

FINAL DRAFT Charter for the US Chess Tournament Director Certification Committee (TDCC)

Effective **(date here)**

Mission:

The mission of the TDCC is to oversee all processes and procedures for certification and education of US Chess tournament directors (TDs), and to advise and assist the Executive Board (EB), US Chess Office, and other US Chess committees in all matters associated with TD certification and education.

Background:

The *Official Rules of Chess* provides certification guidelines ... (please write a short paragraph for this to provide a basic overview covering the levels of certification and requirements for recertification, etc.).

Duties and Responsibilities: The TDCC shall:

- Manage the qualification standards necessary for members to achieve and maintain each level of TD certification. Work with the Office to ensure the standards are integrated properly into the Official Rules of Chess by the editor/author. Provide guidance to US Chess staff as they administer the:
 - ♦ Awarding of TD titles to members who meet the minimum requirements for certification, and
 - ♦ Revocation of TD titles for members who fail to maintain their certification or who have titles reduced or removed due to disciplinary action recommended by the TDCC and approved by the EB.
- Manage the administration of all TD certification exams including exam preparation, answer keys, grading, and updating in collaboration with the US Chess Office.
- Assist and/or advise other US Chess Committees and the US Chess Office on matters involving TD certification and qualification, including formal complaints about TDs that US Chess members may file with US Chess.
- Recommend, and enact within authority, disciplinary action, intervention, and/or remediation for TDs whose skills are found wanting.
- Hold a TD Workshop during the annual US Open or online no more than 45 days before the US Open.
- Annually, recommend at least one NTD or ANTD for recognition as the Tournament Director of the Year, and at least one TD for the Tournament Director Lifetime Achievement award.
- Annually, recommend one Local TD and one Senior TD for recognition as TD of the Year within their respective categories. These directors shall be selected from among eligible directors who live in the state where the US Open is being held or a state in the general geographic region of the event (e.g., for California that means Oregon, Nevada, and Arizona).
- Manage and approve the list of Special Referees. Ensure it contains at least five members who are certified as NTDs and at least five members certified as International Arbiters. The five NTDs and IAs do not need to be the same members. Review and refresh the list

annually to ensure all Special Referees agree to continue their service and are aware of their responsibilities.

- By June 1st of each year, provide the Executive Board a written report covering key activities and accomplishments for the previous year. The annual report shall cover activities within the TDCC's duties, responsibilities, and specific objectives, as well as recommended changes to committee membership for the coming year and objectives the TDCC intends to accomplish in the next year.

Specific Objectives for 2021-22:

- On at least a quarterly basis (every 90 days), organize and host an online education seminar/webcast for directors at the Club through Senior levels. Collaborate with the US Chess Office to advertise the program. "Credit" for attendees and/or presenters shall be at the discretion of the TDCC.
- By January 31, 2022, review the procedures members are instructed to follow for filing a complaint to the TDCC, update the procedures document as necessary. The current version of the complaints guidance can be found at [this link](#).
- By February 28, 2022, review all written versions of Local and Senior TD exams to identify problems with the balance of difficulty among the versions, appropriate and equitable distribution of topic areas across versions, and inclusion of questions about online chess in all versions. Prepare a plan of corrective action that implements the proposed changes beginning July 1, 2022, in order to allow time (if necessary) for the TDCC to work with the Office to publicize the forthcoming changes.
- By March 31, 2022, review the TD certification rules to consider requirements and/or credits for online tournaments, revise as appropriate.
- By May 31, 2022, collaborate with the EB Liaisons to develop a long-term plan to transition Local and Senior exams to an online system.

Committee Composition and Structure:

The TDCC shall consist of no more than 15 members, which includes a Chair and Vice Chair recommended by the committee. At least eight (8) of the members shall be National TDs, of which at least five (5) must have at least 5 years of experience at the NTD level, including experience directing as section, floor, backroom, or chief TDs at US Chess national events (adult or scholastic). At least five (5) TDs on the committee shall have online TD experience and one (1) have correspondence chess TD experience. In addition to the minimum of 8 NTDs on the TDCC, the other members should consist of the following certification levels and experience:

- At least 2 ANTDs with experience directing at US Chess national events.
- At least 1 Senior TD with at least 3 years of experience as a Senior TD, preferably someone with experience directing for state and/or national level events.
- Up to 4 additional TDs with levels and experience as determined by the TDCC Chair.

The EB shall appoint two (2) EB members as primary and alternate liaisons to the TDCC. The Office shall appoint one (1) employee as office liaison to the TDCC. EB and Office Liaisons cannot vote on matters being discussed by the TDCC.

Committee Operations:

The committee shall conduct most of its business through email and online/phone meetings. The Chair shall announce meetings at least one week in advance and provide the proposed meeting agenda to all TDCC members. Meetings are informal and collegial; they are not open to the public.

The TDCC is not required to keep meeting minutes, but copies of meeting agendas shall be maintained by the Chair and Vice Chair as part of the TDCC's internal records. When discussing matters requiring a vote by committee members, the TDCC shall adhere to Roberts Rules of Order. The Chair shall invite the EB liaisons to all TDCC meetings and may exclude the EB liaison(s) from discussions involving formal claims/complaints upon which the TDCC is acting.

Confidentiality of Committee Business:

Members shall not discuss TDCC business outside of the committee without the Chair's express approval. The TDCC Chair / Vice Chair should remind members of this requirement as part of all meetings and email discussions.

Budget and Resources:

The TDCC does not have an operating budget and committee members shall not receive financial compensation for their committee work. All requests for funds to support TDCC activities must be submitted through the EB Liaisons and approved by the US Chess Executive Director or Executive Board, as appropriate.