

# Chess



## 2024-25

### Manual for Schools and Managers



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# School Information

2024-25 Academic School Year

Illinois High School Association



# Terms & Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Board of Directors has approved the Terms and Conditions governing the 2024-25 IHSA Team Chess state series.

## I. SCHOOL CLASSIFICATION

Competition in the IHSA Team Chess state series will be held for all member schools without classification.

## II. DATES AND SITES

- A) A. State Tournament: The IHSA Team Chess State Tournament will be held on **February 14-15, 2025, at the Peoria Civic Center, Peoria, Illinois.**
- B) B. Sectional Tournaments: Qualifying sectional tournaments will be held on **Saturday, February 1, 2025.**

## III. ON-LINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AND ONLINE LIST OF PARTICIPANTS

The policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sports and activities included in the 2024-25 Entry Policies and Procedures.

- A) Online Entries: All member schools must enter their school into the state series competition through the IHSA School Center on the IHSA Website at [www.ihsa.org](http://www.ihsa.org). The deadline for entry is December 1, 2024. All member schools should have received in April 2024, the 2024-25 Entry Policies and Procedures that outline the online entry procedures for all IHSA-sponsored tournaments.
- B) Late Entries: Schools wishing to enter the Team Chess state series after the deadline will be considered late. To be considered for late entry, the Principal or Official Representative must contact the IHSA Administrator. The penalty for late entry shall be a payment of \$100.
- C) Withdrawal Procedure
  - 1) To withdraw without penalty, the Principal must notify the IHSA Office, in writing, of the school's withdrawal from the Team Chess state series prior to the date the Coaches and Roster sections of the List of Participants form are due.
  - 2) A team that withdraws after the Coaches and Roster deadline or fails to appear at either the sectional tournament or State Tournament shall be charged a \$500 penalty.
- D) Eligibility: All member schools in good standing may enter one team under the provisions of IHSA By-law 4.071.
- E) Six-Contest Requirement: A school may enter and participate in the IHSA Team Chess state series only if

the school's chess team participates in at least six chess contests prior to the IHSA Team Chess state series, counted as follows:

- 1) Only contests involving the school's varsity team shall count toward the total.
  - 2) Every team match involving five or more boards, whether conducted independently or in a tournament, shall count as a single contest.
  - 3) All other competitions involving five or more varsity players competing as individuals shall count as one contest per date.
  - 4) The IHSA will permit virtual matches to count towards the six-contest requirement. The virtual match consists of all players from each team in a single location with play being monitored by the coach.
- F) Team Tournament Requirement
    - 1) Teams qualify for the Team Chess state series by participating in at least one team tournament during the regular season. For the purposes of this requirement a team tournament must involve at least six teams of at least five players each, playing at least three rounds with a minimum of 30 minutes per player, and must be team-paired and not prescheduled (as would occur in a round robin).
    - 2) Qualifying tournaments are expected to use IHSA rules.
    - 3) The tournament requirement would still need to be completed in-person and cannot be virtual.
  - G) Complete Participation Requirement: In accordance with IHSA By-law 6.041, a school shall not enter a team in the Team Chess state series unless the team will compete in all rounds of competition.
  - H) Online List of Participants
    - 1) Each school must complete the online Coaches and Roster sections of the List of Participants form by Tuesday, January 14, 2025. The List of Participants form is located in the Schools Center of the IHSA Web site.
    - 2) It may include any number of eligible students but must include a minimum of six players who are eligible in accordance with the Activity By-laws of the Illinois High School Association. The name(s) of the school's coach(es) or school representatives must be entered in the Coaches section of the List of Participants form.
    - 3) Failure to submit the Coaches and Roster sections of the List of Participants by the deadline constitutes withdrawal from the tournament.
  - I) Online Rules Presentations
    - 1) A representative from each school must view the online video presentation covering the rules and



procedures of the sectional and State Tournaments. The deadline for viewing the presentation is Wednesday, January 22, 2025.

- 2) Failure to view the online video presentation constitutes withdrawal from the tournament.

#### IV. HOST FINANCIAL ARRANGEMENTS

- A) Sectional Host Allowance: The host school shall pay all local tournament expenses and issue checks to tournament workers. The host school shall receive a \$250 guarantee. Tournament officials will be reimbursed by the IHSA.
- B) Team Tournament Expense: Neither the IHSA nor local meet management will assume responsibility for any team expenses for any tournament.
- C) Admission Prices: There shall be no admission price for the sectional tournaments or the State Tournament.

#### V. TOURNAMENT ASSIGNMENTS AND SEEDING MEETINGS

- A) Assignment Structure
  - 1) All schools entered in the IHSA Team Chess state series will be assigned to sectional tournaments on a geographical basis by the IHSA Office.
  - 2) The number of schools assigned to each sectional shall be approximately equal except where, in the opinion of the IHSA Office, it is prudent to organize a sectional with fewer teams to serve a remote part of the state.
  - 3) Assignments to the sectional tournaments will be posted on January 16, 2025.
- B) Online Seeding of Sectionals
  - 1) Coaches are instructed to use the List of Participants Form in the IHSA Schools Center to submit win-loss-draw records and other pertinent information to be shared with other coaches in the seeding process. The deadline for submitting this information (Season Summary) is 10 am on Monday, January 27, 2025.
  - 2) Seeding of the sectionals shall be conducted through the Schools Center. The seeding form will open at 11 am on Monday, January 27, 2025, and close at noon on Tuesday, January 28, 2025.
  - 3) Each school has one vote in the seeding process. Using personal knowledge and the information supplied by the other schools, the head coach shall rank all the teams in the sectional except his or her own. When the voting is complete, the highest and lowest rank submitted for each school shall be removed and the remaining ranks for that school averaged. All the averages shall then be sorted and ranked to determine the sectional seeds.
  - 4) In the case of a tie for a particular seed, a head-to-head result between the two teams shall be used to

break the tie, if possible. Otherwise a random method shall be used to break the tie.

- C) Pairing Procedures - Sectionals
 

The pairings for sectional tournaments will be formulated in Chesscalate and by following the procedures outlined in the IHSA Team Chess Pairings Procedures document.

  - 1) In sectional tournaments, teams will be paired based on their seeds.
  - 2) In the event of an odd number of teams, a bye shall be assigned within the lowest score group to the lowest-seeded team that has not already received a bye.
  - 3) Teams shall be paired immediately before the start of the first round.
  - 4) The Harkness variation will be used for pairings when there is an odd number of teams in a score group.
- D) State Tournament Seeding Meeting
  - 1) The Seeding Committee will meet on Sunday, February 9, 2025, to seed the teams advancing to the State Tournament. Each conference shall be invited to send one representative to the Seeding Meeting.
  - 2) The Seeding Committee shall rank teams based upon the results of the sectional tournaments as well as information submitted during the registration process and other related data.
- E) Pairing Procedures — State Tournament
 

The pairings for the state tournament will be formulated in Chesscalate and by following the procedures outlined in the IHSA Team Chess Pairings Procedures document.

  - 1) The following procedure shall be used to determine groups and pairing numbers for Round 1:
    - a. Divide the top half of teams into 8 groups of 8. Divide the bottom half of teams into 4 groups of 16.
    - b. Order the teams in groups 1 and 2, and randomly assign a pairing number within groups 3 through 12.
  - 2) After all teams have been assigned a pairing number, proceed as follows:
    - a. If there are up to 128 teams, pair the teams according to a non-accelerated Swiss System.
  - 3) The number of competing teams determines the pairing system.
    - a. If there are up to 128 teams, a standard non-accelerated Swiss system pairing shall be used.
  - 4) In the event of an odd number of teams, the lowest-seeded team shall receive a first-round bye.
  - 5) Teams shall be paired immediately before the start of the first round of competition.
  - 6) The Harkness variation will be used for pairings when there is an odd number of teams in a score group. If only one team remains in the highest score group entering the final round, it shall be paired with



the highest-seeded team in the next pair group that it has not already played.

- 7) If a team has already been paired into a higher score group twice in the tournament, the team’s pairing will be restricted to its own score group for the remainder of the event, unless an out-of-group pairing is unavoidable. The restriction shall be removed from any team within one point of first place before pairing the final round.

F) Pairing Appeals

- 1) A coach may appeal a pairing to the Pairings Chief according to the criteria outlined in Rule 19 Section 4 of the IHSA Chess Rule Book.
- 2) Appeals to pairings for any round of the sectional or state final must be made within 15 minutes of the pairings being posted except for Round 5 of the state final, which must be appealed by 8:15 am on Saturday of Week 32.

- 9:00 am.....Round 1
- 11:30 am.....Round 2
- 2:15 pm.....Round 3
- 4:45 pm.....Round 4
- 6:30 pm..... Awards

**Note:** In Round 1, the clock for each player on a team shall be started at 9:00 am. No later than 30 minutes before the start of Round 1, coaches must contact the tournament manager if their team will be arriving late but still intends to compete in the tournament. If a coach gives proper notification, the team will be paired for Round 1. If a coach fails to give proper notification to the tournament manager, the team will not be paired and will receive zero points for that round.

Rounds and awards may start ahead of the scheduled time at the manager’s discretion, after consultation with the head coaches.

D) Time Schedule — State Tournament

The time schedule for the 2024-25 IHSA Team Chess State Tournament is as follows:

**VI. TOURNAMENT STRUCTURE AND PLAYING SCHEDULES**

A) Participating Players

- 1) A standard team consists of 8 players, plus 4 alternates. A team may play with only 6 or 7 players, but must forfeit all matches on any empty board.
- 2) Prior to competition, the coach must designate a list of up to 12 players who will be eligible to play during the sectional tournament or State Tournament.
- 3) The deadline for designating the Participants (up to 12) in Strength Order for the Sectional Tournament is midnight on Wednesday, January 29, 2025. After Sectionals, the Strength Order will be reopened to make changes for the State Tournament. The deadline for designating the Participants (up to 12) in Strength Order for the State Finals is midnight on Wednesday, February 5, 2025. All changes will be made in the Schools Center, not Chesscalate.
- 4) No changes to the Strength Order for Sectionals will be allowed after midnight on Wednesday, January 29, 2025. No changes to the Strength Order for State will be allowed after midnight on Wednesday, February 5, 2025.

B) Complete Participation Requirements

- 1) At the sectional tournament or State Tournament, all teams must compete in all rounds of competition.
- 2) Failure of a team to compete in all rounds may result in penalties and affect future participation in the IHSA State Series.

C) Time Schedule - Sectional

The time schedule for the 2024-25 IHSA Team Chess sectional tournaments is as follows:

- 9:00 am.....Round 1
- 11:30 am.....Round 2
- 2:15 pm.....Round 3
- 4:45 pm.....Round 4
- 6:30 pm..... Awards

Friday, February 14, 2025

- 8:15 am–9:15 am .....Registration
- 8:45 am.....Meeting of Stewards
- 9:15 am.....Doors open to Ballroom
- 9:30 am..... Opening Ceremony
- 10:00 am.....Round 1
- not before 1:00 pm.....Round 2
- not before 3:45 pm.....Round 3
- not before 6:30 pm.....Round 4

**Note:** In Round 1, the clock for each player on a team shall be started at 10:00 am. No later than 30 minutes before the start of Round 1, coaches must contact the tournament manager if their team will be arriving late but still intends to compete in the tournament. If a coach gives proper notification, the team will be paired in Round 1. If a coach fails to give proper notification to the tournament manager, the team will not be paired and will receive zero points for that round.

Saturday, February 15, 2025

- 8:30 am.....Doors open to Ballroom
- 8:50 am..... Players seated for announcements
- 9:00 am.....Round 5
- not before 12:00 noon .....Round 6
- not before 2:45 pm.....Round 7
- not before 5:30 pm.....Awards Ceremony

All participants are encouraged to attend the awards ceremony.

E) Time Control:

In the Team Chess state series, each player shall be granted a time control of 55 minutes per player, plus a 5-second delay.

In the event a clock without a delay is used, the clock shall be set to 55 minutes.

Saturday, February 1, 2025

- 8:15 am–8:45 am..... Check-in



**Note:** A digital clock is required. Time delay is preferred. Time delay clocks may not be used without the time delay being correctly set. Use of increment time controls is not permitted.

- F) Accommodation for Very Long Games:  
During the IHSA Team Chess State Tournament, at the end of Round 3 and Round 6 only, a player who is involved in a very long game may ask the Head Steward for a 10-minute delay in starting his or her game in the next round. This request must be made before leaving the playing area.

## VII. ADVANCEMENT OF QUALIFIERS

- A) Advancement and Determination of Qualifiers
- 1) A total of 128 teams shall qualify for the State Tournament.
  - 2) To determine the State Tournament field, the sectional competitors shall be sorted first by the number of team points earned, and second by the IHSA tie-breaker system (VIII-F). In the case of a tie for the 128th qualifying spot, a head-to-head result between the two teams in the sectional tournament shall be used to break the tie, if possible. Otherwise a random method shall be used to break the tie.
  - 3) A team that withdraws from the State Tournament may be replaced no later than 4 pm on the Friday preceding the tournament by the next available team on the list.
  - 4) If a sectional cannot be completed prior to the State Tournament Seeding Meeting, the committee shall determine which schools shall advance from the sectional to the state tournament, using the sectional seeds as a guideline.
  - 5) Combined sectional results will be posted on the IHSA website as soon as all sectional results have been reported by the host schools. Coaches must contact the IHSA Chess Administrator by 1:00 pm on Sunday of Week 31 to appeal a sectional score that was reported.

## VIII. TOURNAMENT RULES

- A) Playing Rules  
The official playing rules for the IHSA Team Chess and State Tournament are those included in the 2024-2025 IHSA Chess Rules Book, these Terms and Conditions and any printed instructions distributed from the IHSA Office. Enforcement of these rules will be the responsibility of the Tournament Manager, the Tournament Director, the Head Steward, and their assistants.
- B) Official Representative
- 1) In accordance with IHSA By-law 2.020, all schools are required to have a coach or school representative, previously designated on the school's Entry Form, present at the tournament site at all times during

tournament play to assist tournament officials, if needed.

- 2) If a school does not have a designated coach or school representative present at the tournament site at all times during tournament play, that school's competitors shall not be permitted to participate.
  - 3) If a school's competitors are not permitted to participate due to the designated coach or school representative not being present, those competitors shall not be permitted to return to competition in the tournament and the team shall be disqualified from the tournament. Any exception must be approved by the Tournament Director.
  - 4) A coach or designated school representative shall be present in the competition area at the beginning of each round to ensure that everything is in order prior to the start of the match.
  - 5) A team whose coach or designated school representative is not present in the competition area when a round is started shall not be permitted to begin play until the coach or designated school representative appears. Any exception must be pre-approved by the Tournament Director.
- C) Tournament Roster, Strength Order, Participation, and Substitution
- 1) Prior to the beginning of Round 1, the coach or official representative of a competing team shall submit to the Tournament Director the team's Tournament Roster of up to 12 players, listed in Strength Order. All players must have been listed on the team's Roster in the List of Participants form.
  - 2) A team is required to compete on the same number of boards (or more) in all rounds as the number of boards on which the team competes in Round 1. Only the Tournament Director may approve exceptions.
  - 3) If a team does not compete in a round (excluding Round 1), the team will be disqualified from further participation in the tournament.
    - a. If a team arrives at a match more than 30 minutes after the beginning of the round but before time expires, the team shall forfeit that match to its opponent but is not disqualified from further participation in the tournament.
    - b. If a team arrives more than one hour after the beginning of the round (excluding Round 1), the team shall be disqualified from further participation in the tournament unless the coach has notified the tournament manager that the team will be late.
    - c. A team that receives a bye is considered to have competed in a round.
  - 4) If a player does not compete in a round and no alternate is legally substituted for that player, the team shall forfeit that board for the round.





- a. If a player arrives at a match more than 30 minutes after the beginning of a round but before the flag falls one hour after the beginning of the round, that player shall forfeit the match to his or her opponent.
  - b. If a player arrives more than one hour after the beginning of a round (excluding Round 1), the player shall be disqualified from further participation in the tournament unless the coach has notified the tournament manager that the player will be late.
  - c. If a player arrives at a match but is disqualified because of 5a or 5b, the scores for that player (board) in prior rounds shall stand.
- 5) For every round, the coach must indicate the players competing on each board by marking the names on the official scoresheet (and optionally, at the State Final Tournament, by using the Chesscalate system).
- a. The players competing in each round must play in Strength Order, with the strongest player in the lineup for that particular round on Board 1, the next strongest on Board 2, and so on.
  - b. If a team's players do not compete in Strength Order, the result will be recorded as a forfeit by any player playing below a teammate who is lower in the Strength Order submitted by the coach.
- EXAMPLE:** The eight boards (numbered 1 to 8) are occupied by players whose Strength Order is 1, 2, 4, 5, 3, 6, 8, 7. Player #3 (on Board 5) and Player #7 (on Board 8) must forfeit.
- 6) Improper substitution or failure to follow correct substitution procedures will result in penalties that can include forfeiture and/or loss of team tie-break points.

D) D. Stacking

- 1) In accordance with the provisions of IHSA By-law 2.041 (Sportsmanship), players shall be assigned a Strength Order in order of their individual playing strengths. "Stacking" is not an acceptable or appropriate strategy in the IHSA Team Chess state series.
- 2) "Stacking" is the practice of arranging the Strength Order in a manner that results in an advantage over opponents by placing a person of low playing strength at a high strength order to enable the remaining team members to play against opponents of a lower playing strength than they would have otherwise.
- 3) Stacking is unsportsmanlike conduct and is penalized by team disqualification. All team and individual wins and draws are scored as forfeits. All team and individual losses stand as recorded.
- 4) A charge of stacking shall not be considered after Round 2 has been concluded for 30 minutes in sectional tournament competition, or after Round 4

has been concluded for 30 minutes in State Tournament competition.

E) Scoring System

- 1) The team assigned White shall be White on boards 1, 3, 6 and 8.
- 2) The following weighted scoring system will be used in all matches:

|         | Win  | Draw | Loss |
|---------|------|------|------|
| Board 1 | 12.0 | 6.0  | 0.0  |
| Board 2 | 11.0 | 5.5  | 0.0  |
| Board 3 | 10.0 | 5.0  | 0.0  |
| Board 4 | 9.0  | 4.5  | 0.0  |
| Board 5 | 8.0  | 4.0  | 0.0  |
| Board 6 | 7.0  | 3.5  | 0.0  |
| Board 7 | 6.0  | 3.0  | 0.0  |
| Board 8 | 5.0  | 2.5  | 0.0  |

- 3) For purposes of tie breaks, byes are scored as 48 to 20 wins. Forfeits are scored as the sum of the wins on the individual boards.
- 4) The team scoring the most individual points in a match is the winner.

F) Team Tie-Break System

- 1) If two or more teams are tied on points at end of the tournament, a tie-break system shall be used (when E-3 or E-4 do not apply) to determine the final standings.
- 2) For each match played, add 10 to the team's match points, multiply by 1 plus the square of the opponent's tournament points, and divide by 100. Add the values for all seven matches to determine the tie-breaker.

Example:

| Rd.                    | Own Match Pts. |   | Opp.'s Tourn. Pts.  |   | Divide by | Total        |
|------------------------|----------------|---|---------------------|---|-----------|--------------|
| 1                      | (60+10)        | x | (3 <sup>2</sup> +1) | ÷ | 100       | = 7.00       |
| 2                      | (35+10)        | x | (3 <sup>2</sup> +1) | ÷ | 100       | = 4.50       |
| 3                      | (10+10)        | x | (6 <sup>2</sup> +1) | ÷ | 100       | = 7.40       |
| 4                      | (50+10)        | x | (4 <sup>2</sup> +1) | ÷ | 100       | = 10.20      |
| 5                      | (68+10)        | x | (3 <sup>2</sup> +1) | ÷ | 100       | = 7.80       |
| 6                      | (33+10)        | x | (5 <sup>2</sup> +1) | ÷ | 100       | = 11.18      |
| 7                      | (24+10)        | x | (6 <sup>2</sup> +1) | ÷ | 100       | = 12.58      |
| Total Tie-Break Points |                |   |                     |   |           | <b>60.66</b> |

G) Tie-Break Penalties

- Violations of the rules may be penalized by the loss of team tie-breakpoints as follows:
- 1) At the state final tournament:
    - a. Major violation: up to 5 tie-break points





- b. Minor violation: 1 tie-break point
- 2) At the sectional tournaments:
  - a. Major violation: up to 1.25 tie-break points
  - b. Minor violation: 0.25 tie-break points
- H) Official Scoresheet and Verification of Results
  - 1) Players must report individual match results on the Official Scoresheet. It is the responsibility of each coach to ensure that the results are reported quickly and correctly in Chesscalate
  - 2) The scoresheet must remain on the table next to Board 1. Moving the scoresheet to any other location may constitute kibitzing.
  - 3) After all individual matches have finished, a coach from each school must verify match results in Chesscalate. Once the results submitted through the Chesscalate system are verified by coaches, the scores are official.

## IX. TOURNAMENT POLICIES

- A) Spectators
 

Spectators are permitted at the tournament; however, they are required to observe silence during all tournament play. Failure to observe proper decorum during tournament play will be considered unsportsmanlike conduct. Other than as specifically allowed elsewhere in the Terms and Conditions or the IHSA Rules of Chess, the use of electronic devices in the competition area is prohibited.
- B) Damage to Property or Equipment
 

If contestants or people from any school entered in a state series are found guilty of carelessness or maliciously breaking, damaging or destroying property or equipment belonging to another school, such school shall be held responsible for costs incurred in replacing or repairing such property or equipment.
- C) Tobacco/Liquid Nicotine Products:
 

The use of tobacco or liquid nicotine products in any competition area, either during a practice or while a contest is in progress, or affiliated property of any IHSA state series contest by any coach, player, any other person connected with a team, or fan shall be prohibited. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, tobacco/liquid nicotine free zones on the date or dates of any IHSA event being held at the site.
- D) Use of Inhalers
 

A student with asthma may possess and use his/her medication during an IHSA competition, while under the supervision of school personnel, provided the school meets the outlined procedures of self-administration in the Illinois School Code.
- E) Alcoholic Beverages and IHSA State Series

The possession, distribution, sale and/or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA By-law 2.020. Such penalty may include but not necessarily be limited to prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premises, and law enforcement officials will be called as warranted. No ticket refunds will be granted in such cases.

- F) Equipment
  - 1) Each school must provide four chess boards, four Staunton chess sets, notation sheets for the team, and four digital time-delay capable chess clocks that comply with the rules published by IHSA. A clock capable of increment time controls only is not permitted. A digital clock not capable of being set to a time delay setting of five seconds can be used as though it were an analog clock. Chess boards and pieces must conform to the guidelines in IHSA Chess Rules 2 and 3. *Failure to provide the required equipment may result in forfeiture of the board.*
  - 2) Each team may provide a stand and team placard, in good taste and of an appropriate size and including the school name, to be placed on the table to identify the teams playing in each match.
- G) Electronic Devices
  - 1) The use of electronic devices in the competition area is prohibited, except as specified in the IHSA Chess Rule Book. Coaches are allowed to use electronic devices as a part of their official coaching responsibilities.
  - 2) A cell phone that goes off in the playing area will result in the following penalties:
    - a. Player's cell phone in use: minor violation and forfeiture of game.
    - b. Player's cell phone vibrating or ringing: minor violation, plus the loss of 10 minutes on the player's clock, or half the time on the clock, whichever is less.
    - c. Coach's cell phone ringing or in use, except for official tournament business: minor violation. There is no violation for a phone vibrating.
  - 3) No headphones of any type may be worn in the playing area.
  - 4) A player viewing, wearing, or displaying any electronic device, including but not limited to a



smartwatch, shall be penalized according to the provisions in IX-G-2a.

H) Apparel

- 1) Each team member must wear a matching item of apparel (shirt, vest, or jacket) that clearly identifies the school. The clothing must be the outermost layer of clothing and must remain clearly visible while team members are in the playing hall. Matching shall be defined as being similar in style, color, and markings. Members of the same gender must have similar tops, though males may wear slightly different tops than females.
- 2) Failure to wear proper apparel may be penalized up to a major violation at the discretion of the floor chief. A team may be penalized once per day of competition. Willful refusal to comply with the uniform rule shall constitute unsportsmanlike conduct and may be penalized by team disqualification.
- 3) Each coach must wear an item of apparel that clearly indicates the name of the school, and an IHSA-issued coach's pass.
- 4) Apparel worn by players and coaches should be in good taste, show good sportsmanship, and be appropriate for state series competition. Hats, visors, sweatbands, hoodies, and other items of apparel that cover a player's head (except those of a religious or medical nature) are not permitted. The Tournament Director and Head Steward have the authority to require that inappropriate apparel be corrected.

I) Food and Drink

Food and drink are not permitted in the playing area at any time during the tournament, except for water, which may be consumed, but not placed on the playing table.

- 4) If one team has beaten all other teams they are tied with for an award, that team is awarded first in that score group.

## XI. OFFICIALS AND THEIR RESPONSIBILITIES

A) IHSA Administrator

- 1) The IHSA Administrator is responsible for the overall conduct of the IHSA Team Chess state series.
- 2) The IHSA Administrator distributes the IHSA Chess Manual, including the Tournament Terms and Conditions and the Chess Rules, to coaches and other interested parties.
- 3) The IHSA Administrator selects the sites of the sectional tournaments and assigns officials as required.
- 4) The IHSA Administrator collects the official entries to the state series and assigns schools to the sectional tournaments.
- 5) The IHSA Administrator collects the List of Participants and seeding information provided by the head coaches and provides this information to the sectional Tournament Manager.
- 6) The IHSA Administrator collects the Winner Reports from the sectional tournament managers and determines the teams that have qualified for the State Tournament.
- 7) The IHSA Administrator distributes information about the qualifying schools to the conference representatives who attend the Seeding Meeting.
- 8) The IHSA Administrator distributes the pairings and results of the State Tournament.

B) Tournament Manager

- 1) The Tournament Manager is responsible for the general conduct of the tournament. The IHSA Administrator acts as the Tournament Manager of the State Tournament and delegates this responsibility for sectional tournaments.
- 2) The Tournament Manager is responsible for securing the facilities, furniture, and other items necessary for competition and skittles activity.
- 3) The Tournament Manager is responsible for communication with the head coaches of the competing schools to ensure that they are aware of the time schedule and other tournament procedures.
- 4) The Tournament Manager is responsible for promptly reporting the results of each match and posting the pairings of each round.
- 5) The Tournament Manager is responsible for arranging the awards ceremony at the end of the competition.
- 6) Tournament Manager is responsible for promptly filing the Financial Report with the IHSA Office after the competition is complete.

C) Tournament Director

## X. AWARDS

An Awards Ceremony will take place immediately following the tabulation of results.

A) Team Awards — Sectional

- 1) A plaque will be presented to any team that finishes the tournament with a perfect score.
- 2) In the event no team finishes with a perfect score, a plaque will be awarded to the team with the highest score, including tie-breaks.

B) Team Awards — State Tournament

- 1) Trophies will be presented to the teams winning first, second and third places. Medallions will be presented to the members and head coach of the first three placing teams.
- 2) A plaque will be presented to any team that scores at least six points in the tournament but does not finish in first, second or third place.
- 3) In the case of teams tying with perfect match win scores, the tie shall stand.



