



P.O. BOX 775308
ST. LOUIS, MO 63177
1.800.903.8723
www.uschess.org

US Chess Certified Tournament Directors US Chess National Events

The US Chess Federation (US Chess) hosts several National Events each year. A list is provided below for those events which are organized by the Director of Events. If you are a Certified Tournament Director with US Chess, and are interested in working at one or more of our National Events organized by US Chess, please print and complete the following form and return to: eventapplications@uschess.org.

Events organized by the US Chess Federation's Director of Events:

National High School (K-12) Championship
National Junior High (K-9) Championship
National Elementary (K-6) Championship
National K-12 Grades Championship
US Open Championship

If interested in working at US Chess National Events which are bid out, you will need to contact the organizer for that event. These include:

National Youth Action	US Junior Chess Congress
National Open	US Cadet
US Blind Championship	US Masters
US Class Championship	US Amateur Team (East, North, South, West)
Game/60 Championship	US Game/15 Championship
Game/30 Championship	US Junior Open
US Senior Open	

A complete list can be found on the US Chess website at:
<https://new.uschess.org/how-bid-national-championship-event>.

Chief TD Selection Process

Chief TD's for the US Open are considered, but not limited to the following criteria:

It is desirable to have the Chief TD for the US Open reside in the host state when possible. In an effort to have the US Chess state affiliate be an active part of the event, have the support of the local chess community, and allow US Chess to have a local contact, a qualified National

Tournament Director (NTD) from the host state may be chosen as well as the other needed TD's to work the floor should be invited to work at the US Open. To be considered qualified the NTD should: have significant large-event directing experience, be prepared to promote the event with the local/state chess community, host pre-event meetings (usually online) as needed, and have a willingness to fulfill the duties of the Chief TD. Referrals are a factor as well.

Chief TD's for US Chess National Scholastics are considered using the following criteria:

Chief TDs for the scholastic national events are either selected from those who apply using the form below or invited based on past performance. This specifically applies to the National High School, National Junior High, National Elementary, and the National K-12 Grades Championship. Listed below are some of the things considered when selecting a Chief TD for the US Chess National Scholastics:

- Length of time as a TD and as a NTD.
- Experience working US Chess National Scholastic Tournaments.
- Willingness to perform assigned tasks before, during, and after the event.
- Reliability
- Ability to lead
- Ability to inspire team work and work well with TD staff/US Chess Staff.
- Ability to work well and communicate with parents and coaches.
- Availability before, during, and after the event.
- Proven performance at past events.
- Familiarity with hotel floor planning programs (such as Meeting Matrix) is a plus, but not required.

Tournament Director Selection Process

The Director of Events chooses the Chief TD for each national event organized by US Chess. The Chief TD must be a Certified National Tournament Director with US Chess. For national events organized externally, the Director of Events has approval authority for the chief TD.

When organized by the Events Department: The Director of Events chooses the entire TD staff, with input from the Chief TD.

When organized by an external organizer: The Chief TD submits a proposed staff list to the Events Department for approval. The Director of Events has the right of final approval for all proposed staff.

All tournament staff are subject to background checks. Any offer of employment at a US Chess national event is contingent upon a satisfactory background check. US Chess will bear the cost.

All tournament staff are also required to complete Safe Play training through the U.S. Center for SafeSport.

Once all the TD staff for the event is approved, contracts are sent out to potential staff from US Chess. The contract includes the name, date, and time of the event as well as a deadline for returning the contract.

Reimbursements, expenses, and TD Pay

Tournament Directors are reimbursed for travel. TD staff should book their airfare as soon as possible to obtain the best rate for their flight. Reimbursement rates and requirements are included in the contract.

TD pay is determined by assignment. Floor Chiefs and Section Chiefs are paid more than Floor TD's due to the added responsibilities. Backroom TD's are paid as a Pairing Chief.

All TD's and staff are paid by BILL (electronic payment) at the conclusion of the event for contracted pay, travel reimbursement, and a *per diem* for meals.

Some types of compensation are determined and paid after the event. TD's are paid extra for working side events. Any TD working in a role supervising other TDs will be required to complete performance evaluations for those TDs. Supervisory TDs are paid bonuses for completing these evaluations in a timely manner after the event.

US Chess normally does not cover the following expenses. The Director of Events may make exceptions depending on the location of the tournament site.

- Parking at or transportation to the home airport
- Luggage Fees



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Please remit your completed application to eventapplications@uschess.org. You may fax the
You may also mail the form to:

Pete Karagianis
Assistant Director of Events
US Chess Federation
PO Box 775308
St. Louis MO 63177

Please contact the Assistant Director of Events, Pete Karagianis, at
pete.karagianis@uschess.org if you have any questions.



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Tournament Director Application

Name: _____ Date: _____

US Chess ID#: _____ Expiration Date: _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone (home): _____ Cell: _____

Email Address: _____

How should we contact you: _____

TD Certification Level: _____ How Long? _____

Are you working on increasing your TD Certification Level? _____

Have you worked at a US Chess National Event? _____

Please list the National Events you are most interested in working: _____

Are you interested in working as a Floor TD? _____ Backroom? _____

Are you presently working as a Chess Coach for a school/ program? _____

Please list some of your TD experience: _____



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Chief TD Application

Name: _____ Date: _____

US Chess ID#: _____ Expiration Date: _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone (home): _____ Cell: _____

Email Address: _____

How should we contact you: _____

TD Certification Level: _____ How Long? _____

Have you worked at a US Chess National Event? _____

Please list the National Events you are most interested in working: _____

Are you presently working as a Chess Coach for a school/ program? _____

Please list some of your TD experience and include all US Chess National Events:

