the LIPEAD), the collection of entry fees must be done by the TO. When setting up registration links to address this latter type of situation, the TO is to click the option "Registration only". In these special cases, the option "Webserver" is to be checked. This will make the webserver send registration emails to the TO who in turn may offer available registration methods to the player.

4.6.3.1. Special registration methods to players

When a tournament organizer has a webpage outside the ICCF website where entry fees can be collected from the players directly via Paypal or credit card (to advertise international events that are not ongoing such as some zonal tournaments and the LIPEAD), such webpage may be presented in the tournament announcement. Usually, the tournament announcement automatically includes the options selected during the event creation. However, the TO may include more information by editing the tournament announcement "Long text box".

4.6.4. How to edit the tournament announcement

After the event has been created and the option “webserver” is chosen in the “Registration” tab, the tournament announcement can be found by browsing “New Events/respective header/Event name”. The TO will be able to see the link “Edit Announcement”. After clicking on this link, the TO is to open the “Edit Announcement” page. The following fields will be displayed here: Event (name), Featured checkbox, Short text, Qualification requirements and Long text. The event name, short text and qualification requirements are not editable and will be automatically populated given the options selected during event creation. The TO can check “Featured” if the TO wants the event to be favorably sorted at the top of the event list in the “New events” menu. The Long text textbox is fully editable using the CKEditor. TO’s are to be versed in html basics before attempting to edit this field. Any additional information entered here will be seen by interested players when clicking the “More Information” box.

4.6.5. Setting up a tournament involving individuals on the ICCF server

Once proper authorization is granted, a TO can set up a new tournament involving individual players by following these procedures:

1. Go to the home page of www.iccf.com and find a heading of “TO” on the very left portion of the page. If you have appropriate access, you will find this heading. If you do not find it, contact your national delegate about being granted appropriate access.

2. Under the heading “TO” you will find the menu item “Create event”. Click on that link.

3. You will then find two options: “Create new event with default settings” and “Create new event as a copy of existing event”. The former can be used when creating an event from scratch without using an existing tournament as the format. This method of creating an event is to be used if you truly need a new type of event (or at least where you do not know of a prior example of the same kind of tournament). The second option takes advantage of the formatting decisions already used in previously created events and involves fewer steps to create an event. Click one of these two options.

4. If you choose the first option, to “create a new event with default settings”, simply click on your choices as you go from one menu to the next.

5. If you choose the second option, to “create new event as a copy of existing event”, you need to know a 5-digit number (called the “Source event ID”) that designates the earlier formed event. You can find such a number in the following way:
a. Go to the www.iccf.com home page, click on “Tables and Results” on the left and find the earlier event (or any other earlier event that uses the same format even if the number of boards differs from what you ultimately want to have in your tournament).

b. Open a display of the crosstable of the earlier event.
c. Then highlight (click once) the address bar (top left corner of the screen). At the end of the address will be a 5-digit number. That is the "Event ID" for the selected earlier event, also to be used as the "Source Event ID" when creating your new tournament. Now you are ready to continue creating your new event.

6. Enter the relevant 5-digit number at the menu item "Source Event ID" as well as the event names you wish to use.

7. Enter whatever you wish to be the new event's "Start date", this being the date when the players' reflection time will start to count. (Play can start as soon as you complete setting up the new tournament, but the official start date can be as many days or weeks afterwards as you wish; for instance, to allow for players already on vacation to become available to play or to allow for the payment of fees prior to the official start date or even to allow for the adding of players to the event before its official start date.)

8. Click "Ok".

9. On the next screen, your "Event list" will display. Find your new event in your list and click on the right on "allocate players" or words to that effect describing your ability to enter players' names (the words depend on the type of event).

10. On the next screen you will see a few different options. One of those will be "Edit event". Click that link.

11. The next screen offers you various tabs where you can enter the specific details that describe your event, such as number of players/boards, the end date if there is to be one, the ID number of the tournament director, certain rules (of viewing of games by others, etc.). Enter what you wish for your event, eventually finalising your event's details by clicking on "Ok" in the bottom left of the menu screen. (You can also cancel your input by clicking on "Cancel", or even delete the whole event by clicking on the "Delete" link located in the same place on the screen.) (See §4.7. below for explanations of all your options in detail.)

12. After clicking "Ok" within the "edit event" option, you will be taken back to the "Player allocation" screen. Type in ICCF ID number for a player. If you do not know a player's number, type in the player's last name and click "lookup", and the server will help you find and enter the proper number. After the number is entered into the box, click where it states, "Add player". The one restriction is that players cannot be registered to play against themselves. (For the procedure to add a provisional or FIDE rating for a player not yet rated by the ICCF, see §4.6.5.1. or Appendix 1 Rule 11.)

13. You will need to continue doing this for each player to be added to the tournament, clicking "Add player" after entering each ICCF ID number.

14. After you have entered all the players, you will then determine how the ordering of the players will be determined for the tournament. You have three options: (a) order the players manually (which is how you entered them), (b) have the server determine a random order, or (c) order players according to rating. You already entered an order manually, but you can click on either of the other two options if you prefer.

15. When you have completed each entry, it is recommended that you check (through where it says "Edit event") each specified detail for the tournament, and (if you were not checking as you entered players) each set of players to ensure you made no clerical mistakes. You can easily make any desired changes at this point, but not at all easily once you go to the next step.

16. The next step is to click at the bottom of the screen where it says "Start". You will then be asked if you are sure. At that point, once you click that you are ready to start, the tournament will start. It is typical that the ICCF server sends out emails automatically once an event has started to all registered players and the tournament director in an ICCF tournament. Likewise, the server automatically lists the new event on each player's list of games.

4.6.5.1. Adding a provisional or FIDE rating for an ICCF unrated player

As stated in Appendix I, there are two ways for determining the start rating for a player who has yet to obtain an ICCF rating. The first is to use the player's current FIDE rating if the player has one. (See Appendix 1 for more details.) You will find a button to look up a player's FIDE rating using the ICCF server after you added the player into an event (by hitting "Add player"). A player's FIDE rating can only be used if the player has no ICCF rating. If the player has neither an ICCF nor FIDE rating, then an estimate is used based on the parameters of the event. Appendix I Rule 11 gives those details.

If required, find the proper rating estimate for your event, and enter it under the "Name" tab, at the bottom where it says, "Provisional rating". (See §4.7.1. for details.)

4.6.6. Organising an international title tournament

Details specific to organising an international title tournament are found in the next section.

4.7. Understanding the options offered by the server in setting up a new event

After step 10 is completed above in §4.6.5., that is, after clicking "edit event", you will have numerous options to consider. These are explained below, in order by tab on that "Edit event" page.

4.7.1. Under the “Name” tab

There are only two significant options under the “Name” tab: (a) the Rating rule, and (b) the Provisional rating.
For most events, the Rating rule options are only “rated” or “unrated”. There can also be “International Title Tournament” for some events. You only select one of these 2 or 3 options, with “International Title Tournament” taking precedent over “rated”, as all title tournaments are rated, but not all rated events are title tournaments.

Instructions when organising an "international title tournament":

1. When you start a new event, you will see an option “National Event” above the Header section; this option is to be selected if the event is organized by a national federation (including for memorial or other international title tournaments approved by ICCF). This may seem odd, in that you are organising an international event, but the header reflects the fact a single member federation is organising the event. That is what the Header "National Tournaments" means.

2. Select the appropriate Header, which may be "National Tournament" (The available options will vary depending on what you have selected for the previous option.) If organising a memorial or invitational tournament, then select the federation responsible for the event.

3. Select the Rating rule "International Title Tournament"

4. Now on the Edit Event page, under the "Rules" tab: to run a proper international title tournament, you need to use “all ICCF rules”.

The proper figures to use for the rating of an unrated player can be found in Appendix 1, Rule 11, though the server will add all of them automatically except FIDE ratings.

4.7.2. Under the “Size” tab

For team events, there are only two items to complete under this tab: the number of teams, and the number of boards per team.

For individual events, there is only one piece of information to be entered: the number of players in the section/tournament being entered.

4.7.3. Under the “Dates” tab

There are two dates to be entered here: (a) Start date, and (b) End date.

The first one, labeled the “Start date”, must be entered for every event. The start date is the official date for the beginning of the event; that is, the date when players’ reflection times will start to count. (Events can be started on the server prior to the official start date, but reflection time will not be counted during that earlier period until the official start date is reached.)

The second one, end date, refers to the date by which a tournament is pre-scheduled to end. [STANDARD:] If an end date is specified by the TO, all ongoing games (relevant to the reason for an end date, such as for promotional sections) at the end date will be called for adjudication rather than be allowed to complete more normally. End dates are typically set by TOs in tournaments that involve a successive set of sections (such as preliminary, semi-final, and final). Where there is no issue with how long a tournament takes, it is recommended that no end date be set, to allow players to complete their games without adjudication. [TRIPLE BLOCK:] An end date is set automatically when the TO specifies the duration for the event, as the server does the needed computation. If the TO included guaranteed time for the event, however, there will be no certain end date for that event. Because events in triple block events without guaranteed time necessarily mean players run out of reflection time by the event’s end date, there are no adjudications scheduled to occur based on end dates in triple block events.

4.7.4. Under the “TD” tab

See §4.8. below concerning the rules and procedures for selecting TDs and backup TDs.

4.7.5. Under the “Rules” tab

The issues to be determined under this tab include: (a) the time control, (b) automated flag fall, (c) rules for when games can be viewed by others, (d) whether conditional moves are allowed or not, (e) tiebreak rules, (f) the leave rule, (g) the pairing rules, (h) the 7-piece tablebase rule, (i) Sofia rule, and (j) the 10-move draw rule. Each of these is described below. For national events, there is an option provided on the server to select "all ICCF rules" rather than pick and choose from among the following possibilities.

The <u>time control</u> is the limiting factor for players’ use of reflection time. [STANDARD:] Typical is 10 moves within 50 days, with doubling of reflection time used for any days after 20 consecutive days without a move. TOs can, however, use other figures, with the quickest time control allowed for games to be rated is 10 moves in 30 days. Doubling is also not required and can be set to apply at numbers other than 20. [TRIPLE BLOCK:] the duration of the event is the main thing TOs need to determine, as almost everything else (initial clock, bank, and increment) is subsequently determined by the server. The minimum duration for games to be rated is 302 days. Most triple block events are of a duration ranging from 350 days (for rather rapid events, typically within a promotional tournament structure) to 700 days, though they can extend years

beyond that if desired. The TO has one other choice to make: to allow "guaranteed time" or not. Guaranteed time (GT) means that all players will have a minimum clock time of 3 days for each move after move 50 if the game did not already end; this being the case no matter other time considerations. Allowing GT means that end dates are not guaranteed, as GT allows players to have reflection time enough to continue games beyond a scheduled end date. End dates are fixed if GT is not allowed. TOs should employ the triple block system without guaranteed time if the TO wants the event to have a fixed end date. Guaranteed time can be used any time a fixed end date is not needed.

The term "flag fall" refers to any occasion in which a player exceeds a time limit related to the use of the player's reflection time. This is also designated as an "ETL" (exceeded time limit) and can occur (a) [STANDARD:] under either of two circumstances: having the move but no remaining reflection time or having the move and exceeding 40 days of consecutive calendar days since the opponent's last move; (b) [TRIPLE BLOCK:] under only one circumstance: the player's clock goes down to zero. It is important to know that in triple block events, a player's clock can go down to zero despite still having time in the player's bank and increment time still waiting to be earned. These latter factors do not matter. If a player's clock goes down to zero, the player has lost by ETL.

In international tournaments, the ICCF requires all server-based games to use an automated (server-controlled) process for determining when a player loses a game based on flag fall, what is called "auto-flag".

In national events, TOs have the choice of using the auto-flag feature of the ICCF server or requiring players to file claims of opponents' ETLs and TDs 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, 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).