- 1) The Tournament Director is responsible for duties as described in the IHSA Chess Rules (Section 23-1).
- D) Pairing Director
  - 1) The Pairing Director is responsible for duties as described in the IHSA Chess Rules (Section 23-2).
  - 2) The Pairing Director is responsible for making the pairings of each round and keeping track of and verifying the results of each round.
- E) Head Steward
  - 1) The Head Steward is responsible for duties as described in the IHSA Chess Rules (Section 23-3).
  - 2) The Head Steward is responsible for hearing disputes on rulings made by the stewards and for rendering judgment on such disputes.
  - 3) The Head Steward is responsible for keeping track of infractions of the IHSA Chess Rules and assigning penalties when appropriate.
  - 4) The Head Steward is responsible for supervising the stewards and ensuring the consistency of their rulings throughout the tournament.
  - 5) The Head Steward assesses tie-break penalties.
- F) Stewards
  - 1) Stewards are responsible for duties as described in the IHSA Chess Rules (Section 23-4).
  - 2) Stewards are responsible for enforcing the IHSA Team Chess Tournament Policies (Article IX) and bringing violations to the attention of the Head Steward or Tournament Director.
- G) Scorer
  - 1) The scorer is responsible for duties as described in the IHSA Chess Rules (Section 23-5).
- H) Sectional Officials and Fees
  - Sectional officials will be appointed by the IHSA Office. The host school shall issue payment to each official which will be reimbursed by the IHSA Office upon receipt of the Financial Report Form.  
Tournament Director: \$100  
Steward: \$20 per round
- I) State Final Officials and Fees
  - State Final Officials will be appointed and paid by the IHSA Office.  
Tournament Director: \$275  
Chief Steward: \$225  
Steward: \$25 per round  
Scorer: \$25 per round
- J) Mileage Reimbursement Policy
  - The officials appointed by the IHSA will be paid mileage from the IHSA Office upon receipt of a mileage voucher submitted by the appointed official to the IHSA Office within 30 days of the contest. Appointed officials will receive 45 cents per mile for every mile over 70 miles for each round trip. Mileage vouchers can be printed from the IHSA Web Site through the IHSA Officials Center. Note: Mileage is determined to and from the official's home to the site of the competition, unless prior approval has been given from the administrator in charge of the sport/activity.

## Important Dates for 2024-2025 Chess

|                |   |
|----------------|---|
| Early Sept.    | Chess Manual & Rule Book posted online  |
| November 1     | Preliminary list of entries posted online   |
| December 1     | Official Entry due<br>Official Entry should be submitted online by your school's official representative.<br><i>There is no entry fee, but late entries will incur a \$100 late fee.</i>  |
| December 2     | Updated list of entries posted online   |
| December 2     | List of Participants form available online<br>Contact your activities director for your login ID and password.<br><i>Failure to fill out this form by the deadline constitutes withdrawal from the tournament.</i>  |
| December 9     | Required rules video posted   |
| January 14     | Deadline to submit Roster of all players and Coaches in the List of Participants form through the <a href="#">IHSA Schools Center</a><br><i>Failure to submit a roster constitutes withdrawal from the tournament.</i><br>Withdrawal deadline<br>Withdrawing or failing to appear at a tournament after this date will incur a \$500 penalty. |
| By January 16  | (4 pm) List of schools assigned to sectional tournaments posted online  |
| January 22     | Deadline to view online rules presentation<br><i>Failure to view the rules presentation or submit a roster constitutes withdrawal from the tournament.</i>  |
| January 27     | (10 am) Season summaries due<br>(11 am) Sectional seeding begins  |
| January 28     | (noon) Sectional seeds due<br>(4 pm) Sectional seeds posted   |
| January 29     | (midnight) Strength Order for <a href="#">Sectionals</a> due in Schools Center  |
| January 30     | Chesscalate passwords sent to coaches for Sectionals  |
| February 1     | Sectional tournaments conducted at various sites  |
| February 3     | (4 pm) Qualifiers for State Finals posted   |
| February 5     | (midnight) Strength Order for <a href="#">State Finals</a> due in Schools Center  |
| February 9     | State Tournament seeding meeting (virtual)  |
| February 14    | (9:30 am) Deadline to specify tentative lineup for first round in Chesscalate (may still be changed on scoresheet)  |
| February 14-15 | IHSA State Tournament at Peoria   |
| March 21       | Advisory Committee meeting  |

### TERMS & CONDITIONS CHANGES

|          |  |
|----------|--|
| III-C-1  | To withdraw without penalty, the Principal must notify the IHSA Office, in writing, of the school's withdrawal from the Team Chess state series prior to the date the Coaches and Roster sections of the List of Participants form are due.  |
| III-C-2  | A team that withdraws after the Coaches and Roster deadline or fails to appear at either the sectional tournament or State Tournament shall be charged a \$500 penalty.  |
| III-H-1  | Each school must complete the online Coaches and Roster sections of the List of Participants form by Tuesday, January 14, 2025. The List of Participants form is located in the Schools Center of the IHSA Web site.   |
| III-H-2  | It may include any number of eligible students but must include a minimum of six players who are eligible in accordance with the Activity By-laws of the Illinois High School Association. The name(s) of the school's coach(es) or school representatives must be entered in the Coaches section of the List of Participants form.  |
| III-H-3  | Failure to submit the Coaches and Roster sections of the List of Participants form by the deadline constitutes withdrawal from the tournament.   |
| VI-A-3   | The deadline for designating the Participants (up to 12) in Strength Order for the Sectional Tournament is midnight on Wednesday, January 29, 2025. After Sectionals, the Strength Order will be reopened to make changes for the State Tournament. The deadline for designating the Participants (up to 12) in Strength Order for the State Finals is midnight on Wednesday, February 5, 2025. All changes will be made in the Schools Center, not Chesscalate. |
| VI-A-4   | No changes to the Strength Order for Sectionals will be allowed after midnight on Wednesday, January 29, 2025. No changes to the Strength Order for State will be allowed after midnight on Wednesday, February 5, 2025.   |
| VIII-C-1 | Prior to the beginning of Round 1, the coach or official representative of a competing team shall submit to the Tournament Director the team's Tournament Roster of up to 12 players, listed in Strength Order. All players must have been listed on the team's Roster in the List of Participants form.   |
| VIII-H-1 | Players must report individual match results on the Official Scoresheet. It is the responsibility of each coach to ensure that the results are reported quickly and correctly in Chesscalate.  |
| VIII-H-2 | The scoresheet must remain on the table next to Board 1. Moving the scoresheet to any other location may constitute kibitzing.   |
| VIII-H-3 | After all individual matches have finished, a coach from each school must verify match results in Chesscalate. Once the results submitted through the Chesscalate system are verified by coaches, the scores are official  |

### FUTURE STATE SERIES DATES

| SECTIONAL        | STATE TOURNAMENT     |
|------------------|----------------------|
| January 31, 2026 | February 13-14, 2026 |
| January 30, 2027 | February 12-13, 2027 |
| January 29, 2028 | February 11-12, 2028 |



# Coach's Guide to the IHSA Team Chess Tournament

The 51st Annual IHSA Team Chess state series will consist of two stages. Sectional tournaments will be held on Saturday, February 1, 2025, and the state tournament be held at the Peoria Civic Center on Friday, February 14, and Saturday, February 15, 2025.

This manual consists of two major parts: the Terms & Conditions for the IHSA Team Chess state series and the competitive Chess Rules that are used throughout the season in tournaments and conference play. Please read these pages carefully. They contain valuable information and instructions that will be needed for this year's tournament.

## Entry and Withdrawal Procedures

### Official Entry

The Official Entry is the first step in securing your team's entry in the state series. Your school's Official Entry must be submitted by your school's activities director prior to December 1, 2024. Entries may be allowed after the deadline but will be charged a \$100 late fee. A preliminary list of entries will be posted on the IHSA Web site on November 1, 2024, and updated on December 2, 2024.

You should not enter your team, or you should withdraw your team, if:

- A) Your team will not have competed in six contests (as defined by Section III-E of the Terms and Conditions) before the start of the state series, OR
- B) Your team will not have competed in a "team-paired tournament" (as defined by Section III-F of the Terms and Conditions) before the start of the state series, OR
- C) Your team will not have at least six players available to compete in all rounds of competition at the state series (Section III-G and Section VI-A of the Terms and Conditions), OR
- D) It is not possible to have a coach or other authorized supervisor on site with your team at all times during play in the state series (Section VIII-B of the Terms and Conditions).

### List of Participants Form

The List of Participants is the second step in securing your team's entry in the state series. The coaches and roster portions of your school's List of Participants form must be submitted online prior to Tuesday, January 14, 2025. This form is available in the Schools Center area of the IHSA Web site. You will need to obtain your Schools Center user ID and password from your athletic or activities director. On the form, you must list the names of ALL the students from your school who are potential participants in the IHSA Team Chess state series. All students listed must be eligible in accordance with By-law 4.000 of the IHSA Constitution and By-

laws. All possible participants in the state series must be listed on the form by the deadline.

*Failure to complete the List of Participants by the deadline will result in your team's automatic withdrawal from the state series.*

*A guide to the List of Participants is found on page 6 of this manual.*

### Required Online Rules Video

The online rules video presentation will be posted in the IHSA Schools Center by December 9, 2024. As head coach, you are required to view the online tournament rules presentation by Wednesday, January 22, 2025. The presentation must be watched in its entirety through the Schools Center to receive credit.

*Failure to watch the online rules presentation by the deadline will result in your team's automatic withdrawal from the state series.*

### Withdrawals

If your school must withdraw from the state series, it is important that you take action immediately. If you have already submitted your Coaches and Roster, your activities director must inform the IHSA Office of the team's intention to withdraw by Tuesday, January 14, 2025. If your team withdraws after this date, your school will be assessed a \$500 penalty. If your team does not withdraw and subsequently fails to appear at either the sectional tournament or the State Tournament, your school will be assessed a \$500 penalty.

## Sectional Tournament Procedures

### Assignment to Sectional Tournament

After the deadlines outlined above have passed and entry to the state series has been closed, teams will be assigned to sectional tournaments by the IHSA Office. These assignments will be posted on the IHSA Web site on or before Thursday, January 16, 2025. At that time, you should begin finalizing transportation and other details for the sectional tournament.

### Contact with the Sectional Manager

The manager of the sectional tournament that your team is assigned to will generally be either the school's activities director or chess coach. The manager's name will be listed on the list of assignments that is posted on the IHSA Web site. The manager will contact you with specific instructions regarding the tournament site. If you do not hear from the sectional manager, you should reach out to them to make sure you have the necessary information.





## Season Summary Form and Seeding Form

Coaches are responsible for seeding the teams in each sectional.

This is a two-phase process. The first is to fill out the Season Summary Form indicating your team's dual match scores and win-loss record during the season, along with any comments you would like to make about your team's level of play during the regular season and suggestions about where you think your team should be seeded. The Season Summary Form is available in same area of the Schools Center as the List of Participants Form. The Season Summary Form must be submitted by 10 am on Monday, January 27, 2025.

The second phase of the seeding process involves reviewing the Seeding Summary Forms submitted by the other coaches in your sectional and then seeding the teams in order of strength. The Seeding Form is also located in the Schools Center, and will be available for 25 hours, from 11 am on Monday, January 27, 2025, until noon on Tuesday, January 28, 2025.

Later that day, by 2 pm, you will be able to view the "seeding matrix" showing your ballot and the ballots of all the other coaches in your sectional. By 4 pm on Tuesday, January 28, 2025, the seeds will be computed and posted on the IHSA Web site.

*A guide to filling out the List of Participants, the Season Summary Form, and the Seeding Form is found on page 6 of this manual.*

## Traveling to the Sectional Tournament

The check-in time for all sectional tournaments is 8:15 am. Please plan your arrival at the tournament site accordingly. Round 1 pairings will be determined immediately after check-in is complete, and play will begin promptly at 9:00 am.

The final round of the day (Round 4) is scheduled to start no sooner than 4:45 pm. A brief awards presentation is scheduled for 6:30 pm.

## State Series Policies

*The following policies apply to the sectional and state finals tournaments.*

**Official Representative:** Your team must have a coach or designated representative present at the tournament site at all times during tournament play. The coach or representative must be present in the competition area at the beginning of each round and remain available to tournament officials throughout the day. If no representative is on site, your team will not be allowed to participate.

**Food and Drink:** No food or drink, except for bottled water, is permitted in the competition area. Cups of water must be consumed and disposed of at the water station.

**Uniforms:** Each team member must wear a matching item of apparel (shirt, vest, or jacket) that clearly identifies the school. The clothing must be the outermost layer of clothing and must remain clearly visible while team members are in the playing hall. Matching shall be defined as being similar in style, color, and markings. Members of the same gender must have similar tops, though males may wear slightly different tops than females.

There are penalties for not adhering to the uniform policy (see Section IX-H of the Terms and Conditions).

Please prepare your team for the uniform rule during state tournament play. Arrange for your uniforms early and familiarize your players with the policy. The uniforms don't have to be fancy. Something as simple as a T-shirt worn over other clothing is enough to satisfy this rule. Just be sure to include the school name and keep any other text or graphics G-rated, if you please.

**Cell Phones, Smartwatches & Electronic Devices:** The competition area is designated as a Cell-Free Zone. (An exception is made for coaches to use electronic devices as a part of their official coaching responsibilities.) Other coaches and adults may not handle cell phones while in the competition area. All coaches and adults must have their ringers set to vibrate and must leave the competition area to use their phones. Students are required to turn their cell phones completely off and must not handle or view them while in the competition area.

Smartwatches are specifically prohibited and may not be worn or viewed by players during competition.

In general, other than devices being used by coaches as a part of their official responsibilities and devices approved for taking notation, no electronic devices may be used in the competition area.

**Prohibited Items:** Alcohol, tobacco, liquid nicotine and similar items are not permitted anywhere on the tournament premises. If a competitor is observed using a prohibited item, they will be disqualified from further participation.

**Pairings:** Pairings for all rounds will be posted on the IHSA website ([www.ihsa.org](http://www.ihsa.org)). During the tournament, pairings will be announced via X ([@IHSACHess](https://twitter.com/IHSACHess)) and on Chesscalate.

**Chesscalate:** The IHSA uses a mobile Web application called Chesscalate to expedite the reporting of substitutions and results. Coaches are strongly encouraged to learn about Chesscalate prior to the State Series.

*A guide to Chesscalate is available in this manual.*



An email with instructions and a password for using the Chesscalate system at Sectionals will be sent to the head coach of every team on Thursday, January 30, 2025.

## State Tournament Logistics

The 2025 IHSA Team Chess State Tournament will take place in the Ballroom of the Peoria Civic Center in downtown Peoria.

*The numbers in this section refer to the maps of the Peoria Civic Center and the surrounding streets and parking lots.*

**Emergency Number:** The general number of the Peoria Civic Center is (309) 673-8900.

**Hotel/Motel Accommodations:** Schools are responsible for making their own housing arrangements. It is suggested that you make your reservations early and cancel them if your team does not qualify for the State Tournament. For a list of Hotel/Motel Accommodations, please visit the Peoria Area Convention and Visitors Bureau web site at [www.peoria.org](http://www.peoria.org). For the 2025 State Tournament a special group rate has been arranged with the Marriott Pere Marquette and Four Points by Sheraton in downtown Peoria as well as the Embassy Suites just across the river in East Peoria. When reserving rooms, notify the hotel that your reservation is for the IHSA State Chess Tournament.

**Arrival and Drop-Off:** Upon arrival in Peoria you should drive down S.W. Jefferson Ave. (a one-way street running southwest) past the Civic Center, then immediately turn right into the access drive. The building entrance is on the right (8). Players may proceed through the Great Hall (9) to the skittles room in Exhibit Hall D (12).

**Parking:** The Civic Center generally does not allow buses of any size to park in the adjacent parking lot (10). Instead, buses should go around the building to park in one of the Fulton St. lots (19) after drop-off.

**Registration:** Check-in will take place in the Great Hall (9) on Friday, February 9, 2024, from 8:15 to 9:15 am. At that time, you will pick up your school packet. Please schedule your arrival so that your registration is completed prior to the Opening Ceremony.

### Points of Emphasis

Chesscalate will be used at State and at the Sectionals. Coaches must verify match results in Chesscalate.

While virtual matches are allowed during the regular season, make sure your players are familiar with rules and procedures of playing in person.

### Regarding Strength Order

Prior to a tournament, the coach must declare a Strength Order, of up to 12 players, with all eligible players.

At the start of each match, the players participating must seat themselves in Strength Order.

Any number of substitutions may be made, but the players must always be seated in Strength Order.

**Opening Ceremony:** Players and coaches should be in the Ballroom by 9:30 am and in place and set up for Round 1 by 9:40 am, when introductions begin.

**Time Schedule:** A time schedule is included in this Manual. All Round 1 matches are scheduled to begin at 10:00 am. **If a coach fails to notify the tournament manager of a late arrival by 9:30 am on February 14, 2025, the team will not be paired in Round 1 and will receive zero points.** When a round begins, the clocks for all matches will be started, even if the team has not yet arrived. Please plan your team's passage to the competition area so that it will be on time for the beginning of your match.

**Tournament Office:** The Tournament Office is located near the main entrance to the Ballroom (29).

**Competition Area:** The competition area is in the Ballroom (27) at the top of the escalators.

**Hospitality Area for Coaches:** The Skyline Lounge (31) is just outside the Ballroom. No players are permitted in this area.

**Restrooms:** Restrooms (30) on the upper level are located off the Ballroom concourse.

**Skittles Room:** The skittles room is directly under the Ballroom in Exhibit Hall D (12).

**Passing between competition and skittles:** Two flights of escalators separate the competition area and the skittles room. It is recommended that students and coaches with limited mobility start moving toward the Ballroom well in advance of the general call for competition. The elevators are reserved for coaches and students with limited mobility.

**Dining Accommodations:** By policy, no outside food is allowed in the Peoria Civic Center, so please plan accordingly. Concessions





are available in the building. For a list of restaurants in the Peoria area, please visit the Peoria Area Convention and Visitors Bureau website at [www.peoria.org](http://www.peoria.org).

## State Tournament Policies

**Roped Area:** The roped area near the stage is reserved for the following:

- Coaches of the competing teams.
- Players involved in one of the games.

Everyone else must stand outside the ropes. Once a game played inside the ropes is finished, the players must quickly gather their equipment and exit the inner ropes.

**Programs:** Digital programs will be available for viewing at [www.ihsa.org/Resources/State-Programs](http://www.ihsa.org/Resources/State-Programs). You will also be able to buy physical prints of programs and have them mailed to you at your expense.

**Souvenirs:** State Finals apparel and chess merchandise will be available for purchase in the skittles area.

**Lost and Found:** A lost and found area is maintained in the Tournament Office (29). You can reduce your chances of losing valuable equipment by labeling items with your school name and by encouraging students to place identification on or in any item they do not always carry with them. Items that are unclaimed and unidentified at the end of the tournament may be donated.

## Expectations

One important part of coaching is ensuring that your players have a thorough knowledge of the Chess Rules. Procedures are more precise in competitive chess than in a casual game. Many games and matches (and even the state title) have been determined by a player making correct use of the rules. Players are required to call infractions to the attention of an official. During the school year, your team may compete as individuals at some events and as a team against other schools in conference or non-conference play as well as in one or more tournaments.

Listed below are the expectations of a coach at the IHSA Chess Team state series and most other high school team chess tournaments in Illinois.

### Submit the Tournament Strength Order

- The Strength Order is a list up to twelve eligible players.
- The Strength Order is a sorted list of the eligible players, ranked by playing strength.
- Coaches should use Chesscalate to manage and submit lineups for each round.

### Know how to make substitutions

- At both the sectional and state tournaments, substitutions must be recorded on the Official Scoresheet by writing in the name of the substitute at the proper board.
- Substitutions should be recorded no later than 10 minutes after the start of the round.

Be ready for the start of each round:

- A coach is required to be present with the team at the start of each round.
- Maintain quiet during announcements and remind your players to be attentive. Special information and instructions for coaches may be part of announcements.
- Place the Official Scoresheet and your team's placard (if applicable) at the end of the table next to where the Board 1 players are sitting.
- Be sure your players are at the correct table and each player is playing the correct color pieces.
- Check each player's board and chessmen to ensure they are set up properly.
- Check that each clock is properly set and positioned correctly.
- Move team and personal belongings out of walking paths.

### Remind your players

- The team uniform must be worn as the outermost piece of clothing at all times.
- Bottled water is OK but cannot be placed on the table.
- Cups of water must be consumed at the water station. No cups are permitted on the table.
- After the conclusion of a game, the board, set, clock, and personal belongings must be removed from the table.
- The result of the game must be written on the Official Scoresheet and turned in to the Scorekeeper.

### Regarding Chesscalate and scoring procedures:

- Lineups for each round should be submitted through Chesscalate.
- Coaches must input results into Chesscalate and verify results at the end of each match.
- Players must mark the result of each match on the scoresheet.
- Teams may keep a running score on the scoresheet.
- At the completion of the team match, a school representative from both teams must deliver the scoresheet to the scorekeeper.

### Regarding communication and player behavior:

- Coaches are not allowed to communicate with a player during the game unless a player obtains a steward's permission to communicate.



- Players who are spectating must stand on their own side of the table and may not watch games from the opposite side.
- Players may not communicate (even non-verbally) with any other player.
- Stewards have the authority to ask spectators to leave the playing area if they are viewed to be a distraction in any way to either player.



# How to fill out the List of Participants, Season Summary Form, & Seeding Form

- 1) Log in to the Schools Center using the credentials given to you by your Activities Director. Click on the link for the **“Sport and Activity Tracker.”** You should see a box similar to the one shown below.

| TEAM CHESS | Status of Head Coach | Status in IHSA State Series                        | Status of Program                                      | Online Forms   | Rating of Officials | Documents, Printed Forms and Other Information |
|------------|----------------------|--|--|--|---------------------|--|
|            | Pablo Alvarez        | team entry has been received                       | status OK  | Participation Survey should be submitted on fifth day of practice    |                     |  |
|            |                      | you may withdraw without penalty on or before 1/16 | head coach has not viewed rules video deadline is 1/16 | List of Participants opens 8 am on 12/1 deadline is midnight on 1/16 |                     |  |
|            |                      |  |  | Season Summary Form opens 8 am on 12/1 deadline is 10 am on 1/21     |                     |  |
|            |                      |  |  | Seeding Form opens 11 am on 1/21 deadline is noon on 1/22            |                     |  |

- 2) In the **List of Participants** is a series of three pages (numbered 2 through 4). First you should enter the names of your **Coaches** as shown in the following form. This must be completed by midnight on **Tuesday, January 14, 2025**.

[Return to Tracker](#) | [1. Instructions](#) | [2. Coaches](#) | [3. Roster](#) | [4. Participants](#) | [5. Team contests](#) | [6. Coach's comments](#) | [7. Certify & submit](#)

On this page you should enter the names of the coaches who will be active during the IHSA state series.  
**Be sure to press the button to save your changes.**

|                       |  |  |
|-----------------------|--|--|
| Head coach            | <input type="text" value="--- NO NAME ---"/>                         | <i>If a name does not appear in the pull-down menu, the person you are looking for either is not listed on your school's roster of staff members or has not met all the compliance requirements.</i> |
| Assistant coaches     | <input type="text"/><br><input type="text"/><br><input type="text"/> | <i>Please list only one coach per box.</i>   |
| Supervisory personnel | <input type="text"/><br><input type="text"/>                         | <i>Supervisory personnel are not coaches for your school but other persons who you may ask to keep an eye on your team when necessary.</i>   |

- 3) Your **Roster** (form below) should include all players on your team, even those who may not participate in the sectional or state final. Students not listed on this page will not be eligible for the State Series. This must be completed by midnight on **Tuesday, January 14, 2025**.

[Return to Tracker](#) | [1. Instructions](#) | [2. Coaches](#) | [3. Roster](#) | [4. Participants](#) | [5. Team contests](#) | [6. Coach's comments](#) | [7. Certify & submit](#)

On this page you should enter the name of any student who might compete in the IHSA state series.  
**TIPS:** Tab between the fields. Hit "S" twice for "So." Tab over to the button and hit Enter to add the name.  
**"Rule 21"** indicates a player with a disability who needs assistance while playing a game.

| First Name           | Last Name            | Year in School       | Gender (M/F)                   | Pronunciation        | Rule 21?                 |   |
|----------------------|----------------------|----------------------|--------------------------------|----------------------|--------------------------|---|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="M"/> | <input type="text"/> | <input type="checkbox"/> | <input type="button" value="Add name"/> |



- 4) The **Team contests** page (below) should include all Team Chess contests your school has played throughout the season. It will be used to facilitate the seeding of the sectional and the state final tournaments. You don't have to wait until the deadline to put these contests into the database. You can come to this page and enter the contests throughout the season. This must be completed by 10:00 a.m. on **Monday, January 27, 2025**.

[Return to Tracker](#) | [1. Instructions](#) | [2. Coaches](#) | [3. Roster](#) | [4. Participants](#) | [5. Team contests](#) | [6. Coach's comments](#) | [7. Certify & submit](#)

On this page you should enter all your games or matches. **TIPS:** Tab between the fields. Hit Enter to add the contest.

| Date                 | Opponent             | Own Score            | Opp. Score           | No. of Boards        | Tournament<br>(leave blank if none) |  |
|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------------------|--|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>                | <input type="button" value="Add contest"/> |

- 5) Use the **Seeding Form** (below) to seed the teams assigned to your sectional (shown below is an example using central Illinois teams). Rank the teams in order with the strongest at the top. The ballots will be compiled by the IHSA Office and sectional seeds will be assigned based on the votes of the coaches. This is the same method that team sports use to seed the first level of tournaments in the state series.

This must be completed by 12:00 p.m. on **Tuesday, January 28, 2025**.

[Return to Tracker](#) | [1. Instructions](#) | [2. Season summaries](#) | [3. Seeding form](#) | [4. Seeding matrix](#)

Before you begin seeding, you should examine the **Season Summaries** listing the schools in your sectional. You can print the sheet if you wish.

