

The US Chess National State Invitationals Committee has compiled the below list of suggestions designed as a Best Practice document for State Affiliates and State Scholastic Coordinators to assist in the process to determine, nominate and assist their state's representatives in having a successful experience playing in the Irwin, Denker, Haring, Barber or Rockefeller tournaments held annually in conjunction with the US Open. As a description of Best Practices, this document is not prescriptive; rather, it is based on lessons the committee has learned over the years.

The committee's goal is to have 53 confirmed entries for each of the five events. (51 states – California is split for US Chess purposes - one for DC and the host state alternate makes 53.) Your assistance in getting your state's nominees named and confirmed in a timely manner is most appreciated as the office and committee are trying to fill 265 tournament slots!

1. Keep contact information up-to-date for your main contact and your state scholastic coordinator
  - Send updates to [governance@uschess.org](mailto:governance@uschess.org)
2. Identify your nominee and alternate for each of the invitationals
  - Hold qualifiers early enough so players may book hotel rooms before the US Open room block fills or expires. Be sure to note in any advance publication that the event is your state's qualifier for the national invitationals.
  - Create a form that the player/family can fill in onsite at the tournament that you can use to fill in the online submission form from US Chess. Contact the committee chair for a sample.
3. Identify and publish tiebreak procedure
  - If your qualifier is from a tournament and to determine the nominee in the case of a tie, will there be a playoff or are you using tiebreaks? Any playoff or tiebreak should be publicized in advance and identify a player who is able to attend the invitational.
4. Be alert for an e-mail from US Chess asking for nominations
  - E-mails are sent to the contact for the state affiliate that is on file with US Chess. Be sure to update that as officers change. If the e-mail address is a personal e-mail address be sure to keep it updated. US Chess sends the e-mail in early to mid-spring.
5. Inform players (and their family for youth nominees) they are being nominated
  - They may not be interested or able to attend so please don't nominate. Find out quickly if they are willing to attend. If not, please identify an alternate so your state is represented.
6. Acquire preliminary confirmation prior to nomination
  - The impetus is for the state to provide US Chess with a name that will come to each of the invitationals.
7. By June 1<sup>st</sup> nominate players in a link in the e-mail that was sent by US Chess
  - Please make sure when nominating your players to use the correct link for that year. Look for the current year on the nomination form.
  - Please be sure to enter an accurate e-mail US Chess can use to contact the player/family. Please don't enter your e-mail address on the line where it asks for the player's information.
  - After June 1<sup>st</sup> the committee will be reaching out to players to fill slots in states without a nomination. The committee encourages communication from the state affiliate after this date in case the state affiliate identifies a player but the committee will also be actively in pursuit of identifying a player on its own.
8. Advise players and families to watch for confirmation e-mail from US Chess and to use the correct link for that year.
9. Watch participant lists on the website to see if your players confirm their attendance
  - If not, prod them to do so. They may not have seen the confirmation e-mail.
  - If declining, seek an alternate and repeat the process
  - Current link is [National State Invitationals Participant Lists | US Chess.org](#)

10. Advise participants to book a hotel room early
  - The host hotel has been filling up quickly in recent years.