The rules for when other people can view ongoing games are determined by the TO with the exceptions (a) for the WCCC Final and Candidate sections, the Olympiad Finals, and the Finals of the Ladies CC World Championship. (Those events require that the public viewing rule be with a 5-move delay once 10 games are completed in the relevant section.), (b) the team captains and teammates on other boards (in a team event) are to be able to view games without any move delay or games completed, and (c) ICCF friendly matches [defined in 1.3.2(6)] must use live viewing (= no move delay) with zero completed games for participants and team captains, with a delay of 10 moves or fewer (as agreed upon by the team captains) for public viewing. Common rules range from no delays to delays requiring at least 10 games to be completed (in individual events) with either a 0- or 5-move delay in each game.

Allowing conditional moves used to be optional for the TO. It is now required for all ICCF events started 1/1/2020 or after.

ICCF rules indicate that the Baumbach system (where wins are counted) is to be the first tiebreak system used in ICCF events. TOs in national tournaments have the option of specifying another listed option.

Special leave (that is, leave upon special request that is beyond leave time scheduled at the beginning of a tournament) is not allowed in ICCF events. [STANDARD:] TOs in national tournaments have the option of allowing the special leave option, but TOs are to be aware that the ICCF no longer supplies a board to consider such requests. It is therefore highly recommended that special leave is not allowed even in national tournaments.

The pairing rule specifies how the matchups between players and teams will be determined. The options include the commonly used single round robin, double round robin, team match, team championship, and the newly approved Silli system, as well as the very rarely used Hutton system and Scheveningen single and double systems.

A new variant of the single round robin was approved by the 2020 Congress. This is in addition to the typical event involving one round organized as a single round robin. The new format's description follows, presented here as an example of the type of events TOs can organize using one of the above pairing rules. In this case, the format's parameters beyond the typical one round single round robin need to be implemented manually.

"This tournament combines elements of a Knockout (KO) system and a Swiss system and adapts them to the needs of a round robin tournament as used in correspondence chess.

The tournament starts as a normal round robin with groups of 11 players, each group being of approximately the same average rating. If the total number of registrations is not a multiple of 11, then groups should be formed with a minimal deviation from 11 (i.e., 217 registered players would be 4 groups of 13 and 15 groups of 11) After this and all further rounds a ranking list will be created according to the following criteria:

1. The highest percent points
2. The highest percent wins
3. The highest percent wins with black
4. The lowest rating

All players with more than 50% points qualify for the second round. (This is the KO part of the tournament). The first 11 (or the nearest odd integer to 11) players on the list form group 1 for the second round, the next 11 (or the nearest odd integer to 11) group 2 and so forth. (This is the Swiss part of the tournament). For the third round, the accumulated points achieved in the previous rounds is used to calculate a player's place in the list (but the >50% in the current round is still a requirement for promotion).

The tournament is to be restricted to 4 rounds. The winner of the tournament is the player with the highest accumulated score (percent) over all 4 rounds."

The 7-piece tablebase rule allows players to claim wins or draws when there are no more than 7 pieces remaining on the board (including the kings) and the ICCF sanctioned 7-piece tablebase supports the claim. This tablebase rule also includes making the 50-move draw rule invalid once only 7 pieces remain on the board. In ICCF events, this rule is not optional, but must be used. In national events, TOs have the option of using this rule or not.

The Sofia rule allows TOs to specify the minimum number of moves that must be made in a game before players can agree to a draw. Use of this rule is optional for all TOs. If chosen, the TO needs to specify the move threshold until which players will not have the option of offering a draw. The purpose of this optional rule is to ensure there are no "quick draws" in a tournament; such that there will be more "fighting" chess. In general, TOs are expected to consider using this rule for norm tournaments, tournaments involving money prizes, and/or in promotional events. In events where the main purpose of play is simply for the enjoyment, such as Friendly Matches, it is recommended that the Sofia rule not be employed.

The 10-move draw rule allows a player to make a draw offer to the player's opponent only if at least 10 moves have passed since any previous offer by the same player (unless there is an intervening draw offer by the opponent). This rule is optional only for national tournaments. It is mandatory for all international events. The concept behind this restriction is to prevent harassment of an opponent through very repetitive (and therefore potentially harassing) draw offers.

4.7.6. Under the "Registration" tab

For invitational tournaments, friendly matches, and other events for which the TO takes registrations directly, there is nothing to be completed under this tab. For events involving "direct entry" (where players register themselves, potentially including by making payment of participation fees), see §4.10.

4.7.7. Under the "Certificates" tab

TOs can arrange for the players coming in the top position(s) in an event to receive a certificate commemorating the accomplishment. All the TO needs to do is specify under this tab that certificates are desired, and the number of places among the top finishers who are to receive such a certificate. See §4.15.2. for other details.

4.7.8. Special procedures for national events

The ICCF advises that all ICCF rules and procedures are followed in national events but acknowledges this is not completely required for games still to be rated by the ICCF. All allowed exceptions are described in the relevant sections above except one. For any event designated as a “national event” by the TO in setting up an event, the TO can opt out from using the ICCF automated adjudication system. The opting out process is then accomplished manually, not automatically. When the TD (in a national event) is about to grant an accepted withdrawal, the TD needs to stop the clock(s) of the relevant game(s), and then proceed conducting the adjudication process manually (by contacting/informing the players involved, finding an adjudicator, sending the required information to the adjudicator, and receiving and recording the adjudication results.)

4.8. TD 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 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 (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. Such rules are
a. the TD is not and will not be a player in the event,
b. the TD is of the proper TD level for the event,
c. the TD is of the proper specialization for the event,
d. the TD has passed the relevant TD Review Test for that specialization, and
e. if a national event, priority is to be given to a TD from the host country unless the TO specifically requests otherwise.

A TO cannot serve as a TD or backup TD unless the TO also meets the TD requirements for that event.

In multi-section tournaments, it is recommended that the TD and backup TD be people who are not playing in the event at all, though it is allowed for either to be playing in sections for which they are not directing.

All 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.

To use the automated TD selection procedure:

1. Start the registration of your event on the server in the usual way, by clicking on "Create event" in the left column of the ICCF home page.

2. On the "Create Event" page, choose either method (using default settings or by copying an existing event).

3. Any time after inputting that selection, you will find the usual link to "Edit event". Click on that link.

4. Under the TD tab, you will find a new button entitled "Automatic TD Selection". Click on that button to get the name and ICCF ID for the automatically selected TD.

Do not bother to hit this button until after you have input the rest of the details for your event - both the type of event and the players involved. The reason for this is that the server is designed to ensure that organizational rules are followed (such as no player in an event can be the TD in that same section of the event; that an IA is required to direct any event in which a GM norm is possible, etc.) If you use the automated TD selection button prior to inputting the rest of the details of your event, you will get a selected TD, but you may just need to do the process again later because your subsequent input caused the originally selected TD to become inappropriate. Put simply, make the selection of the TD the last thing you do in setting up your event on the server.

ALWAYS write an email to the selected TD, whether selected automatically or by your own input. Your email is to say something like:
"You have been selected to serve as the TD for the event [event name] with a scheduled start date of [date]. Please let me know if you are available to direct this event."

TD's have been instructed to respond to such notes very quickly, so as not to impede the start of your event. If you have not heard back within 4 days, just select a different TD. Even though all TDs have volunteered to serve as TDs, it does not mean that they are always available any time their name comes up.
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4.9. When to start an event

At least one week before the official tournament start, the start list, (plus the valid rules and guidelines if the tournament is non-webserver) is to be sent out to the players by the TO. In server events, this is done by starting the event after registering the official start date of at least 1 week before the start date. No matter the delay between when the information is sent out to players by the TO and the official start date, players will not be allowed to make any moves in server events until the event's official start date.

4.10. How to organize registrations and direct entry

To organize registrations and direct entry (if entry through the Direct Entry Program is required):

a. Follow the steps in §4.6.5.

b. Under the “Registration” tab referred to in §4.7.6., click the check box for “Apply for DE fees”. An email is automatically sent to the Direct Entry Commissioner.

c. Under the “Registration” tab click the check box for “Web Server”. This will ensure that once you have exited the tournament set-up wizard that your tournament will appear in the “New events” list.

d. If you wish to receive entries through the national delegates, then click the check box for “National Delegate” under the “Registration” tab.

e. Exit the tournament set-up wizard by clicking “OK” until you have exited the wizard.

After the Direct Entry Commissioner receives the TO's request for DE fees, he will apply the appropriate fees to the tournament typically within one day and inform the TO that DE fees have been set.

If the TO is not accepting entries by direct entry, then step (b) is not required.

4.10.1. Ensuring all registrations are appropriate

All players must have an ICCF ID number. Each player entry must be verified using the player’s provided ICCF ID number and/ or name in the format "Family name, First name" using the online Rating list located here: https://www.iccf.com/RatingList.aspx.

Players new to ICCF and without an ICCF ID are to be assigned one based on their country of residence and their information added to the online ICCF database. Each country has a designated person in charge for registering new players. In the majority of cases that person is the national delegate. Contact the respective national delegates to accomplish this task.

While not mandatory, it is highly recommended that TOs check to see if a player is suspended before accepting that person's entry. It is preferable to notify the suspended player that the player cannot take part at the time of entry rather than at the start of a tournament. Also, waiting until the TO is formulating groups to find out about any suspended player can lead to significant "last-minute" problems in having the exact multiples required for each group to be of equal number. Checking for suspensions prior to organising the sections of multi group events is also recommended, so the evenness of such groups can be assured. (See §4.11.)

Once all registered players have been verified and entered in the online ICCF database, the organizer can start preparing the groups. This is to be done considering the following guidelines:

a. In multi stages tournaments (example of a 3-stage tournament: preliminary, semifinal, final) each player can enter/ qualify for:
- preliminary: limited or unlimited number of groups
- semifinal: no more than 2 groups
- final: no more than 1 place
- additionally, in the Champions League, a player cannot play in two same-level sections within the same “season”, even by becoming a substitute player on a temporary basis

b. Allocation of players in groups (including preliminary and semifinal) must be done randomly with attention for:
- geographical distribution representation
- new players to ICCF are to be assigned an appropriate temporary rating as agreed by the ICCF Qualifications and Ratings Commissioner (see Appendix 1 Rule 11 for the list of appropriate temporary ratings)
- the number of players per group must be equal or not more than within 1 for all groups
- equality of the average rating between groups (as close as possible). This is particularly true for title norm events, where the norm categories are to be as even as possible across sections of the same tournament.

c. Assigning TDs per each group is to be done considering the following guidelines:
- the selected TDs are from the official ICCF TD list located here: https://www.iccf.com/TDList.aspx
- the TDs have the appropriate TD Level (1, 2 or IA) for the category of those groups
- ensure as much as possible the assigned TDs are not from the same country as any of the players (except for national events where the TD is often from the same country)

d. The time frame for the tournament (or each stage) is to be clearly specified:
- start date
- time control
- fixed end date for all games or chosen date when all games affecting any qualification (preliminary and semifinal stages) must be stopped and adjudicated to enable the upper stages (semifinal and final) to start
- in the case of a tournament in stages all games not affecting any qualification are to be allowed to continue until finished

4.11. Rules for multi group tournaments

Different sections in the same multi group tournament (such as preliminary or semi-final sections of promotional tournaments) must be as even as possible in terms of:
a. the number of players in each section and
b. the average ratings across sections (that is, their norm categories).

If this sorting of players needs to be accomplished manually, a recommended procedure is to (1) determine the number of sections/groups in the tournament (referred to here as “N”; based on the number of entries and the advertised number of players per group), (2) list all the players in order by rating, (3) divide the list into N “segments”, and (4) from Group 1 by selecting the top player in segment 1, the bottom played in segment 2, the top player in segment 3, the bottom player in segment 4, the top player in segment 5, etc., until you have taken one player from each segment. To determine Group 2, remove all players from Group 1 from your segments. Then start again, selecting the top player from segment 1, the bottom player from segment 2, top player from segment 3, etc. After forming Group 2 in this way, again remove these players from your segments, and repeat the same procedure for all remaining groups. The only precaution here is that you need to ensure that no player is assigned to a group more than once even if the player registers for the event multiple times - be sure you remove all players from the segments before forming the next Group.