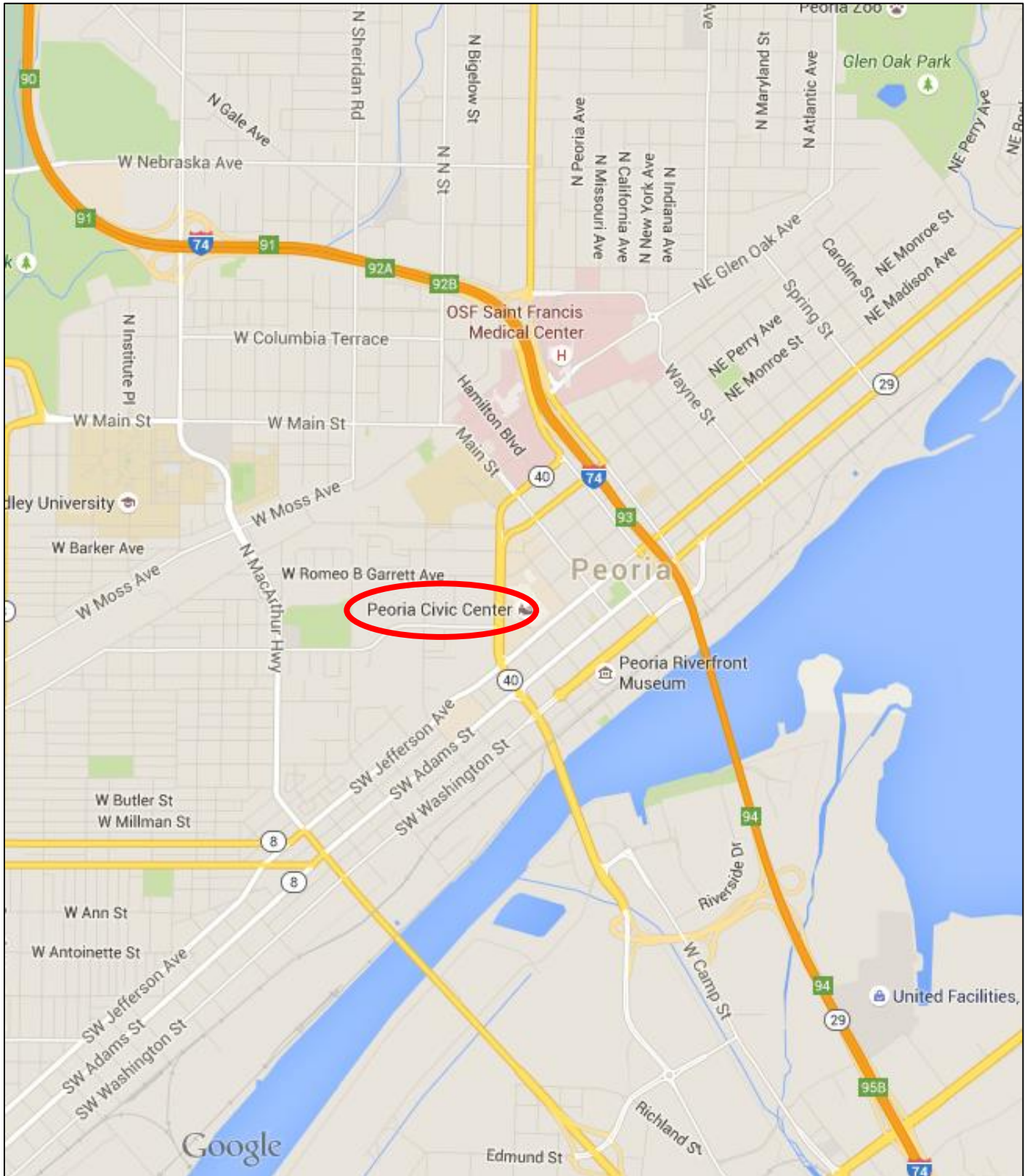
In the right column below is a list of all the schools in your sectional, except your own. Start with the school you think should receive the #1 seed and click "add" to place each school in the grid at the left. After you have moved all the schools into the grid, you can adjust your seeds by clicking "up" or "down". **You must rank all the schools** for your ballot to be counted.

| Seed | School |
|------|--------|
| 1    |        |
| 2    |        |
| 3    |        |
| 4    |        |
| 5    |        |
| 6    |        |
| 7    |        |
| 8    |        |
| 9    |        |
| 10   |        |
| 11   |        |
| 12   |        |
| 13   |        |
| 14   |        |

|                     | School                                |
|---------------------|---------------------------------------|
| <a href="#">add</a> | Bartonville (Limestone)               |
| <a href="#">add</a> | Bismarck (B.-Henning-Rossville-Alvin) |
| <a href="#">add</a> | Brimfield                             |
| <a href="#">add</a> | East Peoria                           |
| <a href="#">add</a> | Georgetown (Notre Dame de La Salette) |
| <a href="#">add</a> | Metamora                              |
| <a href="#">add</a> | Morton                                |
| <a href="#">add</a> | Peoria (H.S.)                         |
| <a href="#">add</a> | Peoria (Manual)                       |
| <a href="#">add</a> | Peoria (Richwoods)                    |
| <a href="#">add</a> | Princeville                           |
| <a href="#">add</a> | Stanford (Olympia)                    |
| <a href="#">add</a> | Urbana (University)                   |
| <a href="#">add</a> | Washington                            |

- 6) For all the forms, please heed the **deadlines**, which are strict. If you miss a deadline, you will not be able to complete the form and may put your team's participation at risk.

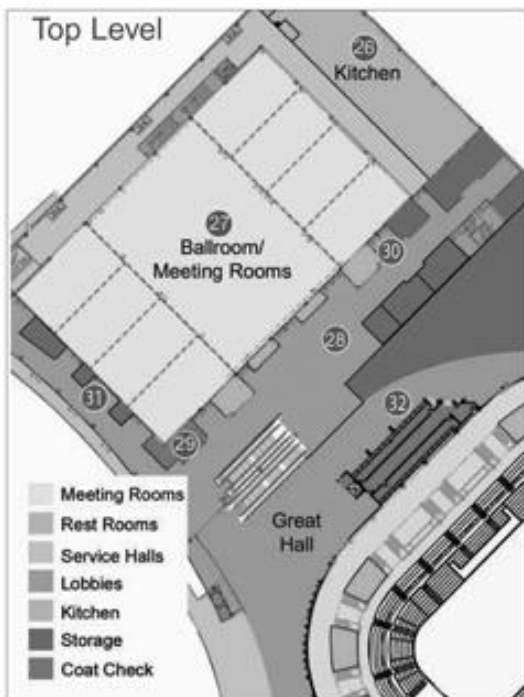
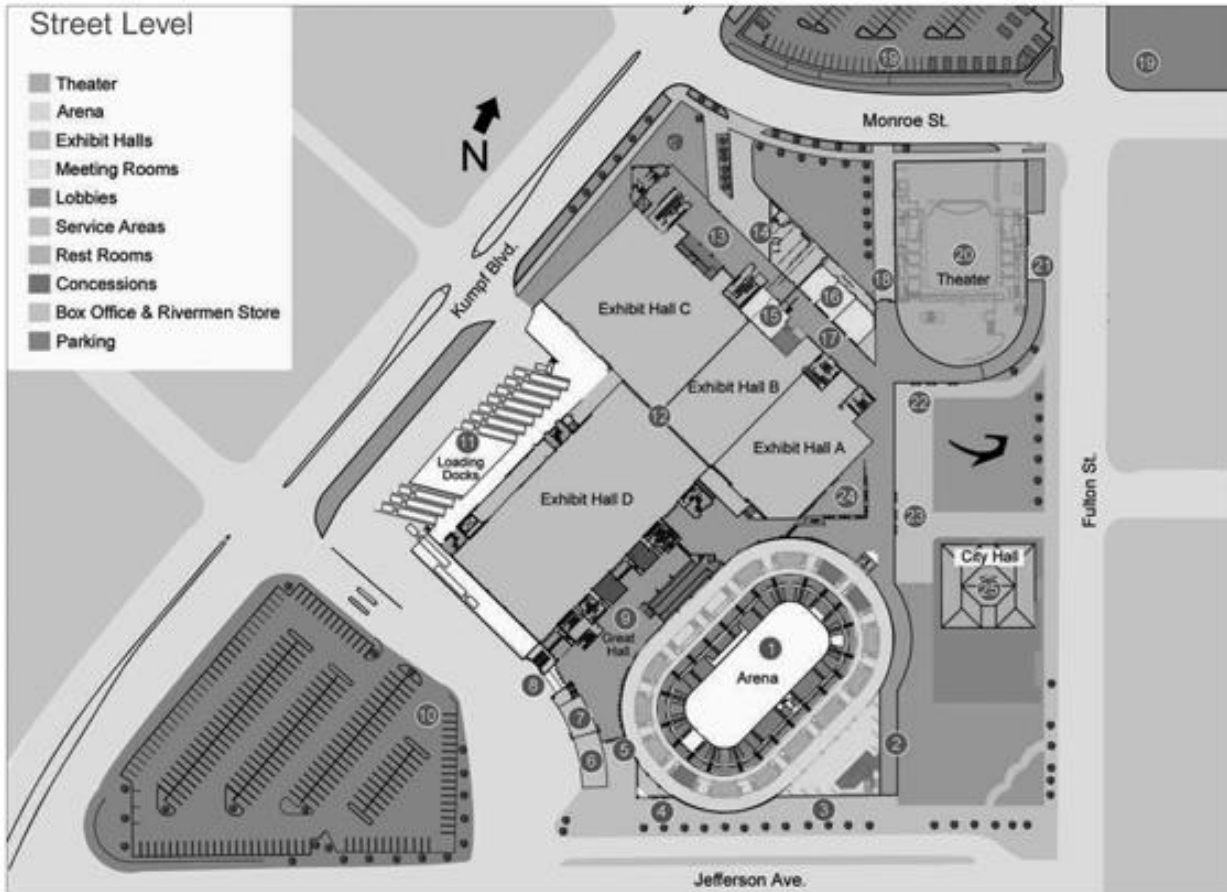
## Map of Downtown Peoria



[Google Maps directions to Peoria Civic Center](#)



Map of Peoria Civic Center



**FINDING YOUR WAY**

**Street Level**

- 1 Arena
- 2 Arena Entrance
- 3 Arena Entrance
- 4 Arena VIP Entrance
- 5 Great Hall Entrance
- 6 Peoria Rivermen Hockey Team Store
- 7 Box Office
- 8 Box Office Entrance
- 9 Great Hall
- 10 Marquee Parking Lot
- 11 Loading Docks
- 12 Exhibit Halls
- 13 Terrazzo Lobby
- 14 Terrazzo Entrance

- 15 Business Center
- 16 Meeting Rooms
- 17 Skylight Lobby
- 18 Monroe Theater Entrance
- 19 Fulton Parking Lot
- 20 Theater
- 21 Fulton Theater Entrance
- 22 Skylight Lobby Entrance
- 23 Triangle Lobby Entrance
- 24 Triangle Lobby
- 25 City Hall

**Top Level**

- 26 Kitchen
- 27 Ballroom / Meeting Rooms
- 28 Pre-function Space
- 29 Coat Check
- 30 Restrooms
- 31 Skyline Lounge
- 32 Club Room



# Coach's Guide to Chesscalate

**Chesscalate**, a Web application for smartphones, is designed to make your State Tournament experience smoother. It can:

- Reduce the confusion and bottleneck that occurs before the first round when coaches are checking in.
- Allow coaches to set their lineups prior to start of each round.
- Allow coaches to post the results of individual boards as soon as those games are complete and view results of other boards from around the competition area while the round is still under way.
- Inform a coach immediately after an incident has occurred or a penalty has been assessed.

Here is a brief Q&A about the Chesscalate system.

---

## Q. Am I required to use Chesscalate?

A. It is required that you (or another coach from your school) learn to use Chesscalate. Per the terms and conditions, a coach from each school must use Chesscalate to verify the results from each match. It benefits other coaches, players, and parents and greatly streamlines tournament operations.

## Q. Are paper forms still used?

A. Yes. Players must report individual match results on the Official Scoresheet. The fully completed scoresheet must be turned into the Scorekeeper. However, the results verified by coaches using Chesscalate will be counted as the official results.

## Q. Which tournaments will use Chesscalate?

A. Chesscalate will be used at all IHSAA state series tournaments. This includes the sectional tournaments as well as the state final tournament in Peoria.

## Q. Whose phone or device should our team use for Chesscalate?

A. Any head coach or assistant coach can be authorized to use the system, but **only one device per school** can do so. Choose a coach who is comfortable with using a smartphone or smart device and who will be with the team throughout each round (especially before the start of the round, when substitutions need to be reported and at the end of the match, when results must be verified).

## Q. Will wireless service be available in the Civic Center Ballroom?

A. At the state final tournament, wireless service will be provided to all coaches, free of charge, in the Ballroom and upper concourse areas. Coaches will be asked not to share the passcode with students or other adults. Coaches relaxing in the Skyline Lounge may use the wireless service without restriction, except for streaming audio or video. At sectional tournaments, the tournament manager may be able to supply you with wireless access.

On the following page are some screenshots of the Chesscalate system, with sample data from a previous tournament.

## Q. How does Chesscalate fit into the registration process?

A. Please be aware that the two steps of registration use the Schools Center, **NOT** Chesscalate. The first step is filling out the Roster, which should include all the players on your team, not just the ones who will be participating in the sectional or state final tournaments. The Roster is due by midnight, Tuesday, January 14. The second step, submitting your 12-player Strength Order, also uses the Schools Center. The deadlines are Wednesday, January 29 for the sectional and Wednesday, February 5 for the state tournament.

On Thursday, January 30, you will receive a Chesscalate password that you can use at the sectional. You will receive a Chesscalate password for the state final tournament on Monday, February 10.

## Q. When can I use Chesscalate to make changes to my lineup?

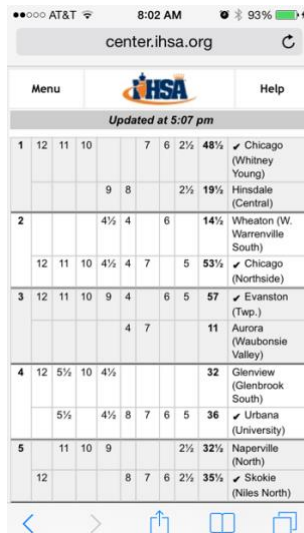
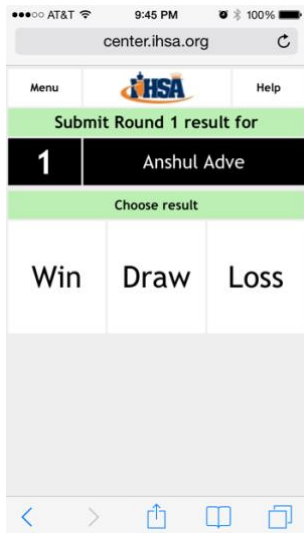
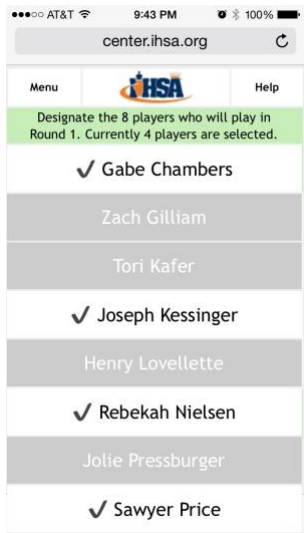
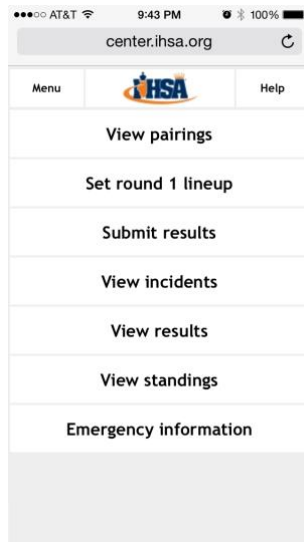
A. We recommend that you submit changes to your lineup prior to the start of each round. If you do so before the "soft deadline" (approximately 15 minutes before play begins at the sectional, 30 minutes at the state final), the scoresheet will be printed with the lineup you submitted. It is OK to submit your lineup after the soft deadline, but the scoresheet will be printed with your default lineup (the top 8 players in strength order). If the scoresheet does not match your actual lineup, you must make the necessary corrections on the sheet before it is turned in to the scorekeeper. If your lineup is not correct in Chesscalate, you should correct it at any time before the end of the round.

## Q. How will I be notified of penalties?

A. If your team is penalized, a message will appear on the Chesscalate menu page. Tapping the message will display information about the infraction.



## Screenshots of the Chesscalate App





# IHSA Team Chess

## State Final Tournament Time Schedule

### Friday, February 14, 2025

---

|                             |   |
|-----------------------------|---|
| 8:15 a.m. to 9:15 a.m. .... | Registration and check-in   |
| 8:45 a.m. ....              | Meeting of stewards   |
| 9:15 a.m. ....              | Doors open to competition area  |
| 9:30 a.m. ....              | Opening ceremony  |
| 10:00 a.m. ....             | <b>Start of Round 1</b>   |
| not before 1:00 p.m. ....   | <b>Start of Round 2</b>   |
| 1:15 p.m. ....              | Time reserved for individual meetings of conferences<br>(This is an opportunity for conferences to meet<br>regarding issues of interest.) |
| not before 3:45 p.m. ....   | <b>Start of Round 3</b>   |
| not before 6:30 p.m. ....   | <b>Start of Round 4</b>   |

### Saturday, February 15, 2025

---

|                            |                                  |
|----------------------------|----------------------------------|
| 8:30 a.m. ....             | Doors open to competition area   |
| 8:50 a.m. ....             | Players seated for announcements |
| 9:00 a.m. ....             | <b>Start of Round 5</b>          |
| not before 12:00 noon .... | <b>Start of Round 6</b>          |
| not before 2:45 p.m. ....  | <b>Start of Round 7</b>          |
| not before 5:30 p.m. ....  | Awards Ceremony                  |

# Index to Frequently Consulted Results

Note: Numbers indicate the following:

*Rule-Section-Article-Subarticle*

## Absent Player

- 8-1-2 adjusting pieces while
- 17-11 during game
- 4-4-1 start of game
- 4-4-2 black is
- 4-4 white is

## Adjusting Pieces

- 8-2 not on move
- 8-1-2 opponent absent
- 8-1-1 player may

## Agreeing to Draw

- 17-12-1 before game begins
- 12-2 during game

## Algebraic Notation

## Analysis

- 17-6 annotate game
- 17-3-1 using materials
- 17-4 writing next move
- 17-5 writing several moves

## Annoying

- 17-9-2 by spectator
- 17-8 the opponent

## Annulled Game

- 3-5-1 chessmen set up wrong

## Appeals

- 19-1-2 clock stopped during
- 19-3-3 final
- 19-2 Head Steward action
- 19-4 pairing
- 19-1 player or coach

## Capture

- 7-1-2 completion of
- 8-3 compulsory
- 8-5-1 compulsory
- 5-3 definition
- 20-3-5 notation of en passant

## Castling

- 7-1-4 completion of move
- 6-2-1 correct method of
- 6-2 definition
- 6-2-4 illegal
- 20-3-3 notation of
- 6-2-3 permanently prevented
- 6-2-2 temporarily prevented
- 8-4 touch move
- 6-2-5 touching rook first

## Check

- 10-4 announcing
- 10-5 illegal exposure to
- 20-3-4 notation of
- 10-2-1 to parry a

## Checkmate

## Chessboard

- 2-1-2 colors of squares
- 2-2-1 placement
- 2-1-3, 4 size of squares
- 1-4-1 unsuitable
- 1-4 who provides
- 2-2-2 wrongly placed

## Chessmen

- 8-1 adjusting
- 3-1-1 colors of
- 3-5-2 colors reversed
- 9-2, 3 displaced
- 3-3 initial position
- 6 moves of individual
- 6-8-5 not available for promotion
- 3-4 pieces
- 3-5-1 set up wrong
- 3-1-2 size of
- 3-1-3 size of King
- 3-1-4 size of Pawn to square
- 3-2 symbols
- 8 touched
- 3-1-5 type
- 1-4 who provides

## Claim

- 1-4-1 against chessboard color
- 1-4-1 against chessboard size
- 1-4-1 against chessmen color
- 1-4-1 against chessmen type
- 19-1 against ruling
- 12-6 draw after 50 moves
- 12-10-1 draw after 75 moves
- 12-5 draw by repetition any 3 times
- 12-10-2 draw by position 5 times in row
- 6-8-5 piece not available for promotion
- 8-7 touched men
- 11-3-3 win on time

## Clocks

- 14-3-3 after stopped
- 16-4-4 both times expired
- 14-4 defective
- 14-7 during claim verification
- 14-8 game started without clocks
- 16-1-1c pickup not allowed
- 16-1-1 player in time trouble
- 16-5-1 player using excessive force

- 4-5 operation by player
- 4-3-2 placement
- 14-3 players stop
- 14-9 press without moving
- 14-3-3 restart
- 14-4 settings incorrect
- 11-3 time expired
- 11-5 time forfeits
- 1-4-2 who provides

## Collusion

## Color

- 3-1-1 of chessmen
- 2-1-2 of squares
- 3-5-2 playing with wrong

## Completion of Move

## Conduct of Players

## Deputy

- 21-9 for disabled player
- 21-10 for opponent of disabled
- 21-4 keep notation
- 21-8 make moves
- 21-5 operate clock

## Definitions

- 5-3 capture
- 6-2 castling
- 10-1 check
- 10-2-2 checkmate
- 1-1 chessboard
- 1-1 chessmen
- 2-3-3 diagonal
- 6-7-2 en passant
- 2-3-1 files
- 7-6 have the move
- 17-2 kibitzer
- 5-1 move
- 3-4 pieces
- 6-8 promotion
- 2-3-2 ranks
- 17-9 spectator
- 12-1 stalemate
- 16-1 time trouble

## Determination of Move

## Draw

- 12-8 both Kings in check
- 12-2 by agreement
- 12-5 by repetition any 3 times
- 12-11 by position any 5 times in row
- 12-6 fifty move rule
- 12-3 illegal or incorrectly made offer
- 12-5-3 incorrect claim
- 12-4 indirect draw offer



- 12-7 insufficient material  
 12-5-4 loss of right to claim  
 12-8 no practical winning chances  
 12-2-1 offering (proposing)  
 12-5 repetition  
 12-1 stalemate  
 12-9 time expired both clocks  
 16-4-4 time expired both clocks
- 6-7-2 **En Passant**
- 12-6 **Fifty Move Rule**
- First Move**  
 4-2 made by  
 4-4-2 when black absent  
 4-4 when white absent
- Forfeit**  
 1-4-3 equipment lacking  
 11-5 late arrival  
 17-3-3 outside help  
 11-4 refusal to take notation
- Illegal**  
 6-2-4 castling  
 9-4 incorrect position found after game complete  
 9-1 incorrect position found during game  
 9-4 move found after game complete  
 9-1 move found during game  
 16-1-2 move in time trouble
- 14-5 **Interrupted Game**
- 8-1-1 **J'adoube**
- 17-2 **Kibitzer**
- Lost Game**  
 17-3-2 analyzing illegally  
 11-1 by checkmate  
 11-4 by forfeit  
 11-5 by late arrival  
 11-4 refusing to comply with rules  
 11-4 refusing to keep score  
 11-2 resignation  
 11-3 time forfeit  
 17-1 unsportsmanlike conduct
- Move**  
 7-2 completion of  
 5-1 definition of  
 7-1 determination of  
 4-2 first  
 7-6 having the  
 9-1 illegal  
 20-3-2 notation for  
 7-4, 5 taking back a
- Notation**  
 20-5 algebraic abbreviations  
 20-4 algebraic notation  
 20-3-3 castling  
 20-3-1 capture  
 20-3-4 check  
 20-3-5 en passant  
 20-4-2 files, algebraic  
 20-7 Forsythe  
 20-3-2 move to  
 20-4-5 move, algebraic  
 13-1-4 notation sheet  
 13-3 notation systems allowed  
 20-3-6 promotion  
 20-4-3 ranks, algebraic  
 13-1 required to  
 20-4-4 squares, algebraic  
 20-5-1 symbols for pawns  
 3-2 symbols for chessmen  
 13-1-3 time trouble
- 10-2 **Parry a Check**
- Pawn**  
 6-7-2 en passant capture  
 6-7 moves  
 3-2 notation symbol  
 6-8 promotion of
- Penalties**  
 17-8 annoying opponent  
 18-2-10 annulled game  
 2-2-2 board turned wrong  
 3-5-1 chessmen set up wrong  
 3-5-2 colors reversed  
 1-4-3 equipment lacking  
 6-2-4 illegal castling  
 12-3 illegal draw offer  
 9-1 illegal move  
 12-5-3 incorrect draw claim  
 11-5 late arrival  
 11-4 not keeping score  
 6-8-4 pawn not promoted correctly  
 17-3 receiving advice  
 11-4 refusal to comply with rules  
 8-3 touching chessmen with the move  
 8-2 touching chessmen without the move  
 17-1 unsportsmanlike conduct  
 17-3-1 using notes
- Promotion**  
 7-1-3 completion of  
 6-8 definition  
 20-3-6 notation showing  
 6-8-5 piece not available for
- Release of Chessman**  
 7-1-2 capture  
 7-1-4a castling  
 7-1-1 move  
 7-1-3 promotion
- 12-1 **Stalemate**
- Stewards**  
 6-8-4 assisting in promotion  
 8-7-3 determine if touch claim is valid  
 23-4-2 present when time trouble  
 18-3 record a penalty  
 8-10 stop clocks during touch claim
- Stop Clocks**  
 16-1-3 any dispute between players in time trouble  
 16-3 clearly drawn position  
 8-10 claim of touched man  
 15-2-2 claim win by stopping clocks  
 14-5 game interrupted  
 14-3 players stop to call Steward  
 6-8-5 promoted piece not present  
 14-7 verification of notation sheet claim  
 14-3-2 when officials stop clocks  
 14-3-1 when player who stops clock is penalized  
 19-1-2 appeal preparation
- 11-3-2 **Sudden Death**
- Taking a Move Back (Over)**  
 7-4 asking permission  
 7-5 giving permission
- Time Trouble**  
 16-1 defined  
 16-1-1b,c hand off clock  
 16-1-2 illegal move  
 23-4-2 official's action as a witness  
 16-2 stopping notation
- Touch Move Rule**  
 8-1 adjusting  
 8-3 intentionally  
 8-2 without the move  
 8-8 chessman off board  
 8-7 enforcement  
 8-6 ignored  
 8-5 opposite colors  
 8-4 when castling
- 17-1 **Unsportsmanlike Conduct**
- Won Game**  
 11-1 checkmate  
 18-1 official's ruling  
 11-2 opponent's resignation  
 11-3 time forfeit by opponent



# Pairing Process for IHSA Team Chess Tournaments

This document describes how the pairings are made for the IHSA Team Chess sectional and state final tournaments. It is provided to make the pairing process transparent to everyone involved.

Section 1 of this document is an informal description of how the pairings are made.

Section 2 describes the Pairing Report, which is posted to Chesscalate at the same time as the pairings for each round. Knowing how to read the Pairing Report will help you understand your pairing.

Section 3 discusses how to appeal a pairing, should you feel that your team has been paired incorrectly.

Section 4 is a description of the algorithm used to make the pairings, for your reference.

## Section 1. The pairing process

The pairings engine was programmed to produce pairings that replicate, as closely as possible, the pairings created by WinTD, the program that was used at the IHSA state final tournament for many years, through 2022.

The three main steps in creating Swiss pairings are, in order:

1. Separating the teams into Pairing Groups and creating **natural pairings**.
2. Modifying pairings involving teams that are prohibited from playing each other, resulting in **adjusted pairings**.
3. Assigning **colors** to the teams within each pairing.

### STEP 1: Separate the teams into Pairing Groups and create natural pairings.

At the start of each round, the teams are sorted and assigned a **rank** based on two criteria: the team's **score** (the number of points accumulated during the tournament), and the team's **seed**, which is also used as the **pairing number**.

If the field has an odd number of teams, a **bye** is assigned to the lowest-ranked team that has not yet received a bye during the tournament.

Then, using the assigned rank, the remaining teams are broken up into **Pairing Groups**. In some instances a Pairing Group may be identical to a **score group**, where all teams have the same score. But unless all score groups have an even number of teams, some Pairing Groups will include teams from more than one score group.

Starting at the top of the ranked list, teams are assigned to the first Pairing Group until a team with a different score is reached. At that point, if the group happens to have an even number of teams, the group is complete. However if the group has an odd number of teams, the next team in the ranked list is pulled up into the Pairing Group. This particular procedure is called the **Harkness variation** (see Note 1). The process continues down the ranked list, creating additional Pairing Groups with an even number of teams, until the end of the list is reached.

There are a few **special cases** that must be dealt with when creating the Pairing Groups. They are mentioned at the end of this section.