Additionally, the distribution of players from the same country must be approximately even across sections; that is, there is not to be a significant bunching of players from one country in one section while another section has few players from that same country. To accomplish this manually, take your groups (determined through the above procedure), and make sufficient switches of players with approximately the same ratings across the multiple groups, these switches being chosen specifically to decrease the number of players from the same country in any one section.

Players who are permitted to registered multiple times in the same tournament cannot be paired against themselves.

In team tournaments, where several teams play over several boards, the allocation of colours will be so arranged that the team which has drawn 1 on board 1 will have white against those teams which have drawn an even number and a change of colour will always alternate in the direction of board and player.

4.12. Organising a tournament involving teams of players

At no time can an event be organized where players are registered to play against themselves.

4.12.1. Setting up a team tournament on the ICCF server

Once proper authorization is granted, a TO can set up a new team tournament by following these procedures:

The initial stages in creating a team match are the same as described in §4.6.5. related to creating a tournament involving individuals. Once you get to step #9 in §4.6.5., you will see your newly created team match or tournament on your Event list.

Click where it says “Allocate teams” following the name of your new event in your list. Although not required of you, it is most efficient for you to work from a list of players for each team coupled with their ICCF numbers, along with the ICCF numbers for each team captain and the tournament director. You will need those numbers to register players, the team captains, and the tournament director, such that having a list of those in front of you when needed saves time later, and often prevents errors.

On the next screen, click where it says, “Edit event”. On the screen you then go to, you will have all available options to edit your new event to fit the details you wish to have. Just click on the different tabs to see your different options and complete all the boxes according to your desires.

ICCF friendly matches [defined in 1.3.2(6)] must use live viewing (= no move delay) with zero completed games for participants and team captains, with a delay of 10 moves or fewer (as agreed upon by the team captains) for public viewing.

When you are completely through doing this across all tabs, click underneath where it says “Ok”.

Until the actual start of the event, you can always go back and change any of the details you just specified. If at any time (again until the start of the event) you wish to cancel the event, click the phrase “delete event”. If you simply wish to go back a screen, wiping out what you specified while editing the event but not the event itself, click “cancel”.

After clicking “Ok” within the “edit event” option, you will be taken back to the “Team allocation” screen. This time click where it says, “Add team”.

Complete the boxes for the next screen. The “name” is the name of the team about to be entered. Use the menu for specifying the country. Use the person’s ICCF number for specifying the team captain for the first team you are going to enter. If you do not already have the number, you can put in the person’s last name and click on “lookup”. The server will help you find and enter the proper number. Click “Ok” when done with this screen for the first team.

On the next screen, before doing anything else you are again to click where it says, “Add team”. Add the next team in the same way as you entered the first one. Continue to add teams in this way until you have entered them all.

Next, you will need to click where it says “Allocate players” for each board, to enter the player for that team who will be playing that board. You are going to enter one board at a time, entering all the players on that board across all the teams in the tournament

before you start entering players on successive boards. After clicking “Allocate players”, you will be taken to another screen. Add the player’s ICCF number for your first team in the proper box, making sure the proper team name is in the box under the player’s name. Click “Add player” after you entered the ID number (and proper team name). This will register the player and take you back to the player allocation screen.

You can then continue this same process to add players from the other teams who will also be playing that same board (making sure that each time you enter a player number you also change the name of the team listed for that player). When you have added all “board 1” players, for instance, then instead of clicking “Add player” after coming back to the Player Allocation screen, click where it says, “Go to team allocation”. This will take you back to where you can click on “Allocate players” for a board different from the one you just completed. Repeat the same process as above to complete this next board’s set of players, as well as every other board for the tournament.

When you have completed each entry, it is recommended that you check (using the “Edit event” button) each specified detail for the tournament, and (if you were not checking as you entered players to each board) each set of players to ensure you made no clerical mistakes. You can easily make any desired changes at this point, but not at all easily once you go to the next step.

The next step is to click at the bottom of the screen where it says “Start”. You will then be asked if you are sure. At that point, once you click that you are ready to start, the tournament will start.

It is typical that the ICCF server sends out emails automatically once an event has started to all registered players, the team captains, and the tournament director in a team event. Likewise, the server automatically lists the new event on each player’s list of games.

4.12.2. Setting up a Champions League season on the server

The Champions League is a team event, under the jurisdiction of the Non-Title Tournament Commissioner. It is described in detail in §1.2.5. This competition is of a unique nature among ICCF events in that it involves simultaneous play among many teams that do not necessarily represent specific countries or member federations. The Champions League team tournament is played in 2-year cycles called seasons. Play occurs in three different divisions: A, B, and C (A being the highest, C the lowest). At the end of each season, the top teams can promote to/stay in the higher sections.

The formation of 4-person teams is the responsibility of the players themselves. The TO has no responsibility in that regard. Each team must have a name and a team captain. New teams can enter the Champions League, division C, at the beginning of any new season. A "new team" is, by definition, a team:

- which has not previously competed in this League, or
- where at least 2 players have not previously played in this League, or

- where at least 2 players have not played together with the other 2 players in a previous League team.

No player can be on more than one team within one division during the same season.

All Champions League team entries must be made through the ICCF Direct Entry system. The registration process for each season is open to (a) teams active during the previous season, (b) teams that previously played in the ICCF or Champions League but were inactive during the previous season, and (c) teams new to the League. The latter two categories of teams necessarily can register only for division C.
Further information about this League can be found in §1.2.5. or obtained by contacting the ICCF Non-Title Tournament Commissioner.

4.12.2.1. Team registrations

All entries for the Champions League need to be made through the ICCF server's registration system.

4.12.3. Selecting the TD and backup TD

The process of selecting the TD and backup TD for a team event is the same as for individual events. The procedures and rules are described in §4.8.

4.12.4. Determining the team captains

The determination of team captains (TCs) is conducted by the national delegate, zonal director, or whoever is the person who organized the team itself. TOs do not have the responsibility of designating the TCs except (a) in friendly matches when serving as the main organizer for one member federation (MF) or (b) when a team exists for which there is no MF. In those exceptional situations, there are no restrictions on who may serve as the team captain for either team except that the person needs to be a fully registered player on the ICCF server. Typically, in those situations, a member of the team is nominated to be its TC.

Despite minimal restrictions on who may serve as a TC, TOs are to ensure that:
a. anyone serving as a TC does so only for one team within a section, group, or division of that event,
b. a player on one team does not serve as TC for another team in that same section/group/division.

These restrictions include the situation where different teams are entered from the same club/federation within the same stage of an event. The issue being addressed by this restriction is that TCs cannot be in a position to have to "negotiate" with themselves in resolving a cross-team problem. TOs need to reject any multiple appointment of a TC if that potential exists.

4.12.5. Determining assignments of colours

In team tournaments, where several teams play over several boards, the allocation of colours will be so arranged that the team which has drawn 1 on board 1 will have white against those teams which have drawn an even number and a change of colour will always alternate in the direction of board and players.

4.12.6. When to start an event

At least one week before the official tournament start, the start list, (plus the valid rules and guidelines if the tournament is non-webserver) is to be sent out to the players by the TO. In server events, this is done by starting the event after registering the official start date of at least 1 week beyond the start date.

4.13. Why your newly created event will not start and how to fix it

If the server will not start a newly entered event, there are a few things you can do to attempt to fix that situation:

Check to see that all players registered for the event are truly registered online with the server. You can see whether each player is registered by looking at the individual listing on the screen where you entered the player's ID number/name for entry into the event. A player can have an active ICCF ID number, but either not yet registered with a password or be lacking a registered email address. The server will not start an event inclusive of a player who is not fully registered. The solution is to get that player fully registered. The event will start normally after that problem is addressed if that is the sole issue.

Check that you completed each required box among the many "Edit event" screens. Failure to complete required information will prevent the start of the event. The fix for this problem is simply to complete entering all required information about the event.

If you get no response at all when you try to press the "Start" button, check that you still have an internet connection. If you do, and still nothing happens, do not be afraid to reboot the system. It is expected you will not lose anything you typed in previously to define the event and player list if the system was working at that earlier time. (And if it was not, then there is essentially no way to save your work anyway.)

4.14. When a player withdraws

When a player withdraws from an event prior to its being started on the server, the TO is simply to find a replacement player (through the relevant national delegate, zonal director, team captain, or directly in the case of friendly and unrated matches).

When a player withdraws from an event after it has been started on the server (including before the official start date), the TD will determine what is to happen. The TD may ask the TO to arrange for a substitute or replacement player. (See §§3.17.4. & 3.17.5. for the definitions of these terms.) If this happens, the TO is expected to facilitate finding the substitute or replacement player by contacting the relevant national delegate, zonal director, team captain, or do so directly in the case of friendly and unrated matches.

4.15. Offering prizes, medals, and trophies

TOs are permitted to offer monetary prizes, medals, and trophies for events only to the degree approved by the relevant national delegate and within any relevant ICCF limitations. Before offering monetary prizes, however, TOs need to ensure that the anticipated payment process has been clearly established and approved, as described in the section below.

TOs are responsible for specifying at the beginning of each event how monetary prizes will be divided in cases of ties. As guidance, monetary prizes are typically split among all players tied for that prize, even if only a smaller number of tied players are permitted to go on to a next level in a promotional tournament. In other words, a player can be designated the single winner of an event based on tie breaks but still evenly split the prize money with other players who only came in lower places solely due to tiebreaking.

4.15.1. Distributing monetary prizes internationally

TOs need to be aware that there are often problems in distributing monetary prizes internationally. The only real options are Paypal and Western Union. (Presuming that payments can be made through intermediaries at Congress is a faulty plan.) Even with these two options, there are some places in the world where Paypal is not accepted/allowed, and Western Union can be bypassed.

It is recommended that a tournament announcement involving a monetary prize also specify that specific manner by which the money will be distributed. An example of that would be using the phrase, “All monetary prizes will be paid by Paypal. If the winner of a monetary prize cannot arrange to receive the money through Paypal, that person will forfeit the prize; and the money will go to the player next in line.”

TOs must have prior authorization to offer a free entry for a future tournament. This authorization can be requested by the TO from the ICCF Finance Director (FD) and/or the ICCF Direct Entry Commissioner (DEC) but must be obtained prior to any

announcement of the prize. Once approved, the DEC will supply the TO with a code for a “token” to be used by the player.

TOs cannot offer the prize of a general credit with the ICCF, to be used at the player’s discretion. Any request for a free entry prize must pertain to a specific tournament.

4.15.2. Automatic certificates for section winners

When setting up an event, TOs have a box they can check to enable for certificates to be made available at the end of the event. (See §4.7.7. for details.) 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 be sent to them by the server.

4.16. Addressing adjudications

TOs used to have the responsibility for finding adjudicators when needed. This is no longer true, as the adjudicator selection process is all automated once initiated by the TD. TOs no longer have any responsibility concerning adjudications except potentially for giving input to TDs about when sections need to be ended due to time constraints for successive tournaments. (If the TO set up the tournament with a scheduled end date, then the TO need do nothing more. The TD will receive automated notices and instructions concerning the scheduled end date.) If no end date was scheduled, TOs are to initiate such communications to TDs when an event needs to come to completion.

4.17. Where to find further help

If you need further help, contact one of the following people:

With questions about how to set up an event, contact the Rules Commissioner.

With questions about how to interpret a rule, contact the Rules Commissioner

With questions about the approval process for a tournament, contact the World tournament director

With a need for help with the ICCF server, contact the Rules Commissioner (for “how-to” questions); or the Services Director (for “I made an error and need someone to fix this for me” requests).

With a need for help to set up direct entry, contact the Direct Entry Commissioner.

You can find contact information for all the listed people from the ICCF homepage, under “ICCF Officials” and clicking on the relevant person’s name.

SECTION 5: Instructions for team captains

5.1. Role of team captains

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 the person's 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 the person's 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 must be involved immediately for anything considered major. The differentiation between major and minor issues is described in §5.5.

5.2. Determining the team captain

The determination of team captains (TCs) is conducted by the national delegate, zonal director, or whoever is the person who organized the team itself. tournament organizers do not have the responsibility of designating the TCs except (a) in friendly matches when serving as the main organizer for one member federation (MF) or (b) when a team exists for which there is no MF. In those exceptional situations, there are no restrictions on who may serve as the team captain for either team except that the person needs to be a fully registered player on the ICCF server, no single TC can simultaneously serve two teams that are scheduled to play one another, and a player on one team cannot be the team captain of another team in the same event. The "same event" is defined as meaning any time the two teams might be paired to play one another (even if not actually paired). Typically, a member of the team is nominated to be its TC.

A team may only have one designated TC at any time. A backup TC can be designated but that backup person cannot serve in any way as a TC while the originally designated TC is actively listed as the TC.

5.3. Input to tournament organizers

When determining the provisional (assumed) rating for unrated players in friendly matches, the value of 1800 applies without exception. See Appendix 1, §11.

5.4. Facilitating communication between players and tournament directors

5.4.1. Concerning player claims

This section involves different procedures depending on whether SERVER or POSTAL games are involved.

SERVER: Players are expected to communicate potentially game ending claims directly to the server (serving as surrogate TD) without going through the team captain (TC) (as claims are now essentially handled directly by the server). For other issues players are to communicate directly to their TC unless the issue raised by a player involves a lack of proper services by the TC. (See §5.5.2.)

In the latter situations, the TC in turn may or may not communicate the issue to the TD depending on whether the TC can resolve the problem without involving the TD (such as by communicating with the other team captain). TDs in team events are to communicate directly with players (typically through automated procedures) concerning claims, and with TCs (through manual procedures) regarding all other issues. Information needed by the TD (to address a non-claim issue) must be gathered and relayed to the TD by the relevant TC.

The game is to be continued while the TD is reviewing any such claim and deciding. The server's automated procedures shall inform both players and the team captains of the decision concerning the claim.

POSTAL: In TEAM events, players are expected to communicate claims and other issues directly to their TC and not directly to the TD unless the issue raised by the player involves a lack of proper services by the TC. Reference to support the claim shall be sent to the team captain. The TC in turn may or may not communicate the issue to the TD depending on whether the TC can resolve the problem without involving the TD (such as by communicating with the other team captain). TDs in team events are to communicate directly with TCs concerning claims and all other issues unless the issue raised by a player involves a lack of proper services by the TC. Information needed by the TD is to be gathered and relayed to the TD by the relevant TC.

Claims that the time limit has been exceeded shall be sent to the TD through the team captain with full details at the latest when replying to the 10th, 20th, etc. move. At the same time, the opponent shall be informed of the claim. Any protest shall be sent to the

TD through the team captain within 14 days of receiving the information otherwise the claim shall be deemed to be conceded unless the claim is clearly unfounded.

Claims of wins or draws based on the ICCF approved 7-piece tablebase are handled by the player making a claim to the TC in a TEAM event.

The TD shall inform both team captains of the decision. It is the responsibility of the captains to notify their players without delay.

5.4.2. Concerning appeals

SERVER: A player may appeal within 14 days of receiving a decision of the TD (or automated decision by the server) to the chair of the respective ICCF Appeals Committee using the ICCF server facilities provided. The Appeals Committee ruling shall be final. Team captains are informed of filed appeals by the server.

POSTAL: A player may appeal within 14 days of receiving a decision of the TD (not including postal transmission time), through the team captain, to the Chairman of the respective ICCF Appeals Committee whose ruling shall be final.

5.4.3. Concerning submission of game scores (POSTAL only)

POSTAL: As soon as possible after ending a game, the result and a clear record of the moves played shall be sent to the TD through the team captains by both players. The result is officially recorded only after receipt of this record. If no record is received from either team captain, the result must be scored as lost by both players.

5.5. Facilitating problem resolution

5.5.1. Ensuring start and continuation of play

A month after the start, the team captain will ensure that all players have begun play.

POSTAL: If a player of a team has not begun play against all opponents within two months after the starting date despite written reminders by his opponents, and the relevant team captain has not informed the tournament director within this time that a substitute player is to be placed on the board, then the team will lose the games on that board.

Games in which no move has been sent for four months may be scored as lost to a player whose team captain has not advised the tournament director and the opposing team captain about the delay.

5.5.2. Addressing player conflict

Minor disputes are to 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 captains. If the referred problem is not major (such as a misunderstanding between players), the two team captains are to attempt to resolve the problem themselves. Major disputes must be referred by players to their team captain immediately, with the team captain immediately forwarding the issue to the TD. 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.

5.5.3. TC role in determining a silent withdrawal

A silent withdrawal is when all 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 known 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 the player's 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 the player's intention is let all clocks run out, then this is not a silent withdrawal.

As reflected in the above, TCs have responsibilities in determining when a player has gone silent or not.

Additionally, if a player does not answer enquiries from the team captain (or through the team captain from the TD) within 14 days [POSTAL: plus the average time in the post both ways] and without counting leaves, that player may be deemed to have withdrawn from the tournament.

5.6. Addressing player withdrawals

5.6.1. Prior to the official start date of an event

When a player withdraws from an event prior to its being started on the server, the TO is simply to find a replacement player (through the relevant national delegate, zonal director, team captain, or directly in the case of friendly and unrated matches).

When a player withdraws from an event after it has been started on the server but before the official start date, the TD will determine what is to happen. The TD may ask the TO to arrange for a substitute or replacement player. (See §5.6.2.1. for the definitions of these terms.) If this happens, the TO is expected to facilitate finding the substitute or replacement player by contacting the relevant national delegate, zonal director, team captain, or do so directly in the case of friendly and unrated matches.

5.6.2. Player substitution following a withdrawal

Substituting a player can occur only in a team event:
a. following the determination of an accepted withdrawal of a player, or
b. at any time requested by the team captain except after an unaccepted withdrawal, or
c. POSTAL: if a player stops play, or if the TD has awarded the first exceeding of time in postal events and considers that an orderly continuation of play is threatened (e.g., sickness, special leave beyond the prescribed norm, etc.) the TD can call upon the team captain to substitute for this player.

Once a player in an international rated team event has served as a playing participant* in any way (that is, through a team captain's request, or through any type of formal withdrawal) or simply through the completion or cancellation of all scheduled games, and that participation has been finalized (that is, such as by a new player being substituted, games being sent for adjudication, all the player's games being completed normally and/or through adjudication or default or cancellation, etc.) , that player cannot be placed back on that team through any means. [* A team captain (TC) who has not previously played on any board in the event can serve as a substitute or replacement player on that TC's team.] This rule does not apply to friendly matches as defined by ICCF Rules §1.3.2.(6).

Players in an international rated team event can never serve as a substitute or replacement for themselves.

There can be only one substitution per board. If a second player withdraws on the same board, and that player was granted an accepted withdrawal, that player's games need to be cancelled (if no moves were ever played on that board) or be adjudicated. If the second player's withdrawal was non-accepted, that player's games need to be scored as default losses. In any case, a second substitution on the same board is not allowed. (Rule clarification: A substitution that was in error and is being or was corrected does not count as a first or second substitution.)

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 are to be substituted if possible. If a third player dies (even if one of the substituted players), however, that player's games are to be cancelled if no moves have been made by the player or adjudicated if the player had made any move.

If a substitute player is found within the 2 months, that player will substitute for the withdrawn player by taking over all the withdrawn player's games as they existed at the time the reason occurred for the accepted withdrawal (for example, the player's death) [STANDARD & TRIPLE BLOCK with guaranteed time:] 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. The substitute player must continue the games of the substitute's predecessor (although the games finished by the substitute are rated according to rating rule 18 of Appendix 1).

The team captain may demand all documents from a substituted player. If this is not possible, the TC has the right to request them (among other things, to determine the progress of the game) from the opponent team captains. When making such a request, the reason for it must be given.

5.6.2.1. Player replacement

Replacing a player is different from substituting a player in that the games being played by the replacement player are for the replacement player's own gain and loss in rating and any potential gain in title norms. A substituted player plays at no risk to the substitute player's own rating (though can gain in rating through draws or wins) and plays without the ability to qualify for a title norm.

When a team captain is so instructed, the TD is also to inform the team captain whether the substitute player can become a replacement player. Replacement players (like substitute players) must continue the games of their predecessors.

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 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 the substitute player's 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).

Once a player in an international rated team event has served as a playing participant* in any way (that is, through a team captain's request, or through any type of formal withdrawal) or simply through the completion or cancellation of all scheduled games, and that participation has been finalized (that is, such as by a new player being substituted, games being sent for adjudication, all the player's games being completed normally and/or through adjudication or default or cancellation, etc.) , that player cannot be placed back on that team through any means. [* A team captain (TC) who has not previously played on any board in the event can serve as a substitute or replacement player on that TC's team.] This rule does not apply to friendly matches as defined by ICCF Rules §1.3.2.(6).

Players in an international rated team event can never serve as a substitute or replacement for themselves.

5.6.2.2. Substitution/replacement procedures

Under any of the circumstances listed in §5.6.2., the team captain is required to find a substitute (or replacement) player within 2 months of the communication with the TD. The substitute (or replacement) player must continue the games of that person's predecessor.

Players' clocks are not to be stopped [STANDARD & TRIPLE BLOCK with guaranteed time:] except by the TD 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 determined.
b. After a team captain's request for a substitute/replacement player in a team event.

The new player is to start on a date set by the TD, [STANDARD & TRIPLE BLOCK with guaranteed time:] with the reflection time and leave time that were in place when the original player needed to stop playing. [TRIPLE BLOCK without guaranteed time:] with whatever time remains on the player's clock and in the player's bank.

5.6.2.3. Failure to supply a substitute/replacement player

If no substitute player is made available by the team captain, the TD shall consider all the withdrawn player's remaining games to be lost by default unless the withdrawn player never played any move in any game. In that circumstance, all that player's games must be cancelled.

Exception to needing to supply a substitute/replacement player: 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 in this match, the player's team captain may request cancellation of all 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.

5.7. Substitution without formal withdrawal

If a player has already been granted an accepted withdrawal, a substitution will be requested by the TD, and this section does not apply.

[The following procedure, a TC-initiated substitution without assistance by the TD, will not be available on the ICCF server starting at the scheduled 1/1/2021, but will take some time after that for its implementation. Until then, TCs will still need to ask TDs for assistance to implement a TC-initiated substitution.]

If a player has not yet been withdrawn (in any way), however, TCs can substitute a player simply by recording that change in player on their own; that is, without requiring the tournament director (TD) to enact that substitution/replacement for the team captain (though a TC still can request that the TD enact the substitution for the TC). No reason for this substitution/replacement needs to be stated to any tournament official. Unlike in §5.6.2., the TC must initiate this process for the substitution/replacement. When initiated and enacted by the TC, the original player on the board does not go through a formal withdrawal of any type or receive any subsequent suspension.

When implementing this type of substitution/replacement, the TC must NOT hit the button to withdraw the outgoing player. The TC must just record the intention to make a substitution/replacement, and the server will take the TC to the proper options.