Once the Pairing Groups have been created, the teams in each group are divided into a top half and a bottom half, based on their ranks. The highest-ranked team in the top half is then paired with the highest-ranked team in the bottom half, and so on down the line. These are the **natural pairings**, which will be adjusted, if necessary, in Step 2.

---

**Note 1:** The Harkness variation was used in the IHSA state tournament until 2017 and returned to use in 2023. Without the Harkness variation, when a Pairing Group ends up with an odd number of teams of a particular score, the lowest-ranked team in the group is "pushed down" and is paired with the highest-ranked team from the next score group, in a special two-team Pairing Group. Using the Harkness variation eliminates many two-team Pairing Groups and is generally considered to produce "better" pairings.



**Special Case 1:** The IHSA Terms and Conditions specify that if a team has already been "paired up" by the Harkness variation twice during the tournament, the team's pairing will be restricted to its own score group for the remainder of the event, unless an out-of-group pairing is unavoidable. The program passes over that team and pulls up the next highest-ranked team instead. However, this restriction does not apply in Round 7 if the team is within a point of the leader.

**Special Case 2:** The basic pairing procedure sometimes results in a group consisting of two teams that have already played each other. Likewise, it sometimes results in a four-team group where one of the top-half teams has already played both bottom-half teams, or vice versa. Almost always, this situation is due to draws earlier in the tournament. In both cases, the next two teams from the ranked list that are capable of being paired without conflict are pulled up to create a larger Pairing Group.

**Special Case 3:** The IHSA Terms and Conditions specify that, at the state final tournament, if only one team is in the top score group after six rounds, its opponent in the final round will be the highest-ranked team that it has not yet played. These two teams make up the first Pairing Group.

## **STEP 2: Adjust pairings of teams that cannot play each other.**

Once a Pairing Group has been created, the program analyzes all the possible matches between teams in the top half and teams in the bottom half. Match-ups that have already taken place are marked as conflicts. If a natural pairing has a conflict, it must be adjusted. In the simplest case, the program swaps the team from the bottom half of the Pairing Group with a team from the bottom half playing on an adjacent table. There are more complicated cases, such as when natural pairings on consecutive tables have conflicts, and there are multiple ways to resolve the conflicts by swapping. In all cases, the algorithm follows a strict order and chooses the first successful option.

If none of the swapping options can resolve the conflict, the algorithm will try to rotate the bottom-half teams assigned to three consecutive tables. Again, multiple options may be tried in a strict order until success is achieved.

Section 2 of this document (Pairing Report) contains examples of pairing conflicts. In addition to a written description of the process, it also shows graphically how they are resolved.

If all of the various options have been tested and there is still a pairing conflict within a Pairing Group, the Pairings Chief must resolve the conflict manually.

## **STEP 3: Assign a color to each team.**

In Round 1, the colors of the teams on Table 1 (where the highest-seeded team plays) are assigned randomly, with one team playing White and the other playing Black. This color assignment is then alternated through the rest of the tables. For instance, if Seed 1 is assigned White on Table 1, then Seed 2 will be assigned Black on Table 2, Seed 3 assigned White on Table 3, and so on through the field. Beginning with Round 2, a different procedure is used. In any pairing, if the teams have not played White an equal number of times, the team that has played White fewer times is assigned White. If the teams have been assigned White an equal number of times, the program finds the most recent round that the teams did not play the same color, and assigns the opposite colors to each team. If the teams have played the same colors in every round, the top-half team is assigned the color it did not play in the previous round. This helps maintain the alternating pattern among the highest seeds as long as possible.





The pairing matrix represents all the teams in a particular Pairing Group. Most teams in a Pairing Group will be from the same score group, but one (and occasionally more) teams at the bottom of the group may be from a different score group.

Within each Pairing Group, the teams are ranked according to score and then seed. The top-half teams are listed across the top. The bottom-half teams are listed down the right side. The rank order within the group follows the orange arrows across and then down.

Note that the natural pairings follow the diagonal. The top-ranked team from the top half plays the top-ranked team in the bottom half, and so on down the line.

### Pairing Group A

| Top Half Seeds        |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     | Bottom Half Seeds |     |
|-----------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------------|-----|
| 2.0                   | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 | 18                | 2.0 |
| 1                     | 2   | 3   | 4   | 5   | 6   | 7   | 8   | 9   | 10  | 11  | 12  | 13  | 15  | 16  | 17  |     | 19                | 2.0 |
|                       |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     | 21                | 2.0 |
|                       |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     | 22                | 2.0 |
|                       |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     | 23                | 2.0 |
|                       |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     | 24                | 2.0 |
|                       |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     | 25                | 2.0 |
|                       |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     | 26                | 2.0 |
|                       |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     | 27                | 2.0 |
|                       |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     | 28                | 2.0 |
|                       |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     | 30                | 2.0 |
|                       |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     | 31                | 2.0 |
|                       |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     | 34                | 2.0 |
|                       |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     | 53                | 2.0 |
|                       |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     | 77                | 2.0 |
|                       |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     | 14**              | 1.0 |
| 1                     | 2   | 3   | 4   | 5   | 6   | 7   | 8   | 9   | 10  | 11  | 12  | 13  | 14  | 15  | 16  |     |                   |     |
| <b>ASSIGNED TABLE</b> |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |                   |     |

This is an example from Round 3. There are no pairing conflicts, so the natural pairings become the final pairings, as indicated by the green boxes.

**PRO TIP:** You can click on or tap any seed (pairing number) to see the team name, as shown below.

| Top Half Seeds             |     |     |     |     |     |     |     |     |     |     |
|----------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 1 Lincolnshire (Stevenson) | 2   | 3   | 4   | 5   | 6   | 7   | 8   | 9   | 10  |     |
| 2.0                        | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 |
| 1                          | 2   | 3   | 4   | 5   | 6   | 7   | 8   | 9   | 10  |     |
|                            |     |     |     |     |     |     |     |     |     |     |



Here is an example of a matrix from Round 4.

### Pairing Group C

CONFLICT: Pairing Group C, conflicts on Tables 48 & 49  
 . . . METHOD: 2A, one pair  
 . . . at tables 48 and 49, swapped seeds 107 and 108

| Top Half Seeds |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     | Bottom Half Seeds |    |     |     |
|----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------------|----|-----|-----|
| 1.0            | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0               | 83 | 1.0 |     |
| 14**           | 42  | 50  | 52  | 57  | 58  | 59  | 60  | 65  | 66  | 67  | 68  | 69  | 70  | 71  | 72  | 73  | 74  | 75  | 78  | 79  | 80                | 81 | 84  | 1.0 |
|                |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |                   | 85 | 1.0 |     |
|                |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |                   |    | 86  | 1.0 |
|                |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |                   |    | 88  | 1.0 |
|                |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |                   |    | 90  | 1.0 |
|                |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |                   |    | 91  | 1.0 |
|                |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |                   |    | 92  | 1.0 |
|                |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |                   |    | 93  | 1.0 |
|                |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |                   |    | 96  | 1.0 |
|                |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |                   |    | 99  | 1.0 |
|                |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |                   |    | 100 | 1.0 |
|                |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |                   |    | 101 | 1.0 |
|                |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |                   |    | 103 | 1.0 |
|                |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |                   |    | 104 | 1.0 |
|                |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |                   |    | 107 | 1.0 |
|                |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |                   |    | 108 | 1.0 |
|                |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |                   |    | 110 | 1.0 |
|                |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |                   |    | 112 | 1.0 |
|                |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |                   |    | 115 | 1.0 |
|                |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |                   |    | 116 | 1.0 |
|                |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |                   |    | 120 | 1.0 |
|                |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |                   |    | 125 | 1.0 |
| 33             | 34  | 35  | 36  | 37  | 38  | 39  | 40  | 41  | 42  | 43  | 44  | 45  | 46  | 47  | 48  | 49  | 50  | 51  | 52  | 53  | 54                | 55 |     |     |

In this example, there are several potential conflicts marked by X's but only two of those conflicts occur in the natural pairings (the red X's). The pairings on those two tables (48 and 49) are adjusted by swapping the bottom-half teams. Note that on those tables the green boxes representing the final pairings are not along the diagonal.

The text that precedes the matrix explains why the swap was made, and how. The method mentioned in the text ("2A, one pair") refers to swap options cataloged in Section 4 of this document (Algorithm).



Here is an example from Round 7.

### Pairing Group C

- CONFLICT: Pairing Group C, conflicts on Tables 8 to 10
- .. METHOD: 3B, extend right
- .... at tables 8 and 9, swapped seeds 35 and 36
- .... at tables 10 and 11, swapped seeds 37 and 39

| Top Half Seeds |     |     |     |     |     |     |     |     |     |     |     |     |     | Bottom Half Seeds |     |     |
|----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------------|-----|-----|
| 4.0            | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 |                   |     |     |
| 15             | 16  | 17* | 18* | 19  | 20  | 21  | 22  | 23  | 25  | 27  | 28  | 30  | 31  | 34                |     |     |
| X              |     |     |     |     |     |     |     |     |     |     |     |     |     |                   | 35  | 4.0 |
|                | X   |     |     |     |     |     |     |     |     |     |     |     |     |                   | 36  | 4.0 |
|                |     | X   |     |     |     |     |     |     |     |     |     |     |     |                   | 37  | 4.0 |
|                |     |     | X   |     |     |     |     |     |     |     |     |     |     |                   | 39  | 4.0 |
|                |     |     |     | X   |     |     |     |     |     |     |     |     |     |                   | 42  | 4.0 |
|                |     |     |     |     | X   |     |     |     |     |     |     |     |     |                   | 43  | 4.0 |
|                | X   |     |     |     |     | X   |     |     |     |     |     |     |     |                   | 44  | 4.0 |
|                |     | X   |     |     |     |     | X   |     |     |     |     |     |     |                   | 45  | 4.0 |
|                |     |     | X   |     |     |     |     | X   |     |     |     |     |     |                   | 46  | 4.0 |
|                |     |     |     | X   |     |     |     |     | X   |     |     |     |     |                   | 47  | 4.0 |
|                |     |     |     |     | X   |     |     |     |     | X   |     |     |     |                   | 52  | 4.0 |
|                |     |     |     |     |     | X   |     |     |     |     | X   |     |     |                   | 59  | 4.0 |
|                |     |     |     |     |     |     | X   |     |     |     |     | X   |     |                   | 70  | 4.0 |
|                |     |     |     |     |     |     |     | X   |     |     |     |     | X   |                   | 77  | 4.0 |
|                |     | X   |     |     |     |     |     |     |     |     |     |     |     | X                 | 62* | 3.5 |
| 8              | 9   | 10  | 11  | 12  | 13  | 14  | 15  | 16  | 17  | 18  | 19  | 20  | 21  | 22                |     |     |
| ASSIGNED TABLE |     |     |     |     |     |     |     |     |     |     |     |     |     |                   |     |     |

In this case, three tables in a row (8, 9, and 10) have conflicts. Although rotating the seeds is a possibility, simple swaps are always tried first. In this case, the bottom-half seeds on Tables 8 and 9 were swapped and the bottom-half seeds on Tables 10 and 11 were swapped. Note that the natural pairing on Table 11 was not in conflict, but its bottom-half team was swapped to help resolve the conflict on Table 10.

As the tournament moves forward, Pairing Groups get smaller. Pairing Groups of two or four teams are sometimes unpairable, often because of draws earlier in the tournament. When this occurs, the next two pairable teams (in rank order) are added to the group.

Here is an example from Round 7.

### Pairing Group C

- CONFLICT: Pairing Group C could not be paired with the original 2 teams.
- .. METHOD: added next two pairable teams to group.

| Top Half |     | Bottom Half Seeds |     |
|----------|-----|-------------------|-----|
| 3.5      | 3.5 |                   |     |
| 26       | 62  |                   |     |
|          |     | 14**              | 3.0 |
|          |     | 17*               | 3.0 |
| 12       | 13  |                   |     |
| TABLE    |     |                   |     |



In this case, the two teams with 3.5 points (Seeds 26 and 62) made up the original, two-team Pairing Group. Those teams had already played each other (a draw), so the next two teams (Seed 14 and 47) were pulled up from the 3.0 score group to make Group C pairable.

Note the asterisks next to Seeds 14 and 17. These indicate the number of times the team has been "paired up" into a higher Pairing Group, including the current round. If a school has been paired up twice during the tournament, it will not be paired up again unless it is unavoidable.

The examples shown in this document do not cover all the possibilities, but other, less likely scenarios follow the same pattern. During the tournament, if the diagram of your Pairing Group is confusing, look to the explanatory text for more information. It should answer any questions you have.

Finally, let's take a look at the final portion of the Pairing Report. The pairings themselves are just a recapitulation of the information already displayed in the matrixes. The only new information is the colors assigned to each team.

### Pairings

#### KEY TO PAIRINGS

**Color History**—The numeral indicates times assigned White prior to this round. The letters indicate the team's color history.  
**Assign**—A white box indicates team has been assigned White in this round. A black box indicates team has been assigned Black.

| Table | Pts | Seed | Top Half Team              | Col Hist | Assign | Col Hist | Pts | Seed | Bottom Half Team           |
|-------|-----|------|----------------------------|----------|--------|----------|-----|------|----------------------------|
| 1     | 6.0 | 1    | Lincolnshire (Stevenson)   | 3-bwbwbw | ■ - □  | 2-wbwbwb | 6.0 | 8    | Barrington                 |
| Table | Pts | Seed | Top Half Team              | Col Hist | Assign | Col Hist | Pts | Seed | Bottom Half Team           |
| 2     | 5.0 | 2    | Palatine (Fremd)           | 3-wbwbwb | ■ - □  | 2-bwbwbw | 5.0 | 9    | Glenview (Glenbrook South) |
| 3     | 5.0 | 3    | Chicago (Payton)           | 2-bwbwbw | □ - ■  | 4-wbwbwb | 5.0 | 10   | Normal (Community)         |
| 4     | 5.0 | 4    | Naperville (Central)       | 4-wbwbwb | ■ - □  | 2-bwbwbw | 5.0 | 11   | Hinsdale (Central)         |
| 5     | 5.0 | 5    | Evanston (Twp.)            | 3-bwbwbw | ■ - □  | 3-wbwbwb | 5.0 | 12   | Aurora (Metea Valley)      |
| 6     | 5.0 | 6    | Naperville (Neuqua Valley) | 3-wbwbwb | □ - ■  | 3-bwbwbw | 5.0 | 13   | Skokie (Niles North)       |
| 7     | 5.0 | 7    | Chicago (Whitney Young)    | 3-bwbwbw | ■ - □  | 3-wbwbwb | 4.5 | 26   | Bartlett                   |

Here we see the top few teams in Round 7.

The columns near the center of the table show the color history of each team. The number indicates how many times the team has played White prior to this round. The team with the smaller number is assigned White. If the numbers are identical, the program finds the most recent round that the teams did not play the same color, and assigns the opposite colors to each team. If the teams have played the same colors in every round, the top-half team is assigned the color it did not play in the previous round.

## Section 3. Appealing a pairing

The Pairing Report will be reviewed by the Pairings Chief before posting pairings to the internet and Chesscalate.

As coach, you may appeal a pairing you believe to be in error. In the interest of running a smooth tournament, it is the obligation of every coach to check his or her team's pairing as soon as it is posted. If you wish to appeal the pairing, please follow the procedure shown below.

### STATE TOURNAMENT PAIRING APPEAL PROCEDURE

- 1) A coach wishing to appeal a pairing must come the Tournament Office immediately.
- 2) The coach should be prepared to indicate, using the Pairing Report as a guide, exactly how the pairing deviates from the algorithm described in this document.
- 3) The Pairings Chief will determine if the pairing is correct. If the pairing is incorrect, the Pairings Chief will make the appropriate corrections.

Please note that receiving the same color three times in a row is not appealable. It is likely to happen a few times every year in the later rounds of the state final tournament.

## Section 4. The pairing algorithm

The following algorithm is used to pair teams during the IHSA Team Chess sectional and state final tournaments.

A person working with accurate results of the team matches should be able to follow the step-by-step instructions and end up with exactly the same pairings as those created by the pairing program. The description of Step 4 (Resolving Pairing Conflicts) is quite long, but most conflicts will be resolved by applying the first option in the decision tree. It is very unlikely that all the possible options will fail to resolve the conflict.

References to specific USCF rules and IHSA Terms and Conditions are included where appropriate.

### 1. ASSIGN A BYE, IF NECESSARY

- a. If an odd number of teams playing, sort all teams that have not yet been assigned a bye by points ascending, seed descending. (IHSA Terms and Conditions V-C-2)
- b. Assign the team at the top of the sort to Pairing Group Z. This team will receive a bye.

### 2. ASSIGN PAIRING GROUPS

- a. Apply the following steps to the entire field.
- b. Sort the teams (other than a team receiving a bye) by points descending, seed ascending, and using this order assign a rank to each team starting with 1.
- c. In Round 7 only, if there is only one team in the first score group, assign that team to Pairing Group A, and assign as its opponent the highest-ranked team that it has not already played in the tournament. (IHSA Terms and Conditions V-E-6)
- d. Starting with Pairing Group A (or B, if the previous step was applied), create additional Pairing Groups, incrementing the letter for each new group, according to the following steps:
  - e. Take the next unassigned team and all additional teams with the same score and assign them to the Pairing Group.
  - f. If the group contains an even number of teams, close the Pairing Group.
  - g. Otherwise, the Pairing Group contains an odd number of teams. Add the next team in rank order to the Pairing Group and close the Pairing Group. However, if that team has already been "paired up" twice during the tournament, and is not within one point of the leader after Round 6, skip the team and instead assign the next team in rank order to the Pairing Group and close the Pairing Group. (IHSA Terms and Conditions V-E-7)
  - h. If at this point the Pairing Group contains only two teams and those teams have already played each other, add to the Pairing Group the next two teams in rank order that are capable of being paired against the first two teams, and close the Pairing Group. If the Pairing Group contains four teams but cannot be paired because of conflicts, add to the Pairing Group the next two teams in rank order (skipping any team that has already been "paired up" twice), and close the Pairing Group.
  - i. After the Pairing Group has been closed, if there are still teams that have not been assigned to any Pairing Group, start a new Pairing Group, return to step e, and continue assigning teams.

### 3. PAIR TEAMS AND ASSIGN TABLES TO EACH PAIR

- a. For each Pairing Group (except the bye group, Z), sort the teams by points descending, seed ascending.
- b. Let  $n$  be the number of teams in the Pairing Group. Assign the first  $n/2$  teams to the top half of the group, sort according to their seed ascending, and assign a rank-within-half from 1 to  $n/2$ .
- c. Assign the remaining teams to the bottom half of the group, sort according to their seed ascending, and assign a rank-within-half from 1 to  $n/2$ .
- d. Assign the two teams with the highest rank-within-half to the next available table (starting with 1), and continue assigning tables in this pattern until the end of the Pairing Group is reached.
- e. If there are still pairs that have not been assigned a table, move to the next Pairing Group and return to step b.
- f. If a team has been assigned a bye (Pairing Group Z), assign it to the last table.

### 4. RESOLVE PAIRING CONFLICTS

- a. A pairing conflict results when the teams in a natural pairing have already played each other during the tournament. Pairing conflicts are resolved by moving bottom-half teams, by either swapping or rotating, to another table. The top-half teams remain at the assigned table. The algorithm does not attempt to move teams based on color preference.

In order to avoid confusion with terms "higher" and "lower" as they apply to tables and seeds, the tables are

considered to run from left (table 1) to right (table 64). For the purposes of illustration in these examples, the first table in any stretch of tables with conflicts is Table 5. Tables 1 through 4 are to the left, and Tables 6 through 64 are to the right.

The algorithm passes over any proposed swap or rotation that would involve a table from another Pairing Group or a table that has already been involved in such a swap or rotation, and it rejects any swap or rotation that would create a pairing conflict on an another table.

Each resolution strategy is marked with an alphanumeric code (**1A**, **2C**, etc.) and a descriptive name (for example, **extend left**), which are used in the Pairing Report. Strategies involving rotation are interrupted by an ellipsis (...) and completed in step b5 (Rotation sequences).

Many resolution strategies are listed, but in practice most conflicts are resolved by one of three methods: **1A**, **1B**, or **2A**.

- b. Do the following for all Pairing Groups, moving from left to right through the tables in each Pairing Group:
1. First, for every stretch of **four consecutive tables** that have pairing conflicts (in this example, Tables 5 to 8), test the following, in order, until finding a strategy that resolves all conflicts within the stretch:
  - a. (**4A, left and right pairs**) Swap the bottom-half teams on Tables 5 and 6, and the bottom-half teams on Tables 7 and 8.
  - b. (**4B, interlaced pairs**) Swap the bottom-half teams on Tables 5 and 7, and the bottom-half teams on Tables 6 and 8.
  - c. (**4C, inside and outside pairs**) Swap the bottom-half teams on Tables 5 and 8, and the bottom-half teams on Tables 6 and 7.
  - d. (**4D, extend left and right**) Swap the bottom-half teams on Tables 4 and 5, the bottom-half teams on Tables 6 and 7, and the bottom-half teams of 8 and 9.
2. Next, for every stretch of **three consecutive tables** that have pairing conflicts (in this example, Tables 5 to 7), test the following, in order, until finding a strategy that resolves all conflicts within the stretch:
  - a. (**3A, extend left**) Swap the bottom-half teams on Tables 4 and 5, and the bottom-half teams on Tables 6 and 7.
  - b. (**3B, extend right**) Swap the bottom-half teams on Tables 5 and 6, and the bottom-half teams on Tables 7 and 8.
  - c. (**3C, simple trio...**) Rotate the bottom-half teams of Tables 5, 6 and 7 in the sequence described in Item 5 below, using Table 5 as the starting point for the rotation.
3. Next, for every stretch of **two consecutive tables** that have pairing conflicts (in this example, Tables 5 and 6), test the following, in order, until finding a strategy that resolves both conflicts:
  - a. (**2A, simple pair**) Swap the bottom-half teams on Tables 5 and 6.
  - b. (**2B, extend left and right**) Swap the bottom-half teams on Tables 4 and 5 and Tables 6 and 7.
  - c. Rotate the bottom-half teams of three tables in the sequence described in Step 5 below. Try first using (**2C..., extend left...**) Tables 4, 5, and 6, using Table 4 as the starting point for the rotation, and then (**2D..., extend right...**) Tables 5, 6, and 7 using Table 5 as the starting point for the rotation.
4. Finally, for any **remaining single tables** that have pairing a conflict (in this example, Table 5), test the following, in order, until finding a strategy that resolves the conflict:
  - a. (**1A, extend left**) Swap the bottom-half teams on Tables 4 and 5.
  - b. (**1B, extend right**) Swap the bottom-half teams on Tables 5 and 6.
  - c. Rotate the bottom-half teams of three tables in the sequence described in Step 5 below. Try first using (**1C..., extend left and right...**) Tables 4, 5, and 6, using Table 4 as the starting point for the rotation, then (**1D..., extend left two...**) Tables 3, 4, and 5, using Table 3 as the starting point for the rotation, and finally (**1E..., extend right two...**) Tables 5, 6, and 7, using Table 5 as the starting point for the rotation.
5. **Rotation sequences:** For any set of three tables, test the following rotations, in order, until finding a strategy that resolves all conflicts within the stretch. (In this example, Table A is the starting point, and the changes also involve tables B and C).
  - a. (**...r1, ...rotate right one**) Move the bottom-half team of Table A right one table to play the top-half team of Table B, move the bottom-half team of Table B right one table to play the top-half team of Table C, and move the bottom-half team of Table C left two tables to play the top-half team of Table A.
  - b. (**...r2, ...rotate right two**) Move the bottom-half team of Table A right two tables to play the top-half team of Table C, move the bottom-half team of Table B left one table to play the top-half team of Table A, and move the bottom-half team of Table C left one table to play the top-half team of Table B.
  - c. (**...r3, ...mirror**) Swap the bottom-half teams on Tables A and C, leaving Table B alone.



- d. If none of the attempted strategies resolve a particular conflict or series of conflicts, the Pairings Chief will pair the affected tables manually, by a logical method.

## 5. ASSIGN COLORS

- a. In Round 1, assign White or Black randomly to the #1 seed in the first pairing.
- b. For the remaining tables in Round 1, alternate the color assignment of the higher seeds. For instance, if the #1 seed plays White on Table 1, #2 plays Black on Table 2, #3 plays White on Table 3, and so on.
- c. In Rounds 2 through 7, if one of the paired teams has been assigned White fewer times than the other during the tournament, assign White to that team.
- d. Otherwise, if the color histories of the two teams are different, find the most recent round in which the teams did not play the same color, and assign the opposite colors. (USCF 29-E4-#4)
- e. Otherwise, assign to the top-half team of the pairing the color that it did NOT play in the previous round.





ADDITIONAL AWARDS ORDER FORM

- 1.) Please print and complete this form with Official Representative Signature.
2.) Please email completed form to Cheryl Lowery @ (clowery@ihsa.org).
3.) From this form, an invoice will be generated and emailed back to the school email address supplied.
4.) From the Invoice, mail invoice to the awards company with payment for awards

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Team Roster Exceeds the number allowed in the T&C's
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State Awards: Music Sweepstakes
Sport or Activity: Year: Qty.: Place:
Gender: Girls Boys Co-Ed
Classification: 1A 2A 3A 4A 5A 6A 7A 8A No Classification
A AA MUSIC SWEEPSTAKES ONLY
Level of Competition: Regional Sectional Super-Sectional State
1-5 (\$6.00) 6-12 (\$9.00) 13-24 (\$12.00) 25-above (\$14.00)

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Bat, Tennis, Golf Club Replacement
Ind. Event Medals (indicate Event name):
Ordered By (Print):
Job Title: Principal A.D. Off. Rep. Coach
School Name:
School Address:
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ADDITIONAL AWARDS ORDER FORM

Once this form is completed and returned to the IHSA, an invoice attached will be provided to the email provided.

Invoice must accompany payment! The awards company refers to the invoice to process awards orders.

Duplicate/Replacement Awards will only be shipped to the school.

Duplicate Awards Orders must be approved by the School's Official Representative

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State 3rd/4th Place Gold-side figure (#2)
Gold Girls Soccer-side figure 3rd/4th (#3)
Gold Music Lyre-side figure 3rd (#3)

Pricing for Schools (INCLUDING MUSIC SWEEPSTAKES) Shipping not included:

Table with 3 columns: Finish, State Medallion, Reg./Sect Medal. Rows include Goldtone (1st), Nickel Silver (2nd), and Copper (3rd & 4th).

State Medallions and Reg./Sect. Medal Shipping Costs: 1-5 = \$6.00

- 6-12 = \$9.00
13-24 = \$12.00
25-above = \$14.00

Plaque/Trophy Pricing for Schools (Shipping included):

Table with 2 columns: Plaque/Trophy description, Price. Items include Regional Champion Plaque, Sectional and Super-Sectional Champion Plaque, Third/Fourth place trophy, and Champion/Runner-Up.

Plate Replacement Pricing:

Table with 2 columns: Plate Replacement description, Price. Items include Plate Engraving charge, Replacement Black Plate, and Bat, Tennis, Golf Club Replacement.



# IHSA State Final Miniature Replica Trophy Order Form

Remit Payment payable to A&M Products with this completed order Form.

Price includes UPS shipping the total order to one address.

*Trophy Dimensions: 11" High x 8" wide. White Lasered Acrylic sport inset, Lasered IHSA Seal & Sport Plate*



|                              |  |  |
|------------------------------|--|--|
| Name to Appear on Base Plate |  |  |
| Name to Appear on Base Plate |  |  |
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| Name to Appear on Base Plate |  |  |

**A&M Products**

Contact: Andy Austin

Address: 575 Elm Place, P.O. Box 266

Princeton, IL 61356

Phone: (815) 875-2667

Fax: (815) 879-0400

Please make copies of the second page for additional personalization's.



# Manager Information

2024-25 Academic School Year

Illinois High School Association



# 1. Preparation for Sectional Tournament

## 1.1 Time Schedule

The time schedule for the 2024-25 IHSA Team Chess sectional tournaments is as follows. An extra half-hour is built into the schedule at the end of Round 2.

The time schedule is adaptable to the circumstances at your sectional. If a round finishes early and all teams are ready to play, you may start a round earlier than the posted time schedule.

### Saturday, February 1, 2025

|                 |          |
|-----------------|----------|
| 8:15 am–8:45 am | Check-in |
| 9:00 am         | Round 1  |
| 11:30 am        | Round 2  |
| 2:15 pm         | Round 3  |
| 4:45 pm         | Round 4  |
| 6:30 pm         | Awards   |

## 1.2 Personnel

### 1.2.1 Officials

You don't have to worry about hiring officials. IHSA will take care of this aspect of your tournament. Sectional tournaments will be assigned a Tournament Director/Pairings Chief (who may also be the Tournament Manager) as well as two stewards (except in the case of a small sectional, which will be assigned one).

IHSA will pay the officials directly. Payment will be mailed from the IHSA Office after the state series concludes.

### 1.2.2 Other Help

You will need probably need some assistance. Here are some areas where you could use some help:

- The registration desk, between 8 and 9 am.
- Concessions, if you choose to have them.
- Supervision, especially in the skittles area.

## 1.3 Preparations

As the Tournament manager you will be responsible for preparing your school's facilities for the sectional tournament.

### 1.3.1 Building & Grounds

Be sure to inform your building manager that you will be in the building and that the necessary heat, light, and security are required. Hallway lights that are normally turned down over the weekend will need to be adjusted.

You will need custodial support, especially for the men's restrooms. Garbage cans in the skittles area will probably need to be emptied occasionally.



### 1.3.2 ADA Access

---

Some chess players or coaches may have limited mobility. If there are areas of your building that present problems, please discuss ways to avoid or alleviate them and send the relevant information to the coaches of the visiting teams.

### 1.3.3 Automated External Defibrillator

---

By IHSA Policy, the tournament manager must ensure that an Automated External Defibrillator (AED) will be near the competition area and skittles room and easily accessible during the sectional tournament.

### 1.3.4 Security

---

Make sure building security knows your schedule. Check-in time is 8:15, but teams will begin arriving before that, especially ones that have a long trip of uncertain length. It would be a good idea to open the building by 7:30 am. If things go well the awards ceremony should be completed by 7 pm, but that could change based on the circumstances.

### 1.3.5 Competition Area

---

The competition area should be a clean, quiet room that is large enough to accommodate approximately 24 teams at standard chess tables.

If other activities are taking place in the building during the chess tournament, steps should be taken to ensure that the noise level in the competition area is kept to a minimum. This may include shutting doors, silencing the PA and bell system within the room, and placing signs in the hallway outside the room reminding non-participants to be quiet while in the vicinity.

The lighting of the competition room should be inspected in the weeks before the tournament. Burned-out or flickering lights are a distraction to the players. If the problem fixture cannot be fixed, every effort should be made to arrange the tables in a manner that avoids the area.

Each match is contested on three tables placed end to end, a configuration known as a "chess table." Typically three 4 x 8 tables would be used, but other configurations are possible, as long as there is adequate room for the players and their equipment

A 24-team tournament will require 192 chairs, plus a few extras. If you have a couple of stools available, your stewards will thank you.

If possible, a water fountain or water station should be available in the competition area.

A table for the Tournament Director/Pairings Chief should be placed within (or if necessary, immediately outside) the competition area.

A microphone should be available for announcements, if possible.

An electric pencil sharpener should be available within or immediately outside the competition area.

Any concession machines located in the playing area need to be marked so they do not get used.

### 1.3.6 Skittles Area

---

The skittles area (or areas), where players can relax between rounds, should be of equal or greater size than the competition room, and fairly close to the competition area. (It is probably not a good idea for the skittles area to be immediately adjacent to the competition area.)

Managers should expect up to 288 players and 48 coaches in the skittles area. Competing teams will be warned not to bring any players other than those on the 12-player roster.

### 1.3.7 Concessions

---

It is recommended, but not required, that a concession area be available for players and coaches to purchase refreshments. The concession area should be far enough away from the competition area that it will not cause distractions.





Some teams like to order pizza or bring in restaurant food. It would be a good idea to prepare a list of possibilities.

IHSA does not take any percentage of concession income.

### 1.3.8 Coaches' Lounge & Hospitality

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A refuge for the coaches and staff is not required, but will certainly be welcomed by your fellow coaches.

Coffee and snacks for the coaches and staff are always appreciated. However, IHSA cannot reimburse the tournament for hospitality.

### 1.3.9 Registration Desk

---

You will want to enlist someone to the Registration Desk from 8 to 9 am. The Tournament Manager is going to be busy with many other things during the time that teams are coming into the building.

Be sure the clerk is familiar with the Registration Desk procedures (see Part 2).

### 1.3.10 Tournament Director Station

---

The Tournament Director/Pairings Chief (who may also be the Manager) will require a desk or table that has room for a computer or laptop, a printer, and room to spread out papers. The desk must be located in a place that has access to a nearby electrical outlet and either wifi or a wired Internet connection.

### 1.3.11 Materials from IHSA

---

On or before Tuesday, January 21, IHSA will mail the following items to you:

- Plaques for the undefeated teams: 2
- Team scoresheets: 1 per team
- Some colorful "IHSA Chess Sectional" signs
- Some standard signage
- Bound copies of the Chess Manual for general reference: 1 per official
- Laminated steward reference cards: 3
- Incident cards: 30

If held, the small sectional in Southern Illinois will receive a smaller quantity of material.

On Thursday, January 30, you will receive from IHSA, via email, the following items that you will need to print out:

- Sign-in sheets pre-printed with the name of every school assigned to your tournament, and its coach.
- Lineup sheets, one for each assigned team, showing the 12 eligible players and the Strength Order designated by the coach. The format will be similar to those used at the state tournament.

**NOTE: Steward vests are no longer supplied for the sectional tournaments.**

### 1.3.12 Signage & Supplies

---

Much of the signage you will need will be mailed to you about two weeks before the tournament. Feel free to augment it with signs that indicate how to find things (concessions, skittles, restrooms) and other necessary information.

### 1.3.13 Licensed Vendors

---

If you decide to employ a vendor for T-shirt sales or other items referring to an "IHSA sectional" or "IHSA chess", you must use a vendor that is licensed to use the IHSA trademark. A list of these vendors is on the IHSA website at:

<https://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>

## 1.4 Communication

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### 1.4.1 Use of Schools Center

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Some information about participating players and schools may be communicated to you through the Schools Center (the same website that coaches use to submit the List of Participants and Season Summary forms). In such case, the information will be in the (H) Hosting area.

### 1.4.2 Assignment and Seeding of Schools

---

Schools will be assigned to your sectional tournament and posted on the IHSA Web site by 4 pm on Thursday, January 16, 2025. The deadline for confirming entry in the IHSA state series is midnight on Tuesday, January 14, 2025, but please be aware that some schools may drop out after the posting of the assignments.

Seeding of schools in your sectional will take place online and conclude at noon on Tuesday, January 28, 2025. The IHSA Office will compile the ballots and post the computed seeds on the IHSA Web site by 4 pm on that date.

### 1.4.3 Communication with Assigned Schools

---

Since assignment of the schools occurs only two weeks before the sectional tournament, you'll need to have a plan in place to contact the coaches of the assigned schools, confirm the participation of their teams, and make sure the coach is aware of procedures at your site. Among the things you will want to include in your instructions:

1. A map of school and parking instructions for buses.
2. Directions from the parking area to the correct entrance.
3. Directions from the entrance to the Registration Desk.
4. A map of the school with the competition area, skittles area, and restrooms clearly marked.
5. General information about meals, concessions, skittles, emergencies, awards, etc.
6. Your phone number in case of an emergency (especially if the team is delayed in transit to your site). Coaches must have a way to contact you in case they must withdraw their team or are delayed in transit to the tournament.

You may wish to create a document in PDF format that can be posted in the IHSA Web site for general consumption.

If you receive information that a team will not participate in your sectional tournament, please forward that information the IHSA Office immediately.

### 1.4.4 Assignment of Officials

---

Officials for the sectional tournament will be assigned by the IHSA Office. You will receive contact information for your officials by Friday, January 17, 2025.

### 1.4.5 Communication with Officials

---

You should communicate with the officials as soon as you receive their contact information. Among the things you will want to include in your instructions:

1. A map of school and parking instructions.
2. Directions from the parking area to the correct entrance.
3. A map of the school with the competition area, skittles area, and restrooms clearly marked.
4. Your phone number in case of an emergency (especially if the official is delayed in transit to your site).
5. Any special instructions for the Tournament Director regarding equipment and connectivity.

If you receive information that an official will not be able to work at your sectional tournament, please forward that information the IHSA Office immediately.



### 1.4.6 Postponement Plan

---

In the week before the sectional tournament, you should keep an eye on the weather forecast. If severe winter weather conditions appear likely, the manager should consult with the IHSAs Office for advice on how to respond to questions about postponing the tournament.

### 1.4.7 Publicity (Social and Traditional Media)

---

You are encouraged, but not required, to promote your sectional meet through traditional media and social media.

For instance, you could use X, Facebook, Instagram, TikTok or other social media to post:

- Photos of the competition area prior to the meet.
- Photos from the competition areas and skittles area.
- Photos from the awards ceremony.
- Reports on the results at the end of each round.

If you decided to post to X, please include “@IHSAsChess” in the text so that we will be alerted to your post and can repost it.

Get creative . . . you and your students probably have many more ideas than we do. If you have specific ideas that you can share with the IHSAs or other managers, please do so.

## 2. Conduct of Sectional Tournament

### 2.1 Before the Teams Arrive

---

Make sure any alarms are turned off before the teams begin to arrive. Make sure doors are unlocked and signs are in place.

#### 2.1.1 Competition Area

---

Inspect the competition area to make sure that the tables are evenly spaced, with enough room between the tables for players and stewards to pass.

At one end of the chess table a sheet of paper indicating the table number and “Board 1” should be attached. At the other end of the chess table a sheet of paper indicating the table number and “Board 8” should be attached. The scoresheets for each match should be placed at the Board 1 end of the table.

If several chess tables are arranged in a column, Board 1 should be at the same end of every table. If the chess tables are arranged in two columns, Board 1 should face the center aisle from both sides, so that the scoresheets are all visible by walking down the center aisle.

Make sure the area used by the Tournament Director/Pairings Chief is set up. You may need to provide an extension cord or power strip. Leave the bound copies of the Terms & Conditions, the incident cards, and the laminated reference cards at the station for use by the officiating staff.

Place the individual notation sheets in a place where the players can easily find them.

#### 2.1.2 Registration Desk

---

Make sure the Registration Desk is set up and clearly labeled. Tape the sign-up sheets to the table. You may need to have a few pens or pencils on hand. Go over the Registration Desk procedures with the clerk.

The registration desk should include the following materials:

1. Building maps. Be sure the competition area, skittles room and restrooms are indicated, as well as coach’s area.



2. Restaurant information, if appropriate.
3. Any additional information you wish to include.

## 2.2 Registration Desk Procedures

---

At the Registration Desk, the clerks should ask the coach of each team to sign the sign-up sheet and supply a cell phone number in case of emergency.

The clerk should locate the pre-printed lineup sheet for the particular school and instruct the coach to view the lineup sheet. The lineup sheet will contain the 12 players that the coach marked as eligible to participate in the sectional tournament during the online registration process and the Strength Order submitted by the coach. The coach may not add any new names to the list of 12 players nor edit the Strength Order.

The clerk should ask the coach to examine the lineup sheet carefully to make sure the coach understands which players are eligible to participate and the expected Strength Order. The clerk should retain the lineup sheets and deliver them to the Tournament Director after check-in is complete.

## 2.3 Late Arrivals and Withdrawals

---

Teams may withdraw between the time that assignments are posted and the start of the tournament. No adjustment will be made to assignments in such a case.

On the day of the tournament, it is possible that teams may withdraw. Coaches must have access to your cell phone number so that they can inform you of their withdrawal or a delay in transit to the tournament.

## 2.4 Shorthanded Team

---

Teams must have at least six players in every round to participate in the sectional tournament. In the event that a team shows up at the tournament with fewer than six players, it is permissible, at the manager's discretion, to allow the team to stay at the site and provide competition for any team that would otherwise have a bye.

## 2.5 Round 1 Pairings

---

By 8:30 on the morning of the tournament, all teams should have either checked in, informed you of their withdrawal, or informed you of their late arrival. Any team that has not communicated with you by 8:30 will not be paired and receive zero points for Round 1.

At this point the Pairings Chief will remove any withdrawn teams and create the first-round pairings and scoresheets.

The pairings for each round should be printed out and posted in at least two places where they can be seen by players and coaches as they enter the competition area.

## 2.6 Opening Ceremony

---

There is no need for a formal opening ceremony. However, the Tournament Manager and Tournament Director should take the necessary time before the start of each round to make general announcements.

By 8:50 am you should direct everyone, including substitutes, to be seated in the competition area for the opening ceremony and announcements. Try to stay on schedule. If you have two or three minutes of announcements, try to schedule enough time so that your competition can begin at 9 o'clock.

Feel free to adapt this script to include announcements specific to your site.



### 2.6.1 Sample Opening Ceremony Script

---

#### Sample Opening Ceremony Script

Ladies and gentlemen, may I have your attention please!

Welcome to \_\_\_\_\_ High School and the IHSA Team Chess Sectional Tournament.

We understand that some of players, coaches, and even entire teams may be participating in an IHSA tournament for the first time. So let's take just a minute or two to go over some ground rules:

- First of all, in the IHSA Tournament, no refreshments except water are allowed in the competition area. You may bring bottled water to the table, but you may NOT put the bottle on the table.
- To assist tournament personnel, while you are in the competition area, you must wear your team uniform as your outer garment at all times. You must remove hats or other head coverings prior to the start of competition.

Now, here are some housekeeping items:

***(insert here any specific information about skittles, concessions, restrooms, etc.)***

I would like to introduce the personnel working the meet today.

Tournament Director \_\_\_\_\_

And your stewards, \_\_\_\_\_ and \_\_\_\_\_.

They will be working hard to make this a good competition for you, so let's give them a hand.

***(At this point it may be appropriate to turn the microphone over to the Tournament Director for any further comments, and to start the round.)***

We want to start off on the right foot, so please review your board and make sure that the lower-right is a light-colored square. And with that, I wish you good luck today. You can now shake hands and start your clocks.

## 2.7 Awards Ceremony

Remind participants prior to the start of the final round that an awards ceremony will be conducted.

At the end of the tournament, awards shall be presented to any team that finishes the tournament with a perfect score. In the event no team finishes with a perfect score, a plaque will be awarded to the team with the highest score, with any tie broken using the IHSA tie-breaker system (Terms & Conditions (Article VIII-F on p. 17).

### 2.7.1 Sample Awards Ceremony Script

---

#### Sample Awards Ceremony Script

Ladies and gentlemen, may we have your attention please!

Let me first remind everyone that all the teams that finished today's tournament with two or more points have automatically qualified for the state tournament in Peoria on February 14 and 15. Here are the teams with two or more points: *(Read the names of these teams.)* Let's give those teams a big hand.

If your team finished with one point or one and a half points, we will have to wait and see whether your team qualified as an at-large team. That will depend on the scores of the other sectional tournaments held around the state today. If you are in that group, you will



want to pay close attention to the IHSA Web site. The complete list of the 128 qualifying teams will be posted on the Web site this Monday by 4 o'clock in the afternoon.

All right...it's time for the team awards, which will be presented to all teams that finished the tournament with a perfect score.

**(Or, in the event that no team finishes with a perfect score...)** The team award today will be presented to the highest-scoring team, including team tie-breaks.

Our first team is \_\_\_\_\_. Will Coach \_\_\_\_\_ and his team please step forward to receive the sectional plaque? (*present plaque*)

**...and so on until team awards are exhausted...**

That's it for our awards presentation today. For those teams that are advancing to the state tournament in Peoria, we wish you the best of luck in state tournament competition. Thank you all for your good sportsmanship today. Please make sure you have all your belongings before you leave and have a safe trip home.

## 2.8 Dealing with Problems

---

In the event of a dispute, please refer first to the IHSA Chess Terms & Conditions and the IHSA Chess Rules. They are the controlling documents. The Tournament Manager or Pairings Chief should only call Chris Merli if an agreement can't be reached between the stewards and head steward.

### 2.8.1 Eligibility Rulings

---

Neither the Tournament Manager nor the Tournament Director is authorized to rule regarding the eligibility of players. Only the 12 players listed on a team's Strength Order, as certified by the coach on or before January 29, and transmitted to the Tournament Manager by the IHSA Office, are eligible for play in the sectional tournament. No other players may be substituted.

### 2.8.2 Appeals of a Pairing

---

- A coach may appeal a pairing to the Tournament Director/Pairings Chief (Rule 19-1, p. 28).
- The Pairings Chief may call Chris Merli to consult on the appeal.
- The decision of the Tournament Director/Pairings Chief is final. (Rule 19-4-4, p. 28).

### 2.8.3 Appeals of a Ruling by a Steward

---

- A coach or player may appeal a ruling made by a steward to the Tournament Director/Head Steward (Rule 19-1, p. 28).
- If the Tournament Director is associated with one of the teams involved in the protest, or if the result of the ruling could be expected to have an effect on his or her team, the Tournament Director should consult with Chris Merli.
- The decision of the Tournament Director/Head Steward is final.

## 3 After the Tournament

### 3.1 Online Winner Report

---

Immediately after the conclusion of the tournament, the Pairings Chief should verify results in Chesscalate and the IHSA website. Contact Dan Le ([dle@ihsa.org](mailto:dle@ihsa.org)) if any posted results are inaccurate.

### 3.2 Online Financial Report

---

The financial report must be submitted by a school administrator within 10 days of the completion of the tournament.



The financial report form is available in the IHSA Schools Center.

### 3.3 Return Material to IHSA

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After the meet is complete, there are few things left to do.

- Make sure an administrator at your school fills out the financial form.
- Email a summary of your suggestions for improving sectional tournaments in the future.

Please collect the following items and bring them with you to the state tournament (or if that is not possible, please mail them):

- The incident cards that were written up during the tournament. They will be useful in detecting trends and heading off problems at the state tournament.
- Any extra plaques.

## 4. Appendix

### 4.1 Points of Emphasis

---

All the rules in the IHSA Chess Terms & Conditions and Chess Rule Book apply to your sectional tournament.

**Here is a reminder of the points of emphasis in the 2024-25 IHSA Chess Manual for Schools:**

The deadline to enter eligible coaches and full team roster, including players who may not participate, in the IHSA Schools Center is midnight on Tuesday, January 14, 2025. Failure to complete the Coaches and Roster sections by this deadline constitutes as withdrawal from the state series.

A team that withdraws after the Coaches and Roster deadline or fails to appear at either the sectional tournament or State Tournament shall be charged a \$500 penalty.

Players must report individual match results on the Official Scoresheet. It is the responsibility of each coach to ensure that results are reported quickly and correctly in Chesscalate.

After all individual matches have finished, a coach from each school must verify match results in Chesscalate. Once the results submitted through the Chesscalate system are verified by coaches, the scores are official.

Chesscalate will be used at Sectionals and at State. Pairings for Sectionals and State will be formulated in Chesscalate as outlined in the IHSA Team Chess Pairings Procedures document.

The standard non-accelerated Swiss pairing system will be used for the State Series.

For Sectionals and State, coaches are responsible for contacting the tournament manager if they will be arriving late but still intends to compete in the tournament and must do so no later than 30 minutes before the start of Round 1. If proper notification is given, the team will be paired in Round 1, and the clocks will be started at the scheduled match time. If proper notification is not given, the team will not be paired in Round 1 and will receive zero points for the round.

Combined Sectional results will be posted on the IHSA website as soon as all Sectional results have been reported by the host schools. All coaches are responsible for checking those results and contacting the IHSA administrator by 1:00 pm the day after the Sectional to appeal a reported score. If no appeals are made by 1:00 pm, the Sectional results will stand and be considered final.

### 4.2 Duties of Officials

---

The following description of job duties is adapted from the IHSA Chess Manual. The specific duties apply to the state tournament and are adapted to the sectional tournaments. In particular, the Tournament Manager may serve as the Tournament Director and Pairings Chief and serve the function of Head Steward on appeals.





The State Tournament Director, Chris Merli, will be available remotely to rule on certain appeals from all the sectional sites. See “Dealing with Problems” in Section 2.

## 4.3 Tournament Manager

---

1. The Tournament Manager is responsible for the general conduct of the tournament. The IHSA Administrator acts as the Tournament Manager of the State Tournament and delegates this responsibility for sectional tournaments.
2. The Tournament Manager is responsible for securing the facilities, furniture, and other items necessary for competition and skittles activity.
3. The Tournament Manager is responsible for communication with the head coaches of the competing schools to ensure that they are aware of the time schedule and other tournament procedures.
4. The Tournament Manager is responsible for promptly reporting the results of each match and posting the pairings of each round.
5. The Tournament Manager is responsible for arranging the awards ceremony at the end of the competition.
6. The Tournament Manager is responsible for promptly filing the Financial Report with the IHSA Office after the competition is complete.

### 4.3.1 Tournament Director

---

1. The Tournament Director is responsible for duties as described in the IHSA Chess Rules (Section 23-1).
2. The Tournament Director is responsible for making the pairings of each round and keeping track of and verifying the team results of each round.
3. The Tournament Director is responsible for hearing disputes on rulings made by the stewards and for rendering a final judgment on such disputes.

### 4.3.2 Pairings Director

---

1. The Pairing Director is responsible for duties as described in the IHSA Chess Rules (Section 23-2).

### 4.3.3 Head Steward

---

1. The Head Steward is responsible for duties as described in the IHSA Chess Rules (Section 23-3).
2. The Head Steward is responsible for hearing disputes on rulings made by the stewards and for rendering judgment on such disputes.
3. The Head Steward is responsible for keeping track of infractions of the IHSA Chess Rules and assigning penalties when appropriate.
4. The Head Steward is responsible for supervising the stewards and ensuring the consistency of their rulings throughout the tournament.

### 4.3.4 Stewards

---

1. Stewards are responsible for duties as described in the IHSA Chess Rules (Section 23-4).
2. Stewards are responsible for enforcing the IHSA Team Chess Tournament Policies (Article IX) and bringing violations to the attention of the Head Steward or Tournament Director.
3. Stewards are not expected to know how to reset all various types of clocks; a steward may seek assistance from coaches or other players.



## Important Dates

|                             |   |
|-----------------------------|---|
| November 1 .....            | Preliminary list of entries posted online   |
| December 1 .....            | Updated list of entries posted online   |
| January date TBA .....      | Teleconference with all sectional managers  |
| January 14 .....            | Deadline for coaches to submit <b>Coaches</b> and full <b>Roster</b> in the List of Participants form through the IHSA Schools Center |
| By January 16 .....         | Sectional tournament assignments posted on IHSA   |
| By January 17 .....         | List of officials assigned to sectional tournament emailed to Tournament Manager  |
| January 21 (approx.) .....  | Awards and pre-printed material mailed to Tournament Manager  |
| January 27 (10am) .....     | Deadline for coaches to submit season summary information in IHSA Schools Center  |
| January 27 (11am) .....     | Coaches may begin submitting rankings of other schools in IHSA Schools Center   |
| January 28 (noon) .....     | Deadline for coaches to submit rankings of other schools in IHSA Schools Center   |
| January 28 (4 pm) .....     | Sectional seeds posted on IHSA Website  |
| January 29 (midnight) ..... | Deadline to submit sectional strength order through the IHSA Schools Center   |
| January 30 (by 4 pm) .....  | Sign-up sheet, list of eligible participants and Strength Orders to Tournament Managers   |
| <b>February 1 .....</b>     | <b>Sectional tournaments conducted at various sites</b>   |
| February 3 (by 4pm) .....   | Qualifiers for state final tournament posted on IHSA Website  |
| February 5 (midnight) ..... | Deadline to submit state final strength order through the IHSA Schools Center   |
| February 14 .....           | Deadline for submitting sectional financial report  |
| February 14-15 .....        | IHSA State Tournament at Peoria   |

# 2024-2025 Chess Rules

## RULE 1 Introduction

**SECTION 1.** The game of chess is played between two opponents by moving objects, referred to as chessmen, on a board with squares of two alternating colors called a chessboard.

**SECTION 2.** Players and coaches must conduct themselves in an ethical manner in the spirit of fair play.

**SECTION 3.** Chess contests may be individual, team, medley team, or board Swiss.

**Article 1.** An Individual Tournament is an event in which players are paired against each other.

**Article 2.** A Team Tournament is an event in which players from one team are simultaneously paired against the same number of players from another team, and the individual results are compiled to produce a team score.

**Article 3.** A Medley Team (often called Individual/Team) is an event in which members of a team are treated as individual contestants that are paired against each other and the scores of the individuals are added together to produce a team score.

**Article 4.** A Board Swiss is an event in which a team of players is divided into subgroups. Each subgroup is paired as an Individual event. A team score is obtained by adding together the scores of the team members from each subgroup.

**SECTION 4.** Each school must provide the equipment specified by the rules of competition or be subject to forfeiture. The responsibility for providing equipment in a given match is the player of the Black chess pieces as determined by the pairings.

**Article 1.** The equipment of the player of Black shall be used unless...

- a) ...more suitable equipment can be provided by the opponent, or...
- b) ...the equipment does not fulfill the requirements of Rules 1 and 2.

**Article 2.** The player of Black must provide a standard time-delay clock that does not produce an audible signal. An add-back clock such as an Increment timer is not considered a standard clock. If a standard clock is not available, a non-standard clock may be used without a time delay.

**Article 3.** In determining who shall forfeit if both teams fail to provide the required amount of equipment, the decision is based on 1-4.

## RULE 2 The Chessboard and Its Arrangement

**SECTION 1.** The chessboard is composed of 64 equal squares, alternately light (the “white” squares) and dark (the “black” squares).

**Article 1.** The chessboard must have a color combination that clearly distinguishes between the light-colored squares and the dark-colored squares.

**Article 2.** The following colors are acceptable for...

- a) ...light squares: cream, white, and buff.
- b) ...dark squares: green, brown, black, and blue.

**Article 3.** The sides of the squares shall be between 2 inches and 3 inches on a side.

**Article 4.** The most acceptable chessboard in terms of square size is the one with squares closest to 2 inches on a side.

### SECTION 2

**Article 1.** The chessboard is placed between the players so that the corner square nearest and to the right of each player is the light color.

**Article 2.** If, during a game, it is found that the board has been incorrectly placed...

- a) ...the position reached shall be transferred to a chessboard correctly placed and...
- b) ...the game shall continue.

### SECTION 3

**Article 1.** The eight rows of squares running from the edge of the chessboard nearest one of the players to the edge nearest the other player are called “files.”

**Article 2.** The eight rows of squares running from one edge of the chessboard to the other edge at right angles to the files are called “ranks.”