When making a substitution/replacement without formal withdrawal, [STANDARD & TRIPLE BLOCK with guaranteed time:] the TC has the right and ability to stop all clocks on the relevant board where the change in player is to take place. If a TC stops any player's clock(s), the TC must then make a substitution/replacement for that player or will default all ongoing games on that board. [TRIPLE BLOCK without guaranteed time:] the TC cannot stop the clocks but is permitted to move time from the outgoing player's bank to the player's clock (to avoid any game going ETL while the

substitution/replacement is being made). If a TC moves time in this way, a substitution/replacement for that player must be made (within 60 days) or the team will default all ongoing games on that board (unless the player never made any moves in any game in the event in which case all the player's games will be cancelled).

Once a player in an international rated team event has served as a playing participant* in any way (that is, through a team captain's request, or through any type of formal withdrawal) or simply through the completion or cancellation of all scheduled games, and that participation has been finalized (that is, such as by a new player being substituted, games being sent for adjudication, all the player's games being completed normally and/or through adjudication or default or cancellation, etc.) , that player cannot be placed back on that team through any means. [* A team captain (TC) who has not previously played on any board in the event can serve as a substitute or replacement player on that TC's team.] This rule does not apply to friendly matches as defined by ICCF Rules §1.3.2.(6).

Players in an international rated team event can never serve as a substitute or replacement for themselves.

The World Tournament Director (WTD) was given the right to undo any initial error made by TCs made when trying to implement such a substitution/replacement. The TC needs to submit a request to the WTD for this type of error reversal.

5.8. Adjudication procedures

Adjudication of games can only occur in TEAM events when:

a. an end date for the event has been reached where no result has been determined by the date set for close of play (and the TD determines the game needs to end), or

b. more than one substitution would have been required on the same board following multiple accepted withdrawals

Except as stated below, the TD is to initiate the automated adjudication system to begin the adjudication process. Players are to follow the procedures described in §2.13. Team captains have no role in the automated adjudication process except to be available to answer player enquiries.

If there is a reason (approved by the WTD, or as determined by the TO by the TO's opting out of the automated adjudication system) for the TD to conduct an adjudication manually, the TD will:
1. instruct the relevant team captains to inform the players of the need for adjudication,
2. send a description of adjudication procedures (specifically including the need for the players to file supportive analysis with any claim of a win) to the team captains to be forwarded to the relevant players, and

3. tell the team captains to inform the players of the requirement for each player to inform the TD within 14 days of receipt of the TD's notice (POSTAL: not including postal transmission time) and excluding any leave time that had already been scheduled in that event, of an intention to file a claim for a win or draw.
4. SERVER: Players must 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.
POSTAL: Players must send their claim and supportive analysis (if any) to the TD through their team captain.
5. Any appeal against the adjudicator's decision must be sent to the TD (POSTAL: through the team captain) within 14 days of receiving the notification of the decision.

5.9. Records to be kept

A record of the moves and dates for all games are kept by the server. This information is available as required. However, email and postal communications between the team captains and other people are not stored. Therefore, all TCs are to 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).

5.10. Code of conduct for 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 TC 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 Champions League), the TD is to 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.

A team captain is responsible for notifying his players, opponent team captains, and the tournament director when the TC goes on leave or is otherwise unable to represent team's players.

A player or an entire team can lose its games if a team captain is unable to meet TC responsibilities, especially in the reporting of time complaints.

SECTION 6: Instructions for ICCF adjudicators

6.1. Requirements to be an ICCF adjudicator

Any ICCF player currently in good status qualifies to become an adjudicator by having the title of GM or SIM, and/or an official rating of 2500+.

6.2. How to become an ICCF adjudicator

To become an ICCF adjudicator, any player can apply by sending an email to the World Tournament Director (WTD) that includes the following information: a stated desire to become an adjudicator, the player's full name and ICCF ID number, and a list of languages with which the player has understanding.

6.3. When adjudications occur

Beyond rare exceptions, adjudications only occur under three circumstances:

1. When a player in an individual event is granted an accepted withdrawal and that player's games are not cancelled.

2. STANDARD: When an event has an end date, that date has been reached, and neither player has filed a current claim for a win or draw.

3. When an event does not have a scheduled end date, but the next round of a tournament is being delayed by an unfinished game.

6.4 Adjudicator assignments

In ICCF events, the choice of adjudicator is made by the ICCF server using the automated selection process. The server notifies the selected individual of a possible assignment. The selected individual has up to 4 days to respond to that notification. Adjudicators are strongly requested to respond to that notification even if to decline the assignment. Failure to respond within 4 days results in the server selecting someone else for the assignment, but more importantly the delay of 4 days just makes the players, the TD, and often the TO wait longer than necessary for the adjudication to be completed.

An adjudicator is not to be given more games than the adjudicator can decide within approximately 30 days. Stated another way, an adjudicator is not to take longer than 30 days to complete any single adjudication, and presumably far less time than that.

For any event designated as a "national event" by the TO in setting up an event, the TO can opt out from using the ICCF automated adjudication system. In these situations, the TD selects an adjudicator manually, and not necessarily from among the set of ICCF

adjudicators. Selected individuals have the right to decline any adjudication assignment.

6.4.1. Adjudicator anonymity

The adjudicator's name shall not be disclosed to the players, TDs (when the automated selection process is used), or team captains without the adjudicator's prior consent. The name of the appeal adjudicator shall not be released without prior consent from the appeal adjudicator.

National delegates are permitted to know the names of all adjudicators from their own member federation, though not the name of the adjudicator who did the work in a specific case.

6.5. Materials available to adjudicators

The server forwards only the following information to the adjudicator:
- the game report in PGN
- the players' claims of either a win or a draw
- the analyses from the players
- in the case where a player received an accepted withdrawal, this information is forwarded as well. The reason for this is because the adjudication claim from a withdrawn individual, whether for a win or draw, will always be determined automatically and will never include supportive analysis. This factor can matter during an adjudicator's deliberations.

The material made available to the adjudicator does not differ for individual versus team events.

6.6. Adjudication procedures

6.6.1. Understanding players' claims and analyses

1. Adjudication claims, like draw offers, cannot be withdrawn or altered once submitted.

2. In the event that both players claim a draw, the TD or server shall declare the game a draw.

3. Analysis does not necessarily mean possible variations. Analysis also includes general plans where appropriate. (See §6.6.2. for more details.)

4. Claims of a win shall not be accepted for consideration without supporting analysis Win claims without supportive analysis shall be treated as claims of a draw instead. The exception to this is the automated win claim for a player with any type of accepted withdrawal where the game had already reached move 26+. In that case, the player's automated win claim without supportive analysis will be accepted.

5. A player's failure to submit a claim shall result in an automated draw claim with no supportive analysis and no right to appeal.

6.6.2. Start with players' analyses

After receiving all relevant material from the server, the following procedures are to be used:

1. In those cases where both players have submitted analysis and these analyses do not diverge for several moves, the adjudicator shall accept these moves as if played and start the adjudication at the new position reached.

2. For games submitted involving one claim with no supportive analysis the adjudicator shall first determine if the analysis of the other player is complete, correct, and irrefutable.

3. The adjudicator is then to begin with an objective estimate of the position and both players' possibilities and determine if the analysis of the player(s) claiming a win has presented the player's case* and has relied on general chess principles to claim a win (e.g., extra material; exchange, typical endgame patterns, etc.).

* The following is to help adjudicators know when to conclude a player has "presented the player's case and has relied on general chess principles to claim a win":

<u>Insufficient "analysis" for an effective win claim</u>

(a) Offering an unexplained "I am winning" or the like (such as "the chess engine says I am winning").

(b) Simply quoting one or more lines from a chess engine Quoting one or more clearly winning lines can be helpful, but just quoting the lines, even with a final numerical evaluation, may not be sufficient. Further verbal description is typically required.

(c) The numerical assessment from a chess engine will typically not be sufficient.

(d) Verbal statements about material inequality will typically not be sufficient. The positional context must be described as well. (For example, being a queen up in material can still occur in a lost position. The player must explain how the extra material matters in the position.)

Sufficient analysis for an effective win claim

(e) Mixtures of chess notation and verbal descriptions of intent/purpose/plans have the greatest potential for "presenting the player's case" for a win.

(f) Completely verbal descriptions may be sufficient, but this will not always be the case. The description needs to be detailed enough to show how the win would be accomplished.

Flaws in analysis

(g) If the presented material (variation or verbal description) has flaws, the adjudicator will need to assess the seriousness of those flaws. If minor (they are not viewed as seriously affecting the outcome of the game had the game been played out), the flaws are to be ignored. If one or more flaws are seen as crucial (where the claim of a win cannot be supported because the line clearly only draws or loses, or the degree of advantage seems greatly exaggerated), the analysis can be viewed as "spoiled", with the win claim not supported. A critical factor is whether it is reasonable for the adjudicator to believe the opponent could have found the drawing (or winning) line.

4. In situations where neither player has submitted any analysis, but where one player has a win claim, the adjudicator may use the adjudicator's own analysis. See §6.6.3.

5. In all the above situations, the adjudicator shall be mindful of the players' skill levels, based upon the strength of play in the game to reach the adjudicated position.

6. The adjudicator may assume that both players have access to available tablebases for endgame positions.

6.6.3. Adjudicator's analysis

1. Adjudicators are permitted to use endgame tablebase data including a 7-piece tablebase.

2. After considering players' analyses (if any was submitted), adjudicators are permitted to use their own analysis in determining the adjudicated game result. This does not mean, however, that adjudicators are to use their own analysis to find a win that was not presented to a reasonable degree in the relevant player's analysis. The only exception occurs if the player had an automated claim without supportive analysis and the adjudicator has reason to believe that player is to be adjudicated with a win.

6.6.4. Determining and reporting results

1. No player may be awarded a win when the player has submitted a claim of a draw, or when the player has submitted a claim of a win without supporting analysis. The only

exception shall be for those players with an accepted withdrawal who may be awarded a win based on the adjudicator's analysis even if the withdrawn player had an automated claim of a draw.

2. Recording an adjudication result is done through the options made available to the adjudicator by the server. The process of recording a result automatically informs the relevant TD and players and puts the result on the relevant event crosstable. There is nothing more the adjudicator needs to do to notify people of the adjudication results.

3. An adjudicator's conclusions are to be posted as soon as they are known despite the fact they may be appealed. The server will show that posting on the relevant cross table except when a player with an accepted withdrawal is adjudicated with a loss and there is an automatically filed appeal for a 3-person panel review.

6.6.5. If withdrawn player is adjudicated with loss

Any time a player with an accepted withdrawal is adjudicated with a loss, the adjudicator needs to inform the World Tournament Director (WTD). This will be done automatically by the server when an adjudicator records the game result at the conclusion of the adjudication. If an adjudication is conducted manually, this notification will need to be conducted manually.

The reason for this notification is because there needs to be a review process by a panel of 3 high-rated adjudicators selected specifically for this purpose. They will determine if the adjudicator's decision was "reasonable".

Procedurally, the non-withdrawn player (the player with the adjudicated win from the first adjudicator) is allowed up to 14 days to submit additional analysis before the 3-person panel review is conducted. The panelists are permitted to consider that additional analysis during the review.

The non-withdrawn player will be informed of the initial adjudicator's decision when it is known, and simultaneously will be informed of the option to submit additional analysis for the 3-person panel review. The player is not obliged to submit any additional analysis. Players will be provided both with a manner to submit additional analysis and a button to press to indicate the intention not to submit the additional analysis to end the potential 14-day period earlier. If no response is made by the player within the 14 days, the player forfeits the option of submitting any additional analysis, and the case will just be forwarded to the panelists with only the original information.

The panelists will not conduct a completely new adjudication process. The panelists will each work independently of one another in reaching the panelist's conclusion. If all 3 panelists find the adjudicator's decision was "unreasonable", then the game outcome decision will be overturned in favor of a draw. If any of the panelists finds the decision to be "reasonable", the decision will stand. The WTD (or his designee) will oversee this review process.