**Article 3.** The straight rows of squares of one color, touching corner to corner, are called “diagonals.”

## RULE 3 The Chessmen and Their Arrangement

**SECTION 1.** At the beginning of the game, one player commands 16 light-colored chessmen (the “White” chessmen) and the other commands 16 dark-colored chessmen (the “Black” chessmen).

**Article 1.** The following colors are acceptable for...

- a) ...White chessmen: cream, white, and buff.
- b) ...Black chessmen: brown or black.










**Article 2.** The size of the chessmen shall be proportional to each other.




**Article 3.** The height of the King shall be between 3 inches and 5 inches.

**Article 4.** The height of the Pawn shall be slightly shorter than the length of a square.

**Article 5.** The chessmen shall be of the Staunton design.

**SECTION 2.** The chessmen and their notational symbols are as follows:

|   |   |                 |
|---|---|-----------------|
|  | K | 1 White King    |
|  | Q | 1 White Queen   |
|  | R | 2 White Rooks   |
|  | B | 2 White Bishops |
|  | N | 2 White Knights |
|  | P | 8 White Pawns   |
|  | K | 1 Black King    |
|  | Q | 1 Black Queen   |
|  | R | 2 Black Rooks   |

|   |   |                 |
|---|---|-----------------|
|  | B | 2 Black Bishops |
|  | N | 2 Black Knights |
|  | P | 8 Black Pawns   |

**SECTION 3.** The initial position on the chessboard of the chessmen is as diagrammed in figure 3-3.

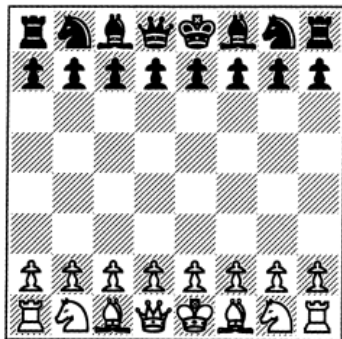


Figure 3-3.

Position of chessmen at start of game.

**SECTION 4.** The chessmen other than the Pawns are referred to as pieces.

**Article 1.** The Rook and Queen are major pieces.

**Article 2.** The Knight and Bishop are minor pieces.

**SECTION 5.** If, during a game a player discovers that...

**Article 1.** ...the initial position of the chessmen was incorrect (other than when the board is turned)...

a) ...if fewer than 10 moves of the game have been played, the game shall be annulled and a new game begun with the correct starting position and the remaining time divided equally between the players.

b) ...if 10 or more moves have been made, the game continues.

c) The Steward shall determine whether Rule 17-1-4 applies.

**Article 2.** ...the player's color was reversed from those assigned, the game shall...

a) ...continue to a conclusion with...

b) ...the result counting as though no reversal had occurred.

## RULE 4 Conduct of the Game

**SECTION 1.** The two players must alternate making one move at a time.

**SECTION 2.** The player with the White chessmen makes the first move.

**SECTION 3.** A clock able to signal the end of a time control shall control the time allotted for each player's moves (see also Rule 14).

**Article 1.** Each game has a time limit specified in advance of the tournament and controlled by the clock.

**Article 2.** The clock shall be placed...

a) ...as directed by tournament officials...

b) ...to the right of the player with the Black chessmen in individual tournaments.

**SECTION 4.** At the time determined for the start of the game, the clock of the player who has the White chessmen is set in motion.

**Article 1.** If both players arrive late, the first to arrive must split the elapsed time before starting the opponent's clock.

**Article 2.** Should only the player of the Black chessmen be absent at the start of the game:

a) ...the player of the White chessmen shall start his/her clock, make a move, then start the absent player's clock, but...

b) ...if no clock is available, the player of the White chessman shall inform a Steward of the absence of the Black player. In a team tournament, the absent player's time shall be reduced until present at the board based on total elapsed time of games of teammates in the absence of a clock.

c) ...upon the arrival at the chessboard of the Black player, he/she makes a move, stops his/her clock (thereby starting his/her opponent's clock), and the game continues normally.

**SECTION 5.** Even when not in time trouble,...

**Article 1.** ...a player must press his/her clock with the same hand with which he/she moved the piece. A player violating this rule shall initially receive a warning, but repeating the offense may result in imposition of a time penalty.

**Article 2.** ...a player does not have to move the chessmen with the hand with which he/she takes notation.

**SECTION 6.** When a game is completed, the result must be reported immediately in the manner required by the tournament officials. Failure to report shall result in a penalty on either the player, his/her team, or both.

## RULE 5 Definition of the Move

**SECTION 1.** With the exception of castling (6-2) and promotion of a Pawn (6-8), a move is the transfer of a chessman commanded by a player from one square to another square which is either a) vacant or b) occupied by a chessman of the opponent.

**SECTION 2.** No chessman may cross a square occupied by another chessman except...

**Article 1.** ...the Rook, when castling (6-2-1) and...

**Article 2.** ...the Knight (6-6).

**SECTION 3.** A chessman played to a square occupied by a chessman of the opponent, in the same move, captures the opponent's chessman...

**Article 1.** ...which must be removed from the chessboard by the player making the capture...

**Article 2.** ...with it making no difference whether the opponent's chessman being captured or the player's chessman making the capture is touched first, providing the capture is a legal one.

## RULE 6 Moves of the Individual Chessmen

**SECTION 1.** The King may make...

**Article 1.** ...the Castling move or...

**Article 2.** ...a move to an adjacent square that is not attacked by an opponent's chessman.

**SECTION 2.** Castling is a move of the King, which must be touched first, and either Rook. Castling counts as a single move of the King.

**Article 1.** The castling move is made by...

a) ...transferring the King from its original square two squares in the same rank, and then...

b) ...transferring the Rook, towards which the King moved, over the King to the square the King crossed.

**Article 2.** Castling is momentarily prevented if...

a) ...the King is in check (Rule 10),...

b) ...the square which the King must cross is occupied,...

c) ...the square which the King must cross is attacked by a chessman of the opponent,...



d) ...the square which the King will occupy is attacked by a chessman of the opponent, or...

e) ...any chessman occupies a square along the rank between the King and the Rook towards which the King will move.

**Article 3.** Castling is permanently impossible if...

a) ...the King has previously moved, or...

b) ...the Rook towards which the King will move has previously moved.

**Article 4.** If a player starts to castle and it is determined that castling is illegal, the player must move his/her King unless the King has no legal move.

**Article 5.** If a player intending to castle touches the Rook first, castling is not allowed and the player must move the Rook if it has a legal move.

**SECTION 3.** The Rook moves to any square on the file or rank on which it stands except as limited by 5-2.

**SECTION 4.** The Bishop moves to any square on the diagonals on which it stands except as limited by 5-2.

**SECTION 5.** The Queen moves to any square on the file, rank or diagonals on which it stands except as limited by 5-2.

**SECTION 6.** The Knight move is composed of two different steps.

**Article 1.** The first step is a move of a single square along the rank or file.

**Article 2.** The second step is done by taking one step of a single square on a diagonal while still moving away from the square of departure.

**Article 3.** In making the move of the Knight, the first step of a single square along the rank or file is not stopped by the presence of any chessman.

**Article 4.** In finishing the move of the Knight, the Knight may not come to rest on a square already occupied by a chessman of the same color.

**SECTION 7.** The Pawn moves forward only.

**Article 1.** The Pawn advances one vacant square along the file on which it is placed except...

a) ...a Pawn may advance one or two vacant squares along the file it occupies at the start of the game and...

b) ...when capturing the Pawn advances forward on the diagonal to a square contiguous to its own that is occupied by a chessman of the opponent.

**Article 2.** A Pawn attacking a square crossed by an opponent's Pawn that has been advanced two squares in one move from its original square, may capture the opponent's Pawn as if the latter had been advanced only one square, providing the capture is made on the move immediately following such advance. Such a capture is called "en passant."

**SECTION 8.** A Pawn, upon reaching the 8th rank, undergoes promotion.

**Article 1.** The Pawn that undergoes promotion...

a) ...becomes one of the following pieces of the same color: Queen, Rook, Bishop, or Knight...

b) ...as part of the same move...

c) ...at the choice of the player making the move.

**Article 2.** The selection of the piece to which the Pawn is promoted is made without reference to other pieces remaining on the chessboard.

**Article 3.** The action of the promoted piece is immediate.

**Article 4.** On the promotion of a Pawn, the move is not determined (7-1) until the promoted Pawn is exchanged for a new piece. If a player presses his/her clock without exchanging the promoted Pawn for a new piece, the player is breaking Rule 14-9 and can be penalized by having two minutes added to the time of the

opponent providing the opponent calls the violation to a Steward's attention before touching a chessman.

**Article 5.** Substitutions for pieces are not permitted. Should the piece to which a player wishes to promote a Pawn not be immediately available, the player should request assistance from a Steward before making his/her move. When there is a delay in obtaining the new piece, both clocks may be stopped until the required piece is obtained by the player having the move.

## RULE 7

### Determination and Completion of a Move

**SECTION 1.** Except for the last move, a move is determined but not completed...

**Article 1.** ...in the transfer of a chessman to a vacant square when the player's hand has released the chessman;

**Article 2.** ...in a capture when the captured chessman has been removed from the chessboard and the player, having placed on its new square his/her own chessman, has released the latter from his/her hand;...

**Article 3.** ...in the promotion of a Pawn when the Pawn has been removed from the chessboard and the player's hand has released the new chessman after placing it on the promotion square (if the player has released from his/her hand the Pawn that has reached the promotion square, the move is not yet completed, but the player no longer has the right to play the Pawn to another square); and...

**Article 4.** ...in castling...

a) ...when the player's hand has released the Rook on the square crossed by the King; ...

b) ...when the player has released the King from his/her hand, the move is not yet completed but the player no longer has the right to make any other move than castling-

**SECTION 2.** A move is completed when a move is determined (7-1) and the clock of the player with the move stopped.

**SECTION 3.** Once a move is determined, the opponent may make his/her move, but the player still retains all rights to make draw offers or claims of draws.

**SECTION 4.** A player is never allowed to take a move back.

**SECTION 5.** It is illegal to permit a player to take a move back.

**SECTION 6.** The player whose turn it is to move, is said to have the move.

**SECTION 7.** A determined move is sufficient to satisfy conditions for rules 11-1, 12-2, and 12-7.

## RULE 8

### The Touched Chessman

**SECTION 1.** The player whose turn it is to move may adjust one or more chessmen on their squares providing...

**Article 1.** ...that he/she first warns his/her opponent by saying "adjust" or "j'adoube".

**Article 2.** If the opponent is absent, the player whose turn it is to move may adjust one or more chessmen on their squares ...

a) ...providing he/she notifies a Steward or ...

b) ...when a Steward is not readily available, has a spectator or player who is not on the move witness the adjustment.

**SECTION 2.** If the player who does not have the move adjusts any chessmen on the chessboard, he/she is to be penalized as per 17-8-4 for distracting an opponent.

**SECTION 3.** Except as provided in 8-1, if the player whose turn it is to move touches one or more chessmen in a manner that may be





reasonably interpreted as the beginning of a move one or more chessmen of the same color, he/she must move the first chessman that can make a legal move.

**SECTION 4.** If a player intending to castle touches the King first, or the King and Rook at the same time, and then realizes that castling is illegal, the player may choose to either ...

**Article 1.** ...move the King or ...

**Article 2.** ...castle on the other side if legal.

**Article 3.** If the King has no legal move, the player is free to choose any move.

**SECTION 5.** A player on the move who deliberately touches one or more chessmen of each color, or who moves his/her chessman and intentionally displaces the opponent's chessman with it,...

**Article 1.** ...must capture the opponent's chessman with his/her chessman, or, ...

**Article 2.** ...if this is illegal, must move or capture the first chessman touched that can be moved or captured.

**Article 3.** If it is impossible to establish which piece was touched first, the player's chessman shall be considered the touched chessman.

**SECTION 6.** In all situations of multiple touched chessmen...

**Article 1.** ...if the player touches a chessman of his/her own with no legal moves, or any opponent's chessman that cannot be captured, the situation shall be regarded as one in which the player did not touch the said chessman;

**Article 2.** ...if none of the player's touched chessmen can be legally moved and none of the touched chessmen of the opponent can be captured, the player is free to make any move he/she chooses.

**SECTION 7.** The enforcement of touched chessmen can be done...

**Article 1.** ...if a player claims a violation before he/she touches a chessman himself/herself and

**Article 2.** ...there is an agreement with the opponent and...

**Article 3.** ...by appeal to a Steward determining whether or not a touch occurred after a player makes a claim against an opponent for an act not witnessed by a Steward. In making such a determination, the Steward may question witnesses who can provide unbiased testimony to the events.

**Article 4.** When a Steward rules that a player must move or capture specified chessmen he shall direct the offending player as to what action must be taken and start the player's clock. Unless the offending player makes an immediate appeal, he/she shall respond directly per the ruling or be penalized under provisions of 17-1.

**SECTION 8.** There is no penalty for a piece touched off the board. A player who advances a Pawn to the 8th rank and then touches a piece off the board is not obligated to promote the Pawn to the piece touched until that piece has been released on the promotion square.

**SECTION 9.** When a player's claim against an opponent is made and disallowed for lack of proper witness, the Steward shall record the claim.

**SECTION 10.** The Steward must stop the clocks of both players while arriving at a ruling.

## RULE 9 Illegal Position Created During the Game

**SECTION 1.** If it is found that one of either player's last five moves was illegal (unless the game is in time trouble where Rule 16-1-2 applies)...

**Article 1.** ...the position shall be reinstated to what it was before the illegal move was made, and...

**Article 2.** ...the game shall then continue by applying touched chessmen provisions of Rule 8 to the move replacing the illegal move...

**Article 3.** ...and the player making the illegal move is penalized by adding two minutes to the opponent's time.

**Article 4.** If the position cannot be reinstated, then the illegal move shall stand. The Steward shall determine whether Rule 17-1-4 applies.

**Article 5.** If it is found that an illegal move was made prior to each player's last five moves, the illegal move shall stand and the game continues.

**SECTION 2.** If, during a game, one or more chessmen have been accidentally displaced and incorrectly replaced, then the displacement shall be treated as an illegal move.

**SECTION 3.** If, during the course of a move, a player inadvertently knocks over one or more pieces...

**Article 1.** ...the player must not press the clock until the position has been reestablished.

**Article 2.** The opponent may press the clock without moving, if necessary, to force the player who knocked over the piece(s) to restore the position on his/her own time.

**SECTION 4.** If any illegal positions or moves are made during a game and the game is finished the result of the game stands.

## RULE 10 Check

**SECTION 1.** The King is in check when the square on which it stands is attacked by an opponent's chessman. Likewise, a player's chessman is said to give check to the opponent's King when it attacks the square on which the opponent's King stands.

**SECTION 2.** Check must be parried by the move immediately following.

**Article 1.** Check can be parried by...

a) ...moving the King to a square that is not attacked by an opponent's chessman, ...

b) ...capturing the chessman that is giving the check, or...

c) ...interposing a chessman between the King and the opponent's chessman that is giving check.

**Article 2.** If check cannot be parried, it is said to be "checkmate".

**SECTION 3.** A chessman intercepting a check to the King of its own color can itself give check to the opponent's King.

**SECTION 4.** A player is not required to announce check.

**SECTION 5.** It is illegal to expose one's own King to check in any manner whatsoever.

## RULE 11 Won Game

**SECTION 1.** The game is won by the player who delivers checkmate to the opponent's King.

**SECTION 2.** The game is won by the player whose opponent resigns the game.

**SECTION 3.** The game is won by the player whose opponent exceeds the time limits provided for the contest (except under the conditions in 12-9).

**Article 1.** Only the opponent can inform a player that he/she has lost a game by exceeding the time limit.





**Article 2.** Sudden Death is a time limit that states the amount of time allowed for each player for the entire game. The game ends if one player exceeds the time provided.

**Article 3.** When a player’s time limit is exceeded, the opponent may claim a win on time to a Steward.

**Article 4.** If the time on both clocks-shows expired, the game is a draw.

**Article 5.** The player must still retain sufficient mating material as described in 12-7.

**SECTION 4.** The game is won by the player whose opponent during the game refuses to comply with the rules of chess and consequently is forfeited. Should both players refuse to comply with the rules of chess the game shall be declared forfeited by both players.

**SECTION 5.** If a player arrives more than 30 minutes late for the start of any game, the game is forfeited.

**Article 3.** Within the meaning of this Section are statements, whether directed toward the opponent or not, that include but are not limited to the following:

- a) “Think I can get a draw?”
- b) “I think I can get at least a draw!”
- c) “My opponent can’t even get a draw.”
- d) “My opponent is trying to find a draw,” and
- e) “What would you do if I offered you a draw?”

**SECTION 5.** The game is drawn upon demand by one of the players when the same position appears three times, provided that the same player has the move after each of the three appearances of the same position on the chessboard.

**Article 1.** The position is considered the same if...

a) ...chessmen of the same kind and color occupy the same squares, and...

b) ...the possible moves of all chessmen are unchanged.

**Article 2.** The right to claim the draw belongs exclusively to the player who...

a) ...is in a position to play a move leading to such repetition provided that he/she indicates the move and claims the draw before making the move, or...

b) ...must reply to a move which has produced the repeated position, provided that he/she claims the draw before executing his/her move.

**Article 3.** If a player’s claim of a draw proves to be incorrect and the game continues,...

a) ...then the player who has indicated a move according to 12-5-2 is obliged to execute this move on the chessboard...

b) ...2 minutes shall be added to the opponent’s clock.

**Article 4.** If a player makes a move without having claimed a draw in the manner given in 12-5-2,...

a) ...he/she loses the right to claim a draw, but...

b) ...this right is restored to him/her if the same position appears again, the same player having the move and the possible moves of all chessmen being unchanged.

**Article 5.** Where fewer than 10 moves have been made, draws of this Section must be brought to the attention of a Steward who may...

a) ...allow the draw,...

b) ...rule a double forfeit for unsportsmanlike conduct,...

c) ...cause a new game to be played in its place without resetting the clock.

**Article 6.** A player may request that a steward observe the game for purposes of a later claim.

**SECTION 6.** The game is drawn when a player having the move demonstrates that at least 50 moves have been made by each side without the capture of any chessman or the movement of any Pawns.

**Article 1.** The right to claim the draw belongs exclusively to the player who...

a) ...is in a position to play a move leading to a situation where 50 or more moves have been played provided that he/she indicates the move and claims the draw before making the move, or...

b) ...must reply to a move which has exceeded 50 moves, provided that he/she claims the draw before executing his/her move.

**Article 2.** If a player’s claim of a draw proves to be incorrect and the game continues,...

a) ...then the player who has indicated a move according to 12-6-1 is obliged to execute this move on the chessboard...

b) ...2 minutes shall be added to the opponent’s clock.

**Article 3.** If a player makes a move without having claimed a draw in the manner given in 12-6-1,...

a) ...he/she loses the right to claim a draw, but...

b) ...this right is restored to him/her if the situation appears again.

**RULE 12**  
**Drawn Game**

**SECTION 1.** The game is drawn when the King of the player who has the move is not in check, but such player cannot make any legal move. Such a draw is called a stalemate.

**SECTION 2.** The game can be drawn by agreement between the two players.

**Article 1.** A proposal to draw by agreement may be made...

a) ...by a player only after he/she has just made a move, but...

b) ...before he/she starts the clock of the opponent.

**Article 2.** The player to whom the draw offer was made may...

a) ...accept, or...

b) ...reject the proposal orally or by making a move.

**Article 3.** While the decision to accept or reject the draw offer is being made, the player who made the proposal of a draw cannot withdraw it.

**Article 4.** When fewer than 10 moves have been made, draws of this Section must be presented to a Steward who may...

a) ...allow the draw,...

b) ...rule a double forfeit for unsportsmanlike conduct,...

c) ...cause a new game to be played in its place without resetting the clocks.

**SECTION 3.** An offer of a draw not made in accordance with 12-2 is illegal.

**Article 1.** An illegal offer of a draw may be accepted by the opponent.

**Article 2.** If a player proposes a draw while his/her opponent’s clock is running the opponent may...

a) ...agree to draw, or...

b) ...reject the offer either orally or by making a move.

**Article 3.** If a player proposes a draw while his/her own clock is running and before moving, the opponent...

a) ...may accept the offer,...

b) ...may reject the offer, or...

c) ...postpone his/her decision until after the player has made a move.

**Article 4.** The illegal offer of draw shall be penalized by a Steward adding two minutes to the time of the opponent.

**SECTION 4.** Attempts to determine what an opponent would do if he/she were offered a draw will be treated as an offer of a draw.

**Article 1.** The opponent shall have the right to accept such offers.

**Article 2.** If offered illegally, they shall be treated as 12-3 provides.



**Article 4.** A player may request that a steward observe the game for purposes of a later claim.

**SECTION 7.** A drawn game occurs when a player can demonstrate that his or her opponent has insufficient material for a win. Insufficient material occurs when a player's opponent has:

**Article 1.** Insufficient material occurs if the opponent has...

- ...a lone King,...
- ...a King and Knight, or...
- ...a King and Bishop...

...unless the opponent can demonstrate a forced mating sequence.

**SECTION 8.** If both Kings are in check and it is not possible to establish a correct position from the last move.

**SECTION 9.** The game is drawn if both clocks show no time remaining.

**SECTION 10.** A Steward may intervene and declare a game drawn when...

**Article 1.** ...the same position has appeared, as in 12-5, for at least five alternate moves by each player, or...

**Article 2.** ...any consecutive series of 75 moves have been completed by each player without the movement of any pawn and without any capture.

### RULE 13 Recording of Games

**SECTION 1.** In the course of play, each player is required to record the game.

**Article 1.** The recording of the game is done move after move.

**Article 2.** The recording includes a player's own moves and those of the opponent.

**Article 3.** A player in time trouble is not required to record the game. See Rule 16-2.

**Article 4.** The record shall be...

- ...clear,...
- ...legible, and...
- ...on a notation sheet approved for the contest.

**Article 5.** In the event that a player gets more than three moves behind in notation, the opponent may object to a Steward. Upon verification, the Steward shall instruct the offending player that...

a) ...the move notation must be caught up, if possible, on his time (13-4),...

b) ...in any case to start recording moves from that point forward,...

c) ...a time penalty will result if the same player, in the same game, should again become three or more moves behind in notation (except as permitted in 16-2) and the opponent objects to a Steward, and...

d) ...forfeiture will result if the same player, in the same game, should again become three or more moves behind in notation (except as permitted in 16-2) and the opponent objects to the Steward.

**SECTION 2.** No person may act as the deputy of a player in recording moves except as in Rule 21.

**Article 1.** A player may not hand off his or her notation sheet so that another person can record moves.

**SECTION 3.** In recording the moves of the game, a player may use...

**Article 1.** ...the algebraic system (Rule 20) of notation,...

**Article 2.** ...an approved electronic chess notation system (see Rule 20-8), or...

**Article 3.** ...any other notation system, such as the Descriptive System, that allows the game to be replayed.

**SECTION 4.** If a Steward instructs a player to write down missing moves according to 13-1-5 and the player declares he/she

cannot do so without consulting his/her opponent's notation sheet, ...

**Article 1.** ...the request for this sheet will be made to the opponent who cannot refuse his/her notation sheet.

**Article 2.** While using the opponent's notation sheet, the player's clock shall be running regardless of whose turn it is to move.

### RULE 14 Use of the Chess Clock

**SECTION 1.** A time delay clock is the preferred choice for use in games. A clock set with Increment time is not permitted.

NOTE: As a consequence of this rule, no player has recourse to a claim of insufficient losing chances.

**SECTION 2.** Under no circumstances may any person (except the opponent) call to the attention of any player the fact that he/she has failed to press his/her clock after completing a move.

**Article 1.** Any individual who indicates to a player to press his/her clock shall be penalized.

**Article 2.** A time penalty is imposed against the player told to press his/her clock if in the opinion of the Steward such information could have had a substantial influence on the outcome of the contest.

**SECTION 3.** Players may stop both clocks during a game to call a Steward.

**Article 1.** A player who stops both clocks other than as provided for in the rules shall be penalized by the addition of two minutes to the opponent's clock.

**Article 2.** Officials may stop both clocks (see 8-10, 14-5, 14-7, and 19-1-2)...

- ...in accordance with IHSAA Chess Tournament Rules or...
- ...when it is believed justifiable.

**Article 3.** Once stopped, a clock may only be restarted by a Steward or at the instruction of a Steward.

**SECTION 4.** If during a game, it is determined that a clock is not functioning properly or the initial settings are determined to be incorrect, then a Steward should correct or replace the clock.

**Article 1.** Time on a clock replacing a defective clock shall be indicated as accurately as possible for the time used up to when the game was interrupted.

**Article 2.** If one unit of the defective clock has stopped, the corresponding unit of the new clock shall be advanced so that the total time indicated by the two units is equal to the time the playing session has been in progress.

**Article 3.** If both units of a clock have stopped, the difference between the total of the time registered by the defective clock and the elapsed time of the playing session shall be divided in half and each unit of the new clock advanced by this amount.

**Article 4.** A Steward should use his/her best judgment in setting the time on a new clock if any clock adjustment ...

- ...would result in a player exceeding the time limit, or ...
- ...the time used by each player cannot be accurately determined.

**SECTION 5.** If the game must be interrupted because of some situation for which neither player is responsible, the clocks shall be stopped under the direction of a Steward until the situation has been adjusted.

**SECTION 6.** In the absence of a player's misconduct, the expiration of time on the clock is conclusive.

**SECTION 7.** In the event of a claim of a draw that must be verified by a Steward, the clock of the players shall be stopped while the claim is being validated.



**SECTION 8.** When a clock is not available at the beginning of the round, but is obtained or provided later the following procedures apply:

**Article 1.** If one player is absent when the round begins...

a) ...he/she is charged with the elapsed time up to the moment of his/her arrival, and ...

b) ...the time from his/her arrival until a clock becomes available is divided equally between the two players.

**Article 2.** If both players arrive late, the first to arrive must split elapsed time before starting the opponent's clock.

**Article 3.** If only one player is present he/she must report his/her opponent missing and the lack of a clock to the Steward in charge of the game.

a) The Steward records the necessary information to properly adjust the time on the clock when one becomes available.

b) If a player fails to report the necessary information to the Steward, the Steward shall divide the time equally between the players when a clock becomes available.

**SECTION 9.** A player who presses his/her clock without moving (except when an opponent must replace accidentally displaced chessmen) is penalized by adding 2 minutes to the opponent's clock.

**SECTION 10.** In the case of a medical emergency, a player or coach may stop the clock. A steward must be informed of the emergency. The clock shall not be stopped for more than five minutes per player per round for medical reasons unless additional stoppage time is granted by the tournament director.

**RULE 15**  
**Time Limit**

**SECTION 1.** The time limit requires each player to make all the moves of the game in a period of time specified in advance.

**SECTION 2.** The game ends when the time limit is exceeded.

**Article 1.** The game is won by the player whose opponent's time limit expires first at any time before the game is otherwise ended, except as in 12-7 and 12-10.

**Article 2.** A player claims a win by stopping both clocks and notifying a Steward. The player making the claim must still have time on the clock after the clocks have been stopped.

**Article 3.** A game is drawn if both clocks have expired before a win is claimed or a Steward has determined a player lost on time.

**RULE 16**  
**Time Trouble**

**SECTION 1.** A player is deemed to be in time trouble when he/she has fewer than five minutes remaining to a time limit.

**Article 1.** A player in time trouble must...

a) ...continue to operate the clock with the same hand with which he/she moves the chessmen.

b) ...remove his/her hand from the clock button after depressing the button and must keep his/her hand off the clock until it is time to press it again.

c) ...not pick up the clock.

d) ...replace chessmen on his/her own time, if he/she accidentally displaces one or more of them.

**Article 2.** If either player is in time trouble and an illegal move is not corrected before the opponent of the player who made the illegal move completes two moves, the illegal move stands and there is no time penalty.

**Article 3.** In case of a dispute, either player may stop the clocks while a Steward is being summoned.

**SECTION 2.** If one player is in time trouble, either player may discontinue taking notation.

**SECTION 3.** In positions that are clearly drawn, as in 12-7 or 12-8, either player may stop the clocks and ask a Steward to rule a draw. If the request is rejected, two minutes will be added to the time of the opponent of the player making the request.

**SECTION 4.** A game is drawn when...

**Article 1.** ...a player demonstrates a forced repetition of position as in Rule 12-5 (Note: This does not require notation).

**Article 2.** ...neither player has sufficient material for a possible checkmate as in 12-7.

**Article 3.** ...a player has insufficient material for a possible checkmate, as in 12-7, and his/her opponent's time expired first.

**Article 4.** ...both clocks are expired.

**SECTION 5.** Any player using excessive force on a clock may be warned by a Steward and penalized by up to the loss of the game for a second infraction.

**RULE 17**  
**Conduct of the Players,**  
**Coaches And Spectators**

**SECTION 1.** The Rules of Chess are to be interpreted in as broad a manner as necessary to prevent unsportsmanlike conduct from interfering with the outcome of a game. Unsportsmanlike conduct includes, but is not limited to, the following:

**Article 1.** Humiliating an opponent.

**Article 2.** Playing under a) another's name, or b) an assumed name.

**Article 3.** Rudeness.

**Article 4.** The Steward determines that deception, including trying to use the rules in an attempt to gain an advantage, has been used.

**SECTION 2.** A kibitzer is any person who gives advice to a player.

**Article 1.** Kibitzers are to be penalized (see 18-3).

**Article 2.** An individual who unintentionally kibitzes (by accidentally speaking loudly enough to another person to be overheard by the players) shall be ...

a) quieted,

b) removed from the area of play,

c) expelled from the playing area for the duration of the round, or

d) penalized (18-3).

**Article 3.** In addition to adjustments on the board (see the Situations below), the penalty for kibitzing also normally involves a major violation, with 2 minutes added to the opponent's clock. At the Head Steward's discretion, a minor violation may be assigned.

**SECTION 3.** During play, the players are forbidden to receive assistance.

**Article 1.** During play, the players are forbidden to make use of notes, manuscripts, or printed matter.

**Article 2.** During play, a player may spectate but is forbidden from analyzing any game on a chess board.

**Article 3.** The penalty for violation of 17-3 is at least forfeiture of the game in progress except when advice was clearly unsolicited, in which case a lesser penalty than forfeiture shall be imposed. The severity of the lesser penalty shall be in accordance with the influence the advice could have had on the game.

**SECTION 4.** It is not a violation to...

**Article 1.** ...write the next move on the notation sheet prior to making a move.



**Article 2.** ...change the move written on the notation sheet prior to making a move.

**Article 3.** ...make a move on the board different from the move on the notation sheet then correct the notation sheet.

**SECTION 5.** Writing two or more moves ahead may be interpreted as analyzing.

**SECTION 6.** It is not a violation to annotate previously made moves in a game on the same notation sheet.

**SECTION 7.** While any tournament game is in progress in the playing room...

**Article 1.** ...there shall be no analysis including discussion, use of printed material or electronic aids.

**Article 2.** ...there shall be no skittles games.

**Article 3.** ...players shall not go over a completed tournament game.

**Article 4.** It is required that players promptly remove all chess equipment from the table at the end of a game.

**Article 5.** Cell phone photography and flash photography is permitted only during the first 10 minutes of play.

**Article 6.** Violation shall result in those involved being penalized. In the case of analysis, the player may be forfeited. For violation of 17-7-2 or 17-7-3, the team shall be penalized as a minor violation with additional occurrences by members of the same team being penalized more severely.

**SECTION 8.** Players are forbidden to distract their opponents in any manner whatsoever.

**Article 1.** Making repeated offers of a draw without strong positional grounds for such an offer.

**Article 2.** A player not on the move must refrain from behavior and mannerisms that might be distracting or annoying.

**Article 3.** A player, even with the move, must refrain from mannerisms or behavior that distract other players.

**Article 4.** Stewards should penalize players only when...

a) ...a claim is made,...

b) ...the behavior or mannerisms of a player are judged intentional, or...

c) ...a warning for unintentional mannerisms or behavior that clearly interfere with the proper conduct of the game goes unheeded.

**Article 5.** In case of mannerisms regarding disabled players or 17-8-4c, a Steward may create special playing arrangements even to the extent of observers under the direction of Stewards.

**Article 6.** Application of this Section is not limited to those provisions mentioned in 17-8-1 to 17-8-5.

**SECTION 9.** A spectator is an individual in a playing room other than an official or player of a game in progress.

**Article 1.** Upon completion of their game, players become spectators.

**Article 2.** Spectators are forbidden to a) kibitz, b) distract, or c) annoy in any manner whatsoever.

**Article 3.** Observing a game from a reasonable distance is not to be interpreted, by itself, as being distracting or annoying.

**SECTION 10.** During playing sessions,...

**Article 1.** ...players with games in progress must not leave the table without first informing a Steward and/or the opponent.

**Article 2.** ...players a) with games in progress or b) who have become spectators, may view other games of their teammates, but must stay behind them where they cannot easily be seen.

**SECTION 11.** A player who does not wish to continue a lost game without being courteous enough to resign or notify a Steward may be penalized up to forfeiture from further play in the tournament. Before penalty for violation of this Section is applied,...

**Article 1.** ...a player must report his/her opponent absent from the board to a Steward who will a) inspect the game to see if it is a lost

game, and b) after a reasonable wait will attempt, c) with reasonable effort and time to locate such opponent.

**Article 2.** If the absent player is located, a) he/she will be asked why he/she is away from the board, and b) if a satisfactory answer is obtained the player may return within a reasonable time to the board and continue the game, but c) if the answer is not satisfactory to the Steward the player shall be penalized for unsportsmanlike conduct for his/her absence and be instructed to return to the game immediately, and d) should refusal or unwarranted delay in returning occur, the full penalty be applied.

**Article 3.** If the absent player is not located with reasonable effort and time, the Steward shall declare the game abandoned and apply the penalty provided.

**Article 4.** If a player is at the board and refuses to move, the Steward may request that the player make a move within a reasonable time (as determined by the Steward), or face penalties.

**SECTION 12.** Penalties (see 18-2) shall be applied in cases of unsportsmanlike efforts to obtain results in games including...

**Article 1.** ...agreeing with an opponent to draw before a serious contest has begun.

**Article 2.** ...agreeing to throw a contest.

**Article 3.** ...prompting a player to extraordinary efforts to win or draw, except in a Team Tournament from a fellow team member or the player's coach.

**SECTION 13.** The name of the coach(es) must be entered on the entry form.

**Article 1.** A coach is responsible for his/her players following the rules.

**Article 2.** A coach must be behind his/her players where they cannot easily see him/her while they have a game in progress.

**Article 3.** A coach is responsible for submitting the Strength Order at registration. Any player change in any round from the Strength Order requires a substitution. Substitutions may be made...

a) ...on a player-for-player basis only...

b) ...but, not in such a way that any player would play on more than one board...

c) ...by the coach reporting any substitute to tournament officials within 10 minutes of the start of the round, and...

d) ...providing the name of the substitute has been included on the Strength Order submitted to the Tournament Director prior to the beginning of Round 1.

**Article 4.** For a game in progress, a coach may summon a Steward, but only for the Steward to be an observer. The coach, in such a case, must not make it known to the players that a Steward is being summoned, or indicate in any other manner, that an infraction of the rules may have occurred. Only one of the players in a game may request a ruling by a Steward relative to any question connected with the game itself. Coaches may request Stewards to take action on matters beyond the actual playing of a game in progress, such as noise.

## RULE 18 Penalties

**SECTION 1.** Infractions of the rules may incur penalties, even to the extent of the loss of the game.

**SECTION 2.** The judgment of the tournament official will determine the penalty to be imposed where it is not specified in the rules. Penalties that may be imposed include:

**Article 1.** Recorded warning.

**Article 2.** Additional time added to clock of offender's opponent.

**Article 3.** Loss of tie-break points a) of individual offender and/or b) the offender's team.



**Article 4.** Loss of match points of a) individual offender and/or b) the offender's team.

**Article 5.** Expulsion from the playing room a) for the round, or b) for the tournament.

**Article 6.** Forfeiture of a number of future rounds in which case no substitute may be used.

**Article 7.** Loss of the game in progress.

**Article 8.** Altering the normal scoring for the outcome of the game.

**Article 9.** Combinations of any items listed in 18-2-1 to 18-2-8.

**Article 10.** Canceling (annulling) a game and ruling that a new game to be played in its place.

**Article 11.** Declaring a game lost by both players.

**SECTION 3.** In the event of a penalty, a Steward shall...

**Article 1.** ...record the names of all individuals involved,

**Article 2.** ...record the circumstances causing the penalty,

**Article 3.** ...record the name of the Steward(s) imposing the penalty,

**Article 4.** ...the penalty imposed, and

**Article 5.** ...secure the information so as to be readily available in future rounds of the Tournament to ensure that previous circumstances are considered in future rulings involving the same individual and/or team.

**Article 6.** The information is recorded and provided to the Head Steward as directed.

## RULE 19 Appeals

**SECTION 1.** A player or coach may immediately appeal a ruling by a Steward on his/her own game to the Head Steward.

**Article 1.** The appeal must be made to a Steward before the player making the appeal makes any further move.

**Article 2.** The clock shall be stopped and the Steward shall summon the Head Steward to the table.

**SECTION 2.** The Head Steward may:

**Article 1.** Gather any information from players, witnesses or coaches. The Head Steward may require the appeal or information regarding the appeal to be submitted in writing.

**Article 2.** Consult with any other individuals.

**Article 3.** Use reference materials.

**Article 4.** The Head Steward shall always give preeminent weight to the testimony of Steward(s) as to anything said or done in their presence.

**SECTION 3.** The Head Steward may choose to:

**Article 1.** Uphold the ruling of the Steward.

**Article 2.** Reverse or modify any previous decision made by a Steward.

**Article 3.** The decision of the Head Steward is final. Any further activity may be ruled unsportsmanlike and penalized appropriately.

**SECTION 4.** A coach may appeal a pairing to the Pairings Chief only if the coach can demonstrate that the pairing is illegal or potentially illegal.

**Article 1.** An illegal pairing includes a pairing against a player from a previous round.

**Article 2.** Potentially illegal pairings include:

- a) Being assigned the same color 3 times in a row.
- b) Being paired against an opponent outside one's own pairing group.
- c) Being paired against an opponent in one's own conference in violation of stated restrictions.

**Article 3.** No pairing appeal will be considered after 10 minutes have elapsed from the start of the round.

**Article 4.** The decision of the Pairings Chief is final. Any further activity may be ruled unsportsmanlike and penalized appropriately.

## RULE 20 Notation

**SECTION 1.** Players record the moves of games using the algebraic system (20-4).

**SECTION 2.** In recording the symbol of the chessmen, the letters as given in 3-2 are to be used.

**SECTION 3.** Except as provided in 20-4 and 20-5, the following symbols shall be used:

**Article 1.** x or colon (:) = capture

**Article 2.** hyphen (-) = move to

**Article 3.** 0-0 = castle to Kingside, and 0-0-0 = castle to Queenside

**Article 4.** plus sign (+) or ck = check

**Article 5.** e.p. = en passant

**Article 6.** ( ) = used to show promotion following a Pawn move to the 8th rank, with the symbol of the piece to which the Pawn was promoted being placed in the parenthesis.

**SECTION 4.** Algebraic Notation describes squares and moves by use of a grid system of numbers and lower case letters.

**Article 1.** The chessmen are designated by their initials (3-2).

**Article 2.** The files are designated by lower case letters a to h from left to right on White's side of the board (see Figure 20-5).

**Article 3.** The eight ranks are numbered from 1 to 8 counting from White's first rank (see Figure 20-5).

### BLACK

|   |    |    |    |    |    |    |    |    |
|---|----|----|----|----|----|----|----|----|
| 8 | a8 | b8 | c8 | d8 | e8 | f8 | g8 | h8 |
| 7 | a7 | b7 | c7 | d7 | e7 | f7 | g7 | h7 |
| 6 | a6 | b6 | c6 | d6 | e6 | f6 | g6 | h6 |
| 5 | a5 | b5 | c5 | d5 | e5 | f5 | g5 | h5 |
| 4 | a4 | b4 | c4 | d4 | e4 | f4 | g4 | h4 |
| 3 | a3 | b3 | c3 | d3 | e3 | f3 | g3 | h3 |
| 2 | a2 | b2 | c2 | d2 | e2 | f2 | g2 | h2 |
| 1 | a1 | b1 | c1 | d1 | e1 | f1 | g1 | h1 |
|   | a  | b  | c  | d  | e  | f  | g  | h  |

### WHITE

Figure 20-5  
Algebraic Notation

**Article 4.** Each square is identified by a symbol comprising first the letter of the file and then the number of the rank, which is the same no matter which piece is moving.

**Article 5.** A move by a piece is described by giving the initial of the piece followed immediately by the symbol of the square of departure then, following the separation symbol, the symbol for the square of arrival. The separation symbol is...

- a) ...a hyphen if the move is to a vacant square and...
- b) an x or colon (:) if the move is a capture.

**Article 6.** Additional symbols given in 20-3 may be added as necessary.

**SECTION 5.** When no ambiguity will result, abbreviations in the algebraic system may be used as follows:

**Article 1.** For Pawns...

a) ...a move by a Pawn is described as given in 20-4-5 except the letter P for Pawn is omitted.

b) ...the omission of a preceding initial always indicates that a move or capture is made by a Pawn

c) ...captures by Pawns are shown by combining the letters of the files of departure and the file of arrival.

**Article 2.** The description of a move may omit the square of departure and give only the square of arrival.

**Article 3.** Captures by pieces are shown by giving the initial of the piece and the symbol of the square on which the capture occurs linked by an x or a colon (:).

**Article 4.** If the omission of the square of departure would result in ambiguity, the letter of the file or the number of the rank is added to the initial of the piece moved.

**SECTION 6.** Other systems of notation may be used to record a game provided the game notation is consistently recorded and the game may be reproduced from the notations to the satisfaction of tournament officials. Such other systems include a) Descriptive System, b) computer notation, and c) any recognized variety of algebraic and includes the use of foreign language abbreviations for pieces in any notation system.

**SECTION 7.** Players may choose to use Forsythe notation to quickly record a position especially when restarting notation.

**Article 1.** The board is described from White's 8th rank to the 1st by using initials and numbers.

**Article 2.** The chessmen are represented by their letter symbols (3-2):

- a) To notate White chessmen use capital letters.
- b) To notate Black chessmen use lower case letters and/or circle the letters.

**Article 3.** Numbers are used to tell the number of vacant squares.

Example of Forsythe Notation recording a position using the position shown in Figure 20-6.

```
N 1 b k 3 r
p 5 p p
3 b 1 p 2
8
2 B n P 2 K
3 P n 3
P P P 4 P
R 1 B 1 Q 2 R
```

Or slashes may be used to separate the ranks:

```
N 1 b k 3 r/p 5 p p/3 b 1 p 2/8/2 B n P 2 K/3 P n 3/P P P 4 P/R 1 B 1 Q 2 R
```

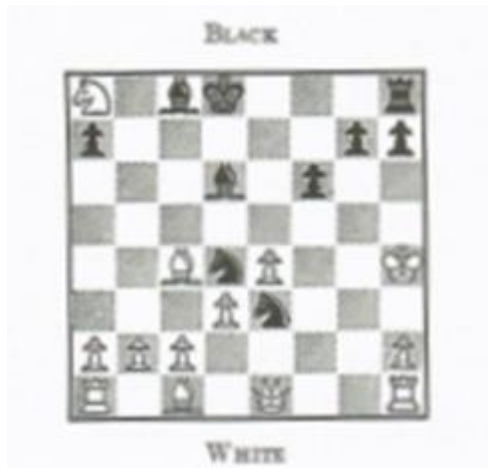


Figure 20-6

**SECTION 8.** The following notation-taking devices are approved for use in competition, provided that each move is made on the board before it is recorded:

- a) Monroi
- b) Personal Chess Manager (PCM).

**RULE 21**  
**Players With Disabilities**

**SECTION 1.** Players with disabilities that are either temporary or permanent and which prevent them from fulfilling certain rules shall have special consideration in meeting the rules.

**SECTION 2.** Request for special consideration under Rule 21 must be presented to the Head Steward prior to the beginning of a game and is expected to be submitted during registration.

**SECTION 3.** To be eligible to compete, a player must be able to communicate in some clear manner his/her selection of moves in a way that does not require prompting of any kind.

**SECTION 4.** When a temporary or permanent disability prevents a player from taking notation...

**Article 1.** ...a player may appoint a deputy to take notation with notification to Stewards of the necessity prior to the game who shall,

**Article 2.** ...notify the opponent of the circumstances and inform him/her that he/she may appoint a deputy to take notation at any time he/she requests.

**Article 3.** ...the notation of the game may be taken...

- a) ...in Braille, or...
- b) ...on a tape recorder.

**SECTION 5.** When a temporary or permanent disability prevents a player from operating his/her clock...

**Article 1.** ...said player may appoint a deputy to operate his/her clock with notification to Stewards of the necessity prior to the game, who...

**Article 2.** ...shall notify the opponent of the circumstances and inform him/her that he/she may appoint a deputy to operate his/her clock at any time requested.

**Article 3.** ...a chess clock with an end of game signal especially for the blind shall be admissible.

**Article 4.** ...an opponent's clock may be started when a board with securing apertures is used as provided in 21-6-1 only after the move is deemed executed as determined in 21-7-2.

**SECTION 6.** A player's temporary or permanent disability may require...

**Article 1.** ...the use of two chessboards, with the disabled player using one with securing apertures.

**Article 2.** ...the announcement of moves clearly, in which case...

- a) ...the opponent shall repeat them,...
- b) ...the move shall then be executed, with ...
- c) ...a slip of the tongue in announcing the move must be corrected immediately and before starting the clock of the opponent.

**SECTION 7.** When a board with securing apertures is used as provided in 21-6-1:

**Article 1.** A chessman shall be deemed touched when it has been taken out of the securing aperture.

**Article 2.** A move shall be deemed as executed when,

- a) A chessman is placed into a securing aperture,
- b) In the case of a capture, the captured chessman has been removed and the capturing chessman inserted in its place, or
- c) The move has been announced.
- d) If, during the game, different positions should arise on the two boards, such differences have to be corrected with the assistance of a Steward and by consulting both players' notation sheets. In resolving such differences, the player who has written down the





correct move, but executed the wrong one has to accept certain disadvantages.

e) If, during a game, different positions should arise on the two boards and the notation sheets are also found to differ, the moves shall be retraced up to the point where the two notation sheets agree, and the Steward shall readjust the clocks per Rule 14.

**SECTION 8.** Where a temporary or permanent disability prevents a player from making moves on the board, said player may appoint a deputy to make the moves with notification to a Steward of the necessity prior to the game.

**Article 1.** Stewards shall notify the opponent of the circumstances.

**Article 2.** The move shall be confirmed by the opponent before the deputy makes the move on the board.

**Article 3.** No communication between the deputy and the player shall occur before the move on the board.

**Article 4.** Confirmation of the move between the players shall constitute application of Rule 8.

**SECTION 9.** As the nature of a disability requires, a player shall have the right to make use of a deputy who shall have the following duties:

**Article 1.** To make the moves for him/her on the board of the opponent;

**Article 2.** To announce the moves of the opponent;

**Article 3.** To take notation for him/her.

**Article 4.** To inform him/her at his/her request, of the number of moves made;

**Article 5.** To inform him/her, at his/her request, of the time used by both players;

**Article 6.** To start the clock of the opponent;

**Article 7.** To claim the game in cases where the time limit has been exceeded, and

**Article 8.** To carry out necessary formalities in cases where the game is adjourned.

**SECTION 10.** A non-disabled player in a contest against a disabled player may make use of a deputy whose duties shall be to...

**Article 1.** ...announce the moves of the disabled player, and

**Article 2.** ...make the disabled player's moves on the board.

**SECTION 11.** The disabled player may elect to utilize partial assistance by electing such provisions as deemed necessary but such selection must be specified to both a Steward and the opponent prior to the start of the game.

**Article 2.** All participants are informed of the differences prior to initial registration.

**SECTION 4.** The IHSAs Chess Advisory Committee shall recommend to the Board of Directors at the earliest possible time adoption of rule changes believed desirable and changes to conform to the FIDE and USCF Chess Rules.

**SECTION 5.** The IHSAs Chess Advisory Committee shall receive and consider recommending to the Board of Directors suggestions for changes from any interested party at an annual meeting.

**RULE 23**  
**Responsibility of the Officials**

**SECTION 1.** The **Tournament Director** will supervise the operations of the Tournament.

**Article 1.** The Tournament Director is responsible for supervising the Head Steward, the Pairing Director, and the Scorer.

**SECTION 2.** The **Pairing Director** has sole responsibility for pairings.

**Article 1.** Appeals of a pairing shall be considered by the Pairing Director.

**SECTION 3.** The **Head Steward** is in charge of the Stewards.

**Article 1.** The Head Steward shall conduct a meeting with the Stewards to review rules, assignments, and duties.

**Article 2.** The Head Steward shall assign and supervise the Stewards.

**Article 3.** The Head Steward shall receive and rule on all forfeits arising from the Rules of Chess.

**Article 4.** The Head Steward shall receive all rule appeals.

**Article 5.** The decision of the Head Steward is final on all rule appeals.

**Article 6.** The Head Steward is authorized to rule on matters not specifically covered by the playing rules but must file a written report of such occurrences, including the action taken, in order to enable rule changes to be made as needed.

**SECTION 4.** The **Stewards** are assigned to matches to ensure adherence to the rules and to provide availability of an official.

**Article 1.** Stewards shall enforce the rules on any violation they witness as provided in the rules.

**Article 2.** Whenever possible, a Steward will be present at all games where there is time trouble.

**Article 3.** Stewards shall rule on matters brought to their attention by the players of a game in progress or a coach.

**Article 4.** A Steward may intervene in a game...

a) ...when clocks are not functioning or set incorrectly.

b) ...to declare a game drawn under the provisions of Rule 12-11.

**Article 5.** A Steward may not otherwise intervene in a game unless requested by a player of the game.

**Article 6.** Stewards may not declare a game a forfeit but may recommend such action to the Head Steward.

**SECTION 5.** The **Scorer** is charged with recording results of team and individual matches on suitable display sheets.

**Article 1.** The Scorer is responsible for providing notation sheets for each round upon which a game may be recorded.

**Article 2.** The Scorer is responsible for providing team scoresheets for each round.

**Article 3.** The Scorer does not make decisions concerning rules during a tournament unless he/she also is a Steward or Tournament Director.

**RULE 22**  
**Application of the Rules**

**SECTION 1.** All provisions of Rules 1 to 22 shall apply in all chess contests covered by IHSAs regulation, unless advance notification of exceptions has been given to participants.

**SECTION 2.** The rules of chess cannot and should not attempt to regulate all possible situations. In situations not explicitly covered, the Head Steward is charged with reaching a fair decision by considering similar cases and applying their principles analogously. The Head Steward is presumed to have the competence, sound judgment, and absolute objectivity needed to arrive at fair and logical solutions to problems not specifically treated by these rules.