When a player with an accepted withdrawal is adjudicated with a loss, that adjudication decision will not be posted on the cross table as long as the 3-person panel review process is ongoing, including during the 14 days the player has for submitting additional analysis. Instead, the game result will remain pending the outcome of the panel review. The final adjudication decision will only be posted once the 3-person panel review has concluded.

6.6.6. Records to be kept

Due to the possibility of player appeals, adjudicators are to keep any notes concerning their reasons for their verdict for a period of at least 14 days after recording the game result.

6.7. Adjudication appeals

6.7.1. Rules concerning adjudication appeals

1. Unlike all other player appeals, appeals of adjudications do not go to an appeals committee but instead to a second adjudicator.

2. A first adjudication determination is open to appeal. The ruling from an appeal adjudication is final and no further appeal shall be accepted from anyone.

3. Non-withdrawn players who fail to submit a claim and therefore have an automated draw claim do not have a right to appeal the first adjudicator's decision.

4. Players who do not submit analysis forfeit their right to appeal the adjudicator’s decision.

5. 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.

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

6.7.2. Appeal adjudication procedures

The current procedure for conducting adjudication appeals is manual, not having yet been automated on the ICCF server. The manual process follows the same process as the automated one except that it is conducted through regular email:

a. An adjudicator is selected based on the same criteria previously used by the server, but with the requirement that it be a different person from the initial adjudicator and, ideally, rated higher than the initial adjudicator.

b. Once the assignment is accepted, the same information is forwarded to the appeal adjudicator as was made available to the initial adjudicator.

c. Additionally, the initial adjudicator is contacted (by the WTD or his designee) and asked if there were anything the initial adjudicator would like to have forwarded to the appeal adjudicator concerning the initial adjudicator's verdict. Adjudicators are under no obligation to have anything forwarded to an appeal adjudicator, and anything forwarded will be done without identifying either adjudicator to the other. If there is anything the initial adjudicator wishes forwarded, this is done.

d. The appeal adjudicator needs to communicate that person's verdict to the WTD (or his designee). That person will then inform the TD and players involved of the appeal decision and change the game result on the event's crosstable if needed.

e. As a courtesy, the initial adjudicator will also be informed by the WTD (or his designee) of the appeal adjudicator's verdict.

SECTION 7: The Tournament Director Committee (TDC)

7.1. The Tournament Director Committee (TDC) purpose

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

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

7.2. The TDC membership

The number of individual members of the TDC is not specified. Necessary members of the TDC are:
• World Tournament Director
• Chair of the Appeals Committee
• two International Arbiters
• one tournament director without an arbiter title

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

7.3. The responsibility of the TDC

Conceptually, the WTD is responsible for all matters specifically related to the direction of tournaments. Overseeing the title qualification process for the International Arbiter title is the responsibility of the Qualifications Commissioner (QC). The following are the responsibilities of the TDC as distinct from the WTD and QC.

7.3.1. Maintaining proper rules, procedures & databases for TDs

a. Maintaining current rules, guidelines, and procedures specific to tournament direction so they are congruent with all other ICCF rules and procedures. The TDC submits changes, additions, and deletions to these rules, guidelines, and procedures to the Congress for approval.

b. Developing and maintaining training for TDs including the “TD Review test” to ensure that all TDs have become familiar with the latest 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 these data will be compiled and stored automatically by the server. The TDC 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.

7.3.2. Receiving and processing applications for International Arbiter (IA) Title

Any application for the IA title must be sent by the national CC organization to the TDC together with details of all qualifying tournaments and the name and email address of the TD mentor before formal submission to the Qualifications Commissioner (QC). The TDC will check the time served, number of games directed, 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 if necessary. TDC will then forward (i) the application along with the TDC recommendation to the QC, and (ii) a copy of the TDC recommendation to the national CC organization.

Although it used to be that processing applications to become a TD was a responsibility of the TDC, that is no longer true. Such applications now are to be submitted to the WTD.

7.3.3. Serving as consultant for TDs

7.3.3.1. Concerning mentors

A TD looking to obtain a mentor needs to send that request to the World Tournament Director (WTD). The advice of the TD Committee (TDC) Chair can be requested if desired.

The TDC shall ensure there is a list of all IAs and Level 2 TDs on the server. This list is expected also to include the names of each TD that the IAs and Level 2 TDs are mentoring. A mentor may be replaced by the WTD or the TDC as needed, for any reason.

A Level 2 TD or IA can be required by the TDC or WTD to have a mentor for any individualized purpose. In such a situation, the TDC or WTD will also determine for how long that requirement will be in effect.

7.3.3.2. Determining the "Dead Man's Defense"

Delineating the parameters of every possible DMD situation is not feasible. However, before a TD concludes that a situation different from the list in §3.15.2.2. is a DMD code of conduct violation, it is highly recommended that the TD consult with the TD's mentor, the WTD, the TDC, and/or another TD.

7.3.3.3. Adjusting players' clocks

§§3.16.1, 3.16.2, & 3.16.3. describe the very few times considered appropriate for when a TD is to reset a player's clock, limitations concerning by how much, or stop players' clocks. If there is ever a circumstance beyond the listed ones where a TD believes it appropriate to do any of these things, it is advised that the TD first consult with a mentor, the WTD, and/or the TDC to obtain agreement.

7.3.3.4. Determining "good reason" for 50+% defaults

Once a default occurs that represents 50% (or more) defaulted games within any one tournament by the same player, the TD is obliged to write to the player to find out why. If the player responds but offers no good reason (or a very weak reason), the player must receive an unaccepted withdrawal other than silent. If the player offers a reason that seems to the TD as substantial, the TD has the option of allowing play to continue as is. It is recommended that TDs consult with mentors or an ICCF official (WTD, TDC Chair) to determine if a reason is substantial enough of not.

7.3.4. Participating in disciplinary actions

7.3.4.1. Suspending the role of TD

The TDC 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 document. 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 (TDC 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 TDC Chair, WTD, or General Secretary for any events under the suspended TD's direction at the time of the suspension.

7.3.4.2. Suspending the International Arbiter (IA) Title

The TDC Chair (through a majority of TDC 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 document (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.). If Congress supports this suspension (by simply majority), the person will no longer be listed or treated as an IA.

Appendix 1: The Working Rules of the Ratings System

General Principles

1. The ICCF Rating system is a numerical system in which percentage scores are convertible to rating differences and conversely, rating differences are convertible to winning expectancies.

2. The basis of the system is the logistic probability function of statistical probability theory. The calculation uses the continuous formulae indicated in item 3 and item 4 as an approximation for the logistic probability function.

3. Conversion from difference in rating D into a winning expectancy, or expected result of the game p(D):

· $p(D) = 1 / (1+ 10^{(-D/640)})$ for $-560 \leq D \leq 560$.

4. Conversions from percentage p into rating difference D(p):

· $D(p) = 640 * \log_{10}(p / (1-p))$ for $0.1 \leq p \leq 0.9$.

The Working Formulae

5. For the calculation of a rating of a player who has not yet played 12 games:

$R_p = R_c + D(p) * F$

R_p the new rating of the player

R_c the average rating of all his opponents, limited to a maximum difference of 560, rounded to 4 decimals

p is the average score of a player's games counting wins as 1, draws as ½, and losses as 0 (= player's total score divided by number of played games), rounded to 4 decimals. If p is less than 0.1 it is increased to this value, if p is greater than 0.9 it is decreased to this value.

D(p) the difference in rating based on the percentage score p, obtained from item 4.

F the correction factor depending on the percentage score p in the following way: $F = - 2 * p^2 + 2 * p + 0.5$

6. The new rating of a player with a published rating (based on 12 or more games) from the previous period is calculated by:

$R_n = R_0 + \Sigma\Delta R$

R_n the new rating of the player

R_0 the old rating of the player

$\Sigma\Delta R$ the summation of the rating changes in all his games during the rating period

7. Calculation of a change in rating after a game is made by:

$\Delta R = k * \Delta W = k * (W - W_e)$

ΔR the change of the rating for a finished game, rounded to 4 decimals

W the actual game result (1, ½, 0)

W_e the expected result of the game from item 3

k the rating point value for a game point (or: the development coefficient)

8. The expected game result W_e is the percentage expectancy, obtained from item 3, based on the difference between the player's rating and the opponent's rating as defined in §1.4.

A player without a published ICCF or appropriate FIDE rating will be regarded as having a rating as specified in subsection 11 below.

If the difference is > 560 or < -560, it is treated as this value for the evaluation.

$W_e = 1 / (1+ 10^{(-D/640)})$ for $-560 \leq D \leq 560$.

W_e is rounded to 4 decimals, upwards if the 5th is 5 or higher and down otherwise.

9. The development coefficient k is used as a stabilising factor in the system:

k = r * g

r = 10	if $R_0 \geq 2400$	**g = 1**	for $g_n \geq 80$
r = 70 - R_0 / 40	if $2000 < R_0 < 2400$	**g = 1.4 - g_n / 200**	for $30 < g_n < 80$
r = 20	if $R_0 \leq 2000$	**g = 1.25**	for $g_n \leq 30$

R_0 the old (that is: the most recently calculated) rating of the player

g_n the total number of rated games played by this player

k is rounded to 4 decimals, upwards if the 5th is 5 or higher and down otherwise

10. From 2009 onwards the former used significance factor F is no longer valid.

11. [The following rule concerning assumed ratings will not be available on the ICCF server starting at the scheduled 1/1/2021 but will take some time after that for its implementation. Until then, the previous rule will remain in place.]

Assumed rating for a player without a published rating at the beginning of a tournament:

If at least 75% of players of an event* are rated, then the average rating of the rated players shall be applied to the players with an unpublished rating.

If less than 75% of players of an event* are rated, the assumed rating shall be 1800 without any exception (unless the player has a FIDE rating, as described immediately below the “clarification”).

* Clarification: In a team competition, the relevant “event” is the single board on which the player is playing, not the entire set of players across the various boards.

FIDE ratings should be treated as unfixed ratings:
If a player new to ICCF has indicated the player’s FIDE rating, this rating shall be that player’s start rating (and consequently qualifies this player for the appropriate tournaments, and the rating which is calculated for his opponents).

For a national tournament the average of the already rated participants is assumed, maximum 2400.

Calculation procedure

12. At the beginning of each quarter, a new rating list is published. All results which were reported at least one month before will be eligible for inclusion on the next list.

13. Valid results from postal must be registered by the tournament directors on the ICCF webserver no later than one month before the list is to be published.

14. Players without a rating from previous periods receive their first rating based on the games finished during the current period, using the formula in item 5.

15. Each player who has a rating based on less than 12 games at the beginning of the rating period, receives a new rating based on all that person’s games. This is done with the formula of item 5.

16. For each player whose rating was based on at least 12 games at the beginning of the period the new rating is calculated using the formula in item 6, except for those players who finished more than 80 games in the current period. For those players, a new rating is calculated, based on the formula 5 only for their games in that period. If the result of item 6 is obviously inappropriate, the Qualifications and Ratings Commissioner may replace it with the value of item 5. Such an exception must be justified to the concerned player and that person’s national delegate.

17. The new rating for the next ICCF rating list is rounded to the nearest integer. The fraction 0.5 is rounded upward.

18. Rules for the rating of games in team tournaments in which a substitute player takes part:

a) A game of a substitute player is only counted for the substitute's new rating if W is positive for that substitute player. Otherwise, the game is counted for the player who has been substituted.

b) For the opponent, the game is counted as being played against the player (the original or the substitute) with the higher rating.