**SECTION 3.** Except in the IHSAs Team Chess State Tournament, experimentation with rule changes involving any change not specifically allowed shall be permitted, provided that:

**Article 1.** Notification is made to the IHSAs Office and members of the IHSAs Chess Advisory Committee at least four weeks prior to mailing notice to participants, and

# Summary of Penalties (This list is an aid, not a rule.)

## Types of Penalties

Penalties, in general order of increasing severity:

- Warning (18-3-1)
- Tie-break points lost (18-2-3)
- Time penalty assessed (18-2-2)
- Match points lost (18-2-4)
- Expulsion (18-2-5)
- Forfeiture of game (18-2, 18-2-7)
- Game lost by both players (18-2-11)
- Alter scoring of game result (18-2-8)
- Combination penalties (18-2-9)

Discretionary penalties (18-3):

- For minor infractions, a steward is advised to start with the smallest penalty.
- For additional offenses, check Incident cards in Tournament Director's room and use a greater penalty.
- Two minutes added to opponent's clock is Standard Time Penalty

## Types of Events

| Event   | Rule     | Penalty   |
|---|----------|---|
| Accidental touch                                    | 8-1      | No penalty  |
| <b>Adjust chessmen...</b>                           |          |   |
| multiple of one color                               | 8-3      | Move first touched chessman   |
| not own move  | 8-2      | Discretionary   |
| Allow move over                                     | 7-4      | Discretionary   |
| Arrives late to game                                | 11-5     | Forfeit if more than 30 minutes   |
| Board not available                                 | 1-4      | Black Player forfeited  |
| Board turned wrong                                  | 2-2-2    | Correct and transfer game   |
| Both kings in check                                 | 12-9     | Treat as illegal move, game a draw if cannot correct with last played move                              |
| Castling found to be impossible                     | 6-2-4    | King must be moved if legal move available, plus Standard Time Penalty                                  |
| Castling found to be impossible; rook touched first | 6-2-5    | Rook must be moved if legal move available, plus Standard Time Penalty                                  |
| <b>Chessmen knocked off board...</b>                |          |   |
| accidentally, but can reset game                    | 9-3      | Replace on own time   |
| in time trouble and can reset game                  | 16-1-1d  | Replace on own time   |
| accidentally, cannot reset game                     | 9-1-4    | Reset from notation sheets  |
| and ruled it was done on purpose                    | 17-1-4   | Forfeit   |
| Chessmen not available                              | 1-4      | Black Player forfeited  |
| <b>Chessmen set up wrong...</b>                     |          |   |
| with respect to each other                          | 3-5-1    | New game or continue  |
| because board turned wrong                          | 2-2-2    | Correct and transfer game   |
| because players used wrong color                    | 3-5-2    | Play as is  |
| Clock not available                                 | 1-4-2    | Black time runs until one is made available   |
| Clock not used                                      | 11-4     | Forfeit if one available  |
| Draw offered incorrectly                            | 12-3     | May be accepted, plus Standard Time Penalty   |
| Equipment not available                             | 1-4      | Black Player forfeited  |
| Game outcome not reported                           | 4-6      | Discretionary   |
| Illegal draw offer                                  | 12-3     | May be accepted, plus Standard Time Penalty   |
| <b>Illegal move...</b>                              |          |   |
| found after game completed                          | 9-4      | Result stands   |
| during game   | 9-1      | Go back to position just before illegal move and apply touch move provisions plus Standard Time Penalty |
| Kings both in check                                 | 12-9     | Treat as illegal move, game a draw if cannot correct with last played move                              |
| Late arrival to game                                | 11-5     | Forfeit if more than 30 minutes   |
| Move taken back                                     | 7-3, 7-4 | Discretionary   |
| <b>Notation of game not kept...</b>                 |          |   |
| moves behind in recording                           | 13-1-5   | Must catch up while his/her clock is running and discretionary  |



|  |             |  |
|--|-------------|--|
| refused to do                          | 11-4        | Forfeit  |
| <b>Pawn promoted...</b>                |             |  |
| clock pushed before piece on board     | 6-8-4       | Standard Time Penalty  |
| substitute used for piece              | 6-8-5       | Treat as illegal move limited to 1 move back from promotion announcement |
| <b>Event</b>                           | <b>Rule</b> | <b>Penalty</b>   |
| <b>Pieces set up wrong...</b>          |             |  |
| with respect to each other             | 3-5-1       | Game annulled  |
| because board turned wrong             | 2-2-2       | Correct and transfer game  |
| because player with wrong color        | 3-5-2       | Play as is   |
| Result not reported                    | 4-6         | Discretionary  |
| Rook touched before king when castling | 6-2-5       | Must move Rook, plus Standard Time Penalty                               |
| Set not available                      | 1-4         | Black Player forfeited   |
| Take move back                         | 7-4         | Discretionary  |
| <b>Spectator says to...</b>            |             |  |
| move a piece                           | 17-3        | Treat as kibitzer; discretionary for player                              |
| punch clock                            | 14-2        | Treat as kibitzer; discretionary for player                              |
| player in time trouble                 | 14-2-2      | Treat as kibitzer; discretionary for player                              |
| <b>Touch chessmen...</b>               |             |  |
| accidentally                           | 8-1         | No penalty   |
| multiple of own color                  | 8-3         | Move first touched chessman  |
| not own move                           | 8-2         | Discretionary  |
| own move, own chessmen                 | 8-1, 8-3-1  | Must move if not warn opponent of adjust                                 |
| own move, opponent's chessmen          | 8-5         | Must capture if not warn opponent of adjust                              |
| own move, own & opponent's chessmen    | 8-5         | Must capture and if not legal, move own                                  |



Provided solely for your convenience

# Team Roster & Summary Team Scoresheet

| SCHOOL: _____           |        |       |   |   |   |   |   |   |   |        | Pairing No. _____ |  |  |  |  |  |  |  |  |  |
|-------------------------|--------|-------|---|---|---|---|---|---|---|--------|-------------------|--|--|--|--|--|--|--|--|--|
| Team Number of Opponent |        |       |   |   |   |   |   |   |   |        |                   |  |  |  |  |  |  |  |  |  |
| Own Team Result         |        |       |   |   |   |   |   |   |   |        |                   |  |  |  |  |  |  |  |  |  |
| Own Team Score          |        |       |   |   |   |   |   |   |   |        |                   |  |  |  |  |  |  |  |  |  |
| Opponent Team Score     |        |       |   |   |   |   |   |   |   |        |                   |  |  |  |  |  |  |  |  |  |
| Tie-Break Points        |        |       |   |   |   |   |   |   |   |        |                   |  |  |  |  |  |  |  |  |  |
| Bd                      | Player | Round | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Totals |                   |  |  |  |  |  |  |  |  |  |
| 1                       |        |       |   |   |   |   |   |   |   |        |                   |  |  |  |  |  |  |  |  |  |
| 2                       |        |       |   |   |   |   |   |   |   |        |                   |  |  |  |  |  |  |  |  |  |
| 3                       |        |       |   |   |   |   |   |   |   |        |                   |  |  |  |  |  |  |  |  |  |
| 4                       |        |       |   |   |   |   |   |   |   |        |                   |  |  |  |  |  |  |  |  |  |
| 5                       |        |       |   |   |   |   |   |   |   |        |                   |  |  |  |  |  |  |  |  |  |
| 6                       |        |       |   |   |   |   |   |   |   |        |                   |  |  |  |  |  |  |  |  |  |
| 7                       |        |       |   |   |   |   |   |   |   |        |                   |  |  |  |  |  |  |  |  |  |
| 8                       |        |       |   |   |   |   |   |   |   |        |                   |  |  |  |  |  |  |  |  |  |
| <b>Alternates:</b>      |        |       |   |   |   |   |   |   |   |        |                   |  |  |  |  |  |  |  |  |  |
| A.                      |        |       |   |   |   |   |   |   |   |        |                   |  |  |  |  |  |  |  |  |  |
| B.                      |        |       |   |   |   |   |   |   |   |        |                   |  |  |  |  |  |  |  |  |  |
| C.                      |        |       |   |   |   |   |   |   |   |        |                   |  |  |  |  |  |  |  |  |  |
| D.                      |        |       |   |   |   |   |   |   |   |        |                   |  |  |  |  |  |  |  |  |  |

**COACHES: READ AND UNDERSTAND THE STACKING RULE**

In accordance with the provisions of IHSA By-law 2.041, for Round 1, players shall be assigned to boards in order of their individual playing strengths with the best players assigned to Board 1, the next best to Board 2, etc. Note: "Stacking" is not an acceptable or appropriate strategy in the IHSA Chess Team State Tournament

1. "Stacking" is the practice of arranging a line-up that results in an advantage over opponents by placing a person of low playing strength on a high value board to enable the remaining team members to play against opponents of a lower playing strength than they would have otherwise.
2. Stacking is unsportsmanlike conduct whose punishment is team disqualification. All team and individual wins and draws are scored as forfeits. All team and individual losses stand as recorded.
3. Special circumstances of switching players from their respective boards shall be brought to the Tournament Director prior to the beginning of the tournament during check-in.
4. A charge of stacking will not be considered after round 4 has been concluded for 30 minutes.

**IF YOU HAVE QUESTIONS ABOUT THE STACKING RULE, CONTACT THE TOURNAMENT MANAGER.**



**CHESS INCIDENT CARD (18-3)** Round # \_\_\_\_\_ Table # \_\_\_\_\_ Board # \_\_\_\_\_

PERSON CITED:     Player     Spectator     Coach

Pairing # \_\_\_\_\_ Team \_\_\_\_\_ Name \_\_\_\_\_

Other Party/Team \_\_\_\_\_ Pairing # \_\_\_\_\_

Witnesses/Team \_\_\_\_\_

VIOLATION/SITUATION: *(check the appropriate box and explain details below)*

- Touch Move             Illegal Move             Illegal Position             Notation
- Clock                     Phone/Device             Conduct                     Other

Explain the situation: \_\_\_\_\_

RULING/ACTION TAKEN: *(check the appropriate box and explain details below)*

- Warning     Time Penalty     Minor Violation     Major Violation     Other

Explain the ruling/action taken: \_\_\_\_\_

Steward Name (Print): \_\_\_\_\_



# Steward Action Items

These are things you should act upon without request from a player, coach, or spectator

Major violation: Up to 5 team tie-break points

Minor violation: 1 team tie-break point

| Situation  | Rule         | Penalty   |
|--|--------------|---|
| <b>Electronics</b>   | T&C's IX-G-2 |   |
| cell phone or smartwatch in use  |              | Minor violation and forfeiture of game.   |
| cell phone ringing or vibrating  |              | Minor violation, plus the loss of 10 minutes on the player's clock, or half the time on the clock, whichever is less. |
| coach's cell phone ringing or in use for activities not related to coaching duties |              | Minor violation. (No violation for a coach's phone vibrating.)  |
| headphones   | T&C's IX-G-3 | Must be removed. Warning on first offense.  |
| <b>Spectator/player/coach conduct including, but not limited to, kibitzing</b>     | 17           | Recorded warning for each offense.<br>Discretionary (see Penalty Summary page).                                       |

## Quick References

| Situation   | Rule   |
|---|--|
| <b>Draws</b>  | 12   |
| legal offer   | 12-2-1   |
| can't withdraw after offer                                | 12-2-3   |
| offer when less than 10 moves                             | 12-2-4   |
| accept an illegal offer                                   | 12-3   |
| penalize illegal offer                                    | 12-3-4   |
| position appears 3 times in game                          | 12-5   |
| 50 moves without capture or Pawn move                     | 12-6   |
| insufficient material to win                              | 12-7, 12-8                                     |
| both Kings in check                                       | 12-9   |
| no time remains on both clocks                            | 12-10  |
| Steward calls after 75 moves without capture or Pawn move | 12-11-1  |
| Steward calls if position repeats 5 times in a row        | 12-11-2  |
| <b>Legal clocks and equipment</b>                         | T&C's I-1                                      |
| <b>Clock problems</b> (set-up and malfunction)            | 14   |
| player told to press                                      | 14-2   |
| clocks stopped  | 14-3   |
| when Steward stops clocks                                 | 14-3-2   |
| restart stopped clocks                                    | 14-3-3   |
| malfunction   | 14-4   |
| not available at start of game                            | 14-8   |
| press clock before move completed                         | 14-9   |
| <b>Substitutions</b>                                      | Ready to provide<br>Substitution Card if asked |



# Player Action Items

These are things that may be acted upon **ONLY WHEN REQUESTED** by a player

**Major violation:** Up to 5 team tie-break points

**Minor violation:** 1 team tie-break point

| Situation  | Rule         | Penalty   |
|--|--------------|---|
| <b>Touch move</b>                                    |              |   |
| accidentally   | 8-1          | No penalty.   |
| own move, own chessman                               | 8-3-1        | Must move if did not warn of adjust.  |
| own move, opponent's chessman                        | 8-3-1        | Must capture if did not warn of adjust.   |
| own move, multiple chessmen                          | 8-5          | Must move or capture first touched.   |
| not own move   | 8-2          | Discretionary (see Penalty Summary page).   |
| <b>Illegal move</b>                                  | 9-1          | Go back to position just before illegal move and apply touch move provision; add 2 minutes to opponent's clock unless more than 5 moves have been made or a player is in time trouble (see 16-1-2). |
| <b>Notation</b>                                      |              |   |
| refuse to take                                       | 11-4         | Call Head Steward to consider forfeit.  |
| either player in time trouble                        | 13-1-3       | Excused from taking notation.   |
| 3 or more moves behind                               | 13-1-5       | Catch up on own time (with opponent's notation if necessary).   |
| notation not algebraic                               | 20-6         | No penalty.   |
| <b>Distracting opponent or kibitzing</b>             |              |   |
| distracting or annoying                              | 17-1, 17-8   | Discretionary (see Penalty Summary page).   |
| no outside help (material or individual)             | 17-3         | Call Head Steward to consider forfeit.  |
| leaving game for extended time                       | 17-11, 17-10 | If opponent and/or Steward not informed beforehand, call Head Steward to consider forfeit.  |
| <b>Game set-up at start of game*</b>                 |              |   |
| board turned incorrectly                             | 2-2-2        | Transfer position to correctly turned board.  |
| chessmen on wrong squares (fewer than 10 moves made) | 3-5-1a       | Annul game; begin new game with the correct starting position and divide the remaining time equally between the players.  |
| chessmen on wrong squares (10 or more moves made)    | 3-5-1b       | Game continues.   |

\* Before start of round, Steward should try to check all boards and sets in his/her area of responsibility.

## Time Penalties

| Situation  | Rule                      | Penalty  |
|--|---------------------------|--|
| <b>Illegal move</b>                                      |                           |  |
| within previous 5 moves                                  | 9-1                       | Go back to position just before illegal move, apply touch move provision, and add 2 minutes to opponent's clock. |
| more than 5 moves ago                                    | 9-1-5                     | Play on from position reached.   |
| game completed before discovered                         | 9-4                       | Result stands.   |
| <b>Illegal draw or incorrect draw claim</b>              | 12-3-4, 12-5-3b & 12-6-2b | Add 2 minutes to opponent's clock.   |
| <b>Clock pressed before move (or promotion) complete</b> | 6-8-4, 14-9               | Add 2 minutes to opponent's clock.   |
| <b>Player's cell phone ringing or vibrating**</b>        | T&C's IX-G-2              | Minor violation plus loss of 10 minutes on player's clock or half the time on the clock (whichever is less).     |
| <b>Player's cell phone or smartwatch in use</b>          | T&C's IX-G-2              | Call Head Steward to consider forfeit.   |

\*\* This is the only time penalty that involves subtracting time from the offender's clock.





TOURNAMENT MANAGERS: This form must be completed to order the ties awarded earned during your Regional/Sectional Tournament.

PLEASE COMPLETE AND FAX THIS DO DOCUMENT AT THE CONCLUSION OF YOUR TOURNAMENT SO MEDALIST DON'T HAVE TO WAIT LONG FOR THEIR AWARD (S).

Please return UNUSED TOURNAMENT medals to A & M Products, 575 Elm Place, Princeton, IL 61356

Tournament Location: \_\_\_\_\_ Competition Level: \_\_\_\_\_ Reg \_\_\_\_\_ Sect \_\_\_\_\_
Sport/Activity: \_\_\_\_\_ Gender (check one) [ ] Girls. [ ] Boys [ ] Co-ed
Tournament Manager's Name: \_\_\_\_\_
Tournament Manager's Phone Number: \_\_\_\_\_
Tournament Manager's Email Address: \_\_\_\_\_
Classification (check one): 1A [ ] 2A [ ] 3A [ ] 4A [ ] 5A [ ] 6A [ ] 7A [ ] 8A [ ] Unclassified [ ]

A&M Products will mail orders for "Ties" directly to the School(s) indicated below.

TEAM PLAQUE

Place: \_\_\_\_\_ Recipient Town: \_\_\_\_\_
School (Must supply both): \_\_\_\_\_

Individual Event Medal Tie Requests

(\*Pole Vault, Discus, Diving, 100 yd. Butterfly, Singles, Doubles, 102 lb.; Speech: IE, etc.)

Recipient Town & School: \_\_\_\_\_
Name of Recipient: \_\_\_\_\_ Place: \_\_\_\_\_
Event Name\*: \_\_\_\_\_
Recipient Town & School: \_\_\_\_\_
Name of Recipient: \_\_\_\_\_ Place: \_\_\_\_\_
Event Name\*: \_\_\_\_\_
Recipient Town & School: \_\_\_\_\_
Name of Recipient: \_\_\_\_\_ Place: \_\_\_\_\_
Event Name\*: \_\_\_\_\_
Recipient Town & School: \_\_\_\_\_
Name of Recipient: \_\_\_\_\_ Place: \_\_\_\_\_
Event Name\*: \_\_\_\_\_

Fax (815) 879-0400 or email (OfficeAssistant@aandmproducts.com) this completed form



## State Series Awards Delivery Information For Tournament Managers

1. Tournament Plaques/Trophies/Medallions will be shipped to the school sites directly from A & M Products via United Parcel Service. Please inform whoever receives your UPS deliveries to expect awards to arrive up to two weeks prior to the tournament and ask them to deliver the awards to you upon receipt. This is key in case we need to replace any damaged awards prior to your tournament.

### STATE SERIES AWARDS WILL BE MARKED WITH A LIME GREEN LABEL SAYING "OPEN IMMEDIATELY"



UPON ARRIVAL – Please OPEN and INSPECT the awards upon arrival. Contact Andy Austin IMMEDIATELY ([aaustinaandmproducts.com](http://aaustinaandmproducts.com)) for awards damage. Most awards can be replaced prior to the level of competition, if inspected upon arrival. A&M will submit a "damages claim" against the shipping company and cannot do so if the school waits months to make a claim after the tournament for a replacement. Any claims due to damages after the tournament will result in the school being billed for the replacement.

2. Be advised that **IHSA Tournament**, medals and plaques may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medals **CAN** be in plaque boxes. **NOTE:** There are no medals given at Regional and/or Sectional Levels in the team sports of baseball, basketball, competitive cheerleading, football, soccer, softball and volleyball, and in the activities of Drama/Group Interpretation and scholastic bowl.
3. It is very likely that some awards (particularly trophies) will arrive in two or more boxes. They may not arrive on the same day but should be opened as they arrive.

Our awards supplier, A and M Products of Princeton, IL, often ships Regional and/or Sectional medals in the box with the plaque. **PLEASE CHECK THE PLAQUE BOXES CAREFULLY AND DO NOT DISCARD THEM UNTIL YOU HAVE DETERMINED THE MEDALS ARE NOT THERE!!**

4. Please check all trophies, plaques, etc.,
  - (1) Good condition and not damaged in any way.
  - (2) Awards are engraved with the proper sport, tournament level, year, etc.
  - (3) No missing medals/places

State Final Tournaments, medallions and trophies may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medallions can be in trophy boxes.



# General Information

2024-25 Academic School Year

Illinois High School Association

# Emergency Action Plan (EAP)

In accordance with By-law 2.150, a school shall have on file for each student that participates (including practice) in interscholastic athletics a certificate of physical fitness issued by a licensed physician, physician's assistant or nurse practitioner as set forth in the Illinois State Statutes not more than 395 days preceding any date of participation in any such practice, contest or activity. As this By-law addresses pre-participation certification only, there is not a guideline or By-law in place to address release to interscholastic activity following an injury, with the exception of head injury/concussion. With the understanding that schools throughout the state have different needs and services available to them, this document was produced to provide guidelines on an athlete's return to activity following an injury.

Each school should have a written Emergency Action Plan (EAP) in place to address medical emergencies among athletes, staff, officials, and spectators, regardless of severity, occurring during a practice or competition. The plan should also address severe weather, fire, electrical failure, bomb threat, criminal behavior, or other possible emergencies. This plan should be developed to address the unique needs of the individual sport and venue.

EAP's should consist of the following components:

- Personnel
- Communication
- Equipment
- Emergency Medical Care
- Player Medical Information
- Game-day Responsibilities (includes appropriate sideline preparedness)
- Catastrophic Incident Plan

While each school's sports medicine/medical service needs and availability are different, guidelines should also be developed to assist the coaching staff on what injuries should be allowed to return to competition without a medical release. It is not practical to identify every situation or injury; however the following guidelines should assist the school/coaching staff on determining if the athlete should be allowed to return to activity without a release.

1. No swelling or deformity.
2. No headache, nausea, blurred vision, tingling, numbness or sensory changes.
3. Symmetrical (equal to the other side) joint range on motion and strength.
4. Ability to bear weight, without a limp, if injury occurs to the lower body.
5. Ability to complete full functional sporting activities without compensation.

Please remember that the majority of high school athletes are a minor. If there is a question as to their injury and ability to participate, the parents/guardian should be consulted.

Athletes that are unable to meet the above criteria should be encouraged to seek medical treatment prior to return to inter-scholastic activity. Those athletes that seek medical treatment should be required to provide a written medical release indicating their ability to participate. Without obtaining this release, the school may assume legal liability if the athlete is allowed to participate in activities not permitted by their medical provider.

A proper plan establishes accountability, should be comprehensive, yet flexible, practical, and easily understood. The written EAP must be revised, approved, distributed, and should be rehearsed regularly prior to every athletic season. The athletic department, administration, and sports medicine team share the responsibility to establish, practice, and execute the EAP.

A sample venue-specific is included as a part of this document, which was developed from portions of the third and fourth editions of National Federation of State High School Associations Sports Medicine Handbook. Persons interested in purchasing this handbook can do so at the following location: <http://www.nfhs.org/resources/publications/>



VENUE-SPECIFIC ACTION PLAN

VENUE

Sport: [ ]
Location: [ ]

EMERGENCY PERSONNEL

Present: [ ]
On-Call: [ ]

EMERGENCY EQUIPMENT LOCATION ON-SITE

Nearest AED: [ ]
First Aid Kit: [ ]
Items for proper care of blood-borne pathogens: [ ]
Ice or chemical ice packs, water and towels: [ ]
Player Medical Information: [ ]
Other equipment as deemed necessary by local circumstances and qualifications of available personnel: [ ]

COMMUNICATION

Access to 911: [ ]
Access to on-call emergency medical personnel: [ ]

ROLE OF FIRST ON THE SCENE:

- 1. Control scene (gain access to athlete)
2. Initial assessment (to determine breathing, consciousness, pulse status)
3. Detailed assessment (to determine extent of injury/illness)
4. Send designated coach to summon help if needed:
a. EMS: Call 911
b. Athletic Trainer: Call Athletic Training Room or Cell: [ ]
5. Initiate immediate care to the sick or injured athlete

EMS ACCESS:

If EMS is called provide directions/access to scene
Directions to site/location: [ ]

Open access gates
Designate individual to meet EMS at entrance



## **For IHSA Tournaments**

**Effective February 18, 2015**

The use of unmanned aerial vehicles ("UAV"), also known as drones, is prohibited for any purpose by any persons at IHSA tournament venues. Tournament management shall refuse admission or entry to anyone attempting to use a UAV; and if necessary, tournament management shall remove anyone attempting to use a UAV and/or confiscate the UAV until the event has been completed.

For purposes of this policy, a UAV is any aircraft without a human pilot aboard the device.

An exception to this policy may be made in specific cases for IHSA broadcast partners, provided the management of the tournament facility permits the presence of UAVs for broadcast purposes under the control of the IHSA.



## IHSA LICENSED VENDOR

### **SCHOOL INFORMATION:**

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- By virtue of membership, schools are granted a license to use the IHSA Trademarks on or in connection with IHSA State Series Events. Member schools may produce their own programs or merchandise in accordance with the terms of the Trademark Use and Royalty Policy.
- Any writing or merchandise produced in connection with IHSA State Series Events must conspicuously display the IHSA name and at least one logo.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events are required to use IHSA licensed vendors.
- Member schools advancing to an IHSA State Final and choosing to have merchandise produced in connection with that event, must use Minerva Sportswear. The IHSA has a contract with this company to be the exclusive IHSA State Final Merchandise Vendor.
- A member school may use any IHSA Licensed Vendor.  
To see the approved list, visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

### **VENDOR INFORMATION:**

*Please read the entire Trademark Use and Royalty Policy for full disclosures.*

- Any printed material or merchandise produced in connection with IHSA State Series Events, must conspicuously display the IHSA name and at least one logo.
- IHSA marks and logos can only be utilized by those who are granted a license by the IHSA.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events must use an approved IHSA licensed vendor.
- IHSA licensed vendors can sell licensed material to any IHSA member school.
- IHSA licensed vendors cannot produce merchandise in conjunction with an IHSA State Final. The IHSA has an exclusive State Final Merchandise Vendor contract.
- Licensed publication vendors pay the IHSA a 5% royalty of gross advertising sales, and licensed merchandise vendors pay the IHSA an 8% royalty of gross merchandise sales (based on sale of the finished product) - Royalty Report.
- For unlimited events, vendors can be licensed by the IHSA and utilize the IHSA name and logos for an entire year for a \$500 annual fee; or
- For limited events, vendors can be licensed by the IHSA and can utilize the IHSA name and logos for a single event, up to three events in a year, for \$50 per event or \$100 for three events.

Applying to be an IHSA Licensed Vendor (unlimited events):

1. Submit a completed Licensed Vendor Application for approval;
2. Once approved, sign the IHSA Vendor License Agreement; and
3. Pay the annual licensing fee of \$500.

Applying to be an IHSA Licensed Vendor (limited events):

1. Contact the IHSA office for approval;
2. Once approved, sign the IHSA Limited Use Vendor License Agreement; and
3. Pay the single event fee of \$50 or \$100 for three events.

*For additional information regarding Licensing and Royalty, contact Tammy Craig at 309-663-6377, or visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.*



# School's Responsibility: Sportsmanship



## SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE SEASON

1. Send a reminder card or email to the officials after you have them scheduled.
2. Reminder should include date of contest, time, level, location and sport. Even though many schools and conferences have assignment chairpersons, sending a reminder is highly recommended. When an official does not show, people in your community won't know who the assignment chairperson is, but they do know the athletic director. Avoid embarrassment.
3. Have a standard wage scale set for your different sports and levels and a method in place to raise the pay periodically.
4. If possible, let the working officials know who their partner(s) will be.
5. Hire police and security along with medical assistant or athletic trainer coverage for events whenever possible.
6. Set a policy with your school board on fan, coach and player behavior.
7. Make sure all officials have a contract that is signed by your school—preferably by the principal or IHSA Official Representative.

## SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE CONTEST

1. Prior to the contest, provide the officials with directions and inform them of any special activities that might be occurring (i.e., Homecoming, Senior Night, etc.)
2. Give the official a number they can call in case of an emergency or postponement due to weather.
3. Have competent workers assigned at all contests (scorers, announcers, chain crew, etc.). These people are of great assistance to the official during the contest.
4. Have a host assigned to meet the officials as they arrive. The host should do the following for the officials:
  - a. Provide a reserved parking space.
  - b. Meet officials and take them to the dressing room.
  - c. Have refreshments available for halftime and postgame.
  - d. Ask for any additional needs.
  - e. Introduce the officials to those game workers pertinent to the contest (i.e., scorer, announcer, chain gang, etc.).
  - f. Get the proper pronunciation of officials' names so they are correct when given by the public address announcer.
5. Athletic director should discuss with the officials any special events, conference rules, national anthem time, etc. that would affect the game.
6. Provide the officials with the name of the adult supervisor for that contest and where that person can be found in the event a challenging situation should occur.
7. Make officials aware of location of an athletic trainer or other first responders during the contest. Have a doctor on site when possible (especially at football contests).
8. Make sure all bench personnel are properly attired.
9. Do a check on game scoreboards and lighting systems prior to the game or contest.
10. Make sure the playing area is properly marked and meets National Federation guidelines for that contest.
11. Provide appropriate secured dressing area and hot water showering facilities.

## SCHOOL'S RESPONSIBILITY TO AN OFFICIAL DURING THE CONTEST

1. Insist coaches display good sportsmanship and are proper examples for your players and crowd.
2. Have your public address announcer or cheerleader read the IHSA sportsmanship statement and remain unbiased during contest.
3. Make sure the event supervisor understands the duties and responsibilities pertinent to that contest.
4. Make sure the playing area is maintained during halftime of each contest. For wrestling, make sure the mat is properly cleaned and washed.
5. Help with adverse weather conditions; monitor accordingly.
6. Make sure proper crowd control is visible and in place. Good administrative control can prevent difficult situations.
7. Observe the crowd during the contest and prevent any disturbances that may occur.
8. Work with the official during the game regarding crowd control.
9. Retrieve the game ball at the end of the contest.
10. Escort the officials back to the dressing room at halftime and at the conclusion of the contest.

## SCHOOL'S RESPONSIBILITY TO AN OFFICIAL AFTER THE CONTEST

1. Escort the officials safely back to the dressing room and parking lot.
2. Do not allow unauthorized persons in the dressing room after the game. This includes coaches.
3. Have refreshments available for the officials after the contest.
4. Be sure to thank the officials for their time and effort, regardless of the outcome of the game.
5. Make sure arrangements for paying the officials have been completed. It is preferable to pay the official the day of contest.
6. Ensure that officials are not confronted by anyone after the contest.

# Do What's Right! Sportsmanship



## DWR Expectations

1. Represent your school and community favorably through positive interaction with opposing fans and players before, during, and after the competition.
2. Use positive yells, chants, songs or gestures.
3. Display modesty in victory and graciousness in defeat.
4. Respect and acknowledge the integrity and judgment of officials.
5. Exhibit positive behavior in both personal interaction and social media comments.

## Acceptable Behaviors

- During the National Anthem, students, participants and fans should remove any hats, face the flag, not talk, place the right hand on the heart, and remain still until the end of the anthem.
- Applause during introduction of players, coaches and officials.
- Players shaking hands with opponents while both sets of fans recognize player's performance with applause.
- Accept all decisions of the game officials.
- Spirit Participants lead fans in positive support.
- Handshakes between participants and coaches at the end of contests, regardless of the outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of the contest for performance of all participants.
- Everyone showing concern for an injured player, regardless of the team.
- Encourage surrounding people to display sportsmanlike conduct.

## Unacceptable Behaviors

- Disrespectful or derogatory yells, chants, songs or gestures.
- Booming or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Yells that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming the loss of the game on officials, coaches or participants.
- Laughing or name calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.
- Doing own yells instead of following the lead of spirit participants.