19. These rules are valid on a continual basis since 01/04/2017.

Appendix 2: International Correspondence Chess Title Regulations

1. An international title tournament must have the following requirements:

a. it must involve the participation of at least 9 players. However, the Title Tournament Commissioner (TTC) has authority to arrange double-round robin tournaments with fewer than 9 players (providing each player has a minimum of 8 games). (This means the TTC has the authority to organize ICCF tournaments with fewer than 9 players with the event still eligible for norms, but this authority is not applicable or transferable to tournaments organized by member federations),

b. at least 75% of the participating players shall be rated [see column D in the table below = the minimum number of rated players],

c. at least 60% of the participating players shall have a fixed rating [see column E in the table below = the minimum number of players having a fixed rating],

d. at least three ICCF affiliated federations shall be represented; (the flag of an isolated player is to be considered equal to that of a member federation)

e. not more than two thirds of the participating players shall be members* of one and the same ICCF affiliated federation [see column C in the table below = the maximum number of players being members of one and the same federation], [* "members" does not necessarily mean the flags under which players play. See §§1.6 & 2.1 for further details.] An event that is restricted to players from one specific federation or club shall be considered an internal event and therefore cannot qualify as a title tournament no matter how many flags are represented by those potential participants.

f. Provisions described under "d" and "e" do not apply to the final stages of multi-stage events (such as World Cups).

g. the minimum score is 35% of the possible points for all player's titles [see column F in the table below = the minimum number of points needed based on the requirement for scoring at least 35% of possible points]

h. play shall conform to §2 of this document and is, if possible, to be conducted by an International Arbiter. Tournaments where a GM norm is possible must be directed by an International Arbiter. No arbiter may play in a title tournament in which the arbiter directs even just as a filler.

i. Promotion tournaments, thematic tournaments, and cup preliminaries shall not be deemed title tournaments.

Summary of requirements depending on the number of games

A	B	C	D	E	F
9	8	6	7	6	3
10	9	6	8	6	3½
11	10	7	9	7	3½
12	11	8	9	8	4
13	12	8	10	8	4½
14	13	9	11	9	5
15	14	10	12	9	5
16	15	10	12	10	5½
17	16	11	13	11	6
18	17	12	14	11	6
19	18	12	15	12	6½
20	19	13	15	12	7

A = the number of participants,
B = the number of games per participant,
C = the maximum number of players being members of one and the same federation,
D = the minimum number of rated players,
E = the minimum number of players having a fixed rating.
F = the minimum number of points needed based on the requirement for scoring at least 35% of possible points

2. Title norm calculations

2.1. The following title norms are based on the ICCF rating system, which is governed by the following general principles:

(a) The ICCF Rating system is a numerical system in which percentage scores are converted to rating differences and conversely, rating differences are convertible to scoring probabilities.

(b) The basis of the system is the logistic probability function of statistical probability theory.

2.2. Title performance (for example, GM performance) is a result that is established by assuming the player has the minimum rating level associated with the title, finding the winning expectancy (= scoring probability) against each opponent, and then summing the winning expectancies.

(a) Formula used to calculate winning expectancy (W_{ei})

$W_{ei} = 1/(1 + 10^{-(Rp-Ri)/640})$

W_{ei} = winning expectancy (= the expected result of the game, scoring probability) for a specific title against opponent i having rating R_i

R_p = minimum level of rating performance for a title (R_{pGM}=2600, R_{pSIM}=2525, R_{pIM}=2450, R_{pCCM}=2300, R_{pCCE}=2150); see item 2.6

R_i = rating of opponent i

(b) Norm result (P) for a player in tournament

$P = \Sigma W_{ei}$

P = norm result

ΣW_{ei} = the summation of the winning expectancies against all opponents in tournament. Norm result is rounded up to the nearest half point.

(c) Number of overscored games (n_g)

$n_g = n * (W - \Sigma_i W_{ei})/ (\Sigma_i W_{ei})$

n_g = number of overscored games

n = the total number of games played by the player
W = player total score in tournament
$\Sigma_i W_{ei}$ = the summation of the winning expectancies against all opponents in tournament

Number of overscored games n_g is then rounded down to the nearest whole number, or to 0 if n_g is negative.

If the player meets the requirements for the title norm based on the tournament performance, the total game count applied towards the 24-game requirement is the sum of the number of actual games played and the overscore n_g.

2.3. Title norm is a title performance fulfilling additional requirements concerning the mix of titled players and nationalities as specified in §1.5 and Appendix 2.

2.4. Direct title is a title gained by achieving a certain place or result in a (Championship) tournament (see §1.5.2.; for GM title 2a & b; SIM title 3a; IM title 4a, b, &.c.; CCM title 5a & b; CCE title 6.a & b.).

2.5. Rating average of opponents (Ra)

a. This is the total of the opponents' ratings divided by the number of opponents.

b. Rounding of the rating average is made to the nearest whole number. The fraction 0.5 is rounded upward.

2.6. Performance Rating (Rp)
To achieve a norm, a player must perform at a level of that shown below (Rp) against the minimum average of the opponents (Ra).

The minimum average rating of a player's opponents must be equal to or higher than the required performance rating minus 200 points rounded to the nearest half point (1950.5 for CCE, 2100.5 for CCM, 2250.5 for IM, 2325.5 for SIM and 2400.5 for GM).

Title	Rp minimum level	Ra minimum level
GM	2600	2401

SIM	2525	2326
IM	2450	2251
CCM	2300	2101
CCE	2150	1951

2.7. A norm is not possible if the minimum average of the opponents (Ra) is below minimum level.

2.8. A player can earn norms regardless of being unrated, provisionally rated, or established. However, to earn the title, the player must have an established rating.

2.9. If a player has no ICCF rating, his or her current recognized FIDE rating (in keeping with §1.4(4)) may be used, if available. A player's FIDE rating shall be considered equivalent to an unfixed ICCF rating. If a player has no ICCF or FIDE rating, then the person’s rating is to be determined in keeping with Appendix 1, entry 11.

2.10. Inactive players are considered to have their latest published rating. A player is considered inactive if the player has no active rated, unrated, or Chess960 game; and has had no completed game during at least the most recent two calendar years, such as the years 2014 and 2015 in determining inactive status for 2016.

2.11. Previous event categories for marketing and ongoing TD eligibility purposes

Minor Categories			Major Categories	
Category	Average rating		Category	Average rating
A	1951 - 1975		1	2251 - 2275
B	1976 - 2000		2	2276 - 2300

C	2001 - 2025		3	2301 - 2325
D	2026 - 2050		4	2326 - 2350
E	2051 - 2075		5	2351 - 2375
F	2076 - 2100		6	2376 - 2400
G	2101 - 2125		7	2401 - 2425
H	2126 - 2150		8	2426 - 2450
I	2151 - 2175		9	2451 - 2475
J	2176 - 2200		10	2476 - 2500
K	2201 - 2225		11	2501 – 2525
L	2226 - 2250		12	2526 – 2550
			13	2551 – 2575
			14	2576 – 2600
			15	2601 – 2625
			16	2626 – 2650
			17	2651 – 2675
			18	2676 – 2700

3. In addition, the following provisions shall apply to the computation of title results:

   a. The Qualifications Commissioner shall prepare a statement of norms at the start of a tournament. In this statement norms are fixed. Norms shall be recalculated if a player withdraws and that player's games are cancelled. However, a title result always remains valid for the number of games and titled players fixed at the start of the tournament. Withdrawn player cannot earn title norm disregarding the reason of withdrawal (accepted or not) unless player achieved a title result before accepted withdrawal.
   b. Where one norm is sufficient for more than one title, the norm can be counted towards each title.

4. In exceptional cases the Executive Board shall decide based on a proposal from the Qualifications Commissioner.

Appendix 3: The Triple Block Time Control System

This appendix serves as a single place describing all rules and procedures for the triple block tine control system. The rules contained herein are also listed in each relevant section earlier in this document.

1. <u>General description of differences from the standard time control</u>

(a) At the beginning of the game, each player is allocated a specific maximum amount of time in which to complete the game. The amount of time is determined by the tournament organizer (TO) when organizing the event.

(b) Players have far more freedom about how they use their time.

(c) Leave time as such does not exist. Instead, players can use their time in any specific game as they desire (until the expiration of their remaining time), as long as they still have time on their clock and as long as "d" is also true. Unlike leave time as recorded when using the ICCF standard time control, clocks are never stopped by the player except by making a move or filing a claim, not to record leave. The amount of leave time players take during standard time control events was taken into consideration when determining the total reflection time available for triple block events.

(d) "Buffer time", the hour and minute 24-hour clock used in the standard time control does not exist in the triple block system. The amount of time accounted for by buffer time in regular time control events was taken into consideration in determining the reflection time available in triple block events.

(e) Players need to do one of two things within a maximum of 50 consecutive days or lose the game. Those two things are to make a move or to "re-fill their clock" from their "bank" of time. The re-filling of a clock will happen automatically after making a move (if the player has time remaining) but can also be done manually while it is the player's move.

(f) Tournament end dates are certain (unless the tournament organizer chooses the "guaranteed time" option - see subsection 9 below). All games will come to their natural termination by those end dates. There are no adjudications because an end date is reached.

(g) The rule in the standard time control that a player must move within 40 days or lose the game, and the corresponding rule waiving the 40-day rule by informing the TD of the intention to use more than 40 days [both found in §2.6(2).] do not exist in the triple block system.

(h) There is no doubling of reflection time, ever.

(i) Team captains in standard time control events can stop their player's clocks if initiating a player substitution/replacement. This is also true in triple block events if the option of "guaranteed time" was selected by the TO. (See "2j" below for explanation of "guaranteed time".) In triple block events without guaranteed time, the team captain cannot stop a player's clock but can move more time onto the clock while arranging for that same substitution/replacement. This is the alternate method for a team captain to avoid game(s) going ETL while a substitution/replacement is being made.

2. <u>Specific details</u>

(a) The tournament organizer (TO) sets up the server-based event by specifying the desired official start date and the desired maximum length of time for the event. The server then automatically determines three separate time allotments for each player, these allotments called "blocks" of reflection time. These three blocks are called the "clock", the "increment" and the "bank". The server also determines the event's exact end date, though the end date has some flexibility if the TO chooses to allow "guaranteed time" (explained below).

(b) All reflection time is measured in days/hours/minutes/seconds, without any rounding up or down to the nearest day even after a move is made. <u>When there is a fixed end date</u>: (1) the total amount of reflection time available to each player is always equal to half the scheduled duration of the event, and (2) the three blocks of reflection time for each player always equal that same amount – half the scheduled duration of the event. A TO's choice to use "guaranteed time" (explained in "i" below) has the potential of adding reflection time for each player and to take the event beyond its scheduled end date.

(c) The first block of reflection time for each player, the "clock", is what a player has available for the player's immediate move without the player taking any other action. The clock is always set at the beginning of every game to 50 days, no matter the type or

duration of the event. That amount, of 50 days, is also the maximum time players can ever have showing on their clock on any occasion. Clocks can never contain more than 50 days.

(d) The second block, the "increment", is reflection time that automatically becomes available to a player after each move made, and only at that time. The increment only applies for the first 50 moves of the game, not indefinitely. The increment is automatically added to a player's clock to the degree the clock shows less than 50 days. If the increment would take a player's clock over 50 days, the clock is brought up to 50 and the remaining amount of the increment goes instead to the player's "bank" (that is, to the third block of this triple block system. See the next subsection concerning the "bank").

The number of days in the increment is dependent on the scheduled length of the tournament. For example, events of 1-year duration have an increment of 1 day per move, while events of 2-years duration have an increment of 5 days per move. See table below for more details, though it is not important for anyone to have this detailed knowledge as the server will take care of this detail automatically based on the TO's choice of event duration. The tournament parameters sent to each player when the event is started informs each player about the size of the increment in that specific tournament.

(e) The third block is the player's "bank". This is reflection time available for the player to be used at the player's discretion. This bank replaces the concept of "leave time", as the triple block system does not include the use of leave time. A player can move time in the player’s bank to the player's clock at any time, but always with the limit of no more than 50 days showing on the player's clock. The initial allocation in a player's bank will be either 50 or 75 days, depending on the scheduled tournament duration as set by the TO. (See table below for details.) Like the increment, the server determines the proper number of days to be put into each player's bank, and the description of that information is sent to each player when the event is started. The amount in the bank can only stay the same or go down as the game progresses except if the increment would take the clock over 50 days (that is, if the player is moving in fewer days than the increment replaces). If the increment would take the clock over 50 days, the extra from the increment goes to the player's bank instead.

(f) Illustrative table of the relationship among duration of tournament, initial clock, initial bank, and increment amounts:

Duration of Tournament	Initial Clock	Initial Bank	Increment
Days	Days	Days	Days
302 (the minimum allowed to be a rated event)	50	50	1

350 (about 1 year)	50	75	1
400	50	50	2
450	50	75	2
500	50	50	3
550	50	75	3
600	50	50	4
650	50	75	4
700 (about 2 years)	50	50	5
750	50	75	5
800	50	50	6
850	50	75	6
900	50	50	7
950	50	75	7
1000	50	50	8
1050	50	75	8
1100 (about 3 years)	50	50	9

(g) If a player wishes to use more than 50 days on a single move, the player will need to move time from the bank to the clock before the end of those 50 days. A player can do this indefinitely until the player has no more time remaining in the bank. This process is necessary because the clock can never show more than 50 days. The purposes for this procedure are to promote a reasonable pace to play (in the same manner that §2.6(2). is intended within the standard time control system) as well as to provide a method for limiting the time required before detecting when players have silently withdrawn or died during the intervening time.

(h) In a team event without the “guaranteed time option”, a team captain (TC) is permitted to move time from a team member's bank to that player's clock, thereby preventing the team loss through ETL. The only requirements for this procedure are that (1) there is time available in the player's bank, and (2) the TC substitutes or

replaces that original player. TCs are not allowed to move bank time to players' clocks simply to help the current player avoid an ETL through the player's carelessness or for any other reason.

(i) When setting up the event, the tournament organizer (TO) has a "guaranteed time" (GT) option. Choosing that option by the TO results in an automatic resetting of any player's clock in a specific situation and in an extremely specific way. If a player completes a move with less than 3 days on the player's clock, and with no remaining time in either the bank or increment (which means this only can occur after move 50), the player's clock will automatically be reset to 3 days. This type of resetting of a player's clock can happen indefinitely for the rest of the game, after each move made. The selection of the GT option by the TO means that the event may go beyond its previously scheduled end date. The rationale for a TO's choosing the GT option is to eliminate the possibility that a player can have just hours, minutes or even just seconds remaining to complete every remaining move of a game. With the GT option, a player can always count on having at least 3 days of reflection time per move.

If the GT option is not selected by the TO, presumably to ensure a specific end date, then players' clocks never get reset once the bank and increment are at zero even if a player has less than 24 hours remaining to complete the game.

(k) In triple block events without guaranteed time, tournament directors (TDs) cannot reset the clock of a new substitute/replacement player to account for the time used in finding the player and administratively putting the new player into position. Substitutions and replacements occur with clocks running, this being a major reason why TCs are given the ability to move bank time to clocks while substitutions/replacements are being conducted. There is no minimum remaining time for which substitutions can happen - they can happen on any occasion the withdrawn player still has remaining clock+ bank time available. Substitutions/replacements cannot occur after the scheduled end date.

(l) Players' clocks are never stopped in triple block events without guaranteed time except by players making a move or ending the game (or in rare circumstances the filing of a claim not handled by the server). Players' clocks can be stopped by TDs in triple block events with guaranteed time when the intent to substitute/replace the player has been recorded (with the same rules as in standard time control events).

3. Rule differences of importance to tournament directors

The following is a summary of the differences in rules for triple block system events compared to events using the standard time control system.

Rules related to reflection time and clocks

(1) Rule 2.6(2) - pertaining to the ETL loss after 40 consecutive days without a move - does not apply.

(2) There is no doubling of reflection time (such as after 20 consecutive days without a move), ever.

(3) There is no "leave time" as that term is used in the standard time control. Players can "take leave"- temporarily go on holiday, or anything else besides play chess - whenever they want for as long as they want if they do not let their clock go to zero. This means tending to their clocks at least once every 50 days, because a player's clock can never show more than 50 days and allowing it to get down to zero means an ETL loss.) Any reference to "leave time" in existing rules is not applicable to triple block system events.

(4) Both clocks in a triple block event without guaranteed time game (see #7 below) are never to be stopped simultaneously except following a claim (or appeal) or if a player in an individual event is granted an accepted withdrawal. Clocks are not stopped in a team event to accommodate a substitution or replacement.

(5) Practically speaking, TDs never reset time on clocks in triple block events without guaranteed time, even following a substitution in a team event. If a TD finds reason to reset a player's clock, the TD must contact the ICCF Helpdesk to request that process be done for the TD.

(6) A player can stop his own clock only by making a move or filing a claim (or appeal). If a claim (or appeal) is found incorrect, then the clocks are restarted with the time penalty for the claimant being equivalent to the amount of time taken by the claim.

(7) There is a "guaranteed time" (GT) option available to tournament organizers (TOs). If the TO selects this option, it means that if a player's total amount of remaining time <u>after a player completes a move beyond move 50</u> is less than 3 days, that player's clock will automatically reset to 3 full days before the next move. This automatic process of resetting of the clock to avoid a "sudden death" situation can happen indefinitely, if the TO selected to allow this option when organizing the event. It is understood that this option will allow games to go beyond their scheduled end date for an undetermined amount of time. Without this option, a player cannot ever get "extra" time, even when the player's clock shows less than a day remaining.

(a) **<u>In individual (versus team) events, the GT option is directly and necessarily connected to whether a replacement (for a withdrawn player) is allowed within the first 4 months</u>** after the official start date (as currently is allowed in the standard time control system). (A replacement for a withdrawn player is always allowed prior to the official start date.) If the TO selects the GT option, then replacements (for withdrawn players) are allowed during the first 4 months. (As is usual for a replacement player in an individual event, the new player will start from scratch in all games, both in position and time.) If the TO selects no GT (meaning the end date needs to stay firm), no replacement is allowed once the official start date has been reached.

(b) **In team events, the GT option has no effect on whether substitutions/ replacements are allowed**. Substitutions and potentially replacements are allowed in team events no matter the TO decision about the GT option. The only effect of the GT option regarding substitutions/replacements in team events is that the GT option also determines if the player's clocks can be stopped during the substitution or, alternatively, if the TC needs to watch the player's clocks and potentially move time from the player's bank to the player's clock to avoid the game going ETL during the substitution process.

(8) A player's "manually" refilling the player's clock in a clearly lost position represents a clear sign that the player is exhibiting extremely slow play in the clearly lost position and hence represents a code of conduct violation.

(9) If a TC initiates the substitution/replacement of a player who has not been withdrawn in any way (such as to prevent what looks like a looming ETL), the TC is able to move time from that player's bank to that player's clock, thereby preventing a team loss through ETL. The only requirements are that (1) there is time available in the player's bank, and (2) the TC follows up by substituting or replacing that original player. TCs are not allowed to move bank time to player's clocks simply to help the sitting player avoid an ETL through the player's carelessness or for any other reason (without also substituting/replacing the player); and no one can make a move on that board until the TC completes the substitution/replacement of the original player. Per regular rules, if the TC does not accomplish a substitution/replacement within 2 months (60 days) from the time the original withdrawal of the player or from the time the TC has moved time to a player's clock, whichever occurred earlier, then the games will be concluded as default losses (or cancelled if the outgoing player never made a move).

Rules related to end dates

(10) There are no adjudications because an end date is reached. Any reference in the existing rules to adjudications based on end dates is not applicable.

(11) An adjudication can take the game beyond its scheduled end date only if (a) the adjudication procedure was started because a player in an individual event was granted an accepted withdrawal, and (b) that adjudication is completed after the end date.

(12) Although team captains (TCs) are normally allowed 60 days to find a substitute, the process of substitution cannot extend beyond the scheduled end date for the event

4. Instructions for tournament organizers using the triple block system

(1) The tournament organizer (TO) sets up the server-based event by specifying:

(a) the desired official start date and

(b) the desired maximum length of time (scheduled end date) for the event to be played.

For example, common lengths of time are 1-year, 2-year, and 3-year. (The length of time must be at least 302 days from the official start date for the event to be rated.) Relative to determining time limits, leave time, etc., the start date and duration all the TO needs to indicate. The TO does not need to input other parameters. Once the event duration is determined, each player is allocated a specific and finite total amount of time for the complete game, that total amount of time divided into 3 segments (each segment to serve a different purpose).

An illustrative table of the relationships among duration of tournament, initial clock, initial bank, and increment amounts can be found in subsection “2f” above.

(2) For all triple block system team events, the viewing rule for TCs must be live, with 0 (game completion) delay. This viewing rule is required to allow TCs to move time from a player’s bank to the player’s clock when implementing a substitution or replacement for that player.

(3) There is one option available to TOs that is unique to the triple block system: "guaranteed time” (GT). If this option is selected, it means that if a player's total amount of remaining time <u>after a player completes a move following move 50</u> is less than 3 days, that player's clock will automatically reset to 3 full days before the next move. With the GT option selected by the TO, this automatic process of resetting of the clock to avoid a "sudden death" situation can happen indefinitely. Note: this option allows games to go beyond their scheduled end date for an undetermined amount of time. Without this option, a player cannot ever get "extra" time, even when the player’s clock shows less than a day remaining, but an event’s scheduled end date is assured. <u>If a TO wants a fixed end date, then the triple block system should be used without the option of guaranteed time</u>, as an end date is fixed with that system. <u>If no end date is needed, then the triple block system with guaranteed time is recommended</u>.

(a) In individual (versus team) events, this GT option is directly and necessarily connected to whether a replacement (for a withdrawn player) will be allowed within the first 4 months after the official start date (as currently is allowed in standard time control events). (A replacement for a withdrawn player is always allowed prior to the official start date.) <u>If the TO selects the GT option, then replacements (for withdrawn players) are allowed during the first 4 months</u>. (As is usual for a replacement player in an individual event, the new player will start from scratch in all games, both in position and time.) If the TO selects no GT (meaning the end date needs to stay firm), no replacement will be allowed once the event's official start date has been reached.

(b) In team events, the GT option has no effect on whether substitutions/ replacements are permitted. Substitutions and replacements are allowed in triple block system team events no matter the TO decision about the GT option.

ERRATA from the 1/1/2021 edition of ICCF Rules:

(1) **In § 1.6.1(7).** This was changed completely to the following: “Isolated players may be nominated as candidates in the ICCF Executive Board elections.” This correction reflects the Congress decision from proposal 2018-005.

(2) **In § 2.12.(2)**. The phrase “2 years for an unaccepted withdrawal” was corrected to “2 years for a silent withdrawal”.

(3) **In § 3.3.** The phrase (for level 2 TDs) "f. Invitational or other title norm tournaments in which at least one player is eligible for a CCE, CCM, and/or IM title norm” was corrected to ”f. Invitational or other title norm tournaments in which at least one player is eligible for a CCE, CCM, IM and/or SIM title norm”

Clarifying wording to 1/1/2021 ICCF Rules

(1) **In § 1.2.3.1.(7)**. The following was added as a clarification: At the beginning of the first round, all teams receive their start numbers according to an average rating of the entered team which represents its national federation using the relevant ICCF rating list.

(2) **In § 1.2.6.(1)**. The following was added: (* Rule clarification: This rating requirement applies only at the time of the official start date for the tournament, meaning a player with a current rating of 2300+ can serve as a substitute if that player’s rating was <2300 at the time of the tournament’s official start.)

(3) **In § 1.3.4.(2.1.)**. The following was added: (Clarification: The “better individual result” is determined using the applicable individual tiebreak system listed above, if necessary.)

(4) **In §§ 3.17.4. & 5.6.2.**: The following was added: Rule clarification: A substitution that was in error and is being or was corrected does not count as a first or second substitution.